



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

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## **Proposed Schedule for the Committee of the Whole Meeting on November 25, 2019**

**Note:** This schedule is subject to change.

**10:00 AM** - Committee of the Whole is called to order and it is anticipated that Presentation & Recognition Item 3.1 & Consent Items 5.1 - 5.7 related to the 2020 Budget will be discussed at this time.

The Committee of the Whole will recess from approximately 12:00 PM until 12:30 PM.

**12:30 PM** - Committee of the Whole will resume and will include the following items:

- Presentations
- Deputations
- Consent items (5.8 - 5.21)
- Action Items
- Reports by Regional Representatives
- Notices of Motion
- Motions
- New Business
- Closed Session
- Public Hearing Matter (7:00 PM)
- Adjournment







# **Town of Newmarket**

## **Agenda**

### **Committee of the Whole**

Date: Monday, November 25, 2019  
Time: 10:00 AM  
Location: Council Chambers  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

#### **1. Additions & Corrections to the Agenda**

**Note:** Additional items are marked by an asterisk\*.

#### **2. Declarations of Pecuniary Interest**

#### **3. Presentations & Recognitions**

##### **\*3.1 2020 Budget Presentation**

**Note:** Mike Mayes, Town Treasurer will be in attendance to provide a presentation on this matter.

#### **4. Deputations**

#### **5. Consent Items**

##### **\*5.1 Draft 2020 Operating and Capital Budgets**

1. That the report entitled Draft 2020 Operating and Capital Budgets dated November 25, 2019 be received; and
2. And that the Draft 2020 Operating Budget with expenditures of \$134,560,230 be approved, which is comprised of the following components;
  1. \$65,229,417 for Town purposes
  2. \$17,286,952 for Central York Fire Services (Newmarket's share)
  3. \$3,717,875 for the Newmarket Public Library
  4. \$1,710,000 for the Mulock Farm levy
  5. \$30,000 for the Newmarket Downtown Business Improvement Area (BIA)

6. \$20,379,125 for the Water Rate Group
7. \$21,321,864 for the Wastewater Rate Group
8. \$2,141,135 for the Stormwater Rate Group
9. \$2,743,862 for the Building Permit Rate Group
3. And that a Capital Spending Authority of \$50,620,079 be established, being \$37,810,575 for 2020 and \$12,809,504 for 2021; and
4. That the draft 2020 Operating and Capital Budgets be forwarded to the Council meeting of December 2, 2019 for final approval; and
5. That Council authorize the Director of Financial Services/Treasurer to:
  - a. Make any necessary adjustments within the total approved budget to reflect organizational changes and any other reallocation of costs.
  - b. Accept and adjust the budget for new provincial and/or federal funding provided there is no tax levy impact.
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## 5.2 2020 Recreation & Culture User Fees & Charges

1. That the report entitled Recreation & Culture – Rates & Fees, 2020 dated Nov 25, 2019 be received; and,
2. That the Schedules “A(1) to A(16)” marked as the Town of Newmarket Recreation & Culture Services Fees and Charges Schedules be approved by Bylaw; and,
3. That the Recommending A Strategy (RAS) surcharge that is currently applied as an additional charge to all facility permits and program registrations be amended as set forth in Schedules “A(1) to A(16); and,
4. That the fee adjustments for 2020 come into full force and affect as of January 1, 2020, save and except for program fees where the program began prior to March 1st, 2020; and,
5. That fee increases for above noted program take affect as of March 1st, 2020; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## 5.3 2020 Water and Wastewater Rates

1. That the report entitled 2020 Water and Wastewater Rates dated November 25, 2019 be received; and,
2. That the attached Schedule “A” being the Town of Newmarket Water and

Wastewater Rates be approved and adopted by by-law; and,

3. That the Water and Wastewater Rates adjustments come into full force and effect as of January 1, 2020.

#### 5.4 2020 Stormwater Rates

1. That the report entitled 2020 Stormwater Rates dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket 2020 Stormwater Rates be approved and adopted by by-law; and,
3. That the 2020 Stormwater Rates come into full force and effect as of January 1, 2020.

#### 5.5 2020 User Fees and Charges – Planning Act Fees

1. That the report entitled 2020 User Fees and Charges – Planning Act Fees dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket 2020 Planning Application Fees Schedule be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1, 2020.

#### 5.6 2020 Building Permit Fees

1. That the report entitled 2020 Building Permit Fees dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket 2020 Building Permit Fee Schedule be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1, 2020.

#### 5.7 2020 Fees and Charges – General – Various Departments

1. That the report entitled 2020 Fees and Charges – General – Various Departments dated November 25, 2019 be received; and,
2. That the attached Schedules "A", "B", "C", "D", "E" and "F" marked as the Town of Newmarket 2020 All Departments, Corporate Services – Finance & Procurement, IT, Legal Services, Public Works Services, Engineering Services, Legislative Services respectively, be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1,

2020.

5.8 Established Neighbourhoods Study – Interim Control By-law

1. That the report entitled Established Neighbourhoods Study – Interim Control By-law dated November 25, 2019 be received; and,
2. That the By-law included as Attachment 2 be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.9 Site Specific Exemption to Interim Control By-law 2019-04 for 81 Joseph Street

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for 81 Joseph Street dated November 25th, 2019 be received; and,
2. That Council approve the requested site-specific exemption to Interim Control by-law 2019-04 for 81 Joseph Street and adopt the attached exemption by-law.

5.10 Bill 108 – Planning Review Process Changes

1. That the report entitled Bill 108 – Planning Review Process Changes dated November 25, 2019 be received; and,
2. That Council endorse the recommended process changes; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.11 Adoption of the Emergency Response Plan

1. That the report entitled Adoption of the Emergency Response Plan dated November 12, 2019 be received; and,
2. That the updated Emergency Response Plan be enacted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*5.12 Regional Incentive Programs – 175 Deerfield Road

1. That the report entitled Regional Incentive Programs – 175 Deerfield Road dated November 25, 2019 be received; and,
2. That the amended incentives for the 175 Deerfield Road development be approved to align with the new Regional incentive program as presented in this report; and,

3. That staff be directed to review the newly-adopted Regional incentive programs for rental housing and office developments and provide recommendations on how to maximize benefit to Newmarket; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*5.13 VivaNext Bus Rapid Transit Y3.2 Yonge Street Noise By-law Exemption

1. That the report entitled VivaNext Bus Rapid Transit Y3.2 Yonge Street Noise By-law Exemption dated November 25, 2019 be received; and,
2. That the request from RapidLINK for a noise exemption to perform necessary works for the vivaNext Bus Rapid Transit Y3.2 project between the hours of 8:00 PM to 7:00 AM on weekdays, and between the hours of 5:00 PM to 9:00 AM on weekends from January 1, 2020 until December 31, 2020 (7 days a week), be approved; excluding December 25, 2020 (Christmas Day) and December 26, 2020 (Boxing Day); and,
3. That this approval is subject to ongoing staff supervision and community impact assessment and revocation if community impact is deemed excessive by staff or Council; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.14 Motion from October 16, 2019 Newmarket Public Library Board meeting regarding eContent Campaign

Whereas, the Town of Newmarket recognizes the important role that libraries play in our community. Libraries and the early literacy programs that they run are integral to developing proficient readers and ensuring that children succeed in school. More and more, digital literacy programs run by libraries also help ensure that citizens can contribute to our digital world. Additionally, vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community – from education to searching for jobs to consuming Canadian cultural materials; and,

Whereas, libraries in our community recognize that our users increasingly seek to access ebooks and other e-content offered by multinational publishers, and that access to those publications is too often curtailed by prohibitively high licensing fees or else entirely denied to Canadian libraries; and,

Whereas, libraries must be in a position to offer e-books and other e-content to their users as part of their service offering to our community, particularly given the contemporary rapid pace of digitization of educational and cultural materials.

Now, therefore be it resolved that the Town of Newmarket does hereby:

1. Indicate our support for the Canadian Urban Libraries Council in its efforts to increase access to ebooks and other econtent for library users in Newmarket and across Canada; and,
2. Call on the federal government to investigate the barriers faced by libraries in acquiring ebooks and other econtent and the problems that poses for vulnerable demographic groups in Canada; and,
3. Further ask the federal government to develop a solution that increases access to ebooks and other econtent across Canada and assists libraries in meeting the cost requirements to acquire e-books and other e-content.

5.15 Central York Fire Services – Joint Council Committee Meeting Minutes of September 3, 2019 and the Special Meeting Minutes of September 11, 2019 and October 22, 2019

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of September 3, 2019 and the Special Meeting Minutes of September 11, 2019, and October 22, 2019 be received.

5.16 Central York Fire Services – Joint Council Committee Special Meeting (Closed Session) Minutes of September 11, 2019

1. That the Central York Fire Services – Joint Council Committee Special Meeting (Closed Session) Minutes of September 11, 2019 be received.

5.17 Elman W. Campbell Museum Board of Management Meeting Minutes of September 19, 2019

1. That the Elman W. Campbell Museum Board of Management Meeting Minutes of September 19, 2019 be received.

5.18 Heritage Newmarket Advisory Committee Meeting Minutes of October 1, 2019 and October 16, 2019

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of October 1, 2019 and October 16, 2019 be received.

5.19 Item 9.1 of the Heritage Newmarket Advisory Committee Meeting Minutes of October 1, 2019

The Strategic Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report:

1. That the Heritage Newmarket Advisory Committee recommend to Council that the windows in the Stickwood Walker House be replaced only if it can be demonstrated that they cannot be restored; and,
2. That the tail wing structure of the house be restored.

5.20 Main Street District Business Improvement Area Annual General Meeting Minutes of November 20, 2018 and General Meeting Minutes of March 27, 2019

1. That the Main Street District Business Improvement Area Annual General Meeting Minutes of November 20, 2018 and General Meeting Minutes of March 27, 2019 be received.

5.21 Outstanding Matters List

1. That the outstanding matters list be received.

**6. Action Items**

**7. Reports by Regional Representatives**

**8. Notices of Motions**

**9. Motions**

**10. New Business**

**11. Closed Session**

11.1 Labour Relations - Central York Fire Services Collective Agreement

Labour relations or employee negotiations as per Section 239 (2) (d) of the Municipal Act, 2001

11.2 Old Fire Hall - 140 Main Street - request for Proposals for Adaptive Re-use

A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239 (2) (c) of the Municipal Act, 2001.

\*11.3 Stickwood Walker Farmhouse Renovation

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2) (i) of the Municipal Act, 2001.

\*11.4 Proposed Settlement regarding Sabrina's Restaurant Litigation

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as per Section 239 (2) (e) of the Municipal Act, 2001.

## **12. Public Hearing Matter (7:00 PM)**

### **\*12.1 665-695 Stonehaven Avenue - Zoning By-law Amendment Application**

Lucila Sandroval, Groundswell Urban Planning will be in attendance to provide a presentation on this matter. The presentation will be provided when available.

The following report has been attached for information purposes only:

- Planning and Building Services 2019-97 dated October 15, 2019 regarding 665-695 Stonehaven Avenue - Zoning By-law Amendment Application

### **\*12.2 Glenway High Density Block 164-165**

A representative from Groundswell Urban Planning will be in attendance to provide a presentation on this matter.

The following report has been attached for information purposes only:

- Planning and Building Services 2019-77 dated August 26, 2019 regarding Official Plan and Zoning By-Law Amendment Glenway Blocks 164 & 165

#### **12.2.1 Deputations**

- Roland Garfit

## **13. Adjournment**



# 2020 Draft Budgets

Presenter: Mike Mayes

Date: November 25, 2019



# The Town of Newmarket is a \$172.4 million operation



<b>Operating Budgets:</b>	
Tax-supported – Town, BIA, Library, CYFS (Fire), Mulock Farm	\$ 88.0 million
Rate-supported – water, wastewater, stormwater, building permits	46.6 million
	<b>\$ 134.6 million</b>
<b>Capital budget</b>	<b>\$ 37.8 million</b>
<b>Total</b>	<b>\$ 172.4 million</b>



# All-in tax increase of 2.39% for the average residence



	2019	2020	Increase \$	Increase %
Town	\$ 1,998.04	\$ 2,057.78	\$ 59.74	2.99 %
Region	\$ 2,082.39	\$ 2,144.03	\$ 61.64	2.96 %
	<b>\$ 4,080.43</b>	<b>\$ 4,201.81</b>	<b>\$ 121.38</b>	<b>2.97 %</b>
School Board	\$ 996.18	\$ 996.18	\$ 0.00	0.00 %
	<b>\$ 5,076.61</b>	<b>5,197.99</b>	<b>\$ 121.38</b>	<b>2.39 %</b>

subject to tax shifting and finalizing tax rates



# Budget Impact on Average Residential Property



	% increase	\$ increase
Property tax	2.99 %	\$ 59.74
Water / wastewater	4.92 %	\$ 59.72
Stormwater	10.86 %	\$ 4.12
<b>Total</b>		<b>\$ 123.58</b>



# 2020 Capital Budget



Sources of Funding	ARF	DC's	General	Other	Total	% of Total
	In \$ millions					
<b>Replacement</b>	\$ 10.4	-	\$ 0.2	\$ 11.3	<b>\$ 21.9</b>	<b>58 %</b>
<b>Growth</b>	\$ 0.8	\$ 12.8	\$ 0.2	-	<b>\$ 13.8</b>	<b>36 %</b>
<b>Other</b>	\$ 0.4	-	\$ 0.2	\$ 1.5	<b>\$ 2.1</b>	<b>6 %</b>
<b>Total</b>	<b>\$ 11.6</b>	<b>\$ 12.8</b>	<b>\$ 0.6</b>	<b>\$ 12.8</b>	<b>\$ 37.8</b>	<b>100 %</b>



# How did we get here?

## Foundation for the Budget

- May 6 – budget process, schedule and targets approved by Council
- October 15 – CoW informed that targets were met and there were challenges
- Budget details provided:
  - October 28 – rate-supported operations and capital
  - November 11 – tax-supported operations and Decision Packages



# Budget Engagement, Input Opportunities

- Tax Insert to all households
- Hey Newmarket! (online engagement platform)
- Designated Webpage
- Town page Ads
- Social Media Campaign/budget game
  - 250 responses from the budget game



The feedback received is in line with the town's community survey (2018). The community survey found that 85 per cent of residents surveyed felt they were receiving at least fair value for their tax dollars and four out of five residents surveyed are satisfied with the overall service levels provided by the Town.



# All goals were achieved

1. A tax increase of less than 3%
2. An infrastructure levy of 1%
3. Budget is not deferring costs to future years
4. Budget is not borrowing revenue or savings from future years
5. Assessment Growth Revenue of 1.3% has only been applied to growth-related expenditures
6. The rate-supported budgets align with their 6-year financial plans
7. The capital program is achievable and within the available funding





# Changes have been made to the budget (see page 7 of the report)

- Extraordinary Items – two changes were made and all items remain within budget
- Growth clarification – “donated park” is “conveyed open space” requiring annual maintenance
- Capital Program adjusted based on feedback (Appendix E to report)
  - 16 projects added to Recommended
  - 3 projects moved to Deferred



# Flexibility for the future

(see page 8 of the report)

- Decision Packages pending
  - \$780,00 provision in the budget
  - May be used per request or reallocated subject to Council approval
- Gas Tax top up
  - \$2.6 million in unallocated capital funding
- REV It Up
  - Results not included in the 2020 budget





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## **Draft 2020 Operating and Capital Budgets Staff Report**

Report Number: 2019-130

Department(s): Financial Services

Author(s): Mike Mayes

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Draft 2020 Operating and Capital Budgets dated November 25, 2019 be received; and
2. And that the Draft 2020 Operating Budget with expenditures of \$134,560,230 be approved, which is comprised of the following components;
  1. \$65,229,417 for Town purposes
  2. \$17,286,952 for Central York Fire Services (Newmarket's share)
  3. \$3,717,875 for the Newmarket Public Library
  4. \$1,710,000 for the Mulock Farm levy
  5. \$30,000 for the Newmarket Downtown Business Improvement Area (BIA)
  6. \$20,379,125 for the Water Rate Group
  7. \$21,321,864 for the Wastewater Rate Group
  8. \$2,141,135 for the Stormwater Rate Group
  9. \$2,743,862 for the Building Permit Rate Group
3. And that a Capital Spending Authority of \$50,620,079 be established, being \$37,810,575 for 2020 and \$12,809,504 for 2021; and
4. That the draft 2020 Operating and Capital Budgets be forwarded to the Council meeting of December 2, 2019 for final approval; and
5. That Council authorize the Director of Financial Services/Treasurer to:
  - a) Make any necessary adjustments within the total approved budget to reflect organizational changes and any other reallocation of costs.

- b) Accept and adjust the budget for new provincial and/or federal funding provided there is no tax levy impact.
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## **Executive Summary**

For the average residential property, the proposed budget would be a 2.99% increase in property taxes, a 4.92% increase in the combined water and wastewater rates, and a 10.86% increase in the stormwater charge.

## **Purpose**

The purpose of this report is to obtain Committee of the Whole approval of the draft budgets – Tax-Supported Operating, Rate-Supported Operating and Capital - so that they may be recommended to Council for final approval and adoption effective January 1, 2020.

## **Background**

### **Foundation for the Budget**

The budget process schedule and targets were established on April 29, 2019 with [Report 2019-42, 2020 Budget Process and Target](#). This was amended and adopted by Council on May 6, 2019.

[2020 Budget Process Update, Report 2019-102](#), was presented to Committee of the Whole on October 15, 2019. Council was notified that all budget targets had been met and that there were challenges that had to be dealt with.

Budget details were provided at Special Committee of the Whole meetings intended for Council deliberations and public feedback.

On October 25, 2019:

- [2020 Preliminary Draft Rate-Supported Operating Budgets, Report 2019-108](#), provided the details for the Water, Wastewater, Stormwater and Building Permits Fees budgets. It also elaborated on the challenge of funding the Stormwater capital program.
- [2020 Preliminary Draft Capital Budget, Report 2019-110](#), provided the details of the Capital budget and introduced the concepts of a Capital Program and Capital Spending Authority. It discussed the challenges of capital carryovers and tax-supported Asset Replacement Fund (ARF) deficit.

And on November 11, 2019:

- [Preliminary Draft Tax-Supported Operating Budget, Report 2019-119](#), provided the details of the Tax-supported Operating Budget and Decision Packages – both tax and rate-supported.

These reports provided the details for the draft budgets. Any changes are noted in this report in the Discussion section.

### **The Town of Newmarket is a \$172.4 million operation**

In addition to \$134.6 million in operational expenditures, there will be \$37.8 million in capital expenditures.

#### Operating budgets

The operating budgets – tax and rate-supported consist of the following expenditures:

Area	Expenses based on PSAB	Principal Repayment on Long-term Debt	Capital Financing	Transfer to Reserves/ Reserve Funds	Total Expenditures
Town	\$ 54,961,925	\$2,767,521	\$ 294,000	\$ 7,205,971	\$ 65,229,417
Mulock Farm	1,100,000	560,000		50,000	1,710,000
Downtown BIA	30,000				30,000
Library	3,446,130			271,745	3,717,875
CYFS	15,987,352			1,299,600	17,286,952
<b>Tax-supported</b>	<b>\$ 75,525,407</b>	<b>\$ 3,327,521</b>	<b>\$ 294,000</b>	<b>\$ 8,827,316</b>	<b>\$ 87,974,244</b>
Water	\$ 16,260,858	\$ 42,077		\$ 4,076,190	\$ 20,379,125
Wastewater	18,513,465	42,077		2,766,322	21,321,864
Stormwater	1,676,622			464,513	2,141,135
Building	2,743,862				2,743,862
<b>Rate-supported</b>	<b>\$ 39,194,807</b>	<b>\$ 84,154</b>	<b>\$ 0</b>	<b>\$ 7,307,025</b>	<b>\$ 46,585,986</b>
<b>Total</b>	<b>\$ 114,720,214</b>	<b>\$ 3,411,675</b>	<b>\$ 294,000</b>	<b>\$ 16,134,341</b>	<b>\$ 134,560,230</b>

**Expenses based on PSAB** are used for financial statement reporting as regulated by the Public Sector Accounting Board (PSAB), but do not include amortization.

**Principal Repayment on Long-term Debt** excludes interest which is included in Expenses.

**Capital Financing** is the amount transferred from the Operating to the Capital Budget. It does not include the operating and maintenance costs of new infrastructure, which is included in Expenses.

**Transfer to Reserves/Reserve Funds** includes contributions to the Asset Replacement Fund.

**Total Expenditures** are an expanded fund-based approach used for budgeting and management purposes.

The Decision Packages recommended for inclusion in the operating budgets are included in Appendix A – Decision Packages for the Base Budget and Appendix B – Decision Packages for Growth.

#### Capital Budget

The Capital Spending Authority is the total of all capital expenditures approved by Council and may span more than one year. This differs from the Capital Budget which is the annual component and includes the required funding. The Capital Program is the list of projects to be delivered by the Capital Budget.

The requested Capital Spending Authority of \$50.6 million includes \$37.8 million for 2020 and \$12.8 million for 2021.

The list of recommended projects for 2020 can be found in Appendix C – 2020 Capital program. The 2020 Capital Budget can be summarized as follows:

Category	ARF	DC's	General	Other	Total
Replacement	\$ 10,331,089	-	\$ 200,000	\$ 11,320,903	\$ 21,851,992
Growth	825,000	12,770,032	192,500	-	\$ 13,787,532
Other	404,000	-	254,058	1,512,993	\$ 2,171,051
<b>Total</b>	<b>\$ 11,560,089</b>	<b>\$12,770,032</b>	<b>\$ 646,558</b>	<b>\$ 12,833,896</b>	<b>\$ 37,810,575</b>

**ARF** – the Asset Replacement Fund funds 31% of the capital budget. It is used for the cost of replacing capital assets at the end of their life cycle. This may be determined by condition assessments such as the Roads Needs Study, and is informed by Asset Management Plans. The goal is to maintain existing service levels for the current population.

**DC's** – Development Charges fund 34% of the capital budget. Their focus is on growth needs as determined by the Development Charges Background Study. The goal is to maintain service levels for a growing population.

**General funding** is from either the tax-supported operating budget or from general capital reserves – those not designated for a specific purpose. It covers items that do not have a dedicated source of funding.

**Others** includes the Federal Gas Tax (\$6,458,000), reserves and reserve funds (\$1,552,993) and water rates for the water meter / AMI project (\$4,822,903).

The 2021 allocation is for projects that require a commitment to be made in 2020. These are listed in Appendix D – 2021 Capital Program and include:

- 2nd phase of projects that span two years - \$6.2 million for the new fire station and \$4.8 million for the water meter / AMI project
- Vehicles that are ordered in advance for delivery in 2021 - \$1.7 million
- Climate Change Sustainability Plan for \$60,000
- Mulock Multi-Use Plan (MUP) which does not yet have a cost estimate

The 2021 program will be expanded as part of the budget process next year. The above projects provide a starting point.

The capital budget has projects that will generate ongoing operational costs and savings.

In the Tax-supported Operating budget:

- \$1,012 of additional base costs for the Implementation of Administrative Monetary Penalty System for Parking Offences
- \$12,150 of additional growth costs for Active Transportation Implementation

In the Rate-supported Operating budget:

- \$15,000 of savings in water expenses from the Fire Hydrant Barrel Cutter

These amounts have been included in the appropriate budgets.

## **Discussion**

### **All goals were achieved**

The Tax-supported Operating Budget delivers on its goals:

1. A tax increase of less than 3%
  - A base budget increase of 1.99%
  - An infrastructure levy of 1.00%
2. \$546,000 in net budget reductions were found
  - The original budget reduction requirement for \$546,000 grew to \$1,121,000 when \$575,000 in extraordinary items were included and additional budget reductions were found to offset them
3. It does not include anticipated results or recommendations from the Service Delivery Review - “REV It Up”
  - The 2020 budget is not deferring costs to future years
  - The 2020 budget is not borrowing revenue or savings from future years
4. Assessment Growth Revenue of 1.3% has only been applied to growth-related expenditures.

The rate-supported budgets align with their 6-year financial plans for rate increases.

The capital program is deliverable and is within the available funding envelope. It is within the limits of operational and financial capacity.

### **Changes have been made to the budget**

Feedback from Members of Council and new information have prompted some modifications to the preliminary draft budgets.



### Extraordinary Items

The preliminary draft tax-supported budget included \$575,000 in Extraordinary Items. These were potentially significant budget challenges; however, cost reductions were found to factor them into the base budget without impairing operations or impacting the tax levy.

New information emerged since the presentation of the preliminary draft budgets.

One of the items was a 25% increase in major medical benefits. Staff have been able to incorporate changes in our plan that can mitigate this increase without jeopardizing coverage. The savings are \$259,500 from a projected increase of \$420,000.

Quotes for the renewal of our insurance are showing higher than anticipated premiums - \$240,000 more than we had provided for in the budget. This appears to be a municipal trend and no options are currently apparent.

As these two items offset each other, there is no budget impact. The difference of \$19,500 has been used to supplement benefit cost estimates.

### Growth Expenditures

The growth expenditures for the tax-supported budget had included \$30,000 for “operating costs for a donated park” – this requires clarification. It is for 2.4 hectares of open space in the Glenway area that is now being conveyed (donated) to the Town by a developer. This land will require maintenance – grass cutting and forestry work on the trees.

The usual practice is to account for maintenance costs for capital additions during the budget process, and if this had been a “usual” budget item, the operating costs would have been considered with an earlier budget as this conveyance has been expected for a while. This qualifies as growth capital but was missed due to its no-cost nature. The \$30,000 budget request is to account for this oversight.

### Capital Program

There were many questions on the capital budget related to projects not included in the capital program – items that were either in the Deferred or Cancelled lists. The list of

projects that were reconsidered, and the responses are in Appendix E – Capital Project Inquiries from Council.

Some items needed clarification as they were under another name. Some projects remained deferred as we do not have the operational or financial capacity to deal with them at this time and there are other priorities.

Some projects were added to the Recommended List, which was revised as a result and can be found in Appendix C – 2020 Capital Program. Capacity was made for these by deferring the following projects that had previously been recommended:

- Mezzanine Level Blinds at Operations Centre (FAC 15) – a growth request for \$23,000 funded by Development Charges
- Haskett Park TL & Breathing Space (5218047) – a growth request for \$1,650,000 funded by Development Charges
- Sport Field Lighting Phase II (5219057) – a replacement request for \$170,000 funded by the tax-supported Asset Replacement Fund

There is a \$20,000 request from Neighbourhood Network for sponsorship of a collaborative approach to diversity. If Council chooses to approve this, it is recommended that it should be dealt with as an operating budget item and funded from an appropriate reserve fund.

### Further Changes

As the year progresses, there will be further changes. The next section talks about the changes that are known, but there could also be some that are not. The Town could be the recipient of unanticipated grants or the beneficiary of other opportunities. For this reason the Town is adopting a practice from the Regional Municipality of York, to delegate to the Treasurer the authority to make minor adjustments to the budget as required. This is the intention of the sixth recommendation referenced on Page 1 & 2 of this report.

### **Flexibility for the future**

The 2020 budget is creating flexibility for the future. It has done this by reducing commitments to future budgets and creating discretionary provisions.

The budget is not deferring costs to future years if they should be dealt with in 2020. For instance, \$240,000 in costs were carried forward from the 2019 budget. There is no such deferral in the 2020 budget. All extraordinary items have been factored into the budget.

The budget contains provisions for Decision Packages that are pending review. These funds could be reallocated to other priorities. If not specifically applied, these funds will be

transferred to capital reserves – growth, general capital and/or the Asset Replacement Fund. The pending amounts total \$779,977 and include:

- \$98,784 in the tax-supported base budget
- \$391,360 in the tax-supported growth budget
- \$268,117 in the rate-supported budget
- \$21,716 in the rate-supported base budget

The Town received additional Gas Tax payments in 2019 of \$2,594,820. These funds have not been assigned and are available.

The 2020 budget does not rely on anticipated revenues or savings from future years. All estimates are reasonably attainable. The savings that may result from the REV It Up program will be available for future projects and budgets.

## **Conclusion**

### **Next Steps**

The Committee of the Whole has been presented with the draft 2020 operating and capital budgets. The direction provided with respect to the staff recommendations on the above will go to Council for adoption of the 2020 budgets.

The restrictions applied to the 2020 capital budget are just an interim step; the longer term solution is the creation of a comprehensive revamping of our financial policies and strategies. An overarching fiscal framework, comparable to that of York Region, is targeted to be presented to Council in May/June of 2020.

## **Business Plan and Strategic Plan Linkages**

This report links to Council's strategic priority of long-term financial sustainability by developing a multi-year operating and capital budget that aligns with the Budget Policies.

## **Consultation**

All members of the Senior and Operational Leadership Teams participated in the preparation of the budgets.

Members of Council provided direction, comments and questions at the Committee of the Whole meetings on April 30 and October 15, 2019; and at the Special Committee of the Whole meetings on October 28 and November 11, 2019.

Answers to questions from Members of Council are included in the appendices:

- Appendix E – Capital Project Inquiries from Council
- Appendix F – Budget Inquiries from Council

### **Joint Council Committee (JCC)**

A special Joint Council Committee (JCC) meeting was held on October 22, 2019 to review and make a recommendation on the 2020 Central York Fire Services (CYFS) budget. The Town of Aurora will be reviewing the budget on November 25, 2019. They can then provide comments to Newmarket Council for the December 2, 2019 meeting.

### **Newmarket Public Library Board**

The Library Board approved the Newmarket Public Library budget request on September 18, 2019.

### **Other Boards and Committees**

There have been no budget requests from any of the boards or committees, including the Newmarket Downtown BIA.

### **Water, Wastewater and Stormwater Budgets**

The Water, Wastewater and Stormwater budgets are based on their 6-year financial plans, which were adopted by Council on June 26, 2017.


The 2020 rates for water, wastewater, stormwater, and building permit fees will be adopted by Council on December 2, 2019.

### **2020 Budget Communications and community engagement**

The focus of the communications and community engagement for the 2020 budget was on engaging residents through the Town's online digital platform Hey Newmarket and encouraging participants to play the 2020 budget game. The budget game helps to gauge residents satisfaction levels with Town services and also provides an opportunity for general comments and feedback. Hey Newmarket and the budget game were promoted via the Town's website, social media channels, media advisory/releases, Newmarket Now e-newsletter, Town page ads and various other communications tools and tactics. Through social media there were 354 unique link clicks to the budget game, with a reach of 10,782 and 36,396 impressions. In addition, a budget-focused brochure was mailed to all households as a tax bill insert and a budget-themed tool kit was provided to Council.

## Hey Newmarket

Hey Newmarket provided information on the 2020 budget, access to the budget game, key dates and the opportunity to ask questions and provide general feedback on the budget process. In October and November, there were approximately 100 visits to the 2020 budget page on Heynewmarket.ca.



[Home](#) [Projects](#) [Newmarket.ca](#)  [Sign In | Register](#)

[Home](#) » [2020 Budget: How would you like to see your tax dollars invested?](#)

### 2020 Budget: How would you like to see your tax dollars invested?

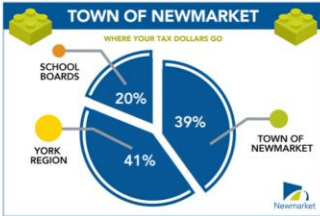
The Town of Newmarket is dedicated to serving the needs of our residents. We want your opinion on how you want to see **YOUR** tax dollars invested and on our overall budget process.

Newmarket's budgets are built around resident feedback and priorities set by the Newmarket Council. We also have to ensure that as Newmarket continues to grow, we are allocating the appropriate funds to the needs of our growing demographic, without sacrificing levels of service to our residents.

**Your opinion and feedback matters to us.**

Here is how you can contribute to the overall budget process:

**Play our Budget Game - Investing your tax dollars**



Category	Percentage
YORK REGION	41%
TOWN OF NEWMARKET	39%
SCHOOL BOARDS	20%

**Who's listening**  
**Mike Mayes**  
Director of Finance, Treasurer, Town of Newmarket  
Email: [finance@newmarket.ca](mailto:finance@newmarket.ca)

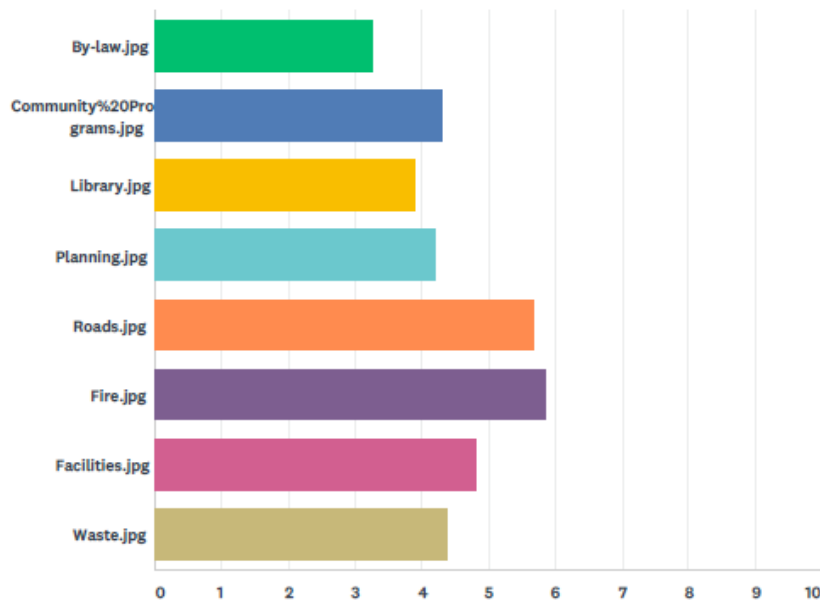
**Play the Budget Game investing your tax dollars**  
☒ Play today! Your feedback matters!

**Council's Strategic Priorities**  
☒ Learn more about Newmarket Council's Strategic Priorities for the 2018-2020 term!

## Investing your tax dollars – 2020 budget game

The budget game asks residents to how they would like to see their tax dollars invested by ranking the Town's eight primary services by level of importance (one being most important, eight being least important).

There were approximately 250 participants in the budget game. Approximately one quarter of the participants were satisfied with all services equally. The remaining participants ranked the municipal services fairly equally with roads, bridges and sidewalk and fire services ranking slightly higher. Fire services had the highest number one ranking with 33 per cent, followed by roads, bridges and sidewalks at 19 per cent.



The budget game also asks for additional comments on the 2020 budget. Over 70 comments were received and are attached to this report for your reference as Appendix G.

This is generally consistent with the feedback received from the 2019 budget engagement and the town's community survey (2018). The community survey found that 85 per cent of residents surveyed felt they were receiving at least fair value for their tax dollars and user fees spent in support of town services and four out of five residents surveyed are satisfied with the overall service levels provided by the Town, particularly in quality of service delivery.

## Human Resource Considerations

The tax-supported and rate-supported operating budgets have limited recommendations for additional staff at this time. The three requests that have been included are all related to growth:

- 4 additional firefighters for Central York Fire Services
- Additional casual staffing for Visual Services at the Newmarket Public Library
- Additional casual staffing to maintain the donated land

The approach taken for the 2020 Budget is to limit additions to the budget, and specifically to staffing levels, until the outcomes and recommendations from the REV It Up service delivery review are received. Provision has been made in the budgets for the expense, but adjustment to the staffing complement will still require Council approval.

## Budget Impact

### Operating Budgets

The draft tax-supported budget would require a 2.99% tax increase, which includes an additional 1.0% as an infrastructure levy. This would be an increase of \$59.74 to the average residential property.

The combined water and wastewater increase would increase the cost to the average residential property by 4.92% or \$59.72.

The stormwater budget would increase the cost to the average residential property by 10.86% or \$4.12.

Combined with the projected Regional tax increase, an average residential property would see the following property tax increases:

	2019	2020	Increase \$	Increase %
Town	\$ 1,998.04	\$ 2,057.78	\$ 59.74	2.99 %
Region	2,082.39	2,144.03	61.64	2.96 %
	<b>4,080.43</b>	<b>4,201.81</b>	<b>121.38</b>	<b>2.97 %</b>
School Board	996.18	996.18	0.00	0.00 %
	<b>\$ 5,076.61</b>	<b>5,197.99</b>	<b>\$ 121.38</b>	<b>2.39 %</b>

The recommended draft operating budgets would result in a 2.39% “all-in” (Region, School Board, Town) tax increase to the average residential taxpayer – subject to tax shifting and finalizing tax rates.

### Capital Budget

The recommended draft capital budget includes \$37,810,575 in expenditures, for which there is adequate financing provided.

### Attachments

- Appendix A – Decision Packages for the Base Budget
- Appendix B – Decision Packages for Growth
- Appendix C – 2020 Capital Program
- Appendix D – 2021 Capital Program

- Appendix E – Capital Project Inquiries from Council
- Appendix F – Budget Inquiries from Council
- Appendix G – Budget Individual Comments

## **Approval**

Mike Mayes, CPA, CGA, DPA  
Director of Financial Services

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)



Appendix A - Decision Packages for the Base Budget										
Form #	STATUS	FTE	Initiative Name	Area Responsible	Category	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Net Impact on Tax	Net Impact on Rates
<a href="#">FAC 33</a>	Recommended		Monthly Fire/Life Safety Systems Testing & Inspections - All Equipped Facilities	PWS-Facilities	Mandatory	31	20,000		20,000	
<a href="#">FAC 34</a>	Recommended		Roof Anchoring Systems Testing & Certification	PWS-Facilities	Mandatory	27	10,000		10,000	
<a href="#">FAC 39</a>	Recommended		Pest Control For Facility Buildings	PWS-Facilities	Mandatory	27	21,000		21,000	
<a href="#">W&amp;WW 9</a>	Recommended		Cathodic Protection of Metallic Watermains	PWS-Water & WW	Maintenance	26	160,000			160,000
<a href="#">FAC 35</a>	Recommended		Roof Inspections & Maintenance	PWS-Facilities	Maintenance	25	28,500		28,500	
<a href="#">FAC 38</a>	Recommended		Monthly Inspection and Preventative Maintenance for Plumbing Equipment	PWS-Facilities	Maintenance	25	20,000		20,000	
<a href="#">IT 11</a>	Recommended		AV Annual Support	Information Technology	Mandatory	24	22,563		22,563	
<a href="#">CYFS 3</a>	Recommended	casual	Administrative Assistant for Cost-Recovery Program	CYFS	Service Level Change	17	64,664	-64,664		
<b>TOTAL</b>		<b>0.0</b>					<b>346,727</b>	<b>-64,664</b>	<b>122,063</b>	<b>160,000</b>



Appendix B - Decision Packages for Growth										
Form #	STATUS	FTE	Initiative Name	Area Responsible	Category	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Net Impact on Tax	Net Impact on Rates
<a href="#">LIB 4</a>	Recommended	casual	Library virtual services planned growth	Library	Growth	28	18,000		18,000	
<a href="#">CYFS 1</a>	Recommended	4	Final Year of Hiring 4 Firefighters - Stn 4-5	CYFS	Growth	25	353,083	-146,106	206,977	
TOTAL		4.0					371,083	-146,106	224,977	0



Appendix C - 2020 Capital Program													
Form #	Department / Area	Project Name	Category	Points	2020 Request	ARF - Tax Supported	Water&WW ARF & Reserve	Storm Water ARF & Reserve	DC	General / Operating	Reserves	Gas Tax	Other Funding
BLD 1	395 Mulock Building	395 Mulock Building Asset Replacement	Replacement	22	30,000	30,000							
BLD 2	395 Mulock Building	Boiler Replacement - 395 Mulock Drive	Replacement	26	20,000	20,000							
BLD 5	395 Mulock Building	LED Lighting at 395 Mulock Dr	Replacement	16	60,000	20,000							40,000
CYFS 4	CYFS	4 Light Prevention Vehicles	Replacement	13	150,000	150,000							
CYFS 5	CYFS	Lifecycle Replacement of Personal Protective Equipment	Replacement	29	80,000	80,000							
CYFS 6	CYFS	Personal Protective Equipment & Uniforms for New Recruits	Growth	24	35,000				35,000				
CYFS 7	CYFS	Replacement of Equipment	Replacement	15	100,000	100,000							
CYFS 8	CYFS	Resurfacing and Reconstructing of Station 4-2 Parking Lot	Replacement	9	35,000	35,000							
CYFS 9	CYFS	Replacement of Pumper 06-14 - E421	Replacement	27									
CYFS 10	CYFS	Equipment for Station 4-5 Pumper	Growth	33	125,000				125,000				
CYFS 11	CYFS	Replacement of Mobile Data Terminals (MDTs)	Replacement	27	40,000	40,000							
CYFS 12	CYFS	Personal Protective Equipment & Uniforms for Replacement Recruits	Replacement	15	120,000	120,000							
CYFS 13	CYFS	Station 4-5 Additional Funding	Growth	21	825,000	825,000							
ENG 1	Engineering -Transportation	Active Transportation Implementation Plan 2020	Growth	21	131,000				131,000				
ENG 3	Engineering -Transportation	Harry Walker Parkway East Side Sidewalk	Growth	20	250,000				250,000				
ENG 4	Engineering -Development	Old Main Street Tertiary Plan - Engineering Master Plan	Growth	17	150,000				150,000				
ENG 5	Engineering - Capital Project Engineering	Municipal Infrastructure Projects	Replacement	26	3,800,000		2,000,000	500,000				1,300,000	
FAC 1	Facilities	Arena 2 Foundation Waterproofing at Ray Twinney Complex	Replacement	23	20,000	20,000							
FAC 3	Facilities	Exterior Block Wall and Stone Rehabilitation at Magna Centre	Replacement	31	25,000	25,000							
FAC 5	PWS - Facilities	Vehicle for the Asset Maintenance Through Plumbing	Growth	20	65,000					65,000			
FAC 6	Facilities	Arena 2 Roof Replacement at Ray Twinney Complex Design	Replacement	26	25,000	25,000							
FAC 18	PWS - Facilities	Roof Safety Guardrail for Ray Twinney Complex and 623 Timothy Street	Mandatory	27	30,000					30,000			
FAC 22	Facilities	Fairgrounds Park Building Rehabilitation	Replacement	27	20,000	20,000							
FAC 26	Facilities	Fluid Cooler for Plant at Magna Centre	Replacement	28	220,000	220,000							

Appendix C - 2020 Capital Program													
Form #	Department / Area	Project Name	Category	Points	2020 Request	ARF - Tax Supported	Water&WW ARF & Reserve	Storm Water ARF & Reserve	DC	General / Operating	Reserves	Gas Tax	Other Funding
FAC 27	Facilities	Screw Compressors for Refrigeration Room at Magna Centre	Replacement	27	85,000	85,000							
FAC 28	PWS - Facilities	Replace South Stairs with Seating Area at Old Town Hall	Replacement	28	200,000					200,000			
FAC 30	Engineering	Hollingsworth Arena Demolition	Other	18	440,000						440,000		
IT 1	Information Technology	Remote Participant Capability to Council Chambers	Service Level Change	10	20,000					20,000			
IT 2	Information Technology	Upgrade / Replace ERP systems	Replacement	27	200,000	200,000							
IT 4	Information Technology	Upgrade/Replace Desktop and Peripheral Equipment	Replacement	21	175,911	175,911							
IT 7	Information Technology	Upgrade/Replace Server Room Equipment	Replacement	26	216,183	216,183							
LEG 1	Legislative Services	Implementation of Administrative Monetary Penalty System for Parking Offences	Service Level Change	29	6,000					6,000			
LEG 2	Legislative Services	Space Planning and construction of new space for Legislative Services	Service Level Change	7	20,000					20,000			
LIB 2	Library	Equipment	Replacement	15	28,800	28,800							
PARK 9	Parks	Fairy Lake Parking Lot Asphalt Top Coat	Replacement	27	50,000	50,000							
PLN 3	Planning	Mulock Estate Concept Master Plan	Growth	36	300,000				270,000	30,000			
ROAD 4	Road	Fleet Replacements	Replacement	30	95,000	95,000							
ROAD 5	PWS - Road	Road Patrol Pick-up Truck	Growth	28	50,000				50,000				
ROAD 6	PWS - Road	Traffic Safety/Vehicle Mitigation Devices	Service Level Change	20	115,000					115,000			
W&WW 1	PWS - Water & WW	Installation of Automated Anti-stagnant Valves to Manage Drinking Water System	Replacement	29	40,000		40,000						
W&WW 4	PWS - Water & WW	Fire Hydrant Barrel Cutter	Replacement	18	30,000		30,000						
W&WW 5	PWS - Water & WW	Specialized Equipment Purchases	Replacement	24	30,000		30,000						
SW 2	Engineering - Storm Water	Stormwater Pond Clean Outs/ Retrofits	Replacement	30	460,000			460,000					
	Information Technology	1315016 Wireless Network Access	Other		17,143						17,143		
	Information Technology	1317006 Open Data Project	Replacement		25,000	25,000							
	Information Technology	1317008 Replace Tax Billing System	Replacement		50,000	50,000							
	Information Technology	1318006 Replace/Upgrade ERP Systems	Replacement		590,000	590,000							
	Information Technology	1319037 Upgrade/Replace Server Room Equip.	Replacement		100,000	100,000							

Appendix C - 2020 Capital Program													
Form #	Department / Area	Project Name	Category	Points	2020 Request	ARF - Tax Supported	Water&WW ARF & Reserve	Storm Water ARF & Reserve	DC	General / Operating	Reserves	Gas Tax	Other Funding
	Legislative Services	1518010 Vehicle Equipment for Enforce	Other		63,058					63,058			
	Planning & Building	1617012 Land Use&Building Tracking Sys	Other		100,000						100,000		
	CYFS	2113063 Station 4-1 Renovation	Replacement		785,002	785,002							
	CYFS	2116074 Station 4-5 Design&Constructio	Growth		5,401,601				5,401,601				
	CYFS	2118072 New Fire Engine -Station 4-5	Growth		985,000				985,000				
	CYFS	2119005 Replacement of Auto Extrication Equipment	Replacement		65,000	65,000							
	CYFS	2119008 CYFS Master Fire Plan	Growth		125,000				125,000				
	CYFS	2119009 Personal Protective Equipment & Uniforms for New Recruits	Growth		36,000				36,000				
	Engineering	3219019 Bridges and Culverts Program	Replacement		300,000	300,000							
	Engineering	3219020 Municipal Infra. Projects	Replacement		4,108,000							4,108,000	
	Roads	3219065 Fleet Replacements	Replacement		1,586,853	1,000,000	586,853						
	Roads	3219067 Road Resurfacing Program	Replacement		1,050,000							1,050,000	
	Road	4717065 Upgrade Fuel Management System	Replacement		90,000	90,000							
	Engineering	4013011 SWMP Management Master Plan	Other		30,000			30,000					
	Engineering	4019016 SWM Pond Clean Outs/Retrofits	Other		374,000			374,000					
	PWS - Water & WW	4417024 Advanced Metering	Replacement		4,822,903								4,822,903
	Engineering	4418032 Water/WW Study Implementation	Replacement		514,892		514,892						
	Asset Management	4718063 Asset Mgmt. Strategy Implement	Replacement		340,448	340,448							
	Engineering	5217034 Glenway Park Development	Growth		1,100,000				1,100,000				
	Engineering	5217044 Trail Implementation	Growth		299,600				299,600				
	Engineering	5218039 Sundial Park Development	Growth		230,020				230,020				
	Engineering	5219014 Trails&Off-Road Act. Trans.	Growth		500,000				500,000				
	Engineering	5219021 Recreation Playbook Impl.	Growth		2,154,311				2,154,311				
	Parks	5218040 Replace Sports Field Lighting	Replacement		590,000	590,000							

Appendix C - 2020 Capital Program													
Form #	Department / Area	Project Name	Category	Points	2020 Request	ARF - Tax Supported	Water&WW ARF & Reserve	Storm Water ARF & Reserve	DC	General / Operating	Reserves	Gas Tax	Other Funding
	Parks	5219058 Sport Field Prot. Net Phase II	Replacement		250,000	250,000							
	Parks	5219054 Equipment for Trail Impl.	Growth		150,000				135,000	15,000			
	Parks	5219043 Trail Lighting at Parks	Growth		375,000				337,500	37,500			
	Parks	5219052 Pickup Trucks for Parks	Growth		90,000				81,000	9,000			
	Parks	5219053 Trucks&Equip. for Pks New Crew	Growth		150,000				135,000	15,000			
	Parks	5219056 Forestry-Stump Grinder and Trailer	Growth		130,000				117,000	13,000			
	Facilities	5318055 Fernbank Farmhouse Maintenance	Other		232,944						232,944		
	Facilities	5319032 Museum Carpet	Replacement		38,000	38,000							
	Recreation	5718014 Theatre Renovation	Other		622,906						622,906		
	Planning & Building	6818020 Community Energy Plan Implemn.	Other		100,000						100,000		
	Planning & Building	6819060 Urban Design Guidelines	Growth		80,000				72,000	8,000			
	Library	9109104 Alternative Delivery Options	Growth		50,000				50,000				
	Library	9117069 Furniture & Equipment	Replacement		20,000	20,000							
	Library	9118065 Computer Hardware &Software	Replacement		170,000	170,000							
Total 2020 Capital Budget Detail					37,810,575	6,994,344	3,201,745	1,364,000	12,770,032	646,558	1,512,993	6,458,000	4,862,903



Appendix D - 2021 Capital Program								
DEPARTMENT / AREA	ARF - TAX-SUPPORTED	GAS TAX	W&WW, ARF & RESERVE	STORMWATER ARF & RESERVE	DEVELOPMENT CHARGES	RESERVES & OPERATING	OTHER	TOTAL
Water Meter Project							4,822,903	4,822,903
CYFS - Station 4-5	825,000				5,401,601			6,226,601
CYFS - HazMat Truck	950,000							950,000
CYFS - Pumper Truck	750,000							750,000
Climate Change Sustainability Plan						30,000	30,000	60,000
Mulock Multi-Use Plan (MUP)								TBD
TOTAL	2,525,000	-	-	-	5,401,601	30,000	4,852,903	12,809,504



## **Appendix E - Capital Project Inquiries from Council**

### From the cancelled list

4717060 - Downtown Parking Solution

4717061 – CCL Parking Sub Committee Study

- The two above projects have been cancelled and a report is coming in Q2 2020 that will inform future funding requirements.

5319024 - Haskett Park Washroom Replacement

- As a result of the change of use for the park the washroom replacement is no longer required.

### From the deferred list:

FIN 1 - E-Billing Interface for the TXM Software

- Not tender ready

PLN 1 - Strategic Climate Change Sustainability Plan

- Not tender ready for 2020 thus recommended for 2021

2 Engineering - Mulock Drive Multi Use Path Feasibility and Design Study

- Preparing the RFP and identifying funding sources as well as collaboration with the Region will take place in 2020 in order to advance this in 2021

4 Engineering - Old Main Street Tertiary Plan - Engineering Master Plan

- Now Recommended

5 Engineering - Municipal Infrastructure Projects

- This is an annual request which is not necessary for 2020 as funding is available from previous years.

7 Engineering - Trails & Multi-Use Path

- This is an annual request which is not necessary for 2020 as funding is available from previous years.

## 8 Engineering – Streetscaping

- Pending completion of Region's work on Yonge Street

## 4 Facilities - Ray Twinney Fenestration Replacement and LED Upgrade (Grant Opportunity)

- Deferred to 2021 as a result of capacity

## 29 Facilities - Gorman Pool Site Improvements - Design and Construction

- Not tender ready, concepts and ideation in 2020

## 30 Facilities - Hollingsworth Arena Demolition

- Now Recommended

## 6 Parks - Fairy Lake Boardwalk

- Not tender ready, for consideration in 2021

## 7 Parks - Tree Management Software

- Operating budget item

## 16 Parks - Fairy Lake Pavilions

- Not tender ready, for consideration in 2021

## 2 Planning - South of Davis Drive Area (SODA) Study

- Deferred due to capacity

## 4 Road - Fleet Replacements

- Deferred due to funding capacity

## 1319040 - Town Website Upgrade

- Not tender ready

## 5217042 – Outdoor SK8 Park Design

- Design recommended for 2020 and included in 5219021 (Recreation Playbook)

## 5218047 - Haskett Park TL & Breathing Space

- Deferred to 2021 due to capacity.

#### 5218048 - Vehicle Charging Stn-RWC

- Deferred as a result of the combined application with Ontario Hydro

#### 5315090 - AV Equipment -Community Centre

- Deferred to be re-evaluated

#### 6818019 - Residential Parking Review

- Deferred due to capacity

#### Other inquires

##### Clifford Perry Trail Extension

- This is recommended, 5219014 Trails and Off Road Active Transportation

##### Philmore Hamilton Park (LID)

- This is recommended, SW 2 Stormwater Ponds Clean Outs / Retrofits

##### Newmarket Theatre asset replacement (technical equipment for productions)

- Included in Theatre renovations project

##### Neighbourhood Networks budget request (\$20k)

- Will be funded as a one time operating expense

##### One lane of unfinished trail at Ken Sturgeon Park

- Deferred due to funding capacity

##### Repair/replacement of lighting along pathways in Glenway (McCaffrey, Binns, Rhodes, Doyle etc)

- For future consideration in 2021

##### Trail from McCaffrey through hydro corridor to connect with Ritas Avenue.

- For future consideration in 2021



## **Appendix F – Budget Inquiries from Council**

### **Tax-supported**

1. Why is the tax-supported Asset Replacement Fund (ARF) increase only a 1% levy?

It is a challenge to meet the Council target (tax increase of less than 3%) with a larger ARF increase. In the past, ARF levy increases have been less than 1% to assist in meeting the target. The tax-supported ARF requires additional funding that will be dealt with as part of the ARF and Fiscal Strategies in May/June 2020.

2. What is the donated park?

It is actually 2.4 hectares open space in the Glenway area and not a Marianneville Park. The land is currently in the process of being conveyed (donated) to the Town.

3. Why did the growth allocation for Decision Packages increase? What is the criteria?

The growth allocation for Decision Packages is the amount remaining after all other requirements have been met. When the CYFS requirement was decreased, the allocation could be increased; however, only requests with a sufficiently high rating are considered. As a result of the application of evaluation criteria, not all of the funds were allocated - \$23,000 will be going to the Growth Reserve.

4. Replacing contracts with staff – general question and specifics on Facility capital position.

Replacing contract position with permanent full-time position is to avoid service interruption causing by frequent turn-over which has happened many times in the past few years. Facility capital position -Project Manager would allow for the increased efficiency in identifying and resolving maintenance issues and renovations needs for continued improvement to our operations and development of all Town facilities. The project manager would act as the intermediary person between the various Town's department involved to ensure all parties' expectations and needs are met during the various stages of renovation projects.

5. What is the criteria for determining whether a Decision Packages will be recommended, pending or deferred?

All Decision Packages are rated and the ratings are reviewed by Finance staff to ensure consistency. Initially, projects are “recommended” based on available funding with priority given to higher ranked requests. The Operational Leadership Team (OLT) does a reasonability test and may make adjustments. Any requests not recommended are considered to be “deferred” for reconsideration in future years.

The pending list is new this year. These are requests, most of which are for additional staff, that should not be initiated without considering the results of our service delivery review, REY IT Up, As these results will not be known and reviewed

until next year, it is appropriate to provide for these requests but to have final approval deferred.

6. What is the general approach to requests for new staffing?

In general, requests for new staff should align with departmental plans and be reviewed with Human Resources. Usually the goal is to maintain existing service levels or to realize cost savings.

7. Why has the Decision Package for Inclusion Support - Camps & Programs been deferred?

This need has been addressed elsewhere and this item is no longer required.

8. For Building security, why does this require a fulltime person?

In a Crime Prevention Through Environmental Design (CPTED) review of our facilities at 395 Mulock, Full-time security was suggested by York Regional Police and accepted by the Senior Leadership Team for implementation. The report suggested 24 hours security but we feel evening security (4pm-12pm) will address our business needs.

## **Rate-supported**

1. Water Rates moving to the Regional Average – Can we provide more information about what other municipalities are doing about full cost recovery and reserves? What portion of our expenses reflect the direct billing costs to the Region?

All municipalities are moving towards full cost recovery and building reserves but progress is uneven. This is a complex issue and there is insufficient time to do a comparative analysis at this time.

.Regional charges account for 61.5% of the water and wastewater expenses.

2. Water/Wastewater increases are 4.9% or \$60 for the average homeowner. Does this rate include or account for growth?

The 4.9% or \$60 does not account for growth. Growth is an increase in consumption and does not apply to individual users. The revenue projection includes a 1.15% volume increase, equal to about \$320,000.

3. Building Division Reserves – Expenses appear to be over \$1M more than revenues for the past 2 years. How can we address this now so that we are not facing a situation 5 years from now that requires significant increases in fees etc. to make up for lost revenue/higher expenses? .



Over the last 8 years (2011 to 2018) annual Building Division revenues have fluctuated from a low of \$1.7 million to a high of \$3.5 million – with an average of \$2.5 million. The budget is very conservative and used the low end of the range. If the budget had been based on the annual revenues, the projected reserve fund balance show a slower decline – to 153% of expenses at the end of 2020 and it would be several years before it becomes an issue. 2019 experienced extremely low building fee revenue (\$490,000 collected year to date November). The projected year-end Building reserve is \$3.7 million, which is 137% of annual operating expenditures in Building division. Staff is proposing 2.5% increase in Building Permit fees in 2020 and will continue to monitor the situation and propose appropriate fee increase in future years if necessary.

4. Regulations relating to drains – what impact do the new regulations have on our budget?

The 2018 budget included an additional \$600,000 in expenses for Stormwater Management Facility Maintenance Program and Catch Basin Cleaning. These items had not been included in the 6-year financial plan approved by Council in 2017.

5. Rev It Up – are we getting good suggestions?

There are many good ideas. They will require further review and analysis. It is too early to estimate what their budget impact could be.

## **Capital**

1. Criteria around deferred items list – e.g. deferring fleet replacement... how much money will we have to put into operational upkeep if we are not replacing fleet and how will this impact service levels?

There would be some operational impact but it is difficult to estimate.

2. Gas Tax additional “top up” funding – how can the money be used?

Gas Tax funds can be used for the following eligible project categories:

1. Local roads and bridges, including active transportation
2. Public transit
3. Drinking water
4. Wastewater
5. Solid waste
6. Community energy systems
7. Capacity building
8. Short-sea shipping
9. Short-line rail
10. Regional and local airports

11. Broadband connectivity
12. Brownfield redevelopment
13. Sports
14. Recreation
15. Culture
16. Tourism
17. Disaster mitigation

3. How will we communicate to residents if an approved project that received public input/feedback is subsequently deferred? Also asked how will Councillors know and when their project has been deferred?

On a go forward basis, there will be regular reports, perhaps quarterly, that will track the progress of the capital program. Recommendations will be made, but Council will continue to have the final say on the deferral or projects.

4. If we defer the demolition of the Hollingsworth arena, how does that impact the Town's plans?

The project has been moved to the Recommended List.

5. How do we set up a "triage" process where Council members can bring forward capital projects that may be reflected on the deferred list for discussion and possible inclusion on the approved list?

Appendix E - Capital Project Inquiries from Council is a first attempt at this. In the future, this will be addressed with regular progress reports and input during the budget process.

## Appendix G: Resident comments from 2020 Budget game

Investing your tax dollars: 2020 budget game

Q3 Please provide us with any additional comments you would like to make on the 2020 Budget. Your comments are valuable.

Answered: 74 Skipped: 106

#	RESPONSES	DATE
1	The Arden Ave and surrounding area is filled with houses built in the early 1900's. Like in Brampton, I think that this area should have "heritage signage" to mark the "heritage district" of the town. Also, instead of existing modern lighting, I think that it should be "updated" in the heritage district to have "heritage lighting". Research the Mill St. South area of Brampton. They've got it right!	11/5/2019 5:31 PM
2	I would like to see better lights, and signs installed, for people to drive safer, and for the safety of pedestrians, also better bus service going north on tongs street.	11/5/2019 4:22 PM
3	Parkes get renewed to often. I see structures replaced when there was nothing wrong with the old structure. Spend less. Spend wisely.	11/4/2019 4:44 PM
4	A new library is desperately needed. Existing one is well run but too small with totally inadequate parking. By-law Enforcement is a joke. A complaints based system is not going to keep the town looking good. Lack of property standard enforcement, besides devaluing neighboring properties, sends the message to owners that they can get away with ignoring the by-laws.	11/4/2019 1:06 PM
5	Community safety is the most important to me. I live just 200 meters away from the gun shot on Colter st. In 2019 there are at least 4 times I was woke up by teenagers who were so drunk and talked loud on the street after mid-light for at least half hour. It's so scary to me and I was not able to sleep. I hope the town will invest more to ensure safety and harmony of the residents.	11/4/2019 9:36 AM
6	Would be nice to refresh the men's and women's change rooms at Ray Twinney - look old and worn down.	11/1/2019 12:33 PM
7	Stop paying huge severances to retired/resigned officials. Absolutely ridiculous what has been paid out. Newmarket needs to get rid of the "old boys network". With my 1.5% salary increase, and your almost 4% tax increase, it will be an extremely tough year for me. How do you expect people to live??	11/1/2019 9:05 AM
8	Not so much budget comments, but I haven't seen a lot of by-law enforcement in my neighbourhood. People park on grass, on brick "walkways", park overnight without permits, across the sidewalk... yet nothing is done. I've gone to the office to get a permit only to be told that I can't pave a foot of my boulevard to park on, yet I see so many other households breaking so many bylaws with impunity, I wonder why you have the bylaws in the first place. The idling bylaws need to be changed. As they now stand, they are unenforceable. As for planning, why have a Planning and Development Department when the OMB can just come in and overturn any council decision?	10/30/2019 5:19 PM
9	survey forms keep clearing my selections...	10/30/2019 2:59 PM
10	Moonlight movies would be great to see throughout the year instead of a few days out of the summer for low income families	10/28/2019 7:12 PM
11	Increase must be kept at less than 3% so frills like bike lanes traffic calming etc may have to be eliminated as they are not used much and have little affect	10/26/2019 7:55 AM
12	Please become more efficient to save our tax dollars. With on line today the library should be cut way back	10/26/2019 7:36 AM
13	None	10/25/2019 9:00 PM
14	I think you are doing an exceptional job. Keep up the good work.	10/25/2019 6:47 PM
15	Would like to see Viva Go Train Whistle Blowing suppressed in the Town of newmarket	10/25/2019 6:08 PM
16	I am satisfied with the current service, but if inflation means an increase to keep these levels where they currently stand, I would increase user fees and eliminate many of the free community events.	10/25/2019 5:36 PM
17	Newmarket badly needs a renovated, modern library.	10/23/2019 11:07 PM
18	Community input would be great, an opportunity for the community to go Positive feedback and suggestions	10/23/2019 12:26 PM
19	Why did we pay so much money on a bus line that has caused nothing but traffic headaches for a long time and I never see anyone riding the buses in town. This town is busting at the seams why do we continue to take farmland and put in more homes.	10/23/2019 9:03 AM
20	I appreciate all the parks and trails we have here in Newmarket. Thanks for helping me to keep active.	10/22/2019 3:37 PM
21	I would like to see the Engineering and Roads study going ahead for the 2020 budger	10/22/2019 2:05 PM

## Investing your tax dollars: 2020 budget game

22	Only allow one bag of garbage for collection every other week. Then charge for extra bag tags. It will make people use less garbage, live more sustainably, and create revenue from garbage tags.	10/22/2019 12:20 AM
23	Do something about the homeless people panhandling around Davis from Main to Yonge and address homeless campers/tents by the GO train tracks by Mulok	10/21/2019 8:40 PM
24	Mayor and Council need to take a pay cut	10/19/2019 3:49 PM
25	Previously, you used a pie chart that visually showed budget dollars, if I increased \$ to one area, \$ had to come from another.	10/19/2019 11:03 AM
26	More services and housing for seniors	10/19/2019 8:58 AM
27	Although maintaining roads, waste management, effective emergency services, etc., are of utmost importance, recreational facilities and community events I feel are also extremely important for the health and wellbeing of the community and its citizens. Happy to see events and recreation facilities getting more attention.	10/18/2019 5:34 PM
28	Please Makes more local market and help local businesses if it's possible	10/18/2019 2:32 PM
29	I strongly support cultural events across Newmarket as this makes us a better town and a place where families want to live.	10/18/2019 10:41 AM
30	.	10/18/2019 5:13 AM
31	Definitely an increase in the Public Library is one of my highest priorities.	10/17/2019 8:24 PM
32	Canada in general sucks at waste management. It'd be nice to see more communication sent on what is provided and what you have been doing.	10/17/2019 7:00 PM
33	Let's clean up all the crime that has been happened more frequently in the area!	10/17/2019 5:22 PM
34	These are all valuable services that contribute to our quality of life in Newmarket	10/17/2019 1:28 PM
35	Please continue to plan for the increase of traffic. Spend money on ways to improve transit to make it faster and easier to use.	10/17/2019 9:53 AM
36	Please be mindful of snow removal in residential neighborhoods by ensuring that the snow plows do not make private driveways inaccessible with large excessive windrows.	10/17/2019 1:53 AM
37	More services for seniors would be great	10/16/2019 10:40 AM
38	We need less mansions and more midrise mixed use residential. We need to create more of the missing middle.	10/16/2019 6:54 AM
39	Focus should be on maintaining current projects and finding new ones that are environmentally friendly.	10/15/2019 8:17 PM
40	Newmarket culture is a key point of differentiation in our community - please keep it up. Continue to develop our Main Street and do what you can to support local businesses. Go parking ( if municipal) needs work	10/15/2019 7:55 AM
41	I am very satisfied with all the services we receive. Keep up the good work.	10/15/2019 4:51 AM
42	Stop using money on park upgrades every few years. It's different kids using the park at that point.	10/14/2019 11:45 PM
43	I would like to see more areas for parking along main streetand more events planned for local music and culture concerts for Newmarket. this would be giving a platform for local Newmarket bands to spread their creativity around the town and allow them to be heard.	10/13/2019 12:34 PM
44	Investment in strategic thinking, technology and finance will help deliver all services more effectively.	10/13/2019 10:18 AM
45	Sense of community is important, that's why i enjoy living here	10/13/2019 9:11 AM
46	Please keep up with the great community programs (including fitness programs, and events (holiday related, etc). As a parent this gives me and my kids ample activities to positively fill our time. My kids are enrolled in swimming and skating with the town, and thoroughly enjoy using the tom taylor trail and local parks.	10/13/2019 1:02 AM
47	Road infrastructure, maintenance, development and construction is very important for the public and the tax payers and still it is very evident that our governments (municipalities, provincial and federal) do not hold these companies working on our roads that costs us billions of dollars accountable and they take very long to complete and also obviously the quality of work is so poor that even though I understand our harsh weather conditions are responsible for the ware and tear but the quality of the work and the material is so poor. Also as new parents we need more high quality, safe and inexpensive available childcare so I don't have to reduce my work hours to stay home and take care of my child for most of the week. My neighbours, family, friends and myself are not at all convinced the Viva dedicated street lane is at all suitable nor productive for our city. It absolutely does not make sense to have it just available for Viva and still have the other bus services YRT use and slow down traffic of the road. Another huge waste of tax payers money and road closures, long construction times, something that actually does not help with our commuting and traffic.	10/13/2019 12:56 AM
48	More public libraries please.	10/12/2019 12:14 PM

## Investing your tax dollars: 2020 budget game

49	Bylaw enforcement could use more attention to customer experience. Processes are complicated and not user friendly. Warnings for parking infractions and better information about parking and building bylaws would help people comply. Feels like a cash grab instead of helping community.	10/11/2019 11:59 PM
50	.	10/11/2019 6:52 PM
51	Would love to see no increase, be nice if we could keep our number in check.	10/11/2019 9:44 AM
52	More development of parks and recreation ie/ planting trees and developing more hiking trails	10/10/2019 12:00 PM
53	Minimal property tax increase this year was appreciated! Please try to keep them lower every year.	10/10/2019 7:05 AM
54	Homelessness	10/10/2019 7:03 AM
55	Expand the services and programs offered at Ray Twinney. Create partnerships with local schools to develop community based programs in conjunction with Town recreation services to keep children and youth safe and occupied after school. Invest in local initiatives for seniors...transportation, housing, more day programs to give caregivers a break and Lee their loved ones with Alzheimer's and dementia safe	10/9/2019 9:16 PM
56	I think we have a pretty great community. If everyone does their part to keep it clean, safe and sustainable it'll be even better.	10/9/2019 9:13 PM
57	Don't forget about the seniors!	10/9/2019 7:49 PM
58	I love Newmarket and it seems that my taxes are going to towards things that our family values. Thank you.	10/9/2019 4:05 PM
59	More money budget to mental health groups activities	10/9/2019 2:15 PM
60	Please upgrade our current library so it is more comparable to other towns' libraries. Adding more service branches that are easier to access will be helpful, too.	10/8/2019 2:42 PM
61	Can we please get more public library locations? Having only 1 library is not enough for a town of this size.	10/8/2019 2:07 PM
62	Invest more in the public library. A new location that is more accessible and with more parking is greatly needed.	10/8/2019 10:22 AM
63	I'd like to see a greater effort made into reducing waste in Newmarket. This can be done by increasing the number of recyclable items and making it so restaurants are incentivized to move towards recyclable/compostable takeout containers and away from styrofoam. You can add more recycling/garbage receptacles to the town streets and at major intersections (I'll often pick up garbage on my way to work and there's only one garbage can on my 2.5km route. You can also update the receptacles so they accept compostable material as well. Make it easier for people to recycle and they will. If we are going to brag about diverting 64% of waste from landfills, we might as well shut our mouths. We should be innovating and finding new ways to get that number even higher. I'm frustrated with Newmarket because the town is afraid to do anything new. All I see is the same waste management practices going on, expensive condos that regular people can't afford, neighbourhoods slowly turning into rental communities, and 6 construction sites that I pass on my way to work. This isn't my town anymore.	10/8/2019 10:20 AM
64	Need to develop better east-west trails that avoid busy roads and connect to main north-south Trail.	10/7/2019 9:34 PM
65	Need more focus on making communities safe and patrolled, given recent increases in violent crimes. I don't feel safe walking past daylight, and sometimes even when it is daylight, by myself and that was originally what attracted me to Newmarket was that it was safer than other communities. I can only assume it will get worse if affordable housing is not a priority and as more people are coming to the suburbs in new condo and housing developments. Need to ensure police and enforcement services are increased in accordance to projected population increase.	10/7/2019 7:03 PM
66	So glad town's infrastructure is being maintained and upgraded. Also appreciate recreation facilities.	10/5/2019 8:02 AM
67	My concern I think probably falls under the "By-law and Licensing Services". I think that there should be some "blitzes" of By-law Officers going through neighborhoods to see if people are following the proper protocol for keeping their dogs secure. I live in a neighborhood here in Newmarket which is referred to as the "Dog Patch". My home is near the corner of Newbury and Longford specifically. In keeping with the neighborhood, I just happen to have a dog who is a rescue and is scared of other dogs. We try our best to be careful and aware of our surroundings at all times when outside as one just never knows what a dog might do. However, my dog and I have to make quick decisions very often to either go another way to avoid a loose dog or keep my dog a safe distance away until the other unsecured / unleashed dog is gone. Epidemic of people in this neighborhood who do one or more of the following: *owners just out on a leisurely stroll walking with their dog with no leash on the dog *dogs not secured to anything while being allowed to just "hang out" in their front yards that have no fence *people in this neighborhood who have bigger dogs which are on a leash, but the owners can't control the dog themselves *our neighbor lets his big powerful dog be all by himself in the fenced back yard, but the dog barks and goes crazy when anyone walks by - one day he managed to get the gate opened on his own and came charging out after my dog, chased my dog around even straight into our own home - it really is only a matter of time before this neighbor's dog manages to get the gate open again... *some owners / landlords are not maintaining the gates / fencing of their properties properly *many landlords just don't care what type of tenants they are taking in / what their tenants are doing	10/4/2019 11:44 PM

### Investing your tax dollars: 2020 budget game

68	A lot of roads are in bad shape. I've only seen by-law officers once, they should be out more. People park all over the place.	10/4/2019 9:24 AM
69	you could save on multiple fronts of waste (like storm drain cleaning/ waste cleanups, etc) if we could utilize the bigger, lidded blue bins (similar to garbage sized bins) instead of small open top recycling bins	10/3/2019 4:42 PM
70	I realize the library would never be the top priority but would like it to receive extra funding.	10/3/2019 4:31 PM
71	Newmarket is a great town that offers its' residents a lot of amenities and services for the taxes they pay - I would encourage Council to continue to strive to keep taxes low while continuing to find efficiencies in the services provided.	10/2/2019 8:41 AM
72	Just because we can doesn't mean we should. Let's stop the cycle of every increasing taxes. If that means a reduction in services so be it.	10/2/2019 7:53 AM
73	this is stupid. my comments are skewed towards whatever you want.	10/1/2019 7:24 PM
74	Where does Economic Development fit?	10/1/2019 4:32 PM



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## **Recreation & Culture – Rates & Fees, 2020 Staff Report to Council**

Report Number: 2019-121

Department(s): Recreation & Culture, Finance

Author(s): Colin Service, Director, Recreation & Culture

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Recreation & Culture – Rates & Fees, 2020 dated Nov 25, 2019 be received; and,
2. That the Schedules “A(1) to A(16)” marked as the Town of Newmarket Recreation & Culture Services Fees and Charges Schedules be approved by Bylaw; and,
3. That the Recommending A Strategy (RAS) surcharge that is currently applied as an additional charge to all facility permits and program registrations be amended as set forth in Schedules “A(1) to A(16); and,
4. That the fee adjustments for 2020 come into full force and affect as of January 1, 2020, save and except for program fees where the program began prior to March 1<sup>st</sup>, 2020; and,
5. That fee increases for above noted program take affect as of March 1<sup>st</sup>, 2020; and
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to advise Council of proposed changes to the Recreation & Culture Rates & Fees structure and seek approval to implement the proposed schedules, effective January 1, 2020.

## Background

The Recreation & Culture Department offers thousands of programs, events, facility permits, admissions and memberships annually – generating close to \$8 Million in revenue annually.

The rates and fees associated with such large service delivery are complex and vary significantly depending upon the type of service being offered. In order to provide some level of clarity to this complexity, the schedule of fees attached are broadly classified into the following four categories: Administration fees; Rentals; Program Registration; Admissions, Memberships & Passes.

In the establishment of the attached fees, an extensive review has occurred that included consideration of the following:

- Registration history of a program/service and potential impact, if any, of a fee increase or decrease on future participation
- Program life cycle (ie: new programs vs well established programs)
- Marketplace considerations
- Price sensitivity for specific services
- Demographic considerations and trends
- Linkage with recommendations contained within the Recreation Playbook

## Discussion

For ease of review, a number of rates and fees are increasing only very marginally or not at all. Any fees that are changed by 3 % or greater are highlighted. Please note that because of the low cost of many fees some fee increase may seem a large percentage increase but are in fact very modest (ie. a \$2.00 admission being raised to \$2.25 would represent a 12.5% increase).

Significant changes to rates and fees outside of rounding or modest increases will be highlighted within the context of the report.

### Ice Rental Fees

Each year, the Recreation & Culture Department generates over \$1.5 Million in revenue annually in ice rental revenue. This number has shown a steady decline over the last 10 years. This decline in revenue is attributed to a variety of factors – the major user groups have experienced some decline in participation over the last 10 years. Additionally, the implementation of the service pricing policy in 2007 saw a significant increase in rates and fees for adult users. Over the last five years, there has been a strategic decision made to not increase rental fees while neighbouring municipalities and private providers fees became more aligned with the Town of Newmarket rates and fees. Given the decline in ice usage, Council approved the closure of Hollingsworth Arena at the conclusion of the 2019-2020 season.



With the closure of Hollingsworth Arena, staff felt it was important to reconsider the pricing strategy around ice rentals. The following summarize the key strategic decisions that shape the fee structure as proposed:

- Youth primetime fees (which represents a significant majority of total revenue) be increased slightly. After over 10 years of no fee increases the proposed fee is competitive within the marketplace and will position Newmarket well within municipal comparitors.
- Adult primetime fees be reduced significantly to better position Newmarket within the marketplace, recognizing the adult groups are the most impacted by the closure of Hollingsworth Arena.
- Commercial/Nonresident primetime rentals costs increased recognizing that primetime hours should be allocated to youth and Newmarket residents first.
- Reduction of the RAS Surcharge for adults of \$10.00 per hour so that there would be no total payment increase for nonprime hours for adult groups, again recognizing that adult groups were the most impacted by the closure of Hollingsworth Arena.

## **Hall Rental Fees**

The Town operates numerous meeting rooms and halls available for rent. There has been significant confusion around the fee structure with considerable frustration expressed by the community. Frustrations were primarily related to confusion about the fees, inconsistent application of the fees, fees that required minimum numbers of hours of booking, how presence of alcohol is handled within the fee structure. With that in mind, there are a number of strategic changes made to the way halls and meeting rooms are priced with the following objectives:

- Creation of hourly rates for bookings that are less than three hours
- Creation of a separate alcohol rate – room rental rates remain consistent with a surcharge added anytime alcohol is required
- Reclassification of types of rentals to streamline the categories of rentals

## **Conclusion**

The attached schedules represent a streamlined approach to rates and fees for the Recreation & Culture Department. Efforts have been made to price within the context of market analysis ensuring that rates and fees are affordable and appropriate.

## **Business Plan and Strategic Plan Linkages**

### **Living Well**

- Emphasis on active lifestyles and recreational opportunities

## **Well Balanced**

- Recreational facilities and services

## **Well Equipped and Managed**

- Fiscal responsibility
- Service excellence
- Linkages to the Recreation Playbook

## **Consultation**

Public notice has been placed in the Town Page and on the website, in compliance with applicable legislation and our bylaws that require a three-week notice period in the summer prior to the passing of the by-law. The proposed bylaw, outlining the fee changes, will be effective January 1, 2020.

## **Human Resource Considerations**

There are no Human Resource impacts expected.

## **Budget Impact**

The proposed rates and fees are expected to facilitate meeting all targets established in the 2020 Operating Budget.

## **Attachments**

Schedules A (1) to A (16)

## **Approval**

Colin Service, Director, Recreation & Culture

Mike Mayes, Director, Financial Services

Ian McDougall, Commissioner, Community Services

Esther Armchuk

Commissioner, Corporate Services

## **Contact**

For more information on this report, please contact Colin Service.

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (1)**

**Department: Recreation & Culture**  
**Category: Administration Fees**  
**Key Business: Administration Fees**

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Refundable Security Deposit*	per event	Yes	\$2,500.00	\$2,500.00		<b>\$2,500.00</b>
SOCAN Administration Fee	per day	Yes	\$5.00	\$5.00		<b>\$5.00</b>
SOCAN ReSound Fee	per day	Yes	Varies	Varies		
Insurance administration fee	per policy	Yes	\$5.00	\$5.00		<b>\$5.00</b>
Special Event Insurance Administration Fee	per policy	Yes	\$10.00	\$10.00		<b>\$10.00</b>
Indoor Banner Hanging		Yes	\$84.40	\$84.40		<b>\$84.40</b>
Cheque Refund Fee		Yes	\$25.00	\$25.00		<b>\$25.00</b>
Annual Park Mobile Vendor (15 minutes)		Yes	\$150.00	\$150.00		<b>\$150.00</b>
Admin Fee for Fitness Centre Membership Holds/Cancellations/Transfers	per transaction	No	New	<b>\$10.00</b>		<b>\$10.00</b>
Membership Card Replacement		No	\$5.00	\$5.00		<b>\$5.00</b>
<b>\$0.00</b>						
<b>Bookings</b>						
Cancellation Admin Fee	per hour		\$25.00	\$25.00		<b>\$25.00</b>
Key sign out (refundable)	per event	Yes	\$54.60	\$54.60		<b>\$54.60</b>
<b>Equipment &amp; Event Support Fees</b>						
Forklift and Driver (min. 3 hours)	per hour	Yes	\$76.80	\$76.80		<b>\$76.80</b>
Gym Equipment rental charge	Per hour	Yes	\$28.10	\$28.10		<b>\$28.10</b>
Sledge & Stick rental	Per use	Yes	\$6.90	\$6.90		<b>\$6.90</b>
Ice cart rental-incl. staff (min 8 hrs)	per hour	Yes	\$118.20	\$118.20		<b>\$118.20</b>
Garbage Cans/Recycling- extra fee	for 5	Yes	\$28.70	\$28.70		<b>\$28.70</b>
Special Event Hydro	Per box	Yes	\$43.60	\$43.60		<b>\$43.60</b>
Park staff with utility vehical	Per Hour	Yes	\$50.00	\$50.00		<b>\$50.00</b>
Port-o-Potty	Per Event	Yes	\$175.00	\$175.00		<b>\$175.00</b>
<b>Special Events</b>						
Non Profit Vendor	per vendor per	No	\$30.00	\$30.00		<b>\$30.00</b>
Profit Vendor	per vendor per	No	\$60.00	\$60.00		<b>\$60.00</b>
Profit Vendor - Tables and chairs required	per vendor per	No	\$80.00	\$80.00		<b>\$80.00</b>

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (1)**

**Department: Recreation & Culture**  
**Category: Administration Fees**  
Key Business: Administration Fees

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Park Clean Up (1 Truck & 2 Staff)	per hour	Yes	\$50.00	\$50.00		<b>\$50.00</b>
Food Truck at Special Events	per vendor	Yes	\$150.00	\$150.00		<b>\$150.00</b>
Food Truck at Canada Day Event	per vendor	Yes	\$300.00	\$300.00		<b>\$300.00</b>

\* Refundable Security Deposit applicable to all indoor and outdoor facilities as deemed appropriate up to a maximum of \$2,500.  
Cancellation fee is 15% of the total time cancelled.

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (2)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: The Tim Hortons Gym Rentals

<b>SERVICE PROVIDED</b>	<b>UNIT OF MEASURE</b>	<b>SUBJECT TO HST YES/NO</b>	<b>2019 FEE BEFORE TAXES</b>	<b>2020 FEE BEFORE TAXES</b>	<b>RAS - SURCHARGE</b>	<b>TOTAL FEE BEFORE TAXES</b>
Non prime gym/ rate after 9 pm Weekdays/Sat & Sun 5 - 11 pm	Per hour	Yes	\$66.80	\$66.80	\$3.00	<b>\$69.80</b>
Prime time (4pm - 9pm, Mon-Fri, all day sat and sun)	Per hour	Yes	\$121.40	\$121.40	\$3.00	<b>\$124.40</b>
Prime Commercial/Non-Resident	Per hour	Yes	\$155.20	\$155.20	\$3.00	<b>\$158.20</b>
Adult Tournaments/Resident 5 hrs, up to 10 hours	per rental	Yes	\$562.80	\$562.80	\$3.00	<b>\$565.80</b>
Youth Tournament/Resident 5 hrs, up to 10 hours	per rental	Yes	\$450.20	\$450.20	\$3.00	<b>\$453.20</b>
Special Event Not for Profit	per hour	Yes	\$66.80	\$66.80	\$3.00	<b>\$69.80</b>

Please note RAS is charged per hour

**TOWN OF NEWMARKET**  
**2020 USER FEE**  
**Schedule A (3)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Arenas - Magna Centre, RJT, Hollingsworth Civic

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non prime youth ice rental	Per hour	Yes	\$119.40	\$119.40	\$15.00	<b>\$134.40</b>
Non prime adult ice rental	Per hour	Yes	\$119.40	\$129.50	\$15.00	<b>\$144.50</b>
Non prime Commercial/Non-Res	Per hour	Yes	\$192.80	\$129.50	\$15.00	<b>\$144.50</b>
Prime time youth ice rental	Per hour	Yes	\$165.10	\$170.00	\$15.00	<b>\$185.00</b>
Prime time adult ice rental	Per hour	Yes	\$266.68	\$200.00	\$15.00	<b>\$215.00</b>
Prime Commercial*/Non-Res ice rental	Per hour	Yes	\$279.70	\$300.00	\$15.00	<b>\$315.00</b>
School rental rate	per hour	Yes	\$31.10	\$31.10	\$15.00	<b>\$46.10</b>
Arena Special Event set up (ice in)**	Per day	Yes	\$1,960.60	\$1,960.60	\$25.00	<b>\$1,985.60</b>
Arena Special Event (ice in)	Per day	Yes	\$3,278.10	\$3,278.10	\$25.00	<b>\$3,303.10</b>
Non Profit Special Event Set up	per day	Yes	\$1,147.30	\$1,147.30	\$15.00	<b>\$1,162.30</b>
Non Profit Special Event	per day	Yes	\$2,008.40	\$2,008.40	\$15.00	<b>\$2,023.40</b>
Special Events surcharge (per Ticket)	each	No	\$1.00	\$1.00	\$0.00	<b>\$1.00</b>
Special Events surcharge (per Ticket)	family	No	\$3.00	\$3.00	\$0.00	<b>\$3.00</b>
Rental of Floor Boards	per day	Yes	\$2,794.50	\$2,794.50	\$0.00	<b>\$2,794.50</b>
Moving Floor Boards (RJT to Magna)	per day	Yes	\$2,277.00	\$2,277.00	\$0.00	<b>\$2,277.00</b>
Equipment Moving (1 truck, 2 staff)	per hour	Yes	\$50.00	\$50.00	\$0.00	<b>\$50.00</b>
Dressing Room Fee	per day	Yes	\$31.10	\$31.10	\$1.00	<b>\$32.10</b>

\*10 % reduction for Lease agreement in direct correlation with the operation of their lease.

\* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

\*Administration fees could apply towards bookings

**TOWN OF NEWMARKET**  
**2020 USER FEE**  
**Schedule A (4)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Floor - Magna Centre, RJT, Hollingsworth Civic

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO GST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non Prime time	Per hour	Yes	\$48.54	\$48.54	\$15.00	<b>\$63.54</b>
Youth Prime	Per hour	Yes	\$57.61	\$57.61	\$15.00	<b>\$72.61</b>
Adult Prime	Per hour	Yes	\$75.90	\$75.90	\$25.00	<b>\$100.90</b>
Commercial*/Non-Res Prime floor rental	Per hour	Yes	\$117.60	\$117.60	\$25.00	<b>\$142.60</b>
Non-Profit special event	per day	Yes	\$1,120.00	\$1,120.00	\$25.00	<b>\$1,145.00</b>
Arena Floor Special Event set up (ice out)	Per day	Yes	\$1,369.10	\$1,369.10	\$25.00	<b>\$1,394.10</b>
Arena Floor Special Event (ice out)**	Per day	Yes	\$1,993.90	\$1,993.90	\$25.00	<b>\$2,018.90</b>

\*10 % reduction for Lease agreement in direct correlation with the operation of their lease.

\* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

\*Administration fees could apply towards bookings

**TOWN OF NEWMARKET**  
**2020 USER FEE**  
**Schedule A (5)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Fields & Parks (Community Services)

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Lawn Bowling User Fees	per Resident	Yes	\$22.40	\$22.40	\$4.00	<b>\$26.40</b>
Lawn Bowling User Fees	per Non-Res.	Yes	\$56.10	\$56.10	\$15.00	<b>\$71.10</b>
Pitch/Diamond Use Youth	per hour	Yes	\$16.45	\$16.45	\$1.00	<b>\$17.45</b>
Pitch/Diamond Use Youth with lights	per hour	Yes	\$20.57	\$20.57	\$1.00	<b>\$21.57</b>
Pitch/Diamond Use Adult	per hour	Yes	\$30.88	\$30.88	\$1.00	<b>\$31.88</b>
Pitch/Diamond Use Adult with lights	per hour	Yes	\$36.64	\$36.64	\$1.00	<b>\$37.64</b>
Pitch/Diamond Commercial/Non-Res	per hour	Yes	\$36.88	\$36.88	\$15.00	<b>\$51.88</b>
Pitch/Diamond Commercial/Non-Res with lights	per hour	Yes	\$40.99	\$40.99	\$15.00	<b>\$55.99</b>
Artificial Turf Field Youth	per hour	Yes	\$25.00	\$25.00	\$1.00	<b>\$26.00</b>
Artificial Turf Field Adult	per hour	Yes	\$45.00	\$45.00	\$1.00	<b>\$46.00</b>
Artificial Turf Field Commercial/Non-Res	per hour	Yes	\$51.00	\$51.00	\$15.00	<b>\$66.00</b>
Artificial Turf Field with Lights Youth	per hour	Yes	\$28.65	\$28.65	\$1.00	<b>\$29.65</b>
Artificial Turf Field with Lights Adult	per hour	Yes	\$50.10	\$50.10	\$1.00	<b>\$51.10</b>
Artificial Turf Field with Lights Commercial/Non-Res	per hour	Yes	\$56.10	\$56.10	\$15.00	<b>\$71.10</b>
Park Booking	per day	Yes	\$32.40	\$32.40	\$15.00	<b>\$47.40</b>
Park Booking Non Res	per day	Yes	\$45.90	\$45.90	\$15.00	<b>\$60.90</b>
Park Booking Special Event Commercial (1 Area)	per day	Yes	\$176.70	\$176.70	\$15.00	<b>\$191.70</b>
Park Booking Special Event/Non-profit (1 Area)	per day	Yes	\$130.70	\$130.70	\$15.00	<b>\$145.70</b>
Park Booking Special Event (Multiple areas)	per day	Yes	\$202.10	\$202.10	\$15.00	<b>\$217.10</b>
Park Booking Special Event Commercial (Multiple areas)	per day	Yes	\$327.80	\$327.80	\$15.00	<b>\$342.80</b>
Park Fitness Use	per day	Yes	\$10.40	\$10.40	\$15.00	<b>\$25.40</b>
Tournament Rate	per event	Yes	\$217.40	\$217.40	\$216.30	<b>\$433.70</b>

\* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

\*Administration fees could apply towards bookings



**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (6)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Meeting Room - Non-profit (3 hrs or less)	per event	Yes	\$68.70	\$30.00	\$15.00	\$45.00
Meeting Room - Non-profit Additional per/hr rate	per hour	Yes	New	\$9.00	\$0.00	\$9.00
Meeting Room - Resident (3 hrs or less)	per event	Yes	\$104.50	\$60.00	\$15.00	#VALUE!
Meeting Room - Resident Additional per/hr rate	per hour	Yes	New	\$20.00	\$0.00	\$20.00
Meeting Room - Commercial/Non-Resident (3hrs or less)	per event	Yes	\$135.80	100 per hour	\$15.00	#VALUE!
Meeting Room - Commercial/Non-Resident Additional per/hr rate	per hour	Yes	New	\$25.00	\$0.00	\$25.00
Small Hall (no kitchen) - Non-profit (3 hrs or less)	per event	Yes	\$98.35	\$65.00	\$15.00	\$80.00
Small Hall (no kitchen) - Non-profit Additional per/hr rate	per hour	Yes	New	\$15.00	\$0.00	\$15.00
Small Hall (no kitchen) - Resident (3 hrs or less)	per event	Yes	\$196.70	\$130.00	\$15.00	\$145.00
Small Hall (no kitchen) - Resident Additional per/hr rate	per hour	Yes	New	\$25.00	\$0.00	\$25.00
Small Hall (no kitchen) - Commercial/Non-Resident (3 hrs or less)	per event	Yes	\$255.00	\$175.00	\$15.00	\$190.00
Small Hall (no kitchen) - Commercial/Non-Resident Additional per/hr rate	per hour	Yes	New	\$35.00	\$0.00	\$35.00
Event Hall with kitchen - Non-profit (3 hrs or less)	per event	Yes	\$208.45	\$100.00	\$15.00	\$115.00
Event Hall with kitchen - Non-profit Additional per/hr rate	per hour	Yes	New	\$40.00	\$0.00	\$40.00

**TOWN OF NEWMARKET**  
**2020 USER FEE**  
**Schedule A (6)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Event Hall with kitchen - Resident (3 hrs or less)	per event	Yes	\$416.90	\$200.00	\$15.00	\$215.00
Event Hall with kitchen - Resident Additional per/hr rate	per hour	Yes	New	\$75.00	\$0.00	\$75.00
Event Hall with kitchen - Commercial/Non-Resident (3 hrs or less)	per event	Yes	\$554.10	\$350.00	\$15.00	\$365.00
Event Hall with kitchen - Commercial/Non-Resident Additional per/hr rate	per hour	Yes	New	\$75.00	\$0.00	\$75.00
Extra Fee for events with alcohol	per event	Yes	New	\$100.00	\$0.00	\$100.00
Special Events (Daily Rate - 12 Hrs)	Per Event	yes	New	\$600 - \$1500	\$15.00	\$615 - \$1515
Dryland Training - 1 hr only and no set-up	per hour	Yes	New	\$15.00	\$1.00	\$16.00
SOCAN - no dancing - additional to room rental per event (101 to 300 individuals)	per event	Yes	\$39.40	\$39.40	\$0.00	\$39.40
SOCAN - with dancing additional to room rental per event (101 to 300 individuals)	per event	Yes	\$78.80	\$78.80	\$0.00	\$78.80
Parking Lot Rental	per day	Yes	\$99.40	\$99.40	\$15.00	\$114.40
Parking Lot Rental Non Profit	per day	Yes	\$38.20	\$38.20	\$15.00	\$53.20
Parking Lot Rental Commercial	per day	Yes	\$256.80	\$256.80	\$25.00	\$281.80
Outdoor/Parking Lot Rental	per day	Yes	\$96.50	\$96.50	\$15.00	\$111.50
Outdoor/Parking Lot Rental Non Profit	per day	Yes	\$37.20	\$37.20	\$15.00	\$52.20
Outdoor/Parking Lot Rental Commercial	per day	Yes	\$249.40	\$249.40	\$25.00	\$274.40

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (6)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
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For 2020 fee structure has been adjusted to match market rates. New structure provides greater flexibility (Hourly bookings) to hall users.

\*SOCAN fees regulated or established by either Provincial legislation or third party.

\* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

\*Non Profit groups must provide charitable number to qualify for fee

\*Non Profit rate does not apply to events with alcohol

\*Dryland training - additional hours are subject to regular room rental charges

\*Special Event Rate will be applied based on Halls required

\*Senior's Meeting Place fees will be contingent on combination of Halls requested

Meeting Rooms: Magna Centre MP Rooms 1 - 5, Ray Twinney Multi-Purpose Room per section

Small Halls Community Centre 3&4, Ray Twinney Complex Multi-Purpose Room Full

Event Halls: Ray Twinney Complex Lounge 1&2, Community Centre Halls 1 & 2

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (7)**

**Department: Recreation & Culture**  
**Category: Program Registration**  
Key Business: Museum

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE
Children/Family Programs	per person	No	\$3.00-\$6.00	\$3.00-\$6.00	\$0.00
Adult Programs	per person	Yes	\$5.00-\$10.00	\$5.00-\$10.00	\$0.00
In House Educational Programs for Schools	per person	No	\$3.50	\$3.50	\$0.00
Outreach Educational Programs for Schools	per person	No	\$3.50	\$3.50	\$0.00
Outreach Educational Programs for Groups	per group	Yes	\$60.00	\$60.00	\$0.00

Note: These programs must have a minimum of 12 to 30 participants.

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (8)**

**Department: Recreation & Culture**

**Category: Admissions, Memberships & Passes**

Key Business: Daily Admissions & Member Passes

**Effective Date: January 1, 2020**

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability **for drop in activities only**. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
<b>Special Event Admissions</b>						
Special Event Admissions	per person	Yes	\$4 to \$8	\$4 to \$8		<b>\$4 to \$8</b>
<b>Gym Admissions</b>						
Preschool Daily Gym	per person	Yes	\$1.33	\$1.33		<b>\$1.33</b>
Senior Gym admission	Per person	Yes	\$1.33	\$1.33		<b>\$1.33</b>
Child/Youth Gym admission	Per person	Yes	\$1.33	\$1.33		<b>\$1.33</b>
Adult Gym admission	Per person	Yes	\$2.65	\$2.65		<b>\$2.65</b>
<b>Track Admissions</b>						
Senior/Child/Youth Track admission	Per person	Yes	\$1.33	\$1.33		<b>\$1.33</b>
Adult Track admission	Per person	Yes	\$1.33	\$1.33		<b>\$1.33</b>
<b>Ice Admissions</b>						
Preschool Daily Ice	per person	Yes	\$1.33	\$1.33		<b>\$1.33</b>
Parent Tot Skate and PT Shinney	Per family	Yes	\$3.54	\$3.54		<b>\$3.54</b>
Senior Public Skate per skate	Per person	Yes	\$2.65	\$2.65		<b>\$2.65</b>
Child/Youth Public Skate per skate	Per person	Yes	\$2.65	\$2.65		<b>\$2.65</b>
Adult Public Skate per skate	Per person	Yes	\$2.65	\$2.65		<b>\$2.65</b>
Family Shinney	Per Family	Yes	\$6.42	\$6.42		<b>\$6.42</b>
Shinney Hockey	Per person	Yes	\$4.87	\$4.87		<b>\$4.87</b>
Ticket Ice	Per person	Yes	\$7.08	\$7.08		<b>\$7.08</b>
Shinney Hockey 1.5 hr	per person	Yes	\$6.63	\$6.63		<b>\$6.63</b>
<b>AQUATIC ADMISSIONS - All pools, excluding Rogers Wading Pool (no charge)</b>						
<b>Public Swimming:</b>						
Adult (18 - 54 yrs.)	Per Adult	Yes	\$2.65	\$2.65		<b>\$2.65</b>
Youth (15 - 17 yrs.)	Per Youth	Yes	\$2.65	\$2.65		<b>\$2.65</b>
Child (4 - 14 yrs.)	Per Child	Yes	\$2.65	\$2.65		<b>\$2.65</b>
Preschool (3 years & under)	Per Child	Yes	\$1.33	\$1.33		<b>\$1.33</b>

**TOWN OF NEWMARKET**  
**2020 USER FEE**  
**Schedule A (8)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Admissions. Memberships & Passes**

Key Business: Daily Admissions & Member Passes

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability **for drop in activities only**. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Senior (55 yrs. +)	Per Senior	Yes	\$2.65	\$2.65		<b>\$2.65</b>
<b>Aquabics - Adult:</b>						
1 visit	Per Adult	Yes	\$6.19	\$6.19		<b>\$6.19</b>
<b>Fit Forever - Senior:</b>						
1 visit	Per Senior	Yes	\$5.75	\$5.75		<b>\$5.75</b>
<b>FITNESS CENTRE MONTHLY MEMBERSHIPS</b>						
Single Adult Resident	Per person	Yes	\$30.00	\$32.50		<b>\$30.00</b>
Single Adult Non-Resident	Per person	Yes	\$40.00	\$42.50		<b>\$40.00</b>
Single Student (16 years of age and older)	Per person	Yes	\$20.00	\$22.50		<b>\$20.00</b>
Household (up to 2 adults, children living in same house) Resident	Per household	Yes	\$55.00	\$57.50		<b>\$55.00</b>
Household (up to 2 adults, children living in same house) Non-Resident	Per household	Yes	\$65.00	\$67.50		<b>\$65.00</b>
Single Adult Assisted (for those who qualify to receive financial assistance though income test)	Per person	Yes	\$17.00	\$16.25		<b>\$17.00</b>
Single Student Assisted (for those who qualify to receive financial assistance though income test)	Per person	Yes	\$12.00	\$11.25		<b>\$12.00</b>
Household Assisted (Up to 2 adults, children living in same house, for those who qualify to receive financial assistance though income test)	Per household	Yes	\$30.00	\$28.75		<b>\$30.00</b>
Day Passes	Per person	Yes	\$8.00	\$8.00		<b>\$8.00</b>
<b>Multi Use Passes - Includes Shinney and Ticket ice</b>						
10 + Visits	Per Person	Yes	% off 1 visit pass		20% off 1 visit pass	
20 + Visits	Per Person	Yes	% off 1 visit pass		25% off 1 visit pass	
30 + Visits	Per Person	Yes	% off 1 visit pass		30% off 1 visit pass	
100 + Visits-Track, Pool, Gym, Skate	Per Person	Yes	% off 1 visit pass		55% off 1 visit pass	
100 + Visits-Aquafit	Per Person	Yes	% off 1 visit pass		60% off 1 visit pass	

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (8)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Admissions. Memberships & Passes**

**Key Business: Daily Admissions & Member Passes**

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability **for drop in activities only**. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
<b>Seniors Meeting Place</b>						
Membership fees Resident 55 years of age and over	per year	Yes	\$35.00	\$35.00	\$0.00	\$35.00
Membership fees Non-Resident 55 years of age and over	per year	Yes	\$55.00	\$55.00	\$0.00	\$55.00
<b>RYC MEMBERSHIP FEES</b>						
Resident	per year	Yes	\$15.93	\$15.93	\$0.00	\$15.93
Non Resident	per year	Yes	\$33.63	\$33.63	\$0.00	\$33.63

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (9)**

**Department: Recreation & Culture**  
**Category: Rentals**  
Key Business: Shared Use Schools

**Effective Date: January 1, 2020**

<b>SERVICE PROVIDED</b>	<b>UNIT OF MEASURE</b>	<b>SUBJECT TO HST YES/NO</b>	<b>2019 FEE BEFORE TAXES</b>	<b>2020 FEE BEFORE TAXES</b>	<b>RAS - SURCHARGE</b>	<b>TOTAL FEE BEFORE TAXES</b>
Shared Use School Fees: Private rentals, adult group and for - profit youth group	per hour	Yes	\$31.30	\$31.30	\$3.00	<b>\$34.30</b>
Sports and community organizations	per hour	Yes	\$20.80	\$20.80	\$3.00	<b>\$23.80</b>
Brownies, Guides, Cubs and Scouts (15 weeks)	per session	Yes	\$51.70	\$51.70	\$3.00	<b>\$54.70</b>
Non Resident Shared Use School Fees: Private rentals, adult group and for - profit youth group	per hour	Yes	\$65.10	\$65.10	\$3.00	<b>\$68.10</b>
Non Resident Sports and community organizations	per hour	Yes	\$54.60	\$54.60	\$3.00	<b>\$57.60</b>
Non Resident Brownies, Guides, Cubs and Scouts (15 weeks)	per session	Yes	\$85.50	\$85.50	\$3.00	<b>\$88.50</b>

All Non Resident rentals add \$30.00 per hour



**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (10)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Service Area: Recreation Youth Centre & Sk8 Park

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE (Maximum charge \$5.00 per program)
<b>RENTALS (RESIDENT)</b>					
Gymnasium	Per hour	Yes	\$67.30	\$67.30	\$15.00
Sk8Park	Per hour	Yes	\$91.10	\$91.10	\$15.00

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (11)**

**Department: Recreation & Culture**  
**Category: Rentals**  
Service Area: Aquatics

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS SURCHARGE	TOTAL FEE BEFORE TAXES
<b>Rentals - RJT Complex Pool and Metro Aquatic Centre</b>						
Magna/RJT Pool w/o slide Res	Per hour	Yes	\$109.40	\$109.40	\$15.00	<b>\$124.40</b>
Magna/RJT Pool w/o slide Non-Res	Per hour	Yes	\$153.10	\$153.10	\$15.00	<b>\$168.10</b>
RJT Tot Pool/Magna Teach Pool Res.	Per hour	Yes	\$59.40	\$59.40	\$15.00	<b>\$74.40</b>
RJT Tot Pool/Magna Teach Pool Non-Res.	Per hour	Yes	\$83.20	\$83.20	\$15.00	<b>\$98.20</b>
One Lane / Diving well	Per hour	Yes	\$9.80	\$19.80	\$5.00	<b>\$24.80</b>
<b>Rentals - Gorman Pool</b>						
Gorman Pool rental Res. - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$89.10	\$89.10	\$15.00	<b>\$104.10</b>
Gorman Pool rental Non-Res- includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$132.90	\$132.90	\$15.00	<b>\$147.90</b>
<b>Lifeguards - Additional</b>						
1 additional Lifeguard	Per hour	Yes	\$22.00	\$22.00	\$0.00	<b>\$22.00</b>
2 additional Lifeguards	Per hour	Yes	\$44.00	\$44.00	\$0.00	<b>\$44.00</b>
3 additional Lifeguards	Per hour	Yes	\$66.00	\$66.00	\$0.00	<b>\$66.00</b>
<b>USER GROUPS - NON-PROFIT/SCHOOLS/RESIDENT USERS</b>						
<b>Fee includes 1 lifeguard, all rentals require a minimum of 2 lifeguards (legislated) for up to 30 people - See capacity/lifeguard requirements</b>						
One Lane - Youth	Per hour	Yes	\$9.80	\$9.80	\$5.00	<b>\$14.80</b>
Competitive / YR Schools/Res Swim Team/Synchro	Per hour	Yes	\$68.70	\$68.70	\$15.00	<b>\$83.70</b>
<b>USER GROUPS - NON-PROFIT /OUT OF REGION SCHOOLS (O.O.R.) USERS/COMMERCIAL- NON- RESIDENT</b>						
Competitive / O.O.R. Schools/Swim Team/Synchro - Non-Profit- Non resident- Pool w/o slide	Per hour	Yes	\$109.90	\$109.90	\$15.00	<b>\$124.90</b>
Commercial User/Profit w/o Slide	Per hour	Yes	\$208.00	\$208.00	\$25.00	<b>\$233.00</b>
<b>All rentals require a minimum of 2 lifeguards (legislated) for up to 30 people and additional lifeguards based on number of participants and surface area booked.</b>						

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (12)**

**Department: Recreation & Culture**  
**Category: Rentals**  
Key Business: Mobile Stage Trailer

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Rental - Not for Profit Newmarket Groups	4 Hours	Yes	\$308.94	\$308.94		<b>\$308.94</b>
Rental - Not for Profit Newmarket Groups	8 Hours	Yes	\$427.00 (\$100.00 each additional hour past 8 hours)	\$427.00 (\$100.00 each additional hour past 8 hours)		<b>Varies by number of hours</b>
Rental - For Profit Groups (events in Newmarket)	4 Hour Min.	Yes	\$995.00 (\$100.00 each additional hour)	\$995.00 (\$100.00 each additional hour)		<b>Varies by number of hours</b>
Rental - Non-resident Groups (events outside Newmarket)	8 Hour Min. (incl.. Transport)	Yes	\$3,582.00 (\$100.00 each additional hour)	\$3,582.00 (\$100.00 each additional hour)		<b>Varies by number of hours</b>

Note: A \$0.60 per km will also apply on any travel outside Newmarket.

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (13)**

**Department:** Recreation & Culture

**Effective Date:** January 1, 2020

**Category:** Rentals

**Key Business:** TRAIN

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Rental - Not for Profit - Newmarket Groups	half day	Yes	\$304.90	\$304.90	\$25.00	<b>\$329.90</b>
Rental - Not for Profit - Newmarket Groups	full day	Yes	\$429.40	\$429.40	\$25.00	<b>\$454.40</b>
Rental - For Profit Groups - in Newmarket	4 hr. min.	Yes	\$765 + \$90 each additional hour	\$765 + \$90 each additional hour	\$25.00	<b>Varies</b>

Charges include - 1 train driver, 1 hostess & transport to and from event.

\*A \$0.60 per km will also apply on any travel outside Newmarket.

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (14)**

**Department:** Recreation & Culture  
**Category:** Program Registration  
Key Business: Programs

**Effective Date:** January 1, 2020

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES
<b>Camps</b>				
General	Per day	No	\$32.00-\$58.60	\$32.00-\$58.60
Specialty	Per day	No	\$35.00-\$40.30	\$35.00-\$40.30
Sports	Per day	No	\$35.00-\$59.00	\$35.00-\$59.00
Leadership	Per day	No	\$35.00-\$37.30	\$35.00-\$37.30
Playgrounds	Per day	No	\$0.00	\$0.00
Extended Care	Per day	No	\$5.00	\$5.00
<b>After School Programs</b>				
After School Programs	Per day	No	\$1.00-\$3.00	\$1.00-\$3.00
<b>Inclusion</b>				
Youth General	Per hour	No	\$8.06-\$8.57	\$8.06-\$8.57
Youth Specialized	Per hour	No	\$7.41-\$14.00	\$7.41-\$14.00
Adult General Sports	Per hour	Yes	\$4.57-\$10.00	\$4.57-\$10.00
Adult Specialized	Per hour	Yes	\$6.68-\$13.36	\$6.68-\$13.36
Adult Day Program	Per hour	Yes	\$8.13-\$21.50	\$8.13-\$21.50
Drop In	Per hour	Yes	\$3.25-\$8.13	\$3.25-\$8.13
1:1 Support	Per hour	No	\$16.38-\$20.00	\$16.38-\$20.00
Children & Youth Camps	Per day	No	\$25.00-\$63.00	\$25.00-\$63.00

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (14)**

**Department:** Recreation & Culture  
**Category:** Program Registration  
Key Business: Programs

**Effective Date:** January 1, 2020

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES
BASE Camp	Per day	No	\$61.96-\$146.66	\$61.96-\$146.66
<b>Fitness</b>				
General	Per hour	here applicat	\$4.50-\$7.50	\$4.50-\$7.50
Personal Training	per hour	Yes	\$23.33-\$500	\$23.33-\$500
Specialty	per hour	Yes	\$9.49-\$10.00	\$9.49-\$10.00
<b>Aquatics</b>				
Swim Lessons	Per hour	No	\$12.54-19.54	\$12.54-19.54
Private Lessons	Per hour	Yes	\$14.69-\$67.96	\$14.69-\$67.96
Advanced Leadership Re-certification	per course	Yes	\$78.45-\$94.80	\$78.45-\$94.80
*Advanced Leadership- Full Course	Per course	Yes	\$104.53-\$342.52	\$104.53-\$342.52
*Course fee depends on length of course (hrs)/legislated criteria, exam and book fees				
<b>Sports</b>				
General	per hour	here applicat	\$2.80-\$8.50	\$2.80-\$8.50
Specialized	per hour	here applicat	\$6.29-\$10.16	\$6.29-\$10.16
Skatepark	per hour	Yes	\$10.00-\$22.50	\$10.00-\$22.50

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (14)**

**Department:** Recreation & Culture  
**Category:** Program Registration  
Key Business: Programs

**Effective Date:** January 1, 2020

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES
Leagues	per hour	Yes	\$3.11-\$13.12	\$3.11-\$13.12
<b>Preschool</b>				
General	per hour	No	\$3.50-\$7.50	\$3.50-\$7.50
<b>Culture</b>				
Dance - Specialty for Children	Per hour	No	\$5.41-\$14.42	\$5.41-\$14.42
Dance - Specialty for Adult	Per hour	Yes	\$11.33-\$16.48	\$11.33-\$16.48
Dance - General	Per hour	No	\$5.41-\$14.42	\$5.41-\$14.42
Arts - General for Children	Per hour	No	\$4.12-\$10.30	\$4.12-\$10.30
Arts - General for Adults	Per hour	Yes	\$5.15-\$18.54	\$5.15-\$18.54
Arts - Specialty for Youth	Per hour	No	\$7.21-\$14.94	\$7.21-\$14.94
Arts - Specialty for Adults	Per hour	Yes	\$13.39-\$21.63	\$13.39-\$21.63
Cooking	Per hour	No	\$12.36-\$15.45	\$12.36-\$15.45
Music - General	Per hour	No	\$8.76	\$8.76
Arts - Event	Per event	Yes	\$0.00-\$51.50	\$0.00-\$51.50

**Notes**

\*RAS Surcharge of \$1-5 per program will be applied.

\*A Non-Resident Fee of \$30 will be applied.

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A (14)**

**Department:** Recreation & Culture  
**Category:** Program Registration  
Key Business: Programs

**Effective Date:** January 1, 2020

<b>Program Category</b>	<b>UNIT OF MEASURE</b>	<b>SUBJECT TO HST YES/NO</b>	<b>2019 FEE BEFORE TAXES</b>	<b>2020 FEE BEFORE TAXES</b>
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**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A(15)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Birthday Party Rentals

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
<b>Birthday Party Packages</b>						
<b>Public Skate and Public Swim</b>	<b>Per 20 attendee's</b>	Yes	\$212.20	\$212.20	<b>\$0.00</b>	<b>\$212.20</b>
<b>Private Gym and Skate Park</b>	<b>Per 20 attendee's</b>	Yes	\$249.30	\$249.30	<b>\$0.00</b>	<b>\$249.30</b>
<b>Birthday Extra Guest</b>	<b>Per Person</b>	Yes	\$12.40	\$12.40	<b>\$0.00</b>	<b>\$12.40</b>
<b>Birthday Party Additional Facility - E.g. Add Gym to Sk8 Park</b>	<b>per booking</b>	Yes	\$64.80	\$64.80	<b>\$0.00</b>	<b>\$64.80</b>

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A(16)**

**Department: Recreation & Culture**  
**Category: Rentals**  
Key Business: Old Town Hall

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
<b>Studios and Atrium (Backstage)</b>	Single Studio Resident use	Up to 3 hours	\$68.70	\$70.45	\$15.00	\$85.45	Yes	\$96.56
		Greater than 3 hours, 8 hrs. max	\$196.70	\$201.65	\$15.00	\$216.65	Yes	\$244.81
	Single Studio Non resident	Up to 3 hours	\$135.80	\$139.25	\$15.00	\$154.25	Yes	\$174.30
		Greater than 3 hours, 8 hrs. max	\$255.00	\$261.40	\$15.00	\$276.40	Yes	\$312.33
	Both Studios Resident (includes Kitchen)	Up to 8 hours	\$416.90	\$427.35	\$15.00	\$442.35	Yes	\$499.86
	Both Studios Commercial/Non-resident (includes kitchen)	Up to 8 hours	\$554.10	\$567.95	\$15.00	\$582.95	Yes	\$658.73
<b>Commercial Art Display/Installation</b>	Art Exhibit, Set Up time within any room(s) within building	Hourly, Daily max of \$200	\$25.00	\$25.65	\$ -	\$25.00	Yes	\$28.25
	Art Exhibit, Public Access (no admission fee)	Commission Per sale	40%	40%	\$ -	40%	Yes	40%
<b>Kitchen</b>	Resident Kitchen Use - Minimum 2 hours	Per hour	\$50.00	\$51.25	\$15.00	\$66.25	Yes	\$74.86
	Non Resident Kitchen Use - Minimum 2 hours	Per hour	\$50.00	\$51.25	\$15.00	\$66.25	Yes	\$74.86

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A(16)**

**Department: Recreation & Culture**  
**Category: Rentals**  
Key Business: Old Town Hall

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
<b>Entire Building</b>	Set-up Day	Any part of single day	\$1,000.00	\$1,000.00	\$15.00	\$1,015.00	Yes	<b>\$1,146.95</b>
	Event Day Resident	Full Day Access to regular business hours	\$2,500.00	\$2,500.00	\$15.00	\$2,515.00	Yes	<b>\$2,841.95</b>
	Event Day Non resident	Full Day Access to regular business hours	\$3,000.00	\$3,000.00	\$15.00	\$3,015.00	Yes	<b>\$3,406.95</b>

Notes:

Some Rentals may prevent use of other rooms due to nature of use.

Minimum Hourly booking is 1.5 hrs. Room will be set up by town staff, but must be vacated by end of allotted time.

OTH MAIN AUDITORIUM	Proposed Newmarket Rates		
	SET-UP/ REHEARSAL	PERFORMANCE	SAMPLE - Single Day
	9am - 12am	9am - 12am	4 Hr set up + 4 Hr Performance One Technician included
	Each hour/ 3 hour minimum	Each hour/ 4 hour minimum	
Resident Subsidized	\$38	\$75	\$508.50
Non Resident Subsidized	\$50	\$100	\$678.00
Resident Standard	\$50	\$100	\$678.00
Non Resident Standard	\$63	\$125	\$847.50

OTH MAIN AUDITORIUM	WEEKLY RATES* 40 hours with:	
	3 performances maximum 12 perf hrs.	4 performances maximum 16 perf hrs.
Resident Subsidized	\$1,294	\$1,594
Non Resident Subsidized	\$1,725	\$2,125

**TOWN OF NEWMARKET  
2020 USER FEE  
Schedule A(16)**

**Department: Recreation & Culture**

**Effective Date: January 1, 2020**

**Category: Rentals**

Key Business: Old Town Hall

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
Resident Standard	\$1,725	\$2,125						
Non Resident Standard	\$2,156	\$2,656						

Notes:

Auditorium rentals include backstage area

Box office fees are the same as N.T.



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## **2020 Water and Wastewater Rates Staff Report to Council**

Report Number: 2019-125

Department(s): Financial Services

Author(s): Financial Analyst

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled 2020 Water and Wastewater Rates dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket Water and Wastewater Rates be approved and adopted by by-law; and,
3. That the Water and Wastewater Rates adjustments come into full force and effect as of January 1, 2020.

### **Executive Summary**

See below.

### **Purpose**

The purpose of this report is to propose adjustments to the Town's Water and Wastewater Rates in 2020. The average residential increase is 4.92%.

## **Background**

Based on the Service Pricing Policy, water and wastewater rates are categorized as Consumer Goods. The categorization establishes a cost recovery target level of 100% to recover the full cost of providing the service by the municipality. In addition, the Sustainable Water and Sewage System Act, 2002 (SWSSA) requires that both water and wastewater systems are financially self-sustaining.

The ability of a municipality to establish water and wastewater rates is prescribed under the Municipal Act. The proposed water and wastewater rate increases are in line with the Town's 2017 Six Year Water and Wastewater Financial Plan approved by Council in Corporate Services – Financial Services Report 2017-26.

### **Tiered Water Rates**

The Town entered the first phase of implementing the new tiered water rate structure in 2017. The tiered rate structure means that those with larger water meters pay a larger monthly fee. The rate structure helps ensure fairness when it comes to water and wastewater rate charges. The tiered rates are being phased in over 4 years. This is the last year for the tiered rate structure.

The tiered rate structure being phased in is helping make water and wastewater more affordable for residences and small businesses.

Since implementing the rate structure, there has been a minor uptake from businesses reducing their meter size. Reducing the meter size results in businesses paying a lower monthly fixed rate while saving the Town maintenance costs of a larger meter.

### **Cost Drivers**

The water and wastewater utilities are subject to many cost drivers. The main drivers for the increases are:

- A 9% increase in Regional charges for the treatment and distribution of water and the collection and treatment of wastewater
- A 10.7% increase to the Town's annual Asset Replacement Fund contribution amount for long-term financial sustainability
- Conservation measures and weather have resulted in a less constant stream of revenue
- Costs related to additional flushing of the water system
- Inflationary pressures

The result of these cost drivers are reflected in the attached rate change for 2020.

The Smart Meter replacement project will help the Town better measure water consumption. This planned replacement is expected to commence in 2021.

## Discussion

The proposed fee adjustments include an increase in consumption fees of 6.49% for water and 3.45% for wastewater. It is proposed that the water monthly fixed fee increases by \$1.05 for the basic monthly charge. It is also recommended that the utility continue to transition to a tiered fixed rate to be completed by 2020.

## Conclusion

### Impact of Water and Wastewater Rate Changes in 2020

	Annual Consumption	2019 Average Bill	2020 Average Bill	Change
2" Residential and Non-Residential Customer	200 m <sup>3</sup>	\$1,216	\$1,276	4.92%
2" Industrial, Institutional, Commercial Customer	4,600 m <sup>3</sup>	\$21,076	\$22,960	8.94%
3" Industrial, Institutional, Commercial Customer	6,900 m <sup>3</sup>	\$32,526	\$35,714	9.80%
4" Industrial, Institutional, Commercial Customer	22,000 m <sup>3</sup>	\$96,767	\$104,170	7.65%

## Business Plan and Strategic Plan Linkages

The adoption of the Fees and Charges by-law to implement adjustments to Water and Wastewater Rates is in alignment with Council's Strategic Priority of Long-Term Financial Sustainability by utilizing ongoing community engagement to help inform program, services and financial planning.

## **Consultation**

The Municipal Act stipulates public notice requirements for changes to Water and Wastewater Rates. Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement in the Town Page of the local newspaper in advance of Council's consideration.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

Operating Budget: There is no impact on the tax base. The proposed fee adjustments include increases to both consumption fees and changes to the monthly fixed charge for water and wastewater. For an average resident consuming 200 cubic metres of water per year, the increase will be 4.92% or \$60. Average increases for non-residential properties range from 7.65% to 9.80%, depending on meter size.

## **Attachments**

Schedule "A" – Water and Wastewater Rates

## **Approval**

Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer

Esther Armchuk, LL.B  
Commissioner of Corporate Services

## **Contact**

For more information on this report, contact: Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)



**TOWN OF NEWMARKET**  
**2020 USER FEES**  
**Schedule A - Water and Wastewater Rates**  
**Effective Date: January 1, 2020**

	Rates as of January 01, 2019		Rates as of January 01, 2020		Change
	per 100 cubic feet	per cubic metre	per 100 cubic feet	per cubic metre	%
<b>Water</b>					
Volumetric Rate	\$ 5.484	\$ 1.936	\$ 5.840	\$ 2.062	6.49%
Flat rate - no meter, monthly	\$ 69.25		\$ 72.66		4.92%
Basic charge, monthly	\$ 16.13		\$ 17.18		6.49%
2" Meter Monthly Charge	\$ 97.00		\$ 137.00		41.2%
3" Meter Monthly Charge	\$ 182.00		\$ 258.00		41.8%
4" Meter Monthly Charge	\$ 303.00		\$ 430.00		41.9%
<b>Wastewater</b>					
Volumetric Rate	\$ 5.996	\$ 2.117	\$ 6.203	\$ 2.190	3.45%
Flat rate - no meter, monthly	\$ 67.71		\$ 71.04		4.92%
Basic meter charge, monthly	\$ 17.64		\$ 18.25		3.45%
2" Meter Monthly Charge	\$ 106.00		\$ 146.00		37.7%
3" Meter Monthly Charge	\$ 198.00		\$ 274.00		38.4%
4" Meter Monthly Charge	\$ 331.00		\$ 456.00		37.8%
<b>Average Bill by Meter Size</b>	Annual Consumption		2019	2020	Change
<2" Residential and Non-Residential Customer	200 m3		\$1,216	\$1,276	4.92%
2" Industrial, Institutional, Commercial Customer	4,600 m3		\$21,076	\$22,960	8.94%
3" Industrial, Institutional, Commercial Customer	6,900 m3		\$32,526	\$35,714	9.80%
4" Industrial, Institutional, Commercial Customer	22,000 m3		\$96,767	\$104,170	7.65%





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## **2020 Stormwater Rates Staff Report to Council**

Report Number: 2019-123

Department(s): Financial Services

Author(s): Financial Analyst

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled 2020 Stormwater Rates dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket 2020 Stormwater Rates be approved and adopted by by-law; and,
3. That the 2020 Stormwater Rates come into full force and effect as of January 1, 2020.

### **Executive Summary**

This report recommends rate increases of 10.9% as per the 2017 Six-Year Stormwater Financial Plan to better finance the protection of homes and businesses from the adverse effects of excessive stormwater.

### **Purpose**

The purpose of this report is to propose adjustments to the Town's Stormwater rates for 2020.

### **Background**

A stormwater charge was established in 2017 to provide a fair, transparent and dedicated funding source to help protect homes and businesses from possible flooding due to excessive stormwater.

The Municipal Act, 2001, S.O. 2001 authorizes a municipality to enact by-laws imposing fees and charges pertaining to a stormwater system pursuant to sections 9, 10, 11 and 391 of the Act.

The recommendation contained within Report 2017-30, being the 2017 Six-Year Stormwater Financial Plan, were adopted. The rates approved in the plan for 2020 are being recommended for adoption in this report.

## **Discussion**

The stormwater utility is subject to cost drivers. The main drivers for the increases are:

- Meeting immediate capital replacement needs;
- Building a reserve to replace assets when they reach the end of their useful life;
- Managing increased runoff due to more severe weather patterns;
- Reducing phosphorus runoff to meet rising environmental standards

## **Conclusion**

The attached schedule represents the proposed increase in stormwater rates and fees.

The investment required for Low Impact Development (LID) initiatives is growing beyond that which was considered in the original 6-Year Financial Plan. The Plan will need to be reviewed and updated with that in mind.

## **Business Plan and Strategic Plan Linkages**

This report links to Council's Strategic Priority of Long-Term Financial Sustainability by developing a multi-year operating and capital budget that aligns with Budget Policies.

## **Consultation**

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agenda.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

This report recommends increasing stormwater rates by 10.9% in 2020.

## **Attachments**

Schedule "A" – 2020 Stormwater Rates

## **Approval**

Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact: Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)



**TOWN OF NEWMARKET**  
**Schedule A - Stormwater Rates**

**Effective Date: January 1, 2020**

<b>Rates</b>	<b>Average Percent Impervious</b>	<b>2019 Per Square Metre Charge</b>	<b>2020 Per Square Metre Charge</b>	<b>Increase</b>	
Low Runoff Level Group	9%	\$ 0.016698	\$ 0.018511	\$ 0.001813	10.9%
Medium Runoff Level Group	44%	\$ 0.081633	\$ 0.090498	\$ 0.008865	10.9%
High Runoff Level Group	88%	\$ 0.163325	\$ 0.181062	\$ 0.017737	10.9%
<b>Median Charge</b>	<b>Area in Square Meters</b>	<b>2019 Charge</b>	<b>2020 Charge</b>	<b>Increase</b>	
Low Runoff Level Group	478	\$ 7.98	\$ 8.85	\$ 0.87	10.9%
Medium Runoff Level Group	465	\$ 37.96	\$ 42.08	\$ 4.12	10.9%
High Runoff Level Group	561	\$ 91.63	\$ 101.58	\$ 9.95	10.9%
<b>Regulatory Fees</b>					
Stormwater Credit Application Fee		\$50.00			







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## **2020 Planning Act Fees Staff Report to Council**

Report Number: 2019-126

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled 2020 Planning Act Fees dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket 2020 Planning Application Fees Schedule be approved and adopted by by-law and;
3. That the fee adjustments come into full force and effect as of January 1, 2020.

### **Executive Summary**

See below.

### **Purpose**

The purpose of this report is to recommend increases of 2.5% to the Planning Act fees for 2020, unless fees are regulated or established by other provincial legislation or third party.

### **Background**

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy.

The target increase is 2.5% - it represented the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the 2020 budget process in March, 2019.

## **Discussion**

Based on the Service Pricing Policy, Planning fees are categorized as a Community Supported Good, establishing a targeted cost recovery level of 90% for the majority of fees with the exception of Committee of Adjustment application fees. The targeted cost recovery for Committee of Adjustment application fees is 55%.

## **Conclusion**

The attached Schedule “A” has been prepared to recognize Planning Application fee increases of 2.5% resulting from general service cost increases including wage and benefit increases. New fees are proposed for Site Plan Approval – GFA of other users, Technical re-submissions, minor revisions to approved plans, and pre-consultation deposits.

## **Business Plan and Strategic Plan Linkages**

The adoption of the 2020 Fees and Charges by-law, implementing adjustments to the Planning Act regulated fees, is in alignment with Long-term Financial Sustainability.

## **Consultation**

Advertisement on the Town of Newmarket’s website has been provided in accordance with the Town’s Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council’s consideration.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

The additional revenue anticipated as a result of the increase in Planning Act Fees, with similar volumes is \$7,000.00.

## **Attachments**

Schedule A – 2020 Planning Act Fees

## **Approval**

Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer

Jason Unger, BES, MCIP, RPP  
Acting Director of Planning & Building Services

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, please contact Jason Unger at 905-953-5300 ext. 2454 or [junger@newmarket.ca](mailto:junger@newmarket.ca) or Mike Mayes at 905-953-5300 ext. 2102 or [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)



**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Official Plan and Zoning By-law Amendments</b>							
Official Plan Amendment	each	Y	\$ 24,645.48	\$ 25,261.61	\$ 3,284.01	<b>\$ 28,545.62</b>	2.5%
Zoning By-law Amendment	each	Y	\$ 21,482.64	\$ 22,019.71	\$ 2,862.56	<b>\$ 24,882.27</b>	2.5%
Removal of Holding (H)	each	Y	\$ 4,004.00	\$ 4,104.10	\$ 533.53	<b>\$ 4,637.63</b>	2.5%
<b>Plans of Subdivision</b>							
Subdivision - Residential	Base fee	Y	\$ 78,305.28	\$ 80,262.91	\$ 10,434.18	<b>\$ 90,697.09</b>	2.5%
	Plus per unit	Y	\$ 202.73	\$ 207.80	\$ 27.01	<b>\$ 234.81</b>	2.5%
Subdivision - Commercial	Base fee	Y	\$ 84,015.81	\$ 86,116.20	\$ 11,195.11	<b>\$ 97,311.31</b>	2.5%
	Plus per hectare	Y	\$ 1,554.18	\$ 1,593.04	\$ 207.09	<b>\$ 1,800.13</b>	2.5%
Subdivision - Industrial	Base fee	Y	\$ 86,347.16	\$ 88,505.84	\$ 11,505.76	<b>\$ 100,011.60</b>	2.5%
	Plus per hectare	Y	\$ 388.53	\$ 398.25	\$ 51.77	<b>\$ 450.02</b>	2.5%
Subdivision - Institutional	Base fee	Y	\$ 85,568.94	\$ 87,708.17	\$ 11,402.06	<b>\$ 99,110.23</b>	2.5%
	Plus per hectare	Y	\$ 777.10	\$ 796.52	\$ 103.55	<b>\$ 900.07</b>	2.5%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Revision of Draft Plan Approval Requiring Circulation	each application	Y	\$ 3,022.40	\$ 3,097.96	\$ 402.74	\$ 3,500.70	2.5%
Revision to Conditions of Draft Approval	each application	Y	\$ 3,022.40	\$ 3,097.96	\$ 402.74	\$ 3,500.70	2.5%
Extension of Draft Approval	each application	Y	\$ 1,511.19	\$ 1,548.97	\$ 201.37	\$ 1,750.34	2.5%
Registration of each Phase of a Plan	each	Y	\$ 1,511.19	\$ 1,548.97	\$ 201.37	\$ 1,750.34	2.5%
Part Lot Control	each	Y	\$ 1,897.04	\$ 1,944.47	\$ 252.78	\$ 2,197.25	2.5%
<b>Draft Approval and Final Registration Coordination Fee (payable at time of draft approval)</b>							
Industrial Subdivisions		Y	\$ 21,969.57	\$ 22,518.81	\$ 2,927.45	\$ 25,446.26	2.5%
Residential Subdivisions (more than 30 lots)		Y	\$ 21,980.87	\$ 22,530.39	\$ 2,928.95	\$ 25,459.34	2.5%
All other Subdivisions		Y	\$ 16,478.00	\$ 16,889.95	\$ 2,195.69	\$ 19,085.64	2.5%
<b>Coordination Fee for Engineering Drawing Submissions beyond 4<sup>th</sup> Submission (payable at time of 5<sup>th</sup> submission)</b>							
Industrial Subdivisions		Y	\$ 5,385.50	\$ 5,520.13	\$ 717.62	\$ 6,237.75	2.5%
Residential Subdivisions (more than 30 lots)		Y	\$ 5,385.50	\$ 5,520.13	\$ 717.62	\$ 6,237.75	2.5%
All Other Subdivisions		Y	\$ 2,692.73	\$ 2,760.05	\$ 358.81	\$ 3,118.86	2.5%
<b>Site Plan Approval</b>							
Residential or residential and other uses	each	Y	\$ 40,236.51	\$ 41,242.42	\$ 5,361.51	\$ 46,603.93	2.5%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE A**

Department: **Planning**

Effective Date:

January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Per residential unit	Plus per unit	Y	\$ 202.73	\$ 207.80	\$ 27.01	\$ 234.81	2.5%
GFA of other uses	Per additional m2	Y		\$ 7.31	\$ 0.95	\$ 8.26	NEW
Industrial, Commercial, Institutional	First 1,800 m <sup>2</sup> of gross floor area	Y	\$ 13,166.47	\$ 13,495.63	\$ 1,754.43	\$ 15,250.06	2.5%
	Per additional m2	Y		\$ 7.31	\$ 0.95	\$ 8.26	NEW
Single-detached or Semi-detached Lot (leading agreement)	Per lot	Y	\$ 750.00	\$ 768.75	\$ 99.94	\$ 868.69	2.5%
Single-detached or Semi-detached Lot (amending agreement)	Per lot	Y	\$ 1,100.00	\$ 1,127.50	\$ 146.58	\$ 1,274.08	2.5%
All Other	each	Y	\$ 12,916.06	\$ 13,238.96	\$ 1,721.06	\$ 14,960.02	2.5%
Technical resubmission after the third subission	each	Y		\$ 1,000.00	\$ 130.00	\$ 1,130.00	NEW
Minor revisions to approved plans	each	Y		\$ 500.00	\$ 65.00	\$ 565.00	NEW
<b>Plans of Condominium</b>							
Condominium - Residential	each	Y	\$ 36,063.74	\$ 36,965.33	\$ 4,805.49	\$ 41,770.82	2.5%
	Plus per unit	Y	\$ 202.73	\$ 207.80	\$ 27.01	\$ 234.81	2.5%
Condominium - All Other	each	Y	\$ 9,049.33	\$ 9,275.56	\$ 1,205.82	\$ 10,481.38	2.5%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Committee of Adjustment</b>							
Consent - Severance	each	Y	\$ 6,743.82	\$ 6,912.42	\$ 898.61	<b>\$ 7,811.03</b>	2.5%
Consent - Other	each	Y	\$ 4,496.42	\$ 4,608.83	\$ 599.15	<b>\$ 5,207.98</b>	2.5%
Minor Variance	each	Y	\$ 1,507.89	\$ 1,545.59	\$ 200.93	<b>\$ 1,746.52</b>	2.5%
Committee of Adjustment Re-circulation Fee Due to Applicant's Revisions or Applicant's Deferrals		Y	\$ 1,000.00	\$ 1,025.00	\$ 133.25	<b>\$ 1,158.25</b>	2.5%
Special Committee of Adjustment Meeting for Emergent Issues	each	Y	\$ 1,035.42	\$ 1,061.31	\$ 137.97	<b>\$ 1,199.28</b>	2.5%
<b>Other Matters</b>							
Telecommunications Tower	each	Y	\$ 12,732.00	\$ 13,050.30	\$ 1,696.54	<b>\$ 14,746.84</b>	2.5%
Application Reactivation Fee	each	Y	\$ 683.00	\$ 700.08	\$ 91.01	<b>\$ 791.09</b>	2.5%
Woodlot Preservation Application (By-Law 2007-71)	per tree	Y	\$ 136.60	\$ 140.02	\$ 18.20	<b>\$ 158.22</b>	2.5%
Tree Preservation, Protection, Replacement and Enhancement Policy Compensation	Based on the "Guide for Plant Appraisal" 9 <sup>th</sup> (or latest) edition established by the International Society of Arboriculture.						
Request for Support Resolution (Feed-In-Tariff Program)	Per Application	N	\$ 162.16	\$ 166.21	\$ -	<b>\$ 166.21</b>	2.5%
Peer Review and/or External Consulting Fees	Actual Cost	Y					



**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Planning Administrative Fee for Checking Consultants' Invoices	15% of consultant's fee	Y					
Town of Newmarket fee for matters appealed to Local Planning Appeal Tribunal(LPAT)	each	N	\$ 163.00	\$ 167.08	\$ -	\$ 167.08	2.5%
Zoning Confirmation Letter	each	Y	\$ 92.17	\$ 94.47	\$ 12.28	\$ 106.75	2.5%
Zoning Compliance Letters	each	Y	\$ 156.42	\$ 160.33	\$ 20.84	\$ 181.17	2.5%
Preconsultation Deposit; Refundable if a complete application is submitted within 12 months of the preconsultation	each	N		\$ 500.00		\$ 500.00	NEW
Site Plan Agreement - Security Release Inspection After the First Inspection	each	Y	\$ 436.50	\$ 447.41	\$ 58.16	\$ 505.57	2.5%
Owner Request for Change of Address	each	Y	\$ 172.88	\$ 177.20	\$ 23.04	\$ 200.24	2.5%





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## **2020 Building Permit Fees Staff Report to Council**

Report Number: 2019-124

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled 2020 Building Permit Fees dated November 25, 2019 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket 2020 Building Permit Fee Schedule be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1, 2020.

### **Executive Summary**

See below.

### **Purpose**

The purpose of this report is to provide an update that the Building Permit fees will increase by an average of 2.5% in 2020.

### **Background**

In 2016, By-law 2015-58 was enacted to establish the collection of Building Permit fees. This fee schedule has remained unchanged since then.

As per the Building Code Act, 1992, a municipality is required to prepare a report regarding building permit fees and the costs of administering and enforcing this Act every 12 months; and the municipality shall make its report available to the public.

The target increase is 2.5% - it represents the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the 2020 budget process in March, 2019.

## **Discussion**

Based on the Servicing Pricing Policy, Building Code Act fees are categorized as a Private Good establishing a cost recovery target level of 100% to recover the full cost of providing the services by the municipality. The services are provided for the benefit of specific interested users.

For 2020, Building Permit fees are proposing a 2.5% average increase. New fees are added to reflect those building permit items that are not included in the current fee schedule. In addition, a few fee items are revised to ensure consistencies with other fee items.

Cost recovery targets will continue to be met with the current fees and charges.

## **Conclusion**

This report will be posted on the Town's website.

## **Business Plan and Strategic Plan Linkages**

This report links to Council's Strategic Priority of Long-Term Financial Sustainability by utilizing ongoing community engagement to help inform program, services and financial planning.

## **Consultation**

Consultation has taken place with the Building Services staff.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

Building Code Act Fee adjustments are limited to cost recovery and have no impact on the tax base.

## **Attachments**

2020 Building Permit Fee Schedule

## **Approval**

Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer

David Potter, CBCO, B.Tech., MAATO  
Chief Building Official

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)



2020 BUILDING PERMIT FEE SCHEDULE		
<b>MINIMUM FEE</b>		
Detached, semi-detached, townhouse, rowhouse, duplex or live/work residential projects		\$190.00
Non-residential projects or residential greater than three storeys, unless otherwise stated		\$285.00
<b>PERMIT FEES</b>		
<b>CLASS OF PERMIT, OCCUPANCY CLASSIFICATION</b>	<b>Fee Multiplier (\$ per m2 or as otherwise specified)</b>	
<b>A. CONSTRUCTION: NEW BUILDINGS; ADDITIONS TO EXISTING BUILDINGS; ALTERATION OR UNIT FINISH</b>		
<b>GROUP "A" ASSEMBLY</b>		
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums		\$15.30
Alteration, Renovation, Interior Finish, Unit Finish		\$4.51
<b>GROUP "B" INSTITUTIONAL</b>		
New Hospital, Institutional Buildings, Nursing Homes and Other Buildings		\$17.06
Alteration, Renovation, Interior Finish, Unit Finish		\$4.51
<b>GROUP "C" RESIDENTIAL</b>		
* New Detached Dwelling, Semi-Detached Dwellings, Townhouses, Row-houses, Duplexes, Live/Work Units		\$15.02
Additions		\$15.02
* Accessory Dwelling Units	Flat Fee	\$410.00
* New Motels, Hotels and all other Residential Occupancies		\$18.78
* Note the above fees for residential new construction include the HVAC and Plumbing Fee		
Alteration, Renovation, Interior Finish, Unit Finish		\$4.51
<b>GROUP "D" BUSINESS AND PERSONAL SERVICES</b>		
Shell		\$10.97
Finished		\$13.71
Alteration, Renovation, Interior Finish, Unit Finish		\$4.51
<b>GROUP "E" MERCANTILE</b>		
Shell		\$10.16
Finished		\$12.70
Alteration, Renovation, Interior Finish, Unit Finish		\$4.51
<b>GROUP "F" INDUSTRIAL</b>		
Shell		\$8.25
Finished		\$10.31
Alteration, Renovation, Interior Finish, Unit Finish		\$4.51
Parking Garage		\$4.95
<b>B. DEMOLITION</b>		
All Buildings up to 600 m2	Each	\$285.00
All Buildings > 600 m2	Each	\$380.00
<b>C. DESIGNATED STRUCTURE (OBC 1.3.1.1.)</b>		
Communication Tower (where applicable)	Flat Fee	\$570.00
Outdoor Pool, Outdoor Spa (where applicable)	Flat Fee	\$570.00
Crane Runway	Flat Fee	\$570.00
Exterior Tank and Support (where applicable)	Flat Fee	\$570.00
Pedestrian Bridge (where applicable)	Flat Fee	\$570.00
Retaining Wall	Linear Metre	\$12.61
Solar Panels (Domestic Hot Water or Photovoltaic, any area) - Low rise residential	Flat Fee	\$285.00
- Other	Flat Fee	\$380.00
Solar Collector, Satellite Dish	Flat Fee	\$380.00
<b>D. STANDALONE AND MISCELLANEOUS WORK</b>		
Temporary Structures		\$285.00
Tents and Temporary Buildings (<225 m2)	Flat Fee	\$285.00
Tents and Temporary Buildings (>225 m2)	Flat Fee	\$380.00
Farm Building		\$285.00
Portable Classrooms (includes hallways for portapacks)	each	\$285.00
Balcony Repair	Flat Fee	\$95.00

Garage - detached (Residential Only)	Flat Fee	\$190.00
Garage - attached (Residential Only)	Flat Fee	\$285.00
Carport, Decks, Porches, Porch Enclosures, <b>Sheds (Residential Only)</b>	Flat Fee	\$190.00
Basement Finish - no change in use	Flat Fee	\$190.00
Below Grade Entrance (Residential Only)	Flat Fee	\$285.00
Load Bearing Wall Removal	Flat Fee	\$285.00
Door, New Opening	Each	\$95.00
Fire Code Retrofit (OFC S. 9.8)	Flat Fee	\$190.00
Fireplace, wood-burning	Flat Fee	\$190.00
Window, New Opening	Each	\$95.00
Underpinning/Benchfootings	Flat Fee	\$285.00
Window Replacement - Part 3 - Building	Per Floor	\$190.00
Electromagnetic locking devices	Flat Fee	\$285.00
Fire Alarm	Flat Fee	\$285.00
Ceiling - new, replacement	m2	\$2.26
Shoring	Flat Fee	\$285.00
Sprinklers	Flat Fee	\$285.00
Standpipe and Hose System	Flat Fee	\$285.00
Fire Suppression (Other than Sprinkler System)	Flat Fee	\$285.00
Air Supported Structure	Flat Fee	\$285.00
Door - new, man door or overhead loading	Each	\$95.00
Emergency Lighting	Flat Fee	\$285.00
Emergency Power	Flat Fee	\$285.00
Foundation for Relocated Building, each	m2	\$4.51
Fire Code Retrofit (other than residential)	Flat Fee	\$285.00
Façade Alterations	Linear Metre	\$3.00

## E. STANDALONE MECHANICAL

### STAND ALONE MECHANICAL - HVAC

Permit for heating, ventilating and air conditioning (per suite)	\$285.00
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## F. PLUMBING AND DRAINAGE SYSTEM FIXTURES/EQUIPMENT ROOF DRAINS - STANDALONE

Plumbing		
For each fixture, floor drain, equipment, appliances, thermostatic mixing valve, vented traps or roof hopper	Each	\$25.00
Storm and grease interceptor	Each	\$47.00
Testable Backflow Prevention		\$47.00
Water Services - for each water service		
50 mm (2") or less		\$47.00
100 mm (4")		\$95.00
150 mm (6")		\$142.00
200 mm (8")		\$178.00
250 mm (10")		\$222.00
300 mm (12 ")		\$278.00
Drains - Residential (single family swelling, for apartments see commercial)		
For each residential drain and sewer (includes both storm and sanitary, inside, outside and floor drains)		\$95.00
For each conversion to sewers		\$47.00
Miscellaneous		
For each manhole, catchbasin or area drain		\$47.00
On site sewage system		
Septic Decommission		\$190.00
New Sewage System Installation	\$690.00 min. or \$5.52 / m2 of bldg to max of \$3,600	
Repair/Minor alteration		\$ 287.00
Planning Circulation - SPD, Zoning		\$ 256.00



Sewage System Maintenance and Inspection Program		\$150 or septic tank report from a qualified contractor
Drains- Commercial (commercial and industrial buildings and units, institutional buildings and apartment buildings for each storm or sanitary drain inside) or: for each storm or sanitary sewer		
100 mm or less		\$95.00
150 mm (6")		\$142.00
200 mm (8")		\$178.00
250 mm (10")		\$222.00
300 mm (12 ") or larger		\$278.00
<b>G. ADMINISTRATION FEES</b>		
Miscellaneous		
For each reinspection due to defective work		\$95.00
For each special inspection per hour, per person		\$190.00
Change of Use Permit where no construction is proposed or required (Excludes AdU's)		\$285.00
Transfer of Permit		\$190.00
Model Home Agreement		\$1,220.00
Conditional Building Permit	20% full permit fee	
Foundation Permit (ICI)	m2 \$	2.26
Foundation Permit (Residential)	\$	190.00
Compliance Letter - Building		\$162.00
Alternative Solution	min. \$1000 + \$190/hr after 3 hours	
Occupancy Permit Fee (after building is occupied)	\$	190.00
Revision to plans fee		\$190/hr
Builder Model Fee	\$	190.00
Builder Model Change Fee (where permit has been issued)	\$	190.00
Permitted Use Letter	\$	95.00
Construction Activity Report (annual subscription)	\$	190.00
Reproduction of Documents	Min. \$10 + \$82/hr	





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## **2020 Fees & Charge – General - Various Departments Staff Report to Council**

Report Number: 2019-122

Department(s): Financial Services

Author(s): Anita Gibson, Senior Financial Analyst

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled 2020 Fees and Charges – General – Various Departments dated November 25, 2019 be received; and,
2. That the attached Schedules “A”, “B”, “C”, “D”, “E” and “F” marked as the Town of Newmarket 2020 All Departments, Corporate Services – Finance & Procurement, IT, Legal Services, Public Works Services, Engineering Services, Legislative Services respectively, be approved and adopted by by-law; and
3. That the fee adjustments come into full force and effect as of January 1, 2020.

### **Executive Summary**

See below.

### **Purpose**

The purpose of this report is to recommend increases to the fees and charges in Corporate Services, Legal Services, Public Works Services, Engineering Services and Legislative Services to become effective January 1, 2020.

## Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy. Based on the Service Pricing Policy, fees and charges are categorized by user and type of service. Target cost recovery levels are established and user fees and charges are to be adjusted accordingly.

The proposed user fee charges vary depending upon the services provided.

The target increase was 2.5% - it represented the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process in March 2019. For some specific services, this is not a practical increase – it is better to take a stepped approach every few years. Consequently, increases are below or above this target, but the overall average is within 2.5%.

## Discussion

### Corporate Services

**All Departments (Schedule A):** All the fees and charges are proposed to increase by 2.5%.

**Financial Services (Schedule B)** No change is proposed to the fees.

**Procurement Services (Schedule B):** No change is proposed to the fees.

**Information Technology (Schedule B):** All the fees and charges are proposed to increase by 2.5%.

**Legal Services (Schedule C):** All the fees and charges are proposed to increase by 2.5%.

**Public Works Services (Schedule D):** The increases vary depending on the nature of the fees. New fees proposed are for Backwater Valve Test Report Fee, Cross Connection Control Survey Report, Initial Admin for Cross Connection Survey, Late-Fee-Cross Connection Survey, Late Fee – Test Report. Also By-law 2019-34 amended to include Temporary Designated Smoking Area fees.

**Engineering Services (Schedule E):** Most of the fees and charges are proposed to increase by 2.5%.

**Legislative Services (Schedule F):** Fees and charges are proposed to increase by 2.5% or less in 2020, except for fees that have changed to align with the fees being charged by other York Region municipalities.

## **Conclusion**

The attached schedules represent general fees and charges levied by the municipality that are not linked to specific legislation.

## **Business Plan and Strategic Plan Linkages**

The adoption of the 2020 General Fees and Charges is in alignment with Council's Strategic Priority of Long-Term Financial Sustainability; i) Utilize ongoing community engagement to help inform program, services and financial planning.

## **Consultation**

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration. These fees and charges are being presented as part of the Committee of the Whole meeting scheduled for November 25, 2019.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

Operating Budget: Increases to the fees and charges are limited to cost recovery. The estimated impact of these increases is not material and will be included in the revenue estimates for the 2020 preliminary draft budget.

Capital Budget: Not applicable.

## **Attachments**

Schedule A – All Departments

Schedule B – Corporate Services

Schedule C – Legal Services

Schedule D – Public Works

Schedule E – Engineering Services

Schedule F – Legislative Services – General Fees

## **Approval**

Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer

Esther Armchuk, LL.B.  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact Mike Mayes at 905-953-5300 ext. 2102 or [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE A**

**Department:** All Departments

**Effective Date:**

January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Plan Reproduction:</b>						
24" x 36" sheet – for first sheet	per sheet	\$ 18.20	\$ 18.65	\$ 2.42	<b>\$21.08</b>	2.5%
additional sheets	per sheet	\$ 9.10	\$ 9.33	\$ 1.21	<b>\$10.54</b>	2.5%
36" x 42" sheet – for first sheet	per sheet	\$ 18.20	\$ 18.65	\$ 2.42	<b>\$21.08</b>	2.5%
additional sheets	per sheet	\$ 9.10	\$ 9.33	\$ 1.21	<b>\$10.54</b>	2.5%
<b>Photocopy:</b>	per copy	\$ 0.96	\$ 0.98	\$ 0.13	<b>\$1.11</b>	2.5%





**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE B**

**Commission: Corporate Services**

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
<b><u>FINANCIAL SERVICES</u></b>							
<b><u>Accounting</u></b>							
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	N	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	\$0.00	<b>1.25% monthly on outstanding balance</b>	0.00%
Accounts Receivable Collection Charges	16% of the outstanding balance	N	16% of the outstanding balance	16% of the outstanding balance	\$0.00	<b>16% of the outstanding balance</b>	0.00%
Treasurer's Compliance Letter	each	N	\$82.00	\$82.00	\$0.00	<b>\$82.00</b>	0.00%
Returned Payment	each	N	\$50.00	\$50.00	\$0.00	<b>\$50.00</b>	0.00%
Verification of Local Improvements	each	N	\$82.00	\$82.00	\$0.00	<b>\$82.00</b>	0.00%
Financial Services Administrative Fee	15% of invoice	Y	16% of invoice	16% of invoice		<b>16% of invoice+HST</b>	0.00%
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	Y	5% of Security Requirement, maximum \$65,000 +HST	5% of Security Requirement, maximum \$65,000 +HST		<b>5% of Security Requirement, maximum \$65,000 +HST</b>	0.00%
<b><u>Property Tax/Assessment</u></b>							
Tax Certificate	each	N	\$82.00	\$82.00	\$0.00	<b>\$82.00</b>	0.00%
Returned Payment	each	N	\$50.00	\$50.00	\$0.00	<b>\$50.00</b>	0.00%
Statement of Unpaid Taxes (Arrear Notices)	each 4 X per year	N	\$5.00	\$5.00	\$0.00	<b>\$5.00</b>	0.00%
Statement of Property Taxes Paid	each	N	\$41.00	\$41.00	\$0.00	<b>\$41.00</b>	0.00%
Detailed Analysis of Property Tax Account	per hour	N	\$45.00	\$45.00	\$0.00	<b>\$45.00</b>	0.00%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE B**

**Commission: Corporate Services**

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
Update Mortgage Company Information	each	N	\$15.00	\$15.00	\$0.00	\$15.00	0.00%
Property Tax Administrative Fee-Additions to the Tax Account for Collection	15% of invoice	Y	16% of invoice	16% of invoice		16% of invoice+HST	0.00%
New Ownership Maintenance Fee	per account	N	\$20.00	\$20.00	\$0.00	\$20.00	0.00%
Detailed Calculations of Tax Adjustments (other than property owner)	per tax year	N	\$30.00	\$30.00	\$0.00	\$30.00	0.00%
New Account/Roll Number	each	N	\$30.00	\$30.00	\$0.00	\$30.00	0.00%
<b><u>PROCUREMENT SERVICES</u></b>							
Quotations, Proposals and Tenders	Range from \$10 to \$259 depending on the complexity or value of the solicitation	Y	Range from \$10 to \$265 depending on the complexity or value of the solicitation	Range from \$10 to \$265 depending on the complexity or value of the solicitation		Range from \$10 to \$265 depending on the complexity or value of the solicitation	0.00%
<b><u>INFORMATION TECHNOLOGY</u></b>							
Custom Mapping (minimum charge of 1/2 hour)	per hour	Y	\$50.00	\$51.25	\$6.66	\$57.91	2.50%
	per additional copy (size 8.5x11 to 11x17)	Y	\$1.99	\$2.04	\$0.27	\$2.30	2.50%
	per additional copy (larger than 11x17)	Y	\$5.00	\$5.13	\$0.67	\$5.79	2.50%
Ward Polling Location Map	per copy	Y	\$15.27	\$15.65	\$2.03	\$17.69	2.50%
Individual Ward Map	per copy	Y	\$15.27	\$15.65	\$2.03	\$17.69	2.50%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE B**

**Commission: Corporate Services**

**Effective Date: January 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
Detailed Street Map	per copy	Y	\$25.00	\$25.63	\$3.33	<b>\$28.96</b>	2.50%
Municipal Address Map Series	full set of 42, D sized sheets	Y	\$125.00	\$128.13	\$16.66	<b>\$144.78</b>	2.50%
	per sheet (D sized)	Y	\$6.68	\$6.85	\$0.89	<b>\$7.74</b>	2.50%
	full set of 42, 11x17	Y	\$76.50	\$78.41	\$10.19	<b>\$88.61</b>	2.50%
	per sheet (11x17)	Y	\$1.99	\$2.04	\$0.27	<b>\$2.30</b>	2.50%
Large 2007 Ortho Meeting Room Map	per copy	Y	\$50.00	\$51.25	\$6.66	<b>\$57.91</b>	2.50%
Large 2009 Ortho Meeting Room Map	per copy	Y	\$50.00	\$51.25	\$6.66	<b>\$57.91</b>	2.50%
Large 2011 Ortho Meeting Room Map	per copy	Y	\$100.00	\$102.50	\$13.33	<b>\$115.83</b>	2.50%



**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE C**

**Department: Legal Services**

**Effective Date: January 1, 2020**

**NOTE:** All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **\$288.00** per lawyer and **\$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>SUBDIVISION/CONDOMINIUM DEVELOPMENT (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)</b>							
Residential Subdivision (includes Residential Condominium) Base Fee (includes first 100 lots and/or developable blocks)	each	Y	\$ 10,622.32	\$ 10,887.88	\$1,415.42	<b>\$12,303.31</b>	2.5%
Plus Additional Fee for Each Lot - 101 to 250 Lots	per lot	Y	\$ 35.98	\$ 36.88	\$4.79	<b>\$41.67</b>	2.5%
Plus Additional Fee for Each Lot - 251 to 400 Lots	per lot	Y	\$ 23.64	\$ 24.24	\$3.15	<b>\$27.39</b>	2.5%
Plus Additional Fee for Each Lot – 401 and over	per lot	Y	\$ 15.42	\$ 15.81	\$2.05	<b>\$17.86</b>	2.5%
Additional legal work required beyond four engineering drawing submissions and/or required as a result of unusual complexity	hourly	Y				<b>Based on hourly rate</b>	n/a
Standard Subdivision Agreement	each	Y	\$ 6,812.56	\$ 6,982.87	\$907.77	<b>\$7,890.64</b>	2.5%
Amendments to Standard Subdivision Agreement	each	Y	\$ 2,068.34	\$ 2,120.04	\$275.61	<b>\$2,395.65</b>	2.5%
Commercial/Industrial Subdivision	base fee	Y	\$ 6,875.26	\$ 7,047.15	\$916.13	<b>\$7,963.27</b>	2.5%
Commercial/Industrial Subdivision	per acre	Y	\$ 141.86	\$ 145.41	\$18.90	<b>\$164.31</b>	2.5%
Security Release Requests - Subdivision	each	Y	\$ 378.30	\$ 387.76	\$50.41	<b>\$438.17</b>	2.5%
Security Reduction Requests - Subdivision	each	Y	\$ 194.29	\$ 199.15	\$25.89	<b>\$225.04</b>	2.5%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE C**

**Department: Legal Services**

**Effective Date: January 1, 2020**

**NOTE:** All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **\$288.00** per lawyer and **\$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>SITE PLAN (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)</b>							
Standard Site Plan Agreement	each	Y	\$ 1,634.00	\$ 1,674.85	\$217.73	<b>\$1,892.58</b>	2.5%
Public / Private Schools - Standard Site Plan Agreement	each	Y	\$ 664.00	\$ 680.60	\$88.48	<b>\$769.08</b>	2.5%
Amendment to Site Plan Agreement (includes amendment to head agreement)	each	Y	\$ 664.00	\$ 680.60	\$88.48	<b>\$769.08</b>	2.5%
Security Release Requests - Site Plan	each	Y	\$ 368.00	\$ 377.20	\$49.04	<b>\$426.24</b>	2.5%
Security Reduction Requests - Site Plan	each	Y	\$ 189.00	\$ 193.73	\$25.18	<b>\$218.91</b>	2.5%
<b>LEGAL WORK RELATED TO COMMITTEE OF ADJUSTMENT OR ONTARIO MUNICIPAL BOARD DECISIONS (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)</b>							
Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	each	Y	\$ 668.20	\$ 684.91	\$89.04	<b>\$773.94</b>	2.5%
Amendment to a Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	each	Y	\$ 1,644.80	\$ 1,685.92	\$219.17	<b>\$1,905.09</b>	2.5%
Conveyance of land (As required as a condition of a minor variance or consent application and/or OMB decision)	each	Y	\$ 637.36	\$ 653.29	\$84.93	<b>\$738.22</b>	2.5%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE C**

**Department: Legal Services**

**Effective Date: January 1, 2020**

**NOTE:** All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **\$288.00** per lawyer and **\$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>REAL ESTATE (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)</b>							
Registration of a Document	each	Y	\$ 325.88	\$ 334.02	\$43.42	<b>\$377.45</b>	2.5%
Discharge or Release of a Registered Document	each	Y	\$ 273.45	\$ 280.28	\$36.44	<b>\$316.72</b>	2.5%
<b>OTHER (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)</b>							
Agreements / Documents not listed above (based on complexity)	each	Y	\$1,264 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$1,296 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$168.48	<b>\$1,463.48</b>	2.5%
Renewal or Amendment to an Agreement / Document	each	Y	\$ 637.36	\$ 653.29	\$84.93	<b>\$738.22</b>	2.5%
Miscellaneous (Legal issues only)	each	Y	\$ 308.40	\$ 316.11	\$41.09	<b>\$357.20</b>	2.5%





**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE D**

Department: Public Works

Effective Date: January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	2020 Base Fee	2020 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2019 FEE BEFORE TAX	TOTAL 2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Parks</b>									
Installation of Banners on Main & Water	Each	\$685.84		Y	\$685.84	\$685.84	\$89.16	<b>\$775.00</b>	0.0%
Installation of Banners at all other locations	\$50.00/hour for each staff person plus <b>15%</b> admin fee to a max. \$550.00	TBD	15%	N	TBD	TBD		<b>TBD</b>	
Public Tree Preservation Bylaw application inspection/review fee	Each tree	\$400.00		Y	\$400.00	\$400.00	\$52.00	<b>\$452.00</b>	0.0%
Tree value for trees on public lands proposed for removal as per the Public Tree Preservation Bylaw	200% of the Actual Cost + 15% Admin. Fee + HST	TBD	15%	Y	TBD	TBD	13%	<b>TBD</b>	
Tree removal for trees on public lands	minimum <b>\$750.00</b> plus HST or Actual Cost + 15% Admin. Fee + HST	min \$750	possible 15%	Y	min \$750	min \$750	13%	<b>TBD</b>	
Stump removal on public lands	minimum <b>\$250.00</b> plus HST or Actual Cost + 15% Admin. Fee + HST	min \$250	possible 15%	Y	min \$250	min \$250	13%	<b>TBD</b>	
Tree planting on Town-owned Lands	Each	\$402.65		Y	\$402.65	\$402.65	\$52.34	<b>\$455.00</b>	0.0%
Appeal permit refusal to Director	Each		\$50.00	Y	\$50.00	\$50.00	\$6.50	<b>\$56.50</b>	0.0%
Appeal permit refusal after re-consideration to Committee of Appeals	Each		\$566.37	Y	\$566.37	\$566.37	\$73.63	<b>\$640.00</b>	0.0%
Gate Application and Inspection	Each	\$103.88	\$15.58	Y	\$119.47	\$119.47	\$15.53	<b>\$135.00</b>	0.0%
<b>Celebration Programs</b>									
Celebration Tree (Planting Included)	Each	\$402.65		Y	\$402.65	\$402.65	\$52.34	<b>\$454.99</b>	0.0%
Veteran's Memorial Walkway Stones (Large)	Each	\$330.00		N	\$330.00	\$330.00		<b>\$330.00</b>	0.0%
Veteran's Memorial Walkway Stones (Small)	Each	\$165.00		N	\$165.00	\$165.00		<b>\$165.00</b>	0.0%
Celebration Bench	Each	\$1,200.00		N	\$1,200.00	\$1,200.00		<b>\$1,200.00</b>	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE D**

Department: Public Works

Effective Date: January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	2020 Base Fee	2020 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2019 FEE BEFORE TAX	TOTAL 2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Sewer</b>									
Inspection Fee for Res.& ICI San. Service Installed by Owner	per residential unit	\$157.75	\$23.66	Y	\$181.41	\$181.41	\$23.58	<b>\$205.00</b>	0.0%
Removal of blockages in sanitary sewer lateral (if on private property)	Per Inspection	TBA from Contract	15%	Y	TBD	TBD	13%	<b>TBA from Contract</b>	
Sanitary Connection Application	Per application		\$119.47	Y	\$119.47	\$119.47	\$15.53	<b>\$135.00</b>	0.0%
CCTV Lateral Inspection	Clean out to main line	\$200.00		Y	\$200.00	\$200.00	\$26.00	<b>\$226.00</b>	0.0%
Backwater Valve Test Report Fee (Annually for Severe and Moderate Hazard - Every five years for minor Hazard)	Per Test Submitted	\$21.24		Y		\$21.24	\$2.76	<b>\$24.00</b>	NEW
Cross Connection Control Survey Report Fee (Every five Years with Report Submission)	Per Test Submitted	\$42.48		Y		\$42.48	\$5.52	<b>\$48.00</b>	NEW
Initial Admin for Cross Connection Survey	Per Test Submitted		\$58.41	Y		\$58.41	\$7.59	<b>\$66.00</b>	NEW
Late Fee - Cross Connection Survey	Per Test Submitted	\$15.04		Y		\$15.04	\$1.96	<b>\$17.00</b>	NEW
Late Fee - Test Report	Per Test Submitted	\$15.04		Y		\$15.04	\$1.96	<b>\$17.00</b>	NEW
<b>Water</b>									
Water Hydrant flow test not related to existing site plan agreements	per test	\$169.29	\$25.39	Y	\$194.69	\$194.69	\$25.31	<b>\$220.00</b>	0.0%
Anti-Tampering Devices -Hydrant/Valve	Each	\$137.17		Y	\$137.17	\$137.17	\$17.83	<b>\$155.00</b>	0.0%
Watermain Connection Service Line for Residential Water Service (by Town)	Per visit	\$454.02	\$68.10	Y	\$522.12	\$522.12	\$67.88	<b>\$590.00</b>	0.0%
Water Turn on/Shut-off (working hours)	Per Visit	\$19.24	\$2.89	Y	\$22.13	\$22.13	\$2.88	<b>\$25.00</b>	0.0%
Water Turn on/Shut-off (after hours)	Per Visit	\$76.95	\$11.54	Y	\$88.49	\$88.49	\$11.50	<b>\$100.00</b>	0.0%
Repair/Replace Anti-Tampering device Hydrant or valve	Hydrant	\$508.85		Y	\$508.85	\$508.85	\$66.15	<b>\$575.00</b>	0.0%
	Valve	\$349.56		Y	\$349.56	\$349.56	\$45.44	<b>\$395.00</b>	0.0%
Inspection Fee for Residential Water Service Installed by Owner	Per Visit	\$134.67	\$20.20	Y	\$154.87	\$154.87	\$20.13	<b>\$175.00</b>	0.0%
Water Valve Operating After Hours – related to developments	Per Visit	\$450.17	\$67.53	Y	\$517.70	\$517.70	\$67.30	<b>\$585.00</b>	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE D**

Department: Public Works

Effective Date: January 1, 2020

SERVICE PROVIDED									
	UNIT OF MEASURE	2020 Base Fee	2020 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2019 FEE BEFORE TAX	TOTAL 2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water - Bulk Rate	Per liter	\$0.005186		N	\$0.005186	\$0.005440		\$0.005440	4.9%
Water - Bulk Collection Account set up	Per Account		\$22.12	Y	\$22.12	\$22.12	\$2.88	\$25.00	0.0%
Installation of Hydrant Meter Deposit/Fee		\$2,000.00		N	\$2,000.00	\$2,000.00		\$2,000.00	0.0%
Water Connection Application	Per application		\$119.47	Y	\$119.47	\$119.47	\$15.53	\$135.00	0.0%
Water Meters									
Installed by Builder/Plumber	16x13 (5/8"x 1/2")	\$411.50		Y	\$411.50	\$411.50	\$53.50	\$465.00	0.0%
Installed by Builder/Plumber	16x19 (5/8"x3/4")	\$411.50		Y	\$411.50	\$411.50	\$53.50	\$465.00	0.0%
Installed by Builder/Plumber	19 (3/4")	\$429.20		Y	\$429.20	\$429.20	\$55.80	\$485.00	0.0%
Installed by Builder/Plumber	25.0 (1")	\$446.90		Y	\$446.90	\$446.90	\$58.10	\$505.00	0.0%
Installed by Builder/Plumber	38 (1-1/2")	\$2,314.16		Y	\$849.56	\$2,314.16	\$300.84	\$2,615.00	172.4%
Installed by Builder/Plumber	50 (2")	\$2,730.09		Y	\$1,132.74	\$2,730.09	\$354.91	\$3,085.00	141.0%
75 Compound (3") Installed by Developer	(including cost of strainers)	\$4,579.65		Y	\$4,579.65	\$4,579.65	\$595.35	\$5,175.00	0.0%
100 Compound (4") Installed by Developer	(including cost of strainers)	\$7,207.96		Y	\$7,207.96	\$7,207.96	\$937.03	\$8,144.99	0.0%
100 Fire Rated (4") Installed by Developer	(including cost of strainers)	\$15,144.00		Y		\$15,144.00	\$1,968.72	\$17,112.72	NA
150 Compound (6") Installed by Developer	(including cost of strainers)	\$9,973.45		Y		\$9,973.45	\$1,296.55	\$11,270.00	NA
150 Fire Rated (6") Installed by Developer	(including cost of strainers)	\$20,159.29		Y		\$20,159.29	\$2,620.71	\$22,780.00	NA
200 Compound (8") Installed by Developer	(including cost of strainers)	\$19,035.40		Y		\$19,035.40	\$2,474.60	\$21,510.00	NA
200 Fire Rated (8") Installed by Developer	(including cost of strainers)	\$30,181.42		Y		\$30,181.42	\$3,923.58	\$34,105.00	NA
250 Compound (10") Installed by Developer	(including cost of strainers)	\$24,566.37		Y		\$24,566.37	\$3,193.63	\$27,760.00	NA
250 Fire Rated (10") Installed by Developer	(including cost of strainers)	\$34,915.93		Y		\$34,915.93	\$4,539.07	\$39,455.00	NA
Water Meter Testing up to 1"	Per Test	\$227.01	\$34.05	Y	\$115.05	\$261.06	\$33.94	\$295.00	126.9%
Missed Water Meter Appointment Fee	Per Unit	\$31.39	\$4.71	Y	\$36.10	\$36.10	\$3.90	\$40.00	0.0%
Meter Seal - Return Visit	Per Unit	\$157.75	\$23.66	Y	\$181.41	\$181.41	\$23.58	\$205.00	0.0%
Meter - Installation of MXU Smart point only	Per Unit	\$107.73	\$16.16	Y		\$123.89	\$16.11	\$140.00	NA
Solid Waste and Recycling									

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE D**

Department: Public Works

Effective Date: January 1, 2020

SERVICE PROVIDED									
	UNIT OF MEASURE	2020 Base Fee	2020 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2019 FEE BEFORE TAX	TOTAL 2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
White Goods (freezer, stove, etc.)		\$14.16		Y	\$14.16	\$14.16	\$1.84	\$16.00	0.0%
Commercial & Industrial/Apartment Wheel Carts	64 gallon	\$154.87		Y	\$154.87	\$154.87	\$20.13	\$175.00	0.0%
	95 gallon	\$168.14		Y	\$168.14	\$168.14	\$21.86	\$190.00	0.0%
Composters	Standard Size	\$17.70		Y	\$17.70	\$17.70	\$2.30	\$20.00	0.0%
Large Items	(furniture, mattress, etc.)	\$14.16		Y	\$14.16	\$14.16	\$1.84	\$16.00	0.0%
Recycling Blue Box	Each	\$8.85		Y	\$8.85	\$8.85	\$1.15	\$10.00	0.0%
Garbage Bag Tags (Sold in Package of 5)		\$15.00		N	\$15.00	\$15.00		\$15.00	0.0%
Special Refuse Cleanup		\$80.80	\$12.12	Y	\$61.95	\$92.92	\$12.08	\$105.00	50.0%
Source Separated Organics (SSO)	Large Bin	\$17.70		Y	\$17.70	\$17.70	\$2.30	\$20.00	0.0%
	Kitchen Bin	\$5.75		Y	\$5.75	\$5.75	\$0.75	\$6.50	0.0%
Roads									
Municipal Consents	Regular Service		\$500.00	N	\$500.00	\$500.00		\$500.00	0.0%
Fire Route/Handi Cap Signs	Each	\$39.82		Y	\$39.82	\$39.82	\$5.18	\$45.00	0.0%
Street Name/Stop Signs, Hardware & Post	Each	\$495.57		Y	\$495.57	\$495.57	\$64.42	\$560.00	0.0%
Anti-Idling Signs	Each	\$44.25		Y	\$44.25	\$44.25	\$5.75	\$50.00	0.0%
Road Occupancy Permit(ROP)	Each	\$69.56	\$10.43	N	\$80.00	\$80.00		\$80.00	0.0%
Road Occupancy-RUSH	Each	\$113.04	\$16.96	N	\$130.00	\$130.00		\$130.00	0.0%
ROP Revision or Extension	Each	\$39.13	\$5.87	N	\$45.00	\$45.00		\$45.00	0.0%
Post Construction Inspection for Security Release	Per application	\$119.47		Y	\$119.47	\$119.47	\$15.53	\$135.00	0.0%
ROP Road Degradation (Life Cycle Losses)									
Road surface < 2 years	Per m <sup>2</sup>	\$50.00		N	\$50.00	\$50.00		\$50.00	0.0%
Road surface between 2 years and 3 years	Per m <sup>2</sup>	\$40.00		N	\$40.00	\$40.00		\$40.00	0.0%
Road surface between 4 years and 5 years	Per m <sup>2</sup>	\$30.00		N	\$30.00	\$30.00		\$30.00	0.0%
Road surface between 6 years and 10 years	Per m <sup>2</sup>	\$20.00		N	\$20.00	\$20.00		\$20.00	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE D**

Department: Public Works

Effective Date: January 1, 2020

SERVICE PROVIDED	UNIT OF MEASURE	2020 Base Fee	2020 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2019 FEE BEFORE TAX	TOTAL 2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Road surface > 10 years	Per m <sup>2</sup>	\$15.00		N	\$15.00	\$15.00		\$15.00	0.0%
Aerial Crane Trespass	Per Month	\$472.79	\$89.16	Y	\$561.95	\$561.95	\$73.05	\$635.00	0.0%
Curb Cut – by Town Contractor	per cut	\$261.64	\$39.25	Y	\$300.89	\$300.89	\$39.12	\$340.00	0.0%
Curb Cut - without Approval (Conforms with zoning by law)	per cut		\$79.65	Y	\$79.65	\$79.65	\$10.35	\$90.00	0.0%
Curb Cut – without Approval (Does not Conform with zoning by law) (Cost to reinstate/correct damage)	Actual Cost	Actual Cost	30%	Y			13%	Actual cost + Admin + HST	
Road Closure Without Intersection Closure (Including rolling closure)	Per application	\$35.40		Y	\$35.40	\$35.40	\$4.60	\$40.00	0.0%
Road Closure Including Intersection	Per application	\$181.42		Y	\$176.99	\$181.42	\$23.58	\$205.00	2.5%
<b>Temporary Designated Smoking Areas</b>									
Signage and first receptacle	per event, per day	\$50.00		N		\$50.00		\$50.00	NEW
Each additional receptacle	per event, per day	\$25.00		N		\$25.00		\$25.00	NEW



**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE E**

**Department: Engineering Services**

**Effective Date: Jan 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Development Services</b>							
Subdivision Design Standard Manual	Each	Y	\$ 97.40	\$ 99.84	\$ 12.98	\$ 112.82	2.5%
Site Alteration Permit	Owner Occupied Residential	N	\$ 262.40	\$ 268.96	\$ -	\$ 268.96	2.5%
	All Other Types of Property	N	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0.0%
<b>Engineering Checking &amp; Inspection</b>							
Site Plans handled fully in house	6% of the value of all site works and services outside of the buildings	Y	min. \$1,400	min. \$1,435	min. \$186.55	min. \$1,621.55	N/A
Projects in which the Town's Checking Consultant is providing the design review and field monitoring service <b>plus</b> a deposit estimated by the Town for payment of the Town's Checking Consultant is required.	<b>3%</b> Admin fee of the value of outside works and services plus deposit for checking consultant	Y	min. \$1,400	min. \$1,435	min. \$186.55	min. \$1,621.55	N/A
Subdivisions – Admin. Fee + Deposit for Checking Consultant	<b>3%</b> Admin Fee + 2.75% deposit for checking consultant	Y	3% Admin Fee + 2.75% deposit for checking consultant	<b>3%</b> Admin Fee + 2.75% deposit for checking consultant		<b>3% Admin Fee + 2.75% deposit for checking consultant+HST</b>	
Overhead incurred for checking Consultant Invoicing	<b>15%</b> Admin Fee	Y	15% Admin Fee	<b>15%</b> Admin Fee		<b>15% Admin Fee +HST</b>	

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE E**

**Department: Engineering Services**

**Effective Date: Jan 1, 2020**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAX	2020 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Other Services</b>							
Emergency Work Performed for Developer or Other	Minimum or Actual	Y	minimum \$1,042.27 plus HST or Actual Cost + 15% Admin. Fee + HST	minimum <b>\$1,068.33</b> plus HST or Actual Cost + 15% Admin. Fee + HST		<b>minimum \$1,068.33 plus HST or Actual Cost + 15% Admin. Fee + HST</b>	0.0%
Coordination/administration of private works in Town contract or as part of private works in Region contract.	Minimum or Actual	Y	\$205.96 minimum + HST or Actual Cost + 15% Admin. Fee + HST	<b>\$211.11</b> minimum + HST or Actual Cost + 15% Admin. Fee + HST		<b>\$211.11 minimum + HST or Actual Cost + 15% Admin. Fee + HST</b>	0.0%
Coordination/administration of Regional works within Town contracts	18% Admin. Fee + HST	Y	18% Admin. Fee + HST	18% Admin. Fee + HST		<b>18% Admin. Fee + HST</b>	0.0%
Property Information – Assumed/ Unassumed + Release Cert. If requested & available	Per application	Y	\$ 179.00	\$ 183.47	\$ 23.85	<b>\$ 207.32</b>	2.5%
Property Information (legal, environmental, compliance)		Y	\$ 179.00	\$ 183.47	\$ 23.85	<b>\$ 207.32</b>	2.5%
Consultant's request for traffic counts (ATR or TMC)	Each	Y	\$ 124.74	\$ 127.86	\$ 16.62	<b>\$ 144.48</b>	2.5%
Preparation of "Pre-servicing Agreement"	Each	Y	\$ 2,000.00	\$ 2,050.00	\$ 266.50	<b>\$ 2,316.50</b>	2.5%
Site Plan Inspection for Security Release After the First Request	Each	Y	\$ 436.50	\$ 447.41	\$ 58.16	<b>\$ 505.58</b>	2.5%



**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
<b>VITAL STATISTICS</b>							
Burial Permit	each	N	\$ 30.00	\$ 32.00	\$0.00	<b>\$32.00</b>	6.7%
<b>GENERAL ADMINISTRATION</b>							
Municipal Information - Liquor Application	each	N	\$ 178.00	\$ 182.00	\$0.00	<b>\$182.00</b>	2.2%
Municipal Letter Special Occasion - Liquor	each	N	\$ 50.00	\$ 51.00	\$0.00	<b>\$51.00</b>	2.0%
Local Planning Appeal Tribunal Appeal Fee	each	N	\$ 168.00	\$ 173.00	\$0.00	<b>\$173.00</b>	3.0%
General Administration	each	N	\$ 55.00	\$ 56.00	\$0.00	<b>\$56.00</b>	1.8%
Certificate of Compliance for each property which has had a Property Standard Order	each	N	\$ 123.00	\$ 126.00	\$0.00	<b>\$126.00</b>	2.4%
Certificate of Compliance for each property which has not had a Property Standard Order	each	N	\$ 62.00	\$ 63.50	\$0.00	<b>\$63.50</b>	2.4%
Certificate of Compliance for each property which has had an Order and charges have been laid	each	N	\$ 257.00	\$ 263.00	\$0.00	<b>\$263.00</b>	2.3%
Certificate of Compliance for interior common area(s) which have had a Property Standards Order	each	N	\$ 123.00	\$ 126.00	\$0.00	<b>\$126.00</b>	2.4%
Certificate of Compliance for interior common area(s) which have not had an Order	each	N	\$ 62.00	\$ 63.50	\$0.00	<b>\$63.50</b>	2.4%
Certificate of Compliance for interior common area(s) which have had an Order and charges have been laid	each	N	\$ 257.00	\$ 263.00	\$0.00	<b>\$263.00</b>	2.3%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Certificate of Compliance for accessory building(s) or other structure(s) which have had a Property Standards Order	each	N	\$ 123.00	\$ 126.00	\$0.00	<b>\$126.00</b>	2.4%
Certificate of Compliance for accessory building(s) or other structure(s) which have not had an Order	each	N	\$ 62.00	\$ 63.50	\$0.00	<b>\$63.50</b>	2.4%
Certificate of Compliance for accessory building(s) or other structure(s) which have had an Order and charges have been laid	each	N	\$ 250.00	\$ 256.25	\$0.00	<b>\$256.25</b>	2.5%
Property Standards Appeal Fee	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
Property Standards Reinspection Fee	each	N	\$ 178.00	\$ 182.00	\$0.00	<b>\$182.00</b>	2.2%
Private Parking Administration Fee	each	N	\$ 108.00	\$ 110.00	\$0.00	<b>\$110.00</b>	1.9%
By-law Reinspection Fee	each	N	\$ 77.00	\$ 79.00	\$0.00	<b>\$79.00</b>	2.6%
Garbage Administration(large articles)	each	N	\$ 57.00	\$ 58.00	\$0.00	<b>\$58.00</b>	1.8%
Animal Control - Appeal	each	N	\$ 125.00	\$ 128.00	\$0.00	<b>\$128.00</b>	2.4%
Licensing Appeal	each	N	\$ 125.00	\$ 128.00	\$0.00	<b>\$128.00</b>	2.4%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
<b>NOISE</b>							
Noise Exemption Application	each	N	\$ 75.00	\$ 75.00	\$0.00	<b>\$75.00</b>	0.0%
Noise Permit Fee for one day Event		N	\$ 25.00	\$ 25.50	\$0.00	<b>\$25.50</b>	2.0%
Noise Permit Fee for two to five day Event	each	N	\$ 60.00	\$ 61.50	\$0.00	<b>\$61.50</b>	2.5%
Noise Permit Fee for Construction - 1 day	each	N	\$ 77.00	\$ 79.00	\$0.00	<b>\$79.00</b>	2.6%
Noise Permit Fee for Construction - under 6 months	each	N	\$ 150.00	\$ 153.75	\$0.00	<b>\$153.75</b>	2.5%
Noise Permit Fee for Construction - over 6 months	each	N	\$ 225.00	\$ 230.50	\$0.00	<b>\$230.50</b>	2.4%
<b>POOLS</b>							
Permit Fee - Above Ground Pool	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
Permit Fee - Hot Tub	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
Permit Fee - Inflatable Pool	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
Permit Fee - In Ground Pool	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
Permit Fee - Ponds	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
<b>SIGNS</b>							
Sign By-law Exemption Fee	each	N	\$ 178.00	\$ 182.00	\$0.00	<b>\$182.00</b>	2.2%
Ground Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Fascia Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Mural Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Projecting Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Construction Information Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Hoarding Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
New Home Development Sign	each	N	\$ 115.00	\$ 118.00	\$0.00	<b>\$118.00</b>	2.6%
Development Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Subdivision Development Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Portable Sign	each	N	\$ 115.00	\$ 118.00	\$0.00	<b>\$118.00</b>	2.6%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Mobile Sign	each	N	\$ 115.00	\$ 118.00	\$0.00	<b>\$118.00</b>	2.6%
Inflatable Sign	each	N	\$ 457.00	\$ 468.00	\$0.00	<b>\$468.00</b>	2.4%
Banner Sign	each	N	\$ 115.00	\$ 118.00	\$0.00	<b>\$118.00</b>	2.6%
Election Sign Permit Fee	each	N	\$ 250.00	\$ 250.00	\$0.00	<b>\$250.00</b>	0.0%
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	<b>\$25.00</b>	0.0%
Billboard Sign	each	N	\$ 1,719.00	\$ 1,762.00	\$0.00	<b>\$1,762.00</b>	2.5%
Billboard Sign Renewal	every 5 years	N	\$ 574.00	\$ 588.00	\$0.00	<b>\$588.00</b>	2.4%
Variance Fee - Staff Review	per review	N	\$ 287.00	\$ 294.00	\$0.00	<b>\$294.00</b>	2.4%
Variance Fee - Committee	per review	N	\$ 574.00	\$ 588.00	\$0.00	<b>\$588.00</b>	2.4%
Sign Removal	each	N	\$ 173.00	\$ 177.00	\$0.00	<b>\$177.00</b>	2.3%
Lens Replacement	each	N	\$ 228.00	\$ 234.00	\$0.00	<b>\$234.00</b>	2.6%
<b>Sign Fees for Yonge St. until December 31, 2020</b>							
Ground Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	<b>\$150.00</b>	0.0%
Fascia Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	<b>\$150.00</b>	0.0%
Mural Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	<b>\$400.00</b>	0.0%
Projecting Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	<b>\$150.00</b>	0.0%
Construction Information Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	<b>\$150.00</b>	0.0%
Hoarding Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	<b>\$400.00</b>	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
New Home Development Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Portable Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Mobile Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Inflatable Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Banner Sign	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
Billboard Sign	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	\$1,500.00	0.0%
Billboard Sign Renewal	every 5 years	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Variance Fee - Committee	per review	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Sign Removal	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Commissioning of Documents (except foreign pensions)	per document	Y	\$ 20.00	\$ 21.00	\$2.73	\$23.73	5.0%
Certification of Town Documents	per document	Y	\$ 5.00	\$ 6.00	\$0.58	\$6.58	20.0%
<b>PARKING ENFORCEMENT</b>							
Parking Enforcement Private Special Events (minimum 3 hours)	per hour	N	\$ 52.00	\$ 53.25	\$0.00	\$53.25	2.4%
Parking Enforcement Charities & Non-Profit Organizations (minimum 3 hours)	per hour	N	\$ 37.00	\$ 38.00	\$0.00	\$38.00	2.7%
Parking Enforcement Filming (minimum 3 hours)	per hour	N	\$ 63.00	\$ 64.50	\$0.00	\$64.50	2.4%
<b>PARKING EXEMPTIONS</b>							
Parking Exemption - 24 - hour period		N	\$ 5.00	\$ 5.00	\$0.00	\$5.00	0.0%
Parking Exemption - 5 - day period		N	\$ 15.00	\$ 15.00	\$0.00	\$15.00	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
<b>FILMING PERMIT</b>							
Administration Fee		N	\$ 129.00	\$ 132.00	\$0.00	<b>\$132.00</b>	2.3%
Film Permit Fee	each	N	\$ 437.00	\$ 448.00	\$0.00	<b>\$448.00</b>	2.5%
Administration Fee - private property		N	\$ 149.00	\$ 153.00	\$0.00	<b>\$153.00</b>	2.7%
Municipal Property Fee	if applicable	N	\$ 272.00	\$ 279.00	\$0.00	<b>\$279.00</b>	2.6%
Contribution to Main Street District BIA if filming within designated BIA		N	\$ 1,000.00	\$ 1,000.00	\$0.00	<b>\$1,000.00</b>	0.0%
Security Deposit - No Special Effects	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	<b>\$1,500.00</b>	0.0%
Security Deposit - Minor Special Effects	each	N	\$ 5,000.00	\$ 5,000.00	\$0.00	<b>\$5,000.00</b>	0.0%
Security Deposit - Special Effects	each	N	\$ 20,000.00	\$ 20,000.00	\$0.00	<b>\$20,000.00</b>	0.0%
<b>FENCE</b>							
Application for Fence Variance	each	N	\$ 287.00	\$ 287.00	\$0.00	<b>\$287.00</b>	0.0%
Request for an Appeal to the Appeal Committee	each	N	\$ 574.00	\$ 574.00	\$0.00	<b>\$574.00</b>	0.0%
Administration fee for fail to Appear to Hearing	each	N	\$ 100.00	\$ 100.00	\$0.00	<b>\$100.00</b>	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
<b>REGISTRATION OF ACCESSORY DWELLING UNITS</b>							
Application (Non-refundable)	each	N	\$ 250.00	\$ 250.00	\$0.00	<b>\$250.00</b>	0.0%
Lost identification plate	each	N	\$ 10.00	\$ 10.25	\$0.00	<b>\$10.25</b>	2.5%
Registration Letter (Resale)	each	N	\$ 20.00	\$ 20.50	\$0.00	<b>\$20.50</b>	2.5%
Accessory Dwelling Unit Appeal	each	N	\$ 100.00	\$ 102.50	\$0.00	<b>\$102.50</b>	2.5%
<b>MARRIAGES</b>							
Marriage Licence	each licence	N	\$ 147.00	\$ 150.00	\$0.00	<b>\$150.00</b>	2.0%
Civil Marriage Solemnization Service Fee	per service	Y	\$ 446.00	\$ 450.00	\$58.50	<b>\$508.50</b>	0.9%
Witness Fee	per person	Y	\$ 57.00	\$ 58.00	\$7.54	<b>\$65.54</b>	1.8%
Rehearsal Fee for offsite	per service	Y	\$ 85.00	\$ 86.00	\$11.18	<b>\$97.18</b>	1.2%
Marriage Licence/Cermony package	per service	Y	\$ 540.00	\$ 555.00	\$72.15	<b>\$627.15</b>	2.8%
Recording/Videotaping a ceremony or celebration	per service	Y	\$ 25.00	\$25.00	\$3.25	<b>\$28.25</b>	0.0%
Renewal of vows celebration package	per service	Y	\$ 446.00	\$450.00	\$58.50	<b>\$508.50</b>	0.9%
Administration fee to be charged for change of wedding/celebration date within 7 days		Y	\$ 29.00	\$ 30.00	\$3.90	<b>\$33.90</b>	3.4%
Adminstration fee to be charged for cancellation before consultation		Y	\$ 56.00	\$ 58.00	\$7.54	<b>\$65.54</b>	3.6%
Administration fee to be charged for cancellation after consultation		Y	\$ 168.00	\$ 172.00	\$22.36	<b>\$194.36</b>	2.4%
Cancellation of ceremony the day of/no show		Y	\$ 446.00	\$ 450.00	\$58.50	<b>\$508.50</b>	0.9%
Cancellation of witnesses		Y	\$ 50.00	\$ 50.00	\$6.50	<b>\$56.50</b>	0.0%

**TOWN OF NEWMARKET  
2020 USER FEES  
SCHEDULE F**

**Department: Legislative Services- General Fees**

**Effective Date: Jan 1, 2020**

**Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2019 FEE BEFORE TAXES	2020 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
<b>LOTTERY LICENCES</b>							
Bingo	% from OLG	N				% from OLG	
Nevada	3% of the prize value	N				3% of the prize value	
Raffle	3% of the prize value	N				3% of the prize value	
<b>ELECTION CANDIDATE NOMINATIONS</b>							
	Mayor	N			\$0.00	\$0.00	#DIV/0!
	Regional Councillor	N			\$0.00	\$0.00	#DIV/0!
	Councillor	N			\$0.00	\$0.00	#DIV/0!
<b>FREEDOM OF INFORMATION</b>							
Application	each	N			\$0.00	\$0.00	#DIV/0!
Photo Copies	per page	N			\$0.00	\$0.00	#DIV/0!
Disks	per disk	N			\$0.00	\$0.00	#DIV/0!
Manually Searching Records \$7.50 per ¼ hour	per hour	N			\$0.00	\$0.00	#DIV/0!
Preparation of Record of Disclosure	per hour	N			\$0.00	\$0.00	#DIV/0!
Developing a Computer Program \$15.00 per ¼ hour	per hour	N			\$0.00	\$0.00	#DIV/0!





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Newmarket, Ontario, L3Y 4X7

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## **Established Neighbourhoods Study – Interim Control By-law Staff Report to Council**

Report Number: 2019-118

Department(s): Planning and Building Services

Author(s): Ted Horton, Senior Planner, Community Planning

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Established Neighbourhoods Study – Interim Control By-law dated November 25, 2019 be received; and,
2. That the By-law included as Attachment 2 be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

The Established Neighbourhoods Compatibility Study is progressing toward recommendations to Council on amendments to the Official Plan and Zoning By-law. The adoption of these amendments will allow the lifting of the interim control by-law to be lifted at the earliest possible opportunity. A Special Committee of the Whole on December 2 will provide the opportunity for discussion of more specific policy directions.

Statutory public notice of the proposed amendments and a statutory public meeting must also occur before Council can adopt any amending by-laws. Interim Control By-law 2019-4 will expire on January 21, 2020 if it is not extended. This report proposes to extend the interim control by-law for six months while reducing the area covered by the by-law while the final stages of the Established Neighbourhoods Compatibility Study are completed and Council adopts amending by-laws.

## Purpose

The purpose of this report is to provide an update to Committee on the Established Neighbourhoods Compatibility Study and to recommend that Interim Control By-law 2019-4 be extended and amended. A more fulsome update on the Study will be presented at a Special Committee of the Whole on December 2<sup>nd</sup>.

The proposed extension will allow the time for the final public consultations and adoption of Official Plan policies and Zoning By-law regulations stemming from the study. The proposed amendment continues previously-identified exemptions and issues and removes Interim Control By-law 2019-4 from areas where it has been identified that there is limited possibility for the types of development affected by the by-law to occur.

## Background

On October 16, 2017 Committee of the Whole received Planning and Building Services report 2017-40 and directed staff to organize a Council workshop to discuss options related to managing change in established residential neighbourhoods.

On March 26, 2018 a Council workshop was held to present best practices related to regulating and managing change in established residential neighbourhoods.

On June 11, 2018 Committee of the Whole received Report 2018-37 and directed staff to engage the services of a consultant to assist in reviewing Official Plan policies and Zoning By-law regulations to address change in established residential neighbourhoods.

On January 14, 2019 Committee of the Whole received Report 2019-3 and directed staff to prepare an interim control by-law. Council then adopted Interim Control By-law 2019-04 on January 21<sup>st</sup>, which prohibited any person from using lands identified in Schedule A of the By-law for the purposes of an “Intensified Residential Use” as defined by the By-law.

Staff engaged the services of SvN Architects + Planners to assist with the consultation and revisions to the Official Plan and Zoning By-laws, which commenced with a project initiation meeting on March 20, 2019.

On May 16, Planning staff and SvN held a Public Open House and Visioning Workshop. At this event, participants were given the opportunity to view display boards, listen to a presentation, and participate in a rotating series of individual and group-based workshop exercises tailored to



**Saturday, October 19**  
**Newmarket Community Centre**  
**and Lions Hall, Hall 1**  
**(200 Doug Duncan Drive)**  
**10 a.m. to 2 p.m.**

Learn more at  
[newmarket.ca/neighbourhoodstudy](http://newmarket.ca/neighbourhoodstudy)

understanding how residents define, interact with, and characterize their neighbourhoods.

On July 16, Planning staff and SvN were present at the farmer's market at Riverwalk Commons to discuss the project and seek feedback from residents through an interactive mapping exercise and kiosk.

On September 23, 2019 Committee of the Whole received a presentation related to the background study and consultation to date.

On October 19, a second Public Open House was held at the Riverwalk Commons Community Centre. At the event, participants were given the opportunity to view display boards and information handouts, provide direct feedback on the draft neighbourhood classification system and policy options, and provide general feedback on the study.

A Special Committee of the Whole has been scheduled for December 2 for Committee to receive an update on the findings thus far and to share their feedback on the direction of the study.

## **Discussion**

This report provides an overview of the Established Neighbourhoods Study ("the Study"), lays out the work to be completed, and presents the amended Interim Control By-law ("the ICB").

## **Current Study**

As is discussed in the background section above, the recent efforts at reviewing compatibility of development in residential neighbourhoods has progressed since the fall of 2017. The issue of how to manage growth and change in established neighbourhoods goes back much further. Amending Zoning By-law 2013-30 encompassed much of wards 2 and 5 as an earlier effort based on similar concerns, and the policies of the 2006 Official Plan for the areas designated as Stable Residential enacted earlier efforts to carefully manage change in the developed areas of Newmarket.

## **Planning Act Requirements**

The Study is an inherent requirement of the ICB. Section 38 of the Planning Act lays out the ability for a municipality to enact an ICB for a limited duration of time to prohibit the use of land, buildings, or structure for specific purposes. In order to enact an ICB, Council must direct that a review or study be undertaken related to the land use policies relevant to the prohibition. An ICB can be enacted for a period of time not to exceed one year, and can then be amended to extend the period of time provided that the total time does not exceed two years from the date of passing of the ICB. Council can repeal an ICB at any time.

## **Interim Control By-law 2019-4**

The ICB encompasses all residential areas in the Town of Newmarket. It prohibits any person from using land for the purposes of an “Intensified Residential Use”, the definition of which is available in the copy of the By-law that is attached to this report. In effect, the ICB prohibited any increase in height of a dwelling beyond its existing height, any increase in floor area greater than 25% of its existing floor area, or the construction of a dwelling on land that was vacant when the by-law was passed or became vacant due to an application for consent under Section 53 of the Planning Act.

The ICB contained a number of exceptions listed in clauses 5 to 7 of the by-law. These included that the ICB would not prevent the issuance of any building permit for which a complete application had been submitted, nor the registration of a draft plan of subdivision and issuance of building permits for lots therein. The ICB also excluded any lands that had been subject to a complete application for certain types of application under the Planning Act.

The By-law also included a clause that stated that certain types of Planning Act applications that could lead to an “Intensified Residential Use” were prohibited. As was discussed in Information Report PCI-19-10, further review determined that the Planning Act does not provide for municipalities to have the ability to limit the right to make applications under the Act. Moreover, Section 45 of the Act specifically empowers the Committee of Adjustment to consider applications for minor variance to an ICB.

Following the feedback from a number of residents who were significantly advanced in their work toward a building permit for a structure that would contravene the ICB but result in a building that was largely in keeping with the surrounding area, staff developed an exemption process that was approved by Council through Reports 2019-43 and 2019-56. In the intervening months, Council has approved 5 exemptions as of mid-October.

### **Next steps**

As is discussed above, public consultation has been conducted throughout the Study process. The findings of the consultation and review of best practices were presented to Council in the form of the Background Study on September 23<sup>rd</sup>.



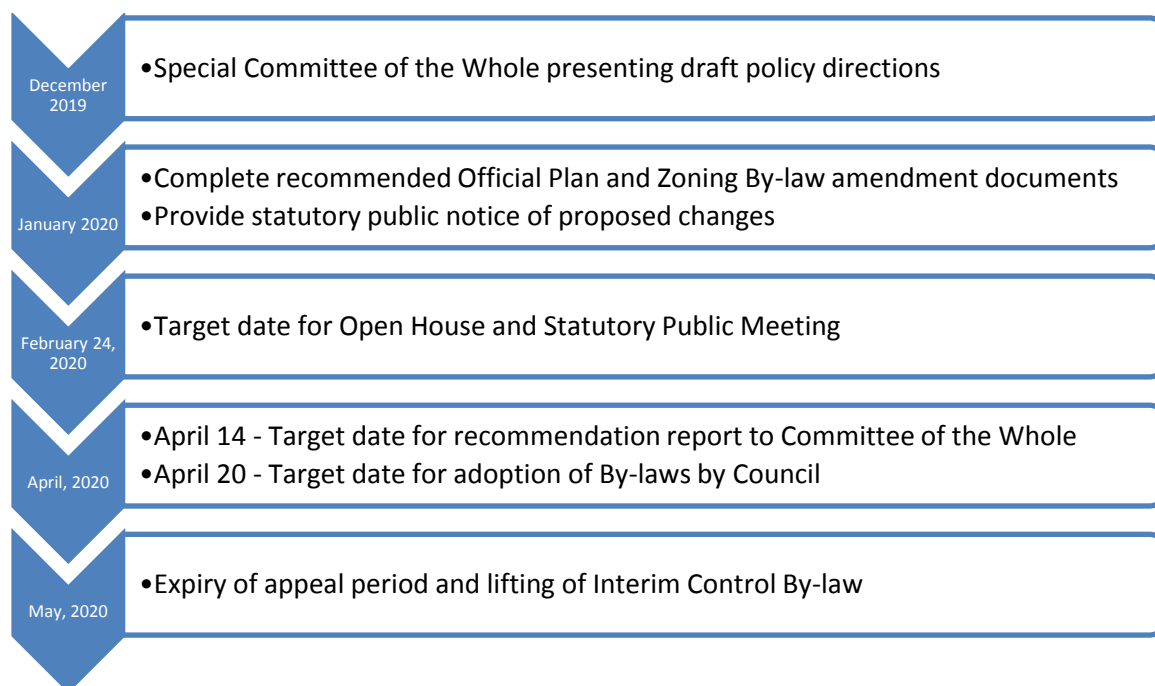
Concurrently with this staff have worked with SvN to develop policy directions that will inform a future Official Plan amendment and Zoning By-law amendment. These will be presented at the Special Committee of the Whole that is scheduled for December 2.

Following this meeting, Planning staff and the consulting team at SvN will develop the detailed proposed changes and provide public notice of the proposals as required by the Planning Act.

While the Study has progressed over the course of the last year, this work has been background study and public consultation; no specific proposed changes have yet been presented. Accordingly, no public notice has yet been provided of what the proposed changes to the Official Plan and Zoning By-law could be.

Notice is required to be provided at least 20 days in advance of the statutory public meeting, and must provide sufficient detail and timing for the public and the Town's review partners and agencies to provide comments for considering by Planning staff and Council. A statutory public meeting will be held in early 2020 at which the public will have an additional opportunity to provide input on the direction of the project.

After these steps have been completed, Planning staff and SvN will review the public feedback, make any necessary revisions to the proposed changes, and present their recommendations to Committee of the Whole. As with any Official Plan amendment or Zoning By-law amendment, following the adoption of the by-laws, an appeal period will take place. If no appeals are received, the ICB can be lifted at the earliest opportunity. In the event that there is an appeal, the ICB will continue to apply until the date of an order of the Local Planning Appeal Tribunal. The intended timeline for the remainder of the study is below.



## **By-law extension**

The timeline discussed above demonstrates the current status of the Study; background information and public consultation has informed draft policy directions that will be presented to a Special Committee of the Whole on December 2<sup>nd</sup>. From this meeting, the specific proposals for amendments to the Official Plan and Zoning By-law will be presented through the public notice required under the Planning Act. This notice and the resulting statutory public meeting are required by the Planning Act for Council to be able to adopt any amending by-laws.

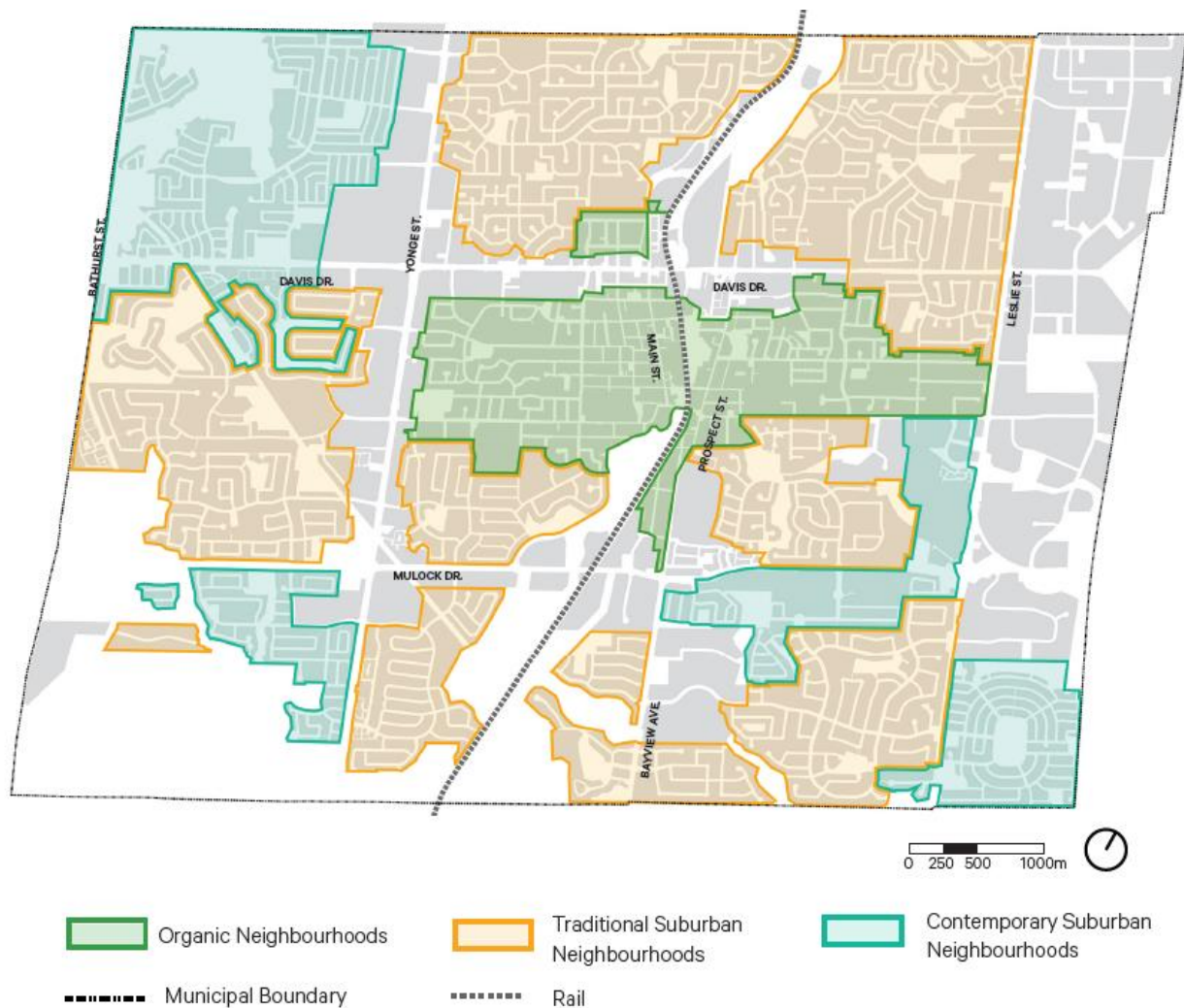
The ICB will expire on January 21, 2020 if it is not extended. The recommendations of this report would extend the ICB for a period of six months while the Study and resulting amendments are completed. Council retains the ability to further extend the ICB beyond six months to the statutory limit of two years from the passage of the original ICB. As noted above, Council can also repeal the ICB at an earlier date if the amending policy documents are adopted earlier.

If the ICB is not extended, the prohibition on creating an “Intensified Residential Use” will expire and the zoning for residential areas will revert to the permissions that existed previously. The extension of the ICB is a matter that can be appealed to the Local Planning Appeal Tribunal.

## **Reduction in area encompassed by ICB**

The recommendations of this report would also reduce the areas of Newmarket that are encompassed by the ICB. The areas recommended to be excluded are largely those that have been identified as being “Contemporary Suburban Neighbourhoods” by the results of the Study to date. The draft classifications of neighbourhoods is presented in the figure below. Areas in grey and white are not part of the study area, being the urban centres, commercial lands, employment lands, and open space lands.





The “Contemporary Suburban Neighbourhoods” areas are largely congruent with the “Emerging Residential” designation of the Official Plan, which are neighbourhoods that have been developed more recently and feature dwellings that have largely been built out to the maximum zoning permissions in a manner that is consistent to each development. There is limited possibility for increases to the size of houses in the areas proposed to be excluded from the ICB.

## Conclusion

The Established Neighbourhoods Compatibility Study is progressing toward recommendations to Council on amendments to the Official Plan and Zoning By-law, followed by the lifting of the interim control by-law. Further steps are required to develop, refine, and consult on the proposed amendments.

Interim Control By-law 2019-4 will expire on January 21, 2020 if it is not extended. Extending the ICB will allow for time for the Study to be completed and necessary amending By-laws passed. Staff’s intention remains to complete the study and propose

the amending policy documents at the earliest possible opportunity such that the ICB can be lifted without delay.

## **Business Plan and Strategic Plan Linkages**

The Established Neighbourhoods Compatibility Study responds to Council's direction of reviewing development in established neighbourhoods to protect character and ensure well-managed growth. The amendments to the Official Plan and Zoning By-law will fulfill Council's statutory obligation to make decisions on planning matters that conform to provincial policies.

## **Consultation**

The Study has included significant public consultation to date as discussed above. The extension of the ICB as recommended by this report will provide further opportunities to consult on the specific proposed changes.

## **Human Resource Considerations**

None.

## **Budget Impact**

None.

## **Attachments**

Attachment 1: Interim Control By-law 2019-4

Attachment 2: Proposed Interim Control By-law Extension

## **Approval**

Ted Horton, Senior Planner, Community Planning

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

## **Contact**

Ted Horton, Senior Planner, Community Planning, MCIP, RPP

[thorton@newmarket.ca](mailto:thorton@newmarket.ca)





# Corporation of the Town of Newmarket

## By-law 2019-04

The intent of this Interim Control By-law is to control the development of single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings within defined areas of the Town of Newmarket for a period of one year.

**WHEREAS** Section 38 of the Planning Act permits the Council of a Municipality to pass an Interim Control By-law, that may be in effect for up to one year, which prohibits the use of land, buildings or structures within the municipality or within the defined area thereof for such purposes as set out in the By-law, but only if the Council of the municipality has directed that a review or study be undertaken with respect to land use planning policies that apply to the subject area.

**AND WHEREAS** Council for the Town of Newmarket has directed that an Established Residential Area study be undertaken to review zoning by-law regulations and associated land use policies pertaining to large home rebuilds in established residential neighbourhoods of Newmarket.

**AND WHEREAS** the Council for the Town of Newmarket seeks to control the erection of, or additions resulting in, any large scale single-detached dwelling within defined areas of the municipality, while the Established Residential Area study is being completed.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET ENACTS AS FOLLOWS:**

1. This Interim Control By-law applies to all lands, buildings and structures located within the area outlined on Schedule A attached to this By-law (the Study Area).
2. No land, building or structure subject to this By-law shall be used for a "Intensified Residential Use".
3. For the purposes of this By-law, the following definitions shall apply:
  - a) "Complete" for the purposes of Sections 5 and 7 means:
    - i) for a Building permit means an application for a Building permit that satisfies the requirements set out in Building By-law 2015-58 or its successor by-law.
    - ii) for a Minor Variance means an application which satisfies the requirements of Section 2 of Ontario Regulation 200/96 (Minor Variance Applications) under the Planning Act.
    - iii) for site plan approval means an application which satisfies the requirements set out in the Town of Newmarket Official Plan.
    - iv) for Draft Plan of Subdivision approval, Official Plan and zoning By-law Amendments means an application which satisfies the requirements of the Planning Act, the Town of Newmarket Official Plan and has been deemed complete by the Town of Newmarket.
  - b) "Dwelling" means a single detached, semi detached, duplex, triplex, quadraplex or townhouse residential building.
  - c) Gross Floor Area means the aggregate of all floor areas of a building or structure above or below established grade, which floor areas are

measured between the exterior faces of the exterior walls of the building at each floor level but excluding any porch, veranda, cellar, mechanical room or penthouse, or areas dedicated to parking within the building. For the purposes of this definition, the walls of an inner court shall be deemed to be exterior walls.

d) "Intensified Residential Use" means:

i. a new Dwelling that exceeds by 25% or more the Gross Floor Area of any Dwelling that existed on the same lot on the date of passage of this By-law; or

ii. an addition to an existing Dwelling such that the new Gross Floor Area of such dwelling exceeds by 25% or more the Gross Floor Area of such a Dwelling as it existed on the date of passage of this By-law; or

iii. a new Dwelling or addition to a Dwelling that increases the height of the structure beyond that which existed on the same lot on the date of passage of this By-law; or

iv. a new Dwelling on land that was vacant on the date of passage of this By-law or becomes vacant by means of a consent to sever under the Planning Act during the period of time when this By-law is in effect.

4. This By-law shall come into force and take effect immediately upon the passage thereof, and shall be in effect for one year from the passage of this By-law unless otherwise extended in accordance with Section 38 of the Planning Act, or repealed by Council at an earlier date.
5. For greater certainty, if a building permit application filed in accordance with the Ontario Building Code Act was Complete on or before the date of passage of this By-law, then this By-law does not preclude the issuance of said building permit.
6. For greater certainty, nothing in this By-law shall prevent the registration of a Plan of Subdivision which has received draft plan approval on or before the passage of this By-law. Lots within the said registered Plan of Subdivision shall be eligible for building permits in accordance with the approved zoning bylaw for the lands.
7. Official Plan Amendment, Zoning Bylaw Amendment, Site Plan Approval or Minor Variance applications within the Study Area that could permit lands to be used for an Intensified Use shall be deemed contrary to this By-law and are prohibited.
7. Any Complete application for Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval or Minor Variance under the Planning Act within the Study Area that exists on or before the date of passage of this By-law shall be exempt from this By-law and be eligible to apply for building permits in accordance with the approved zoning for the lands.

Enacted this 21<sup>st</sup> day of January, 2019.

John Taylor, Mayor

Kiran Saini, Acting Town Clerk







# Corporation of the Town of Newmarket

## By-law 2019-XX

Being an extension of Interim Control By-law 2019-4.

The intent of this Interim Control By-law is to control the development of single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings within defined areas of the Town of Newmarket for a period of one year.

**WHEREAS** Section 38 of the Planning Act permits the Council of a Municipality to pass an Interim Control By-law, that may be in effect for up to one year, which prohibits the use of land, buildings or structures within the municipality or within the defined area thereof for such purposes as set out in the By-law, but only if the Council of the municipality has directed that a review or study be undertaken with respect to land use planning policies that apply to the subject area.

**AND WHEREAS** the Planning Act permits the Council of a Municipality to amend an Interim Control By-law to extend it for a period not to exceed two years from the date of the passage of the original by-law.

**AND WHEREAS** Council for the Town of Newmarket has directed that an Established Residential Area study be undertaken to review zoning by-law regulations and associated land use policies pertaining to large home rebuilds in established residential neighbourhoods of Newmarket.

**AND WHEREAS** the Council for the Town of Newmarket seeks to control the erection of, or additions resulting in, any large scale single-detached dwelling within defined areas of the municipality, while the Established Residential Area study is being completed.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET ENACTS AS FOLLOWS:**

1. Interim Control By-law 2019-4 be amended to extend the By-law for a period of six months from the date of expiry of the By-law for all lands, buildings and structures located within the area outlined on Schedule A attached to this By-law.
2. The first clause titled Section 7 of the By-law be deleted.

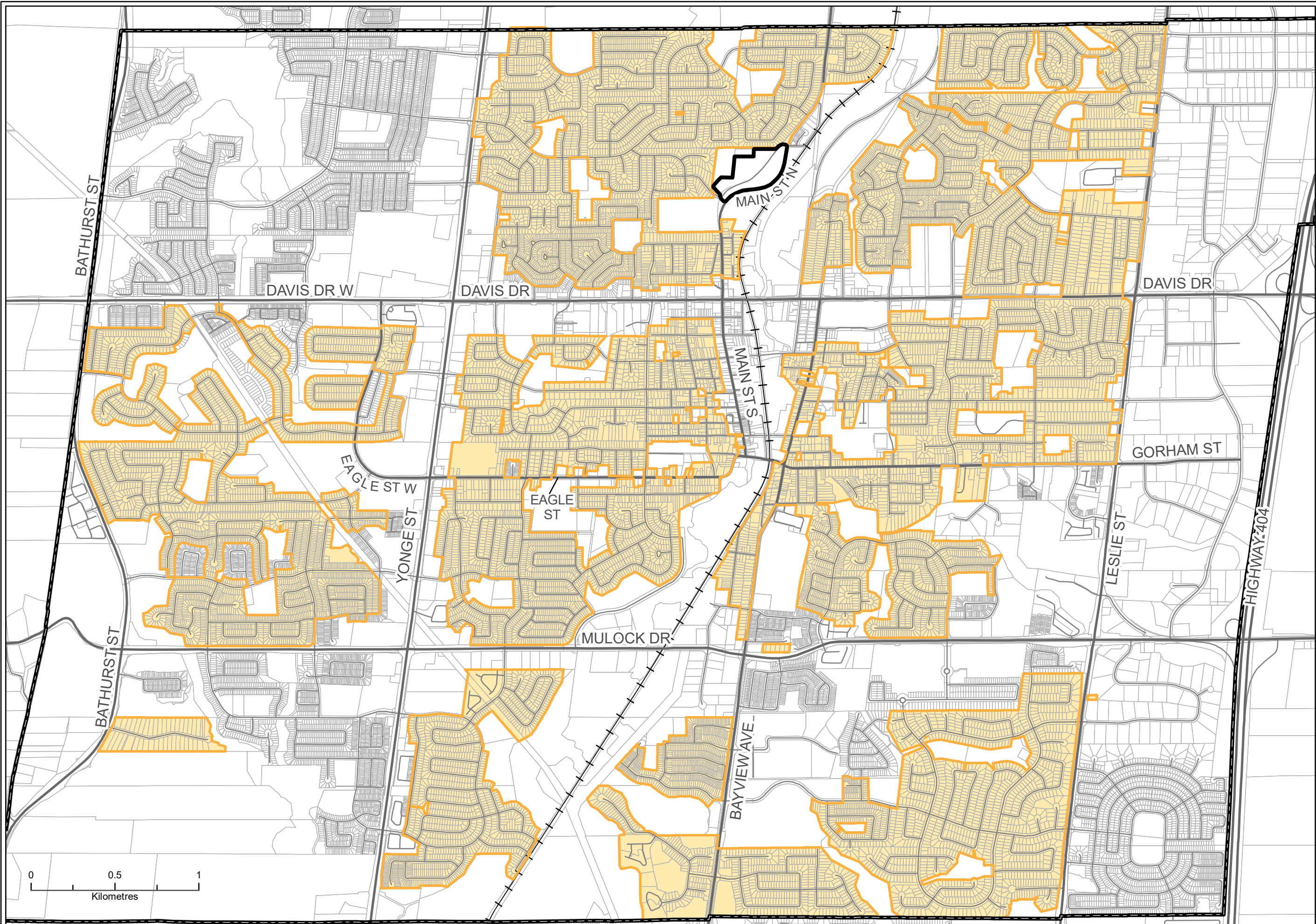
Enacted this 2<sup>nd</sup> day of December, 2019.

John Taylor, Mayor

Kiran Saini, Acting Town Clerk



# Interim Control By-law Area Schedule A



- Land Subject to By-law
- 2018-23 Interim Control By-law
- Major Road
- Road
- Railway
- Municipal Boundary



Designed & Produced by Information Technology – GIS.  
Printed: 2019-11-07.  
Sources: Roads, Railway, Municipal Boundary – Data, Analytics and Visualization Services Branch, Corporate Services © The Regional Municipality of York, 2019; All other data - © Town of Newmarket, 2019.  
**DISCLAIMER:** This mapping is based on the POLARIS parcel fabric product compiled using Land Registry System records and recent surveys and control points where available. This mapping is a representation of the earth's surface and provides estimates of area and distance. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.





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## **Site Specific Exemption to Interim Control By-law 2019-04 for 81 Joseph Street Staff Report to Council**

Report Number: 2019-111

Department(s): Development and Infrastructure Services/Planning and Building Services

Author(s): A. Slattery

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for 81 Joseph Street dated November 25<sup>th</sup>, 2019 be received; and,
2. That Council approve the requested site-specific exemption to Interim Control by-law 2019-04 for 81 Joseph Street and adopt the attached exemption by-law.

### **Purpose**

The purpose of this report is to recommend to Council the approval of a site specific amendment to Interim Control By-law 2019-04 for subject property 81 Joseph Street.

### **Background**

Council passed Interim Control By-law 2019-04 on January 21, 2019. On May 27, 2019 Council approved a Site Specific Exemption Process for Interim Control By-law 2019-04. The exemption process consists of the review of proposed residential dwellings or additions within the subject area of the Interim Control By-law on a case-by-case basis, to determine their compatibility with the existing neighbourhood character. Council approval is required to grant a site-specific exception from the Interim Control By-law.

### **Discussion**

On October 7<sup>th</sup>, 2019, Planning Services received a request for exemption from Interim Control By-law 2019-04, for subject property 81 Joseph Street. The applicant is

Site Specific Exemption to Interim Control By-law 2019-04 for 81 Joseph Street

proposing to add a two-storey addition to the side and rear of the existing two-storey dwelling. The proposed addition would expand the existing dwelling further southwards, towards the side lot line, and further eastwards, towards the rear lot line. The proposal would also add a second-storey addition onto the portion of the existing dwelling which is currently single-storey. The proposed addition would increase the gross floor area of the existing dwelling from 152.95 square metres to approximately 282.10 square metres.

Interim Control By-law 2019-04 prohibits the expansion of gross floor area of residential dwellings by 25% or more. The proposed addition would expand the gross floor area of the existing dwelling by approximately 84% and, as such, an exemption from Interim Control By-law 2019-04 is being requested.

A minor variance was granted by the Committee of Adjustment for the subject property in July, 2019. The minor variance requested the following relief from Zoning By-law 2010-40:

*Relief from Zoning By-law 2010-40, as amended, Section 8.1, Special Provisions, to permit a maximum lot coverage of 27.36%, whereas the by-law permits a maximum lot coverage of 25% for a two-storey structure.*

A map of the subject property and drawings of the proposed dwelling can be found attached to this report.

Staff have reviewed the proposal and provide the following comments based on the exemption process as approved by Council.

## **Physical Character**

- The subject property is zoned Residential Exception (R1-D-119) Zone which permits a maximum lot coverage of 25% for a two-storey dwelling. The subject property has a maximum allowable lot coverage of 27.36%, as per minor variance application D13-A12-19. The proposed addition will increase the lot coverage to approximately 24%.
- The design of the roof of the proposed addition is consistent with existing slopes, ridges and rooflines of the neighbouring dwellings,
- The proposed expansion of the existing dwelling will result in a dwelling consistent in size with neighbouring dwellings.
- The proposed addition will meet all zoning requirements of the R1-D-119 Zone, including yard setbacks, height and coverage requirements.
- The proposed addition will result in a dwelling that is appropriate relative to the size of the lot.
- It is staff's opinion that the proposed addition will not result in the over-development of the lot.



## **Streetscape Character**

- The design of the proposed addition (style, height, massing) will result in a dwelling in-keeping with the existing character of the neighbourhood, which is comprised of moderately-sized single and two-storey dwellings along Joseph Street.
- The proposed addition will be constructed to the side and rear of the existing dwelling, and will not bring the dwelling closer to the front lot line, maintaining existing street lines and a uniform built form.
- The proposed dwelling will not significantly change the character of the streetscape, which is comprised of moderately-sized single and two-storey dwellings.

Town staff is of the opinion that the proposed dwelling will not compromise the character of the neighbourhood. As such, staff recommends that the request for exemption of 81 Joseph Street from Interim Control By-law 2019-04 be approved by Council, and that the attached by-law be adopted.

## **Conclusion**

It is recommended that Council grant a site-specific exception for 81 Joseph Street, Newmarket, from Interim Control By-law 2019-04 by adopting the attached exemption by-law.

## **Business Plan and Strategic Plan Linkages**

The proposed development supports Council's 2018-2022 Strategic Priorities which aim to ensure a thriving community that is supportive of community engagement.

## **Consultation**

Planning staff have circulated the exemption request to abutting and adjacent property owners, as per the Council-approved exemption process for Interim Control By-law 2019-04. Staff have not received any objections to the proposal.

## **Human Resource Considerations**

N/A

## **Budget Impact**

There is no budget impact associated with this report.

## **Attachments**

- Location Map

Site Specific Exemption to Interim Control By-law 2019-04 for 81 Joseph Street

- Proposal
- Proposed By-law

## **Approval**

Jason Unger, Acting Director of Planning & Building Services

Peter Noehammer, Commissioner of Development & Infrastructure Services

## **Contact**

Alannah Slattery, Planner & Secretary Treasurer [aslattery@newmarket.ca](mailto:aslattery@newmarket.ca)

# LOCATION MAP 81 JOSEPH STREET



 Subject Lands



TOWN OF NEWMARKET PLANNING DEPARTMENT











# Corporation of the Town of Newmarket

## By-law 2019-

A By-law to grant a site specific exemption for the property with the Municipal address of 81 Joseph Street, Newmarket, from Interim Control By-law 2019-04.

**WHEREAS** on January 21, 2019. Council for the Town of Newmarket enacted Interim Control By-law No. 2019-04 to control the erection of, or additions resulting in, any large scale dwellings within defined areas of the Town of Newmarket.

**AND WHEREAS** on November 25, 2019 Newmarket Council considered a request for an exemption to Interim Control by-law 2019-04 for the property with the Municipal Address of 81 Joseph Street.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET ENACTS AS FOLLOWS:**

1. Interim Control By-law 2019-04 is hereby amended by adding the following section:  
  
9b. Notwithstanding Section 1 of this By-law, on the lands described as 81 Joseph Street, Newmarket, there shall be permitted the construction of an addition to the existing dwelling, resulting in a total Gross Floor Area not exceeding 283 square metres.

Enacted this 25<sup>th</sup> day of November, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk







Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Bill 108 – Planning Review Process Changes Staff Report to Council**

Report Number: 2019-116

Department(s): Planning and Building Services

Author(s): Ted Horton, Senior Planner, Community Planning

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Bill 108 – Planning Review Process Changes dated November 25, 2019 be received;
2. That Council endorse the recommended process changes; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

Changes to Provincial legislation and Council reporting practices have led to increased pressure on the ability to achieve legislated decision timelines. This increases the risk of Council being unable to take a position on a planning application and applications being subject to appeal to the Local Planning Appeal Tribunal (“LPAT”). This report addresses these changes and recommends changes to increase the ability of the Town to meet statutory decision deadlines.

### **Purpose**

The purpose of this report is to build on past reports on the effects of Bill 108, (the “More Homes, More Choices Act”) and to recommend changes to established Town practices in response to the Bill.

## Background

On May 2, 2019, the Province introduced Bill 108 which proposes changes to the Development Charges Act, 1997 (DCA). The Bill has been introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." This Bill contains changes to various policy documents and legislation, as was presented to Committee of the Whole in Reports [2019-62](#) and [2019-76](#).

Among the changes from Bill 108 are amendments to the Planning Act. These changes are intended to increase the supply of housing by reducing barriers to the approval of development applications. Staff have reported previously through the reports cited above that there is limited evidence that Bill 108 will achieve its objectives and instead will create additional administrative costs, increase price uncertainty for developers, and may reduce municipalities' ability to continue to provide the same level of service in the face of growth without finding additional sources of funding.

Bill 108 includes amendments to the Planning Act that are designed to reduce the time it takes municipalities to make decisions on Planning Act applications. This is ostensibly achieved by reducing the amount of time that must pass before an applicant has the right to appeal a lack of decision on the part of a municipal council to the Local Planning Appeal Tribunal. These timelines were previously extended under the former Provincial Government under Bill 139 as part of a sweeping set of changes to give greater local control to municipalities. Many of these changes are now reversed.

The timelines for municipal processing of development applications (before a right to appeal for a non-decision of a council arises), which had been extended in Bill 139, are now proposed to be shorter than Bill 139 timelines.

	Pre-Bill 139	Bill 139	Bill 108
<b>Official Plan Amendment</b>	180 days	210 days	120 days
<b>Zoning By-law Amendment</b>	120 days	150 days	90 days
<b>Draft Plan of Subdivision</b>	180 days	180 days	120 days

These required timelines reduce the ability for Planning staff to undertake detailed reviews of applications to address the complex issues that arise through land development. These timelines will impact the ability to consult effectively with the public, address the concerns of residents and review partners, and meet internal reporting cycles. This increased inability to meet decision timelines risks more applications being subject to appeal and Council not having the ability to render a decision on important developments in Newmarket.

## Discussion

The process for reviewing, providing public notice, and rendering a decision on a Planning Act application is set out in the Planning Act and its associated regulations. The specific steps vary by type of application, but are broadly similar for the largest and most common type of application that requires public notice – applications for zoning by-law amendment, official plan amendment, and draft plan of subdivision. There have not been significant changes to the processes for other types of applications (consent, minor variance, site plan approval, draft plan of condominium, part lot control, etc).

Beyond the general requirements of the Act, Newmarket's internal processes require additional steps that are customary but not statutorily required.

### Planning Act required steps

Below are the statutorily-required steps of the Planning Act that must occur as part of one of these types of applications in order for Council to make a decision on an application.

Planning Act Requirements
<b>1. Declare Application Complete</b> The Act requires that within 30 days of an application being submitted that the Town notify the applicant whether they have submitted all materials required by the Town's Official Plan.
<b>2. Public Notice</b> The Town must within 15 days provide public notice of the complete application (signs on the property, letters to surrounding residents, and/or notice in the newspaper).  Staff must circulate the notice and submitted materials to departments and review partners for comment (e.g. York Region, LSRCA, provincial ministries, utility companies, advisory committees).
<b>3. Statutory Public Meeting</b> The Town must provide notice to the public at least 20 days in advance of holding a statutory public meeting, and such a meeting must be held.  Council must make a decision on the application.
<b>4. Notice of Decision</b> The Town must provide notice of the decision on the application.  Certain persons have appeal rights of Council's decision.

Depending on the type of application, these steps must occur within a given number of days as laid out in the table earlier in this report or the applicant has the right to appeal the lack of decision to the LPAT.

## Town of Newmarket internal processes

Planning staff ensure that the steps laid out above occur for each application. In addition to them, there are other steps that occur as a matter of historical practice rather than statutory obligation. In order to complete each of these steps, there are also internal processing requirements (report approval timelines) that must occur.

The circumstances of applications also play a key role in when each step can occur based on the complexity of the application, the time that review partners require to review, the volume of applications, and the timing of the application among the Council reporting cycle.

The steps that occur in Newmarket are laid out generally below as they occur chronologically with and between the required Planning Act steps.

Planning Act Requirements	Town Processes
<b>1. Declare Application Complete</b>	<i>Statutory steps presented in table earlier in this report.</i>
	<b>Agenda requests for Preliminary Report</b> Advance notice is required for reporting to Committee of the Whole. Depending on the date of the application within the Council cycle, this can lead to reports being presented weeks after they are prepared.
<b>2. Public Notice</b>	<i>Statutory steps presented in table earlier in this report.</i>
	<b>Preliminary Report</b> Planning staff collect the comments from residents and review partners and provide them to Council to introduce the application and request that Council refer the matter to a public meeting.
	<b>Scheduling Public Meeting</b> Based on the Committee of the Whole cycle timing, Planning Act notice requirements, and the practice of requiring Council direction to hold a statutory public meeting, it is rarely possible to schedule a meeting for the immediately following cycle. This requires the public meeting to occur two Council cycles after the preliminary report.
<b>3. Statutory Public Meeting</b>	<i>Statutory steps presented in table earlier in this report.</i>
	<b>Agenda request for Final Report</b> Depending on the date of the statutory public meeting within the Council cycle and the need to analyze feedback from the meeting, additional time to reach another Council cycle is often required.

	<b>Final Report</b> Following the statutory public meeting, Planning staff again collect the comments from residents and review partners and provide them to Council along with a recommendation on the application.
<b>4. Notice of Decision</b>	<i>Statutory steps presented in table earlier in this report.</i>

It is increasingly challenging to meet or even come close to legislated timelines under the Planning Act. The Town's practices and internal reporting processes, combined with the notice provisions of the Act, render the likelihood of meeting the legislated timelines improbable.

In preparing research for this report, Planning staff have laid out the Council reporting timelines and evaluated a range of scenarios based on potential applications and processing approaches. In order to reduce processing timelines and increase the ability to meet the legislated timelines, staff recommend the following changes.

### **Recommended process change**

This change proposes to increase the efficiency of processing Planning Act applications by discontinuing the practice of providing a "Preliminary Planning Report" on an application, and allowing staff to schedule a statutory public meeting when the review of the application is sufficiently advanced. This change would allow the notice of the meeting to be provided without being tied to a Council meeting schedule, which can allow a meeting to be scheduled inside of the approved Council calendar with the required 20 day notice.

The preliminary planning report is a customary practice that lays out the details of an application and initial comments, but does not present the position of Planning staff nor provide a recommendation. The value of the preliminary report is limited, and represents an expense of staff time that can achieve better value spent on other tasks.

By discontinuing the practice of first having a preliminary planning report and instead allowing staff to provide the required notice, processing times can be significantly reduced and residents will be provided with clearer notice for their opportunity to address Council. The current practice of presenting the preliminary planning report leads to some confusion for residents engaged in the process who see the report as an opportunity to share feedback or oppose an application. In truth, the preliminary report is a formality to initiate the required public meeting which is the appropriate venue for such input.

This potential change was first introduced to Council at a recent workshop on the Procedure By-law by staff from Legislative Services, as efforts to improve efficiency have been a collaborative process between Legislative Services and Planning Services. It is worth noting that the process of a preliminary planning report does not exist in the Procedure By-law and no amendments to the By-law are required for this proposed

change; rather, the matter was included within the presentation in order to give Council a broader picture of all potential process changes underway.

It should also be noted that there is no statutory requirement for Council to refer an application to a public meeting, or for Council to delegate the authority to do so – the only statutory requirement is that a meeting be held. The practice of requesting that Council refer the matter has grown as a custom, but exists nowhere in law.

<b>Current practice</b>	<b>Proposed change</b>
Preliminary report before public meeting	No report before public meeting
Notice of public meeting following preliminary report	Staff will provide notice of the public meeting upon receipt of the complete application
Final recommendation report following public meeting	No change

Council will continue to be notified of all applications, and staff will make a point to circulate notices of applications to all members of Council and senior staff. These notices provide a brief summary of the nature of the application, details on where more information can be found, and an invitation to contact the responsible Planning staff member with any questions.

## **Conclusion**

The recommended changes will continue to meet the Town's statutory obligations under the Planning Act, reduce the time it requires to process certain Planning Act applications, and increase the ability of the Town to meet legislated timelines. By being better able to meet legislated timelines, the Town can reduce its risk of having Planning Act applications appealed to the Local Planning Appeal Tribunal, and better ensure that Council is able to render a decision on applications that are important to Newmarket.

## **Business Plan and Strategic Plan Linkages**

This proposed change supports continuous improvement to planning processes, ensuring public consultation and efficient processing of development applications.

## **Consultation**

This report was reviewed by the approval authorities listed below.

## **Human Resource Considerations**

None.

## **Budget Impact**

None.

## **Attachments**

None.

## **Approval**

Ted Horton, Senior Planner, Community Planning

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

Ted Horton, Senior Planner, Community Planning, MCIP, RPP

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## **Adoption of the Emergency Response Plan Staff Report to Council**

Report Number: 2019-127

Department(s): Central York Fire Services

Author(s): Assistant Deputy Chief Claude Duval

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Adoption of the Emergency Response Plan dated November 12, 2019 be received; and,
2. That the updated Emergency Response Plan be enacted (**Attachment A**); and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

To enact the 2019 revision of the Emergency Response Plan (ERP)

### **Background**

The Emergency Management and Civil Protection Act (EMCPA) states:

*“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”*

### **Discussion**

The current version of the Plan was adopted by by-law 2012-01.

In collaboration with the N6 Emergency Program Manager, the plan was reviewed and updated.

The update includes stronger language regarding the appointment by Council of the members of the Municipal Emergency Control Group and Emergency Management Program Committee. The new language became necessary after the Office of the Fire Marshal and Emergency Management (OFMEM) communicated their interpretation of the EMCPA in regards to those positions.

## **Conclusion**

The updates to the plan support effective emergency management practices and will improve the ability of the Town of Newmarket to respond during a declared emergency, protecting public safety, public health, the environment, critical infrastructure and property.

## **Business Plan and Strategic Plan Linkages**

This report aligns with Council's Strategic Priorities in that it is promoting Newmarket's vision of being Well Beyond the Ordinary.

## **Consultation**

The Plan was reviewed and updated in collaboration with the Region of York through Greg Stasyna and Laura James, Program Manager, Local Municipalities Emergency Management.

## **Human Resource Considerations**

None

## **Budget Impact**

None

## **Attachments**

Attachment A - Revised Town of Newmarket Emergency Response Plan

Attachment B – Emergency Response Plan By-law

## **Approval**

Ian Laing, Fire Chief, Central York Fire Services

## **Contact**

Claude Duval

Assistant Deputy Chief

Central York Fire Services

[cduval@CYFS.ca](mailto:cduval@CYFS.ca)

905-955-5431





# **EMERGENCY RESPONSE PLAN**

**Public Version**

**By-law XX  
Schedule “A”**

**November XX, 2019**

# TOWN OF NEWMARKET EMERGENCY RESPONSE PLAN

<b>PART 1:</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>PART 2:</b>	<b>AIM.....</b>	<b>4</b>
<b>PART 3:</b>	<b>AUTHORITY .....</b>	<b>5</b>
	EMERGENCY MANAGEMENT & CIVIL PROTECTION ACT .....	5
	ONTARIO REGULATION 380/04 .....	5
	COUNCIL APPROVAL .....	6
	<b>TOWN OF NEWMARKET EMERGENCY MANAGEMENT PROGRAM COMMITTEE .....</b>	<b>6</b>
	REQUESTS FOR ASSISTANCE.....	8
	DEFINITION OF AN EMERGENCY .....	9
	ACTION PRIOR TO DECLARATION.....	9
	DECLARATION OF A COMMUNITY EMERGENCY.....	9
<b>PART 5:</b>	<b>MUNICIPAL EMERGENCY CONTROL GROUP .....</b>	<b>10</b>
	INCIDENT MANAGEMENT SYSTEM .....	10
	<b>INCIDENT MANAGEMENT SYSTEM (IMS) FUNCTION DESCRIPTIONS .....</b>	<b>15</b>
	1. EOC MANAGEMENT (COMMAND) .....	15
	2. OPERATIONS .....	15
	3. PLANNING.....	15
	4. LOGISTICS .....	15
	5. FINANCE/ADMINISTRATION.....	15
	EMERGENCY OPERATIONS CENTRE (EOC) .....	16
	COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP.....	16
	MECG RESPONSIBILITIES .....	17
	OPERATING CYCLE.....	18
	OTHER AGENCIES.....	19
<b>PART 6:</b>	<b>EMERGENCY RESPONSE .....</b>	<b>20</b>
	COMMAND SECTION.....	20
	OPERATIONS SECTION.....	27
	PLANNING SECTION .....	35
	LIBRARY CEO .....	41
	LOGISTICS SECTION .....	42
	DIRECTOR, STRATEGIC INITIATIVES.....	47
	FINANCE/ADMINISTRATION SECTION .....	48
	<i>Relationships between Sections and Various Agencies .....</i>	<i>49</i>
<b>PART 7:</b>	<b>EMERGENCY TELECOMMUNICATIONS PLAN .....</b>	<b>50</b>
<b>PART 8:</b>	<b>DISTRIBUTION LIST .....</b>	<b>51</b>
<b>PART 9:</b>	<b>UPDATES AND AMENDMENTS.....</b>	<b>52</b>
<b>APPENDIX 1:</b>	<b>ANIMAL CARE EMERGENCY RESPONSE PLAN .....</b>	<b>53</b>

# **TOWN OF NEWMARKET EMERGENCY RESPONSE PLAN**

## **PART 1: INTRODUCTION**

Emergencies are defined as situations or impending situations caused by forces of nature, a disease or other health risk, an accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Newmarket.

The population of the Town of Newmarket is approximately 84,224.

In order to protect residents, businesses and visitors, the Town of Newmarket requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Town of Newmarket Emergency Management Program Committee developed this emergency response plan. The Incident Management System (IMS) has been adopted in this plan to coordinate with the Regional and Provincial IMS planning, define the basic command structure and to identify roles and responsibilities to ensure effective management of the emergency.

Every elected official, municipal departments and agencies must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, departments and agencies of the Town of Newmarket important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Newmarket Emergency Response Plan may be viewed at the Town Hall, Library and on-line at [www.newmarket.ca](http://www.newmarket.ca). For more information, please contact:

Community Emergency Management Coordinator (Fire Chief)  
Central York Fire Services  
905-895-9222

## **PART 2:    AIM**

The aim of this plan is to make provision for the extraordinary measures that may have to be taken to protect the health, safety, welfare, environment and economic viability of the residents, businesses and visitors of the Town of Newmarket when faced with an emergency.

It enables a coordinated and controlled response to emergencies in the Town of Newmarket, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*. This Plan will be made available upon request in accessible formats.

Emergencies may occur within the Town of Newmarket, and the most likely scenarios, determined by risk analyses, are related to epidemic disease, transportation and extreme weather conditions.

For further details, please contact the Newmarket Community Emergency Management Coordinator.



## **PART 3: AUTHORITY**

The legislation under which the Town of Newmarket and its employees are authorized to respond to an emergency are:

- *The Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9*
- *Ontario Regulation 380/04*
- *Town of Newmarket By-law 2012-01*

### **Emergency Management & Civil Protection Act**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* states that:

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

### **Ontario Regulation 380/04**

Regulation 380/04 came into effect on December 31, 2004. It describes the essential level emergency management standards for Ontario Municipalities. The specific municipal requirements are as follows:

- Every municipality shall designate an employee or a member of Council as its Community Emergency Management program Coordinator (CEMC) who shall complete training, as required by the Chief, Emergency Management Ontario.
- The CEMC shall co-ordinate the development and implementation of the emergency management program within the Town and in so far as possible with the emergency management programs of other municipalities, Ontario ministries and organizations outside government that are involved in emergency management.
- The CEMC shall report to the Town of Newmarket's Emergency Management Program Committee on the above program.
- Every municipality shall have an Emergency Management Program Committee composed of: the CEMC, senior municipal officials appointed by Council; and such other persons that may be appointed by council.
- The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan.

- The group shall develop procedures to govern its responsibilities in an emergency.
- The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario
- Every municipality shall have an annual practice exercise for simulated emergency incident training.
- Every municipality must have an Emergency Operations Centre (EOC) with appropriate communications systems.
- Every municipality shall designate an employee of the municipality as its Emergency Information Officer to act as the primary media and public contact in an emergency.

## **Council Approval**

Council approved the Emergency Management Program and the Emergency Response Plan, including the appointed positions, with the enactment of By-Law No. 2019-XX on DATE

## **Town of Newmarket Emergency Management Program Committee**

The Emergency Management Program Committee is responsible for:

- advising council on the development and implementation of the Town's emergency management plan; and
- conducting an annual review of the Town's emergency management plan and making recommendations to council for its revision if necessary

The committee is appointed by Council and is composed of the following positions:

- Chief Administrative Officer;
- Commissioner of Corporate Services;
- Commissioner of Community Services;
- Commissioner of Development and Infrastructure;
- Director of legal services/Town Solicitor;
- Director of Legislative Services/Town Clerk
- Director of Public Works;
- Director of Corporate Communications;
- Director of Financial Services;
- Director of Recreation and Culture;
- Director of Planning and Buildings;
- Community Emergency Management Coordinator as the chair; and

- Such other employees who are responsible for emergency management functions as may be appointed by council

## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the Municipal Emergency Control Group (MECG) with the authority to activate the procedure (specifically the Mayor, the Chief Administrative Officer (as EOC Director), the Fire Chief, the Commissioners or Director, Legal Services may initiate the notification procedure contained in **Annex A**.

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in **Annex B**.

When a member of the MECG, with the authority to activate the MECG, receives a warning of a real or potential emergency, that member will immediately activate the emergency notification process – refer to Annex A – Emergency Notification Procedures giving the direction to initiate the notification of the MECG, or the members of the MECG that are deemed necessary to deal with the situation that exists at that time. The Mayor, CAO, Fire Chief, Commissioners, Director of Legal Services, Director of Legislative Services, or their alternates will be notified. The member initiating the call must provide pertinent details to the Emergency Contact (e.g. - a time and place for the MECG to meet) as part of the notification procedure. The Sample Script in **Annex A** is the recommended format.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

The Emergency Contact will record the date and time MECG members were contacted. See **Annex A** for further information regarding Emergency Notification procedures.

### **Requests for Assistance**

Assistance may be requested from the Regional Municipality of York at any time by contacting the York Regional Police Communications Centre or the appropriate Regional agency. The request shall not be deemed to be a request that the Regional Municipality of York assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex B**.

## **Definition of an Emergency**

The *Emergency Management and Civil Protection Act* defines an emergency as:

A situation or an impending situation caused by the forces of nature, a disease or other health risk, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

## **Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the residents of the Town of Newmarket.

## **Declaration of a Community Emergency**

The Mayor or Acting Mayor of the Town of Newmarket, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MEEG.

Upon declaring an emergency, the Mayor (or designate) will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- Chair, Regional Municipality of York, or designate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or the
- Premier of Ontario.

When terminating an emergency, the Mayor (or designate) will notify:

- Emergency Management Ontario, Ministry of Community Safety & Correctional Services;
- Town Council;
- Chair, Regional Municipality of York, or designate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## PART 5: MUNICIPAL EMERGENCY CONTROL GROUP

### Incident Management System

The direction and control structure for the Town of Newmarket's emergency operations is based upon the Incident Management System (IMS). IMS is an internationally recognized, standardized emergency response system which defines the basic command structure and the roles and responsibilities required for the effective management of an emergency.

IMS is endorsed by Emergency Management Ontario, and used by the Regional Municipality of York's Emergency Management. The benefits of using the IMS include: enhanced technical and functional interoperability; integrated communications; and standard terminology.

IMS consists of five key functions:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance/Administration

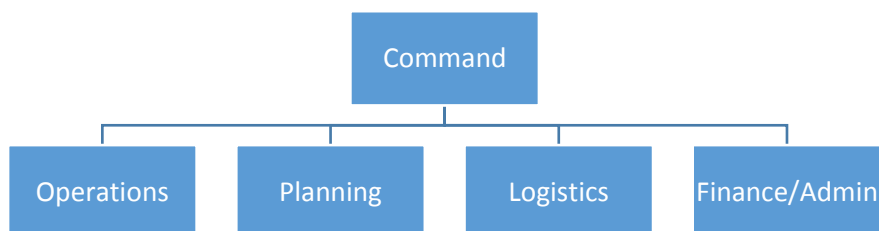


Figure 1: The 5 Key Functions of the Incident Management System

Figure 2 (on the following page) provides a summary of how the Town of Newmarket has aligned its emergency operations for consistency with the Incident Management System.

An Emergency Organization Chart, which illustrates the Town of Newmarket emergency positions, follows Figure 2.

For greater certainty, wherever a position is identified in the Emergency Response Plan it shall also be understood to include the position's designate or alternate.

**Figure 2: Town of Newmarket's IMS-Based Emergency Operations**

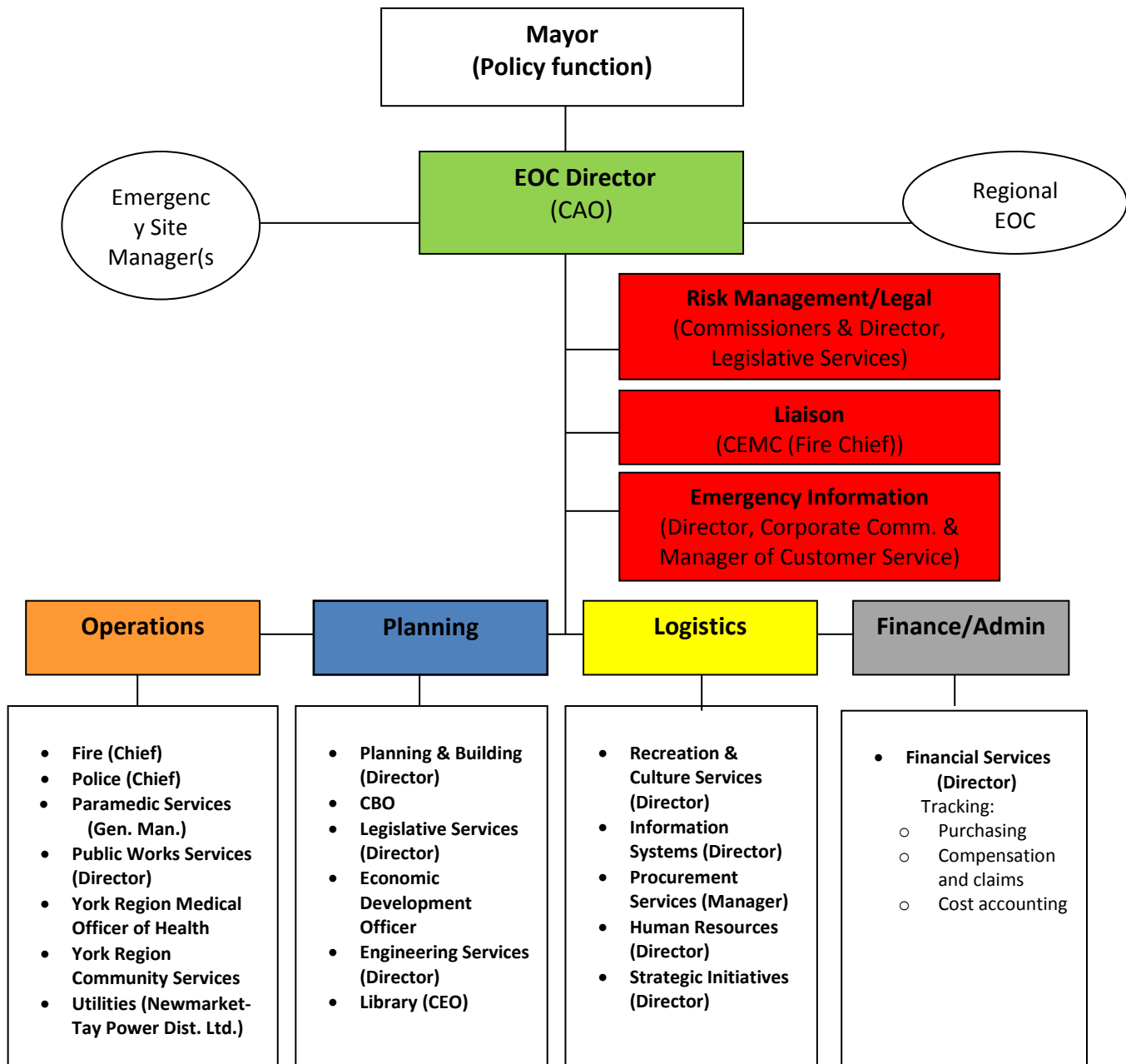
IMS FUNCTION	DESCRIPTION OF FUNCTION	RESPONSIBILITY OF	IMS TITLE
<b>Command</b>	Has overall authority for the control and direction of the emergency response and resources for which they are responsible.  Command has 3 supporting functions:	CAO, with strategic direction from the Mayor (policy function)	Director, EOC
	i. Risk Management/Legal	Commissioners & Director, Legal Services	Risk Management/ Legal
	ii. Liaison Coordination of various community agencies, e.g., <ul style="list-style-type: none"> <li>• School boards</li> <li>• Southlake Regional Health Care Centre</li> <li>• Provincial Ministries</li> <li>• Conservation Authorities</li> </ul> Coordination of various emergency agencies, e.g. <ul style="list-style-type: none"> <li>• Emergency Management Ontario</li> <li>• Ontario Provincial Police</li> <li>• Office of the Fire Marshal</li> </ul>	CEMC (Fire Chief)	Liaison
	iii. <u>Emergency Information</u>	Director, Corporate Communications	Emergency Information Coordinator
		Manager, Customer Service	Citizen Inquiry Supervisor

<b>Operations</b>	Coordinates the operational requirements of the response, directs resources and equipment as required, to fulfill emergency management requirements.	<ul style="list-style-type: none"> <li>• Central York Fire Chief or Alternate</li> <li>• Chief/General Manager, York Region Paramedic Services (or designate)</li> <li>• Director, Public Works Services</li> <li>• YR Medical Officer of Health (MOH) or Associate MOH</li> <li>• YR Commissioner of Community &amp; Health Services (or designate)</li> <li>• Utilities Representative (ie. Newmarket-Tay Power Distribution Ltd.)</li> </ul>	Operations Section
<b>Planning</b>	Gathers information critical to the incident in order to develop, disseminate and evaluate incident action plans.	<ul style="list-style-type: none"> <li>• Director, Planning &amp; Building</li> <li>• Chief Building Official</li> <li>• Director, Legislative Services</li> <li>• Economic Development Officer</li> <li>• Director, Engineering Services</li> <li>• Library CEO</li> </ul>	Planning Section
<b>Logistics</b>	Arranges for and coordinates all material, services, equipment and resources required to manage and resolve the emergency. Logistics track	<ul style="list-style-type: none"> <li>• Director, Recreation &amp; Culture Services</li> <li>• Director, Human Resources</li> <li>• Director, Information Technology</li> </ul>	Logistics Section



	usage and current locations of these same items.	<ul style="list-style-type: none"> <li>• Manager of Procurement Services</li> <li>• Director, Strategic Initiatives</li> </ul>	
<b>Finance/ Administration</b>	Performs administrative, financial and staffing duties specific to the emergency. This will include keeping track of incident-related costs.	<ul style="list-style-type: none"> <li>• Director, Financial Services (Treasurer)</li> </ul>	Finance/ Administration Section

**Town of Newmarket  
EOC Organization Chart**



## **Incident Management System (IMS) Function Descriptions**

The Incident Command System (ICS) is a model for command, control, and coordination of an emergency. It provides a way of coordinating the efforts of agencies and resources as they work together toward safely responding to an emergency incident. ICS consists of five key functions: EOC Management (Command), Operations, Planning, Logistics, and Finance/Administration. Descriptions of each function are provided below.

### **1. EOC Management (Command)**

The EOC Management section, led by the EOC Director, has overall authority for the control and direction of the emergency response. EOC Management has 3 supporting functions: Risk Management/Legal (ensures good risk management practices are applied throughout the emergency; provision of legal advice), Liaison (coordination of agencies involved in the response), and Information (dissemination of information to the media and the public).

### **2. Operations**

The Operations section coordinates the operational requirements of the response, directs resources and equipment, as required, to fulfill emergency management requirements.

### **3. Planning**

The Planning section gathers information critical to the incident in order to develop, disseminate and evaluate incident action plans.

### **4. Logistics**

Logistics arranges for and coordinates all material, services, equipment and resources required to manage and resolve the emergency. Logistics tracks usage and current locations of these same items.

### **5. Finance/Administration**

Finance/Administration performs duties related to administrative, financial and compensation and claims, specific to the emergency. This includes keeping track of incident-related costs, staff compensation and claims.

## Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site. For information about EOC logistics, see **Annex C**.

## Composition of the Municipal Emergency Control Group

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - a group of officials appointed by council who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials:

- Mayor of the Town of Newmarket, or alternate;
- Chief Administrative Officer, or alternate, who becomes the EOC Director;
- Director, Legislative Services, or alternate;
- Community Emergency Management Coordinator (CEMC) , or alternate;
- Director, Corporate Communications, or alternate;
- Commissioner, Development & Infrastructure Services, or alternate;
- Commissioner, Corporate Services, or alternate;
- Commissioner, Community Services, or alternate;
- Director, Engineering Services, or alternate;
- Director, Public Works Services, or alternate;
- Director, Planning & Building Services, or alternate;
- Director, Recreation & Culture Services, or alternate;
- Director, Information Technology, or alternate;
- Director, Financial Services/Treasurer, or alternate;
- Director, Human Resources, or alternate;
- Manager of Procurement Services, or alternate;
- Chief of Central York Fire Services, or alternate;

The MECG in consultation with the Community Emergency Management Coordinator may ask representatives from various organizations to attend the EOC in order to assist with the emergency. Such representatives are not part of the MECG and as such do not have to meet the training and exercise requirements under the EMCPA. Such representatives may include:

- York Paramedic Services Representative;
- York Regional Police Representative;
- Emergency Management Ontario Representative;
- Ontario Provincial Police Representative;
- Lake Simcoe Region Conservation Authority Representative;
- Liaison staff from Provincial Ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the MCEG may not require the presence of all the people listed as members of the control group, all members of the MCEG (or alternates) must be notified.

## **MCEG Responsibilities**

The Municipal Emergency Control Group (MCEG) is responsible for some or all of the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and/or directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MCEG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor of the need to designate all or part of the town as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring that support to the ESM is provided by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities and/or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;

- Participating in the debriefing following the emergency.

## **Operating Cycle**

The Chiefs of Operations, Planning, Logistics, and Finance/Administration Sections will gather at regular intervals to inform the EOC Director and each other of actions taken and problems encountered. The EOC Director will establish the frequency of operating cycle meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Director, Legislative Services (or designate) will maintain a status board and maps which will be prominently displayed and kept up to date.

## **Other Agencies**

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries. Refer to the various emergency plans from other agencies, which are located in the Community Emergency Management Coordinator's office.

## **York Region District School Board & York Catholic District School Board**

The York Region District School Board and the York Catholic District School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception center and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.

## **Southlake Regional Health Care Centre Administrator**

The Southlake Regional Health Care Centre Administrator is responsible for:

- Implementing the hospital emergency plan, as required;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

## **PART 6: EMERGENCY RESPONSE**

### **Command Section**

The Command Function has overall authority for the control and direction of the emergency response and the resources required to manage the emergency.

The Command Section comprises the following positions:

- Mayor/Acting Mayor
- Director, Emergency Operations Centre
- Risk Management/Legal Group
- Liaison
- Emergency Information



## Mayor or Acting Mayor

The Mayor or Acting Mayor performs the Policy function which is to provide emergency policy and direction to the Town's Emergency Operations Centre (EOC). The Mayor has the following responsibilities:

- Provide overall emergency policy and direction to the EOC Director;
- Activate the emergency notification system through the Emergency Notification Procedures (refer to Annex A);
- Declare an emergency within the designated area;
- Declare that the emergency has terminated (Note: Council may also terminate the emergency);
- Notify Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Notify the Chair of The Regional Municipality of York of the declaration of the emergency, and termination of the emergency, or of the activation or partial activation of the EOC;
- Notify the public of the declaration of an emergency;
- Request Regional government assistance, as required;
- Act as the primary spokesperson for the Town, authorize the release of information on behalf of the Town or delegate that authority to the CAO and/or the Public Information Officer;
- Issue authoritative instructions, information and warnings to the general public via the media as authorized and requested by various agencies;
- Consult with and ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

## Director of EOC

The Chief Administrative Officer (or designate) is the Director of the EOC for the Town of Newmarket. The Director of the EOC has the following responsibilities:

- Chair the Municipal Emergency Control Group (MECG);
- Activate the emergency notification system through the Emergency Notification Procedures (refer to Annex A);
- Exercise overall management responsibility for the coordination between response and supporting agencies in the Emergency Operations Centre. Set priorities for response efforts in the affected areas;
- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
- Liaise with the Mayor on policies and procedures, as appropriate;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Ensure that a communication link is established between the MECG and the Emergency Site Manager (ESM);
- Determine the need to activate a Citizen Inquiry hotline;
- Ensure risk management principles and procedures are applied to all EOC activities;
- Determine what sections are needed, assign section chiefs as appropriate and ensure they are staffing their sections as required:
  1. Operations Section Chief
  2. Logistics Section Chief
  3. Planning Section Chief
  4. Finance Section Chief
- Determine which management staff positions are required and ensure they are filled as soon as possible:
  1. Information
  2. Liaison
  3. Risk Management/Legal
- Call out additional town staff to provide assistance, as required;
- Ensure that operational periods are established and that initial EOC response priorities and objectives are decided and communicated to all involved parties;
- Document all decisions/approvals.

## **Risk Management/Legal**

Town of Newmarket Commissioners and the Director, Legislative Services serve as Risk Management/Legal support to the Command Section. The Risk Management/Legal support function has the following responsibilities:

### **Town Commissioners**

- Ensure that good risk management practices are applied throughout the response organization;
- Protect the interests of all EOC members, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation;
- Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events;
- Provide advice on safety issues. Risk management has the authority to halt or modify any and all unsafe operations within or outside the scope of the EOC. While Risk Management has the responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.

### **Director, Legislative Services**

Provides legal advice to the MCEG on matters, as it applies to the actions of the Town in its response to the emergency, as requested;

- Provides advice to the Mayor and MCEG with respect to interpretation of legislation governing the control of response to an emergency.

## **Liaison**

The Community Emergency Management Coordinator (CEMC), or alternate, serves as the Liaison support function of the Command Section. In this position the CEMC acts as the primary contact for Assisting or Supporting Organizations and has the following responsibilities:

- Advises Command of issues related to outside assistance and support, including current or potential inter-organization needs;
- Gathers information from and about organizations that are involved with the incident. This includes obtaining from their representatives, information about standard and specialized resources they might have, or special support that they might need, and whether there are considerations or restrictions that may impact how such resources may be used;
- Serves as a coordinator for organizations not represented in Command;
- Provides briefings to organization representatives about the operation;
- Maintains a list of supporting and assisting organizations, and keeping it updated as the incident evolves.

## Emergency Information Officer

The Director, Corporate Communications acts as the Information Officer. As a support function to the Command Section, the Information Officer has the following responsibilities:

- Establish a communication link with the Emergency Information Officer at the Regional Municipality of York, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. agency, regional, provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Liaise with the MCEG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensure that the following are advised of the telephone number of the media centre:
  - Media;
  - Municipal Emergency Control Group;
  - Switchboard (Town and Emergency Services);
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring communities, and the Regional Municipality of York;
  - Citizen Inquiry Supervisor;
  - Any other appropriate persons, agencies or businesses.
- Provide direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensure that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distribute hard copies of the media release to the EIC, the MCEG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitor news coverage, and correcting any erroneous information;
- Maintain copies of media releases and newspaper articles pertaining to the emergency.

A detailed Emergency Information Plan is included in **Annex D**.

## Citizen Inquiry Supervisor

The Manager of Customer Service is the Citizen Inquiry Supervisor. This emergency position is part of the Information function which supports the Command Section.

The Citizen Inquiry Supervisor has the following responsibilities:

- Establish a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Inform the Emergency Information Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Inform the affected emergency services, the Municipal Emergency Control Group (MECG) and Town switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensure operators are informed of MECG members' telephone numbers in the EOC;
- Ensure liaison with the Emergency Information Coordinator to obtain current information on the emergency ensuring up to date information on the emergency is posted to the website where possible;
- Respond to, and re-direct inquiries and reports from the public based upon information from the Emergency Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centres);
- Respond to and redirect inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Respond to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procure staff to assist, as required.

## Operations Section

The Operations Section coordinates the operational requirements of the response and directs resources and equipment, as required, to fulfill emergency management requirements.

The Operations Section may be staffed by the following positions, according to the requirements of the emergency:

- Fire Chief, or alternate
- Director, Public Works Services, Town of Newmarket
- Utility Representative – Newmarket-Tay Power Distribution Ltd.
- Chief, York Regional Police, or alternate
- Chief/General Manager, York Region Paramedic Services, or alternate
- Medical Officer of Health (MOH) or Associate MOH
- Commissioner of Community and Health Services, York Region, or designate

## Fire Chief

As a member of the Operations Section, the Fire Chief has the following responsibilities:

- If assigned by the EOC Director, act as the Operations Section Chief and ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Activate the emergency notification system through the Emergency Notification Procedures (refer to Annex A);
- Provide the MCEG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG;
- Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- Inform the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing; etc.;
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan.



## **Director, Public Works Services**

As a member of the Operations Section, the Director, Public Works Services has the following responsibilities:

- If assigned by the EOC Director, act as the Operations Section Chief and ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Provide the MCEG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG;
- Establish an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensure liaison with the public works representative from the neighbouring community(ies) and the Regional Municipality of York to ensure a coordinated response;
- Ensure provision of engineering assistance;
- Ensure construction, maintenance and repair of town roads;
- Ensure the maintenance of sanitary sewage and water systems;
- Provide equipment for emergency pumping operations;
- Ensure liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
- Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinue any public works service to any resident, as required, and restoring these services when appropriate;
- Ensure liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Provide public works vehicles and equipment as required by any other emergency services;
- Ensure liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

## Chief, York Regional Police

The Chief, York Regional Police, as a member of the Operations Section, has the following responsibilities:

- If assigned by the EOC Director, act as the Operations Section Chief and ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Notify necessary emergency and community services, as required;
- Establish a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG;
- Establish an ongoing communications link with the senior police official at the scene of the emergency;
- Establish the inner perimeter within the emergency area;
- Establish the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Provide traffic control staff to facilitate the movement of emergency vehicles;
- Alert persons endangered by the emergency and coordinating evacuation procedures;
- Ensure liaison with the Social Services Officer regarding the establishment, security and operation of evacuation and reception centres;
- Ensure the protection of life and property and the provision of law and order;
- Provide police service in the EOC, evacuee centres, morgues, and other facilities, as required;
- Notify the coroner of fatalities;
- Ensure liaison with other community, provincial and federal police agencies, as required.

## **Chief/General Manager, York Region Paramedic Services**

As a member of the Operations Section, the Chief/General Manager, York Region Paramedic Services has the following responsibilities:

- If assigned by the EOC Director, act as the Operations Section Chief and ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Ensure emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG;
- Establish an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtain EMS from other Regions for support, if required;
- Ensure triage at the site;
- Advise the MCEG if other means of transportation is required for large scale response;
- Ensure liaison with the receiving hospitals;
- Ensure liaison with the Medical Officer of Health, as required.

## **York Region Medical Officer of Health or Associate Medical Officer of Health**

As a member of the Operations Section, the Medical Officer of Health (MOH) or Associate MOH has the following responsibilities:

- If assigned by the EOC Director, act as the Operations Section Chief and ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Act as a coordinating link for all emergency health services at the MCEG;
- Ensure liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG;
- Establish an ongoing communications link with the senior health official at the scene of the emergency;
- Ensure liaison with the ambulance service representatives;
- Provide advice on any matters, which may adversely affect public health;
- Provide authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensure coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notify the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensure liaison with Community and Health Services on areas of mutual concern regarding health services in evacuee centres.

## **York Region Commissioner of Community and Health Services**

As a member of the Operations Section, the Commissioner of Community and Health Services has the following responsibilities:

- If assigned by the EOC Director, act as the Operations Section Chief and ensure the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervise the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensure liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensure that a representative of the York Region Board of Education and/or the York Region Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensure liaison with area Homes for the Aged and Nursing Homes as required.

## **Utility Representative – Newmarket-Tay Power Distribution Ltd.**

As a member of the Operations Section, the Utility Representative – Newmarket-Tay Power Distribution Ltd. has the following responsibilities:

- Monitor the status of power outages and customers without services;
- Provide updates on power outages, as required;
- Provide liaison with Hydro One, as required;
- Provide liaison with other area Hydro Utilities, as required;
- Ensure liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

## Planning Section

The Planning Section gathers information critical to the incident in order to develop, disseminate and evaluate incident action plans.

The Planning Section may be staffed by the following positions, according to the requirements of the emergency:

- Director, Planning & Building Services
- Chief Building Official
- Director, Legislative Services
- Economic Development Officer
- Director, Engineering Services
- Library CEO

## Director, Planning & Building Services

The Director, Planning & Building Services is the Planning Section Chief. The Planning Section Chief has the following responsibilities:

- Ensure that the following responsibilities of the Planning Section are addressed as required:
  - Collect, analyze, and display situation information
  - Prepare periodic Situation Reports
  - Prepare and distribute EOC Action Plan and facilitate Action Planning process
  - Conduct Advance Planning activities and report
  - Document and maintain files on all EOC activities
- Address any action items that may result from the activation of the Emergency Response Plan and keep MCEG informed of implementation needs;
- Provide accurate up to date mapping for the Municipality and surrounding area, in consultation with GIS staff;
- Establish the appropriate level of organization for the Planning Section;
- Exercise overall responsibility for the coordination of activities within the section;
- Keeps the EOC Director informed of significant issues affecting the Planning Section;
- In coordination with the Municipal Emergency Control Group, ensures that Status Reports are completed and utilized as a basis for EOC Situation Reports and EOC Action Plans;
- Provide staff to assist the Public Information Officer.



## **Chief Building Official**

As a member of the Planning Section, the Chief Building Official has the following responsibilities:

- Provide the Municipal Emergency Control Group with information and advice on building conditions matters;
- Provide property data as required by the Municipal Emergency Control Group (MECG);
- Provide general planning assistance to the MECG;
- Make recommendations on the demolition of unsafe structures.

## Director, Legislative Services

As a member of the Planning Section, the Director, Legislative Services has the following responsibilities:

- Ensure all important decisions made and actions taken by the Municipal Emergency Control Group (MECG) are recorded;
- Collect, organize and file all completed event or disaster related forms, including: all EOC position logs, Situation Reports, EOC Action Plans and any other related information, just prior to the end of each operational period;
- Ensure that maps and status boards are kept up to date, in consultation with the Planning Department and GIS staff;
- Provide a process for registering MECG members and maintaining a current MECG member list;
- Notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Arrange for printing of material, as required;
- Provide the Municipal Emergency Control Group with information and advice on by-law enforcement matters;
- Provide Provincial Offences Officers to York Regional Police if requested to do so.
- Distribute EOC Situation Reports, EOC Action Plan, and other documents, as requested;
- Maintain a permanent archive of all Situation Reports and EOC Action Plans associated with the emergency;
- Coordinate the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, or alternate, ensure that all Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arrange special meetings of Council, as required, and advise members of Council of the time, date, and location of the meetings;
- Procure staff to assist, as required.

## **Economic Development Officer**

As a member of the Planning Section, the Economic Development Officer has the following responsibilities:

- Assist with planning for post-disaster recovery;
- Assist with other planning issues, as needed;
- Other duties as required.

## **Director, Engineering Services**

As a member of the Planning Section, the Director, Engineering Services has the following responsibilities:

- Provide the MCEG with advice on engineering matters;
- Assist with other planning issues, as needed;
- Other duties as required.

## **Library CEO**

As a member of the Planning Section, the Library CEO has the following responsibilities:

- Assist with planning issues as assigned;
- Assist with information gathering, as required;
- Other duties as required.

## **Logistics Section**

The Logistics Section arranges for and coordinates all material, services, equipment and resources required to manage and resolve the emergency. The Logistics Section tracks usage and current locations of these items.

The Logistics Section may be staffed by the following positions, according to the requirements of the emergency:

- Director, Recreation & Culture Services
- Director, Human Resources
- Director, Information Technology
- Director, Strategic Initiatives
- Manager of Procurement Services

## **Director, Recreation & Culture Services**

The Director, Recreation & Culture Services is the Logistics Section Chief. The Logistics Section Chief has the following responsibilities:

- Ensuring the Emergency Operations Centre facilities and equipment are operational and supervising the support roles of the Procurement Manager, Telecommunications/IT Director and Customer Service Manager;
- Address any action items that may result from the activation of the Emergency Response Plan and keep MCEG informed of implementation needs;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the support and advisory staff;
- Coordinating the use of municipal facilities in consultation with York Region Commissioner of Community and Health Services;
- Track Resources.

## **Director, Human Resources**

As a member of the Logistics Section, the Director, Human Resources has the following responsibilities:

- Coordinate and process requests for human resources;
- Coordinate offers of, and appeals for, volunteers with the support of the MCEG;
- Select the most appropriate site(s) for the registration of human resources;
- Ensure records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensure that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for town records;
- Ensure identification cards are issued to volunteers and temporary employees, where practical;
- Arrange for transportation of human resources to and from site(s), in consultation with the Director, Recreation and Culture Services;
- Ensure liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Obtain assistance, if necessary, from Human Resources and Skills Development Canada, as well as other government departments, public and private agencies and volunteer groups.



## **Director, Information Technology**

As a member of the Logistics Section, the Director, Information Technology has the following responsibilities:

- Activate the emergency notification system of the local amateur radio operators group, if required;
- Initiate the necessary action to ensure the telephone system at the municipal offices and EOC function as effectively as possible, as the situation dictates;
- Ensure that the emergency communications centre is properly equipped and staffed with appropriate technical staff to maintain equipment and trouble shoot problems;
- Maintain an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Make arrangements to acquire additional communications resources during an emergency;
- Arrange for the operation of FAX machines, computer and other technical resources, as required;
- Arrange for technical support services to the various EOC sections and branches.

## **Manager of Procurement Services**

As a member of the Logistics Section, the Manager of Procurement Services is responsible for:

- Provide and secure equipment and supplies not owned by the Town of Newmarket;
- Ensure liaison with Finance/Administration Section in order to assist with maintaining accurate records of expenses;
- Ensure liaison with purchasing agents of the neighbouring communities and the Regional Municipality of York, if necessary;
- Maintain and update a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

## **Director, Strategic Initiatives**

As a member of the Logistics Section, the Director, Strategic Initiatives has the following responsibilities:

- Assist with logistic issues as assigned;
- Assist with information gathering, as required;
- Other duties as required.

## **Finance/Administration Section**

The Director, Financial Services (Treasurer) is the Chief of the Finance/Administration Section. This section performs administrative, financial and staffing duties specific to the emergency, including keeping track of incident-related costs. Additional responsibilities are as follows:

- Provide information and advice on financial matters as they relate to the emergency;
- Address any action items that may result from the activation of the Emergency Response Plan and keep MEGC informed of implementation needs;
- Activate units within Finance Section, as required;
- In consultation with the EOC Director, confirm adequacy of expenditure limits as identified in the Purchasing Policy;
- Ensure there is a continuum of payroll process for all employees;
- Ensure liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities and the Regional Municipality of York;
- Ensure that records of expenses are maintained for future claim purposes;
- Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Ensure all requirements under the Ontario Disaster Relief Assistance Program are met by the Town and submitted to the Minister of Ontario Municipal Affairs and Housing within 14 working days of the onset of the disaster.

## **Relationships between Sections and Various Agencies**

### **Relationship between Municipal Emergency Control Group (MECG) and Emergency Site Manager (ESM)**

Depending on the nature of the emergency, and once the ESM has been assigned, the MECG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The MECG will also ensure that the rest of the community maintains municipal services.

### **Relationship between Emergency Site Manager (ESM), and command and control structures of emergency responders**

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the ESM, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the ESM, so as to establish the manner and process to the emergency.

### **Relationship between the Town of Newmarket and the Regional Municipality of York**

Some services are provided by the Regional Municipality of York to the Town of Newmarket. In the event of an emergency it is important that the two levels of local government operate in a cohesive, planned manner. This plan contemplates the sharing of resources in order to provide the citizens of the Town of Newmarket and the Region of York with an effective, planned and cooperative approach to emergency management.

Risk analyses and critical infrastructure assessments have been jointly completed by the Region and the Town as well as the surrounding area municipalities.

It is recognized that in the event of a large scale emergency involving several or all of the nine area municipalities, that the ability of the Region to provide staff to all nine EOCs and the Regional EOC may become strained, in which case the local area municipality may receive assistance from those agencies by communications link, rather than a direct presence in the local EOC.

## **PART 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his/her contacts for further communications support, as required.

The Emergency Telecommunications Office will be located in an area adjacent to the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshal.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the approved forms and logged.

Should the Town of Newmarket lose all telephone communications, pre-arranged communications could be obtained through the local Amateur Radio Emergency Services network. Refer to the Confidential Emergency Contact List for contact information.

## PART 8: DISTRIBUTION LIST

Copy Number	Location	Issued dd/mm/yy
1	Mayor	
2	Regional Councillor	
3-9	Councillors	
10	Chief Administrative Officer	
11	Fire Dispatch	
12	Fire Chief	
13	Regional Police	
14	General Manager, EMS	
15	Director, Public Works Services	
16	Director, Planning & Building Services	
17	Director, Financial Services	
18	Commissioner, Development & Infrastructure Services (Position Vacant)	
19	Commissioner, Corporate Services	
20	Director, Legal Services	
21	CEO, Library	
22	Commissioner, Community Services	
23	Director, Legislative Services	
24	Director, Recreation & Culture	
25	Chief Building Official	
26	Economic Development Officer	
27	Director, Engineering Services	
28	Manager of Procurement Services	
29	Manager of Customer Service	
30	Director, Human Resources	
31	Director, Corporate Communications	
32	Director, Information Technology	
33	Director, Strategic Initiatives	
34	President – Newmarket-Tay Power	
35-42	Regional Municipality of York	
43	Southlake Regional Healthcare Centre	
44	Canadian Red Cross	
45	York Region District School Board	
46	York Catholic District School Board	
47	Canadian Red Cross, York Region Branch	
48-49	Emergency Management Ontario	
50-52	CEMC Alternates	

## PART 9: UPDATES AND AMENDMENTS

[illegible]



## **APPENDIX 1: ANIMAL CARE EMERGENCY RESPONSE PLAN**

### **Preparedness**

Preparedness largely involves public education and coordination with other emergency management partners.

Central York Fire Services provides the following information on emergency preparedness for pets on its website ([www.cyfs.ca](http://www.cyfs.ca)).

The Town's role during an emergency response will vary widely depending on the nature of the emergency. However, its role will typically involve support of community evacuations.

### **Response and Recovery**

During an emergency response, the Town of Newmarket may coordinate with animal service providers for the following services:

1. Assist with search, rescue and transportation of animals to the shelter.
2. Assist with receiving and caring for animals.
3. Register, tag and establish accurate records of all animals.
4. Maintain effective communication with local Emergency Operations Centre and field personnel.
5. Assist with provision of food, water and waste disposal for animals.
6. Provide support to other affected shelters, if required.
7. Provide support to companion or service animals in evacuation contexts. A person with a disability accompanied by a guide dog or other service animal will be permitted into any facility unless the animal is otherwise excluded by law.
8. During recovery phase reunite animals with owners.

### **General Resources**

The following resources should be considered as part of emergency planning:

1. Local animal care facilities, including veterinary clinics, boarding kennels and grooming establishments.
2. Local pet food and equipment suppliers.
3. Local hotels and motels that will accommodate pets.
4. Sources for emergency transportation of animals and supplies.
5. Large facilities that might be converted for temporary use for people with animals (for example fairgrounds, Municipal Operations Centre).

## **Support Organizations**

The following support organizations may be useful:

1. Veterinarians
2. Provincial Veterinary Association
3. Licensed wildlife rehabilitators (Department of Natural Resources)
4. Local rescue organizations ( for example PAWs, Noah's Wish)
5. Reptilia ([www.reptilia.org](http://www.reptilia.org))
6. Region of York Community and Health Services

## **Contact Information**

The Municipal Animal Control & Adoption Centre  
26815 Civic Centre Road  
Keswick, Ontario  
1-800-898-8606

The Ontario Society for the Prevention of Cruelty to Animals (OSPCA)  
16586 Woodbine Avenue  
Newmarket, ON L3Y 4W1  
(905) 898-7122

Reptilia  
2501 Rutherford Road  
Vaughan, On L4K 2N6  
(905) 761-6223

Ontario Veterinary Medical Association  
420 Bronte Street South, Suite 205  
Milton ON L9T 0H9  
(905) 875-0756 / 1-800-670-1702  
Fax: (905) 875-0958 / 1-877-482-5941

Promoting Animal Welfare Society of Georgina (P.A.W.S.)  
P.O. Box 154  
Keswick, ON L4P 3S1  
(905) 868-6141



# **Corporation of the Town of Newmarket**

## **By-law 2019-XX**

A By-law to adopt the updated Emergency Management Program and Emergency Response Plan.

Whereas the Emergency Management and Civil Protection Act, R.S.O 1990, c.E.9, provides every municipality shall by by-law adopt an Emergency Management Program which includes and Emergency Response Plan;

And whereas The Emergency Management and Civil Protection Act provides that Council shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees and other persons will respond to the emergency and that Council shall by by-law adopt the emergency response plan;

And whereas the members of the Municipal Emergency Control Group and the Emergency Management Program Committee must be appointed by council;

And whereas it is necessary to repeal by-law 2012-01 and adopt an updated by-law to reflect the changes made to the Emergency Response Plan

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That the Town of Newmarket Emergency Response Plan attached as Schedule "A" is hereby adopted;
2. And that By-law 2012-01 is hereby repealed.

Enacted this 2<sup>nd</sup> day of December, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk





Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Regional Incentive Programs – 175 Deerfield Road Staff Report to Council**

Report Number: 2019-128

Department(s): Planning and Building Services

Author(s): Ted Horton, Senior Planner, Community Planning

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled Regional Incentive Programs – 175 Deerfield Road dated November 25, 2019 be received;
2. That the amended incentives for the 175 Deerfield Road development be approved to align with the new Regional incentive program as presented in this report;
3. That staff be directed to review the newly-adopted Regional incentive programs for rental housing and office developments and provide recommendations on how to maximize benefit to Newmarket; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

Council has previously approved financial incentives for the 175 Deerfield Road development application. The incentives assist in advancing the development and securing community benefits. Changes to York Region's approach to development incentives means that the previously-approved Town incentives now cannot be delivered. Revisions are required to the Council-approved incentives to align them with the Region's program. Additional affordable housing benefits will also be secured as a result of the revised approach due to the new Regional incentive program and the participation of the development in a Canada Mortgage and Housing Corporation affordability program. A new York Region office incentive program also requires review

to report back to Council on how the Town can align its approach to best benefit from these programs.

## Purpose

This report provides an update on incentive programs that were recently adopted by the Regional Municipality of York related to office developments and purpose-built rental apartment developments. The report recommends amending incentives that Council has authorized for the 175 Deerfield Road development application's residential rental building in order to align them with the Region's incentives. Finally, the report recommends that staff review the Region's incentive programs and report to Committee on any recommended changes to the Town's programs to ensure a coordinated approach that seeks to maximize the benefit of Regional programs for the Town.

## Background

Encouraging growth and development on the Yonge Street and Davis Drive corridors has been a major objective of Council. Efforts to encourage this development have taken different forms as market forces and the programs of other levels of government have changed.

### Past Relevant Reports

- [Preliminary Planning Report 2018-17](#)
- [Recommendation Report 2018-52](#)
- [Incentives Report 2018-61](#)
- [Recommendation Report 2018-62](#)
- [Ratification Report 2019-12](#)

Encouraging the development of purpose-built rental apartments has proven particularly challenging. Newmarket has taken a leading role in York Region to encourage purpose-built rental housing to provide the diverse mix of housing that meets the needs of our residents.

One major development application in the corridors is located at 175 Deerfield Road. Council has approved the zoning by-law amendment for 175 Deerfield Road to permit a residential development comprised of three towers over two phases (two in phase one and the third in phase two). For the two towers comprising Phase 1, one building is to be rental in tenure, and the other a condominium. Staff are currently processing an application for site plan approval for this first phase.

In an effort to make this development feasible, and to secure certain community benefits beyond what can normally be required through Planning Act applications, Council approved a set of incentives for the 175 Deerfield Road development. The most significant of these incentives is a 10-year Tax Increment Equivalent Grant (TIEG) for the purpose-built rental building. The delivery of this TIEG required the implementation of a Community Improvement Plan (CIP) by the Regional Municipality of York. At the

time of Council's approval of the incentives, the Region had endorsed a CIP and was moving towards its implementation along with a Regional TIEG.

Since Council approval of the incentives, the Region has changed its approach, revised its incentive programs, and has not implemented a CIP. Consequently, the Town is unable to deliver the TIEG for the purpose-built rental building or achieve the benefits that were conditions of the TIEG. The Region's new program instead implements long-term Development Charge (DC) deferrals for mid-range affordable purpose-built rental buildings.

During the site plan approval application process staff have also worked with the applicant to align the project to secure other supports. These include York Region's new incentive program and the Canada Mortgage and Housing Corporation (CMHC), which assist to secure additional affordable housing units in the rental building. These supports are contingent on the Town continuing to offer similar incentives

In order to continue to secure the benefits that Council has directed, and to align the Town's approach with that of the Region, this report recommends revising the approved incentives for the rental building from the 10-year TIEG to a long-term DC deferral.

## **Discussion**

The proposed development at 175 Deerfield Road is a significant development in the town's Urban Centres Secondary Plan intensification area. The development will include three residential multi-unit buildings with units ranging from one to three bedrooms. The sections of this report below discuss the overall 175 Deerfield development, the incentives that Council previously approved, the program that the Region has adopted, a program of the Canada Mortgage and Housing Corporation related to the development, and the overall community benefits that may be achieved.

### **Approved development**

The development application for 175 Deerfield Road comprises three multi-unit residential buildings, two fifteen storeys in height and one of ten storeys. The two fifteen-storey buildings are currently proceeding through a site plan approval process before development begins. One building is to be rental in tenure, and the other a condominium.

The development will also contribute to the achievement of the Urban Centres Secondary Plan policy objectives, including the new street network. The development will convey land to the Town for the future extension of Calgain Road. Easements over privately-owned roads across the site and adjacent properties at 212 and 230 Davis Drive will also contribute to the ability of residents to travel freely over the properties, increasing transportation options and permeability. At the Town's behest, the applicant has also acquired additional lands to the west of the development in the form of a former

residential property and remnant lands expropriated by York Region, which will be developed into a park.

## **Incentives & Benefits**

Through the reports referenced in the Background section above, Council approved a set of incentives for the development which were contingent upon agreeing to provide certain benefits.

### **Fee deferral**

First, these incentives included the deferral of a range of application and permit fees and cash-in-lieu of parkland dedication – fees which are relatively minor in the overall scope of the development.

### **Servicing allocation**

Second, Council approved servicing allocation units for the two buildings of the development. This follows efforts by Council to encourage the development of a new residential condominium through the establishment of the Strategic Condominium Reserve of servicing allocation units, which have since been allocated to the condominium to be built at 175 Deerfield Road. Accordingly one of the buildings will be a residential condominium, which is currently being marketed as “The Davis”.

Additionally, the increased servicing allocation was conditional on the development proceeding under the Region’s “Sustainable Development through LEED” program for the first two buildings. This program requires the development to include a range of sustainability features to achieve a LEED-silver designation among other Regional criteria. The effect of this is that the Town will receive a substantial refund/credit of servicing allocation units from the Region, which Council has approved to then be allocated to the third building of the development upon confirmation that the allocation units have been credited from the Region. The current development contains 216 dwelling units in the rental building and 219 in the condominium, which has a servicing allocation requirement of 652 persons. Based on the Region’s Sustainable Development through LEED program, the preliminary credit from the Region is anticipated to be 196 persons.



### **Height and density bonusing**

Third, Council approved additional height and density for the project under Section 37 of the Planning Act, as is provided for in the Urban Centres Secondary Plan and the Town’s Height and Density Bonusing Guidelines. In return, the applicant will convey funds and capital infrastructure to be invested into the adjacent park lands.



## Development charge deferral

Fourth, the Town agreed to defer development charges for a period of 48 months (four years) as provided for in the Council-approved Development Charge Deferral Policy. The rate of development charges for the rental building was agreed to be set at the rate as of the date of the site plan approval application, and the condominium building at the rate of the date of building permit issuance.

## Tax Increment Equivalent Grant (TIEG)

Finally and most significantly, Council approved a ten-year Tax Increment Equivalent Grant for the rental building. This incentive is discussed in detail in Report 2018-61, a link to which is provided in the Background section of this report. It was a condition of this TIEG that the applicant would ensure that for the first tenants of 19 dwelling units in the rental building that their rent would meet the affordable housing price threshold.

## Regional incentive programs

York Region also supports the development of rental housing affordable to mid-range income households. Regional Council recently approved a new Development Charge Deferral for Affordable, Purpose-Built Rental Buildings policy.

The intent of this new Regional incentive is to encourage the construction of purpose-built rental housing whose rent does not exceed 175% of Average Market Rent (“AMR”). This would assist in the creation of “mid-range affordable” rental units.

York Region broadly, and Newmarket among other local municipalities, has an insufficient supply of rental housing. Rental vacancy rates in the past two decades have hovered between 0.7% in 2001 to 1.6% in 2012 and 1.3% in 2017, well below the 3% that is generally regarded as an indicator of a healthy rental housing market.



The Region’s new incentive program is available for a maximum of 1,500 dwelling units over the three-year period of the program. The program allows for the deferral of all regional development charges for the purpose-built rental building.

Key terms of the Regional incentive program are set out below:

- Applies to purpose-built rental tenure only and must remain rental for a minimum of 20 years
- Applies to buildings a minimum of 4 storeys in height
- The local municipality must provide similar or better incentives

The duration of the deferral of development charges under the Regional program depends on how the development meets the criteria laid out in the table below.

In short, a 5-year deferral is provided for meeting 175% AMR, a 10-year deferral for also being located in a Regional Centre or Corridor (such as is the case with the 175 Deerfield Road application), and a 20-year deferral is provided where a development meets the preceding criteria and also provides a mix of unit sizes with at least 50% two-bedroom units.

### **Regional Rental Development Charge (DC) Deferral Incentives**

<b>Duration of Regional DC Deferral</b>	<b>Requirements</b>
36 Month	Purpose-built rental of four storeys or more, with no affordability criteria, applicable anywhere in York Region
5-Year	As above, with affordability criteria applied (175% AMR*)
10-Year	5-Year Deferral Requirements <b>AND</b> <ul style="list-style-type: none"> <li>• Located in Regional Centres and Corridors</li> </ul>
10-Year	5-Year Deferral Requirements: <b>AND</b> <ul style="list-style-type: none"> <li>• Minimum of 100 dwelling units</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• A minimum of 50 per cent (%) of the total number of dwelling units in the purpose-built rental building must have two (2) or more bedrooms**</li> </ul>
20-Year	5-Year Deferral Requirements: <b>AND</b> <ul style="list-style-type: none"> <li>• Located in Regional Centres and Corridors</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• Minimum of 200 dwelling units</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• A minimum of 50 per cent (%) of the total number of dwelling units in the purpose-built rental building must have two (2) or more bedrooms**</li> </ul>

\*AMR stands for Average Market Rents, which refers to the average actual rents charged for private apartments in York Region calculated and published annually in the Canada Mortgage Housing Corporation (CMHC) Fall Rental Market.

\*\* Units that achieve one-hundred and twenty-five (125) per cent (%) AMR or less, by bedroom type, do not have to satisfy the unit split requirement and may be excluded from the total number of units used to calculate the unit split calculation. See the Development Charge Deferral for Affordable, Purpose-Built Rental Buildings policy (Attachment 1) for more detail.

The Region's incentive program requires the local municipality to provide similar or better incentives. The Town has provided a range of incentives, as are discussed above. In addition to these the Town has provided flexible parkland dedication options, revised parking requirements, facilitated a streamlined review process, and approved the transfer of the Deerfield Road right-of-way.

However, the scale of the Region's incentive through the long-term DC deferral requires the Town to provide a larger incentive in order to provide a value similar to the Region's incentive. The previously-approved 10-year TIEG was of a similar order of magnitude, but as is discussed above cannot currently be employed. Accordingly, this report recommends that Council approve a deferral of development charges for the rental building that is in line with the Region's program.

#### Regional programs

- [Office development DC deferral program](#)
- [Affordable, purpose-built rental program](#)

The Region has also adopted a similar long-term development charge deferral program to encourage the development of offices. Staff have been following and consulting with Regional staff as these two programs have been developed. The recommendations of this report would direct staff to review the new Regional programs and report back to Council on what changes the Town might consider in order to best benefit from these new Regional programs.

### Canada Mortgage and Housing Corporation Program

In November 2017 the Federal Government announced the National Housing Strategy ("NHS"), a ten-year plan to invest in housing across Canada with the objectives of reducing chronic homelessness, reducing housing needs, building new homes, and supporting the creation of a more balanced housing supply.



The Canada Mortgage and Housing Corporation ("CMHC") is a principal institution in the NHS delivery. The Rental Construction Financing Initiative ("RCFI") is one element of the overall NHS. The RCFI provides low-cost loans encouraging construction of rental housing across Canada where the need is clearly demonstrated. It provides up to \$13.75 billion in loans for the construction of 42,500 units and will run from 2017 to the end of 2027.

All projects must:

- have at least 5 rental units;
- have a loan size of at least \$1 million;
- respond to a need for rental supply;
- have zoning in place, a site plan in process with the municipality; and
- meet minimum financial viability and social outcome requirements.

The social outcome requirements of the RCFI advance many of the same community-building policies of the Urban Centres Secondary Plan. Namely, the RCFI imposes affordability requirements through a lower AMR threshold than the Region's program, and that have a longer duration than the Town's would be able to achieve.

The RCFI will require 40 units instead of the Town's initial 19 units at 125% AMR. Among these 40 will be four two-bedroom units and thirty-six one bedroom units, while all of the units previously achieved by the Town would be one-bedroom units. The RCFI will also require an additional 15 units at a separate definition of affordability based on average household income in the municipality, for which census data suggests is roughly 150% AMR. The RCFI will guarantee those 40 units at 125% AMR for ten years, and twelve of those units for a further ten years thereafter, while the Town's incentive previously only guaranteed the rate for the first tenancy. In short, the RCFI achieves significantly greater affordability than the Town has previously been able to create.

The RCFI also supports sustainability efforts by requiring that buildings have energy use and greenhouse gas emissions 15% below the National Building Code. Finally, the RCFI supports accessibility by setting higher requirements for providing barrier-free units.

The rental building proposed at 175 Deerfield Road meets each of these requirements, and the applicant has been working with staff from the Town, the Region, and the CMHC to seek the CMHC's support. The CMHC has indicated their support in principle for the development, contingent in part on the Town's support of the project as demonstrated through the incentives described in this report.

### Combined incentive packages

Through Council's approval of the incentives, and through the revision to the incentives recommended by this report, the support of the Region and the CMHC can be gained in order to achieve a greater benefit than was previously possible.

The table below summarizes the achievements that may be gained in the rental building if the Town and Region incentives are provided at the twenty-year duration identified in the Region's deferral program along with the CMHC RCFI.

Town Program	Regional Programs	CMHC Program
19 one-bedroom units at 125% AMR for first tenancy	All units below 175% AMR for duration of DC deferral  At least 50% of units in the building to be two-bedroom units	36 one-bedroom and 4 two-bedroom units at 125% AMR for ten years  12 of those 36 one-bedroom units at 125% AMR for additional ten years  15 units at 150% AMR for first ten years  Energy use and greenhouse gas emissions 15% below National Building Code  10% of units to be barrier-free

## Recommended incentives

In order to achieve the above-discussed community benefits, facilitate the approved development, and ensure alignment between programs, it is recommended to amend the incentives to match those provided by the Region. This will entitle the development to a 10 or 20 year deferral of Town DCs, subject to the Region's criteria above. The CHMC's criteria related to depth and duration of affordability as discussed above will continue to apply.

In addition, the Town will continue to secure 19 affordable housing units at 125% AMR as discussed above among the other criteria. As the CMHC criteria will create additional duration for these units, the Town will ensure through appropriate legal agreements proper eligibility, monitoring, and reporting for these units at 125% AMR for a period of at least ten years. Agreements to ensure these matters for all affordable units will be secured by each program as necessary, and discussions are ongoing with York Region as to how best to align these affordable units with existing housing programs.

Other incentives and community benefits as presented in previous reports (linked above) are not recommended to be revised, and work is well advanced in securing them through appropriate legal agreements.

## Bill 108

As previously reported, the adoption of Bill 108, the "More Homes, More Choices Act", by the Ontario Legislature will have significant impacts on planning, growth, and development.

### Reports related to Bill 108

- [Report 2019-62](#)
- [Report 2019-76](#)

One of the effects of Bill 108 is that it will also allow developments of rental apartment buildings to pay their DCs over a span of six equal annual installments, in effect creating a by-right DC deferral for all such developments in the future.

The sections of Bill 108 related to these changes have not yet been proclaimed into law. Thus, while the Town's overall future DC growth funding approach will require additional review and changes to align with Bill 108, the law has no effect on this development.

## Next steps

Following the approval of the recommendations of this report, staff will work toward drafting appropriate legal agreements to enact the incentives and secure the benefits discussed in this report.

Staff continue to process the site plan approval application for the development as it proceeds toward construction.

## **Conclusion**

The development at 175 Deerfield Road is a significant step toward achieving the goals of the town's Urban Centres Secondary Plan. Council has approved certain incentives to the project to achieve community benefits and affordability beyond those typically possible through a Planning Act application. In order to achieve the associated benefits, Council approval of revisions to the incentives is required due to changes to the Region's approach to rental housing incentives. The recommendations of this report will assist a major development along Davis Drive to proceed, benefit from Regional and Federal support, and bring greater housing affordability to Newmarket.

## **Business Plan and Strategic Plan Linkages**

This report supports the Council strategic pillar of Vibrancy on Yonge, Davis, and Mulock by facilitating a major housing development in the urban centres. It supports the pillar of Long-term Financial Stability by bringing investment and development more rapidly, and leveraging Town incentives to unlock Regional and Federal supports. It further supports the pillar of Economic Leadership by achieving the housing types to maintain Newmarket's ability to attract and retain skilled professionals and employers.

## **Consultation**

Consultation was undertaken with staff from the Region and Financial Services, the developer of 175 Deerfield Road, and the approval authorities of this report.

## **Human Resource Considerations**

None.

## **Budget Impact**

Report 2018-61 laid out the financial impact of the previously-approved incentives. The recommendations of this report, if adopted, would revise those incentives from a ten-year TIEG to a long-term DC deferral. This would delay the Town's receipt of development charges but forgo the previously-approved TIEG.

Staff in Financial Services have reviewed the proposed changes to the approved incentives. The review concluded that the cost to the Town will have no greater financial impact due to the proposed revised incentives.

## **Attachments**

None.

## **Approval**

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

## **Contact**

Ted Horton, Senior Planner, Community Planning







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## **VivaNext Bus Rapid Transit Y3.2 Yonge Street Noise By-law Exemption Staff Report**

Report Number: 2019-129

Department(s): Legislative Services

Author(s): Geoff McIntosh, Senior Municipal Enforcement & Property Standards Officer

Meeting Date: November 25, 2019

### **Recommendations**

1. That the report entitled VivaNext Bus Rapid Transit Y3.2 Yonge Street Noise By-law Exemption dated November 25, 2019 be received; and,
2. That the request from RapidLINK for a noise exemption to perform necessary works for the vivaNext Bus Rapid Transit Y3.2 project between the hours of 8:00 PM to 7:00 AM on weekdays, and between the hours of 5:00 PM to 9:00 AM on weekends from January 1, 2020 until December 31, 2020 (7 days a week), be approved; excluding December 25, 2020 (Christmas Day) and December 26, 2020 (Boxing Day); and,
3. That this approval is subject to ongoing staff supervision and community impact assessment and revocation if community impact is deemed excessive by staff or Council; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose to this report is to seek Council's approval of a request for an exemption from the Noise By-law (2017-76) from RapidLINK for the vivaNext Bus Rapid Transit Y3.2 project.

## **Background**

VivaNext Bus Rapid Transit Y3.2 is continuing work the corridor on Yonge Street from Sawmill Valley Drive to Davis Drive. However, RapidLINK has proposed to carry out several civil activities work, conduct any plantings, and repair any deficiencies, during the evening and overnight hours, and as such, RapidLINK will require an exemption from the Town's Noise By-law.

Work activities in the evening and overnight will:

- Minimize traffic congestion at the Yonge Street and Davis Drive intersections;
- Be less disruptive to the local businesses along Yonge Street;
- Reduce interaction with the public (questions from passer byers) and disruption to pedestrian traffic;
- Reduce user delays; and,
- Results in fewer complaints from the public and businesses along this section of Yonge Street.

The work carried out by RapidLINK will include routine civil work activities, plantings and repairing any deficiencies related to the work already completed along the roadway and boulevards of Yonge Street. In addition to the Plantings, the routine civil work activities and deficiency repairs may include the following;

- Mainline Paving
- Reinstatement of driveways
- Concrete curb installation
- Watermain shutdowns and maintenance
- Storm and Sanitary sewer work
- Hydrovac and utility installations
- Drilling and caisson installation
- Private property works
- Construction deficiency rectification
- Transformer relocations
- Excavation and mucking of materials
- Traffic closures
- Sidewalk Closures

This request is time sensitive as the previous exemption expires on December 31, 2019.

## **Discussion**

The Noise By-law restricts the operation of construction equipment or the conduct of any alteration or repair of any building between 8:00 PM and 7:00 AM Monday through Friday and 9:00 AM to 5:00 PM on Saturdays, Sundays and holidays

Similar noise exemption requests have been granted by Council since January 2013.

The Region of York will be responsible for communicating and notify the surrounding residents and business owners.

As we have only had a couple minor complaints, that after investigation were not conclusive if the noise was as a result the works under the current noise exemption, staff recommends approval of the exemption request to the Noise By-law during the hours requested. Council approval is required for this request because of the length of the exemption request.

## **Conclusion**

Should Council approve of the Noise Exemption, staff will:

1. Ensure the Region of York notifies the residents and business owners of the noise exemption;
2. Notify York Regional Police;
3. Post the exemption of the Town's website; and,
4. Monitor any complaints.

## **Business Plan and Strategic Plan Linkages**

This report aligns with Council's Strategic Pillar regarding Safe Transportation (Streets): Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

## **Consultation**

Customer service and Municipal enforcement officers have been consulted with regarding complaints filed. Staff will work closely with the York Region Liaison Specialists regarding any concern with respect to excessive noise.

## **Human Resource Considerations**

There are no human resources considerations related to this report.

## **Budget Impact**

There is no budget related to this report.

## **Attachments**

**Attachment A** – RapidLINK exemption request

## **Approval**

Lisa Lyons, Director Legislative Services

## **Contact**

For information on this report, contact Geoff McIntosh, Senior Municipal Enforcement & Property Standards Officer at 905-953-5300 extension 2227 or via email at [gmcintosh@newmarket.ca](mailto:gmcintosh@newmarket.ca).

November 21, 2019

To: Geoff McIntosh, Senior Municipal Enforcement & Property Standards Officer Legislative Services  
at Town of Newmarket

From: Salim Afroz

EMAIL [salim.afroz@ca.crh.com](mailto:salim.afroz@ca.crh.com)

Subject: REQUEST FOR EXEMPTION FROM THE TOWN OF NEWMARKET'S NOISE BYLAW (2017-76)  
VIVA NEXT BUS RAPID TRANSIT Y3.2- YONGE STREET FROM SAWMILL VALLEY DRIVE TO DAVIS  
DRIVE

This request is submitted on behalf of the RapidLINK design-build team retained by York Region Rapid Transit Commission (YRRTC) to construct the Yonge Street VIVA Next BRT project. To complete work in the Y3.2 segment, RapidLINK's civil work will take place from approximately 200m south of Sawmill Valley Drive northerly to 200m north of Davis Drive within the Town of Newmarket. We propose to carry out several civil activities work during the evening/night and to do so; RapidLINK will require an exemption from the Town's Noise by-law. Civil work activities in the evening/night include:

- Minimize traffic congestion at the Yonge Street and Davis Drive intersection;
- Be less disruptive to the local businesses along Yonge Street;
- Reduce interaction with the public (questions from passer byers) and disruption to pedestrian traffic;
- Reduce user delays; and
- Result in fewer complaints from the public and businesses along this section of Yonge Street.

It is understood the Town requires project specific information to prepare a Request for Exemption from the Town's noise by-law, which will be subsequently presented to the Town of Newmarket Council for approval. The work carried out by RapidLINK will include routine civil work activities along the roadway and boulevards of Yonge Street within the limits referenced above. The civil work activities will include the following:

- Mainline Paving
- Reinstatement of driveways
- Concrete curb installation
- Watermain shutdowns and maintenance
- Storm and Sanitary sewer works
- Hydrovac and utility installations
- Drilling and caisson installation
- Private Property works
- Construction Deficiency rectification
- Transformer relocations
- Excavation and mucking of materials
- Traffic closures
- Sidewalk closures

The requested exemption is a time-sensitive issue as we anticipate our civil work activities will commence immediately and will be completed by December 2020. During this period, we are requesting exemption of the

Noise By-Law between the hours of 7:00 pm and 7:00 am and Weekends 5:00pm to 9:00 am. Please note that all public notification/communication to be carried out through Community Liaison at York Region Rapid Transit Commission "YRRTC". We trust this provides the Town with the required information to process the Request for Exemption. If you have any questions or concerns, please feel free to contact our office.

Sincerely,



Salim Afroz  
Quality Control Administrator  
York RapidLINK Constructors

Cc:

Fard Ehsan, Project Manager, York RapidLINK Constructors  
Larry P. Lorusso, Construction Manager, York RapidLINK constructions

## **Newmarket Public Library Board Meeting Extract October 16, 2019**

**Re: eContent for Libraries campaign and request for resolution**

**Motion 19-10-67**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

THAT the Library Board seek Newmarket Council's endorsement of a draft resolution outlined in Attachment 1, requesting the Town of Newmarket to:

- a. indicate their support for CULC's/CBUC's efforts to increase access to ebooks and other econtent for library users in Newmarket and across Canada
- b. call on the federal government to investigate the barriers faced by libraries in acquiring ebooks and other econtent and the problems that poses for vulnerable demographic groups in Canada; and
- c. ask the federal government to develop a solution that increases access to ebooks and other econtent across Canada and assists libraries in meeting the cost requirements to acquire ebooks and other econtent.

**Carried**

Appendix 1: Draft Resolution for Newmarket Council

WHEREAS, the Town of Newmarket recognizes the important role that libraries play in our community. Libraries and the early literacy programs that they run are integral to developing proficient readers and ensuring that children succeed in school. More and more, digital literacy programs run by libraries also help ensure that citizens can contribute to our digital world. Additionally, vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community – from education to searching for jobs to consuming Canadian cultural materials, and

WHEREAS, libraries in our community recognize that our users increasingly seek to access ebooks and other e-content offered by multinational publishers, and that access to those publications is too often curtailed by prohibitively high licensing fees or else entirely denied to Canadian libraries, and

WHEREAS, libraries must be in a position to offer e-books and other e-content to their users as part of their service offering to our community, particularly given the contemporary rapid pace of digitization of educational and cultural materials.

Now, therefore be it resolved that the Town of Newmarket does hereby:

1. Indicate our support for the Canadian Urban Libraries Council in its efforts to increase access to ebooks and other econtent for library users in Newmarket and across Canada;
2. Call on the federal government to investigate the barriers faced by libraries in acquiring ebooks and other econtent and the problems that poses for vulnerable demographic groups in Canada; and
3. Further ask the federal government to develop a solution that increases access to ebooks and other econtent across Canada and assists libraries in meeting the cost requirements to acquire e-books and other e-content.







# **Central York Fire Services**

## **Minutes**

### **Joint Council Committee**

Date: Tuesday, September 3, 2019

Time: 9:30 AM

Location: Council Chambers  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Mayor Mrakas, Town of Aurora  
Councillor Gilliland, Town of Aurora  
Deputy Mayor & Regional Councillor Vegh, Town of Newmarket  
Councillor Bisanz, Town of Newmarket  
Councillor Broome, Town of Newmarket

Members Absent: Councillor Thompson, Town of Aurora

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora  
R. Volpe, Deputy Chief, Central York Fire Services  
M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of Newmarket  
L. Georgeff, Director of Human Resources, Town of Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket

#### **1. Additions & Corrections to the Agenda**

None.

#### **2. Declarations of Pecuniary Interest**

None.

### **3. Presentations**

#### **3.1 CYFS Invoicing and Collection Process for Motor Vehicle Collisions**

R. Volpe provided a presentation regarding the invoicing and collection process for motor vehicle collisions. The presentation included an overview of how insurance information would be gathered, how reports would be created by CYFS, invoicing of the at fault party, and what would happen should CYFS not receive payment.

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That the presentation by R. Volpe regarding CYFS Invoicing and Collection Process for Motor Vehicle Collisions be received.

**Carried**

### **4. Deputations**

None.

### **5. Approval of Minutes**

#### **5.1 Central York Fire Services – Joint Council Committee Meeting Minutes of May 15, 2019**

#### **5.2 Central York Fire Services – Joint Council Committee Meeting (Closed Session) Minutes of May 15, 2019**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of May 15, 2019 and the Central York Fire Services - Joint Council Committee Meeting (Closed Session) Minutes of May 15, 2019 be approved.

**Carried**

## **6. Items**

### **6.1 Motor Vehicle Collision (MVC) Cost Recovery Program**

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That Fire Services Report 2019-03 (Revised) MVC Cost Recovery Program dated 2019-06-13 be received; and,
2. That the Joint Council Committee (JCC) review the options provided in this report and give approval to staff to proceed with option #3; and,
3. That JCC authorize a 24 month pilot of the MVC Cost Recovery Program; and,
4. That JCC approve the hiring of a regular part-time administrative assistant in October 2019 for a program launch in January 2020.

**Carried**

### **6.2 CYFS Budget Report – Second Quarter 2019**

D. Schellenberg provided an update on the operating budget for CYFS, highlighting some of the significant variances.

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Gilliland

1. That the report entitled CYFS Preliminary Budget Report – Second Quarter dated July 30, 2019 be received for information purposes.

**Carried**

## **7. New Business**

### **7.1 Update on Station 4-5**

Chief Laing provided an update on the Station 4-5 bid submissions and advised that the budgeted amount for the station is below the bids received. He advised that staff are working with the architect to reduce the

square footage of the building. He advised that staff would present options to the JCC before the expiration of the quote on September 19, 2019.

**8. Closed Session**

Mayor Mrakas advised that there was no requirement for a closed session.

**9. Adjournment**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the Central York Fire Services Joint Council Committee adjourn at 10:23 AM.

**Carried**

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Mayor Mrakas, Chair

---

Date



# **Central York Fire Services**

## **Minutes**

### **Joint Council Committee**

Date: Wednesday, September 11, 2019

Time: 7:00 AM

Location: Holland Room - Town of Aurora  
Aurora Town Hall  
100 John West Way  
Aurora ON

Members Present: Mayor Mrakas, Town of Aurora, Chair  
Councillor Gilliland, Town of Aurora  
Councillor Thompson, Town of Aurora  
Deputy Mayor & Regional Councillor Vegh, Town of Newmarket  
Councillor Bisanz, Town of Newmarket  
Councillor Broome, Town of Newmarket

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Comeau, Deputy Chief, Central York Fire Services  
R. Volpe, Deputy Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer,  
Town of Aurora  
D. Schellenberg, Manager of Finance & Accounting, Town of  
Newmarket  
L. Lyons, Director of Legislative Services/Town Clerk, Town of  
Newmarket

Guests: Mayor Taylor, Town of Newmarket

#### **1. Additions & Corrections to the Agenda**

None.

#### **2. Declarations of Pecuniary Interest**

None.

**3. Presentations**

None.

**4. Deputations**

None.

**5. Items**

None.

**6. Closed Session**

Moved by: Councillor Broome

Seconded by: Councillor Bisanz

1. That the Joint Council Committee resolve into Closed Session to discuss a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2) (i) of the Municipal Act, 2001.

**Carried**

The Joint Council Committee resolved into Closed Session at 7:05 AM.  
The Joint Council Committee (Closed Session) Minutes are recorded under separate cover.

The Joint Council Committee resumed into Open Session at 8:30 AM.

**6.1 Central York Fire Services Fire Station 4-5 Tender**

Moved by: Councillor Thompson

Seconded by: Councillor Gilliland

1. That Closed Session report 2019-01 dated September 1, 2019, entitled Central York Fire Services Fire Station 4-5 be received; and,
2. That as a result of the submissions received as part of the tender process exceeding the budget, Joint Council Committee direct Staff to seek to extend the irrevocability period to provide adequate time to

develop an option or options to bring the Fire Hall and Training Centre in on the estimated budget + 15% variance for a class C estimate (estimates are classified as class A to D, with class A being a detailed and final estimate that is cost accurate, and class D being a preliminary estimate that is subject to change during the project); and,

3. That in the absence of the ability to extend the irrevocability period, Joint Council Committee direct that the tender not be executed and the potential new Fire Hall and Training Centre (Station 4-5) be referred to the upcoming Master Fire Plan review.

**Carried**

## **7. Adjournment**

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That the meeting be adjourned at 8:31 AM.

**Carried**

---

Mayor Mrakas, Chair

---

Date







# **Central York Fire Services**

## **Minutes**

### **Joint Council Committee**

Date: Tuesday, October 22, 2019

Time: 9:00 AM

Location: Cane Room  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Mayor Mrakas, Town of Aurora  
Councillor Broome, Town of Newmarket  
Councillor Gilliland, Town of Aurora  
Councillor Thompson, Town of Aurora  
Deputy Mayor & Regional Councillor Vegh, Town of Newmarket

Members Absent: Councillor Bisanz, Town of Newmarket

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora  
M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket

The meeting was called to order at 9:07 AM.  
Mayor Mrakas in the Chair.

#### **1. Additions & Corrections to the Agenda**

None.

**2. Declarations of Pecuniary Interest**

None.

**3. Deputations**

None.

**4. Items**

**4.1 Draft 2020 Operating and Capital Budgets**

D. Schellenberg provided an overview of the summary 2020 Operating and Capital Budgets.

Members of the Joint Council Committee discussed the draft 2020 Operating and Capital Budgets, including staffing costs, the Asset Replacement Fund, and Station 4-5.

Moved by: Councillor Thompson

Seconded by: Councillor Broome

1. That the \$1,650,000 in additional funding for Station 4-5 be contingent on JCC approving a revised plan for Station 4-5.

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Broome

2. That the increase to the Asset Replacement Fund be decreased from \$200,000 to \$100,000.

**Carried**

Moved by: Councillor Thompson

Seconded by: Deputy Mayor & Regional  
Councillor Vegh

3. That Joint CYFS / Corporate Services Report - Financial Services - 2019-27 dated October 10, 2019 regarding the Draft

2020 Operating and Capital Budgets be received and the following recommendations be adopted:

- a. That the Joint Council Committee (JCC) receive and review the draft budgets; and,
- b. That the JCC make a recommendation to Aurora Council, as per the Joint Services Agreement, and then send to Newmarket Council for approval.

**Carried**

#### **4.2 CYFS Reserve Fund**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Thompson

1. That the report entitled CYFS Reserve Fund dated October 22, 2019 be received; and,
2. That the unallocated portion of Central York Fire Services reserve fund be transferred to the CYFS Asset Replacement Fund; and,
3. That this practice be applied both to the current unallocated portion and to any future unallocated portions; and,
4. That any additional funding requirements for the construction of Station 4-5, beyond the initial budget allocation of \$11 million be satisfied by the Asset Replacement Fund, if additional expenditures are appropriately authorized; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

#### **5. Adjournment**

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. That the Central York Fire Services Joint Council Committee adjourn at 10:01 AM.

**Carried**

---

Mayor Mrakas, Chair

---

Date



## **Town of Newmarket**

### **Minutes**

#### **Elman W. Campbell Museum Board of Management**

Date: Thursday, September 19, 2019

Time: 7:30 PM

Location: Elman W. Campbell Museum  
134 Main Street South  
Newmarket, ON

Members Present: Jackie Playter, Chair  
Councillor Morrison (7:54 PM - 8:00 PM)  
Ross Caister  
Michelle Clayton-Wood  
Norman Friend  
Billie Locke  
Kathleen Jackson

Members Absent: Ron Atkins

Staff Present: W. Broydell, Curatorial Assistant  
A. Walkom, Legislative Coordinator

#### **1. Call to order**

The meeting was called to order at 7:30 PM. Jackie Playter in the Chair.

#### **2. Regrets**

#### **3. Additions & Corrections to the Agenda**

None.

#### **4. Declarations of Pecuniary Interest**

None.

#### **5. Approval of Minutes**

**5.1 Elman W. Campbell Museum Board Meeting Minutes of June 20, 2019**

Moved by: Ross Caister

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board Meeting Minutes of June 20, 2019 be approved.

**Carried**

**6. Business arising from the Minutes**

**6.1 Museum Fund**

Moved by: Ross Caister

Seconded by: Kathleen Jackson

1. That the Museum Fund be approved as presented by the Town Treasurer.

**Carried**

**7. Correspondence and Communications**

The Curatorial Assistant circulated the periodicals which had been received by the Museum.

Moved by: Billie Locke

Seconded by: Michelle Clayton-Wood

1. That the correspondence be received.

**Carried**

**8. Financial Report**

Jackie Playter provided the financial report for August and an overview of the budget to date in 2019.

Moved by: Ross Caister

Seconded by: Norman Friend

1. That the financial report be received.

**Carried**

## **9. Museum Report**

The Curatorial Assistant advised that there had been flooding in the Museum basement on August 17, 2019, but that no damage had occurred to the collection. She also advised that there had been wildlife control issues in the Museum building due to bats and squirrels entering the building.

The Curatorial Assistant provided an overview of the summer programs which had taken place since the last meeting including Wee Fun Wednesdays, summer camps, pop up displays at 395 Mulock, the Newmarket Public Library, and the Seniors Centre, and National Indigenous Day. She advised of upcoming events including Culture Days, the Mulock Farm Harvest Picnic, and Halloween Fun.

Moved by: Michelle Clayton-Wood

Seconded by: Billie Locke

1. That the Museum Report be received.

**Carried**

## **10. Friends of the Museum Report**

Billie Locke provided a report on the Friends of the Museum's support of Museum programs through the summer including History Through Stitches, the camp program, the Wee Fun Wednesday program, and National Indigenous Day.

Moved by: Ross Caister

Seconded by: Councillor Morrison

1. That the Friends of the Museum Report be received.

**Carried**

**11. New Business**

(1) Michelle Clayton-Wood inquired as to liability insurance for board members and Museum volunteers. Staff to follow up regarding coverage of all volunteers.

**12. Next Meeting**

The next meeting of the Elman W. Campbell Museum Board is October 17, 2019.

**13. Adjournment**

The meeting adjourned at 8:00 PM.

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Jackie Playter, Chair

---

Date





## **Town of Newmarket**

### **Minutes**

#### **Heritage Newmarket Advisory Committee**

Date: Tuesday, October 1, 2019

Time: 7:00 PM

Location: Mulock Room  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Billie Locke, Chair  
Gord McCallum, Vice-Chair  
Councillor Bisanz  
David McLennan  
Mitch Sauder  
Joan Seddon

Members Absent: Norman Friend

Staff Present: D. Ruggle, Senior Planner - Community Planning  
A. Walkom, Legislative Coordinator

#### **1. Additions & Corrections to the Agenda**

None.

#### **2. Declarations of Pecuniary Interest**

None.

#### **3. Presentations/Deputations**

None.

#### **4. Approval of Minutes**

#### **4.1 Heritage Newmarket Advisory Committee Meeting Minutes of September 3, 2019**

A spelling error was noted under Item 8.1.

Moved by: Gord McCallum

Seconded by: David McLennan

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of September 3, 2019 be approved as corrected.

**Carried**

#### **5. Correspondence**

None.

#### **6. Items**

##### **6.1 Doors Open**

The Committee discussed the recent Doors Open event which was held in Aurora and previous events which had been held in Newmarket. The Committee discussed the potential benefits to the community, such as tourism opportunities. Members discussed possible collaboration with other groups with an event taking place in 2021.

##### **6.2 Update on Protection of Private Trees By-law**

The Senior Planner provided a status update on the Protection of Private Trees by-law. He advised that a Public Information Centre was scheduled for October 5, 2019. He advised that a report back to Council would likely occur in 2020.

##### **6.3 Update on Façade Restoration - 184 to 194 Main Street South**

The Senior Planner provided an update on the facade restoration project taking place on the buildings at 184 to 194 Main Street. He advised that siding had been removed and that brick cleaning was taking place.

#### **7. Reports of Committee Members**

##### **7.1 Designated Property Maintenance and Concerns**

The Committee discussed the three types of Heritage plaques and how to organize the plaque program going forward.

7.1.1 Site Plaques

7.1.2 Residence Plaques

7.1.3 Heritage Location Plaques

## **8. Committee Reports**

### **8.1 Elman W. Campbell Museum Board**

The Senior Planner advised that the multipurpose room would be named after Jim Nuttall. Billie Locke provided an update on recent Museum events include Culture Days on September 28, 2019.

### **8.2 Lower Main Street South Heritage Conservation District Advisory Group**

There was no update on this item.

## **9. New Business**

### **9.1 Denison Child Care / Stickwood Walker Development**

The Senior Planner provided an update on the Stickwood Walker property which has been leased by Denison Daycare for use as a day nursery. He advised of work which would need to be undertaken on the farmhouse to restore it for use. The Committee discussed the windows which need repair and the tail wing section of the building.

Moved by: Gord McCallum

Seconded by: Joan Seddon

1. That the Heritage Newmarket Advisory Committee recommend to Council that the windows in the Stickwood Walker House be replaced only if it can be demonstrated that they cannot be restored; and,
2. That the tail wing structure of the house be restored.

**Carried**

### **9.2 1075 Gorham Street**

The Senior Planner advised that a demolition permit had been submitted for the house located at 1075 Gorham Street and that the Town must respond within 60 days. As the property is listed on the Heritage Registry, the Heritage Committee will be asked to provide a recommendation. A special meeting will be scheduled so that materials can be gathered on the property for the Committee's consideration.

### **9.3 Update on Heritage Buildings**

The Committee requested updates on a number of Heritage properties. The Senior Planner provided brief verbal updates on the Bogart House, the Union Hotel and the Baptist Church on Main Street.

### **9.4 Heritage Plaques**

Gord McCallum advised of a firm who could produce heritage plaques. The Committee further discussed the plaque program and sourcing a producer for plaques.

### **9.5 Mulock Farm Picnic**

Councillor Bisanz advised of the upcoming Sir William Mulock Harvest Picnic scheduled for October 6, 2019.

### **9.6 Planning Department Staffing Changes**

The Senior Planner advised that he had accepted a new position and would be leaving the Town of Newmarket. He advised that the Planning Department would provide an interim liaison for the Committee until a permanent replacement is hired.

## **10. Adjournment**

Moved by: Joan Seddon

Seconded by: David McLennan

1. That the meeting adjourn at 8:20 PM.

**Carried**

Chair

---

Date





## **Town of Newmarket**

### **Minutes**

### **Heritage Newmarket Advisory Committee**

Date: Wednesday, October 16, 2019

Time: 7:00 PM

Location: Cane Room  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Billie Locke, Chair  
Councillor Bisanz  
Norman Friend  
Mitch Sauder  
Joan Seddon

Members Absent: Gord McCallum, Vice-Chair  
David McLennan

Staff Present: A. Cammaert, Acting Manager, Planning Services  
A. Walkom, Legislative Coordinator

The meeting was called to order at 7:00 PM. Billie Locke in the Chair.

**1. Additions & Corrections to the Agenda**

None.

**2. Declarations of Pecuniary Interest**

None.

**3. Presentations/Deputations**

None.

#### **4. Items**

##### **4.1 1075 Gorham Street**

The Committee discussed the demolition permit which had been received by the Town for the house located at 1075 Gorham Street. The Committee reviewed the materials available on the property, including a report produced in 2002 recommending designation of the house.

The Committee utilized the heritage resource evaluation criteria form to examine the features of the house and evaluate their heritage value. The Committee noted that the house was notable due to its Neo-Classical/Regency style and design features. Members also noted that it represented an historical link to Bogarttown and is one of the last remaining buildings of the former town.

Moved by: Joan Seddon

Seconded by: Mitch Sauder

1. That the Heritage Newmarket Advisory Committee recommend heritage designation of the property located at 1075 Gorham Street as the property retains many of its original characteristics and as it represents one of the last remaining structures of Bogarttown, taking into account the 2002 Heritage Designation Report.

**Carried**

#### **5. Adjournment**

The meeting adjourned at 8:19 PM.

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Chair

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Date





**Town of Newmarket**  
**Minutes**  
**Main Street District Business Improvement Area**  
**Board of Management**

Date: Tuesday, November 20, 2018  
Time: 7:00 PM  
Location: Serpa Studio  
Old Town Hall  
460 Botsford Street  
Newmarket, ON L3Y 1T1

BIA Board Members Present: Glenn Wilson, Chair  
Councillor Kwapis  
Anne Martin  
Peter Mertens  
Olga Paiva  
Carmina Pereira  
Jackie Playter  
Rory Rodrigo  
Sigfried Wall

BIA Board Members Absent: Elizabeth Buslovich

Staff Present: C. Kallio, Economic Development Officer  
E. Bryan, Business Development Specialist  
K. Saini, Deputy Town Clerk  
S. Niezen, Records & Project Coordinator  
A. Walkom, Council Committee Coordinator

BIA Members and Corporate Nominees Present:	Leona Brown Michele Brunet Grant Buckley Heather Burling Patricia Carmichael Rob Clark Todd Claydon Allan Cockburn Ness Daniel Boris Fong Steven Gilbert Ted Heald Elisabeth Hempen Kirsten Hempen Tom Hempen Debbie Hill Mark Iacovetta Anna Jafari Theresa Kelly Jennifer McLachlan Omar Saer Chris Sorley Vickie Sparks Tracey Tibando Ashley Torgis Janet Walker Michael Walshe Pete Webster Penny Zielinski Tom Zielinski
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**1. Welcome and Introductions**

Glenn Wilson provided an introduction to the meeting.

**2. Approval of Minutes**

Moved by: Elisabeth Hempen

Seconded by: Allan Cockburn

1. That the minutes of the 2017 Annual General Meeting be approved.

**Carried**

### **3. 2017 Financial Statements**

Glenn Wilson provided an overview of the BIA's financial statements for 2017.

Moved by: Jennifer McLachlan

Seconded by: Peter Webster

1. That the Main Street District Business Improvement Area Board of Management financial statements for the year ended 2017 be approved.

**Carried**

### **4. 2018 Review**

Glenn Wilson provided an overview of the events held by the BIA in 2018. This included the Easter event in April, the Mothers Day event in May, Canada Day, Halloween, the Candlelight Parade, and the Christmas Party.

Glenn Wilson outlined the sponsorship efforts of the BIA in 2018, which included the 10 Minute Play Festival and the York Region Festival of One Act Plays.

Glenn Wilson advised that a new budget would not be set at this meeting, as the new BIA board will set the budget in the new term. He congratulated the outgoing board on the work that had been accomplished over the term.

### **5. Nomination for Board of Management**

#### **5.1 Current Nominees: Introduction of Candidates**

Each candidate introduced themselves to the BIA members.

#### **5.2 Additions and Deletions to Nominees**

The Deputy Clerk provided a verbal presentation regarding the nomination process. She read aloud the list of current nominees and called upon those present for any additional nominations. She read aloud the list and called for nominations a second and third final time. The nominations were closed and the vote was opened.

Peter Webster was appointed by the members as a scrutineer during the voting process.

Legislative Services staff tallied the votes and the following individuals were chosen by ballot:

Thomas Hempen  
Rob Clark  
Allan Cockburn  
Jennifer McLachlan  
Mark Iacovetta  
Debbie Hill  
Rory Rodrigo  
Omar Saer  
Ken Sparks

A runoff ballot was prepared due to a three-way tie between Rory Rodrigo, Omar Saer, and Ken Sparks; and a second round of voting was opened. The following individuals were chosen by the second ballot:

Omar Saer  
Ken Sparks

The following individuals formed the final list of nominees selected by ballot:

Thomas Hempen  
Rob Clark  
Allan Cockburn  
Jennifer McLachlan  
Mark Iacovetta  
Debbie Hill  
Omar Saer  
Ken Sparks

The Deputy Clerk advised of Council's authority to appoint members to the BIA Board of Management. She advised that the nominees would be considered by the Town of Newmarket Appointment Committee before appointment by Council in early 2019.

Glenn Wilson provided closing remarks to the meeting. Councillor Kwapis thanked the BIA membership for their attendance at the meeting and also thanked the outgoing BIA Board members for their service.

**6. Adjournment**

The meeting adjourned at 8:55 PM.

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Chair

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Date





**Town of Newmarket**  
**Minutes**  
**Main Street District Business Improvement Area**  
**Board of Management**

Date: Wednesday, March 27, 2019  
Time: 7:00 PM  
Location: Community Centre - Hall #1  
200 Doug Duncan Drive  
Newmarket, ON L3Y 3Y9

BIA Board of Management Members  
Present: Councillor Kwapis  
Councillor Twinney  
Rob Clark  
Allan Cockburn  
Tom Hempen  
Debbie Hill  
Jennifer McLachlan  
Omar Saer  
Ken Sparks

Members Absent: Mark Iacovetta

Staff Present: E. Bryan, Business Development Specialist  
A. Walkom, Legislative Coordinator

BIA Members Present: Dave Brown  
Leona Brown  
Ted Heald  
Olga Paiva  
Carmina Pereira  
Jackie Playter  
Baiba Toga  
Ashley Torgis  
Siegfried Wall  
Glenn Wilson  
Penny Zielinski  
Tom Zielinski

**1. Additions and Corrections to the Agenda**

None.

**2. Declarations of Pecuniary Interest**

None.

**3. Presentations & Recognitions**

None.

**4. Deputations**

None.

**5. Approval of Minutes**

None.

**6. Items**

**6.1 Introduction from Chair**

Tom Hempen, Chair provided an introduction to the meeting and the new Board of Management.

**6.2 2019 Strategic Priorities**

Tom Hempen, Chair advised that the Board of Management would be engaging in a process to develop Strategic Priorities for the BIA.

**6.3 2019 Budget**



Tom Hempen provided an overview of the 2019 budget. He advised that the total budget was \$30,000 and that \$22,000 was held in the reserve. He advised that the budget would be composed of the following categories:

- Promotion
- Advertising
- Events
- Strategic Planning

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

1. That the 2019 Business Improvement Area budget be approved.

**Carried**

## **7. New Business**

### **7.1 Budget Discussion**

BIA members asked for clarification on the budget process. Tom Hempen clarified that the BIA Board was setting general budget areas rather than a specific budget request. He explained that the BIA Board was not seeking substantive changes from the previous budgets and that future changes would be informed by the Strategic Priorities process.

### **7.2 Q&A Session**

The BIA Board opened the floor to questions and discussion from the BIA membership.

(1) Closing Main Street to vehicular traffic - Jackie Playter expressed concern over proposals to close Main Street to vehicle traffic, as not all businesses have rear access.

(2) Question regarding Vision or Mission statement - Tom Hempen advised he was not aware of a vision or mission statement but that this could be established in the future.

(3) Councillor Kwapis recommended more bicycle racks to be installed on Main Street to encourage cycling downtown.

(4) Garbage downtown - Anne Martin stated that garbage remains a problem in the downtown area.

(5) Question regarding Smoking in public areas - Councillor Twinney advised that a new smoking by-law would be coming in the future which would set out rules for smoking in public areas.

(6) Sigfried Wall advised that downtown parking remains an issue.

(7) Al Cockburn advised of security issues related to his business on Main Street.

**8. Closed Session**

None.

**9. Adjournment**

Moved by: Councillor Twinney

Seconded by: Allan Cockburn

1. That the meeting be adjourned at 7:54 PM.

**Carried**

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Tom Hempen, Chair

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Date

# Town of Newmarket

## Outstanding Matters List (2018 – 2022 term of Council)

As of November 14, 2019

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
Q4, 2019				
1.	<b>Meeting Date:</b> Committee of the Whole – April 9, 2018  <b>Subject:</b> Council Remuneration	<b>Recommendations:</b> 2. That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary; and,  <b>Responsible Department:</b> ➤ Office of the CAO/Human Resources	Q4, 2019	
3.	<b>Meeting Date:</b> Committee of the Whole - September, 25, 2017  <b>Subject:</b> Report 2017-16 Vacant Building Report – Window Wrap Program	<b>Recommendation:</b> 2. That staff be directed to report back on Option 2, a Window Wrap program.  <b>Responsible Departments:</b> ➤ Legislative Services ➤ Economic Development	Q4, 2019	Information report to be distributed
4.	<b>Meeting Date:</b> Committee of the Whole – March 18, 2019  <b>Subject:</b> Construction Vibration Issues	<b>Recommendations:</b> 5. That staff investigate options for existing sites where construction activity will cause significant vibrations.  <b>Responsible Departments:</b> ➤ Planning and Building Services & Engineering Services	Q4, 2019	
5.	<b>Meeting Date:</b> Committee of the Whole – August 28 – Motion  <b>Subject:</b> Item 3 of Accessibility Advisory Committee Meeting Minutes of March 23 re: Accessibility in the downtown area	<b>Recommendation:</b> 1. That the Operational Leadership Team recommends that the following recommendation be referred to staff for review and report: a. That The Accessibility Advisory committee recommends to Council that Council consider ways to make as many entrances to Main Street buildings as accessible as possible.  <b>Responsible Departments:</b> ➤ Legislative Services (lead), Planning and Building Services, Engineering Services & Legal Services	Q4, 2019	Downtown walkthrough scheduled with Business Improvement Area and Newmarket Accessibility Advisory Committee Chairs

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
6.	<b>Meeting Date:</b> Committee of the Whole – April 8, 2019  <b>Subject:</b> Hollingsworth Arena and Future Ice Allocation Considerations	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and</li> <li>That within six months staff bring back a report on any plans for public amenity use at this location; and,</li> </ol> <b>Responsible Department:</b> <ul style="list-style-type: none"> <li>Recreation &amp; Culture Services</li> </ul>	Q4, 2019	
9.	<b>Meeting date:</b> Committee of the Whole – March 19, 2018  <b>Subject:</b> 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot)	<b>Recommendation:</b> <ol style="list-style-type: none"> <li>That the Community Centre Lands Task Force work form the basis of a report back to Council, to be brought forward in Q1/Q2, 2019.</li> </ol> <b>Responsible Department:</b> <ul style="list-style-type: none"> <li>Engineering Services/ Community Centre Lands Task Force</li> </ul>	Q4, 2019	
10.	<b>Meeting Date:</b> Committee of the Whole – February 25, 2019  <b>Subject:</b> Recognition of the Widdifield Family	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>That staff be directed to investigate options that will recognize the area east of the river and west of Doug Duncan Drive, that lies between Timothy and Water St to be recognized in some format by a commemorative plaque or other option that acknowledges and demonstrates the background and history of an area known to be Widdifield Park; and,</li> <li>That Mike Widdifield of Newmarket be notified of any proposals.</li> </ol> <b>Responsible Department:</b> <ul style="list-style-type: none"> <li>Recreation / Parks</li> </ul>	Q4, 2019	Information Report to be provided
11.	<b>Meeting Date:</b> Committee of the Whole - February 26, 2018  <b>Subject:</b> Newmarket Public Library Study Implementation	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process.</li> </ol> <b>Responsible Department:</b> <ul style="list-style-type: none"> <li>Community Services/Newmarket Public Library</li> </ul>	Q4, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
12.	<b>Meeting Date:</b> Committee of the Whole – April 29, 2019  <b>Subject:</b> 2018-2022 Council Strategic Priorities	<b>Recommendations:</b> 2. That Staff report back to Council with respect to a fulsome, ongoing communications plan (completed) and an overall performance measurement approach intended to track and present progress.  <b>Responsible Department:</b> ➤ Strategic Priority Staff Working Group	Q4, 2019	
13.	<b>Meeting Date:</b> Committee of the Whole - September 23, 2019  <b>Subject:</b> Established Neighbourhoods Compatibility Study	<b>Recommendation:</b>  <b>Established Neighbourhoods Compatibility Study</b>  <b>Responsible Department:</b> ➤ Planning and Building Services	Q4, 2019	Special Committee of the Whole scheduled December 2, 2019
14.	<b>Meeting Date:</b> Committee of the Whole – June 17, 2019  <b>Subject:</b> Ward 1 Traffic Petitions	<b>Recommendation:</b> 1. That the petitions regarding traffic issues in Ward 1 be received and referred to staff.  <ul style="list-style-type: none"> <li>• Atkins Drive – Speed Mitigation</li> <li>• <del>Helena Court – Parking</del></li> <li>• Kingsmere Avenue – Stop sign</li> </ul> <b>Responsible Departments:</b> ➤ Engineering Services	Q4, 2019	
<b>Q1, 2020</b>				
15.	<b>Meeting Date:</b> Special Committee of the Whole – May 14, 2019  <b>Subject:</b> Ranked Ballots	<b>Recommendation:</b> 3. That Staff report back to Council with respect to referendum questions for the 2022 Municipal Election; and,  <b>Responsible Departments:</b> ➤ Legislative Services	Q1, 2020	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
16.	<b>Meeting Date:</b> Committee of the Whole - August 26, 2019  <b>Subject:</b> Traffic & Parking Petitions	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>1. That the petition regarding Parking Restrictions on Helmer Avenue be referred to Staff; and,</li> <li>2. That the petition regarding Traffic Calming Measures/Speed Mitigation on Flagstone Way be referred to Staff; and,</li> <li>3. That the petition regarding Traffic Calming Measures/Speed Mitigation on Simcoe Street be referred to Staff.</li> </ol> <b>Responsible Departments:</b> <ul style="list-style-type: none"> <li>➤ Engineering</li> </ul>	Q1, 2020	
17.	<b>Meeting Date:</b> Committee of the Whole - April 30, 2018  <b>Subject:</b> Heritage Designations - York Region Administrative Building and Newmarket Canal System	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>1. The Strategic Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report:             <ol style="list-style-type: none"> <li>a. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect; and,</li> <li>b. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system.</li> </ol> </li> </ol> <b>Responsible Department:</b> <ul style="list-style-type: none"> <li>➤ Planning and Building Services</li> </ul>	Q1, 2020	
18.	<b>Meeting Date:</b> Committee of the Whole - September 23, 2019  <b>Subject:</b> All Way Stop at Dover Crescent and Burford Street	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>1. That the traffic issue related to an all-way stop at Dover Crescent and Burford Street be referred to Staff.</li> </ol> <b>Responsible Departments:</b> <ul style="list-style-type: none"> <li>➤ Engineering Services</li> </ul>	Q1, 2020	
19.	<b>Meeting Date:</b> Council - September 9, 2019  <b>Subject:</b> All Way Stop at Dover Crescent and Burford Street	<b>Recommendations:</b> <ol style="list-style-type: none"> <li>1. That the deputation by Joseph Coupal regarding a Request for an All-way Stop at the Intersection of London Road and Harewood Boulevard be received and referred to staff</li> </ol> <b>Responsible Departments:</b> <ul style="list-style-type: none"> <li>➤ Engineering Services</li> </ul>	Q1, 2020	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
20.	<b>Meeting Date:</b> Committee of the Whole - June 17, 2019  <b>Subject:</b> Protection of Trees on Private Property	<b>Recommendations:</b> 4. That following the internal and public consultation, issues identified in this report, together with comments from the public, and Committee, be addressed by staff in a comprehensive report to the Committee of the Whole with a draft by-law; and,  <b>Responsible Department:</b> ➤ Planning Services	Q1, 2020	PIC at the iWonder Event completed.
21.	<b>Meeting Date:</b> Committee of the Whole – June 17, 2019  <b>Subject:</b> Youth Engagement, Diversity and Inclusivity, and Consultation on the Environment	<b>Recommendation:</b> 3. That staff be directed to plan a <del>Climate Change Open House for Fall 2019</del> (completed) and a Spring 2020 e-Waste Collection event as part of a one-year pilot environmental consultation program and report back in 2020 with a review of this program;  <b>Responsible Departments:</b> ➤ Engineering Services, Public Works Services	Q1, 2020	
<b>Q2, 2020</b>				
22.	<b>Meeting Date:</b> Committee of the Whole - September 23, 2019  <b>Subject:</b> Derelict Properties	<b>Recommendations:</b> 1. That Staff circulate an information report related to derelict properties, including information regarding demolition requirements and any impediments that may apply.  <b>Responsible Departments:</b> ➤ Legislative Services ➤ Planning & Building	Q2, 2020	
25.	<b>Meeting Date:</b> Committee of the Whole - April 30, 2018  <b>Subject:</b> Asset Replacement Fund Strategy	<b>Recommendation:</b> 1. That the Asset Replacement Fund Strategy be referred to staff for further information and be brought back to Council for consideration at a later date.  <b>Responsible Departments:</b> ➤ Financial Services	Q2, 2020	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
26.	<b>Meeting Date:</b> Council – December 5, 2016  <b>Subject:</b> Report 2016-25 – 178, 170, 184, 188, 190 and 194 Main Street S.	<b>Recommendation:</b> 1. That in 120 days, staff be directed to bring back an amendment to the Heritage Conservation District Plan and By-law for consideration of Council that would outline the criteria which would need to be met by applicants in order to be considered for approval for a fourth storey set back from the street by a minimum of 15 (fifteen) feet.  <b>Responsible Department:</b> ➤ Planning and Building Services	Q2, 2020	
<b>Q3, 2020</b>				
27.	<b>Meeting Date:</b> (1) Committee of the Whole - November 6, 2017  (2) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)  <b>Subject:</b> Residential Parking	<b>Recommendations:</b> (1) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:  c. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report.  (2) 5. That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019  <b>Responsible Department:</b> ➤ Planning and Building Services / Legislative Services	Q3, 2020	CW held on June 10, 2019
28.	<b>Meeting Date:</b> Committee of the Whole – November 4, 2019  <b>Subject:</b> Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard	<b>Recommendation:</b> 1. That the petition regarding Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard be referred to Staff.  <b>Responsible Departments:</b> ➤ Engineering Services	Q3, 2020	



	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
Q4, 2020				
29.	<b>Meeting Date:</b> Committee of the Whole - September 23, 2019  <b>Subject:</b> Town-Wide Mitigation Strategy - Traffic Calming Policy Public Consultation Report	<b>Recommendations:</b> 2. That Staff report back to Council in up to 12 months regarding various initiatives raised in this report.  <b>Responsible Departments:</b> ➤ Engineering	Q4, 2020	
30.	<b>Meeting Date:</b> Committee of the Whole – November 4, 2019  <b>Subject:</b> Multi Use Pathways	<b>Recommendation:</b> 1. That Council direct Staff to report back in 2020 regarding the best practices and options for improving the signage and markings on the Tom Taylor Trail system.  <b>Responsible Departments:</b> ➤ Engineering Services	Q4, 2020	
31.	<b>Meeting Date:</b> Committee of the Whole – June 17, 2019  <b>Subject:</b> Single Use Plastics	<b>Recommendation:</b> 1. That Council direct staff to bring back a report which outlines the roles and responsibilities of the Province, the Region and the Town in relation to recycling and diversion and provides the following: a. information on what work is currently being done to address the reduction and eventual elimination of single use plastics; and, b. clear options for Council to consider to ensure the town is taking steps within its jurisdiction to reduce and eventually eliminate single use plastics.  <b>Responsible Departments:</b> ➤ SLT to determine	TBD	

2021				
	<p><b>Meeting Date:</b> Council – January 18, 2016 – Item 35</p> <p><b>Subject:</b> 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue</p>	<p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>1. That staff provide alternate trail options for this area at a lower cost.</li> <li>2. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and,</li> <li>3. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and,</li> <li>4. That staff also include in the report the option of installing lighting along the George Luesby Park Trail.</li> </ol> <p><b>Responsible Department:</b></p> <ul style="list-style-type: none"> <li>➤ Planning and Building Services</li> <li>➤ Engineering Services</li> </ul>	2021	Deferred subsequent to VivaNext construction
	<p><b>Meeting Date:</b> Committee of the Whole - November 4, 2019</p> <p><b>Subject:</b> Parking Enforcement Initiative - Pay It Forward Program</p>	<p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>3. That Staff report back to Council within 18 months; and,</li> </ol> <p><b>Responsible Department:</b></p> <ul style="list-style-type: none"> <li>➤ Legislative Services</li> </ul>	2021	



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## **Zoning By-law Amendment Application – 665-695 Stonehaven Avenue Staff Report to Council**

Report Number: 2019-97

Department(s): Planning and Building Services

Author(s): Ted Horton, Planner

Meeting Date: October 15, 2019

### **Recommendations**

1. That the report entitled Zoning By-law Amendment Application – 665-695 Stonehaven Avenue, dated October 15, 2019 be received;
2. That the application be referred to a public meeting;
3. That following the public meeting, issues identified in this report, together with comments from the public, Committee, and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required;
4. That Lucila Sandoval of Groundswell Urban Planners, 95 Mural Street, Suite 402, Richmond Hill, L4B 3G2 be notified of this action;
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

The Town has received an application to amend Zoning By-law 2010-40 to add additional permitted uses for the lands known municipally as 665-695 Stonehaven Avenue (the “subject lands”). The application proposes to add day nurseries (daycares) and commercial schools as permitted uses, as they are currently prohibited on this property by the zoning by-law. This report summarizes initial feedback on the application and recommends that the application be referred to a public meeting as required under the Planning Act.

## Purpose

This report provides an overview of the application for zoning by-law amendment for 665-695 Stonehaven Avenue to amend the existing zoning of Retail Commercial 2 Zone Excepton 108 (CR-2-108) to add day nurseries and commercial schools as permitted uses under the zoning by-law. The report recommends that the application be referred to a public meeting in accordance with the requirements of the *Planning Act*.

## Background

### History

The subject lands were considered under previous *Planning Act* applications. In 2009 the Town received zoning by-law amendment application NP-A-09-01, which sought approval for the development of a retirement community consisting of 152 units throughout one 5-storey building and 36 bungalow units. The application was deemed complete and circulated for public consultation. Through the process of consultation, concerns were raised regarding the compatibility of residential and institutional uses in close proximity to the existing industrial uses to the north. In particular, concerns were raised that these sensitive uses could be negatively impacted by noise and vibration from the industrial uses and that allowing these sensitive uses in proximity to the industrial plants would limit the ability of the industrial uses to continue, change, or expand their operations.

In 2011 the Town received Official Plan Amendment application D9-NP11-07 and Zoning By-law Amendment application D14-NP11-07, which sought to amend the Official Plan for the subject lands to a commercial designation and the zoning by-law to allow a retail commercial plaza. Through the process of consultation some residents from the surrounding areas raised concerns of noise and traffic, while others commented positively on the increased availability of retail options in walking distance of their homes. Similarly to the previous applications, representatives of the owners of the industrial properties to the north raised concerns of the potential that sensitive noise receptors such as daycares, schools, and hotels would be located on the site. These representatives raised similar concerns of compatibility of allowing sensitive land uses in proximity to existing industrial facilities. Council approved amending zoning by-law 2012-23, which applied a retail commercial zoning to the site but specifically prohibited commercial schools, day nurseries, hotels, institutional day cares, and places of worship.

In 2012 the Town received an application for site plan approval D11-NP12-03, which sought approval for the layout of the site in a manner that conformed to the zoning by-law. After a technical review, site plan approval was granted, and the property has now been built out with all approved buildings.

## Location and surrounding uses

The proposed zoning by-law amendment submitted by Groundswell Urban Planners Inc. on behalf of the owner, Garden Commercial (Newmarket) Inc., concerns a 2.49 hectare property located on the northeast corner of Bayview Avenue and Stonehaven Avenue. The subject lands are irregularly-shaped, with a taper to the east as Stonehaven Avenue curves northward. The site has been developed as a retail commercial plaza with four buildings. The buildings are currently occupied by a Shoppers Drug Mart on the northwest corner, a Tim Horton's with a drive through on the south of the site, and the large building on the east of the site that is occupied by a grocery store. Figure one provides an aerial view of the site below, although the building at the southwest corner has now also been constructed.



Figure 1: Subject Lands

The subject lands are legally described as Part of Lot 28, Concession 2, Part of Parts 1 & 2, Plan 65R-15778. The subject property is designated 'Commercial' by the Town of Newmarket Official Plan and zoned Retail Commercial 2 Zone Exception 108 (CR-2-108) by Zoning By-law 2010-40, as amended by By-law 2012-23.

Surrounding land uses include:

- North: Large industrial buildings on Newpark Boulevard
- East: The German Canadian Housing of Newmarket Inc. residential development
- South: York Region Police Association open space and recreational lands
- West: Single detached residential neighbourhood

## Proposal

The applicant is proposing to amend the zoning by-law for the subject lands to add day nursery (daycare) and commercial school as permitted uses on the subject lands to reverse the prohibition on them that was imposed by the 2012 zoning by-law amendment. The property has previously received site plan approval for the development of the lands, and has been built out with all buildings as approved.

The applicant is proposing certain restrictions on where these uses can be located on the lands in order to comply with the land use compatibility guidelines from the Ministry of the Environment, Conservation, and Parks (MECP). Based on this guidance, the findings of the supporting studies suggest that the day nursery use be limited to the currently-vacant building on the southwest corner of the subject lands.

The applicant has also undertaken a parking justification study that proposes site-specific parking rates for the day nursery and commercial school uses. The proposed parking requirements are presented below.

	<b>By-law 2010-40 standard requirement</b>	<b>Existing requirement for subject lands</b>	<b>Proposed minimum requirement</b>
<b>Day Nursery</b>	2 spaces per classroom plus 1 space for every 4 licensed capacity	4.25 spaces per 90m <sup>2</sup> of gross floor area	3.4 spaces per 100m <sup>2</sup> of gross floor area
<b>Commercial School</b>	1 space per 20m <sup>2</sup> of gross floor area		1 space per 20m <sup>2</sup> of gross floor area

## Discussion

Decisions on planning matters are required to conform to or be consistent with the policies of superior planning instruments. In the case of an application for a zoning by-law amendment such as this, the decision is required to conform to or be consistent with the Provincial Policy Statement (2014), provincial plans including the Growth Plan for the Greater Golden Horseshoe 2019 (the “Growth Plan”), the York Region Official Plan (YROP), and the Town of Newmarket Official Plan.

### Provincial Policy Statement and Provincial Plans

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Decisions affecting planning matters “shall be consistent” with the PPS.

Policy 1.1.1 (b) requires that an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreation, park and open space uses be accommodated to meet long-term needs.

The proposed application would allow for a daycare, which is a high-demand use that serves the surrounding residential neighbourhoods, to be located in close proximity to these homes.

Policy 1.1.1 (c) seeks to avoid development and land use patterns which may cause environmental or public health and safety concerns.

Policy 1.2.6.1 states that *Major facilities* and *sensitive land uses* should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate *adverse effects* from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of *major facilities*.

Major facilities are defined to include industries. Sensitive land uses are defined to include day care centres. The PPS clearly indicates a need to ensure that the potential effects of industrial uses on day cares are addressed through buffering and separation, and that care be taken in permitting day cares that they not limit the long-term viability of industrial uses through their presence.

The Growth Plan for the Greater Golden Horseshoe 2019 provides a framework for managing growth in the Greater Golden Horseshoe including: direction on how and where to grow, the provision of infrastructure to support growth, ensuring an appropriate mix of land uses, and protecting valuable heritage systems. All decisions in respect of a planning matter must conform to this plan. The Growth Plan includes policies that are relevant to this application, including several that are cited below.

Policy 2.2.1.4 of the Growth Plan regarding where and how to grow states that the policies of the Plan will achieve complete communities that:

- a) feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities;(...)
- e) provide for a more *compact built form* and a vibrant *public realm*, including public open spaces.

Policy 2.2.5 states that municipalities will plan for all employment areas within settlement areas by:

- a) prohibiting residential uses and prohibiting or limiting other *sensitive land uses* that are not ancillary to the primary employment use; (...)
- c) providing an appropriate interface between *employment areas* and adjacent non-employment areas to maintain land use compatibility.

The same policy goes on to state that:



The development of *sensitive land uses, major retail uses or major office uses* will, in accordance with provincial guidelines, avoid, or where avoidance is not possible, minimize and mitigate adverse impacts on industrial, manufacturing or other uses that are particularly vulnerable to encroachment.

The applicant has submitted studies related to noise and vibration, air quality, and environmental site assessments. These have been provided to the appropriate Town staff and consulting professionals for peer review. The conclusions of these studies and reviews will inform staff's recommendation as to whether the proposed zoning by-law amendment should be approved and whether the above-noted policies are fulfilled.

### **York Region Official Plan**

The subject lands are designated as "Urban Area" as shown on Map 1 of the York Region Official Plan (YROP), which permits a broad range of residential, institutional, commercial, and industrial uses. The YROP provides objectives to develop commercial sites in a compact form that is pedestrian-oriented and transit-supportive. The YROP supports a mix of uses that allows residents to meet their daily needs in close proximity to their homes.

Planning Staff have circulated the application to the Regional Municipality of York. Comments from the Region are generally as follows:

- The Region has no comments on the application.
- The subject lands are within a Wellhead Protection Area and as such are subject to the applicable policies of the YROP. The Region will require a Source Water Protection Impact and Assessment Mitigation Plan or a letter by a qualified professional attesting that no prescribed high-risk activities will be occurring on the site.

### **Town of Newmarket Official Plan**

The subject lands are designated 'Commercial' on Schedule A – Land Use in the Town of Newmarket Official Plan. The goals and strategic directions of the Official Plan include supporting employment and economic well-being by achieving opportunities for employment growth.

The Commercial designation of the Official Plan provides for a range of retail and service commercial uses. The Official Plan directs the comprehensive development of lands including internal circulation systems, coordinated access points, and compatible urban design features.

Within the policies of the Official Plan related to employment land uses, the Official Plan indicates that the Town will implement controls such as buffering and separation distances for sensitive land uses to ensure that conflicts between uses are minimized with the priority being given to office and industrial uses.



## **Town of Newmarket Zoning By-law 2010-40**

The subject lands are currently zoned Retail Commercial 2 Zone Exception 108 (CR-2-108) and the applicant has proposed to amend the by-law to remove the site-specific prohibition on day nurseries and commercial schools.

The Official Plan requires that in considering an amendment to the Zoning By-Law, Council shall be satisfied that:

- a.** the proposed change is in conformity with this Plan;

The inclusion of day nursery and commercial school uses is common within commercially-designated areas. These uses were prohibited on this site due to concerns of compatibility, as is discussed above. Pending the review of the submitted studies, staff may conclude that the proposed change conforms to the Plan or not and provide a recommendation to Council accordingly.

- b.** the proposed use is compatible with adjacent uses, and where necessary, buffering is provided to ensure visual separation and compatibility between uses;

As discussed above, the compatibility of the uses is dependent in part on the submitted studies related to noise, vibration, and air quality. Staff continue to review the submitted material and will provide a recommendation to Council following the completion of this review and the required public consultation.

- c.** potential nuisance effects upon adjacent uses are mitigated;

As discussed above, the compatibility of the uses is dependent in part on the submitted studies related to noise, vibration, and air quality. The potential nuisance effects of noise, vibration, and air quality on the daycare are being reviewed. Similarly, staff are conscious of the importance of not limiting the viability of the industrial uses through the introduction of nearby sensitive land uses. Staff continue to review these reports and will provide a recommendation to Council following the completion of this review and the required public consultation.

- d.** adequate municipal services are available;

Servicing for the site has been reviewed as part of the site plan approval application and is not considered a concern.

- e.** the size of the lot is appropriate for the proposed use;

The size of the lot is adequate for the proposed uses.

- f.** the site has adequate road access and the boundary roads can accommodate the traffic generated;

The site has driveway access onto Stonehaven Avenue and Bayview Avenue, which is under the jurisdiction of the Regional Municipality of York. The Region has expressed no concern with the traffic that may be generated by this site. The existing commercial site permits a range of uses by right that can be expected to generate similar amounts of traffic.

- g.** the on-site parking, loading and circulation facilities are adequate;

The applicant has provided reports and studies in support of this application including a site plan, concept landscape plan, arborist report, and initial reports on servicing, grading, and stormwater management. Some changes are proposed to the layout of the property to accommodate the required outdoor play areas and traffic circulation. These matters have been reviewed by staff and staff are generally satisfied that these can be appropriately addressed through the site plan approval process.

	<b>By-law 2010-40 standard requirement</b>	<b>Existing requirement for subject lands</b>	<b>Proposed minimum requirement</b>
<b>Day Nursery</b>	2 spaces per classroom plus 1 space for every 4 licensed capacity	4.25 spaces per 90m <sup>2</sup> of gross floor area	3.4 spaces per 100m <sup>2</sup> of gross floor area
<b>Commercial School</b>	1 space per 20m <sup>2</sup> of gross floor area		1 space per 20m <sup>2</sup> of gross floor area

Council previously approved a zoning by-law amendment in 2012 for the site that established a parking requirement based on overall gross floor area that did not distinguish based on use. This rate was set at 4.25 spaces per 90m<sup>2</sup> of gross floor area.

There is no change proposed for the parking that would be required by a commercial school.

Although no change is required to the zoning by-law's parking requirement to allow a day nursery for the site, the applicant has proposed a rate for the proposed day nursery. For a day nursery on the site, the proposed alternative parking requirement is similar to the amount of parking commonly required by other nearby municipalities, with several examples provided below:

- Aurora – 2.5 spaces per 100m<sup>2</sup> of gross floor area
- Mississauga – 2.5 spaces per 100m<sup>2</sup> of gross floor area
- Markham – 1.5 spaces per classroom plus 1 space for every 5 licensed capacity
- Barrie – 1 space per classroom and 1 space per office
- Vaughan – 1.5 parking spaces per employee

The proposed day nursery parking rate can be accommodated on the site. The proposed day nursery parking rate varies from the typical Newmarket zoning requirement in how it is calculated by being based on gross floor area rather than the number of classrooms and licensed capacity. However, the proposed requirement may be easier to administer by using gross floor area as a metric instead of capacity. Any change to the gross floor area requires the approval of the Town through a building permit issued under the Ontario Building Code. Linking parking requirements to elements of the use that are largely beyond the municipality's ability to monitor ( e.g licensed capacity, number of employees, number of children attending) renders the parking requirements less likely to be enforced. As an example, it is possible to change the licensed capacity of a day nursery without the Town's approval, as the licensed capacity is determined by the Ministry of Education under the Child Care and Early Years Act.

- h.** public notice has been given in accordance with the Planning Act.

Notice has been provided in accordance with the *Planning Act* that a complete application was received. Should the matter be referred to a public meeting, further notice will be provided as required by the *Act*.

## **Mulock GO Station Area Secondary Plan**

Following the June 2017 announcement by the Provincial government of the planned Mulock GO Station, the Town began a secondary plan process for the surrounding area. The subject lands are not within the proposed Secondary Plan area (see image below with the subject lands outlined in red). The subject lands are to the southeast of the planned station, at the limit of an 800m radius from the planned station site.



## **Adjacent uses**

As is discussed above, the subject lands have residential uses to the west and east, open space to the south, and industrial lands to the north. These industrial uses are continuing, lawful uses that comply with the Town's zoning by-law and Official Plan.

The Regional Municipality of York is currently undergoing a Municipal Comprehensive Review (MCR). This review includes the consideration of requests for the conversion of employment lands to other purposes. Through item 5.9 of the June 17<sup>th</sup>, 2019 Committee of the Whole, Council adopted staff recommendations to support a request from the agent of the owners of 520, 521, 550, and 630 Newpark Boulevard that their lands be permitted to be converted from employment lands to a mix of residential, office, retail, and open space uses. The recommendation was made, in part, based on a recognition that the surrounding lands are becoming more residential in nature. The Region has not concluded its MCR or rendered a final decision on the employment conversion request.

## **Site Plan Application**

The site has been granted site plan approval. The initial approval contemplated a bank with a drive through for the corner building proposed for the day care.

If Council grants the proposed zoning by-law amendment, the applicant will be required to undertake a minor amendment to the site plan in order that any changes required to the site can be reviewed and approved. For example, the outdoor play area required by the Child Care and Early Years Act will require modifications to the existing site layout to be accommodated. Staff will review the revised plans to ensure a high quality design of the play area, appropriate separation from traffic, and best practices in design of child care play areas.

More, this presents an opportunity to ensure the site is functioning well with the new uses. Engineering Services has advised that they have received concerns from residents with respect to traffic sightlines at this property due to the presence of brick pillars adjacent to driveway exits. Accordingly, if Council approves this application and the minor amendment to the site plan agreement takes place, the Town will request that modifications to the entrance areas be undertaken to remove the pillars and re-align fencing to improve sightlines. The removal of these pillars will aid with visibility for traffic exiting the development and provide a more clear view of oncoming pedestrians and traffic along the public right-of-way.

## **Conclusion**

It is recommended that Council refer the proposed Zoning By-law Amendment application to a public meeting, as required by the *Planning Act*.

## **Business Plan and Strategic Plan Linkages**

Economic Leadership and Job Creation

### **Consultation**

#### **Community Consultation**

Notice was provided to surrounding property owners and signs placed on the property in accordance with the Planning Act. This report recommends that this application be referred to a public meeting.

#### **Agency Circulation**

Notice was provided to development review partners and public bodies per the Town's usual practice. These comments will be considered and integrated into the final recommendation to Council.

### **Human Resource Considerations**

Not applicable to this report.

### **Budget Impact**

Required application fees were received with the submission of this application.

### **Attachments**

None.

### **Approval**

Ted Horton, Planner

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning & Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

### **Contact**

Ted Horton

[thorton@newmarket.ca](mailto:thorton@newmarket.ca)



# **665-695 Stonehaven Avenue Town of Newmarket**

## **Zoning By-law Amendment Application**

**November 25, 2019**



# Site Context



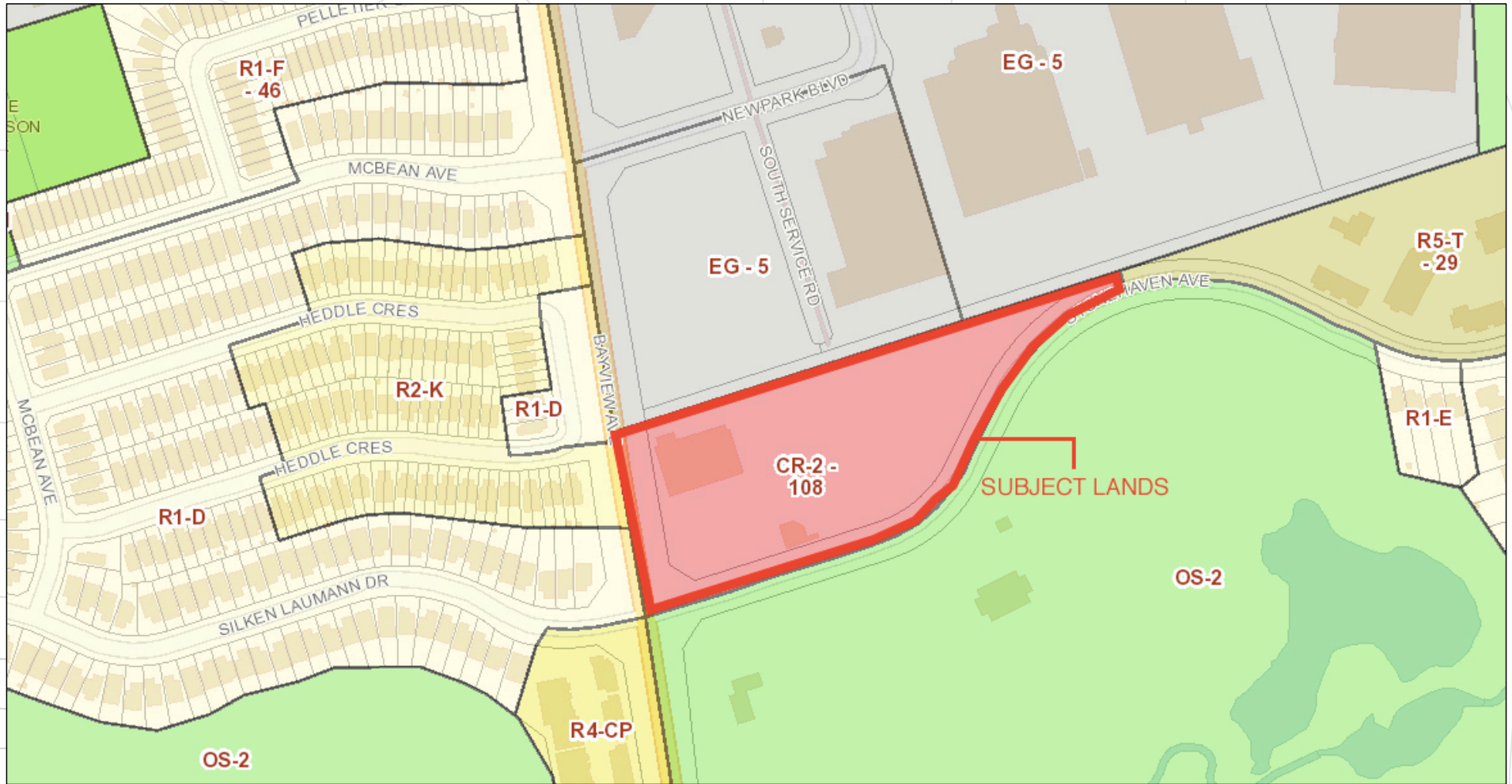
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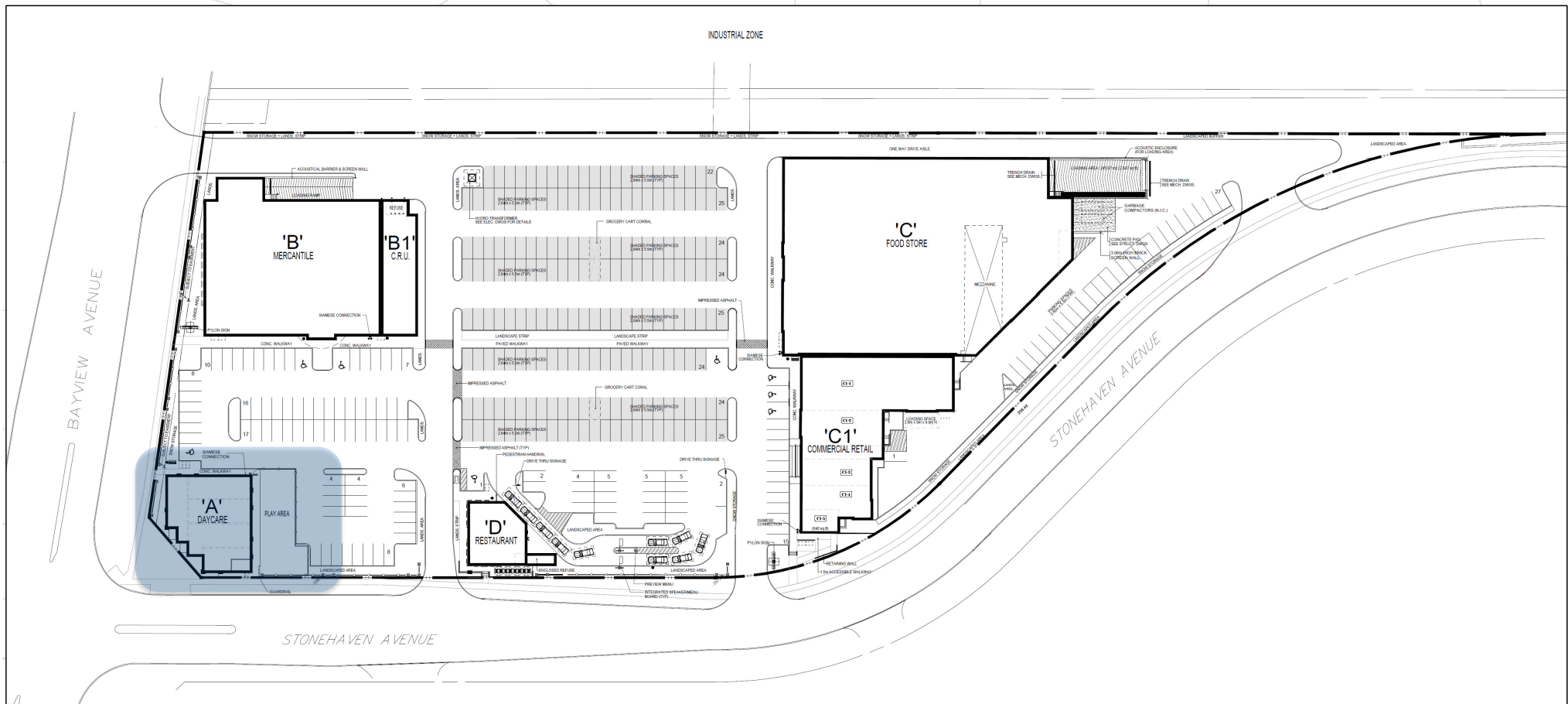




# Zoning By-law 2010-40



# Site Plan



# Newly Constructed Building A



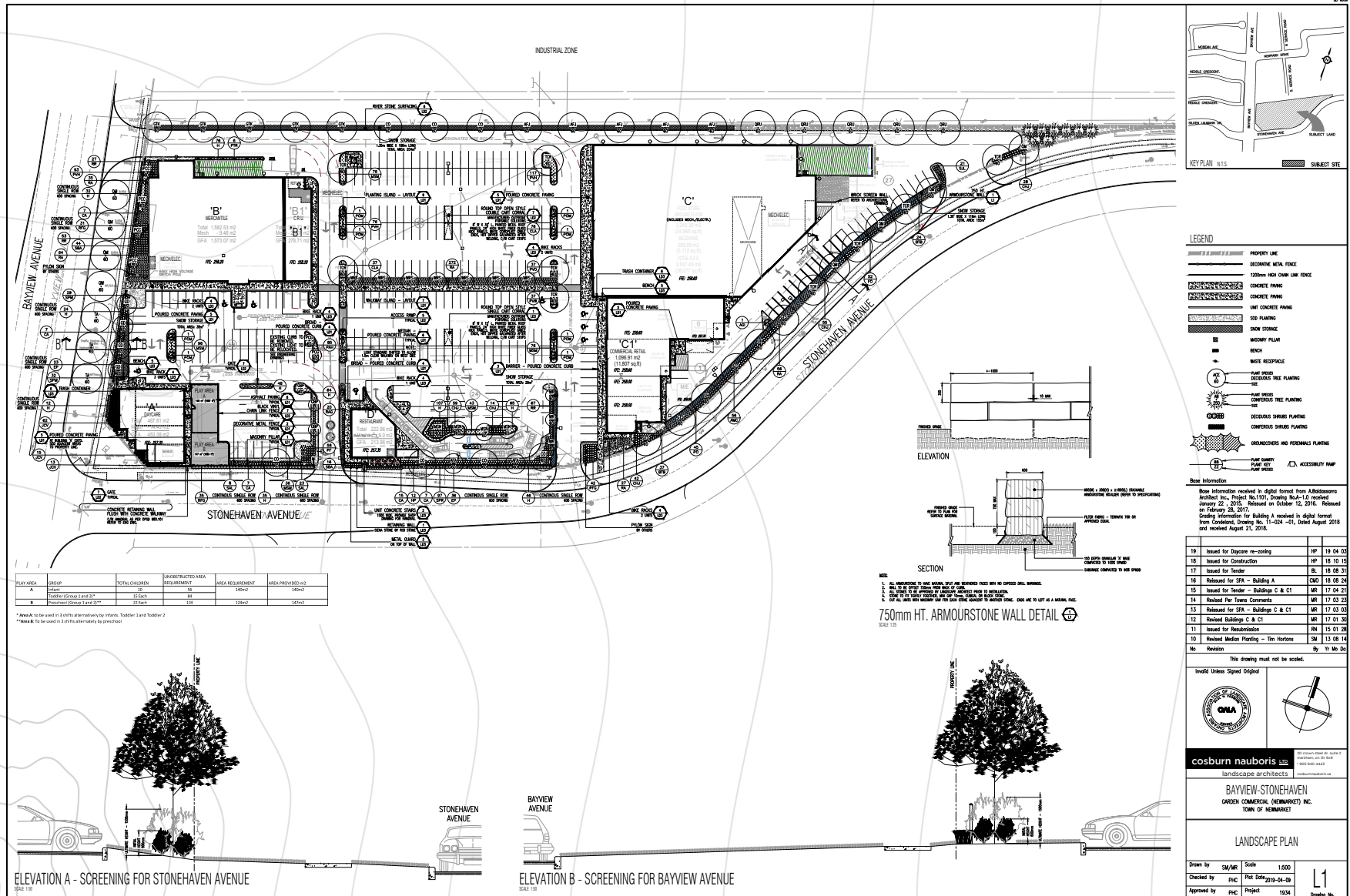
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# Landscape Plan



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Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Official Plan and Zoning By-Law Amendment Glenway Blocks 164 & 165 Staff Report to Council**

Report Number: 2019-77

Department(s): Planning and Building Services

Author(s): A. Slattery

Meeting Date: August 26, 2019

### **Recommendations**

1. That the report entitled Official Plan and Zoning By-Law Amendment Glenway Blocks 164 & 165 dated August 26, 2019 be received; and,
2. That the application for Official Plan & Zoning By-Law amendment, as submitted by Marianneville Developments Limited for Blocks 164 and 165 of the Estates of Glenway Community subdivision, be referred to a statutory public meeting; and,
3. That following the public meeting, issues identified in this report, together with comments from the public, Committee, and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required; and,
4. That the applicant be notified of this action.

### **Executive Summary**

Staff have received an application to amend Official Plan 2006 and Zoning By-law 2010-40 to permit the development of stacked townhouses and live-work units on the subject lands known as Block 164 and 165 of Plan of Subdivision 65M-4587, Estates of Glenway Community. Staff have reviewed the development proposal against the relevant Provincial, Regional and local policy documents and have concluded that the proposal is sufficiently advanced to warrant referral to the required statutory public meeting.

## Purpose

The purpose of this report is to provide Council with the details of the application, the comments to date, and to recommend referral of the Official Plan and Zoning By-law Amendment application to the required statutory public meeting.

## Background

### Subject Lands

The subject lands are located within the most northeasterly portion of the Estates of Glenway Community subdivision, as approved by the Ontario Municipal Board in 2014. Blocks 164 and 165, as outlined on Plan of Subdivision 65M-4587, are located south of Davis Drive, east of Mitchell Place and west of the GO Bus Terminal. The subject lands are currently vacant and devoid of significant natural features or vegetation. The lands have a land area of approximately 2.71 ha (6.7 acres). The surrounding land uses are as follows:

**North:** Future residential development lands (Sundial Homes)

**East:** GO Transit Station

**South:** Stable residential lands, single-detached dwellings

**West:** Emerging residential lands, townhomes



The subject lands were subject to Official Plan Amendment 16 (OPA 16) in 2014, which designated the lands to permit 4 to 6 storey apartment buildings and mixed use “live-work” units. The subject lands are currently zoned Residential with Exception (H)(R5-T-125) and retail Commercial with Exception (H)(CR-2-126), to permit apartment dwellings 4 to 6 storeys in height, an elementary school and residential uses in the form of live work units.

## Proposal

The applicant is proposing to amend the Official Plan to expand the permitted uses on the subject property, to include stacked townhouse units as a permitted use. The applicant is further seeking to amend Zoning By-law 2010-40 to permit twelve townhouse buildings for residential and commercial uses, consisting of 304 dwelling units, 12 of which are proposed as live-work units.



## Live-work Units

The proposed live-work units will be located on the ground floor of Buildings 1 and 2, which are situated in the northwest corner of the subject lands, closest to the intersection of Mitchell Place and Davis Drive West.

The general built form for each live-work building is similar in design; each building features a garage with both an internal access through the garage and exterior access to the dwelling unit.

The commercial units will be located facing Mitchell Place and Davis Drive, will have up to 60 square metres of commercial space, and will have pedestrian access from the abutting streets.

Parking for the live-work units will be provided in a lot at ground-level.



## Residential Units

Buildings 3-13 are proposed to be developed as stacked townhouses, each consisting of 20 to 36 units, resulting in a total of 292 dwelling units. The stacked townhouses are proposed to have four habitable levels, with the lower level being partially below grade, resulting in a height of 3.5 storeys. The stacked townhouse buildings will consist of one, two and three bedroom units.

The stacked townhouse dwellings are similar in design to the proposed-live-work units, however the stacked townhouses buildings do not include an attached garage.

Parking for the residential units will be provided in an underground parking garage, with visitor parking spaces located at ground-level.



## **Open Space**

The proposed development includes a strip of open space along the southerly portion of the subject lands, which is consistent with the previously approved development concept. The open space strip is approximately 30 metres in width and is proposed to act as a buffer space between the proposed stacked townhouses and the existing single-detached dwellings to the south of the subject lands. This open space area will act as a private park area for residents.

The applicants are also proposing amenity spaces in the centre of the development and in the northwest corner of the subject lands, abutting Davis Drive and Mitchell Place.

## **Parking and Transportation**

The majority of parking for the stacked townhouse units is proposed to be located underground, with the access point located centrally. Parking for the commercial units and visitor parking will be provided in lots at grade level.

Access to the subject lands is proposed from an all turns access on Mitchell Place to the west, which connects to a signalized connection to Davis Drive West. Emergency access will be designed through a hard-surface landscaped area in the northwesterly corner of the site.

Pedestrian access points are planned from Mitchell Place and Davis Drive.

The subject lands are located adjacent to the GO Bus Terminal, and are located on the VIVA transit route along Davis Drive, providing public transit options for residents.

## **Discussion**

The following section will review the development proposal against applicable planning policy.



## **Provincial Policy Statement**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal of enhancing the quality of life for Ontario citizens.

The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The Provincial Policy Statement is intended to be read in its entirety and the relevant policies are to be applied to each situation.

The policies set out in the PPS outline how healthy, liveable and safe communities are to be sustained. This includes promoting efficient development and land use patterns which sustain financial well-being of the Province and municipalities over the long term, and accommodating an appropriate range and mix of residential, employment, recreation, park and open space and other uses to meet long term goals.

The policies also direct municipalities to provide for a range and mix of housing types and densities, including implementing minimum targets for affordable housing and facilitating diverse forms of housing and residential intensification.

The proposed development is consistent with the PPS by providing a mix of housing types within the settlement area of the Town of Newmarket. Stacked townhouses and live-work units represent a newer type of residential development that is more compact and generally more affordable than traditional low-density residential development, such as single-detached dwellings. The proposal provides for a compact form allowing for the efficient use of land and infrastructure, and promotes the use of active transportation and public transit options.

## **A Place to Grow – Growth Plan for the Greater Golden Horseshoe**

The Growth Plan for the Greater Golden Horseshoe 2019 (Growth Plan) provides a framework for implementing the Government of Ontario's vision for building stronger, prosperous communities by better managing growth in the region. It demonstrates the ways in which our cities, suburbs, towns and villages will grow over the long term. The Growth Plan guides decisions on a wide range of issues, including transportation, infrastructure planning, land-use planning, urban form, housing, natural heritage and resource protection.

Regional and municipal plans are required to conform to the Growth Plan, as well as decisions on individual planning applications.

The Growth Plan identifies an Urban Growth Centre in Newmarket, the boundaries of which are generally surrounding the intersection of Yonge Street and Davis Drive and are more specifically delineated in the local Official Plan. The Growth Plan sets a target of 200 residents and jobs per hectare for the Newmarket Centre Urban Growth Centre. The proposed development lands are located adjacent to the boundaries of the Urban Growth Centre, along Davis Drive.

The Growth Plan contains policies directing municipalities to create complete communities, reduce the dependence on private automobile through mixed-use and transit-supportive development; provide for high quality public spaces; support transit, walking, and cycling; implement minimum affordable housing targets in accordance with the PPS; and achieve an appropriate transition of built form to adjacent uses.

This development proposal aligns with the objectives of the Growth Plan by:

- providing a mix of built forms;
- seeking to meet affordable housing targets;
- providing a range of size and types of dwelling units; and
- supporting transportation demand management through its proximity to the Davis Drive corridor and accessibility of public transit options.

## **York Region Official Plan**

Development applications in the Town of Newmarket are required to conform to the York Region Official Plan (YROP). The YROP designates the subject lands as part of the “Urban Area”, which is the primary area for accommodating growth. A minimum of 40% of all residential development in York Region is to occur within the built-up area, which includes the subject lands. This application supports the achievement of this target.

In addition, the application generally supports the YROP policies related to intensification. The application supports the YROP policy of permitting a mix and range of housing types, lot sizes, unit sizes, functions, tenures, and levels of affordability. Based on its location adjacent to Davis Drive, the application supports the YROP targets of locating 50 percent of residents within 200 metres of a transit stop, and 90 percent of residents within 500 metres of a transit stop.

The Region of York has provided comments on the proposed development application which are addressed further in this report.

## **Official Plan Considerations**

The subject lands are designated Emerging Residential on Schedule “A” Land Use of the Newmarket Official Plan. Section 3.0 Residential Areas, of the Town’s Official Plan describes the two types of residential designations, Stable Residential and Emerging Residential. Stable Residential areas currently have a mix of housing forms including rowhouses, townhouses, duplexes, fourplexes, apartments and other multi-unit buildings, however, only permit single detached and semi detached dwellings through

new infill development. Emerging Residential areas permit single detached and semi detached dwellings, however townhomes are also permitted provided the use is appropriately justified. The policies of the plan direct new developments of these forms to the Urban Centres and the Emerging Residential areas, where appropriate, in order to manage change in a manner that will maintain neighbourhood character.

Emerging Residential areas represent future residential areas that are in the process of being developed or are anticipated to be developed but will eventually become Stable Residential areas. These areas may develop at low densities similar to the Stable Residential areas while providing for a range of innovative and affordable housing types, zoning standards and subdivision designs.

The objective of the Emerging Residential designation is to provide for a range of residential accommodation by housing type, tenure, size, location and price ranges to help satisfy the Town's housing needs; and to encourage the provision for a range of innovative and affordable housing types, zoning standards and subdivision designs.

In 2014, the subject lands were subject to Official Plan Amendment 16 (OPA 16), which was approved by the Ontario Municipal Board and adopted by the Town of Newmarket on November 18th, 2014. The purpose of OPA 16 was to change Schedule "A" Land Use Designations" as it related to parts of the former Glenway Country Club lands, and to add a special policy to Section 33 Emerging Residential Areas. The special policy reads as follows:

***Town of Newmarket Official Plan Section 3.3.2.5:***

***Within the Emerging Residential Area located on Davis Drive, immediately west of the GO Bus Terminal, permitted uses shall also include 4 to 6 storey apartment buildings and mixed use "live-work" units.***

The applicant is proposing to re-designate the subject lands to permit stacked townhouse dwellings opposed to the 4 to 6 storey apartment buildings that were previously approved by OPA 16. The applicants are looking to maintain the "live-work" units as a permitted use on the subject lands.

The proposal has been designed to include a landscaped buffer strip of approximately 30 metres along the southerly boundary of the site where it abuts existing residential dwellings. In addition, a 1.8 metre high wood privacy fence is proposed to be constructed 0.3 metres inside the property line along the southerly lot boundary.

The Official Plan would encourage this type of development within the Emerging Residential designation which looks to provide for a range of residential accommodations, including stacked townhouse development.

**Compatibility and Site Suitability**

The existing neighbourhood is a mix of low to medium density dwellings. To the south of the subject lands are Stable Residential lands, consisting of single-detached dwellings.

To the west and southwest of the subject lands there are Emerging Residential lands, consisting of townhouses dwellings currently under construction. To the north of the subject lands, across Davis Drive, are Emerging Residential lands, currently proposed for future townhome development. The applicants have proposed a 30 metre open space area between the proposed stacked townhouses and the existing single-detached dwellings, as well as a 1.8 metre high wood privacy fence, to act as a buffer between the two land uses.

From Davis Drive, the proposed stacked townhouse units will be similar in style and massing to the townhouse development to the west, and the proposed townhouse development to the north, creating a similar streetscape.

With regard to the physical suitability of the site to accommodate the proposed development, Engineering Services have reviewed the grading, water distribution, sanitary service and stormwater, and have indicated that the proposed use can be graded and serviced in an acceptable manner.

## **Zoning By-law Considerations**

The subject property is currently zoned Residential with Exception (H)(R5-T-125) and retail Commercial with Exception (H)(CR-2-126). The zoning for the subject property was approved by the Ontario Municipal Board in 2014, and amended by By-law number 2014-25.

The R5-T-125 zone permits apartment dwellings 4 to 6 storeys in height. The zone also permits an elementary school in accordance with the I-B zone regulations.

The CR-2-126 zone permits residential uses in the form of live work units, and commercial uses including the following: art gallery, studio, personal service shop, retail store, and office, as well as an elementary school.

The applicant is proposing to replace the existing R5-T-125 and CR-2-126 zones with a consolidated Residential Exception Zone (R5-T-125). The R5-T-125 zone would consolidate the permissions for the existing R5-T-125 and CR-2-126 zones, would add stacked townhouses as a permitted use, including site specific regulations, and remove elementary school as a permitted use. The proposed zone defines which part of the subject lands may be used for the live work units, specifying a depth of 80 metres from Mitchell Place.

## **Roads and Traffic**

The submitted Traffic Impact Study has been reviewed by Engineering Services, who have concurred that the proposed OPA and ZBA will not have a significant impact on the previously approved Transportation Impact Study. They note that the Transportation Demand Management Plan is acceptable, subject to the Region's approval of the recommendations outlined in the report.

## **Stormwater Management and Storm Drainage**

Engineering Services have indicated that the subject site is designed to outlet to Pond 4 of the Glenway subdivision. They note that the imperviousness level of the revised site is higher than that allocated in the subdivision design. As such, an on-site underground storage chamber is proposed to provide adequate quantity control. It is noted that no additional measures are required for quality control, as the pond as designed can provide the adequate level of quantity control. Engineering Services note that the following items are to be addressed at the Site Plan Application stage:

- Detailed calculations for the runoff coefficients and imperviousness
- Any permanent dewatering from the underground parking is to be discussed and accommodated in the stormwater management design
- Additional Low Impact Development measures are to be reviewed and implemented during the detailed engineering design stage

### **Sanitary Drainage, Water Servicing and Grading**

Engineering Services note that changes may be required of the calculations for proposed flows of the development, however this should be addressed at the detailed design stage. It is noted that the proposed watermain system is sufficient to support the proposed use and justification for the proposed watermain size should be provided at the Site Plan stage. Additional details regarding grading will also be required at the Site Plan stage.

### **Noise**

The submitted Noise Impact Study has been reviewed and engineering staff have concurred that the proposed development noise can be accommodated with mitigation measures, and that additional comments will need to be addressed at the Site Plan stage.

### **Vibration**

On March 18 2019, staff brought forward Report 2019-29 to Council recommending vibration impact assessments be required as part of a complete application for development proposals. As the pre-consultation for the proposed development was held June 2018, prior to this process being approved, a vibration impact assessment had not been established as a requirement for a complete application. Staff will be contacting the applicant and requesting a vibration impact assessment be submitted to the Town for review.

### **Environmental Site Assessment**

The submitted Phase One and Two Environmental Site Assessments have been reviewed by Engineering Services. It is noted that the proposed change use of land will have no bearing on the Record of Site Condition filed with the Ministry.

## **Department and Agency Comments**

The development proposal has been circulated internally and externally to the public and the Town's review partners. Many of the comments provided are outlined in the discussion section above. Additional comments from several review partners are provided below for greater context.

### **York Region**

Staff from the Regional Municipality of York have provided comments on the application. They note that they have no objections to the Official Plan Amendment and Zoning By-law Amendment, and that they are of the opinion that the proposal appears to be a routine matter of local significance and will not adversely affect Regional planning policies or interests, and could potentially qualify for an exemption from Regional approval.

Technical comments from York Region will be addressed through the appropriate planning tools.

### **Engineering Services**

Staff from Engineering Services have provided comments on the application outlined in the above section.

### **Lake Simcoe Region Conservation Authority**

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the application in accordance with the Natural Heritage and Natural Hazard policies of the Provincial Policy Statement (PPS), the Greenbelt Plan, the Lake Simcoe Protection Plan (LSPP), and Ontario Regulation 179/06 under the Conservation Authorities Act, and have provided comments applicable to the application.

The LSRCA notes they are in the process of reviewing the submitted materials and technical comments will follow under a separate cover once technical review has been completed. These will be provided to inform the preparation of the subsequent detailed design submission (Site Plan) for these lands.

Based on the review of the submitted information, the LSRCA does not object to the approval of this Application for Official Plan and Zoning By-Law Amendment.

### **Other Review Partners**

- The York Region District School Board has been advised of the application and they have noted that they have no objections to the approval of the proposed OPA and ZBA.
- Canada Post has been advised of the application and they have noted they do not have any comments at this time.

- The Southlake Regional Health Centre has been advised of the application and they have noted the ongoing need for capital investment and public support to meet the needs of the region's growing population.

## **Conclusion**

The subject application for Official Plan and Zoning By-Law Amendment for Blocks 164 & 165 of the Estates of Glenway Community subdivision is sufficiently advanced to warrant its referral to a statutory public meeting.

## **Business Plan and Strategic Plan Linkages**

This development proposal relates to the vision, mission and strategic priorities of the Town of Newmarket by providing opportunities for varied housing types, affordability and densities, utilizing ongoing community engagement, managing traffic and growth, and promoting safe and active transportation.

## **Consultation**

The Official Plan and Zoning by-law Amendment application has been provided to the Town's review partners per standard practice. Notice has been provided to persons and bodies as required by Ontario Regulation 545/06 of the Planning Act.

The recommendations of this report refer the applications to the statutory public meeting as required by the Planning Act.

## **Human Resource Considerations**

N/A

## **Budget Impact**

The appropriate planning application fees have been received for the Official Plan Amendment and Zoning By-law Amendment. The Town will also receive revenue from development charges and assessment revenue with the development of this proposal in the event the applications are approved.

## **Attachments**

- Location Map
- Proposed Site Plan
- Proposed Conceptual Landscape Plan
- Perspective Elevations

## **Approval**

Alannah Slattery, BES, MCC

Planner and Secretary-Treasurer, Planning and Building Services

Jason Unger, MCIP RPP

Acting Director, Planning and Building Services

Peter Noehammer, P.Eng

Commissioner, Development & Infrastructure Services

## **Contact**

Alannah Slattery, Planner and Secretary-Treasurer, [aslattery@newmarket.ca](mailto:aslattery@newmarket.ca)



# Marianneville Developments Ltd.

## Application for OPA and ZBA Blocks 164 and 165



# Site Context



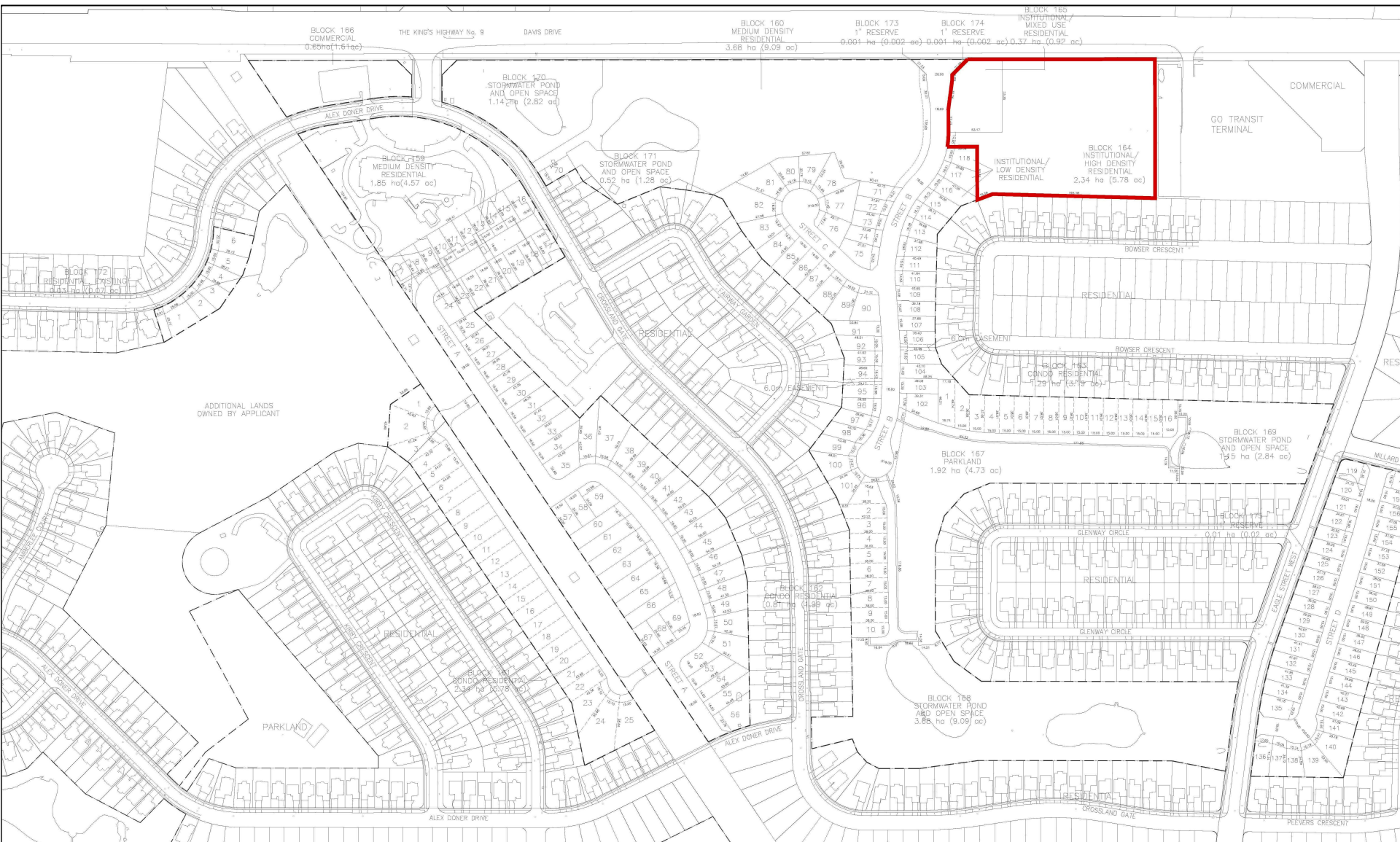


# Estates of Glenway Concept Plan





# Plan of Subdivision



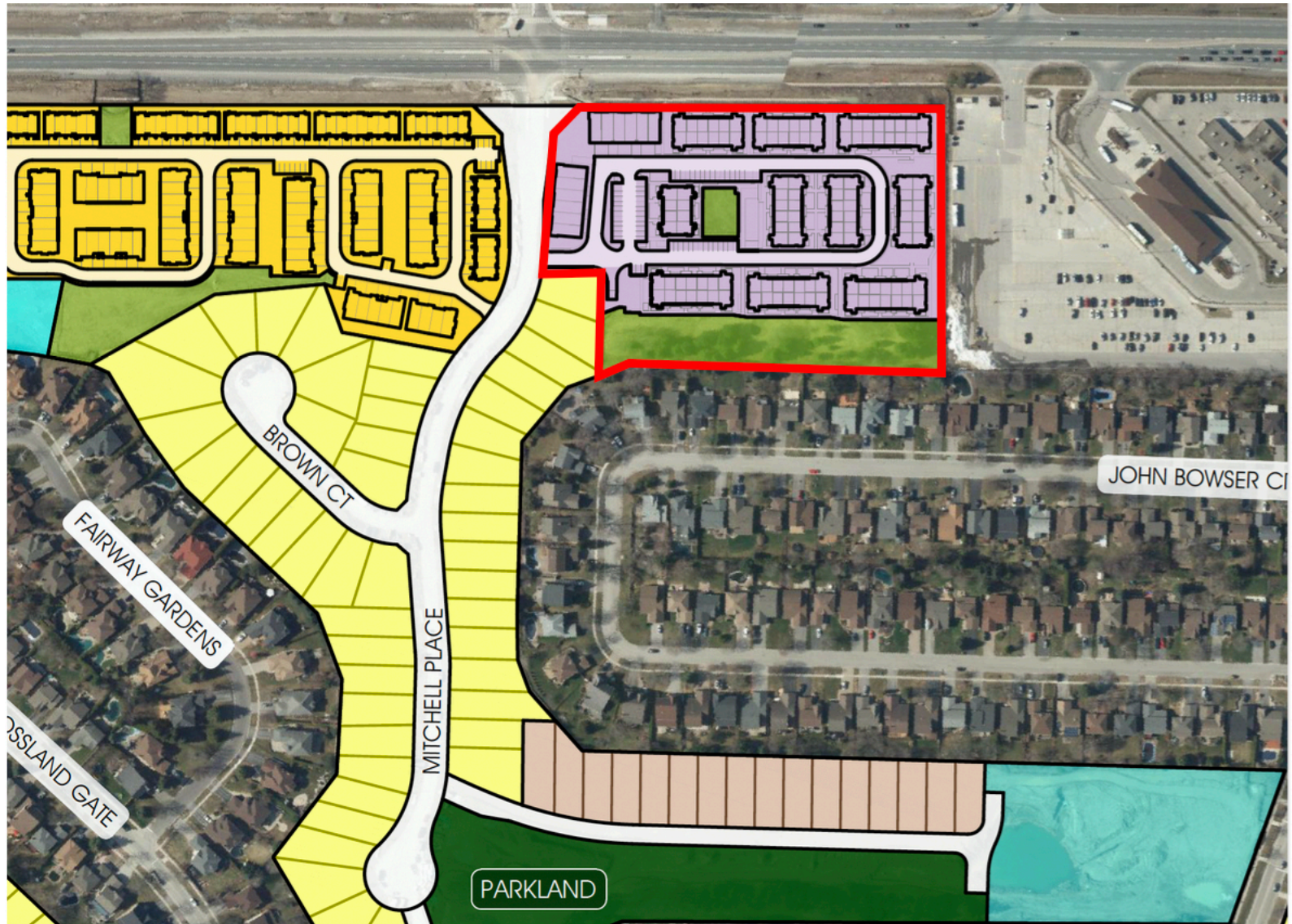
# Existing Conditions



View looking southwest from Davis Drive



# Development Plan Concept

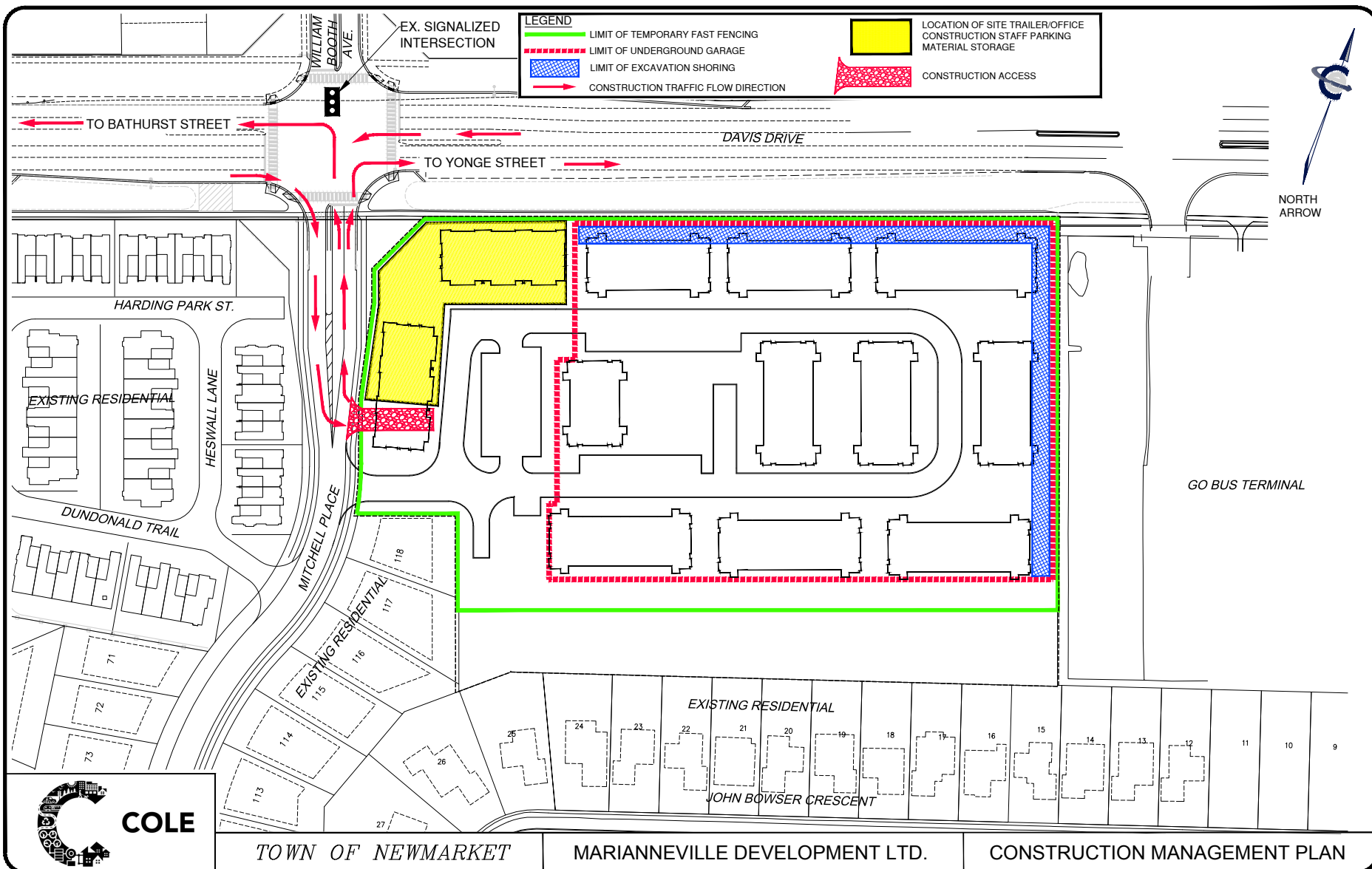




# Site Plan



# Construction Management Plan





# Elevation Concept: Stacked Townhouses



1  
A435  
TYPICAL FRONT AND REAR ELEVATIONS - BLOCKS 3, 4, 7, 9 AND 12  
SCALE: 1:100



2  
A435  
TYPICAL SIDE ELEVATION - BLOCKS 3, 4, 7, 9 AND 12  
SCALE: 1:100



3  
A435  
TYPICAL FRONT AND REAR ELEVATIONS - BLOCKS 5, 10 AND 11  
SCALE: 1:100



4  
A435  
TYPICAL SIDE ELEVATION - BLOCKS 5, 10 AND 11  
SCALE: 1:100

# Elevation Concept: Live / Work



1 TYPICAL REAR ELEVATION  
SCALE: 1/75



2 BLOCK 2 - EAST ELEVATION  
SCALE: 1/75



3 TYPICAL SIDE ELEVATION  
SCALE: 1/75



4 TYPICAL FRONT ELEVATION  
SCALE: 1/75



## Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to [clerks@newmarket.ca](mailto:clerks@newmarket.ca), fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Name: <u>ROLAND GARFIT</u>	
Organization / Group/ Business represented: <u>RESIDENT</u>	
Address: <u>[REDACTED]</u>	Postal Code: <u>[REDACTED]</u>
Daytime Phone No: <u>[REDACTED]</u>	Home Phone: <u>[REDACTED]</u>
Email: <u>[REDACTED]</u>	Date of Meeting: <u>NOV. 25, 71</u>
Is this an item on the Agenda? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input checked="" type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): <u>- CONCERNS REGARDING VIBRATION/NOISE FOR GLENVA DEVELOPMENT BLOCKS 164/165.</u> <u>- PROPER/ACCEPTABLE STUDIES COMPLETED FOR EXISTING HOUSES EFFECTED PRIOR TO ISSUING PERMITS.</u>	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

### Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name and connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 221 Fax 905-953-5100