



Town of Newmarket

Agenda

Committee of the Whole - Electronic

Date: Monday, July 20, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

1. Notice

At this time, the Municipal Offices remain closed to the public. This meeting will be streamed live at newmarket.ca/meetings.

Public Input

Individuals who wish to submit input to Council in relation to an item on this agenda have the following options available.

1. Email your correspondence to clerks@newmarket.ca by end of day on Wednesday, July 15, 2020. Written correspondence received by this date will form part of the public record; or,
2. Make a live remote deputation by joining the virtual meeting using the Town's videoconferencing software and verbally provide your comments over video or telephone. To select this option, you are strongly encouraged to pre-register by emailing your request and contact information to clerks@newmarket.ca.

2. Additions & Corrections to the Agenda

Note: Additional items are marked by an asterisk*.

3. Conflict of Interest Declarations

4. Presentations & Recognitions

5. Deputations

*5.1 Remote Deputation regarding Helmer Avenue Parking Review - Stephanie McNeil

Note: Stephanie McNeil will be in attendance to provide a deputation on this matter. This deputation is related to item 6.4.

6. Consent Items

***6.1 Item 5.3 of the draft Audit Committee Meeting Minutes of July 14, 2020**

1. That the Audit Committee recommends to Council that the Consolidated Financial Statements year ended December 31, 2019 be approved.
2. That the Audit Committee recommends to Council that the Main Street District Business Improvement Area Financial Statements year ended December 31, 2019 be approved.

***6.2 2019 Audited Financial Statements**

1. That the report entitled 2019 Financial Statements and Auditor's Report dated July 20, 2020 be received; and,
2. That the draft 2019 financial statements for The Corporation of the Town of Newmarket and the Town of Newmarket Main Street District BIA; the Financial Statement Discussion and Analysis prepared by staff; and the Report to the Audit Committee on the results of the December 31, 2019 financial statements audits from Deloitte LLP be received; and,
3. That Council approve the 2019 financial statements for The Corporation of the Town of Newmarket and the Town of Newmarket Main Street District BIA as endorsed by the Audit Committee.

***6.3 2020 Reserves and Reserve Funds Budget Staff Report**

1. That the report entitled 2020 Reserves and Reserve Funds Budget dated July 20, 2020 be received; and,
2. That 2020 Reserves and Reserve Funds Budget as set out in the attachment be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.4 Helmer Avenue Parking Review

1. That the report entitled Helmer Avenue Parking Review dated July 20, 2020 be received; and,
2. That no additional parking restrictions be implemented on Helmer Avenue; and,
3. That a copy of this report be forwarded to the residential community prior to the Committee of the Whole meeting so that residents may attend the

meeting or present a deputation if they so wish; and,

4. That the Eagle Terrace Long Term Care Facility's administration be forwarded a copy of this report and ensuing Council extract, along with a request to remind all visitors who park on Helmer Avenue to treat the community with respect and to comply with the Town's by-laws; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.5 Timothy Street Parking Review

1. That the report entitled Timothy Street Parking Review dated July 20, 2020 be received; and,
2. That the parking amendments in Appendix A be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.6 Kingsmere Avenue Traffic and Parking Review

1. That the report entitled Kingsmere Avenue Traffic and Parking Review dated July 20, 2020 be received; and,
2. That this report and Council extracts be forwarded to the York Region Catholic School Board; and,
3. That this report and Council extracts be forwarded to the York Regional Police; and,
4. That staff undertake the appropriate Category 1 speed management programs on Kingsmere Avenue; and,
5. That staff coordinate with the York Region Catholic School Board for on-site and off-site improvements; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

*6.6.1 Correspondence - David Elms

1. That the Correspondence by David Elms regarding Kingsmere Avenue Traffic and Parking Review be received.

6.7 2020 Annual Servicing Allocation Review

1. That the report entitled 2020 Annual Servicing Allocation Review dated July 20, 2020 be received; and,
2. That Council reinstate servicing allocation to the following developments as

outlined in this staff report:

- a. Azure Homes (172-178 Old Main Street);
 - b. Redwood (17645 Yonge Street);
 - c. Marianneville Glenway Block 120 (Bethpage Crescent, lands west of the Hydro corridor);
 - d. Options Development (281 Main Street North);
 - e. Shining Hill Phase 1 (16250 Yonge Street); and,
 - f. Maple Lane Lands and Development (680 Gorham Street); and,
3. That Council grant servicing allocation to Marianneville Glenway East Phase 3 as outlined in this staff report; and,
 4. That Council rescind 98 persons of servicing allocation from Landmark Estates Phase 5 (Yonge Street and Clearmeadow Boulevard) for the reasons outlined in this staff report; and
 5. That the Town's remaining servicing capacity (the Town Reserve) of 2094 persons of allocation, of which, 16 persons is to be held in the Severance Reserve, be maintained for future development; and,
 6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

*6.7.1 Correspondence - Michele Freethy, Larkin Land Use Planners

1. That the Correspondence from Michele Freethy of Larkin Land Use Planners regarding the 2020 Annual Servicing Allocation Review be received.

*6.7.2 Correspondence - Frank Orsi, 1209104 Ontario Limited

1. That the Correspondence from Frank Orsi of 1209104 Ontario Limited regarding the 2020 Annual Servicing Allocation Review be received.

6.8 Site Specific Exemption to Interim Control By-law 2019-04 for 318 Andrew Street

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for subject property 318 Andrew Street dated July 20th, 2020 be received; and,
2. That Council deny the requested site-specific exemption to Interim Control by-law 2019-04 for 318 Andrew Street.

6.9 Site Specific Exemption to Interim Control By-law 2019-04 for 737 Grace Street

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for subject property 737 Grace Street dated July 20th, 2020 be

received; and,

2. That Council approve the requested site-specific exemption to Interim Control by-law 2019-04 for 737 Grace Street and adopt the attached exemption by-law.

***6.10 Interim Control By-law Exemption Process - Expiration**

1. That the report entitled Interim Control By-law Exemption Process - Expiration, dated July 20, 2020 be received; and,
2. That in consideration of the Established Neighbourhood Study recommendations coming to a statutory public meeting on August 31, 2020 and through a staff report to Committee of the Whole on October 5, 2020, no further Interim Control By-law exemption applications be accepted after 4:30pm on August 24, 2020; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

***6.11 Anti-Black Racism Task Force**

Whereas the United Nations proclaimed 2015-2024 the Decade for People of African Descent, an important step in the international community recognizing that people of African descent represent a distinct group whose human rights must be promoted and protected; and,

Whereas the Town of Newmarket is member of the Canadian Commission for UNESCO (CCUNESCO), and part of the coalition of inclusive municipalities that undertake initiatives to advance social inclusion, establish policies to eradicate racism and discrimination, and promote human rights and diversity; and,

Whereas systemic barriers to full participation in our community continue to affect the lived experiences of Black Ontarians; and,

Whereas the Town of Newmarket has endorsed the Inclusion Charter for York Region, and signed a commitment to creating, "...an inclusive environment ...where everyone can participate freely in society and live with respect, dignity and freedom from discrimination"; and,

Whereas the Town of Newmarket, is committed to building a more inclusive community by "promoting equity, accessibility, and inclusion through our thoughts and actions in support of our growing community"; and,

Whereas the Town of Newmarket is committed to taking meaningful action to address anti-Black racism through the existing partnerships and avenues available to the Town; and,

Whereas Council's Strategic Priorities for 2018-2022 are guided by the principles of diversity and inclusion; and,

Whereas on June 24, 2019, Council approved a Mayor's Roundtable on Diversity and Inclusivity to continue and foster dialogue around diversity and inclusion strategies; and,

Whereas in 2018, Town staff formed a Diversity and Inclusion Working Group which is comprised of staff from all departments and management levels within the organization; and,

Now therefore be it resolved that:

1. That staff be directed and authorized to create an Anti-Black Racism Task Force in accordance with the Committee Administration Policy, and the creation and approval of the Terms of Reference for this Task Force be delegated to the Mayor and Chief Administrative Officer; and,
2. That Terms of Reference for the Anti-Black Racism Task Force include optional provisions to support work and/or combine with other municipal task forces/ committees; and,
3. That staff be directed to recruit up to ten citizen members to sit as members of the Anti-Black Racism Task Force, in accordance with the Committee Public Appointment Policy and Terms of Reference for this Task Force, and in consultation with the Newmarket African Caribbean Canadian Association; and,
4. That up to three Newmarket Council Members be appointed to sit as members of this Task Force.

6.12 Newmarket Public Library Board Meeting Minutes of February 19, 2020, April 2, 2020 and April 9, 2020

1. That the Newmarket Public Library Board Meeting Minutes of February 19, 2020, April 2, 2020 and April 9, 2020 be received.

7. Action Items

8. Notices of Motion

9. Motions Where Notice has Already been Provided

10. New Business

11. Closed Session (if required)

12. Adjournment

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, 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: Stephanie McNeil	
Organization / Group/ Business represented:	
Address: 262 Helmer Avenue	Postal Code: [REDACTED]
Daytime Phone No: [REDACTED]	Home Phone: [REDACTED]
Email: [REDACTED]	Date of Meeting: July 20th, 2020
Is this an item on the Agenda? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input 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): I will be representing the group of neighbours who reside on Helmer Avenue that wish to implement parking restrictions on Helmer Avenue. Town of Newmarket Agenda - Line 6.4 Helmer Avenue Parking Review	
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 in 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. 2211 Fax 905-953-5100

Item 5.3 of the draft Audit Committee Meeting Minutes of July 14, 2020

5.3 Town of Newmarket Consolidated Financial Statements

Moved by: Rebecca Mathewson
Seconded by: Councillor Bisanz

1. That the Audit Committee recommends to Council that the Consolidated Financial Statements year ended December 31, 2019 be approved.
2. That the Audit Committee recommends to Council that the Main Street District Business Improvement Area Financial Statements year ended December 31, 2019 be approved.

Carried



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

2019 Financial Statements and Auditor's Report Staff Report to Council

Report Number: 2020-55

Department(s): Financial Services

Author(s): Mike Mayes, Director of Financial Services/Treasurer

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled 2019 Financial Statements and Auditor's Report dated July 20, 2020 be received; and,
2. That the draft 2019 financial statements for The Corporation of the Town of Newmarket and the Town of Newmarket Main Street District BIA; the Financial Statement Discussion and Analysis prepared by staff; and the Report to the Audit Committee on the results of the December 31, 2019 financial statements audits from Deloitte LLP be received; and,
3. That Council approve the 2019 financial statements for The Corporation of the Town of Newmarket and the Town of Newmarket Main Street District BIA as endorsed by the Audit Committee.

Executive Summary

See below.

Purpose

The purpose of this report is to obtain Council approval of the 2019 Financial Statements.

Background

Provincial regulations require annual audits of our financial statements.

Under the Municipal Act, 2001, as amended, municipalities must do the following:

1. A municipality must prepare financial statements in accordance with generally accepted accounting principles (Section 294.1).
2. The Treasurer must report the financial affairs of the municipality to Council (Section 286.(1)).
3. The municipality must appoint a licensed auditor who is responsible for auditing the accounts and transactions of the municipality annually and expressing an opinion on the municipality's financial statements (Section 296.(1)).

The annual audit, performed by Deloitte LLP, is conducted in accordance with generally accepted auditing standards. For 2019, the Auditor's Report, which forms an integral part of the financial statements, has been issued by Deloitte and reflects their opinion, free of any qualifications or conditions, that the financial statements present fairly, in all material respects, the financial position of the Town in accordance with generally accepted accounting principles. The financial activities of the Main Street District BIA, the Newmarket Public Library Board and the Town's proportionate share of Central York Fire Services are consolidated with the financial activities of the Town. The Town's investment in Newmarket Hydro Holdings Inc. (the majority shareholder for Newmarket Tay Hydro) is included on a modified equity basis.

The Consolidated Financial Statements and the Main Street District BIA Financial Statements are issued without restriction as they are presented in accordance with the Municipal Act, 2001, as amended. The format is consistent with the reporting requirements of the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Trust Fund Financial Statements are prepared in accordance with the Canadian accounting standards for not-for-profit organizations.

Audit results are reviewed by the Audit Committee.

The Town's Audit Committee membership includes the Deputy Mayor/Regional Councillor, two Members of Council and three appointed citizens. Their mandate is "to assist the Council in maintaining the financial integrity of "the municipality" and this includes reviewing and providing recommendations to Council regarding the annual report and management letter of the External Auditor.

At the Audit Committee meeting of July 14, 2020, Deloitte provided an overview of the audit findings. They informed the Committee that they had not encountered any significant internal control issues.

The Director, Financial Services/Treasurer provided a high-level overview of the financial statements. The financial statements were approved for recommendation by the Audit Committee to Council. The draft Audit Committee motions are:

That the Audit Committee recommends to Council that the Consolidated Financial Statements year ended December 31, 2019 be approved; and

That the Audit Committee recommends to Council that the Main Street District Business Improvement Area Financial Statements year ended December 31, 2019 be approved.

Discussion

See Background section of report.

Conclusion

The 2019 Financial Statements are prepared by staff, audited by Deloitte and reviewed by the Audit Committee. These statements are now presented to Council for final approval.

Business Plan and Strategic Plan Linkages

This report links to Council's Strategic Priority of Long-term Financial Sustainability and ensuring ongoing continuous improvement and a service level analysis for consideration.

Consultation

Finance staff was consulted during the audit process and Deloitte contributed to the content of this report by providing the draft financial statements.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Not applicable to this report.

Attachments

- FSD&A (Financial Statement Discussion and Analysis)
- DRAFT Consolidated Financial Statements of the Corporation of the Town of Newmarket

- DRAFT Financial Statements of Town of Newmarket Main Street District BIA
- Year End Communication Report from the Auditors

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

Financial statement discussion and analysis

The Town of Newmarket's consolidated financial statements have been prepared in accordance with reporting standards set by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The consolidated financial statements include the financial results of:

- Town of Newmarket;
- Newmarket Public Library Board;
- The Main Street District Business Improvement Area;
- The Town's proportionate share of the joint venture with the Town of Aurora – Central York Fire Services

The Town's investment in Newmarket Hydro Holdings Inc. is accounted for on a modified equity basis. Newmarket Hydro Holdings Inc. has two subsidiaries – NT Power and Envi.

A selection of financial indicators are explained below:

2019 Financial Highlights	2019	2018
Financial position	\$592,242,503	\$585,258,003
Financial position refers to the net position of assets in excess of liabilities. Positive balances indicate the Town's ability to cover debt obligations and to have funds set aside for future sustainability. Year over year the balance is increasing. Continued focus on increasing assets, while lowering liabilities will keep this indicator on a positive trend.		
Capital reserves as a % of accumulated amortization	10.32%	12.44%
Capital reserve contribution/amortization	96.4%	103.1%

These two ratios show the level of reserve funding for future capital purposes compared to the total depreciation to date and to the current rate of amortization. The more the Town funds capital reserves as compared to the annual amortization expense, the more the infrastructure gap narrows.

The breakdown of the capital reserve contribution/amortization was as follows:	
Tax-supported	68.5%
Utility (W/WW) rate supported	221.5%
The breakdown of capital reserves/accumulated amortization was as follows:	
Tax-supported	-10.3%
Utility (W/WW) rate supported	38.0%

2019 Financial Highlights	2019	2018	2019 BMA Study
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Receivables as % of total taxes levied (includes Region and School Board)	3.0%	2.4%	5.5%
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Uncollected property taxes as a percentage of total taxes charged is a good indication of the strength of the local economy and the ability of the community to pay their annual taxes. The Town has a low ratio showing good economic health, increased liquidity, and strong controls over tax collection. Credit Rating agencies consider over 8% a negative factor. In a financial indicator review of 21 municipalities in the Greater Toronto Area from the 2019 BMA study, the average was 5.5%. Newmarket's results were the second lowest of those polled in the GTA, with only Burlington posting better results.

Asset consumption ratio	38.2%	37.3%	41.9%
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The asset consumption ratio shows the value of the tangible capital assets that have been consumed. Total accumulated amortization is calculated as a percentage of the gross cost of depreciable assets. This ratio highlights the aged condition of the Town's physical assets and potential asset replacement needs. A higher ratio may indicate significant replacement needs. Out of 102 municipalities in the 2019 BMA study, the average was 41.8% which is considered to be moderately new.

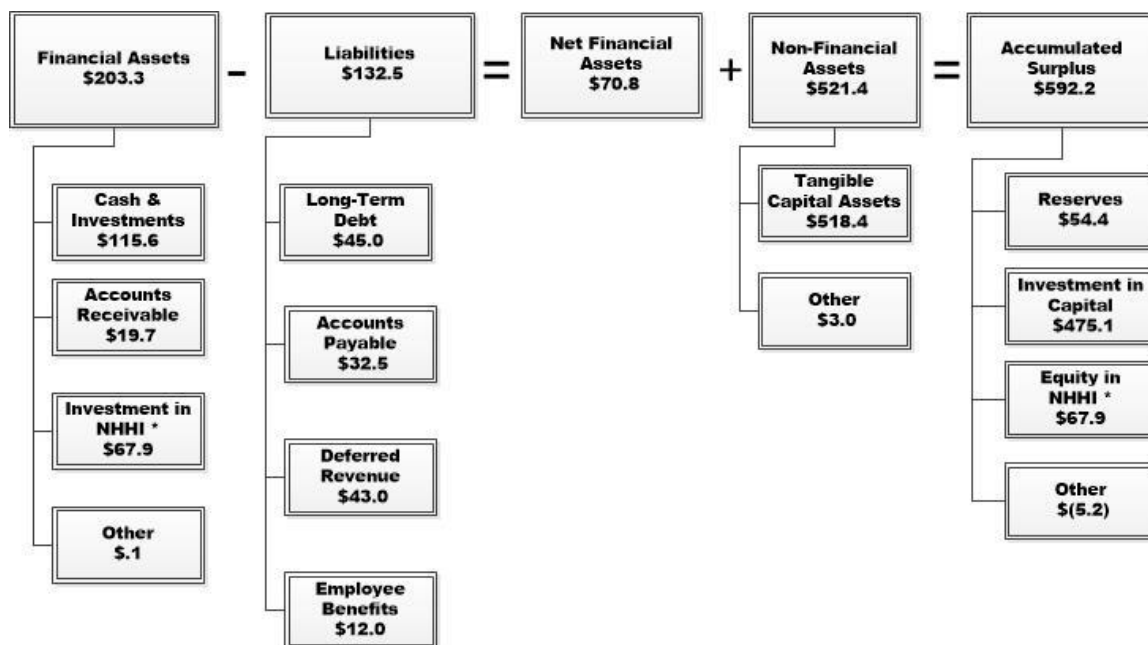
Debt service costs as a % of own source revenues	10.8%	4.3%
excluding Ops Centre repayment	4.5%	

This ratio indicates the extent to which the Town's own source revenues are committed to debt charges. In 2019 the Town paid off the Ops Centre debenture, with a principal payment of \$8.1 Million. This resulted in a one-time increase to the ratio. Council authorized the repayment which will result in lower payments of approximately \$750,000 or 14% for the next 10 years.

The Ministry of Municipal Affairs and Housing considers a ratio between 5% and 10% to be a moderate risk and a ratio below 5% to be low risk. Credit rating agencies consider that principal and interest should be below 10% of own source revenue. This is the same calculation as that used for the Annual Repayment Limit.

The Consolidated statement of financial position: Overview

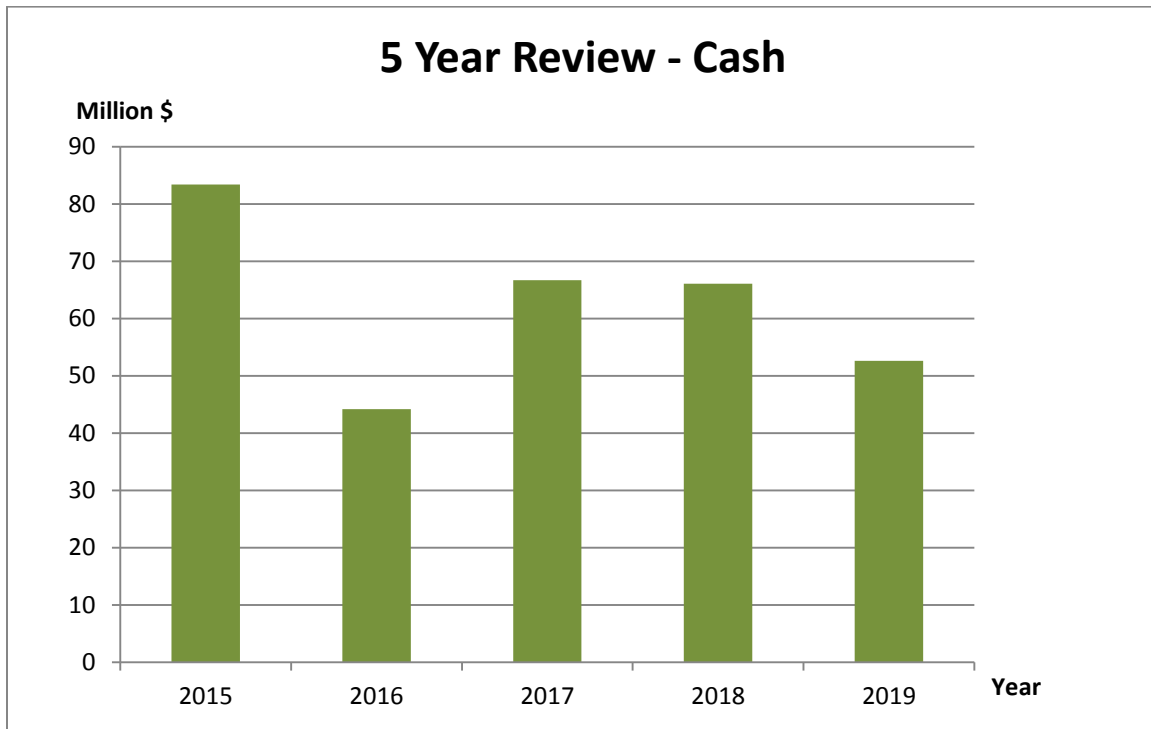
The Consolidated Statement of Financial Position highlights key financial figures. The chart below presents the information reported in the Consolidated Statement of Financial Position (in millions).



*Newmarket Hydro Holdings Inc.

Cash resources

The Town's cash position is closely managed and remains adequate, combined with short-term investments, to meet ongoing cash requirements. Management considers all highly liquid investments with maturity of three months or less to be cash equivalents. The year-end cash position decreased from \$66.1 million in 2018 to \$52.6 Million in 2019, while temporary investments increased by \$9 Million.



Cash inflows from growth and development increased in 2019, while cash flow from government transfers and investment income decreased. Outflows for capital works returned to a more regular level after the purchase of the Mullock Farm property in 2018. Principal payments on long-term debt of \$11.5 million were made, \$8.1 million of which was to pay off the Operations Centre debenture. This resulted in an overall decrease of \$13.5 Million in cash and cash equivalents.

Net Financial Asset Position

Financial assets include cash and other assets expected to be converted to cash, sold, or consumed within a year. The Town ended the year with net financial assets totaling \$71million (2018 - \$67 million), an increase of \$4 million. This balance is calculated as total financial assets less liabilities and represents the amount available to finance future operations.

Deferred revenue

Deferred revenues are considered liabilities until the funds are spent or used for their intended purpose. The major deferred revenues include:

- development charges;
- building permit revenue;
- Federal gas tax and other grants;

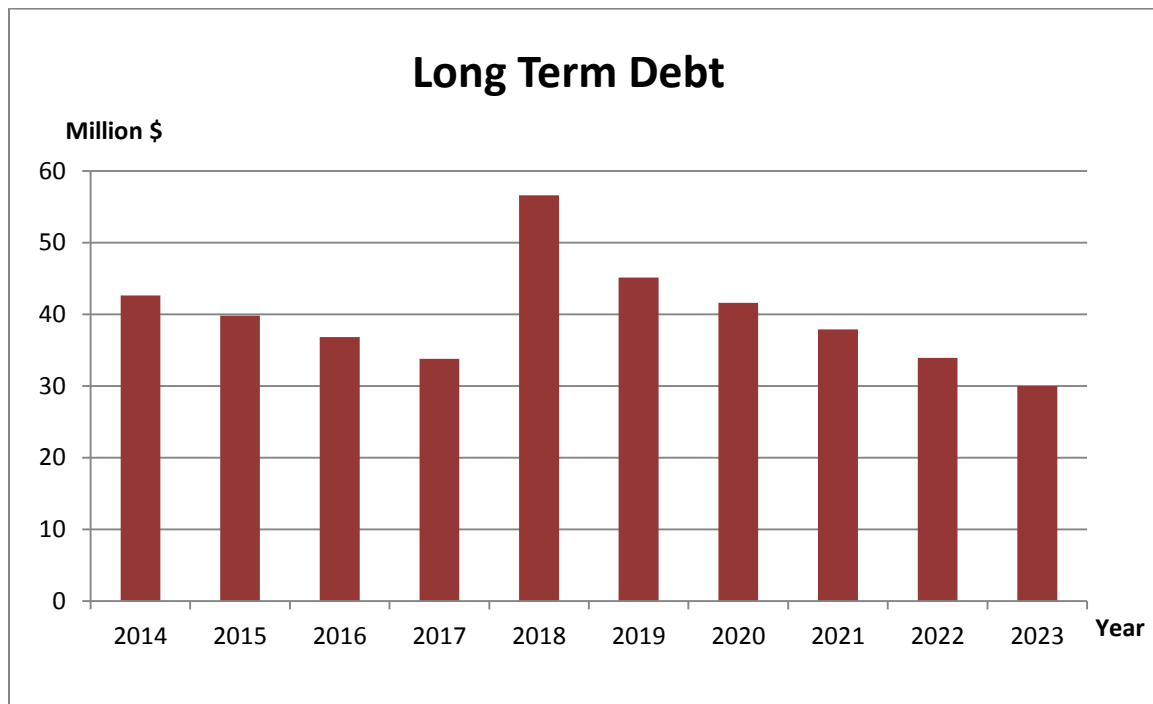
- parkland cash in-lieu;
- engineering administration revenues.

In 2019, the Town collected \$3.9 million and allocated \$6.1 million to capital projects.

Long-term debt

A significant component of the financial liabilities is the Town's long-term debt. A new debt policy was adopted in May 2018 that established the criteria for loans. Generally, debt financing is only available for capital expenditures included in the Asset Management Plan when other sources of financing are not available. The revised Policy continues to have a servicing limit (principle and interest) equal to 10% of the Town's own source revenues which is lower than the 25% limit that the province allows municipalities.

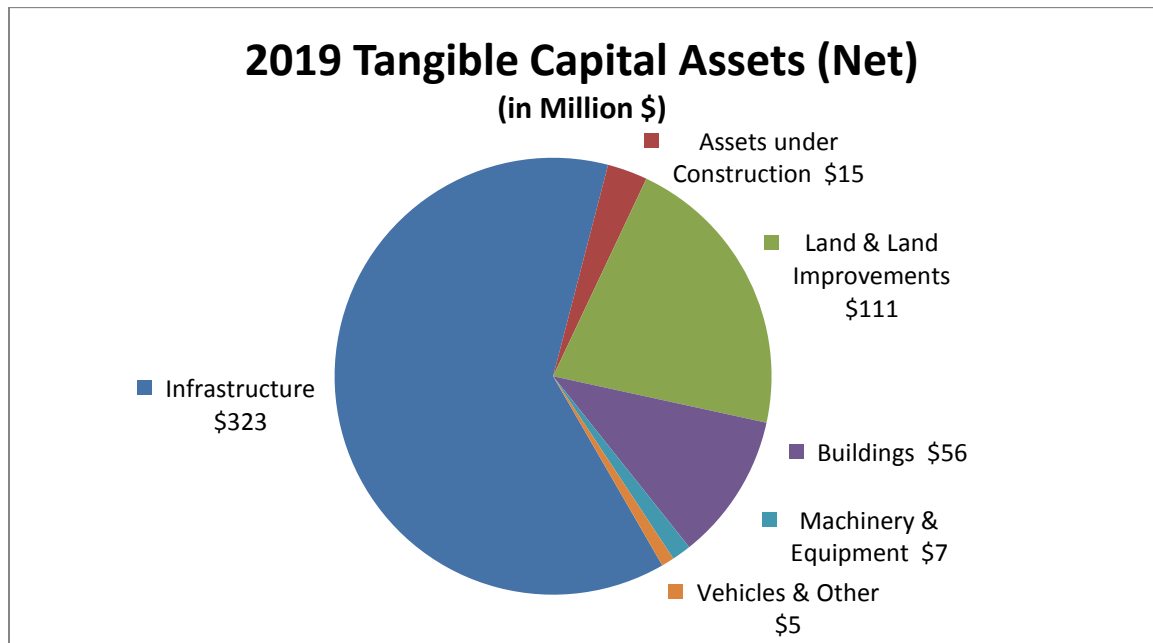
In 2019, the Town's actual debt servicing was 10.8% (2018 – 4.3%), due to the repayment of the Ops Centre debenture. Excluding this payment (\$8.1 Million principal), the Town's debt servicing as a percentage of own source revenues would have been 4.5% - well within policy limits. At an annual interest rate of 5% with a term of 20 years, the Town could borrow another \$115 million and still remain within its 10% debt servicing (borrowing) limit. Debt represents 9.0% of the net book value of Town's tangible capital assets (2018 – 11.0%).



The Town's long-term debt position reflects the pattern of investment in major infrastructure projects. In 2018, a 30 year \$26 million debenture was issued by

Infrastructure Ontario through York Region for the purchase of the Mullock Farm property. In 2019, the debenture for the Operations Centre was paid off which accounts for \$8.1 million of the repayments in the year.

Non-financial assets



A transition to a multi-year capital budget began in 2019. Previously approved but unspent capital budgets were assigned to a more appropriate timeline. The 2019 capital budget was revisited to estimate current and future spending. Forecasts were developed from the draft DC background study and 2014 and 2017 asset management plans. The consolidation of this information culminated in a capital plan.

The 2019 approved capital budget totaled \$26.4 million, after an allocated reduction of \$24 million. \$22.4 million of this amount was budgeted for tangible capital assets (TCA), with the remainder, \$4 million, being major repair and maintenance expenses and items below the threshold for TCA. New in 2019, after the detailed review described above, 100% of the TCA amount of \$22.4 million was projected to be completed in 2019 and carryovers were eliminated. \$20.5 million (91.5%) of TCA were added in 2019.

One of the Town's goals has been to develop a sustainable capital financing strategy. A review of the Town's asset replacement funds took place to determine what the financial requirements will be to replace the Town's assets and how the Town's annual contributions to these reserve funds compare. Since 2013, additional capital levies of between 0.74% and 1% were added every year except in 2017 when contributions to the asset replacement funds were maintained at 2016 levels. An additional capital levy of 1% was added in 2019.

We have an approved asset management plan and strategy and work continues and is on track to meet provincial regulations.

The Town's tangible capital assets (net of amortization expense) increased by \$3.9 million in 2019 compared to an increase of \$27.7 million in 2018.

Accumulated surplus (deficit)

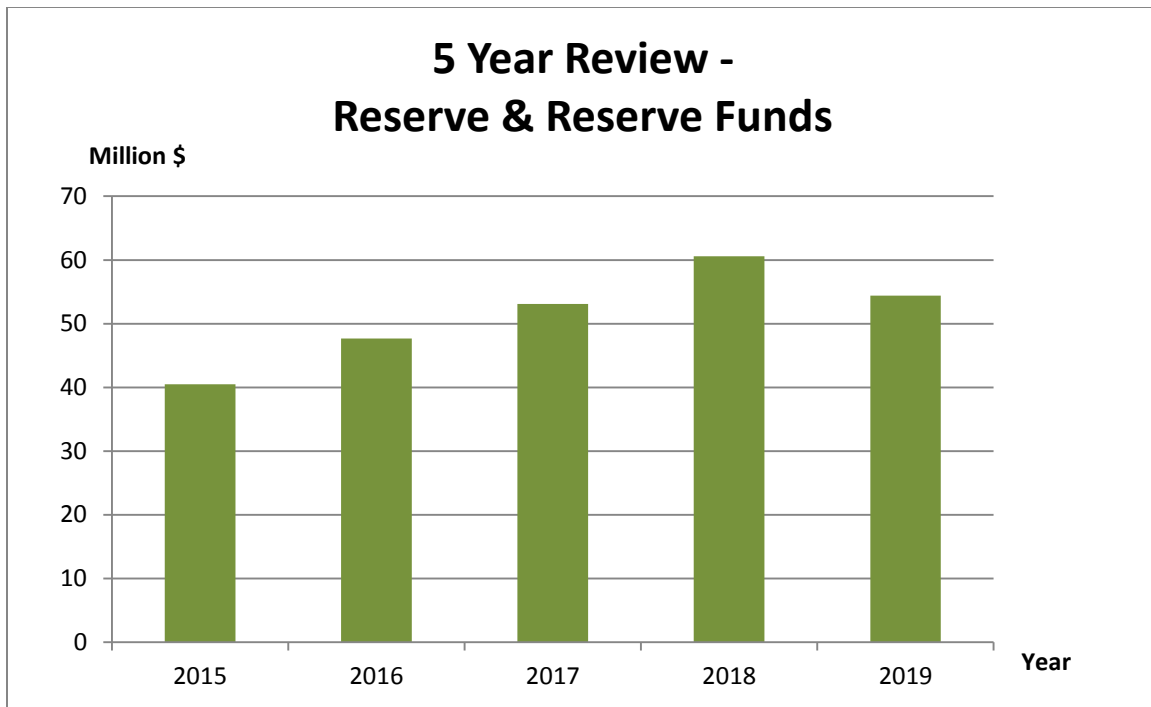
The Town's accumulated surplus for fiscal 2019 is \$592.2 million (2018 - \$585.3 million). The accumulated surplus reflects the resources that have been built up over time at the Town of Newmarket and the balance includes items such as tangible capital assets, equity in Newmarket Hydro Holdings Inc., and various reserves and reserve funds.

21. ACCUMULATED SURPLUS						
The Accumulated Surplus is comprised of the following:						
					2019	2018
Reserves set aside for specific purposes by Council						
Reserves for operating purposes					\$ 8,247,696	\$ 9,023,031
Reserves for capital purposes					3,559,717	892,560
Newmarket Public Library					606,104	788,832
Water & Wastewater Rate Stabilization					1,754,643	3,559,211
Total Reserves					14,168,160	14,263,634
Reserve funds set aside for specific purposes by Council						
Asset replacement funds					22,319,524	31,053,913
Reserve funds for operating purposes					5,910,476	4,623,167
Reserve funds for capital purposes					7,150,036	6,124,927
Self-insured long-term disability					4,834,221	4,580,442
Total Reserve Funds					40,214,257	46,382,449
Total Reserves and Reserve Funds					54,382,417	60,646,083
Invested in tangible capital assets					518,383,541	514,435,905
Less: amount financed by long-term debt					(45,081,715)	(56,562,744)
Equity in Newmarket Hydro Holdings Inc. (Note 10)					67,910,617	68,452,251
Employee future benefits to be recovered					(5,206,897)	(4,244,080)
Operating					-	528,623
Capital Fund Balance					1,854,540	2,001,965
Accumulated Surplus					\$ 592,242,503	\$ 585,258,003

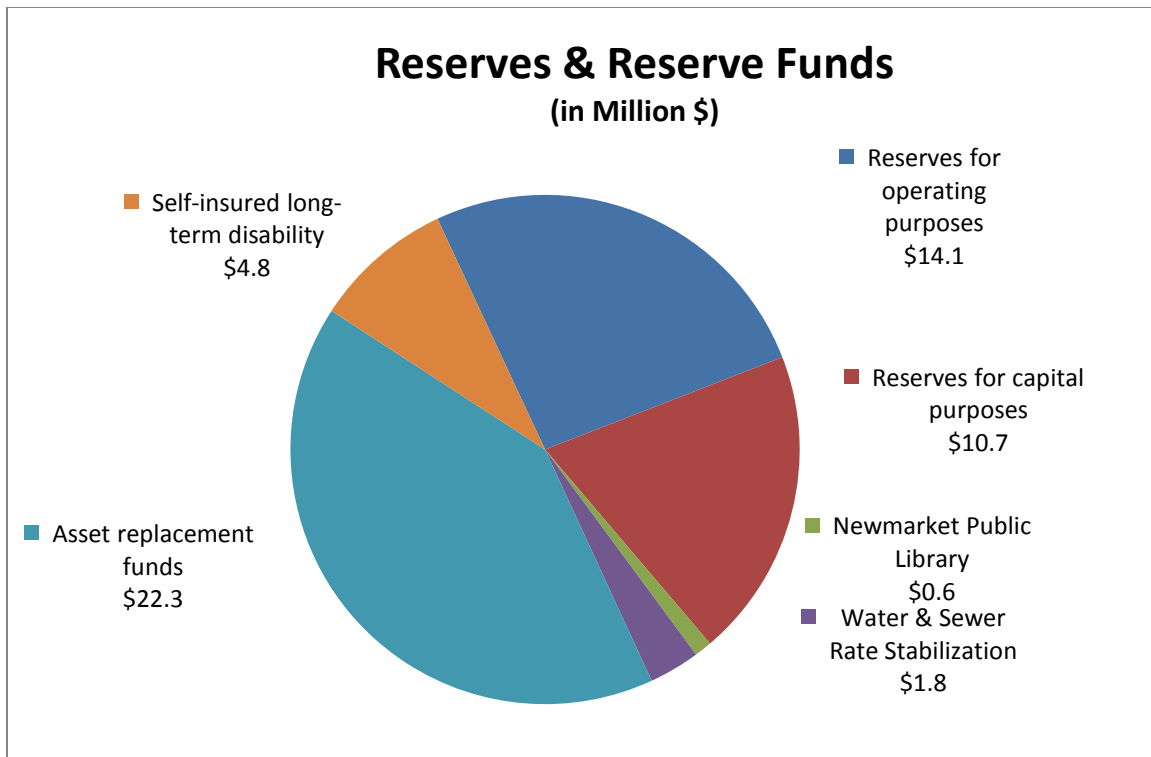
It is the Town's practice to record year-end transfers in the current year to balance rate based funds such as water, wastewater, stormwater, as well as the building department. The operating surplus, \$538,153, was transferred to the rate stabilization reserve to stabilize future years' tax levy increases.

Reserves and Reserve Funds

Reserves and reserve funds are used to set aside funding for the future replacement of the Town's assets, as well as other expected and unexpected obligations. They also help to minimize potential fluctuations in the tax and utility rates, which is commonly referred to as Rate Stabilization.



The total of the Town's reserves and reserve funds at the end of 2019 was \$54.4 million, a decrease of \$6.3 million from the beginning of the year. The biggest factor for the decrease was the transfer of \$7.8 million to water and wastewater to fund the final payout of the Operations Centre debenture.

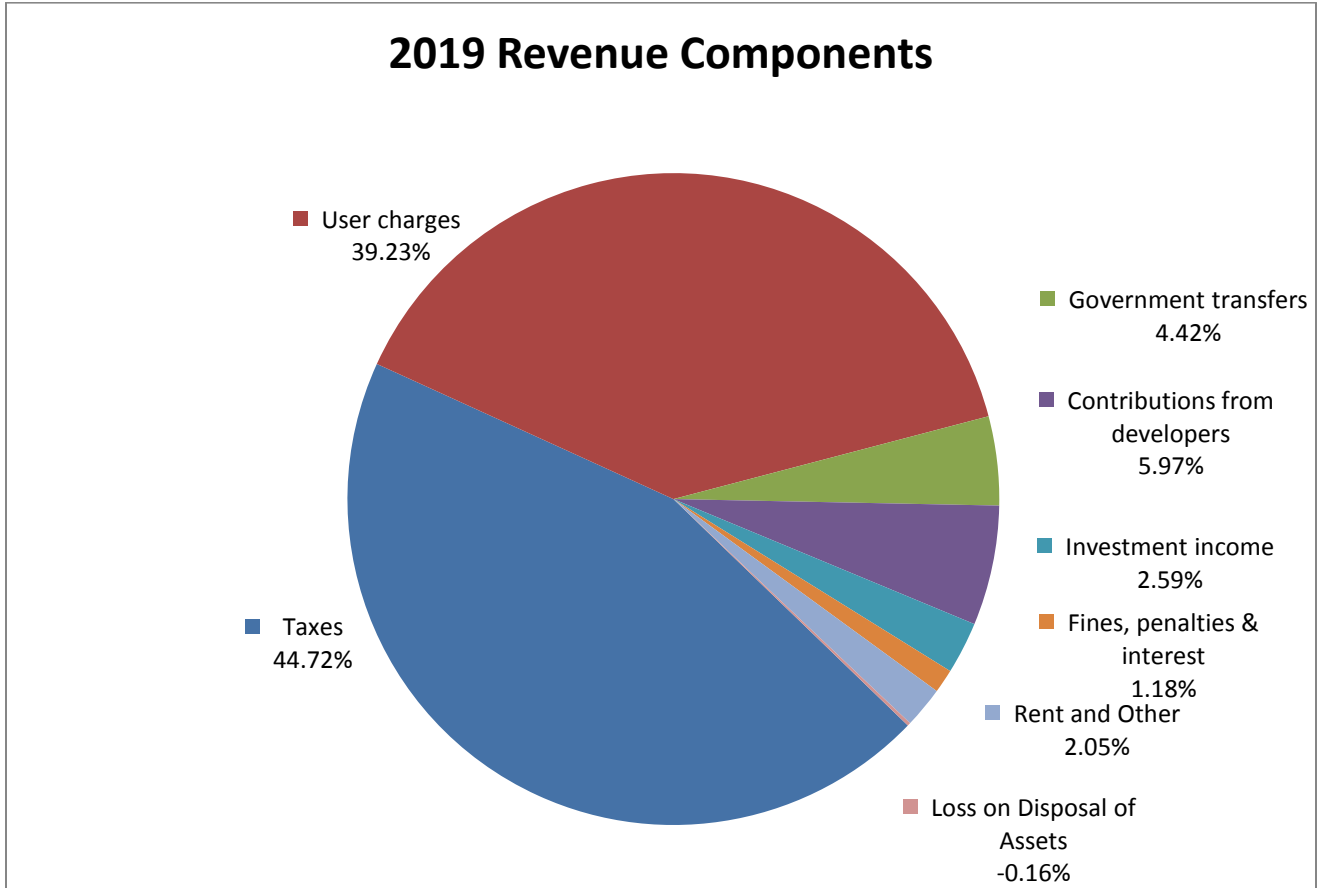


Consolidated statement of operations and surplus

The consolidated statement of operations reports the revenue collected by the Town, the cost of providing municipal services and the resulting annual surplus or deficit.

Revenues

The Town pays for the services it delivers through a variety of revenue streams including property taxes, user charges, government transfers, contributions from developers, investment income, fines, penalties and interest; rent, land sales, and the sale of goods.



Revenue highlights for 2019 include:

- Property taxes increased by \$2.4 million. Year over year the percentage of revenue from property taxes has remained just over 44% of total revenues. Reducing our dependence on property taxes is one of the Town's financial goals.

Supplementary taxes are difficult to predict and sustain. Actual billings in 2019 were \$686,000 which was down from the 2018 level of \$902,000, while somewhat higher than the budget of \$650,000.

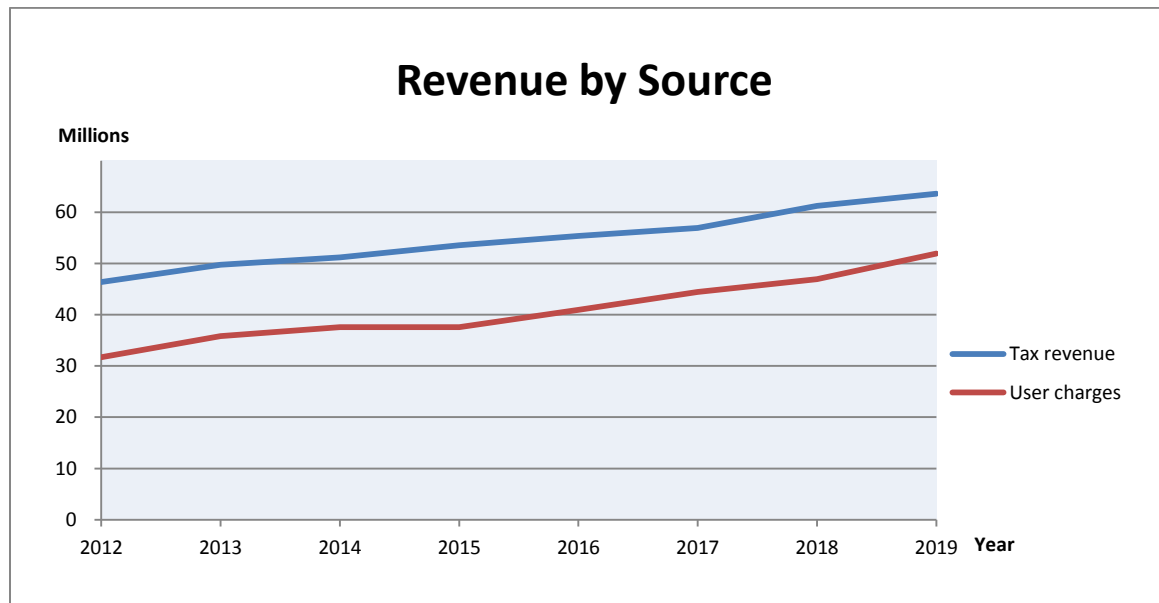
Write offs and provisions, which reduce tax revenues, were significantly higher than in 2018. The Assessment Review Board introduced a totally new process in 2017 to move appeals along faster. While this caused a delay in the start of appeals, many were settled in 2019. There were some large settlements, as well as many multi-year adjustments.

Charity rebates have remained at relatively the same amount over the last 4 years (an average of \$243,000). 39 applications were processed in 2019 versus 42 applications processed in 2018. Vacancy rebates were eliminated in 2017 which meant 2018 was the final year to process and record rebates (2018 - \$492,000). The proactive assessment management plan, started in 2014 continues with a shifted focus to undervalued or missing assessment along with open appeals.

- User charges include water and wastewater revenues, recreation program revenues, license fees, and building permit fees. The majority of user charges are water and wastewater revenues where the average resident's bill increased by 5.1% or \$59 from 2018. Average increases for commercial and industrial properties ranged from 7.9% to 10.2%, depending on meter size.

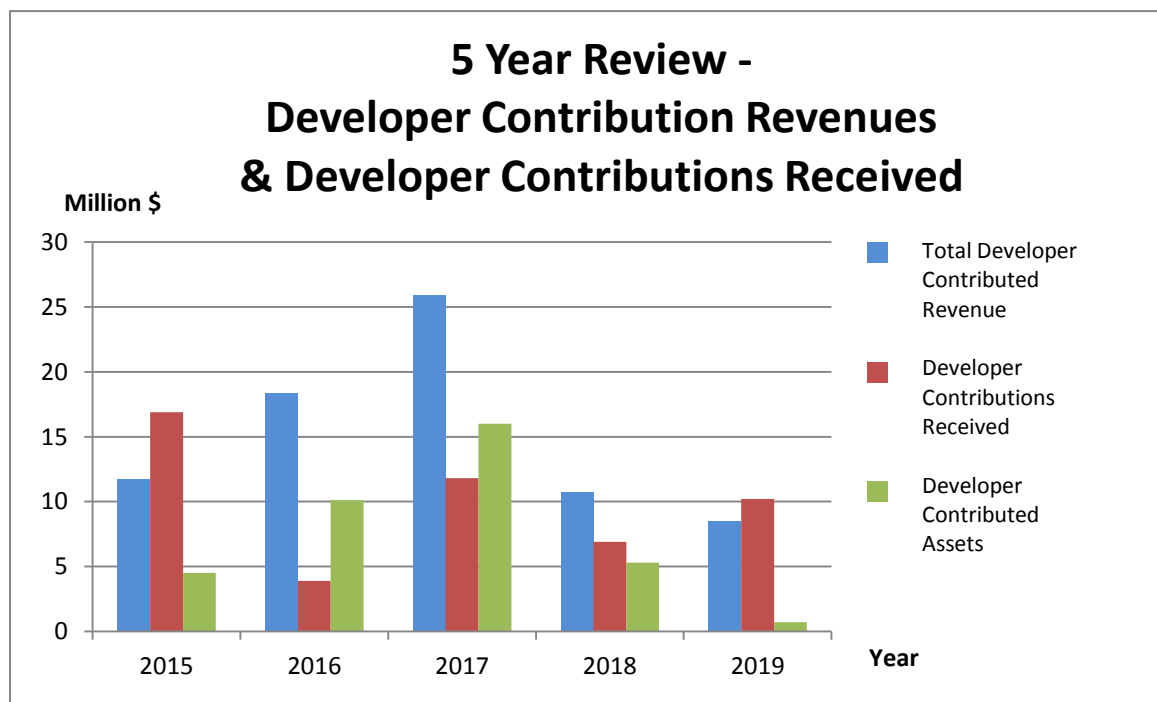
Building permit revenues were 15% lower than in 2018 and 44% less than the budgeted amount. \$1.4 million from the Building Permit Reserve Fund was drawn upon. There has been no price increase to the fees for many years. A review of the fee structure was undertaken in 2015 by BMA Consulting which resulted in a modified fee structure in 2016.

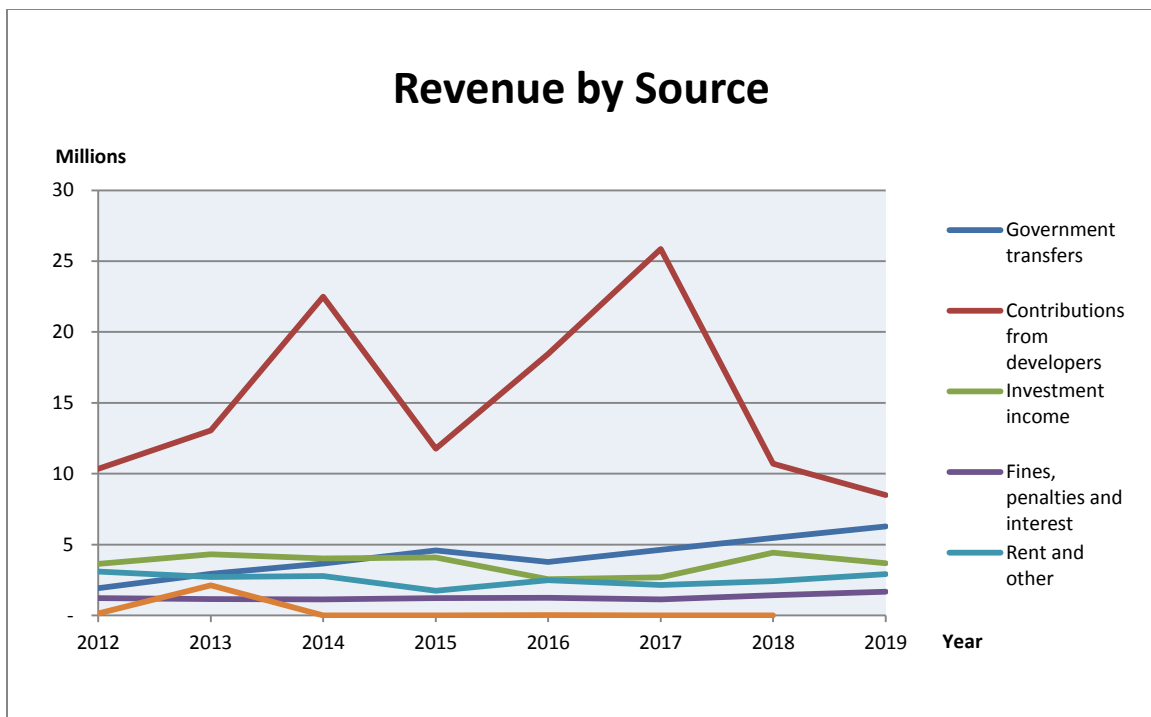
Some fees and charges for recreation and culture programs and services were increased in 2019, others were decreased, and many remained at 2018 levels after an extensive review of registration history, program life cycle, marketplace and demographic considerations, and linkages with the Recreation Playbook.



- Government transfers were 19% higher than the budgeted level and 15% above 2018 levels. This includes a “top up” gas tax payment of \$2.5 million. Most grant funding is only received after costs have been incurred.
- Contributions from developers were \$2.2 million lower than in 2018, mostly due to the significantly lower level of contributed assets (\$0.7 million vs. \$5.3 million in 2018). Tangible capital assets contributed to the Town included 125 streetlights and a storm water management pond. The assumption of subdivisions is not budgeted for, as the amounts and timing are very difficult to predict (see the red line on Revenue by Source chart below). Capital fund developer contributions are mostly development charges (DC's) and are driven by financing requirements for capital projects.

Contributions received represent the cash inflows from developers. Revenues from developers are tied to agreements, capital projects or operating expenditures, such as a debenture, as a funding source.





- Interest earned in the Operating Fund was significantly over budget in 2019 (actual - \$1.1 million; budget - \$0.8 million). The prime rate remained at 3.95% for the entire year. Short-term rates were close to or below the interest rate earned on our bank balances throughout the majority of the year which did not provide an incentive to the Town to invest.

In the Reserve Fund, the 5 tranches of \$6 million invested in 2018 using a ladder approach proved to be a good investment. Interest rates ranging from 2.85% for 1 year to 3.55% for a 5 year GIC generated \$975,000 in investment income in 2019. We also continued to invest in some secondary market GIC's. These are GIC's bought back from clients who need to get out of their non-cashable GIC's before maturity and purchased by the Town through one of our investment brokers often with better yields than regular GIC's.

Our investments also include a number of non-traditional investments – loan to a user group, the installation of solar panels, and the energy retrofit project. The Town is transitioning towards a multi-year capital budget which will improve cash forecasting and long-term investing both of which have been problematic in the past.

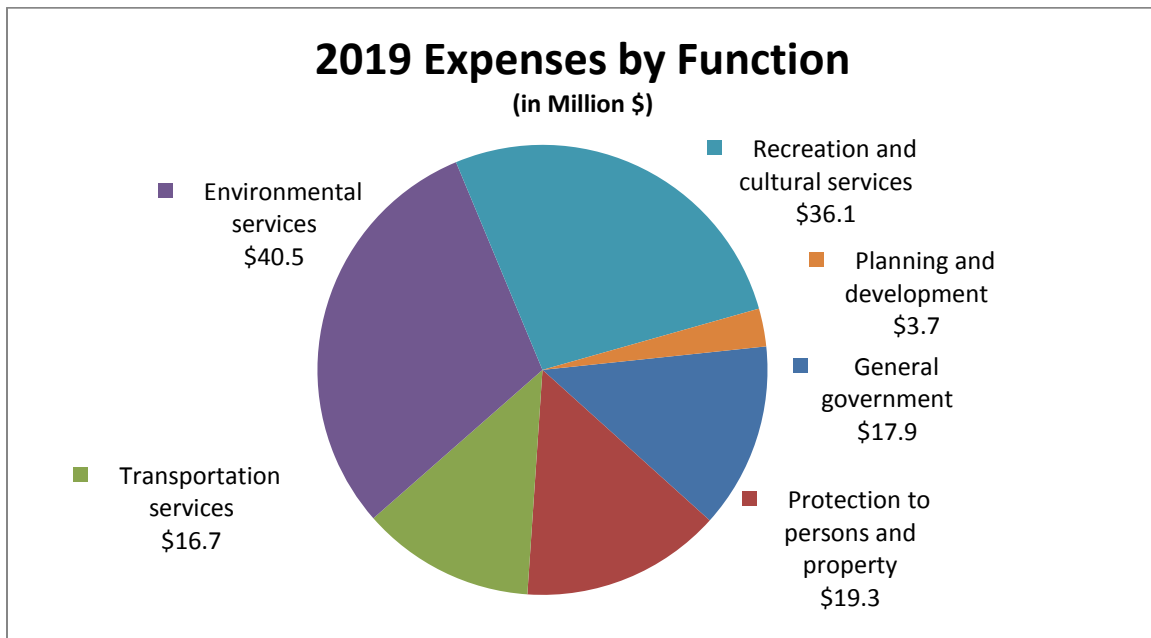
It has been the Town's practice to recognize the dividend from Newmarket-Tay Power before it is paid or even declared. This accrual was acceptable, as there was a board-approved dividend policy and a consistent practice of receiving this payment the following year. Due to the pandemic, the 2019 dividend, which would normally be paid in December 2020, was not guaranteed. Therefore,

the dividend, \$1,336,000, was not accrued in 2019 and henceforth, all dividends will be accounted for only when they are declared.

- Rent and Other continued were in line with the budget. Pursuant to the analysis of capital projects, Station 4-5 capital budgets and funding, with a portion coming from Aurora, were moved to 2020 and 2021 to tie to anticipated construction and completion. Previously, these amounts were carried forward and resulted in budget variances due to timing.
- Gains (losses) on the disposal of tangible capital assets are not budgeted. However, when roads, trails or walkways are reconstructed any remaining unamortized cost represents a loss, as there are no proceeds.

Expenses

The Town provides a wide variety of municipal services to its residents. The chart below provides an overview of these services by functional activities, consistent with provincially-legislated requirements.



Some of the major services included in each category are:

General government:

Finance, Human Resources, Information Technology, Communications, Legal, Customer Services, Clerks Office, Council and Executive Office expenses

Protection to persons and property:

Fire services, Licensing, and Bylaw Enforcement

Transportation services:

Roads and Road Maintenance, Snowplowing, Operations and Capital Projects Engineering

Environmental services:

Water and Wastewater Services, and Solid Waste Collection

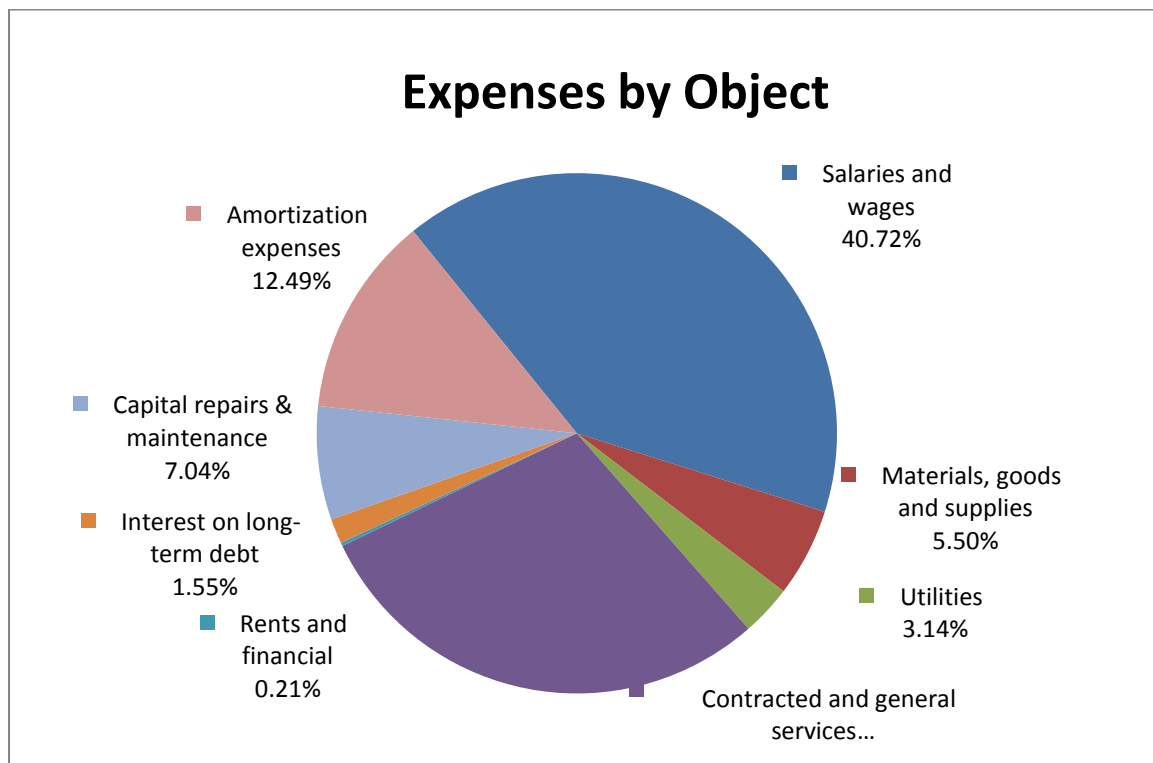
Recreational and cultural services:

Programs and Facility costs at all Recreation Centres, Parks Maintenance, Library, Theatre and Museum

Planning and development:

Planning and Building, Engineering and Development, and Economic Development

Schedule 2 to the Consolidated Financial Statements (pages 27-29) shows a breakdown of these costs by service bundle.



Total expenses in 2019 were \$134.2 million, an increase of \$8.1 million over 2018.

- Salaries, wages and benefits are the most significant component of the Town's costs and have increased by \$2.9 million over 2018. The economic increase in 2019 was 1.85%. A new collective agreement, with an end date of 2023, was finalized in October 2019 for Central York Fire Services. Any retroactive pay was paid before year-end. A change to the benefits resulted in an increase to the accrued benefit obligation of \$1 million.

Casual wages, used to offset some vacancies, were over budget in all commissions. Significantly, higher casual wages in Recreation were also used to bolster some higher program revenues.

- Materials, goods and supplies increased by 33%. Minor capital, water meters and materials for main replacement, equipment rental, and repairs and maintenance are included here. Significant water and wastewater emergency repairs were undertaken during the year. Higher facility related building, electrical, and HVAC repairs and maintenance were also incurred.
- Contracted and general services have increased by 3% from 2018 levels. Charges from the Region for water and wastewater are the biggest component of this expense category where the increase was 9% for both the treatment and distribution of water and the collection and treatment of wastewater.
- Capital repairs and maintenance includes capital expenses that do not meet the definition of TCA and annual maintenance programs. Some examples include parks spot improvements, playground equipment replacement, playground resurfacing, sidewalk spot repairs and trail rehabilitation. These expenses were 23% higher than 2018 levels.
- Amortization (or depreciation) has increased by 3.6% over 2018.

Annual (current year) surplus

The annual (current year) surplus for the year was \$7 million.

ANNUAL SURPLUS RECONCILIATION	
Surplus based on operating fund *	-
Add: Principal payment on long-term debt	\$11,481,029
Contributed tangible capital assets	678,434
Acquisition of tangible capital assets	20,490,762
Less: Amortization expense	(16,857,430)
Reserves and reserve funds	(6,791,033)
Financing from future revenues (employee benefits)	(962,818)
Loss from Newmarket Hydro Holdings Inc. (net)	(541,634)
Book value of disposals	(364,130)
Capital Fund Balance	(147,424)
BIA – Prior Period Adjustment	(1,256)
Surplus Per Consolidated Statement of Operations	\$ 6,984,500

*As noted previously, the surplus based on the operating fund of \$538,153 was transferred to the rate stabilization reserve fund during the year.

Consolidated financial statements of

**The Corporation of the
Town of Newmarket**

December 31, 2019

The Corporation of the Town of Newmarket

December 31, 2019

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Independent Auditor's Report

To the Members of Council of
The Corporation of the Town of Newmarket

Opinion

We have audited the consolidated financial statements of The Corporation of the Town of Newmarket (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2019, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
July 27, 2020

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Financial Position

December 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 52,586,372	\$ 66,063,864
Temporary investments (Note 5)	62,968,260	54,082,164
Taxes receivable (Note 6) (a)	5,324,399	4,181,146
Unbilled user charges	6,827,688	6,030,968
Accounts receivable (Note 6) (b)	7,399,855	7,166,547
Inventory for resale (Note 8)	43,450	56,952
Surplus land (Note 9)	155,285	155,285
Loans receivable (Note 6) (c)	120,097	147,474
Investment in Newmarket Hydro Holdings Inc. (Note 10)	67,910,617	68,452,251
	203,336,023	206,336,651
LIABILITIES		
Accounts payable and accrued liabilities (Note 11)	31,795,118	28,843,766
Interest payable on long-term debt	710,869	921,522
Employee future benefits liability (Note 12)	7,457,790	6,128,206
Long-term disability benefits liability (Note 13)	4,502,355	4,461,290
Deferred revenue (Note 14)	43,008,294	42,319,541
Long-term debt (Note 15)	45,081,715	56,562,744
	132,556,141	139,237,069
NET FINANCIAL ASSETS	70,779,882	67,099,582
NON-FINANCIAL ASSETS		
Inventory (Note 8)	756,772	551,589
Prepaid expenses and other (Note 7)	2,322,308	3,170,927
Tangible capital assets (Note 25)	518,383,541	514,435,905
	521,462,621	518,158,421
ACCUMULATED SURPLUS (Note 21)	\$ 592,242,503	\$ 585,258,003

Contingencies and lease agreements (Notes 17 and 18)

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2019

	2019		2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 2)		
REVENUES			
Taxation and user charges			
Residential and farm taxation	\$ 52,268,182	\$ 52,243,991	\$ 50,561,618
Commercial, industrial and business taxation	10,451,591	10,536,717	9,803,052
Taxation from other governments	722,525	842,041	828,720
User charges	54,416,594	55,803,009	51,942,646
	117,858,892	119,425,758	113,136,036
Government Transfers (Note 22)			
Government of Canada	1,205,174	1,106,248	763,617
Federal Gas Tax (Note 14)	2,672,958	2,602,483	2,183,005
Province of Ontario	1,410,901	2,581,618	2,532,967
	5,289,033	6,290,349	5,479,589
Other			
Contribution from developers	8,411,181	8,489,238	10,714,091
Investment income	3,646,407	3,685,633	4,437,998
Fine, penalties and interest	1,725,754	1,681,254	1,431,044
Rent and other	2,905,566	2,909,993	2,421,197
(Loss) on disposal of tangible capital assets	-	(222,999)	(91,883)
	16,688,908	16,543,119	18,912,447
TOTAL REVENUES	\$ 139,836,833	\$ 142,259,226	\$ 137,528,072

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2019

	2019		2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 2)		
EXPENSES (Note 26)			
General government	\$ 17,329,213	\$ 17,888,430	\$ 16,945,788
Protection to persons and property	20,180,677	19,334,894	17,911,072
Transportation services	14,136,787	16,728,171	14,853,467
Environmental services	40,785,527	40,501,514	38,825,431
Recreation and cultural services	34,372,753	36,081,394	34,091,822
Planning and development	4,304,260	3,655,469	3,496,009
	131,109,217	134,189,872	126,123,589
(Loss)/Income From Newmarket Hydro Holdings Inc. (Note 10)	2,336,000	(541,634)	926,084
Investment Income Adjustment (Note 10)	-	-	(87,412)
(Loss)/Gain on foreign exchange	-	(543,220)	522,214
ANNUAL SURPLUS	11,063,616	6,984,500	12,765,369
ACCUMULATED SURPLUS, BEGINNING OF YEAR	585,258,003	585,258,003	572,492,634
ACCUMULATED SURPLUS, END OF YEAR	\$ 596,321,619	\$ 592,242,503	\$ 585,258,003

THE CORPORATION OF THE TOWN OF NEWMARKET
Consolidated Statement of Change in Net Financial Assets
Year ended December 31, 2019

	2019		2018
	Budget	Actual	Actual
	(Note 2)		
Annual surplus	\$ 11,063,616	\$ 6,984,500	\$ 12,765,369
Acquisition of tangible capital assets	(22,417,091)	(20,493,072)	(39,029,587)
Contributed tangible capital assets	-	(678,434)	(5,270,605)
Amortization of tangible capital assets	16,744,354	16,857,430	16,266,866
Proceeds from sale of tangible capital assets	-	143,441	216,412
Loss on disposal of tangible capital assets	-	222,999	91,883
	(5,672,737)	(3,947,636)	(27,725,031)
Changes due to inventory	(11,032)	(205,183)	(207,003)
Changes due to prepaid expenses and other	640,000	848,619	(619,689)
	628,968	643,436	(826,692)
CHANGE IN NET FINANCIAL ASSETS	6,019,847	3,680,300	(15,786,354)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	67,099,582	67,099,582	82,885,936
NET FINANCIAL ASSETS, END OF YEAR	73,119,429	70,779,882	67,099,582

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Cash Flows

Year ended December 31, 2019

	2019		2018
	<u>Budget</u> (Note 2)	<u>Actual</u>	<u>Actual</u>
CASH PROVIDED BY (USED IN):			
OPERATING ACTIVITIES			
Cash received from			
Taxation	\$ 63,318,954	61,073,205	\$ 61,796,258
User charges	53,934,117	54,557,980	\$ 51,347,960
Government transfers	4,495,678	5,751,621	\$ 6,549,977
Contributions from developers	4,517,810	10,221,897	\$ 6,853,953
Investment income	5,469,540	4,427,550	\$ 5,049,009
Fine, penalties and interest	1,725,754	1,700,052	\$ 1,489,466
Rent and other	1,569,566	2,913,570	\$ 2,434,311
Aurora's share of Central York Fire Services	11,182,125	10,729,902	\$ 10,190,853
	146,213,544	151,375,777	\$ 145,711,787
Cash paid for			
Salaries, wages and employee benefits	61,514,565	63,257,214	\$ 60,605,483
Materials, goods, and supplies	5,649,450	10,170,920	\$ 5,888,053
Utilities	4,339,226	4,869,690	\$ 4,254,143
Contracted and general services	42,764,337	38,010,421	\$ 37,642,822
Capital repairs and maintenance	11,139,376	4,631,409	\$ 9,303,959
Interest on long-term debt	2,304,739	2,304,739	\$ 1,853,449
Rents and financial	290,671	278,683	\$ 284,972
	128,002,364	123,523,076	\$ 119,832,881
Net change in cash from operating activities	18,211,180	27,852,701	\$ 25,878,906
CAPITAL ACTIVITIES			
Proceeds on disposal of tangible capital assets	-	143,441	\$ 216,412
Acquisition of tangible capital assets	(22,417,091)	(20,493,072)	\$ (39,029,590)
Net change in cash from capital activities	(22,417,091)	(20,349,631)	\$ (38,813,178)
INVESTMENT ACTIVITIES			
(Loss)/Gain on Foreign Exchange	-	(543,220)	\$ 522,214
Temporary investments	13,082,164	(8,886,096)	\$ (11,082,164)
Net change in cash from investment activities	13,082,164	(9,429,316)	\$ (10,559,950)

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Cash Flows

Year ended December 31, 2019

	2019		2018
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
FINANCING ACTIVITIES			
Proceeds from issuance of long-term debt	-	-	\$ 26,000,000
Principal repayment on long-term debt	(3,796,046)	(11,551,246)	\$ (3,111,517)
Net change in cash from financing activities	(3,796,046)	(11,551,246)	\$ 22,888,483
NET CHANGE IN CASH	5,080,207	(13,477,492)	\$ (605,739)
CASH, BEGINNING OF YEAR	66,063,864	66,063,864	\$ 66,669,603
CASH, END OF YEAR	\$ 71,144,071	52,586,372	\$ 66,063,864
Supplementary information:			
Interest paid		2,304,739	\$ 1,853,448
Interest received		1,815,802	\$ 2,028,096

Notes to the Consolidated Financial Statements
December 31, 2019

The Town of Newmarket is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements ("the financial statements") of the Corporation of the Town of Newmarket (the "Town") are the representation of management prepared in accordance with generally accepted accounting standards for local governments as recommended by the Canadian Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada (CPA Canada).

Significant accounting policies adopted by the Town are as follows:

(a) (i) Reporting entity

These consolidated financial statements reflect the financial assets, liabilities, operating revenues and expenses of the Town. The reporting entity is comprised of all organizations, local boards and committees accountable for the administration of their financial affairs and resources, to the Town, and which are owned or controlled by the Town. The Newmarket Public Library and the Main Street District Business Improvement Area are accordingly consolidated in these financial statements. All material inter-organizational transactions and balances have been eliminated on consolidation.

(ii) Investment in Newmarket Hydro Holdings Inc.

The Town's investment in Newmarket Hydro Holdings Inc. is accounted for on a modified equity basis, consistent with Canadian Public Sector Accounting Standards for investments in government business enterprises. Under the modified equity basis of accounting, the business enterprise's accounting principles are not adjusted to conform with those of the municipality and inter-organizational transactions and balances are not eliminated. The Town recognizes its equity interest in the annual income or loss of Newmarket Hydro Holdings Inc. in its consolidated statement of operations and accumulated surplus with a corresponding increase or decrease in its investment asset account. Any dividends that the Town may receive from Newmarket Hydro Holdings Inc. will be reflected as reductions in the investment asset account.

(iii) Accounting for Region of York and School Board transactions

The operations of the School Boards and the Region of York are not reflected in the Town's financial statements except to record any resulting receivable or payable balance with the Town at year-end.

(b) Basis of accounting

(i) Accrual basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are recognized in the period goods and services are acquired and a liability is incurred or transfers are due.

Notes to the Consolidated Financial Statements
December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) Basis of accounting (continued)

(ii) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(a) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of an asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	<u>Useful Life -</u> <u>Years</u>
Land improvements	20 - 40
Buildings and building components	20 - 40
Vehicles	4 - 20
Machinery and equipment, including pooled assets	3 - 20
Library collection	7
Linear assets	
- Road base	40
- Road paved surface	20
- Sewer	80
- Watermain	80
- Sidewalks	25
- Trails and walkways	25
- Bridges and structures	25 - 75

Tangible capital assets are amortized in the month following the purchase or in-service date. One half of the annual amortization is charged in the year of acquisition for pooled assets. Assets under construction are not amortized until the tangible capital asset is available for productive use, at which time they are capitalized.

The Town has a capitalization threshold of \$40,000 for all categories except vehicles, machinery and equipment and computer hardware and software in which case the threshold is \$20,000. Individual assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value. Examples of pools are computer systems, library collection, and streetlights. The Town's threshold for pooled assets is \$40,000. The Library pools all of their tangible capital assets and their capitalization threshold is \$10,000.

(b) Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

(c) Interest capitalization

Interest is capitalized whenever external debt is issued to finance the construction of tangible capital assets.

(d) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(e) Inventories

Inventories held for consumption are recorded at the lower of cost and net recoverable value. Inventories held for resale are recorded at the lower of cost and net realizable value.

Notes to the Consolidated Financial Statements
December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) Basis of accounting (continued)

(iii) Surplus Land

The carrying value of the surplus land is based on purchase and development costs and does not reflect any gain that may arise if the land sells for more than the carrying value.

(iv) Liability for contaminated sites

A contaminated site is a site at which substances occur in concentration that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the Town is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post-remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries.

(v) Deferred revenue

Deferred revenues includes user charges, government transfers, development charges and other fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed. The Town receives development charges under the authority of provincial legislation and Town by-laws. These funds, by their nature, are restricted in their use and, until applied to specific capital works, are recorded as deferred revenue. Amounts applied to qualifying capital projects are recorded as revenue in the fiscal period they are expended. See Note 14 for more details.

(vi) Employee future benefits

The present value of the cost of providing employees with future benefit programs is expensed as employees earn these entitlements through service. The cost of the benefits earned by employees is actuarially determined using the projected benefit method prorated on service and management's best estimate of retirement ages of employees and expected health care and dental costs. Vacation entitlements are accrued for as entitlements are earned.

(vii) Long-Term Disability Benefits

The present value of the cost of providing employees with future long-term disability income benefits is expensed as employees earn these entitlements. The cost of the benefits earned by employees is actuarially determined using the projected benefit method for currently disabled employees. Actuarial gains and losses arising in a year are amortized into future years' expenses over the average expected period during which benefits will be paid.

(viii) Pension Plan

The Town is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of the benefits. The Town has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Town records as pension expense the amounts paid to OMERS during the year.

Notes to the Consolidated Financial Statements
December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(ix) Revenue Recognition

(a) Taxes and user charges

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

Charges for wastewater and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Sales of service and other revenue is recognized on an accrual basis.

(b) Investment income

Investment income earned is reported as revenue in the period earned. Investment income earned on unspent development charges and other obligatory reserve funds is added to the fund balance and forms part of the deferred revenue balance.

(c) Government transfers

Government transfers include entitlements, transfers under shared cost agreements, and grants. Revenue is recognized when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(x) Use of estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. The principal estimates used in the preparation of these financial statements include the useful life and valuation of tangible capital assets, allowance for doubtful receivables, certain accrued liabilities, employee future benefits liability and long-term disability benefits liability. Actual results could differ from these estimates.

(xi) Budget figures

Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements. The approved operating budget and capital budgets are reflected on the Consolidated Statement of Operations and Accumulated Surplus. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual amounts.

Notes to the Consolidated Financial Statements
December 31, 2019

2. BUDGET RECONCILIATION

The authority of Council is required before moneys can be spent by the Town. Approvals are given in the form of an annually approved budget. The budget approved by Council differs from the budget presented on Consolidated Statement of Operations and Accumulated Surplus. The difference is due to several factors. A supplementary Capital budget was approved subsequent to the initial budget approval. The budget has also been adjusted to account for material changes due to PSAB reporting requirements.

	Revenue	Expenses
Council approved budget for 2019:		
Operating fund - March 4, 2019	\$ 130,272,108	\$ 130,272,108
Less: Principal payment on long-term debt	-	(3,854,085)
Less: Transfers to / from other funds	(1,587,687)	(16,138,930)
Capital budget - March 4, 2019	27,692,765	27,692,765
Plus: Budgets from previous years assigned to 2019	34,795,799	34,795,799
Less: New capital budgets assigned to future years	(12,078,000)	(12,078,000)
Less: Transfers to / from other funds	(16,450,558)	-
Plus: Forecasted budget revisions - December 16, 2019	(24,000,000)	(24,000,000)
Reserves and reserve funds -	18,374,337	17,745,246
Less: Transfers to / from other funds	(15,845,931)	(17,745,246)
TOTAL COUNCIL APPROVED BUDGET	141,172,833	136,689,657
Less: Tangible Capital Assets Capitalized	-	(22,417,091)
Plus: Budgeted amortization expense	-	16,744,354
Plus: Post-employment benefit expenses	-	92,297
Plus: Investment income from Newmarket Hydro Holdings Inc.	1,000,000	-
Adjusted Budget per Consolidated Statement of Operations and Accumulated Surplus	<u>\$ 142,172,833</u>	<u>\$ 131,109,217</u>

3. OPERATIONS OF SCHOOL BOARDS AND THE REGION OF YORK

Further to Note 1(a)(iii), taxation and revenues of the school boards and the Region of York are comprised of the following:

	School Boards	Region
Property taxes and taxation from other governments	\$ 50,254,416	\$ 66,139,687

4. CASH AND CASH EQUIVALENTS

Cash is comprised of cash on hand and cash held in financial institutions. Management considers all highly liquid investments with original maturity of three months or less to be cash equivalents. The \$20,000,000 non-redeemable guaranteed investment certificate, with an annual interest rate of 2.5%, matured January 8, 2019.

Cash is segregated as follows:

	2019	2018
Restricted - obligatory reserve funds (refer to Note 14)	\$ 41,201,994	\$ 41,315,122
Designated - reserve funds (refer to Note 21)	40,214,257	46,382,449
Less: temporary investments (Note 5)	(62,968,260)	(54,082,164)
	18,447,991	33,615,407
Unrestricted and undesignated	\$ 34,138,381	32,448,457
	<u>\$ 52,586,372</u>	<u>\$ 66,063,864</u>

Notes to the Consolidated Financial Statements
December 31, 2019

5. TEMPORARY INVESTMENTS

Temporary investments are recorded at the lower of cost and market value.

	2019	2018
Cash held in investment accounts	\$ 216,343	850,501
Maturity within 1-2 years	\$ 40,024,592	25,231,663
Maturity within 2-3 years	\$ 7,139,102	16,000,000
Maturity within 3-4 years	\$ 9,466,981	6,000,000
Maturity within 4-5 years	\$ 6,121,242	6,000,000
	\$ 62,968,260	\$ 54,082,164

6. RECEIVABLES

(a) Taxes receivable

	2019	2018
Current year	\$ 4,067,972	\$ 3,703,991
Arrears previous years	2,172,170	1,592,899
	6,240,142	5,296,889
Less allowance	915,743	1,115,743
	\$ 5,324,399	\$ 4,181,146

(b) Accounts receivable

	2019	2018
Government entities	\$ 3,965,439	\$ 1,835,372
Newmarket Hydro Holdings Inc.	379,087	1,336,608
Trade receivables, user fees and other receivables	3,147,401	4,165,347
	7,491,927	7,337,327
Less allowance	92,072	170,780
	\$ 7,399,855	\$ 7,166,547

(c) Loans receivable

Interest free loans are awarded through the Community Improvement Plan's Financial Incentive Program to upgrade and restore properties within the Community Improvement Plan area. The loans are guaranteed by liens against the properties. The maximum repayment period is 10 years.

7. PREPAID EXPENSES AND OTHER

Prepaid expenses include prepaid insurance premiums, software licenses and support and other items totalling \$481,164 (2018 - \$1,251,358). Other expenses represent the Town's payment of \$1,311,775 (2018 - \$1,405,556) for the shared use of an artificial turf field with York Region Board of Education for 10 years starting in April 2018 less annual amortization of \$117,130 (2018 - 93,781).

8. INVENTORY FOR RESALE

Inventory for resale includes water meters to be sold to developers. Inventory included in non-financial assets is comprised of salt and sand used in winter control of area roads, as well as consumable items and parts used by staff.

9. SURPLUS LAND

The Town owns three parcels of land that are declared surplus. One is for access to a storm water management pond with a carrying value of \$121,687, the other two small parcels of land is road allowance, with a cumulative carrying value of \$33,598.

Notes to the Consolidated Financial Statements
December 31, 2019

10. INVESTMENT IN NEWMARKET HYDRO HOLDINGS INC.

Newmarket Hydro Holdings Inc. established by municipal Council in October 2000, is wholly owned by the Corporation of the Town of Newmarket and provides regulated and unregulated services.

Effective May 1, 2007 Newmarket Hydro Ltd. merged with Tay Hydro Electric Distribution Company Inc. to form Newmarket-Tay Power Distribution Ltd. Newmarket Hydro Holdings Inc. owns 93% of the outstanding common shares of Newmarket-Tay Power Distribution Ltd.

The financial statements of Newmarket Hydro Holdings Inc. (the "Corporation") have been prepared in accordance with International Financial Reporting Standards (IFRS) as issued by the International Accounting Standards Board (IASB) and interpretations of the International Financial Reporting Interpretations Committee (IFRIS).

Newmarket Hydro Ltd. has issued an unsecured promissory note in the amount of \$22,000,000 effective October 1, 2001, to the Town of Newmarket. The note bears interest at a simple annual rate equal to the rate of interest that Newmarket Hydro Ltd. is, from time to time, permitted by the Ontario Energy Board (OEB) to recover in its rates (currently 5.48% per annum). Interest is due on the last day of each fiscal year and on terms and at such time as may be further determined by the Director of Finance/Town Treasurer in consultation with senior corporate officers of the Corporation. Determination of, and changes to, maturity and repayment terms require 13 months notice. The promissory note has been subordinated to a letter of credit of \$2,765,940. The letter of credit with a major chartered bank is a prudential requirement to be an Independent Market Operator and includes restrictive clauses with respect to debt repayment.

The Town's investment in the Corporation at December 31, is as follows:

	<u>2019</u>	<u>2018</u>
Share capital		
Newmarket Hydro Holdings Inc. - 201 Common Shares	\$ 29,609,342	\$ 29,609,342
Promissory note	22,000,000	22,000,000
Retained earnings, end of the year		
Newmarket Hydro Holdings Inc.	16,301,275	16,842,909
Total investment	\$ 67,910,617	\$ 68,452,251

The following summarizes the Town's related party transactions with Newmarket Hydro Holdings Inc. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

	<u>2019</u>	<u>2018</u>
Revenues:		
Investment income	\$ 1,205,600	\$ 1,205,600
Rent, property tax and other	420,379	440,874
Expenses:		
Energy purchases	2,881,949	2,707,348
Services - street light capital & maintenance	7,070	21,066
Dividends received during the year	1,336,000	1,336,000
Dividends accrued as at December 31	-	1,336,000
Accounts payable	345,993	310,709

Notes to the Consolidated Financial Statements
December 31, 2019

10. INVESTMENT IN NEWMARKET HYDRO HOLDINGS INC. (continued)

The following tables provide condensed supplementary financial information for Newmarket Hydro Holdings Inc.

	2019	2018
Financial position		
Current assets	\$ 38,379,186	\$ 31,990,420
Capital assets, future income taxes and other	130,742,459	123,929,797
Regulatory deferral account debit balances	3,914,379	10,985,630
Total assets	173,036,024	166,905,847
Current liabilities	29,377,939	22,787,915
Long term liabilities	92,989,611	89,335,591
Total liabilities	122,367,550	112,123,506
Non-controlling interest	3,193,391	3,381,444
Shareholder equity		
Share capital	29,609,342	29,609,342
Retained earnings	16,350,083	18,148,244
Accumulated other comprehensive (loss)/income	(48,808)	30,665
	45,910,617	47,788,251
Regulatory deferral account credit balances	1,564,466	3,612,646
Total liabilities and equity	\$ 173,036,024	\$ 166,905,847
Results of operations		
Revenues	\$ 124,102,620	\$ 101,841,069
Operating expenses	(118,681,326)	(104,516,118)
Financing expenses	(2,322,523)	(1,325,354)
Other income	2,634,862	2,225,644
Non-controlling interest	81,071	(56,282)
Income tax	105,304	(4,029,364)
Net movement on regulatory accounts	(6,382,169)	6,786,489
Net (loss)/income	(462,161)	926,084
Comprehensive loss	(79,473)	-
Net (loss)/income and Comprehensive loss	(541,634)	926,084
Retained earnings, beginning of year	18,178,909	18,588,825
Net (loss)/income	(541,634)	926,084
Dividends paid	(1,336,000)	(1,336,000)
Retained earnings, end of the year	\$ 16,301,275	\$ 18,178,909
In Town's books		
Retained earnings, as at December 31	\$ 16,301,275	\$ 18,178,909
Less: Dividends accrued as at December 31	-	(1,336,000)
Adjusted retained earnings, end of year	16,301,275	16,842,909

Notes to the Consolidated Financial Statements
December 31, 2019

11. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2019</u>	<u>2018</u>
Government entities	\$ 11,962,032	\$ 13,000,471
Payroll liabilities	2,290,076	2,715,401
Trade payables and other accrued liabilities	17,543,010	13,127,894
	<u>\$ 31,795,118</u>	<u>\$ 28,843,766</u>

Accounts payable and accrued liabilities to government entities includes water and wastewater charges, development charges, and capital expenditures.

12. EMPLOYEE FUTURE BENEFITS LIABILITY

The Town provides certain employee benefits that will require funding in future periods. Under the post-retirement benefit plan, employees may be entitled to a cash payment after they leave the Town's employment. An actuarial estimate of liabilities for employee future benefits has been completed and forms the basis for the estimated liability reported in these consolidated financial statements.

	<u>2019</u>	<u>2018</u>
Employee future benefits liability	\$ 7,006,252	\$ 5,682,723
Vacation pay	451,538	445,483
	<u>\$ 7,457,790</u>	<u>\$ 6,128,206</u>

Employee Future Benefits are comprised of health and dental benefits that are provided to retirees and employees currently on a long-term disability. The Town recognizes these post-retirement costs as they are earned during the employee's tenure of service. A benefit liability of \$7,006,252 was determined by the last actuarial valuation carried out as at December 31, 2019, using a discount rate of 2.8%.

Total benefit payments to retirees during the year were \$258,252 (2018 - \$90,052). The plan is substantially unfunded and requires no contributions from employees. The benefit liability at December 31 includes the following components:

	<u>2019</u>	<u>2018</u>
Accrued benefits obligation	\$ 6,790,658	\$ 5,862,082
Unamortized actuarial gains (losses)	215,594	(179,359)
Employee future benefits liability	<u>\$ 7,006,252</u>	<u>\$ 5,682,723</u>
Employee future benefits liability, beginning of the year	\$ 5,682,723	\$ 5,247,859
Annual amortization of actuarial losses	2,938	30,282
Current period service cost	1,387,001	297,859
Interest cost	191,842	196,775
Benefits paid	(258,252)	(90,052)
Employee future benefits liability, end of the year	<u>\$ 7,006,252</u>	<u>\$ 5,682,723</u>

Notes to the Consolidated Financial Statements
December 31, 2019

12. EMPLOYEE FUTURE BENEFITS LIABILITY (continued)

Actuarial valuations for accounting purposes are performed every three years using the projected benefit method prorated on services. The most recent valuation was prepared as at December 31, 2019. The unamortized actuarial losses are being amortized over the estimated remaining service life of the active employees. The average remaining service period of the active employees covered by the benefit plan is 14.7 years

Effective October 30, 2019 eligible Central York Services employees who retire on or after January 2018 on an unreduced OMERS pension and with a minimum of 15 years of service will be provided with a non-cumulative HCSA from age 65 to 75. The combined maximum is \$2,500 per year for employee and spouse. This benefit enhancement resulted in an increase in the accrued benefits obligation as at December 31, 2019 of \$1,047,282.

The assumptions used in the December 31, 2019 actuarial valuation were:

(a) Interest (discount) rate

The present value as at December 31, 2019 of the future benefits was determined using a discount rate of 2.80% (2018 - 3.25%).

(b) Health costs

Health cost premiums were assumed to increase at a 4.00% (2018 - 4.88%) rate to 2024 and increase linearly to 4.75% in 2029.

(c) Dental costs

Dental cost premiums were assumed to increase at a 4.88 (2018 - 4.0%) rate until 2024 and decrease linearly to 4.81% in 2029.

13. LONG-TERM DISABILITY BENEFITS PAYABLE

The Town provides disabled employees who meet the requirements for Long Term Disability (LTD) monthly disability income, life insurance, health, and dental benefits. An actuarial valuation for currently disabled employees was completed as at December 31, 2019.

	2019	2018
Accrued benefits obligation	\$ 4,091,744	\$ 2,680,088
Unamortized actuarial gains	410,611	1,781,202
Long-term disability benefits payable	\$ 4,502,355	\$ 4,461,290
Long-term disability benefits payable, beginning of year	\$ 4,461,290	\$ 4,302,741
Annual amortization of actuarial gains	(366,668)	(218,132)
Current period service cost	812,956	595,923
Interest cost	92,230	87,740
Benefits paid	(497,453)	(306,982)
Long-term disability benefits payable	\$ 4,502,355	\$ 4,461,290

Actuarial valuations for accounting purposes are normally performed every two years using the projected benefit method. The most recent actuarial report was prepared at December 31, 2019. The unamortized actuarial gain will be amortized into future years' expenses over 5 years, the average expected period during which benefits will be paid.

The assumptions used in the December 31, 2019 actuarial valuation were:

(a) Interest (discount) rate

The present value of the future benefits as at December 31, 2019 was determined using a discount rate of 3.0% (2018 - 3.25%).

(b) Health and dental costs

Health and dental cost premiums are assumed to increase by 5.0% per annum.

Health trend rates are assumed to increase by 6.5% starting in 2021. Dental cost premiums are assumed to increase by 4.0% per year starting in 2021.

Notes to the Consolidated Financial Statements
December 31, 2019

14. DEFERRED REVENUE

Development Charges are levies against new development, and are a primary source of funding growth-related capital facilities and infrastructure. Development charges are imposed on all lands, buildings or structures that are developed for residential or non-residential uses. These charges are payable by the developer on the issuance a building permit, unless they are for town-wide engineering services, in which case they are payable upon registration of a subdivision agreement. Development charges are not recognized as revenue until the identified capital costs for growth are incurred.

A requirement of PSAB is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances how these funds may be refunded. Parkland contributions are restricted to parks or recreation purposes. The Gas Tax grant is restricted to infrastructure and require annual reporting. The following funds have statutory restrictions and as such are classified as deferred contributions:

	Beginning Balance 2019	Inflows	Outflows	Ending Balance 2019
Parkland	\$ 1,858,795	\$ 225,365	\$ 250,000	\$ 1,834,160
Development Charges	28,849,385	4,444,646	5,199,336	28,094,695
Building Permit Fees	5,728,041	16,897	1,586,053	4,158,885
Engineering Administration	1,057,223	309,763	861,587	505,399
Gas Tax	3,821,678	5,389,660	2,602,483	6,608,855
Sub-total Obligatory Reserve Funds	41,315,122	10,386,331	10,499,459	41,201,994
Other	1,004,419	6,686,048	5,884,167	1,806,300
Total	\$ 42,319,541	\$ 17,072,379	\$ 16,383,626	\$ 43,008,294

15. LONG-TERM DEBT

(a) The balance of long-term debt reported on the Consolidated Statement of Financial Position is comprised of the following:

			2019	2018
Long-term debt incurred by the Town			\$ 45,081,715	\$ 56,562,744
Purpose	Rates	Maturity Date	2019	2018
Mulock Farm	3.490%	2048	25,498,038	26,000,000
Land for recreation facilities	5.724%	2024	4,469,874	5,222,213
Youth Centre	5.724%	2024	1,035,703	1,210,025
Downtown renewal	5.724%	2024	328,518	383,811
Recreation facility	5.246%	2024	4,243,900	4,968,607
Parklands	5.246%	2024	902,182	1,056,243
Traffic flow improvements	5.246%	2024	519,878	608,654
Downtown revitalization	5.246%	2024	141,463	165,620
Recreation facility	4.756%	2026	6,648,199	7,431,695
Consolidated Operations Centre	5.000%	2019	-	8,127,392
Federation of Canadian Municipalities loan for Operations Centre	2.000%	2031	1,293,960	1,388,484
			\$ 45,081,715	\$ 56,562,744

Notes to the Consolidated Financial Statements
December 31, 2019

15. LONG-TERM DEBT (Continued)

(b) Principal repayments for each of the next five years and thereafter are due as follows:

2020	3,520,612
2021	3,696,231
2022	3,880,833
2023	4,074,965
2024	4,279,095
2025 and thereafter	25,629,979
	\$ 45,081,715

(c) Interest expense on long-term debt amounted to \$2,094,086 (2018 - \$2,156,855).

16. INSURANCE COVERAGE

The Town is self insured for insurance claims up to \$10,000 for any individual claim and for any number of claims arising out of a single occurrence.

Claim costs incurred during the year amounted to \$54,719 (2018 - \$146,557).

Insurance premiums of \$1,015,031 (2018 - \$1,004,897) were expensed during the year on the "Consolidated Statement of Operations and Accumulated Surplus".

17. CONTINGENCIES

The Town has been named as a defendant in certain legal actions. The outcome of these actions is not determinable as at the date of reporting and accordingly, no provision has been made in these financial statements for any liability which may arise.

18. LEASE AGREEMENTS

The Town has entered into lease agreements for vehicles, office equipment and safety equipment. The aggregate minimum payments under these leases over the next three years are as follows:

2020	\$ 167,630
2021	148,817
2022	148,086
	\$ 464,533

19. CONTRACTUAL OBLIGATIONS

During the year the Town performed work on several major projects relating to the construction, repair and replacement of certain facilities and infrastructure. The total purchase commitment from such contracts amounted to approximately \$53,560,000 of which expenses of approximately \$16,900,000 were outstanding as at December 31, 2019.

The Town also entered into various multiple-year contracts for the delivery of services with respect to waste collection, snow plowing, infrastructure and facility maintenance. The total purchase commitment from such contracts amounted to approximately \$64,100,000, of which expenses of approximately \$19,500,000 were outstanding as at December 31, 2019.

Notes to the Consolidated Financial Statements
December 31, 2019

20. PENSION AGREEMENTS

OMERS provides pension services to over 500,000 active and retired members from approximately 1,000 participating employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted as at December 31, 2019. The results of this valuation disclosed total actuarial liabilities of \$107.7 million in respect of benefits accrued for service with actuarial assets at that date of \$104.3 million indicating an actuarial deficit of \$3.4 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Town does not recognize any share of the OMERS pension surplus or deficit.

Contributions in 2019 ranged from 9% to 15.8% depending on the proposed retirement age and level of earnings. Contributions made by the Town to OMERS on account of current service for the year were \$4,813,590 (2018- \$4,664,435).

21. ACCUMULATED SURPLUS

The Accumulated Surplus is comprised of the following:

	2019	2018
Reserves set aside for specific purposes by Council		
Reserves for operating purposes	\$ 8,247,696	\$ 9,023,031
Reserves for capital purposes	3,559,717	892,560
Newmarket Public Library	606,104	788,832
Water & Wastewater Rate Stabilization	1,754,643	3,559,211
Total Reserves	14,168,160	14,263,634
Reserve funds set aside for specific purposes by Council		
Asset replacement funds	22,319,524	31,053,913
Reserve funds for operating purposes	5,910,476	4,623,167
Reserve funds for capital purposes	7,150,036	6,124,927
Self-insured long-term disability	4,834,221	4,580,442
Total Reserve Funds	40,214,257	46,382,449
Total Reserves and Reserve Funds	54,382,417	60,646,083
Invested in tangible capital assets	518,383,541	514,435,905
Less: amount financed by long-term debt	(45,081,715)	(56,562,744)
Equity in Newmarket Hydro Holdings Inc. (Note 10)	67,910,617	68,452,251
Employee future benefits to be recovered	(5,206,897)	(4,244,080)
Operating	-	528,623
Capital Fund Balance	1,854,540	2,001,965
Accumulated Surplus	\$ 592,242,503	\$ 585,258,003

22. GOVERNMENT TRANSFERS

Government transfers include monetary transfers based on cost-sharing agreements between the three levels of government. Some funds are transferred when the Town provides evidence that the qualifying expenditures have been incurred. The Town also receives government transfers once certain criteria have been met or with the stipulation that the funds are used for specific programs or expenses (grants with stipulations). Any transfers received where the transfer stipulations have not been met by year-end are recorded as deferred revenue (see note 14). Grants are also received to support specific program areas such as the Library, Museum, or the Seniors Centre. The following kinds of transfers were included in revenue:

	2019	2018
Grants with stipulations	\$ 2,602,483	\$ 2,183,005
Other grants	3,687,866	3,296,584
	\$ 6,290,349	\$ 5,479,589

Notes to the Consolidated Financial Statements
December 31, 2019

23. CENTRAL YORK FIRE SERVICES

Effective January 1, 2002, the Town of Newmarket entered into a Joint Venture Agreement with the Town of Aurora with respect to the provision of Fire and Emergency services. Under the Agreement, the Town of Newmarket assumed responsibility for the combined Central York Fire Services. The cost of these services is shared between the two municipalities based on a cost sharing formula.

	2019	2018
Net expenses before allocation	\$ 26,754,923	\$ 25,069,755
Less: Aurora's allocation (2019 - 40.1%; 2018 - 40.65%)	(10,729,932)	(10,190,856)
Newmarket's net allocation	\$ 16,024,991	\$ 14,878,900

24. MUSEUM

On March 15, 2019, \$270,426 of cash in the Museum bank account was transferred to the Town reserve fund bank account and the Museum bank account was closed. A reserve fund with a balance of \$270,426 was created.

25. TANGIBLE CAPITAL ASSETS

Schedule 1 provides information on the tangible capital assets of the Town by major asset category, as well as for accumulated amortization.

Tangible capital assets are segmented by asset class according to the Financial Information Return. General Capital Assets exclude the Infrastructure Asset class and include Parks, Recreation Facilities, and Fire. Infrastructure assets are composed of linear assets and their associated specific components, generally constructed or arranged in a continuous and connected network. They include Roads, including bridges, and Environmental Infrastructure (water delivery systems, waste water treatment, storm drainage systems).

a) Tangible capital assets recognized at nominal value.

Certain assets have been assigned a nominal value because of the difficulty of determining a valuation. The most significant such asset is the land under the Town's roads which has been assigned a nominal value of one dollar per kilometer of road length. No roads were assumed in 2019, therefore the road network remained the same with 243 kilometers.

b) Capitalization of interest

No interest was capitalized in 2019 (2018 - \$nil).

c) Construction in Progress

The financial statements and accompanying schedules include \$15,420,528 (2018 - \$6,233,623) of tangible assets that have not been amortized.

d) Contributed Tangible Capital Assets

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. These assets are mainly in the subdivisions assumed during the year. No road networks assumed in 2019.

	2019	2018
Linear Assets	\$ -	\$ 5,085,314
Storm Water Management Pond	155,733	80,600
Streetlights	522,701	104,691
	\$ 678,434	\$ 5,270,605

Notes to the Consolidated Financial Statements
December 31, 2019

26. SEGMENTED INFORMATION

Certain allocation methodologies are employed by the Town in the preparation of segmented financial information. Government grants, user charges, transfers from other funds, and other revenues are allocated to the specific program or service they relate to. Expense allocations are both internal and external. There is an external allocation to the Town of Aurora for its share of the costs of running Central York Fire Services (see Note 23). Activity based costing is used to allocate internal support costs to departments. These costs include the net expenses for departments, such as human resources, information systems, finance and others, commonly referred to as overhead. Measures of activity, or drivers, are used to apportion the support costs.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

Schedule 2 Service Bundles

The Town's services and programs are grouped and reported based on a customer driven service bundle in Schedule 2. Revenues are reported by source, while expenses are reported by object. The Town determines an individual tax rate for each service to attain full cost recovery. Tax revenues are allocated according to the tax billing. Net revenues before financing include capital expenses, reserves, reserve funds and transfers. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

Fire & Emergency Services

Central York Fire Services provides fire services to the residents of Newmarket and Aurora. They are responsible to provide fire suppression service, fire prevention programs, training and education related to prevention, detection or extinguishment of fires. The cost of these services is shared between the two municipalities based on a cost sharing formula described in Note 23.

Water, Wastewater & Solid Waste

The Town provides drinking water to its citizens and collects wastewater. The solid waste and recycling program includes curbside collection of recyclables, organics, yard waste and garbage.

By-law & Licensing Services

The Town issues a variety of licenses including marriage, taxicab and animal licenses. It ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-law for the protection of occupants. It facilitates economic development by providing services for the approval of all land development plans, the application and enforcement of zoning by-laws and the processing of building permit applications.

Roads, Bridges & Sidewalks

The Public Works and Environmental Services department is responsible for the cleanliness, safety and maintenance of the Town's paved roads, bridges and sidewalks.

Planning & Development Services

The Town creates plans for Newmarket's future. It manages urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and the downtown through Town planning, community development, parks and riverbank planning.

Community Programs & Events

The Town provides public services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure services such as fitness and aquatic programs. It also hosts community special events throughout the year.

Facilities, Parks & Trails

The Town maintains numerous recreation facilities, as well as indoor community space for booking and community use. It also maintains parks and playgrounds, open spaces, and a vast trail system.

Notes to the Consolidated Financial Statements
December 31, 2019

26. SEGMENTED INFORMATION (Continued)

Corporate Support & Governance

The Town Council, the Office of the CAO, Legal and other support staff and services are included here.

Public Library Services

The provision of library services contributes towards the information needs of the Town's citizens. The library also provides programs to local residents.

Main Street District BIA

The Main Street District BIA promotes the Main Street area as a business, shopping and entertainment area. This department has been separately disclosed from other Planning & Development Services, due to its requirement to have audited financial statements.

27. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year financial statement presentation. The reclassifications relate to regroupings within various categories of tangible capital assets.

28. SUBSEQUENT EVENT

Subsequent to year-end, on March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel corona virus ("COVID -19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID -19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Town of Newmarket in future periods.

29. RELATED PARTIES

A consulting company has provided services to the Town of Newmarket during 2019 in the amount of \$1,532,306 (\$1,067,995 in 2018). A member of the company's management is the spouse of a director for the Town. The transactions have been on market terms and appropriate internal controls are in place.

Note 10, Investment in Newmarket Hydro Holdings Inc. discloses related party transactions with the Town's business enterprises. In addition, there were other related party transactions amounting to less than \$100,000 in total, each of which are not of a significant amount and are done on market terms.

The Corporation of the Town of Newmarket
Tangible Capital Assets - Summary By Asset Category
December 31, 2019

Schedule 1

	Cost					Accumulated Amortization				2019	
	2019 Opening Balance	Additions and Betterments	Disposals/ Transfers	Write Downs	2019 Closing Balance	2019 Opening Balance	2019 Amortization Expense	Accumulated Amortization on Disposals	2019 Ending Balance	Net Book Value	
General Capital Assets											
Land	\$ 99,598,888	\$ 6	\$ -	\$ -	\$ 99,598,894	\$ -	\$ -	\$ -	\$ -	\$	\$ 99,598,894
Land improvements	14,535,428	250,442	-	-	14,785,870	2,959,911	470,512	-	3,430,423		11,355,447
Buildings and building components	97,718,129	1,968,298	-	-	99,686,427	40,570,984	2,740,512	-	43,311,496		56,374,931
Machinery and Equipment	17,493,894	1,110,388	410,143	-	18,194,139	9,548,922	1,539,899	404,683	10,684,138		7,510,001
Vehicles	6,661,324	1,357,078	539,586	-	7,478,816	3,473,810	512,156	539,583	3,446,383		4,032,433
Library Collection	1,658,121	196,476	233,714	-	1,620,883	964,521	202,103	233,714	932,910		687,973
	\$ 237,665,784	\$ 4,882,688	\$ 1,183,443	\$ -	\$ 241,365,029	\$ 57,518,148	\$ 5,465,182	\$ 1,177,980	\$ 61,805,350	\$	\$ 179,559,679
Infrastructure Assets											
Land	\$ 18,492,537	\$ -	\$ -	\$ -	\$ 18,492,537	\$ -	\$ -	\$ -	\$ -	\$	\$ 18,492,537
Land improvements	24,881,202	155,733	-	-	25,036,935	18,976,309	617,939	-	19,594,248		5,442,687
Buildings and building components	24,846,461	414,900	-	-	25,261,361	6,236,255	795,641	-	7,031,896		18,229,465
Machinery and Equipment	2,215,852	333,883	-	-	2,549,735	1,337,213	136,777	-	1,473,990		1,075,745
Vehicles	2,677,286	328,733	298,405	-	2,707,614	1,506,292	321,440	298,405	1,529,327		1,178,287
Linear Assets	503,423,767	5,571,993	1,352,464	-	507,643,296	220,426,390	9,520,451	1,288,158	228,658,683		278,984,613
	\$ 576,537,105	\$ 6,805,242	\$ 1,650,869	\$ -	\$ 581,691,478	\$ 248,482,459	\$ 11,392,248	\$ 1,586,563	\$ 258,288,144	\$	\$ 323,403,334
Construction in Progress	\$ 6,233,623	\$ 13,551,850	\$ 4,364,945	\$ -	\$ 15,420,528	\$ -	\$ -	\$ -	\$ -	\$	\$ 15,420,528
Total Tangible Capital Assets	\$ 820,436,512	\$ 25,239,780	\$ 7,199,257	\$ -	\$ 838,477,035	\$ 306,000,607	\$ 16,857,430	\$ 2,764,543	\$ 320,093,494	\$	\$ 518,383,541

The Corporation of the Town of Newmarket
Tangible Capital Assets - Summary By Asset Category
December 31, 2018

Schedule 1

	Cost				Accumulated Amortization				2018	
	2018 Opening Balance	Additions and Betterments	Disposals/ Transfers	Write Downs	2018 Closing Balance	2018 Opening Balance	2018 Amortization Expense	Accumulated Amortization on Disposals	2018 Ending Balance	Net Book Value
General Capital Assets										
Land	\$ 74,738,474	\$ 24,860,414	\$ -	\$ -	\$ 99,598,888	\$ -	\$ -	\$ -	\$ -	\$ 99,598,888
Land improvements	12,336,473	2,198,955	-	-	14,535,428	2,534,567	425,344	-	2,959,911	\$ 11,575,517
Buildings and building components	97,256,841	750,037	288,749	-	97,718,129	38,151,602	2,574,585	155,203	40,570,984	\$ 57,147,145
Machinery and Equipment	16,093,397	1,824,028	423,531	-	17,493,894	8,667,579	1,431,557	550,214	9,548,922	\$ 7,944,972
Vehicles	6,565,043	96,281	-	-	6,661,324	3,053,661	420,149	-	3,473,810	\$ 3,187,514
Library Collection	1,693,070	186,529	221,478	-	1,658,121	979,143	206,856	221,478	964,521	\$ 693,600
	<u>\$ 208,683,298</u>	<u>\$ 29,916,244</u>	<u>\$ 933,758</u>	<u>\$ -</u>	<u>\$ 237,665,784</u>	<u>\$ 53,386,552</u>	<u>\$ 5,058,491</u>	<u>\$ 926,895</u>	<u>\$ 57,518,148</u>	<u>\$ 180,147,636</u>
Infrastructure Assets										
Land	\$ 18,492,537	\$ -	\$ -	\$ -	\$ 18,492,537	\$ -	\$ -	\$ -	\$ -	\$ 18,492,537
Land improvements	24,544,411	336,791	-	-	24,881,202	18,384,962	591,347	-	18,976,309	5,904,893
Buildings and building components	24,846,461	-	-	-	24,846,461	5,442,342	793,913	-	6,236,255	18,610,206
Machinery and Equipment	2,056,699	310,554	151,401	-	2,215,852	1,211,162	126,051	-	1,337,213	878,639
Vehicles	2,294,230	769,916	386,860	-	2,677,286	1,593,888	299,264	386,860	1,506,292	1,170,994
Linear Assets	492,095,371	12,169,281	840,885	-	503,423,767	211,719,444	9,397,800	690,854	220,426,390	282,997,377
	<u>\$ 564,329,709</u>	<u>\$ 13,586,542</u>	<u>\$ 1,379,146</u>	<u>\$ -</u>	<u>\$ 576,537,105</u>	<u>\$ 238,351,798</u>	<u>\$ 11,208,375</u>	<u>\$ 1,077,714</u>	<u>\$ 248,482,459</u>	<u>\$ 328,054,646</u>
Construction in Progress	<u>\$ 5,436,217</u>	<u>\$ 5,030,449</u>	<u>\$ 4,233,043</u>	<u>\$ -</u>	<u>\$ 6,233,623</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,233,623</u>
Total Tangible Capital Assets	<u>\$ 778,449,224</u>	<u>\$ 48,533,235</u>	<u>\$ 6,545,947</u>	<u>\$ -</u>	<u>\$ 820,436,512</u>	<u>\$ 291,738,350</u>	<u>\$ 16,266,866</u>	<u>\$ 2,004,609</u>	<u>\$ 306,000,607</u>	<u>\$ 514,435,905</u>

The Corporation of the Town of Newmarket
Segment Disclosures - Service Bundle
Year ended December 31, 2019

Schedule 2

	Fire & Emergency Services		Water, Wastewater & Solid Waste		Bylaw & Licensing Services		Roads, Bridges & Sidewalks	
	2019	2018	2019	2018	2019	2018	2019	2018
EXPENSES								
Salaries and wages	\$ 21,887,315	\$ 21,331,556	\$ 2,984,615	\$ 2,884,088	\$ 1,483,143	\$ 1,255,348	\$ 2,666,574	\$ 2,326,188
Materials, goods and supplies	1,061,909	906,911	2,693,217	775,403	84,394	76,927	1,284,288	1,116,804
Utilities	170,685	152,995	25,385	24,500	-	-	1,055,088	1,009,234
Contracted and general services	753,604	814,985	31,044,455	29,472,163	519,589	438,437	925,555	749,375
Rents and financial	30,600	30,000	78,561	73,116	8,567	11,884	2,325	2,087
Interest on long-term debt	-	-	198,780	560,926	-	-	-	-
Capital repairs and maintenance	901,581	336,116	1,365,745	1,993,877	-	-	2,082,039	1,418,028
Amortization expenses	507,714	432,908	3,085,920	3,009,329	25,843	20,990	7,516,169	7,407,171
Allocations	(8,356,926)	(7,981,592)	1,586,858	3,183,971	720,080	718,964	3,258,806	1,397,299
Total expenses	16,956,482	16,023,879	43,063,536	41,977,373	2,841,616	2,522,550	18,790,844	15,426,186
REVENUES								
Taxation	17,304,734	16,898,382	3,542,595	3,386,064	1,820,284	1,656,338	10,056,751	10,742,920
User charges	331,878	317,084	42,001,281	40,094,636	514,910	375,274	131,011	120,904
External non-tax revenues	34,111	170,337	5,506,081	6,379,595	601,930	565,206	6,244,478	5,078,663
(Loss)/Gain on sale of tangible capital assets	17,601	-	(88,220)	(85,409)	-	-	(175,667)	92,726
Total revenues	17,688,324	17,385,803	50,961,737	49,774,886	2,937,124	2,596,818	16,256,573	16,035,213
Net surplus of Gov't. Business Enterprise	-	-	-	-	-	-	-	-
Annual Surplus (Deficit)	\$ 731,842	\$ 1,361,924	\$ 7,898,201	\$ 7,797,513	\$ 95,508	\$ 74,268	\$ (2,534,271)	\$ 609,027

Note: Allocations are based on estimates of the support services provided to other departments.

The Corporation of the Town of Newmarket
Segment Disclosures - Service Bundle
Year ended December 31, 2019

Schedule 2

	Planning & Development Services		Community Programs & Events		Facilities, Parks & Trails		Corporate Support & Governance	
	2019	2018	2019	2018	2019	2018	2019	2018
EXPENSES								
Salaries and wages	\$ 4,594,089	\$ 4,598,247	\$ 6,735,505	\$ 6,715,338	\$ 8,370,343	\$ 8,012,138	\$ 12,596,321	\$ 11,497,479
Materials, good and supplies	243,610	289,242	160,883	173,137	3,363,876	1,825,999	466,418	445,324
Utilities	-	-	3,053	2,531	2,332,566	2,098,951	630,436	662,893
Contracted and general services	303,704	484,859	1,545,602	1,431,638	1,711,903	1,337,412	3,560,916	3,917,327
Rents and financial	-	2,860	53,259	43,689	51,559	48,047	53,006	52,909
Interest on long-term debt	-	-	-	-	-	-	1,895,306	1,595,929
Capital repairs and maintenance	553,049	327,359	-	-	2,011,189	3,078,869	271,602	548,923
Amortization expenses	-	-	72,497	62,434	4,353,606	4,254,065	875,045	766,316
Allocations	2,650,422	2,476,613	2,178,767	1,718,833	2,985,245	3,535,191	(16,333,254)	(15,769,313)
Total expenditures	8,344,874	8,179,180	10,749,566	10,147,600	25,180,287	24,190,672	4,015,796	3,717,787
REVENUES								
Taxation	4,126,615	3,987,602	4,599,434	5,047,374	18,287,800	15,636,888	-	-
User charges	3,236,410	3,155,485	5,376,311	4,820,550	2,478,134	2,447,465	1,663,975	535,010
External non-tax revenues	1,873,953	1,303,880	934,197	798,238	1,101,715	2,673,214	6,441,438	7,235,869
(Loss)/Gain on sale of tangible capital assets	-	-	-	-	23,287	(99,202)	-	-
Total revenues	9,236,978	8,446,967	10,909,942	10,666,162	21,890,936	20,658,365	8,105,413	7,770,879
Net surplus of Gov't. Business Enterprise	-	-	-	-	-	-	(541,634)	838,672
Annual Surplus (Deficit)	\$ 892,104	\$ 267,787	\$ 160,376	\$ 518,562	\$ (3,289,351)	\$ (3,532,307)	\$ 3,547,983	\$ 4,891,764

Note: Allocations are based on estimates of the support services provided to other departments.

The Corporation of the Town of Newmarket
Segment Disclosures - Service Bundle
Year ended December 31, 2019

Schedule 2

	Public Library Services		Main Street District BIA		Consolidated	
	2019	2018	2019	2018	2019	2018
EXPENSES						
Salaries and wages	\$ 2,587,639	\$ 2,407,333	\$ -	\$ -	\$ 63,905,544	\$ 61,027,715
Materials, good and supplies	302,607	327,626	18,975	32,422	9,680,177	5,969,795
Utilities	95,916	96,630	-	-	4,313,129	4,047,734
Contracted and general services	102,914	110,055	1,712	4,866	40,469,954	38,761,117
Rents and financial	2,057	2,023	-	-	279,934	266,615
Interest on long-term debt	-	-	-	-	2,094,086	2,156,855
Capital repairs and maintenance	134,315	114,570	-	-	7,319,520	7,817,742
Amortization expenses	420,636	313,656	-	-	16,857,430	16,266,869
Allocations	580,100	529,181	-	-	(10,729,902)	(10,190,853)
Total expenditures	4,226,184	3,901,074	20,687	37,288	134,189,872	126,123,589
REVENUES						
Taxation	3,854,536	3,807,822	30,000	30,000	63,622,749	61,193,390
User charges	69,099	76,238	-	-	55,803,009	51,942,646
External non-tax revenues	310,386	273,940	8,178	4,979	23,056,467	24,483,921
(Loss)/Gain on sale of tangible capital assets	-	-	-	-	(222,999)	(91,885)
Total revenues	4,234,021	4,158,000	38,178	34,979	142,259,226	137,528,072
(Loss)/Income From Newmarket Hydro Holdings Inc.	-	-	-	-	(541,634)	838,672
(Loss)/Gain on foreign exchange					(543,220)	522,214
Annual Surplus (Deficit)	\$ 7,837	\$ 256,926	\$ 17,491	\$ (2,309)	\$ 6,984,500	\$ 12,765,369

Note: Allocations are based on estimates of the support services provided to other departments.

Financial statements of
Town of Newmarket
Main Street District BIA

December 31, 2019

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Statement of financial position	4
Statement of cash flows	5
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Independent Auditor's Report

To the Members of Council of
The Corporation of the Town of Newmarket

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Town of Newmarket Main Street District BIA (the "BIA"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
July 27, 2020

THE CORPORATION OF THE TOWN OF NEWMARKET
Main Street District BIA
Statement of Operations
Year ended December 31, 2019

	2019		2018
	Budget	Actual	(Restated- Note 4)
REVENUES			
Taxation	\$ 30,000	\$ 30,000	\$ 30,000
Events	-	8,178	6,208
Total revenues	30,000	38,178	36,208
EXPENSES			
Promotion and events	9,000	19,568	34,908
Advertising	21,000	1,119	4,866
Total expenses	30,000	20,687	39,774
ANNUAL SURPLUS (DEFICIT)	-	17,491	(3,566)
FUND BALANCE, BEGINNING OF YEAR,	20,914	20,914	24,480
FUND BALANCE, END OF YEAR	\$ 20,914	\$ 38,405	\$ 20,914

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET
Main Street District BIA
Statement of Financial Position
 Year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
		(Restated- Note 4)
ASSET		
Due from the Town of Newmarket	\$ 38,405	\$ 20,914
FUND BALANCE AND NET FINANCIAL ASSETS	\$ 38,405	\$ 20,914

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET
Main Street District BIA
Statement of Cash Flows
Year ended December 31, 2019

	<u>2019</u>	<u>2018</u> (Restated- Note 4)
Cash received from		
Taxation	\$ 30,000	\$ 30,000
Events	8,178	6,208
Transfers (to) from the Town of Newmarket	(17,491)	3,566
	<u>20,687</u>	<u>39,774</u>
Cash paid for		
Promotion and events	19,568	34,908
Advertising	1,119	4,866
	<u>20,687</u>	<u>39,774</u>
Net Change in Cash	-	-
Cash, Beginning of Year	-	-
Cash, End of Year	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET

Main Street District BIA

Notes to the Financial Statements

December 31, 2019

1. NATURE OF OPERATIONS

On January 22, 2007 Council, under the authority of section 204 of the Municipal Act, enacted a bylaw to designate the Main Street Business Improvement Area ("BIA"). The primary objective of the BIA is to promote the area as a business, shopping and entertainment area.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Newmarket Main Street District BIA are the representation of management prepared in accordance with accounting standards, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA Canada") and reflect the following policies:

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

Taxation revenue is recognized in the calendar year it is raised from ratepayers by the Town.

3. USE OF ESTIMATES

The preparation of financial statements in conforming with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts in the financial statements. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

4. PRIOR PERIOD ADJUSTMENT

Management has restated the December 31, 2018 corresponding figures to reflect the identification of expenses related to fiscal year ended December 31, 2018 that were not previously recognized. The 2018 corresponding figures have been restated and the impact is an increase in promotion and events expenses on the statement of operations, and a decrease in Due from the Town of Newmarket on the statement of financial position. This resulted in a cumulative decrease in fund balances of \$1,256 on the statement of financial position and statement of operations. This also resulted in a decrease in cash received from, and cash paid to on the statement of cash flows of \$1,614, respectively. The adjustments for the restatement are summarized below:

Statement of Financial Position

Decrease in Due from the Town of Newmarket, December 31, 2018	(1,256)
Decrease in Fund Balance and Net Financial Assets, December 31, 2018	<u>(1,256)</u>

Statement of Operations

Increase in Events revenue	358
Increase in Promotion and events expense	1,614
Decrease in Annual deficit	(1,256)
Decrease in Fund balance	<u>(1,256)</u>

THE CORPORATION OF THE TOWN OF NEWMARKET

Main Street District BIA

Notes to the Financial Statements

December 31, 2019

5. SUBSEQUENT EVENT

Subsequent to the year-end, on March 11 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the BIA in future periods.

Draft



The Corporation of the Town of Newmarket
Report to the Audit Committee on the results of the
December 31, 2019 financial statement audits

To be presented to the Audit Committee on July 14, 2020



Deloitte LLP
400 Applewood Crescent
Suite 500
Vaughan ON L4K 0C3
Canada

July 7, 2020

Private and confidential

To the Members of the
Audit Committee of
The Corporation of the Town of Newmarket
395 Mulock Dr
Newmarket ON L3Y 4X7

Tel: 416-601-6150
Fax: 416-601-6151
www.deloitte.ca

Report on December 31, 2019 audited annual financial statements

Dear Audit Committee Members,

We are pleased to submit this report on the results of our audit of the consolidated financial statements of the Corporation of the Town of Newmarket (the "Town") for the year ended December 31, 2019. This report summarizes the scope of our audits, our findings and reviews certain other matters that we believe to be of interest to you.

We expect to issue our Independent Auditor's Reports on the financial statements of the Town, the Town of Newmarket Library Board (the "Library"), and the Town of Newmarket Main Street District BIA (the "Main Street District BIA"), upon approval of the financial statements. Our audits were conducted in accordance with the Audit service plan presented to the Audit Committee on October 7, 2019.

This report is intended solely for the information and use of the Audit Committee, management, and others within the Town and is not intended to, and should not be, used by anyone other than these specified parties. Accordingly, we disclaim any responsibility to any other party who may rely on it.

We would like to express our appreciation for the cooperation we received from management and the employees of the Town and the related entities with whom we worked to discharge our responsibilities. We look forward to discussing this report summarizing the outcome of our audit with you, and, to answering any questions which you may have.

Yours truly,

A handwritten signature in cursive script that reads "Deloitte LLP".

Chartered Professional Accountants
Licensed Public Accountants

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Our audits explained

This report summarizes the main findings arising from our audits.

Audit scope and terms of engagement

We have been engaged to perform the audits of the Town's, Library's and Main Street District BIA's Financial Statements as at, and for the year ended, December 31, 2019 (the "Financial Statements") prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS"). Our audits were conducted in accordance with Canadian Generally Accepted Auditing Standards ("Canadian GAAS").

The terms and conditions of our engagement are described in the master services agreement for professional services that is dated November 14, 2017 and the subsequent confirmation of changes letter dated September 7, 2018.

Significant audit risks

Through our risk assessment process, we have identified the significant audit risks. These areas of risk of material misstatement and our related audit responses are described in the 'Areas of significant audit risk' section of this report.

Scope and terms of engagement

Materiality

Significant audit risks

Materiality

We are responsible for providing reasonable assurance that the financial statements as a whole are free from material misstatement.

Our materiality levels are a matter of professional judgement and were assessed as follows:

- Consolidated Financial Statements for the Town – \$2,500,000; clearly trivial amount of \$125,000
- Town of Newmarket Public Library Board – \$68,000; clearly trivial amount of \$3,4000
- Main street District BIA – \$900; clearly trivial amount of \$45

We agreed to inform you of any uncorrected misstatements detected during the audit which were greater than a clearly trivial amount of 5% of materiality and any misstatements that are, in our judgement, qualitatively material. In accordance with Canadian GAAS, we asked that any misstatements be corrected. See Appendix 3 – Misstatements and disclosure items – corrected and uncorrected.

Status and outstanding matters

We expect to be in a position to render our Independent Auditor's Reports on the financial statements of the Town, the Library and the Main Street District BIA following their approval, and the completion of the following outstanding audit procedures:

- Completion of our quality control procedures
- Receipt of signed management representations letters
- Receipt of updated legal responses, as applicable
- Update of our subsequent events audit procedures

Uncorrected misstatements and disclosure items

See Appendix 3 – Misstatements and disclosure items – corrected and uncorrected.

Status and outstanding matters

Going concern

Internal controls

Uncorrected misstatements and disclosure items

Going concern

Management of the Town has completed its assessment of the ability of the Town, the Library and the Main Street District BIA to continue as a going concern and in making its assessment did not identify any material uncertainties related to events or conditions that may cast significant doubt upon the Town's ability to continue as a going concern.

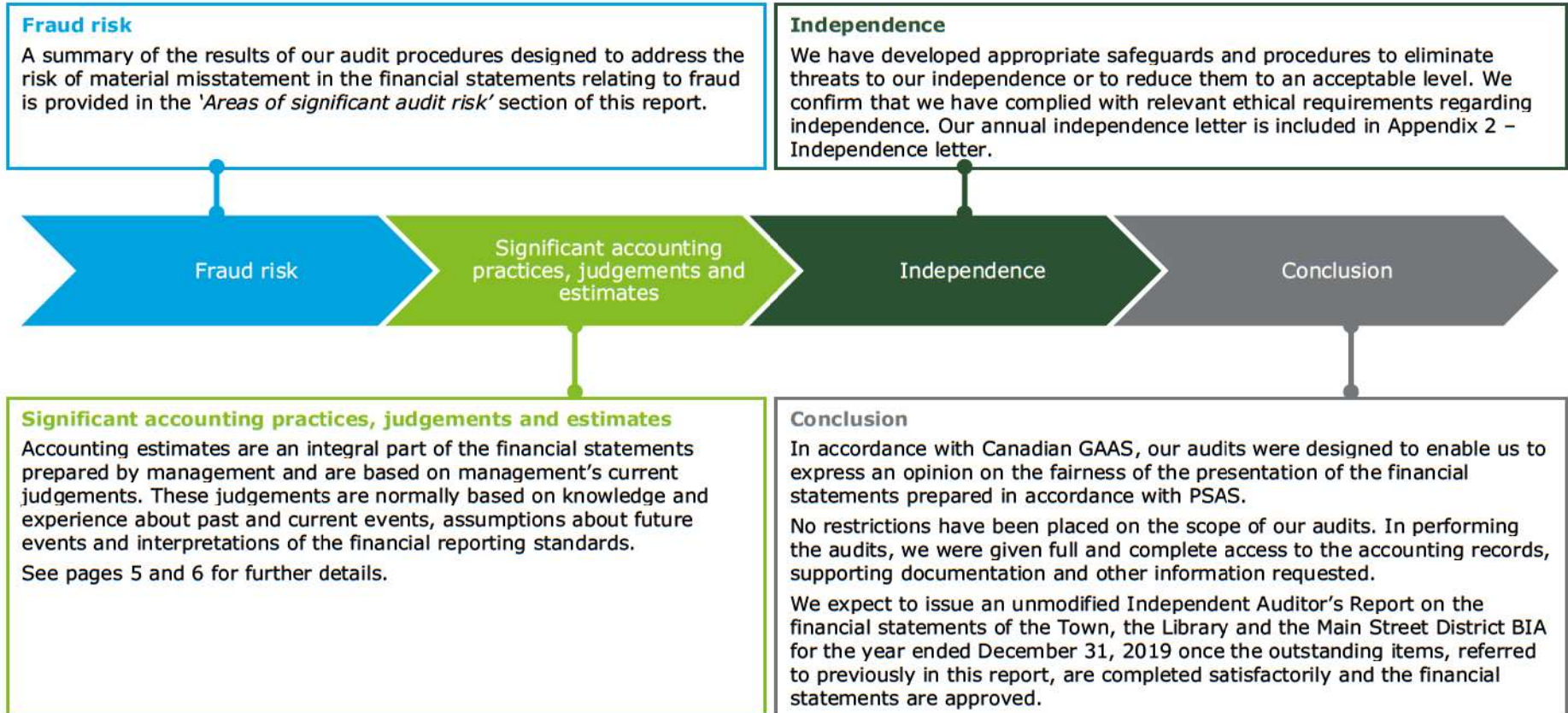
We agree with management's assessment.

Internal controls

During the course of our audit, we examined certain of the accounting procedures and key internal controls related to the financial reporting processes at the Town.

As a result of this examination, we did not identify any significant deficiencies in internal control.

Please refer to Appendix 4 – Internal control matters, for matters that come to our attention during the audit.



Areas of significant audit risk

Revenue recognition

Audit risk

Canadian GAAS include the presumption of a fraud risk involving improper revenue recognition. (Revenue/deferred revenue)

Our audit response

- Certain revenue streams are presumed areas of significant audit risk. We tested the design and implementation of controls in significant revenue streams and performed substantive analytic procedures and/or detailed testing of revenues, and
- Substantive testing to determine if restricted contributions (i.e., development charges), and government transfers/grants were recognized appropriately. (Revenue vs. deferred revenue).

Audit results

See Appendix 3 –Misstatements and disclosure items – corrected and uncorrected.

We obtained sufficient audit evidence in this area and are satisfied with the results of audit procedures performed.

Management override of controls

Audit risk

Under Canadian Auditing Standards, it is the responsibility of the management, with the oversight of those charged with governance, to place a strong emphasis on fraud prevention and detection.

Oversight by those charged with governance includes considering the potential for override of controls or other inappropriate influence over the financial reporting process.

Management override of controls is present in all entities. It is a risk of material misstatement resulting from fraud and therefore is considered as a significant risk.

Our audit response

- Engaged in periodic fraud discussions with certain members of senior management and others
- Considered the potential for bias in judgements and estimates, including performing retrospective analysis of significant accounting estimates
- Evaluated the business rationale for any significant unusual transactions
- Evaluated the Town's fraud risk assessment and consider entity-level internal controls and internal controls over the closing and reporting process
- Tested journal entries that exhibit characteristics of possible management override of controls, identified using manual techniques.

Audit results

Our testing did not identify any evidence of management override of controls.

Significant accounting policies, judgements and estimates

The accounting policies of the Town, the Library, and the Main Street District BIA are set out in the notes of their respective financial statements.

In the course of our audits of the financial statements, we considered the qualitative aspects of the financial reporting process, including items that have a significant impact on the relevance, reliability, comparability and understandability of the information included in the financial statements.

Significant accounting policies

There were no significant changes in previously adopted accounting practices or their application at the Town, the Library and the Main Street District BIA.

In our judgement, the significant accounting practices and policies, selected and applied by management are, in all material respects, acceptable under PSAS for the Town, the Library and the Main Street District BIA and are appropriate to the particular circumstances of the Town, the Library and the Main Street District BIA.

Management judgement and accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgements. These judgements are normally based on knowledge and experience about past and current events, assumptions about future events and interpretations of the financial reporting standards.

During the year ended December 31, 2019, management advised us that there were no significant changes in accounting estimates or in judgements relating to the application of the accounting policies.

In our judgement, the significant accounting estimates made by management (with assistance from the Town's actuary as applicable) appear, in all material respects, to be free of possible management bias and of material misstatement. The disclosure in the consolidated financial statements with respect to estimation uncertainty (Note 1(b)(x)) is in accordance with PSAS and is appropriate to the particular circumstances of the Town.

Significant accounting estimates include:

	Reference to Town's consolidated financial statements	2019 \$	2018 \$
Employee future benefits liability	Note 12	7,457,790	6,128,206
Long-term disability benefits liability	Note 13	4,502,355	4,461,290
Allowance for doubtful accounts – taxes receivable	Note 6(a)	915,743	1,115,743
Allowance for doubtful accounts – accounts receivable	Note 6(b)	92,072	170,780

Other reportable matters

The following summarizes the status and findings of key aspects of our audits. In the appendices to this report, we have provided additional information related to certain matters we committed to report as part of the audit service plan.

	Comment
Changes to the audit service plan	<p>The audits were conducted in accordance with our Audit service plan, which was presented to the Audit Committee on October 7, 2019; except for the extended audit testing as a result of the various misstatements.</p> <p>Our audit testing on the Main Street District BIA noted material errors in both fiscal 2018 and 2019 balances. As such, our audit sampling was extended and additional audit procedures were performed to quantify and isolate the misstatements. See Appendix 3 –Misstatements and disclosure items – corrected and uncorrected for a listing of misstatements that were corrected relating to the Main Street District BIA including a restatement of the 2018 corresponding figures.</p> <p>In addition, as a result of the various misstatements detected in the audit testing done on a sample basis, our audit sampling was extended for both the Town and Library. See Appendix 3 –Misstatements and disclosure items – corrected and uncorrected.</p>
Significant difficulties encountered in performing the audit	<p>We did not encounter any significant difficulties while performing the audits.</p> <p>There were no significant delays in receiving information from management required for the audits nor was there an unnecessarily brief timetable in which to complete the audits.</p> <p>Due to COVID-19 social distancing measures, the year-end audit evidence was provided electronically as the audit team performed the financial statement audits remotely.</p>
Related party transactions	<p>Related party transactions or balances have been disclosed in Note 29 to the Town's financial statements.</p>
Disagreements with management	<p>During the course of our audits, we did not have any disagreements with management about matters that individually or in the aggregate could be significant to the financial statements.</p>
Consultation with other accountants	<p>Management has informed us that the Town, the Library and the Main Street District BIA have not consulted with other accountants about auditing or accounting matters.</p>

	Comment
Group audit	<p>We use the work of Baker Tilly KDN LLP, the external auditor of Newmarket Hydro Holdings Inc. (NHHI) with respect to the accounting for the Town's investment in NHHI.</p> <p>We received the component auditor reporting requested from Baker Tilly KDN LLP. The component auditor reporting indicated that during 2019, NHHI made an investment in Ecobility Inc. This investment is accounted for by NHHI using the equity method of accounting, as disclosed in Note 10 to the Town's financial statements.</p> <p>The report to the Board of Directors of Newmarket Hydro Holdings Inc. dated May 20, 2020 reported a Significant Matter discussed with NHHI Management relating to NHHI's proportionate share of Ecobility's income that was based on their unaudited internal financial statements.</p>
Legal and regulatory compliance	<p>Management is responsible for ensuring that the Town's operations are conducted in accordance with the laws and regulations applicable to the Town. The responsibility for preventing and detecting non-compliance rests with management. The auditor is not and cannot be held responsible for preventing non-compliance with laws and regulations</p> <p>Our limited procedures did not identify any areas of material non-compliance with laws and regulations by the Town, the Library and the Main Street District BIA.</p>
Subsequent event	<p>Note 28 to the Town's financial statements provides subsequent events disclosure related to the following:</p> <p><i>COVID -19 Pandemic</i></p> <p><i>Subsequent to the year-end, on March 11 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Town in future periods</i></p> <p>At the date of finalizing this report, other than the matter noted above, we are not aware of any significant subsequent events that would require adjustment or disclosure in the December 31, 2019 financial statements.</p>

Appendix 1 – Communication requirements

The table below summarizes our communication requirements under Canadian GAAS.

Required communication	Comments
Audit service plan	
1. Our responsibilities under Canadian GAAS, including forming and expressing an opinion on the financial statements	Master Services Agreement for Professional Services dated November 14, 2017 and subsequent confirmation of changes letter dated September 7, 2018
2. An overview of the overall audit strategy, addressing: <ul style="list-style-type: none"> a. Timing of the audits b. Significant risks, including fraud risks c. Planned responsibilities of other independent public accounting firms or others that perform audit procedures in the audits 	Audit service plan presented on October 7, 2019 We received all of the reporting requested from the independent auditor of Newmarket Hydro Holdings Inc.
3. Significant transactions outside of the normal course of business, including related party transactions	Related party transactions have been properly disclosed in Note 29 to the Town's financial statements
Enquiries of those charged with governance	
4. How those charged with governance exercise oversight over management's process for identifying and responding to the risk of fraud and the internal control that management has established to mitigate these risks	Discussed when presenting the audit plan on September 12, 2018
5. Any known suspected or alleged fraud affecting the Town	No fraudulent events communicated
6. Whether the Town is in compliance with laws and regulations	Refer to the <i>Other reportable matters</i> section of this report
Year-end communication	
7. Fraud or possible fraud identified through the audit process	We are not aware of any fraudulent events
8. Significant accounting policies, practices, unusual transactions, and our related conclusions	Refer to 'Significant accounting practices, judgements and estimates' section of this report

Required communication	Comments
Year-end communication	
9. Alternative treatments for accounting policies and practices that have been discussed with management during the current audit period	None
10. Matters related to going concern	None
11. Management judgements and accounting estimates	Refer to <i>Significant accounting practices, judgements and estimates</i> section of this report
12. Significant difficulties, if any, encountered during the audits	Refer to the <i>Other reportable matters</i> section of this report
13. Material written communications between management and us, including management representation letters	Management representation letter in draft is included in Appendix 5
14. Other matters that are significant to the oversight of the financial reporting process	None
15. Modifications to our Independent Auditor's Reports	None
16. Our views of significant accounting or auditing matters for which management consulted with other accountants and about which we have concerns	We are not aware of any such consultations
17. Significant matters discussed with management	None
18. Matters involving non-compliance with laws and regulations that come to our attention	None noted
19. Significant deficiencies in internal control, if any, identified by us in the conduct of the audits of the financial statements	No significant deficiencies noted Refer to Appendix 4 – Internal control matters
20. Uncorrected misstatements and disclosure items	Refer to Appendix 3 – Misstatements and disclosure items
21. Any significant matters arising during the audit in connection with the Town's related parties	Refer to the <i>Other Reportable Matters</i> section of this report - related party transactions Refer to Appendix 4 – Internal control matters

Appendix 2 – Independence letter

July 7, 2020

Private and confidential

To the Members of the Audit Committee of
The Town of Newmarket
395 Mulock Dr
Newmarket ON L3Y 4X7

Dear Audit Committee members:

We have been engaged to audit the consolidated financial statements of the Corporation of the Town of Newmarket (the "Town") for the year ended December 31, 2019.

You have requested that we communicate in writing with you regarding our compliance with relevant ethical requirements regarding independence as well as all relationships and other matters between the Town, our Firm and network firms that, in our professional judgement, may reasonably be thought to bear on our independence. You have also requested us to communicate the related safeguards that have been applied to eliminate identified threats to independence or reduce them to an acceptable level.

In determining which relationships to report, we have considered relevant rules and related interpretations prescribed by the appropriate provincial regulator/ordre and applicable legislation, covering such matters as:

- a) Holding a financial interest, either directly or indirectly, in a client.
- b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client.
- c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client.
- d) Economic dependence on a client.
- e) Provision of services in addition to the audit engagement.

We confirm to you that the engagement team and others in the firm as appropriate, the firm and, when applicable, network firms have complied with relevant ethical requirements regarding independence.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since June 11, 2019, the date of our last letter.

In addition to audit services we have also provided HST advisory and HST recovery services during the period from June 11, 2019 to July 7, 2020. These services were commenced prior to our appointment as external auditors, have been discussed with the Audit Committee and are permissible non-audit services.

We are not aware of any relationships between the Deloitte Entities and the Town and its affiliates, or persons in financial reporting oversight roles at the Town and its affiliates, that, in our professional judgement, may reasonably be thought to bear on independence, that have occurred from June 11, 2019 to July 7, 2020.

We hereby confirm that we are independent with respect to the Town in accordance with the Rules of Professional Conduct of the Chartered Professional Accountants of Ontario as of July 7, 2020.

This letter is intended solely for the information and use of the Audit Committee, Town Council, management, and others within the Town and is not intended to be should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter at your upcoming Audit Committee meeting on July 14, 2020.

Yours truly,

A handwritten signature in cursive script that reads "Deloitte LLP".

Chartered Professional Accountants
Licensed Public Accountants

Appendix 3 – Misstatements and disclosure items – corrected and uncorrected

Corrected misstatements – Town

1. To correct for the variance in the foreign exchange current cash balance between the spot rate per Bank of Canada and the exchange rate used by Town as at December 31, 2019.

a. Dr. Foreign exchange loss	\$148,665
b. Cr. Cash	\$148,665

2. To correct for the over accrual of approximately \$500,000 related to certain post retirement benefits (calculated once in the actuary report and separately by another party). However, the over accrual of \$500,000 was corrected to the General Government cost centre, rather than the cost centre where approximately \$500,000 of expenses are recognized.

a. Dr. Accrued liabilities	\$500,000
b. Cr. Expenses	\$500,000

3. To reclassify approximately \$8.4M between reserve balances in fiscal 2019.

a. Dr. Water and Wastewater Reserve	\$8,356,530
b. Cr. Parks and Other ARF	\$8,356,530

Corrected misstatements – Library

4. To correct for the overstatement of the partnership liability related to Cinemania.

a. Dr. Due to Partnerships Liability	\$6,393
b. Cr. Due from Town of Newmarket	\$6,393

5. To correct for the understatement of the vacation accrual.

a. Dr. Expenses	\$9,631
b. Cr. Accounts payable and accrued liabilities	\$9,631

6. To correct the timing of the recognition of expenditures and associated revenue recognition for fire door installation that was not performed until fiscal 2020 and therefore should not have been recognized in 2019.
- | | | |
|--|----------|----------|
| a. Dr. Municipal contributions towards tangible capital assets - revenue | \$18,360 | |
| b. Dr. Accounts payable and accrued liabilities | \$18,360 | |
| c. Cr. Due from Town of Newmarket | | \$18,360 |
| d. Cr. Building and property maintenance - expense | | \$18,360 |

Corrected misstatement – BIA

7. To correct for expenses related to BIA events that occurred during 2019 and services received by the BIA during fiscal 2019. These transactions were not captured in the fiscal 2019 year end close.
- | | | |
|-----------------------------------|---------|---------|
| a. Dr. Expenses | \$4,278 | |
| b. Cr. Due from Town of Newmarket | | \$4,278 |

Corrected misstatement – detected in the current year relating to the prior year and corrected through a restatement of 2018 comparative balances in the 2019 financial statements - BIA

8. To restate the 2018 comparative figures for fiscal 2018 revenues and expenses recognized during fiscal 2019. The following correction has been made to the 2018 comparative amounts to correct this error.
- | | | |
|-------------------------------------|---------|---------|
| a. Dr. Promotion and events expense | \$1,614 | |
| b. Cr. Events revenue | | \$358 |
| c. Cr. Due from Town of Newmarket | | \$1,256 |

Uncorrected misstatements - Town

9. A WIP addition was incorrectly capitalized in 2018 when it related to non-capital expenditures that occurred in 2017. The amount capitalized in 2018 was written off in 2019, overstating expenditures in 2019 and understating TCA. The prior year impact is noted in item 11 below.
- | | | |
|----------------------------|-----------|-----------|
| a. Dr. Accumulated Surplus | \$162,816 | |
| b. CR. Expense | | \$162,816 |
10. Interest earned on investments and reinvested was not incorporated into the book value of the investment resulting in errors to the interest receivable, investment income and investment balance for F2019.
- | | | |
|----------------------------|-----------|-----------|
| a. Dr. Investment | \$226,560 | |
| b. Dr. Investment Income | \$28,013 | |
| c. CR. Interest Receivable | | \$254,573 |

Uncorrected misstatements - detected in the current year relating to the prior year - Town

11. A WIP addition was incorrectly capitalized during 2018 as it related to non-capital expenditures that occurred during 2017. The amount capitalized in 2018 was also for the incorrect balance, and only \$107,042 of the \$162,816 should have been recognized. The current year impact is noted in item 9 above.

a. Dr. Expense	\$107,042
b. Dr. Accrued Liabilities	\$55,774
c. CR. TCA - WIP	\$162,816

12. Upon performing lookback testing on the Retro Pay Accrual for the fire fighters, Deloitte noted that there was an over accrual in the 2018 accrual booked that was reversed in year in accounts payable and expenditures. The 2018 accrual was based on the best information that the Town had at the time, however after the settlement was reached in 2019 it was determined that the accrual was more conservative than required.

a. Dr. Accrued Liabilities	\$439,473
b. Cr. Expenditures	\$439,473

13. Interest earned on investments and reinvested was not incorporated into the book value of the investment resulting in errors to the interest receivable, investment income and investment balance for F2018.

a. Dr. Investment	\$90,093
b. Dr. Investment Income	\$244,377
c. CR. Interest Receivable	\$334,410

Uncorrected misstatements - Library

None identified

Uncorrected misstatements - BIA

None identified

Disclosure misstatements – Town of Newmarket

Footnote number	Footnote title	Description of omitted or unclear disclosure	Authoritative literature reference
Note 5	Temporary Investments	Interest earned on investments where the interest is reinvested has not been incorporated into the book value of the investment balance in Note 5.	The book value disclosed in Note 5 differs from the statements provided by the financial institution by the amounts indicated above in misstatement # 10 and misstatement #13.
Note 10	Investment in Newmarket Hydro Holdings Inc.	The Town's consolidated financial statement note disclosure omits the disclosure of the contractual obligations and commitments of Newmarket Hydro Holdings Inc.	PS 3070.60 Government consolidated financial statements should disclose, in notes or schedules, condensed supplementary financial information relative to government business enterprises. Such financial information should be provided on: (d) contractual obligations and contingencies

Disclosure misstatements – Library

None identified

Disclosure misstatements – BIA

None identified

Appendix 4 – Internal control matters

July 7, 2020

Private and confidential

To the Members of the Audit Committee of
The Corporation of the Town of Newmarket
395 Mulock Dr
Newmarket ON L3Y 4X7

Dear Audit Committee Members:

We have recently completed our examination of the consolidated financial statements of the Corporation of the Town of Newmarket (the "Town") for the year ended December 31, 2019.

In addition to our Independent Auditor's Report on the consolidated financial statements, we would like to provide the attached management letter for your consideration.

As part of our audit examination, we are required to obtain an understanding of the Town and its environment, including internal controls, sufficient to identify and assess the risk of material misstatements in the financial statements, and sufficient to design and perform further audit procedures. The scope of our review of internal controls is not sufficient to express an opinion as to the effectiveness or efficiency of the Town's internal controls; however, we do undertake to report any matters that come to our attention during the audit. We have reviewed our comments with management and their responses to our recommendations are included in the attached letter.

The letter is intended solely for the information and use of management, the Audit Committee and the Town Council and is not intended for and should not be used by anyone other than the specified parties. Accordingly, we disclaim any responsibility to any other party who may rely on it.

Yours very truly,



Chartered Professional Accountants
Licensed Public Accountants

Management letter

The Corporation of the Town of Newmarket

December 31, 2019

1. Timeliness of Cash Deposits - Library

Observation

During our audit testing of the Library's cash balances, we noted a cash deposit relating to amounts collected from December 9 to 15, 2019 did not clear the bank until January 2, 2020.

Recommendation

We recommend that cash be deposited in the bank on a timely manner to ensure balances are recorded in the correct period and minimize risks associated with misappropriation of assets.

Management Response

Management agrees that cash should be deposited on a timely basis. Such is normally the case and this incident appears to be an anomaly (the amount was \$1,064.11). Staff will work with the Library to implement a pre-close checklist. This would be an opportunity to ensure that all transactions are current and review cut-off procedures.

2. Recognition of transactions in the appropriate fiscal year - BIA

Observation

During our audit testing of the revenues and expenses of the Main Street BIA for the year ended December 31, 2019; performed on a sample basis, we noted several instances of 2018 transactions inappropriately recognized as fiscal 2019 transactions. The amounts are material with respect to the BIA's stand-alone financial statements. Accordingly, the 2018 comparative figures in the BIA's 2019 draft financial statements have been restated.

In addition, our audit testing of expense cut-off between 2019 and 2020, performed on a sample basis, further detected a number of invoices recorded as fiscal 2020 expenses that relate to fiscal 2019. Accordingly, material corrected misstatements have been recognized in the BIA's 2019 draft financial statements.

We understand from the Town's finance team, who provides financial reporting services to the BIA, that certain invoices and support for revenue receipts are not provided by the BIA to the Town in a timely manner.

Recommendation

We recommend that the Town finance team work more closely with the BIA to review financial transactions and ensure appropriate recognition in the correct financial reporting period. We recommend that financial reporting for the BIA be performed on a timely basis throughout the fiscal year and that issues be addressed on a more timely basis. Finally, we recommend that the Town implement a more thorough process to review and assess subsequent events to the date of the Independent Auditor's Report.

Management Response

Management agrees with the recommendations. We have been working with the new Chair to strengthen internal controls. Formal written procedures are being developed. In addition, we will be setting up quarterly meetings to review results and discuss issues.

3. Recognition of revenue related to grants (includes certain carry forward items from 2018)

Observation

During our testing of capital grants during the fiscal 2018 audit, we noted a number of misstatements related to revenue recognition of capital grants impacting both fiscal 2017 and fiscal 2018. We are pleased to report that no misstatements related to capital grant revenue recognition were detected during the fiscal 2019 audit.

However, during our audit testing of grants in the current year, we noted an instance of a grant with associated milestones where revenue was fully recognized before a specific milestone was reached in accordance with the funding agreement. The amount is below our clearly trivial threshold.

Recommendation

We recommend that the Town continue to increase its review and scrutiny over the grant agreements provided by funders to ensure that revenue recognition is consistent with grant stipulations and milestones.

Management Response

Management will continue to review and scrutinize grant agreements and transactions. The position of grant coordinator has been created and works closely with Finance.

4. Recognition of Tangible Capital Assets (TCA) (includes certain carry forward items from 2018)

Observation

During our testing of TCA, including transfers from work-in-progress (WIP), we noted an instance where a capital project that was recorded as an addition to WIP during fiscal 2018 appears to have been capitalized in the incorrect fiscal year. The amounts capitalized were related to work performed on the Town's behalf during fiscal 2017. We understand that the delay in the recognition is due to the fact that another Town department did not inform Finance of the status of the capital project until August 2018, when a summary of outstanding payments for work performed was provided to that department by the contractor.

During our fiscal 2019 audit testing, we noted that this same capital project was further reviewed by the Town on receipt of detailed invoicing and it was determined by the Town that the nature of the work performed in 2017 was not capital in nature. As such, this capital project was derecognized and expensed during fiscal 2019.

Recommendation

We recommend that communication be sent out to all Town departments involved in capital projects to communicate up front the type of work being performed on their capital projects to ensure that the Finance department has the information to accurately recognize the components of the capital project, ensure it is recorded in the appropriate period and to ensure it is appropriately classified as either a capital cost or an expenditure in the correct fiscal year.

Management Response

Management agrees with the recommendations. Two initiatives started in 2020 will address this.

Monthly capital expenditure meetings are now being held. These meetings include all of the stakeholders and review the projected delivery of the capital program. This platform will ensure that there is proper communication. Also, starting with the 2020 budget, capital carryovers have been eliminated. Work-in-process now must be reviewed in detail for inclusion in the following year's approved expenditures.

5. Transfers from capital work-in-progress (WIP) to expenses

Observation

During our audit testing on a sample basis of transfers from capital WIP to operating expenses, we noted that the Town does not have a formal policy in place to address the review, authorization and approval related to the expensing of amounts from capital WIP to expense.

Recommendation

We recommend that Town management formalize a policy and related accounting procedures to address the consistent and timely assessment of capital projects recorded in capital WIP, the impairment indicators to be considered to request the expensing of a capital project component; and finally the level of authorization and approval required for the expensing of amounts from capital WIP to expense.

Management Response

Management agrees with his recommendation. A formal budget policy, which would include this item, is on the work plan for later this year.

6. Review and Approval of Journal Entries

Observation

During the audit testing of journal entries including in the same a journal entry related to reserves, we noted that Council approved a \$4.2M transfer from Water/Waste Water ARF Reserves to the Parks and Other ARF Reserves in August 2019. The journal entry to record this transfer was recorded backwards. Accordingly, a material corrected misstatement has been recognized in the Town's 2019 draft financial statements to correct the journal entry.

Recommendation

We recommend that a detailed review be performed on journal entries, particularly those of a material amount.

Management Response:

Management agrees that the journal entry was booked in error and has agreed to reverse it. The error would have been caught and corrected earlier but operations have been disrupted by the pandemic.

7. Liability balances (carry forward from 2017 and 2018)

Observation

During our testing of accounts payable and accrued liabilities, we identified a *letter of credit* general ledger account with a balance of approximately \$350,000 described as representing liabilities to developers for various projects. This account appears to be comprised of long-standing balances with the most recent from 2009 and some transactions dating as far back as 1987. From our discussions with Town management, we understand that it is unlikely developers will submit a request to obtain these funds as many of the related projects likely had deficiencies. Therefore, we understand that it is the Town's view that developers would not be eligible to receive refunds. The lack of timely tracking and reconciliation of the underlying items included in this general ledger account could result in an overstatement of the Town's liabilities if they are no longer payable to developers.

Recommendation

We recommend that the Town implement formal and regular reviews of long-standing balances to determine whether the Town still has a liability or whether certain balances should be recognized in revenue. In future, this analysis should be performed on a regular basis and performed on a timely manner. Furthermore, the Town should implement a process of how to recognize these balances into revenue, when it is determined they no longer have an obligation to settle the liability.

Management Response

Management agrees with the recommendation. The challenge has been resources and priorities. Some work has started on this in 2020 and will be continued.

Matters related to information technology

8. Change Management – Segregation of Duties

Observation

Deloitte noted all users have access to both development and production environments regardless of their job responsibilities. Actions by users with no functional or fiscal responsibility raises the risk of invalid changes in system and adversely affect the financial reports. Developers' access to code change in production can render the system unstable and may cause data integrity issues and impact usability

Recommendation

We recommend that the conflicting functions be segregated and developer access be removed from production instances.

Management Response

Management agrees with the recommendation. As a result of recommendations from an IT Organizational Review and Technical Assessment, the department has undergone significant changes to staffing. There is currently only one individual who performs both administrative support and development on the JD Edwards/Oracle platform. Until the IT team can complete the recommended IT structure, fill vacancies and fully train new individuals, the team are unable to segregate duties appropriately.

9. Privilege Access review

Observation

Deloitte noted that four Accounting/Finance users have administrative level access to Oracle database which grants them access beyond their job responsibilities.

There is a risk that the level of security is inappropriate as Accounting/Finance users having administrative access within the database. These Accounting/Finance users have authority to make changes in database given their nature of privilege access leading to unauthorized changes.

If access privileges are not established effectively, data integrity, confidentiality, and availability may be compromised through intentional or unintentional errors.

Recommendation

Administrative access to Database should be restricted to IT users only to ensure that access changes are limited to authorized individuals only.

Management Response

Management indicated that the four Accounting/Finance users were granted temporary access to Oracle database for testing purpose. It is agreed that these four Accounting/Finance users should not have access to Database in the normal course of operations. Management has confirmed that the access for these four Accounting/Finance users has been removed from Oracle Database.

Appendix 5 – Draft management representation letter

[CLIENT LETTERHEAD]

July 27, 2020

Private and confidential

Deloitte LLP
400 Applewood Cres
Suite 500
Vaughan ON L4K 0C3

Dear Ms. Colavecchia:

Subject: Consolidated financial statements of the Corporation of the Town of Newmarket for the year ended December 31, 2019

This representation letter is provided in connection with the audit by Deloitte LLP ("Deloitte" or "you") of the consolidated financial statements of the Corporation of the Town of Newmarket (the "Town" or "we" or "us") as at, and for the year ended December 31, 2019, and a summary of significant accounting policies and other explanatory information (the "Financial Statements") for the purpose of expressing an opinion as to whether the Financial Statements present fairly, in all material respects, the financial position, results of operations, changes in net financial assets and cash flows of the Town in accordance with Canadian Public Sector Accounting Standards ("PSAS").

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial statements

1. We have fulfilled our responsibilities as set out in the terms of the Master Services Agreement for Professional Services between the Town and Deloitte dated November 14, 2017 and the confirmation of changes dated September 7, 2018 for the preparation of the Financial Statements in accordance with PSAS. In particular, the Financial Statements are fairly presented, in all material respects, and present the financial position of the Town as at December 31, 2019 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with PSAS.
2. Significant assumptions used in making estimates, including those measured at fair value, are reasonable.

In preparing the Financial Statements in accordance with PSAS, management makes judgments and assumptions about the future and uses estimates. The completeness and appropriateness of the disclosures related to estimates are in accordance with PSAS. The Town has appropriately disclosed in the Financial Statements the nature of measurement uncertainties that are material, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the Financial Statements.

The measurement methods, including the related assumptions and models, used in determining the estimates, including fair value, were appropriate, reasonable and consistently applied in accordance with PSAS and appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the entity. No events have occurred subsequent to December 31, 2019 that require adjustment to the estimates and disclosures included in the Financial Statements.

There are no changes in management's method of determining significant estimates in the current year.

3. We have determined that the Financial Statements are complete as of the date of this letter as this is the date when there are no changes to the Financial Statements (including disclosures) planned or expected. The Financial Statements have been approved in accordance with our process to finalize financial statements.
4. We have completed our review of events after December 31, 2019 and up to the date of this letter. All events subsequent to the date of the Financial Statements and for which PSAS requires adjustment or disclosure have been adjusted or disclosed. Accounting estimates and disclosures included in the Financial Statements that are impacted by subsequent events have been appropriately adjusted.
5. The Financial Statements are free of material errors and omissions.

We believe that the effects of any uncorrected Financial Statement misstatements pertaining to the current period presented, are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole. A list of the uncorrected misstatements aggregated by you is attached in Appendix A.

As a result of our evaluation process, we identified certain disclosures that, although required by PSAS, have been omitted from our Financial Statements. Those omitted disclosures that are more than inconsequential are attached as Appendix B. We believe the effects of the omitted disclosures are quantitatively and qualitatively immaterial, both individually and in the aggregate, to the Financial Statements as a whole.

Internal Controls

6. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.
7. We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting identified as part of our evaluation, including separately disclosing to you all such deficiencies that we believe to be significant deficiencies in internal control over financial reporting.

Information provided

8. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation of the Financial Statements, such as records, documentation and other matters.
 - b. All relevant information as well as additional information that you have requested from us for the purpose of the audit; and,
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
9. We have disclosed to you the results of our assessment of the risk that the Financial Statements may be materially misstated as a result of fraud.

10. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the Financial Statements.
11. We have disclosed to you all information in relation to allegations of actual, suspected or alleged fraud, or illegal or suspected illegal acts affecting the Town.
12. There have been no communications with regulatory agencies concerning actual or potential noncompliance with or deficiencies in financial reporting practices. There are also no known or possible instances of non-compliance with the requirements of regulatory or governmental authorities.
13. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware, including guarantees, non-monetary transactions and transactions for no consideration.

Independence matters

For purposes of the following paragraphs, "Deloitte" shall mean Deloitte LLP and Deloitte Touche Tohmatsu Limited, including related member firms and affiliates.

14. Prior to the Town having any substantive employment conversations with a former or current Deloitte engagement team member, the Town has held discussions with Deloitte and obtained approval.
15. We have ensured that all services performed by Deloitte with respect to this engagement have been pre-approved by those charged with governance in accordance with its established approval policies and procedures.

Other matters

Except where otherwise stated below, immaterial matters less than \$125,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the Financial Statements.

16. Except as listed in Appendix A, all transactions have been properly recorded in the accounting records and are reflected in the Financial Statements.
17. The Town has identified all related parties in accordance with Section PS 2200, *Related Party Disclosures* ("PS 2200"). Management has made the appropriate disclosures with respect to its related party transactions in accordance with PS 2200. This assessment is based on all relevant factors, including those listed in paragraph 16 of PS 2200.
18. There are no instances of identified or suspected noncompliance with laws and regulations.
19. We have disclosed to you all known, actual or possible litigation and claims, whether or not they have been discussed with our lawyers, whose effects should be considered when preparing the Financial Statements. As appropriate, these items have been disclosed and accounted for in the Financial Statements in accordance with PSAS.
20. All events subsequent to the date of the Financial Statements and for which PSAS requires adjustment or disclosure have been adjusted or disclosed. Accounting estimates and disclosures included in the Financial Statements that are impacted by subsequent events have been appropriately adjusted.

21. We have disclosed to you all liabilities, provisions, contingent liabilities and contingent assets, including those associated with guarantees, whether written or oral, and they are appropriately reflected in the Financial Statements.
22. We have disclosed to you, and the Town has complied with all aspects of contractual agreements that could have a material effect on the Financial Statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
23. The Town has satisfactory title to and control over all assets, and there are no liens or encumbrances on such assets. We have disclosed to you and in the Financial Statements all assets that have been pledged as collateral.

Communications with taxation and regulatory agencies

24. We have disclosed to you all communications from:
 - a. Taxation authorities concerning assessments or reassessments that could have a material effect on the Financial Statements; and
 - b. Regulatory agencies concerning noncompliance with or potential deficiencies in, financial reporting requirements.

Deficiencies in internal control

25. We have communicated to you all deficiencies in internal control of which we are aware. We have disclosed to you any change in the Town's internal control over financial reporting that occurred during the current year that has materially affected, or is reasonably likely to materially affect, the Town's internal control over financial reporting.

Work of management's experts

26. We agree with the work of management's experts in evaluating the valuation of post-employment benefits liability and long-term disability benefits liability and have adequately considered the capabilities of the experts in determining amounts and disclosures used in the Financial Statements and underlying accounting records. We did not give any, nor cause any, instructions to be given to management's experts with respect to values or amounts derived in an attempt to bias their work, and we are not aware of any matters that have impacted the independence or objectivity of the experts.

Liabilities and contingencies

27. We have disclosed to you all liabilities, provisions, contingent liabilities and contingent assets, including those associated with guarantees, whether written or oral, and they are appropriately reflected in the Financial Statements.

Loans and receivables

28. The Town is responsible for determining and maintaining the adequacy of the allowance for doubtful notes, loans, and accounts receivable, as well as estimates used to determine such amounts. Management believes the allowances are adequate to absorb currently estimated bad debts in the account balances.

Employee future benefits

29. Employee future benefit costs, assets, and obligations have been properly recorded and adequately disclosed in the Financial Statements including those arising under defined benefit plans as well as termination arrangements. We believe that the actuarial assumptions and methods used to measure defined benefit plan assets, liabilities and costs for financial accounting purposes are appropriate in the circumstances.

Government transfers

- 30. We have disclosed to you all correspondence relating to government transfers that the Town has had with the funding body.
- 31. We have assessed the eligibility criteria and determined that the Town is an eligible recipient for the government transfers received.
- 32. We have assessed the stipulations attached with the funding and have recognized the revenue in accordance with meeting the stipulations required.
- 33. All government transfers that have been recorded as deferred revenue give rise to an obligation that meets the definition of a liability. Those liabilities have been properly recorded and presented in the Financial Statements.

Tax Revenues

- 34. We have appropriately recorded tax assets and revenues when they meet the definition of an asset in accordance with Section PS 1000, Financial Statement Concepts, when they are authorized and when the taxable event occurs. These amounts have been appropriately measured in accordance with PS 3510, Tax Revenue, and have not been grossed up for any amount of tax concessions.

Tangible capital assets

- 35. Tangible capital assets have been recorded properly and consistently according to the standards in Section PS 3150, Tangible Capital Assets.
- 36. Contributed tangible capital assets have been appropriately recorded at fair value, unless fair value is not reasonably determinable, and in such case, have been recorded at an appropriate nominal value. All contributed tangible capital assets have been appropriately disclosed.
- 37. We have assessed the useful lives of tangible capital assets and have determined all tangible capital assets contribute to the Town's ability to provide goods and services and therefore do not require a write down.

Environmental liabilities/contingencies

- 38. We have considered the effect of environmental matters on the Town and have disclosed to you all liabilities, provisions or contingencies arising from environmental matters. All liabilities, provisions, contingencies and commitments arising from environmental matters, and the effect of environmental matters on the carrying values of the relevant assets are recognized, measured and disclosed, as appropriate, in the Financial Statements.

Government Business Enterprises and Government Partnerships

- 39. The Town has appropriately classified its investments in Newmarket Hydro Holdings Inc. as a Government Business Partnership.

With regard to the Town's investment in Newmarket Hydro Holdings Inc. we have disclosed to you any events that have occurred and facts that have been discovered with respect to such investment that would affect the investment's value as reported in the financial statements.

Liabilities for contaminated sites

39. We have evaluated all of our tangible capital assets that we have direct responsibility for or accept responsibility for, and have not identified any sites in which contamination exceeds an environmental standard.

Yours truly,

The Corporation of the Town of Newmarket

Mr. Mike Mayes
Director of Financial Services and Treasurer

Mr. Jag Sharma
Chief Administrative Officer

Appendix A
Town of Newmarket
Summary of corrected and uncorrected financial statement misstatements
Year ended December 31, 2019

Corrected misstatements – Town

1. To correct for the variance in the foreign exchange current cash balance between the spot rate per Bank of Canada and the exchange rate used by Town as at December 31, 2019.
 - a. Dr. Foreign exchange loss \$148,665
 - b. Cr. Cash \$148,665
2. To correct for the over accrual of approximately \$500,000 related to certain post retirement benefits (calculated once in the actuary report and separately by another party). However, the over accrual of \$500,000 was corrected to the General Government cost centre, rather than the cost centre where approximately \$500,000 of expenses are recognized.
 - a. Dr. Accrued liabilities \$500,000
 - b. Cr. Expenses \$500,000
3. To reclassify approximately \$8.4M between reserve balances in fiscal 2019.
 - a. Dr. Water and Wastewater Reserve \$8,356,530
 - b. Cr. Parks and Other ARF \$8,356,530

Corrected misstatements – Library

4. To correct for the overstatement of the partnership liability related to Cinemania.
 - a. Dr. Due to Partnerships Liability \$6,393
 - b. Cr. Due from Town of Newmarket \$6,393
5. To correct for the understatement of the vacation accrual.
 - a. Dr. Expenses \$9,631
 - b. Cr. Accounts payable and accrued liabilities \$9,631
6. To correct the timing of the recognition of expenditures and associated revenue recognition for fire door installation that was not performed until fiscal 2020 and therefore should not have been recognized in 2019.
 - a. Dr. Municipal contributions towards tangible capital assets - revenue \$18,360
 - b. Dr. Accounts payable and accrued liabilities \$18,360
 - c. Cr. Due from Town of Newmarket \$18,360
 - d. Cr. Building and property maintenance - expense \$18,360

Corrected misstatement – BIA

7. To correct for expenses related to BIA events that occurred during 2019 and services received by the BIA during fiscal 2019. These transactions were not captured in the fiscal 2019 year end close.
 - a. Dr. Expenses \$4,278
 - b. Cr. Due from Town of Newmarket \$4,278

Appendix A
Town of Newmarket
Summary of corrected and uncorrected financial statement misstatements
Year ended December 31, 2019

Corrected misstatement – detected in the current year relating to the prior year and corrected through a restatement of 2018 comparative balances in the 2019 financial statements - BIA

8. To restate the 2018 comparative figures for fiscal 2018 revenues and expenses recognized during fiscal 2019. The following correction has been made to the 2018 comparative amounts to correct this error.

a. Dr. Promotion and events expense	\$1,614	
b. Cr. Events revenue		\$358
c. Cr. Due from Town of Newmarket		\$1,256

Uncorrected misstatements - Town

9. A WIP addition was incorrectly capitalized in 2018 when it related to non-capital expenditures that occurred in 2017. The amount capitalized in 2018 was written off in 2019, overstating expenditures in 2019 and understating TCA. The prior year impact is noted in item 11 below.

a. Dr. Accumulated Surplus	\$162,816	
b. CR. Expense		\$162,816

10. Interest earned on investments and reinvested was not incorporated into the book value of the investment resulting in errors to the interest receivable, investment income and investment balance for F2019.

a. Dr. Investment	\$226,560	
b. Dr. Investment Income	\$28,013	
c. CR. Interest Receivable		\$254,573

Uncorrected misstatements - detected in the current year relating to the prior year - Town

11. A WIP addition was incorrectly capitalized during 2018 as it related to non-capital expenditures that occurred during 2017. The amount capitalized in 2018 was also for the incorrect balance, and only \$107,042 of the \$162,816 should have been recognized. The current year impact is noted in item 9 above.

a. Dr. Expense	\$107,042	
b. Dr. Accrued Liabilities	\$55,774	
c. CR. TCA - WIP		\$162,816

12. Upon performing lookback testing on the Retro Pay Accrual for the fire fighters, Deloitte noted that there was an over accrual in the 2018 accrual booked that was reversed in year in accounts payable and expenditures. The 2018 accrual was based on the best information that the Town had at the time, however after the settlement was reached in 2019 it was determined that the accrual was more conservative than required.

a. Dr. Accrued Liabilities	\$439,473	
b. Cr. Expenditures		\$439,473

13. Interest earned on investments and reinvested was not incorporated into the book value of the investment resulting in errors to the interest receivable, investment income and investment balance for F2018.

a. Dr. Investment	\$90,093	
b. Dr. Investment Income	\$244,377	
c. CR. Interest Receivable		\$334,410

Appendix A
Town of Newmarket
Summary of corrected and uncorrected financial statement misstatements
Year ended December 31, 2019

Uncorrected misstatements - Library

None identified

Uncorrected misstatements - BIA

None identified

DRAFT

Appendix B
Town of Newmarket
Summary of disclosure items passed
Year ended December 31, 2019

<i>Footnote number</i>	<i>Footnote title</i>	<i>Description of omitted or unclear disclosure</i>	<i>Authoritative literature reference</i>
Note 5	Temporary Investments	Interest earned on investments where the interest is reinvested has not been incorporated into the book value of the investment balance in Note 5.	The book value disclosed in Note 5 differs from the statements provided by the financial institution by the amounts indicated above in misstatement # 10 and misstatement #13.
Note 10	Investment in Newmarket Hydro Holdings Inc.	The Town's consolidated financial statement note disclosure omits the disclosure of the contractual obligations and commitments of Newmarket Hydro Holdings Inc.	PS 3070.60 Government consolidated financial statements should disclose, in notes or schedules, condensed supplementary financial information relative to government business enterprises. Such financial information should be provided on: (d) contractual obligations and contingencies

Disclosure misstatements – Library

None identified

Disclosure misstatements – BIA

None identified



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2020 Reserves and Reserve Funds Budget Staff Report to Council

Report Number: 2020-54

Department(s): Financial Services

Author(s): Mike Mayes, Director of Financial Services/Treasurer

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled 2020 Reserves and Reserve Funds Budget dated July 20, 2020 be received; and,
2. That 2020 Reserves and Reserve Funds Budget as set out in the attachment be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

Following the final approvals of the Operating and Capital budgets for a year, there is a requirement for Council to approve the contributions to the Reserves and Reserve Funds.

The 2020 budgeted revenues for reserves and reserve funds including obligatory reserve funds are \$26.3 million. They include \$16.0 million in transfers from the operating budget, \$2.5 million from the gas tax grant, and \$7.1 million in contributions from developers, mainly from Development Charges.

Reserves and reserve funds, including obligatory reserve funds (for development charges and parkland contributions, gas tax grant, etc.) had a combined balance of \$95.6 million at the beginning of 2020 and are budgeted to have a balance of \$82.4 million at the end of 2020, a decrease of \$13.2 million.

Purpose

The purpose of this report is to seek Council approval of the 2020 Reserves and Reserve Funds Budget.

Background

The majority of the Reserves and Reserve Funds budget has already been established through the previous adoption of the 2020 Operating and Capital Budgets. The projected revenues, i.e. interest earned, contributions from developers, items paid directly to the reserve and reserve funds, etc., are based upon the trends of the last three years.

Discussion

Reserves and reserve funds, including obligatory reserve funds (for development charges and parkland contributions, gas tax grant, etc.) had a combined balance of \$95.6 million at the beginning of 2020 and are budgeted to have a balance of \$82.4 million at the end of 2020, a decrease of \$13.2 million. The details of the 2020 reserves and reserve funds budget are attached. They are summarized below:

1. Reserves and reserve funds for capital purposes

These reserves and reserve funds were set up for the funding of future capital projects.

Category	Beginning Balance 2020	Revenues	Expenses	Ending Balance 2020	Change over 2019
General Capital	4,130,258	355,874	629,406	3,856,726	(273,532)
Loan to Capital	(10,388,307)	469,619	4,822,903	(14,741,591)	(4,353,284)
Designated Capital	13,542,428	1,247,995	1,531,926	13,258,497	(283,931)
Growth Funds	3,536,001	646,587	435,000	3,747,588	211,587
Asset Replacement Funds	22,319,524	12,984,166	11,560,089	23,743,601	1,424,077
TOTAL	33,139,904	15,704,241	18,979,324	29,864,821	(3,275,083)

Revenues in the General Capital and Designated Capital reserve funds are mainly transfers from the operating fund for things like capital financing, environmental land

purchases, the official plan and other items that may on occasion be included in the operating budget.

Revenues in the Growth Funds include a projection of \$325,000 in voluntary trail contributions and \$360,000 in Recommending–A-Strategy (RAS) surcharges¹. A detailed list of all the reserves and reserve funds is attached to this report.

The budgeted balance of the Asset Replacement Funds is projected to increase by \$1.4 million during 2020. This is mainly due to annual contributions from operating fund exceeding the budgeted financing from the Asset Replacement Funds.

Loan to capital, internal loans from the reserve fund to fund capital projects, is budgeted to increase by \$4.3 million mainly for the water meter replacement project.

Total reserves and reserve funds for capital purposes is budgeted to decrease by \$3.3 million.

2. Reserves and reserve funds for operating purposes

These reserves were set up for rate stabilization and operational contingencies. The total 2020 ending balance of these reserves and reserve funds is 14.2% of 2020 budgeted taxation revenue. The target level is 5-10%.

Category	Beginning Balance 2020	Revenues	Expenses	Ending Balance 2020	Change over 2019
Operational Contingencies	2,827,138	350,000	95,000	3,082,138	255,000
Cyclical Expenses	514,605	95,441	-	610,046	95,441
Discretionary Operating	3,727,817	544,686	98,872	4,173,631	445,814
Operational Carry-overs	1,571,081	-	67,000	1,504,081	(67,000)
TOTAL	8,640,641	990,127	260,872	9,369,896	729,255

3. Obligatory reserves and reserve funds

¹ Some recreational programs and activities have a capital surcharge referred to as Recommending a Strategy or RAS for short. This was created as part of a Recreation master plan to obtain additional funding for facilities required to meet the demands of a growing community.

These are legislated reserves and include Cash-in-Lieu Contributions for Parkland from developers, Development Charges, Gas Tax Grant, Building Permit Fees and Engineering Administration fees for development. There are statutory restrictions on these reserve funds and their accounting treatment has been confirmed with our auditors.

Category	Beginning Balance 2020	Revenues	Expenses	Ending Balance 2020	Change over 2019
Cash-in-Lieu Contributions for Parkland	1,834,160	591,429	250,000	2,175,589	341,429
Development Charges	28,094,696	5,036,238	11,050,077	22,080,857	(6,013,839)
Gas Tax Grant	6,608,854	2,573,198	6,458,000	2,724,052	(3,884,802)
Building Permit Fees	4,158,885	17,213	1,163,671	3,012,427	(1,146,458)
Engineering Administration	505,399	687,720	944,572	248,547	(256,852)
TOTAL	41,201,994	8,905,798	19,866,320	30,241,472	(10,960,522)

Revenue estimates for Development Charges and Cash-in-Lieu Contributions for Parkland are extrapolated from the trends of the preceding three years.

The budgeted ending balance will decrease \$10.9 million.

4. Other reserves and reserve funds

These are reserves and reserve funds not included in the above groups.

Category	Beginning Balance 2020	Revenues	Expenses	Ending Balance 2020	Change over 2019
Development Related Revenues	3,334,743	143,489	365,747	3,112,485	(222,259)
Restricted Operating	9,267,129	612,686	91,335	9,788,480	521,351
TOTAL	12,601,872	756,175	457,082	12,900,965	299,092

Restricted operating reserves are set aside for very specific purposes. Most of them are at a healthy level: the long-term disability reserve fund is 120% of our accrued obligation, water & waste rate stabilization reserve combined reserve is \$1.4 million.

Conclusion

The majority of the Reserves and Reserve Funds budget has already been established through the previous adoption of the 2020 Operating and Capital Budgets. Projected revenues for reserves and reserve funds excluding transfers are based upon the trends of the last three years.

Business Plan and Strategic Plan Linkages

By ensuring that Asset Replacement Funds are appropriately allocated, this report links to Newmarket's key strategic directions of Long-term Financial Sustainability and its 3rd priority of multi-year budgeting.

Consultation

The 2020 Reserves and Reserve Funds Budget has been created from the 2020 Capital and Operating Budgets which were developed by staff and have undergone extensive review by the public and Council.

Human Resource Considerations

Not applicable to this report.

Budget Impact

This report has no direct impact on the Operating Budget. All transfers to or from the Operating Budget were previously approved by Council.

There is no direct impact on the Capital Budget. All transfers to the Capital Budget were previously approved by Council.

Attachments

2020 Reserves and Reserve Funds Budget

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

2020 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account			Account #	Balance Forward Jan. 1/2020	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2020
				\$	Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	\$
					\$	\$	\$	\$	\$	\$	\$	\$	\$	
RESERVE FUNDS:														
Reserve Funds for Development-Related Revenues														
Tree Planting	432300	Budget		514,492	1,660	134,000			135,660		125,000		125,000	525,153
Perpetual Maintenance	442170	Budget		1,540,171	4,905				4,905				-	1,545,076
Planning Application Subdivision Fees	468110	Budget		905,233	2,923				2,923		140,747		140,747	767,409
Reserve Funds for Cyclical Expenses														
Election	413706	Budget		91,631	173		80,000		80,173				-	171,804
Inauguration	413707	Budget		80,983	268		5,000		5,268				-	86,251
Discretionary Operating Reserve Funds														
NEER Support	410907	Budget		865,185	2,968				2,968		60,000		60,000	808,153
Restricted Operating Reserve Funds														
CYFS Reserve Fund	421240	Budget		1,621,892	4,447				4,447				-	1,626,339
LTD - Town	410227	Budget		4,834,221	16,391		248,195		264,586				-	5,098,807
Medical Benefits Plan	410228	Budget		198,772	679				679				-	199,451
Dental Benefits Plan	410229	Budget		67,703	231				231				-	67,934
Seniors Fund	457371	Budget		1,248	4				4				-	1,252
McLarty Fund	457790	Budget		3,103	11				11				-	3,114
L.A.C.A.C.-Heritage Fund	458321	Budget		20,063	69				69				-	20,131
General Capital Reserve Funds														
Capital Contingency Fund	410901	Budget		82,945	283				283				-	83,229
Capital Financing Fund	410908	Budget		239,491	852				852				-	240,343
Community Benefit	410909	Budget		1,473,027	4,406				4,406				-	1,477,433
Designated Capital Fund	410903	Budget		1,481,028	5,110		92,061		97,171	438,701	70,705		509,406	1,068,793
Investment Income Fund	410910	Budget		-	-		253,162		253,162		65,000		65,000	188,162
Streetlight Retrofit Loan	410911	Budget		(7,394,981)			342,075		342,075				-	(7,052,906)
Loan for Fitness Centre	457302	Budget		-					-				-	-
Water Meter Replacement Loan	410913	Budget		(374,986)					-	4,822,903			4,822,903	(5,197,889)
Magna Centre Solar Panel Loan	410914	Budget		(1,204,156)			63,371		63,371				-	(1,140,785)
Solar Panel at RJT	410912	Budget		(513,162)			27,551		27,551				-	(485,611)
2013 Solar Panel	410902	Budget		(199,145)			11,708		11,708				-	(187,437)
OCIF&AMO Grant	410916	Budget		-	-				-				-	-
Timothy St Steel Structr Loan	410918	Budget		(509,803)					-				-	(509,803)
Loan to Capital Fund	410900	Budget		(192,074)			24,915		24,915				-	(167,160)
Designated Capital Reserve Funds														
Road Reconstruction	432215	Budget		271,588	928				928				-	272,515
Purchase of Municipal Easement	432217	Budget		719,567	1,316				1,316				-	720,883
Sidewalks	432170	Budget		340,060	1,161				1,161				-	341,222
Pony Drive	432214	Budget		74,940	256				256				-	75,196
Dawson Manor Blvd.	432216	Budget		13,922	48				48				-	13,969
Insurance Proceeds Barn	410905	Budget		252,962	872				872	232,944			232,944	20,891
Library Non-TCA Capital Fund	410915	Budget		53,017	181				181				-	53,198
Library Capital Needs	410917	Budget		124,295	216				216				-	124,512
Public Art	457215	Budget		569,749	2,029	66,000	5,100		73,129				-	642,878
Theatre CIF Fund	457352	Budget		420,179	2,161		75,000		77,161	622,906			622,906	(125,566)
Theatre	457351	Budget		31,324	107				107				-	31,431
Museum Board	457531	Budget		289,071	518				518				-	289,590
Museum Conservation	457532	Budget		12,246	42				42				-	12,288
Museum Exhibit	457533	Budget		9,887	34				34				-	9,921
SWM Pond Maintenance	442183	Budget		2,396,825	8,335	407,000	25,583		440,918				-	2,837,743
Downstream Storm Drainage	442182	Budget		4,507	15				15				-	4,522
Stormwater Erosion	442181	Budget		6,525	22				22				-	6,548
Environmental Green Fund	410960	Budget		52,669	180				180				-	52,849
Environmental Land Purchase	410971	Budget		1,482,466	4,906		372,000		376,906		206,076		206,076	1,653,297
All Our Kids Playpark	457840	Budget		3,006	10				10				-	3,017
Playground Equipment	457881	Budget		218,392	746				746				-	219,138
Fence	432132	Budget		10,217	35				35				-	10,252
Secondary Planning Study	468000	Budget		151,178	516				516				-	151,694
Official Plan	468115	Budget		1,122,405	3,610		203,600		207,210				-	1,329,615
Parking Purposes	422717	Budget		629,196	2,080				2,080				-	631,276
Downtown Parking	422710	Budget		145,825	498				498				-	146,323
Holland River Walkway	457861	Budget		147,751	505				505				-	148,256
Trail Contribution-Eden Oak	462150	Budget		33,089	113				113				-	33,202
N/W Quad.-Trail	457818	Budget		-					-	-			-	-
Sale of Property	410970	Budget		184,304	(218)				(218)	440,000			440,000	(255,915)
Stickwood-Walker Property	410973	Budget		634,260	2,518				2,518				-	636,779
Rawluk Property	410972	Budget		421,459	1,439				1,439				-	422,898
Fiddlefest	457893	Budget		5,747	20				20				-	5,767
Festival of Lights	457892	Budget		3,849	13				13				-	3,862
Asset Replacement Funds														
CYFS	471117	Budget		115,933	221		1,399,600		1,399,821	1,380,000			1,380,000	135,754

2020 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #		Balance Forward Jan. 1/2020 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2020 \$
				Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	
IT	473628	Budget	3,269,310	11,560		688,759		700,319	1,357,094			1,357,094	2,612,535
Roads	482267	Budget	2,943,795	14,487		1,469,163		1,483,650	4,822,301			4,822,301	(394,856)
Water	482437	Budget	21,819,961	85,870		2,550,230		2,636,100	100,000			100,000	24,356,061
Wastewater	482477	Budget	22,337,359	83,035		4,074,673		4,157,708	514,892			514,892	25,980,175
Storm Sewer	482497	Budget	(750,846)	(1,851)		436,923		435,072	864,000			864,000	(1,179,774)
Parks	482817	Budget	(12,061,756)	(43,838)		413,259		369,421	890,000			890,000	(12,582,335)
Other	482917	Budget	5,278,195	13,653		498,864		512,517	90,000			90,000	5,700,712
Library	485127	Budget	1,312,683	4,211		223,550		227,761	218,800			218,800	1,321,644
Fire	487717	Budget	(835,899)	(1,958)		15,738		13,780	820,002			820,002	(1,642,122)
Facilities	487767	Budget	(21,109,211)	(70,063)		1,118,081		1,048,018	503,000			503,000	(20,564,193)
Growth Reserve Funds													
Growth Fund	490949	Budget	490,093	1,675				1,675				-	491,769
Recommending A Strategy	457306	Budget	7,015	19			360,000	360,019		435,000		435,000	(67,965)
Trail Voluntary Levies	462100	Budget	2,928,266	9,893	275,000			284,893				-	3,213,158
TOTAL RESERVE FUND		Budget	40,214,257	187,507	882,000	14,718,160	360,000	16,147,667	18,117,543	1,102,528	-	19,220,071	37,141,853
RESERVES:													
Reserves for Operational Contingencies													
Legal Services	322110	Budget	272,248			150,000		150,000				-	422,248
Talent Management	322510	Budget	-					-		35,000		35,000	(35,000)
Corporate Consulting	322710	Budget	142,575					-		40,000		40,000	102,575
Waste Management	323442	Budget	287,338					-				-	287,338
Strategic Planning	327911	Budget	28,214					-				-	28,214
Strategic Planning	327910	Budget	68,119					-				-	68,119
Streetlighting	323730	Budget	175,000					-				-	175,000
Winter Control	323832	Budget	665,807					-				-	665,807
Reserves - Energy	328010	Budget	405,052					-				-	405,052
Reserve-Tax Adjustment	327310	Budget	250,000					-				-	250,000
Corporate Contingency	327210	Budget	90,000					-		20,000		20,000	70,000
Ec. Dev. Innovation Fund	323269	Budget	50,000					-				-	50,000
Bridge Inspections	329402	Budget	-					-				-	-
Major Repairs & Mtnc	329403	Budget	-			200,000		200,000				-	200,000
Council Priorities	322512	Budget	-					-				-	-
Grant Coordinator	341030	Budget	142,707					-				-	142,707
Insurance Claims	325413	Budget	250,078					-				-	250,078
Reserves for Development-Related Revenues													
Street Signs	322230	Budget	56,353					-				-	56,353
Finance Admin. Of Developments	324314	Budget	261,129					-		100,000		100,000	161,129
Anti-Tampering Devices	325162	Budget	57,364					-				-	57,364
Reserves for Cyclical Expenses													
Customer Survey	322313	Budget	24,606			10,000		10,000				-	34,606
Wages and Benefits	322810	Budget	303,856					-				-	303,856
Computer Incentive Program	324210	Budget	13,530					-				-	13,530
Road Needs Study	329401	Budget	-					-				-	-
Discretionary Operating Reserves													
Continuous Improvement	324011	Budget	44,000					-				-	44,000
Hydro Dividend Reserve	329110	Budget	761,000					-				-	761,000
Corporate Rate Stabilization Fund	325210	Budget	1,525,646			541,718		541,718				-	2,067,364
Efficiency / Enhancement Fund	325310	Budget	531,986					-		38,872		38,872	493,114
Reserves for Operational Carry-Overs													
NDDC Incentive	323268	Budget	407,699					-				-	407,699
HR Consulting	323310	Budget	329,700					-				-	329,700
Customer Service	322314	Budget	-					-				-	-
IT	323113	Budget	50,000					-				-	50,000
Reserve-Recreation	323560	Budget	81,871					-				-	81,871
Grants	324414	Budget	239,899					-		67,000		67,000	172,899
Financial Services	324614	Budget	-					-				-	-
Reserve - Communications	324710	Budget	53,412					-				-	53,412
Asset Mgmt	328711	Budget	-					-				-	-
Operational Carry-Overs	328710	Budget	404,271					-				-	404,271
Wellness Reserve	328210	Budget	3,299					-				-	3,299
Charity - Golf Donations	328310	Budget	431					-				-	431
ERIC	324513	Budget	500					-				-	500
Restricted Operating Reserves													
Building Permits	324116	Budget	-					-				-	-
Main St. BIA	326110	Budget	38,406					-				-	38,406
NEAC	327168	Budget	5,800					-				-	5,800
Library	325591	Budget	404,044					-				-	404,044
Library-Fund Raising	325592	Budget	24,418					-				-	24,418
Library-Strat. Plan Implemntn	325596	Budget	168,899					-				-	168,899
Library-Strategic Plan	325594	Budget	-					-				-	-

2020 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #		Balance Forward Jan. 1/2020 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2020 \$
				Bank & Investment Interest	Contri- butions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	
Library-Insurance	325595	Budget	10,000					-				-	10,000
Maintenance - Water	324942	Budget	60,648					-				-	60,648
Water Rate Stabilization Fund	327642	Budget	327,322			1,580,780		1,580,780		31,335		31,335	1,876,767
Sanitary Sewer Rate Stabilization Fund	327744	Budget	720,516			(1,238,120)		(1,238,120)				-	(517,604)
Apprenticeship Grants	329010	Budget	1,916					-				-	1,916
Storm Water Rate Stabilization	327748	Budget	706,805					-		35,000		35,000	671,805
Youth Reserve	329274	Budget	15,053					-				-	15,053
Public Works Services	329332	Budget	36,301					-		25,000		25,000	11,301
General Capital Reserves													
Unexpended Capital	341010	Budget	853,766					-		55,000		55,000	798,766
Designated Capital Reserves													
Minor Capital	323610	Budget	81,818					-				-	81,818
Mulock Farm	341020	Budget	2,572,132	8,498		50,000		58,498	30,000			30,000	2,600,631
Digital Initiative	328913	Budget	50,000					-				-	50,000
Community Service Group	323552	Budget	2,000					-				-	2,000
Growth Reserves													
Historic Downtown Centre	328410	Budget	15,122					-				-	15,122
Regional Healthcare Centre	328510	Budget	58,179					-				-	58,179
Regional Urban Centre	328610	Budget	37,326					-				-	37,326
TOTAL RESERVES		Budget	14,168,160	8,498	-	1,294,378	-	1,302,876	30,000	447,207	-	477,207	14,993,829
SUMMARY BY FUNCTION													
Operational Contingencies		Budget	2,827,138	-	-	350,000	-	350,000	-	95,000	-	95,000	3,082,138
Development-Related Revenues		Budget	3,334,743	9,489	134,000	-	-	143,489	-	365,747	-	365,747	3,112,484
Cyclical Expenses		Budget	514,605	441	-	95,000	-	95,441	-	-	-	-	610,046
Discretionary Operating		Budget	3,727,817	2,968	-	541,718	-	544,686	-	98,872	-	98,872	4,173,631
Operational Carry-Overs		Budget	1,571,081	-	-	-	-	-	-	67,000	-	67,000	1,504,081
Restricted Operating		Budget	9,267,129	21,831	-	590,855	-	612,686	-	91,335	-	91,335	9,788,480
General Capital		Budget	(6,258,049)	10,651	-	814,842	-	825,493	5,261,604	190,705	-	5,452,309	(10,884,865)
Designated Capital		Budget	13,542,428	43,712	473,000	731,283	-	1,247,995	1,325,850	206,076	-	1,531,926	13,258,497
Asset Replacement Funds		Budget	22,319,524	95,326	-	12,888,840	-	12,984,166	11,560,089	-	-	11,560,089	23,743,601
Growth Funds		Budget	3,536,001	11,587	275,000	-	360,000	646,587	-	435,000	-	435,000	3,747,588
TOTAL RESERVE FUNDS & RESERVES		Budget	54,382,417	196,005	882,000	16,012,538	360,000	17,450,543	18,147,543	1,549,735	-	19,697,278	52,135,682

2020 OBLIGATORY RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan.1/2020 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2020 \$
			Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
Parkland												
Parkland	457815	1,834,160	6,429	585,000			591,429		250,000		250,000	2,175,590
Development Charges												
General Government	460100	67,219	898	(8,000)			(7,102)	72,000			72,000	(11,883)
Library	460200	2,844,377	9,826	213,000			222,826	50,000			50,000	3,017,203
Fire	460300	(1,333,314)	(4,651)	184,000			179,349	3,590,611			3,590,611	(4,744,577)
Recreation Facilities	460400	13,464,748	33,739	1,666,000			1,699,739	4,553,931	1,389,035		5,942,966	9,221,521
Outdoor Recreation	460500	-	-	-			-				-	-
Yards & Fleet	460600	(277,451)	(217)	308,000			307,783	855,500			855,500	(825,169)
Town-Wide Engineering	460700	11,482,657	37,434	2,478,000			2,515,434	531,000	8,000		539,000	13,459,090
Dev. Charges-Parking	460800	1,843,202	6,204	107,000			113,204				-	1,956,406
Waste Diversion	460900	3,259	6	5,000								
Total DC's		28,094,696	83,238	4,953,000	-	-	5,036,238	9,653,042	1,397,035	-	11,050,077	22,080,857
Engineering Administration												
Engineering Admin.-Subdivision	469991	505,399	2,720	685,000			687,720		944,572		944,572	248,547
Building Code Permit Fees												
Building Permit Fees Reserve Fund	464656	4,158,885	17,213				17,213	100,000	1,063,671		1,163,671	3,012,426
Federal Gas Tax Grant												
Gas Tax	432250	6,608,854	18,159			2,555,039	2,573,198	6,458,000			6,458,000	2,724,053
TOTAL OBLIGATORY RESERVE FUNDS		41,201,994	127,760	6,223,000	-	2,555,039	8,905,799	16,211,042	3,655,278	-	19,866,320	30,241,473
TOTAL RESERVES, RESERVE FUNDS & OBLIGATORY RESERVE FUNDS		95,584,411	323,765	7,105,000	16,012,538	2,915,039	26,356,342	34,358,585	5,205,013	-	39,563,598	82,377,155



Town of Newmarket
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Helmer Avenue Parking Review Staff Report to Council

Report Number: 2020-48

Department(s): Engineering Services

Author(s): Rachel Prudhomme, Director, Engineering Services

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled Helmer Avenue Parking Review dated July 20, 2020 be received; and,
2. That no additional parking restrictions be implemented on Helmer Avenue; and,
3. That a copy of this report be forwarded to the residential community prior to the Committee of the Whole meeting so that residents may attend the meeting or present a deputation if they so wish; and,
4. That the Eagle Terrace Long Term Care Facility's administration be forwarded a copy of this report and ensuing Council extract, along with a request to remind all visitors who park on Helmer Avenue to treat the community with respect and to comply with the Town's by-laws; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this document is to report back to Town Council the results of a study stemming from a community petition that was submitted in accordance with the Council-approved Public Consultation and Support policy for transportation matters.

Background

At its regular meeting of September 9, 2019, Town Council adopted the recommendations from the Committee of the Whole held on August 26, 2019 (Section

5.9 of the Committee of the Whole and Section 9.1.9 of the Council minutes), at which a petition was received requesting that parking be prohibited on both sides of Helmer Avenue from 8:00 a.m. to 5:00 p.m. on Mondays through Fridays. The petition was referred to staff for action as per the Town's Public Consultation and Support Policy.

Discussion

Helmer Avenue is a local residential road that runs north to south from Eagle Street to Avenue Road, west of Lorne Avenue. There are 13 homes that either front or flank Helmer Avenue. In addition to the homes, Eagle Terrace (a Revera Long Term Care Facility) also flanks that street, but it is located on Eagle Street. However, because Eagle Terrace is institutional, it is expected that it would provide sufficient parking for its needs on its own property and therefore, it would not be affected by any changes in the parking by-law as a result of the petition.

The petition was signed by 6 households, which accounts for 46% of the total residences. The Public Consultation and Support policy requires a minimum of 25% of households supporting the petition in order to proceed with further review and notification.

The Town mailed two notifications to the community. The first notification was mailed on November 26, 2019, and it included the private residences and Eagle Terrace as well. The notification resulted in no input from the residential community, but several replies from the Eagle Terrace residents, staff and care providers. The replies received from the Eagle Terrace community were all against any changes to existing parking since family, friends and special care givers regularly visit the residents of Eagle Terrace.

It was determined that the first notification may have been subjected to delays due to being mixed in with seasonal holiday mail, and that residents may not have had sufficient time to provide their input. Therefore, a second notification, dated January 10, 2020, was sent to the residential community only, with a deadline that extended to three weeks. Again, no comments were received as a result of the second mail-out.

In the end, the response rate fell short of the Public Consultation and Support Policy limit of 50%. For that reason, no further action will be undertaken on the matter and the parking by-law will remain as it currently exists.

Conclusion

Based on the level of support outlined in the Public Consultation and Support policy, changes to parking on Helmer Avenue are not recommended at this time.

Furthermore, it is recommended that Eagle Terrace's administration be sent a copy of this report, and be asked to remind all visitors who are parking on Helmer Avenue to act respectfully towards the community and to comply with the Town's by-laws.

Business Plan and Strategic Plan Linkages

Well-planned and connected...strategically planning for the future to improve information access and enhance travel to, from, and within Newmarket.

Consultation

Consultation was conducted in accordance with the Town's Public Consultation and Support Policy for Transportation matters, and as detailed in the "Discussion" section of this report.

A copy of this report will be forwarded to the community prior to the Committee of the Whole meeting so that residents may attend the meeting or present a deputation if they so wish.

Human Resource Considerations

None.

Budget Impact

The recommendations have no impacts to budgets.

Attachments

None.

Approval

Rachel Prudhomme, Director, Engineering Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

For more information or questions regarding this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-895-5193 extension 2508 or MKryzanowski@newmarket.ca.



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Timothy Street Parking Review Staff Report to Council

Report Number: 2020-50

Department(s): Engineering Services

Author(s): Rachel Prudhomme, Director, Engineering Services

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled Timothy Street Parking Review dated July 20, 2020 be received; and,
2. That the parking amendments in Appendix A be adopted; and,
3. 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 amend the Parking Bylaw to create a No Parking zone on the south side of Timothy Street from Church Street eastward around the Trading Tree area, which is located just west of Main Street.

Background

Traffic and parking operations on Timothy Street, east of Church Street and in the area of the Trading Tree located west of Main Street, were reviewed as a result of an internal observation for potential conflicts. Timothy Street is a one-way street westward from Main to Church Street. In the area of the Trading Tree, the pavement width narrows significantly from about 6.0 metres to a little slightly less than 4.0 metres. Any vehicle parked in, or immediately adjacent to, the narrowed area can either restrict the flow of traffic or can create a blockage. Appendix B illustrates the area and parking restrictions.

Discussion

The creation of a No Parking zone in this area will enhance traffic operations and safety. Any vehicles parked in this area, or poorly parked at the approach, would cause traffic restrictions or even blockage. This is a particular concern in regards to larger vehicles and, in particular, Central York Fire Services' fire trucks. The proposed "No Parking" zone is essential to keep this section of the roadway clear of parked cars, thereby maintaining the pavement width required for larger vehicles.

The creation of this No Parking zone would remove one (1) on-street parking space which is located where the road begins to narrow and is the root of the issue.

Conclusion

Therefore, it is recommended that the Parking Bylaw be amended to add a No Parking zone on the south side of Timothy Street from Church Street to the east side of the Trading Tree area.

Business Plan and Strategic Plan Linkages

Well-planned and connected...strategically planning for the future to improve information access and enhance travel to, from, and within Newmarket.

Consultation

The Town consulted 14 households that would be impacted by parking restrictions by sending a letter requesting their input (dated October 28, 2019). The Town received only one response, which discussed parking in general on Timothy Street but did not object to the changes being proposed.

All households within the study area will receive a copy of this report and a notice indicating the date and time of the Committee of the Whole at which the matter will be heard. Residents who wish to address the Committee will have the opportunity to do so at that time.

The Town's Legislative Services Department has been contacted, and they are in support of the parking restriction.

Human Resource Considerations

None

Budget Impact

The “No Parking” signs and poles to be installed will cost less than \$1,000.00. There are sufficient funds in the Operating Budget to cover this expense.

Attachments

Appendix A – Proposed Parking Bylaw Amendment

Appendix B – Map of Timothy Street and Parking Restrictions

Approval

Rachel Prudhomme, Director, Engineering Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

For more information or questions regarding this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-895-5193 extension 2508 or MKryzanowski@newmarket.ca.



Appendix A: Proposed Parking Bylaw Amendment

THAT Schedule X (No Parking) of the Parking By-law 2019-63, as amended, be further amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Timothy Street	South	Church Street to the property line between #444 Timothy Street and #448 Timothy Street	Anytime

Appendix B – Map of Area and Parking Restrictions



-  Proposed No Parking
-  Existing No Parking



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Kingsmere Avenue Traffic and Parking Review Staff Report to Council

Report Number: 2020-49

Department(s): Engineering Services

Author(s): Rachel Prudhomme, Director, Engineering Services

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled Kingsmere Avenue Traffic and Parking Review dated July 20, 2020 be received; and,
2. That this report and Council extracts be forwarded to the York Region Catholic School Board; and,
3. That this report and Council extracts be forwarded to the York Regional Police; and,
4. That staff undertake the appropriate Category 1 speed management programs on Kingsmere Avenue; and,
5. That staff coordinate with the York Region Catholic School Board for on-site and off-site improvements; 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 address a request from the Kingsmere Avenue community (from Ivsbridge Boulevard to Stonehaven Avenue) for traffic and parking control, and to improve overall traffic operations. The petition received from the community outlines nine (9) proposed solutions that will be discussed in this report.

Background

At its regular meeting of June 24, 2019, Town Council received a petition from the Kingsmere Community which outlined several traffic and parking issues, and included nine separate requests for solutions. Notre Dame Catholic elementary school is located in this section of Kingsmere Avenue, and its only access is via Kingsmere Avenue.

The petition is being considered in tandem with a previous Staff Report, “Development and Infrastructure Report ES 2015-01” which was presented at the regular meeting of Council on February 9, 2015. This previous report had provided recommendations to Council after an area parking review and an all-way stop review at the Kingsmere/Ataire intersection were conducted.

Discussion

The petition received in June, 2019, included nine separate requests to address the traffic and parking issues. Each issue is discussed individually below.

1. PETITION REQUEST: ‘Install speed reducing lanes along Kingsmere as been done on Stonehaven this year (which has no doubt added to Kingsmere traffic).’

This suggested solution refers to the flexible bollard program. In 2019, a succession of traffic-calming flexible bollards were installed on a length of Stonehaven Avenue.

At the time of this report, staff was already considering installing flexible bollards on Kingsmere Avenue between Ataire Road and Stonehaven Avenue, and south of Stonehaven Avenue on Lockwood Boulevard, as part of its 2020 traffic-calming program. Four (4) successive bollard sets are planned in these locations. Bollards work best in groups of two or more, and should not be located close to school entrances.

2. PETITION REQUEST: ‘Reconsider installing gentle speed bumps along Kingsmere.’

The standard speed hump installed by the Town is designed to encourage drivers to adhere to the 40 km/h speed limit. Analysis of previous installations confirmed that “operating speeds” (i.e. the speeds at which eighty-five (85) percent of vehicles travel) can be brought down to 45 km/h as a result of speed humps. Based on the 2019 traffic counts, the operating speed along Kingsmere Avenue is already at 45 km/h. This is based on a speed study using three (3) speed measurement locations: 1) north of Ivsbridge Boulevard (operating speed of 46.9 km/h), 2) in front of the school (operating speed of 43.7 km/h), and 3) south of Ataire Road (operating speed of 44.6 km/h). As a result of the existing low operating speeds, the addition of standard speed humps on Kingsmere Avenue would have very little impact on traffic speeds, but it would negatively impact school bus operations for the area schools as bus drivers need to ensure passenger safety as they negotiate the humps. Gentle speed humps (lower

vertical profile) would have less of a negative impact on school buses, but they would have no impact on road speeds.

3. PETITION REQUEST: 'Request police speed/law enforcement on Kingsmere (as taken place along Stonehaven this past year).'

Speed enforcement is undertaken by York Regional Police (YRP). Staff will forward this request to YRP, but residents are urged to consider doing the same and calling YRP for more enforcement.

4. PETITION REQUEST: 'Have Newmarket Traffic Control blitz Kingsmere speeding and parking on a very regular schedule.'

As noted above, speed enforcement is under the purview of York Regional Police (YRP). Staff can forward the request to YRP on behalf of the residents, but it helps tremendously if residents also contact YRP directly to ask for more enforcement. On the other hand, parking enforcement is handled by the Town's Legislative Services. The number of parking by-law enforcement officers at the Town is limited and therefore, parking enforcement is done mostly on an "on demand" and "on call" basis. Legislative Services also undertake regular parking control checks throughout the Town, including in the areas surrounding the 20 elementary and 5 secondary schools within Newmarket's boundaries.

5. PETITION REQUEST: 'Install NO STOPPING 3:00 – 4:00pm M-F on the east side of Kingsmere.'

Currently, there is no parking on the east side (school side) of Kingsmere Avenue, and time- and date-limited "No Stopping" on the west side. The introduction of a "No Stopping" zone on the school side (east side) of the street would create a "clear zone" that could improve traffic flow in front of the school. However, the implementation of "clear zones" pushes parking operations onto adjacent local streets, as has been evidenced at several other schools in Newmarket. This type of measure requires a review of both the parking and traffic operations on the school site, which would have to be done by the School Board prior to implementation. Section 7 provides further clarification.

6. PETITION REQUEST: 'Install NO STOPPING at the intersection of Kingsmere and Ataire to at least give cars an opportunity to do a U-turn within the road allowance rather than using private driveways.'

The Town's Traffic Bylaw (Bylaw #2011-24, as amended) allows U-turns at the Kingsmere/Ataire intersection. The Parking Bylaw (2019-63, as amended) under Section 8. (1)(a) prohibits stopping within an intersection. Therefore, vehicles may make U-turns at the intersection, but no vehicle may stop within the intersection. The Town has no jurisdiction over the use of private driveways for turning around and is unable to monitor and ticket drivers' behavior in this area. The use of private driveways for turning around is at the discretion of the driver and it is not an enforceable offence.

7. PETITION REQUEST: ‘Redesign the parking / school bus pick-up on Notre Dame property.’

One of the root causes of the traffic and parking concerns on Kingsmere Avenue is the flow of traffic on the school property itself. This school has been operating for approximately 20 years. The school catchment area is quite vast and numerous school buses operate at the school.

When the School Board was planning to build this school, a Site Plan Agreement was signed with the Town to guide the development. In 2005, this was superseded by an “Amending Agreement”, signed by the School Board and the Town, in which the School was allowed to add portable classrooms to the site. In both agreements, Section 17 states clearly that:

“The Board covenants and agrees to provide and erect all signs delineating traffic flow, designated parking areas, bus loading and unloading areas, parent pick-up and drop-off areas, no parking, fire route and all other signs as required to ensure safe and convenient flow of traffic. Further, the Board will ensure that the site will function at all times to accommodate traffic related to the school site property without adversely impacting on Town roads and agrees to make any future required modifications to achieve this result.”

Therefore, the School Board is required to implement improvements to mitigate any traffic or parking operations that impact Town road operations. Suggested solution #5, noted above, as well as #7, would fall within this type of review.

8. PETITION REQUEST: ‘Better positioning visual speed traps to catch violators.’

This request may be referring to Newmarket’s solar speed board sign program. The solar speed signs are considered an educational tool to instantly inform motorists of their speeds. The location of the solar speed board signs depends on utility pole location (for proper mounting), as well as nearby street trees that can create too much shade, thereby preventing the sun from charging the boards. The Town also relies on automatic tube recorders (ATRs) to determine speeds and volumes. The latter devices are not as visible as the speed boards and they do not provide immediate speed and volume readings.

9. PETITION REQUEST: ‘Town to petition for the installation of a permanent radar speed trap in the vicinity of the elementary school.’

The Town is fully supportive of the Automatic Speed Enforcement (ASE) program proposed by the Province. Currently, York Region has announced a 2-year in-service pilot review of ASEs. The Town will be monitoring experiences with both the York Region and the City of Toronto ASE program. These programs are very expensive to operate, mostly due to the cost of the cameras. It is therefore advisable to learn from the best practices of York Region and the City of Toronto before the Town entertains the implementing of its own ASE program.

Conclusion

Based on the above information, the following are the next steps:

1. In addition to the flexible bollard program, other “Category 1 Measures” from the Town’s 2014 Traffic Mitigation Strategy will be implemented on Kingsmere Avenue to help reduce the speeds. “Category 1 Measures” include signage, enforcement and education initiatives, the use of which is governed by the Town’s by-laws and the Ontario Traffic Manuals (OTM). The speed management program (solar speed signs and boulevard lawn signs) will also be implemented, and YRP and the Town’s own forces will be encouraged to enforce traffic and parking laws.
2. Notre Dame School’s traffic and parking operations have been impacting the community for quite some time since it was built 20 years ago. School operations and the volume of children in the catchment area have significantly changed since the property was first designed. It may be time for the School Board to review the traffic and parking operations at Notre Dame School, as well as the existing school’s infrastructure and facilities. This type of review has had very positive results at a number of other schools within the Town.

Business Plan and Strategic Plan Linkages

This report links to Newmarket’s Strategic Plan direction, Well Planned & Connected, by improving travel within Newmarket through inter-connected neighbourhoods, as well as providing varied transit options, cycling trails, paths, and bike lanes.

This report also aligns with Council’s 2018-2022 Strategic Priority Pillar on Safe Transportation (Streets), by ensuring safe streets and reducing traffic congestion.

Consultation

The Town received a petition requesting a number of solutions for various traffic and parking issues. As per the Town’s policy, a letter (dated July 15, 2019) was sent to each household within the study area to solicit additional input.

A copy of this report will be forwarded to the community that was polled, including all those who signed the petition, prior to the Committee of the Whole meeting so that residents may attend the meeting or present a deputation if they so wish.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Any budget items associated with this will be minimal and can be accommodated in the annual Operating Budget of the Transportation Business Unit.

Attachments

None.

Approval

Rachel Prudhomme, M.Sc., P.Eng.,
Director, Engineering Services

Peter Noehammer, P.Eng.,
Commissioner, Development & Infrastructure Services

Contact

For more information on this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-953-5300, extension. 2508.

July 15, 2020

To: **Committee of the Whole, Newmarket Town Council**

From: **David Elms; 741 Kingsmere Ave. Newmarket**

Re: **Council report 2020-49**

Historical background

My wife and I moved with our young daughter to Kingsmere Avenue in January of 2004, to a nice quiet residential neighborhood. Two years later our daughter was accepted into grade one at Mazo De La Roche French Immersion Public School and was transported by school bus every day through to grade eight. The following year, after 33 years teaching high school math and physics, I retired. That then permitted me the opportunity to take our daughter across the street to drop her off at the bus and to pick her up upon afternoon return. It was then that I began to become aware of the traffic problems on Kingsmere. Thus, with our daughter about to go into second year university, this issue has been going on a long, long time.

February 2011

I communicated via email with Theresa McNicol (Separate School Trustee) who in turn had Frances Bagley (Superintendent) telephone me and discuss this issue. Carol Taggio (Notre Dame Principal) also called me and promised to have a meeting with their planning administration, councillor, town officials, and community members (myself to be included). I heard nothing more from Ms. Taggio and none of my telephone messages were answered. I noticed that the departure time for the Notre Dame busses had been recently delayed by several minutes, of which reduced their departure problems but did nothing to solve the inconsiderate parents and law-breaking speeders.

April, 2011 – Note to Councillor Vegh and Engineering Department, Mark Kryzanowski as per recommendation by Anne Sugar, Customer Service associate for the Town of Newmarket.

Parents pull up, park and often leave their vehicles for extended times in front of and all along the street. Many pull into our private driveways to wait for their children to be let out of school or to use in order to turn around. This is not only dangerous (a child is going to get hurt or even killed one of these days as they come running out from between these stopped cars) but also very inconsiderate to the owners adjacent to the school. Many of our driveways are of interlocking brick and not designed for such continuous traffic. Of course, this issue was compounded during the winter months with the reduced road allowance and dangerous snow banks

June 9, 2011– Note to Councillor Vegh

Just a note to let you know that the traffic issue on Kingsmere is not only bad but in fact is getting worse. Daytime parent pick-up with illegal parking, inconsiderate driveway turn-around, and speeding was gravely aggravated yesterday with a large (and very loud) event held at the school in the evening. The police and parking enforcement department were contacted by several owners in the neighborhood. The police claimed that it was not their problem and the town offices were closed.

June 2011 – local resident email

Several residents have questioned the Town's refusal to install speed bumps on Kingsmere, a matter that I believe Tom Vegh is looking into. In discussion, one person writes: I was interested to hear that our road is designated as a main route. I would imagine that this makes the road a designated fire route (if emergency vehicles are not to be delayed). According to the Bylaw 8 of the Town's Parking Regulations and Enforcement: 'Parking or stopping in designated fire routes is not permitted.' If this is the case, then the Town has a duty to enforce that regulation.

However, if the road is not a main route, then there can be no objection to traffic calming measures. They can't have it both ways! Another resident writes: We also have been on the receiving end of offensive and rude behavior from parents parking in or blocking the end of our driveway.

And that: We feel that since the road was opened on the north side, it has been subject to a huge increase in traffic both commuter, construction and commercial. Our opinion is that the conditions now make our houses less marketable and subsequently less valuable, which should be of concern to all residents.

June, 2011

I had contacted the town and two chaps stood with me as I awaited my daughter's school bus at the intersection of Kingsmere and Ataire to observe. They stood there for about fifteen minutes but observed no major incidents (of course their bright orange safety vests rather cautioned any driver). My issue was brushed aside. Speed sensors were also placed at various locations on Kingsmere sometime that year.

There was much concern among local residents when the extension north through the Walker farm was proposed and additional speed sensors were installed. I again raised the issue and received the following data dated June 14, 2011 (file T-30 Kingsmere Ave.). If the operating speed at Ataire was 52 km/h then 15% of the traffic must have been traveling in excess of 52 km/h – in a 40 km/h school zone!

Road Section	Operating Speed	Median Speed	Volumes
Kingsmere n/o Cresta Rider (2010)	50 km/h	43 km/h	1,500
Kingsmere n/o Ataire(2010)	52 km/h	43 km/h	1,800
Kingsmere s/o Tegal (2010)	52 km/h	43 km/h	1,900
Kingsmere n/o Ivsbridge (2007)	41 km/h	30 km/h	320
Kingsmere s/o Ataire (2007)	53 km/h	45 km/h	990
Kingsmere s/o Ivsbridge (2004)	55 km/h	44 km/h	535

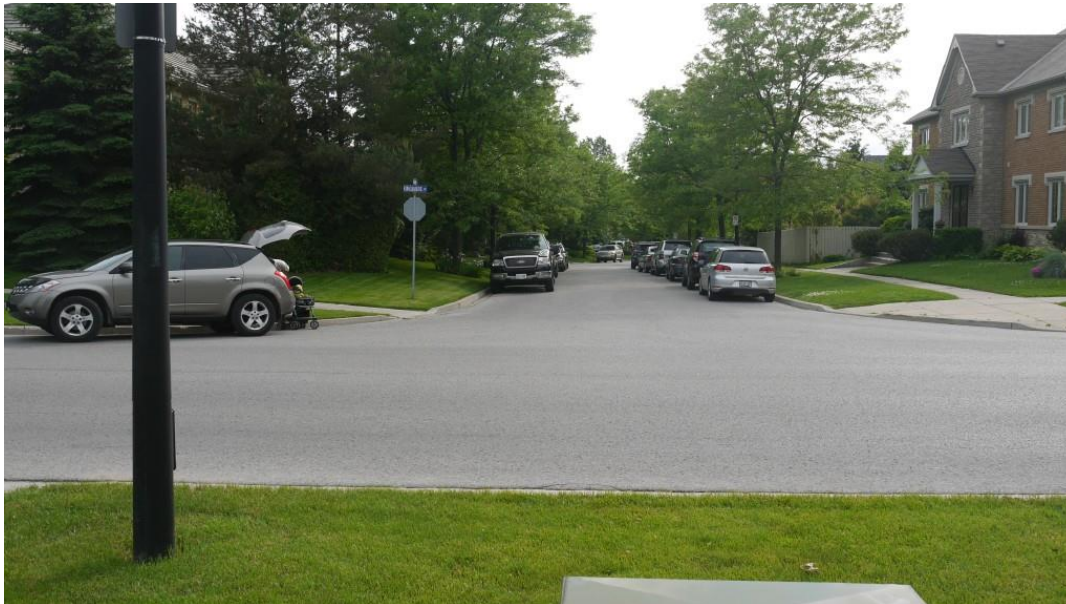
The operating speed of the road section indicates the speed at which 85% of the vehicles are travelling or less. The median speed indicates the speed at which 50% of the vehicles are travelling or less. The volume indicates the average daily volume of the direction.

In the same letter

In 2009, the Town undertook a parking review of Ataire Road at the request of the residents and implemented parking restrictions on both sides of the street. In addition, the Town Council added a further recommendation to contact the York Region Catholic School Board to address the issue of parking overflows onto the Town roads. This recommendation was undertaken in December 2009.

Considering the above information, additional site visits, and subsequent information provided, the traffic safety concern is primarily caused by the Notre Dame Catholic Elementary School traffic and parking operations and the overflow effects on the local roads and community. This is a local traffic management problem to be considered by the School Board as per their executed Site Plan Agreement and an enforcement issue to deal with the overflow onto the local roads.

How were Ataire residents able to get no stopping restrictions on both sides of the street whereas Kingsmere is only one side? Would Ataire not be a better place for parents to wait rather than the busy "collector" road of Kingsmere. As one can see in the picture below, there have been times when even Ataire is overwhelmed with vehicles.



The conclusion of the Town letter dated June 14, 2011 (file T-30 Kingsmere Ave.) indicates three “Next Steps”. Nothing came from those next steps and matters got worse once Kingsmere was fully opened up to Mulock.

Next Steps

The Transportation Management Policy Eng.1-02, has a section regarding speeds and mitigation. The current recorded speeds are within the tolerance of 15km/h above the posted speed limit for collector roads. The mitigation measures proposed under the category #1 are:

1. Community-based initiative In 2009 and 2010, the radar speed trailers, as part of the Speed Management Program, were deployed on Kingsmere Ave at least twice (2) times per year. Resources will be made available to increase the number of deployments in 2011.
2. Enforcement A copy of this memorandum will be forwarded to York Regional Police to provide a speed enforcement presence on Kingsmere Avenue and the community, and to the Town of Newmarket By-law Enforcement Department to enforce the parking restrictions in the community.
3. Contact School Board. Further to contact made in 2009, a copy of this memorandum will be forwarded to the School Board to review the traffic operations and parking issues. It should be noted that the Site Plan Agreement (under Bylaw 2006-34) which allowed the ‘8 pack’ of portables has contained in clause #17 an item that states, “the Board will ensure that the site will function at all times to accommodate traffic related to the school site property without adversely impacting on Town roads and agrees to make any future required modifications to achieve this result”.

The community and the Town agree that the road system is being adversely impacted by the school’s

April, 2012

I made a submission at the Newmarket Town Council Meeting of April 8th 2012 in regards to the proposed National Homes Subdivision in the Stonehaven subdivision:

1. The Study does not consider where increased eastbound Stonehaven traffic may go. Any vehicle heading north or north-east from the proposed new subdivision may turn left at the Stonehaven/Kingsmere stop sign;
2. Kingsmere Avenue has undergone a large increase of traffic flow since it was opened up to the new subdivision of Walker’s Farm; an addition of 132 single family units providing vehicles coming from Dillman Avenue and thus many going across Stonehaven Avenue and up Kingsmere Avenue will only exasperate the problem;
3. The report indicates that afternoon "peak hours" are from 4:00 pm - 6:00 pm; a known fact in the community is that the heaviest afternoon traffic is between 2:30 and 3:30 when Notre Dame and Stonehaven schools are let out. There was no traffic data collected during the “true” peak hour”;

4. The study was done on Wednesday October 10th, 2012 a day when Notre Dame had its "Walk-on-Wednesday" campaign, hence reduced traffic compared to other school days;
5. Although working with and receiving moral support from Tom Vegh and Carol Taggio (Principal at Notre Dame) for the past few years in regards to traffic congestion, illegal parking on both sides of the roadway and inconsiderate driveway turnarounds, the situation along Kingsmere Avenue is still unreasonable when the school children are released. The addition of more vehicles due to National Homes proposal will only serve to increase this problem;
6. The posted speed limit signs are quite often disregarded as vehicles 'fly' along Kingsmere Avenue between Stonehaven and Ivsbridge.

October 2012 – Traffic Impact study GHD National Homes

The east parcel is expected to generate 8 total two-trips (2 inbound and 6 outbound) and 9 total two-trips (6 inbound and 3 outbound) during the weekday am and pm peak hours. These trips are considered insignificant for the purpose of measuring the traffic impact at Kingsmere Avenue and therefore no further study of these trips was carried out.

As one can observe, traffic impact on Kingsmere was ignored

August 2014

The issue of traffic speeds and parked/stopped cars during school pick-up times was raised again with a suggestion that a three-way stop be placed at Ataire and Kingsmere; it was refused in 2014.

RECOMMENDATIONS

THAT Development and Infrastructure Services Report – ES2014-51, dated August 25, 2014 regarding Kingsmere Avenue/Ataire Road – All-way Stop Review, be received and the following recommendation(s) be adopted:

- 1. THAT the existing stop control at the Kingsmere Avenue/Ataire Road intersection remain as is due to:**
 - a. not meeting the warrants outlined in the Transportation Management Policy as approved by Town Council**
 - b. safety concerns as outlined in the Ontario Traffic Manual (Book 5) of the Ontario Ministry of Transportation.**

BACKGROUND

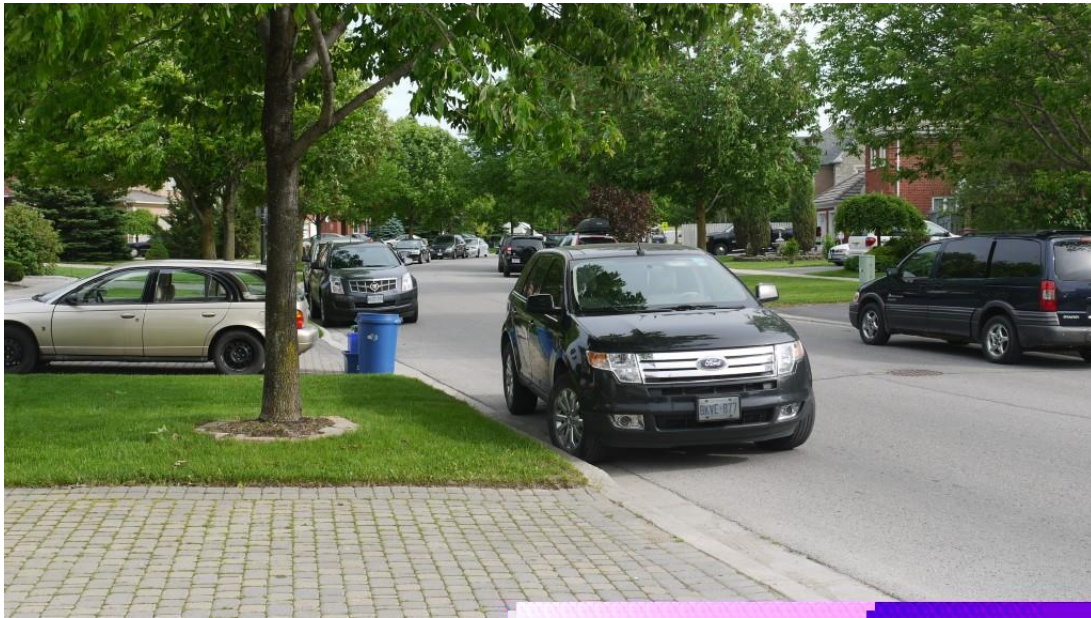
At its regular meeting of May 5, 2014, Town Council adopted recommendations under "New Business" that stated:

"57. That staff conduct a traffic feasibility for a 3-way stop installation at Kingsmere Avenue and Ataire Road."

As a brief history, the following changes/additions were enacted regarding the local road network:

1. Ataire Road – the parking restrictions were amended in 2009 and 2011.
2. Ivsbridge/Kingsmere intersection – an all-way stop was implemented in 2010.
3. Kingsmere Avenue – an extensive review was conducted for speeding concerns in 2011.
4. Kingsmere Avenue – a Community Safety zone was implemented around Notre Dame Public School in 2012.

These are typical photographs of vehicles parked/stopped along Kingsmere at the time of school day closing:



Fall, 2018

In the past and again recently, I have been in contact with the school administration over the issue of so many cars parked along the road and with children attempting to walk across the road between these park (and speeding) cars.

Notre Dame's Principal Mr. Fitzpatrick even met with me in the fall of 2018 to discuss these issues and he put out a parking permitted map and a request to the parents - that fell on closed eyes.



Why is it that Stonehaven P.S. has been able to deal with this issue and not Notre Dame? Stonehaven also separates the school buses from the other vehicular traffic, Notre Dame doesn't as there is only a single entrance for both.

In another parent memo sent out by Mr. Fitzpatrick, he wrote:

Some parents may wish to drop off on the street but please do not park on Kingsmere Ave. You may be ticketed. Please note that for the crossing guard to be effective, cars need to leave a safe distance for the children to "see in each direction". Let us continue to be good to our neighbours as they are good to us. Please remember to **not** block or turn around/park in any private driveways. Please do not block or park too close to the school driveways. Busses need additional space to turn safely without clipping the front or back end of a stopped/parked car. U-turns are prohibited and would create a danger in any school area. As a gentle reminder, please ensure the safety of children by having them **wear seatbelts correctly**, at all times.

Part of the issue is that the "Kiss 'n Ride" at Notre Dame is not efficient enough to handle the school buses, teacher parking, and parent pick-up. Tom Vegh was involved with our dilemma at one time. He suggested moving the teacher parking to an empty lot across from the school. Unfortunately, the neighbors adjacent to that lot disagreed and Tom's idea was scrapped. I have suggested that the school re-designs the parking lot to have the pick-up cars flow right around the back of the school and out from the north side; this would involve moving the playground farther up into the adjacent park. That costs money and commitment, something which is obviously not available.

October 2018 – notice that a car can do a U-turn here but not when a car is parked in the middle of the intersection.



January 2018 – notice the driverless vehicle parked across my driveway, right under the No Parking sign.



Fall 2018 – Notice the car parked across a neighbour's driveway.



May 2019 – email from Councillor Grace Simon

I have been trying to address the issue to get street calming measures implemented. The police have been out to watch the stopping or lack of at Note Dame. Unfortunately, it can't be 24/7.

Ontario has passed that we are able to now have photo radar in school zones which I think will be very effective and as soon as it's available I certainly will be asking for it to be in-front of Norte Dame and Stonehaven.

June 2019 – Driveway repair.

Under the lowest quote, we paid \$12,938 to have our brick driveway lifted and re-laid, much of the damage being between the sidewalk and roadway, the area where so many vehicles turn around.

June 2019

Under suggestion and approval from Grace Simon I designed and collected about a dozen signatures on a petition to the Town. Council Report 2020-49 is a direct result of that petition.

June 2019 – notice to residents on Kingsmere

Do you mind your driveway being used for parking or for turning around?

Do you like the speed of traffic on Kingsmere?

You may not be at home when the children get out of school but if you were you would see dozens of cars parked on the NO PARKING side of Kingsmere and often several stopped on the NO STOPPING side. You would also often see a parent parking on a private drive, waiting for their child. Drivers wanting to turn around will turn into a drive to do a three-point turn. The closer your house is to the school, the more frequent this abuse. If you have a brick drive as many do then you can guess what damage this must be doing in twisting the bricks; if it's asphalt then the damage of turning tires could be even worse, especially on hot days.

There is also the matter of safety – for the school children, your family, and your personal assets. A NO PARKING zone adjacent to a school is obviously designated for safety.

For several years, I have been fighting a losing battle with traffic on Kingsmere. I have been cursed, sworn at, and threatened when I have made a polite request for drivers not to park on my drive or on the street. I acknowledge that the area between the sidewalk and road is technically town property but we are the ones who clear the snow in the winter, cut the grass in the summer, and maintain the driveway condition. I have been in contact with the Newmarket police, Newmarket parking authority, Newmarket Bylaw office, Town of Newmarket Customer Service, the Director of Engineering for Newmarket, Catholic School Trustee, Notre Dame Principal, and Ward 1 councillor Tom Vegh. Of course, they are all sympathetic but nothing has been done as yet.

The homeowners along Ataire became so fed up with drivers loosening their brick drives that they petitioned the town to put NO PARKING signs, close together, on both sides of the street. Obviously, many voices speak louder than one.

Are you concerned at all? If there is enough community interest then I shall be collecting signatures to petition the town to act further on this matter. In the meantime, you can contact me at Kingsmere.traffic@gmail.com. Please feel free to contact any of those indicted above to reiterate these concerns.

September 2019 – email to Councillor Grace Simon

It's now back to school, along with the accompanying traffic problems on Kingsmere. First day of school parking has brought back my bad memories of past attempts to solve our problems. This afternoon there were cars parked all along

Kingsmere on the east side from the school almost down to Stonehaven. Several were sitting across private driveways, with no-one in the car.

I gather that Principal Mr. Fitzpatrick has been replaced by a Deirdre Vance at Notre Dame. I am sure that he was not upset to be getting away from me! I am c.c.'g this to their Superintendent and Trustee to try to keep them in the loop. There is no email listed on Notre Dame's web site for the new Principal. The one thing that Mr. Fitzpatrick did do was to post a map of the legal parking areas in a parent newsletter; perhaps the new principal could be convinced to do this on every newsletter. (Note: I never heard from anyone at YCDSB)

March 2020

Councillor Grace Simons held a Ward 1 meeting to introduce the proposal for development of the Police Grounds at Stonehaven and Bayview. I attended that meeting and although understanding the towns need for additional property taxes, I addressed my point that a third expansion (Walker, Dillman, Police) was going to add to the traffic flow along Kingsmere with subsequent increased problems.

June 2020

Three sets of traffic calming devices were placed on Kingsmere BUT they were placed on the bend of the road close to Stonehaven where the traffic naturally proceeds slower than that on the straightaway past Ataire.

What is happening behind Notre Dame now? There has been large machinery working for several weeks up into the park. Even Grace Simons our Ward 1 Councillor doesn't know. If the YCDSB would have put in sufficient pick-up opportunity with separate bus access in the first place much of our problems would have been alleviated.

In Conclusion

There have been problems with vehicular traffic along Kingsmere Avenue for many years, including speeding, parking, use of private driveways and lack of respect for local residents. I have been sworn at, middle fingered, threatened, told to "get a life", told to "move", and once nearly run over. I beg of Council to determine the best means to alleviate the traffic flow and parking/stopping on Kingsmere Avenue. A united front needs to be made between local residents, the Catholic School Board, Notre Dame Administration, Town Parking Authority and the York Region Police. This may include the school board redesigning the private vehicle pick-up and bus pick-up area to separately accommodate more vehicles, installation and enforcement of time designated No Stopping on both sides of the street adjacent to the school, installation of time designated No Stopping at the top of the intersection of Ataire and Kingsmere, installation of photoradar in the vicinity of the school, and consistent, regular visits by Parking Authority.



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

2020 Annual Servicing Allocation Review Staff Report to Council

Report Number: 2020-51

Department(s): Planning & Building Services

Author(s): Phoebe Chow, Senior Planner - Policy

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled 2020 Annual Servicing Allocation Review dated July 20, 2020 be received; and,
2. That Council reinstate servicing allocation to the following developments as outlined in this staff report:
 - a. Azure Homes (172-178 Old Main Street);
 - b. Redwood (17645 Yonge Street);
 - c. Marianneville Glenway Block 120 (Bethpage Crescent, lands west of the Hydro corridor);
 - d. Options Development (281 Main Street North);
 - e. Shining Hill Phase 1 (16250 Yonge Street); and,
 - f. Maple Lane Lands and Development (680 Gorham Street); and
3. That Council grant serving allocation to Marianneville Glenway East Phase 3 as outlined in this staff report; and,
4. That Council rescind 98 persons of servicing allocation from Landmark Estates Phase 5 (Yonge Street and Clearmeadow Boulevard) for the reasons outlined in this staff report; and
5. That the Town's remaining servicing capacity (the Town Reserve) of 2094 persons of allocation, of which, 16 persons is to be held in the Severance Reserve, be maintained for future development; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Town's Servicing Allocation Reserve currently has 2640 persons of capacity, of which, 16 persons are in the Severance Reserve. In this report, staff recommends that Council reinstate applications that received servicing allocation in 2019, except Landmark Estates Phase 5, with some minor adjustments to previously allocated capacity to reflect updated unit counts. In addition, staff recommends that Council grant an additional 659 persons of servicing allocation to Marianneville Glenway East Phase 3. The full amount granted to Marianneville Glenway East plus an additional 220 persons is required to be paid back to the Town through their Inflow & Infiltration (I&I) Program. Should Council adopt staff's recommendations contained in this report, the Town's Servicing Allocation Reserve would have a balance of 2094 persons, of which, 16 persons would remain in the Severance Reserve.

Regarding future allocation from York Region, the Region will provide a monitoring report to Regional Council in 2021 and has scheduled the next capacity assignment in 2023. The extent of any additional allocation from the Region to the Town as part of this assignment is not yet known; however, Planning staff from both the Town and Region will continue to work to identify the best approach in meeting the Town's needs to support future growth.

Purpose

The purpose of this report is twofold: 1) to provide Council with recommendations for distribution of servicing capacity to development applications on file that have a residential component, and 2) to provide Council with a general update on the Town's current servicing capacity status.

Background

Planning staff review servicing allocation requests and makes recommendations to Council annually. Each application is reviewed based on its status in the planning approval process and staff's assessment of each application against the [Town's Servicing Allocation Policy](#). The Town's Servicing Allocation Policy seeks to direct servicing capacity to developments within the following Servicing Priority Areas:

1. Allocation Priority Area 1 – Urban Centres Secondary Plan Area
2. Allocation Priority Area 2 – Areas designated Historic Downtown Centre
3. Allocation Priority Area 3 – Areas designated Emerging Residential
4. Allocation Priority Area 4 – Areas designated Stable Residential

Discussion

All development applications involving residential uses have been categorized into the following three categories:

1. Recommendations where Servicing has been Previously Allocated;
2. Recommendations for New Request for Servicing, and
3. Applications Not Recommended for Servicing Allocation at this Time.

Recommendations where Servicing has been Previously Allocated

Table 1 below identifies current development applications that have been granted servicing allocation in the past. Staff monitor the progress of each development and makes the following recommendations to either rescind or reinstate this allocation depending on the work that has been completed during the past year. Staff's recommendations are provided in the right-hand column, which accounts for credits of any existing dwelling units on site.

Table 1 Applications Previously Received Servicing Allocation

Development	Priority Area	Allocation Received	Status	Recommendation
Redwood Development Phase 1 (17645 Yonge Street)	1	184 apartment units (359 persons)	Second Site Plan submission under review	*Reinstate 347 persons and rescind 12 persons
Glenway Block 120 (Bethpage Crescent, lands west of the Hydro corridor) (I&I Program)	3	26 single detached units (85 persons)	Site Plan Agreement being finalized	Reinstate 85 persons
Options Development (281 Main Street North)	3	2 semi-detached units and 9 townhouse units (27 persons)	ZBLA approved; site plan application under review	Reinstate 27 persons
Shining Hill Phase 1 (16250 Yonge Street) (I&I Program)	3	179 units (485 persons)	Engineering submission	Reinstate 485 persons
Azure Homes (172-178 Old Main Street)	4	12 semi-detached units (35 persons subtract one existing single detached unit 3.25 persons)	Clearing conditions of draft approval	Reinstate 32 persons and rescind 3 persons (credit from existing dwelling unit)

Development	Priority Area	Allocation Received	Status	Recommendation
Landmark Estates Phase 5 (Yonge Street and Clearmeadow Blvd)	4	34 semi-detached units (98 persons)	Draft approved; working towards final registration	**Rescind 98 persons
Maple Lane Lands & Development Co. Ltd. (680 Gorham Street)	4	4 apartment units (8 persons)	Finalizing Site Plan Agreement	Reinstate 8 persons
Totals		Granted 1097 persons		Reinstate 984 persons and rescind 113 persons

*Redwood Development previously received 359 persons of servicing allocation for 184 apartment units. However, through the review of its Site Plan application, the proposed unit count has been revised to 178 apartment units (347 persons). As such, staff recommends rescinding the extra 12 persons of servicing allocation (6 apartment units) and reinstating 347 persons of servicing allocation to Redwood Development.

**As noted in the Town's 2017 Servicing Allocation Review staff report, Landmark Estates Phase 5 was originally planned to be registered in 2017. The applicant has advised Town staff in March 2020 that they anticipate registration of the Phase 5 in spring 2021. Given it has been three years since the planned registration timeline and registration is unlikely to happen by the end of 2020 based on applicant's response, Planning staff recommends that Council rescind the 98 persons of servicing allocation at this time and a six-month review report may be provided in early 2021, if necessary. Planning staff will continue to monitor progress of the registration of Phase 5. Should allocation be required prior to the next servicing allocation review report in spring 2021, Planning staff will provide a recommendation to Council in Q1 of 2021.

Recommendations for New Request for Servicing Allocation

The application listed in Table 2 below has not been granted servicing allocation in the past, but is now adequately advanced in the planning approval process to be considered for allocation. Staff recommends granting servicing allocation to the application listed in Table 2.

Table 2 New Request for Servicing Allocation

Development	Priority Area	Allocation	Status	Recommendation
Marianneville Glenway East Phase 3 (I&I Program)	3	292 townhouse units and 12 live-work units (800 persons)	OPA and ZBLA approved	Allocate 659 persons

Marianneville Glenway East Phase 3 consists of 292 townhouse units and 12 live-work units, which requires 800 persons of servicing allocation. Through the I&I Program, Marianneville has generated a surplus of 141 persons of servicing allocation in their favour. To advance Glenway East Phase 3 development, Marianneville needs to borrow a balance of 659 persons of servicing allocation from the Town. In accordance with the Tri-party agreement between York Region, the Town and Marianneville, Marianneville needs to pay back the full amount borrowed plus an additional 220 persons of allocation (total of 879 persons) to the Town in the future through their I&I program.

Applications Not Recommended for Servicing Allocation at This Time

Development applications listed in Table 3 below are not yet adequately advanced in the planning approval process to warrant the allocation of servicing, and/or they are located in lower priority areas according to the Town's Servicing Allocation Policy. As such, staff do not recommend assigning allocation to these applications at this time. These applications will be reconsidered for allocation annually or at such time as they are deemed to have sufficiently progressed through the approvals process.

Table 3 Applications Not Recommended for Servicing Allocation at This Time

Development	Priority Area	Allocation	Status
Briarwood (693-713 Davis Drive)	1	318 apartment units (620 people)	ZBLA and Site Plan applications under review
Kerbel (17365 and 17395 Yonge Street) (I&I Program)	1	303 apartment units and 28 townhouse units (665 people)	Revised submission received in May. ZBLA and Site Plan applications under review.

Development	Priority Area	Allocation	Status
345 – 351 Davis Drive	1	68 apartment units (133 persons)	Site Plan under review
Maters Development (49, 55, 59 Charles and 52 Prospect)	1	9 townhouse units and 42 apartment units (106 persons)	Statutory Public Meeting for ZBLA held on June 29, 2020
Cougs (Silken Laumann Drive)	3	28 townhouse units (74 people)	OMB approved with holding (H) provisions
Forest Green Homes (16920 and 16840 Leslie Street)	3	Approximately 312 units (Approximately 821 persons)	Awaiting further information from applicant to finalize OPA, ZBLA and draft Plan of Subdivision
Glenway West	3	97 singles and 96 townhouse units (568 persons)	OPA, ZBLA and draft Plan of Subdivision under review
Sundial Phase 3 (north of Davis Drive between William Booth and Upper Canada Mall)	3	22 semi-detached units and 222 townhouse units (648 persons)	Draft approved
Millford Development Limited Phase 1 (55 Eagle Street)	3 & 4	154 apartment units and 38 townhouse units (401 persons)	Appealed to LPAT
Ali Jawad (292-294 Court Street)	4	2 single detached units (7 persons)	Statutory Public Meeting for ZBLA held on June 29, 2020*

Development	Priority Area	Allocation	Status
Lulu Holdings (1015, 1025, 1029 Davis Drive)	4	23 townhouse units (60 persons)	OPA and ZBLA applications under review
Gorham Development 849 Inc. (849 Gorham Street)	4	2 semi-detached units and 20 townhouse units (58 persons)	ZBLA and Site Plan applications under review. Public meeting scheduled for July 27, 2020
751-757 Gorham Street	4	82 apartment units (160 persons)	OPA and ZBLA under review
2529473 Ontario Ltd. (1038 & 1040 Jacarandah Drive)	4	2 singles and 22 semi-detached units (70 persons)	ZBLA under review
Marianneville Stonehaven Limited (600 Stonehaven Avenue)	N/A – designated Parks and Open Space	60 singles and 142 townhouse units (568 persons)	OPA, ZBLA and draft Plan of Subdivision under review

*There are two existing semi-detached units at 292 and 294 Court Street, which account for six persons of servicing allocation. These six persons of servicing allocation will be applied as credit towards the two proposed single detached units. The difference of one person of servicing allocation will be granted from the Severance Reserve if Council and the Committee of Adjustment approved the zoning by-law amendment application and future severance application.

Current Town Reserve

The Town's Servicing Allocation Reserve (without factoring in the recommendations of this Report) currently has 2640 persons of capacity, of which, 16 persons are part of the Severance Reserve.

This accounts for:

2019 Opening Balance	3261 persons
- Allocation granted in 2019 from Town Reserve	723 persons
- Allocation granted in 2019 from Severance Reserve	4 persons
+ Allocation Rescinded in 2019	106 persons
2019 Year End Balance	2640 persons

This report recommends granting an additional 659 persons of servicing allocation, rescinding 98 persons from Landmark Estates Phase 5, rescinding 12 persons from previous over-allocation, and applying credit to an existing residential unit (3 persons).

Should Council adopt staff's recommendations, the Town's Reserve would be **2094 persons** (2640-659+98+12+3), of which, 16 persons would be set aside for the Severance Reserve.

Future Capacity

York Region has scheduled the next capacity assignment for 2023 with a capacity monitoring report to Regional Council in 2021. Planning staff will work with Regional staff and monitor the status of the report.

As stated in the [2019 Annual Servicing Allocation Review Report](#), York Region has committed to providing additional capacity to the Town as summarized below in Table 4:

Table 4 Summary of Future Capacity Committed by York Region

Project	Additional Amount of Capacity	Year Additional Capacity Become Available
Forcemain Twinning	1500 persons	Upon completion of project, sometime in 2021
Interim Solutions Project	1309 persons	Upon completion of project, approximately 2022
York Region's Reserve for Centres and Corridors in Town of Aurora, Town of Newmarket and Town of East Gwillimbury	1000 persons (total)	Upon completion of interim solutions project

Inflow and Infiltration Reduction (I&I) Program Repayments

No I&I repayments were received in 2019. Marianneville has paid back all servicing capacity previously borrowed from the Town and has a credit of 141 persons in their favour. Should Council adopt staff's recommendation and front-end servicing allocation of 659 persons to advance Glenway East Phase 3, a total of 879 persons will be required to be paid back to the Town in the future.

Shining Hill has been working to complete the works identified through their program. As stated in the agreement between Shining Hill and the Town, Shining Hill will repay the full up-front amount of 485 persons plus an additional 162 persons to account for the Town's allotment (total of 647 persons) to the Town by December 1, 2020. These repayments will be added to the Town Reserve once they are received.

Conclusion

Staff have completed their annual review of current development applications requiring servicing allocation and have provided recommendations as per the Town's Servicing Allocation Policy. This report recommends granting 659 persons of new allocation and rescinding 113 persons of previously granted allocation, thereby creating a 2020 Town Reserve balance of 2094 persons of allocation, of which 16 are to be held in the Town's Severance Reserve.

Business Plan and Strategic Plan Linkages

- Long-term Financial Sustainability
- Vibrancy on Yonge, Davis and Mulock

Consultation

The annual servicing allocation letter was sent to all developers having active planning applications in the Town that involve a residential use. This letter requested updated information regarding development application status, phasing plans, anticipated construction timing etc., and advised that this report would be considered at an upcoming Committee of the Whole meeting. A follow-up notice was also sent to developers advising them the date of this meeting.

Human Resource Considerations

None

Budget Impact

None

Attachments

None

Submitted by

Phoebe Chow, Senior Planner - Policy, Development & Infrastructure Services

Approved for Submission

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

Phoebe Chow, Senior Planner – Policy, pchow@newmarket.ca

2020-07-14

VIA EMAIL: clerks@newmarket.ca

Committee of the Whole
Town of Newmarket
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Dear Members,

Re: 2020 Annual Servicing Allocation Review
Request for Allocation for 751 - 757 Gorham Street, Newmarket, ON

We represent Compass Hill Developments which owns 751 – 757 Gorham Street in Newmarket. We have reviewed the 2020 Servicing Allocation Review Staff Report and note that 751 – 757 Gorham Street has not been recommended for servicing allocation. We are writing to request that service allocation be granted to their property.

The property previously was the subject of a development application for an apartment building under File No. D09-NP-1609. Based on feedback from the commenting agencies, the proponent joined with adjacent landowners to re-design the site plan and expects to resubmit a new development application shortly. On this basis, we ask that the Town reconsider servicing allocation to 751 – 757 Gorham Street.

We look forward to your response. Please let us know if you have any questions or concerns with this request.

Sincerely,

LARKIN+



Michele Freethy, RPP
Associate
mif@larkinplus.com

cc Phoebe Chow, Town of Newmarket
A. Gillard

1209104 ONTARIO LIMITED
PO BOX 215
Newmarket, ON L3Y 4X1
Tel: 905-778-1818 Fax: 905-778-0877

July 15, 2020

By E-mail
clerks@newmarket.ca

Committee of the Whole

Town of Newmarket
395 Mulock Drive
Newmarket, ON L3Y 4X7

Attention: Lisa Lyons, Municipal Clerk

Dear Mayor and Council:

**Re: Staff Report 2020-51
2020 Annual Servicing Allocation Review
Staff Report to Council**

I am writing to provide feedback on Staff Report 2020-51. It would not be unreasonable to respectfully request the Committee of the Whole ask Staff to revise this report because this report does not adequately describe the current situation and it is a more efficient and effective use of Town resources to modify this one report than to create an additional report.

Our project is known as Landmark Estates and we have a Subdivision Agreement that is for Phases 4 and 5 of our draft plan. This agreement was used to register Phase 4 in August 2016 and the agreement allows a simple amending agreement to register Phase 5 consisting of 34 link homes on a cul-de-sac.

It is important to recognize that government interventions (e.g. mortgage rules, foreigners' tax, etc.) slowed the real estate market in April of 2017. In the "905" area, in my opinion anywhere north of Elgin Mills, the market came to a grinding halt for new home sales. You can view the building statistics from the different municipalities and you can drive around to see that in the areas of northern Richmond Hill, Aurora, Newmarket, and Bradford, the market for new homes (other than townhomes or condos) has remained somewhat slow. Moving through this period of depressed absorption rates, we are now at the point where we can bring our last phase online.

On July 13, 2020, I sent the enclosed letter to Jason Ugner of the Town requesting our amending agreement to register Phase 5. We believe the Town has what it needs to begin the process of preparing the documents.

Clause 1(b)iii of Schedule J₄₋₅ of the registered Phase 4 and 5 Subdivision Agreement states that "the Town shall confirm that servicing capacity is available for any subsequent phases." From the conclusion of this

Staff Report, there are 2,094 persons of servicing allocation available. Our plan requires only 98 persons of allocation; therefore, there is adequate servicing capacity and we are in a position to register the draft plan.

Furthermore, I would like to see the Town re-visit the methodology it uses to quantify the current availability of servicing allocation in this context of constrained servicing. It would be more practical to use a timespan in construction, particularly with the high-rise projects, when calculating the current availability and those future development flows may be committed against the infrastructure projects that are under construction.

For instance, if a project will not have flows until after 2021, and the Town knows, as mentioned in this Staff Report, that the Forcemain Twinning project will be completed in 2021 yielding 1,500 persons, then the Town can continue to commit to projects and advancing development without sacrificing current availability for smaller projects.

I would also like to see the priority areas re-visited because they seemingly mimic the zones of the Official Plan without taking enough context of a project into consideration. Our project is 400 meters from Yonge Street, a stone's throw away from the Yonge Street Secondary Plan, and in an uncompleted area; yet, since it is in an area designated by the Official Plan as stable residential, seemingly it is given the lowest priority area. Infill areas should have a higher priority especially when completing a community.

For the above-mentioned reasons, we would respectfully request the Committee of the Whole ask Town Staff to review and modify this report as we see no reason why our 98 persons of allocation should be rescinded. In light of my submission, we believe the Town's Legal Department should also review this Staff Report before the Committee's consideration.

We would like to thank you for your consideration of our comments and would be available should you wish to further discuss our concerns and proposal.

Yours Truly,

1209104 ONTARIO LIMITED

Frank Orsi

-encls.

1209104 ONTARIO LIMITED
PO BOX 215
NEWMARKT, ON L3Y 4X1
Tel: 905-778-1818 Fax: 905-778-0877

July 13, 2020
By E-mail

Development Co-ordination Committee

C/O Jason Ugner, BES, MCIP, RPP
Acting Director of Planning & Building Services

Town of Newmarket
395 Mulock Drive
Newmarket, ON L3Y 4X7

Dear Sir:

RE: Registration of Lots for Phase 5 of Landmark Estates Project

We would like to proceed in registering the last phase from Draft Plan 19T-87029 consisting of 17 "double unit" lots as shown on the preliminary attached M-Plan.

The previously registered subdivision agreement we have is for phases 4 and 5 and on that basis, I've obtained all the clearance letters from the other agencies. York Region is the approval authority and the Town's clearance letter is the last one needed.

We would respectfully request an amending agreement to register. I've attached preliminary Schedules B₅, D₅, and G₄₋₅.

At this time, I would also request that the civic numbers be assigned (map attached) and we will update the previously approved drawings as I suspect these will be modified to multiple 4.

If you require anything further from me at this time, please contact me.

Yours Truly,

1209104 ONTARIO LIMITED

Frank Orsi



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Site Specific Exemption to Interim Control By-law 2019-04 for 318 Andrew Street **Staff Report to Council**

Report Number: 2020-52

Department(s): Planning Services

Author(s): Alannah Slattery

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for subject property 318 Andrew Street dated July 20th, 2020 be received; and,
2. That Council deny the requested site-specific exemption to Interim Control by-law 2019-04 for 318 Andrew Street.

Purpose

The purpose of this report is to recommend to Council the denial of a site specific exemption to Interim Control By-law 2019-04 for subject property 318 Andrew 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 existing neighbourhood character.

As per the Council approved process, exemption requests are evaluated against the following two criteria:

- **Physical Character Compatibility** of the proposed dwelling or addition with the physical character of the existing neighbourhood, inclusive of height, massing, roof lines, and built form; and,

Site Specific Exemption to Interim Control By-law 2019-04 for 318 Andrew Street

- **Streetscape Character Compatibility** of the proposed dwelling or addition with the streetscape character of the existing neighbourhood, inclusive of setbacks, building projections, siting on property, and relationship to adjacent dwellings.

Council approval is required to grant a site-specific exception from the Interim Control By-law.

Discussion

Planning Services have received a request for exemption from Interim Control By-law 2019-04, for subject property 318 Andrew Street. The applicant is proposing to demolish the existing single-storey dwelling and re-build a two-storey dwelling.

The gross floor area of the existing dwelling is approximately 146 square metres. The gross floor area of the proposed dwelling is approximately 381 square metres. Gross floor area, as defined by Zoning By-law 2010-40, includes basement area but does not include area within the attached garage.

The existing dwelling is approximately 3.75 metres in height, measured from average finished grade to the midpoint. The approximate height to the peak of the existing dwelling is 5 metres. The maximum height of the proposed dwelling is approximately 9.5 metres, measured to the peak.

The Town's Zoning By-law measures dwelling height from the finished average grade to the midpoint of the roof. For this application, the applicant has advised that the final truss design has not yet been confirmed, and as such the applicant is asking for a maximum height of 9.5 metres, measured to the peak, although the final design may not reach this height. This report will consider heights as measured to the peak, to provide comparable measurements when comparing to surrounding dwellings.

The Town's Information Technology Department has provided approximate information on the heights of dwellings along Andrew Street. This data provides information on the height of dwellings measured to the peak.

Interim Control By-law 2019-04 prohibits the expansion of gross floor area of residential dwellings by 25% or more, and prohibits the increase in height of residential dwellings. The proposed addition would expand the gross floor area of the existing dwelling by approximately 161% and would increase the height of the dwelling, as such an exemption from Interim Control By-law 2019-04 is being requested.

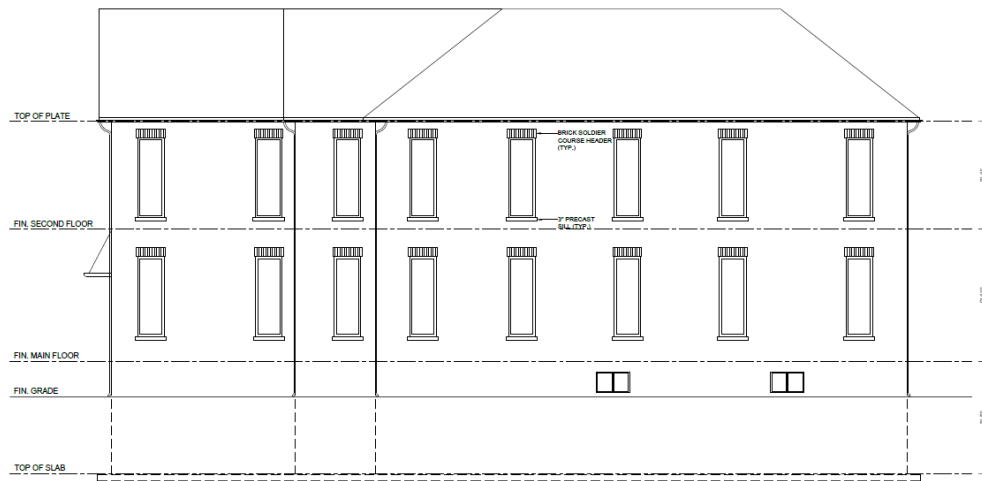
A map of the subject property and drawings of the proposed dwelling can be found attached to this report.

Staff have reviewed the proposal and provide the following comments based on the two planning/urban design themes in the approved exemption process.

Physical Character Compatibility

- 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 proposed addition will increase the lot coverage to approximately 25%, being the maximum lot coverage permitted.
- The proposed addition will increase the height from the existing 3.75 metres to the proposed maximum height of 9.5 metres. The maximum dwelling height in this zone is 10 metres for a two-storey dwelling. The majority of dwellings on Andrew Street are well below the maximum height requirements of the R1-D-119 Zone, with an average height of 7 metres, measured to the peak of the dwelling (Information Technology's data only provides height measurements to the peak of dwellings, not to the mid-point). As such, the proposed dwelling would be significantly taller than the majority of houses on the street.
- The proposed dwelling will have a **gross floor area** of 381 square metres, a 161% increase from the gross floor area of the existing dwelling, which has a gross floor area of 146 square metres.
- In term of massing, the proposed dwelling will have a **ground floor area** of approximately 176 square metres, including the attached garage. The average ground floor area for dwellings on Andrew Street is approximately 107 square metres, including attached garages.






RIGHT SIDE ELEVATION

Streetscape Character Compatibility

- The existing neighbourhood is comprised of 1950's era and older, single-detached dwellings interspersed with some new builds. Although, some of the existing housing stock has been renovated over the years, the general size of most dwellings has remained relatively the same to what was originally built.
- The chart below displays information on the adjacent dwellings:

Address	Location	Approximate height (to peak)	Photo
312 Andrew Street	Directly west of subject property	6.9 metres	

322 Andrew Street	Directly east of subject property	4.9 metres	
313 Andrew Street	Directly north- west of the subject property	6.3 metres	
319 Andrew Street	Directly north- east of the subject property	6.0 metres	

- The proposed dwelling would be significantly taller and larger than the surrounding dwellings.
- The dwellings along this section of Andrew Street are generally modest in height and massing, and maintain the original character from the time period in which they were built.

- However, there is one general outlier that is significantly taller than surrounding dwellings, as shown in the photos below, located at 258 Andrew Street. This dwelling was renovated in 2017, before the ICB was enacted. The dwelling is approximately 9.8 metres in height, measured to the peak.



- For the reasons listed above, it is staff's opinion that the proposed dwelling will not be in-keeping with the general character of the neighbourhood.

Comments have been received from the public regarding the following concerns:

- Impacts to privacy
- Proposed dwelling is out of character

Based off the analysis above, it is staff's opinion that the proposed dwelling would be out of character for the surrounding neighbourhood, which largely maintains the original character from when the neighbourhood was first developed.

Conclusion

It is recommended that Council deny the site-specific exception for 318 Andrew Street, Newmarket, from Interim Control By-law 2019-04.

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 property owners within 50 metres of the subject property, as per the Council-approved exemption process for Interim Control By-law 2019-04. The Notice for this application was sent to 26 surrounding properties. Comments from residents have been included as part of the review of this exemption request and have been addressed in the sections above.

Human Resource Considerations

N/A

Budget Impact

N/A

Attachments

- Location Map
- Existing Site Plan
- Proposed Site Plan
- Proposed Elevations

Submitted by

Alannah Slattery, Planner, Planning Services

Approved for Submission

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

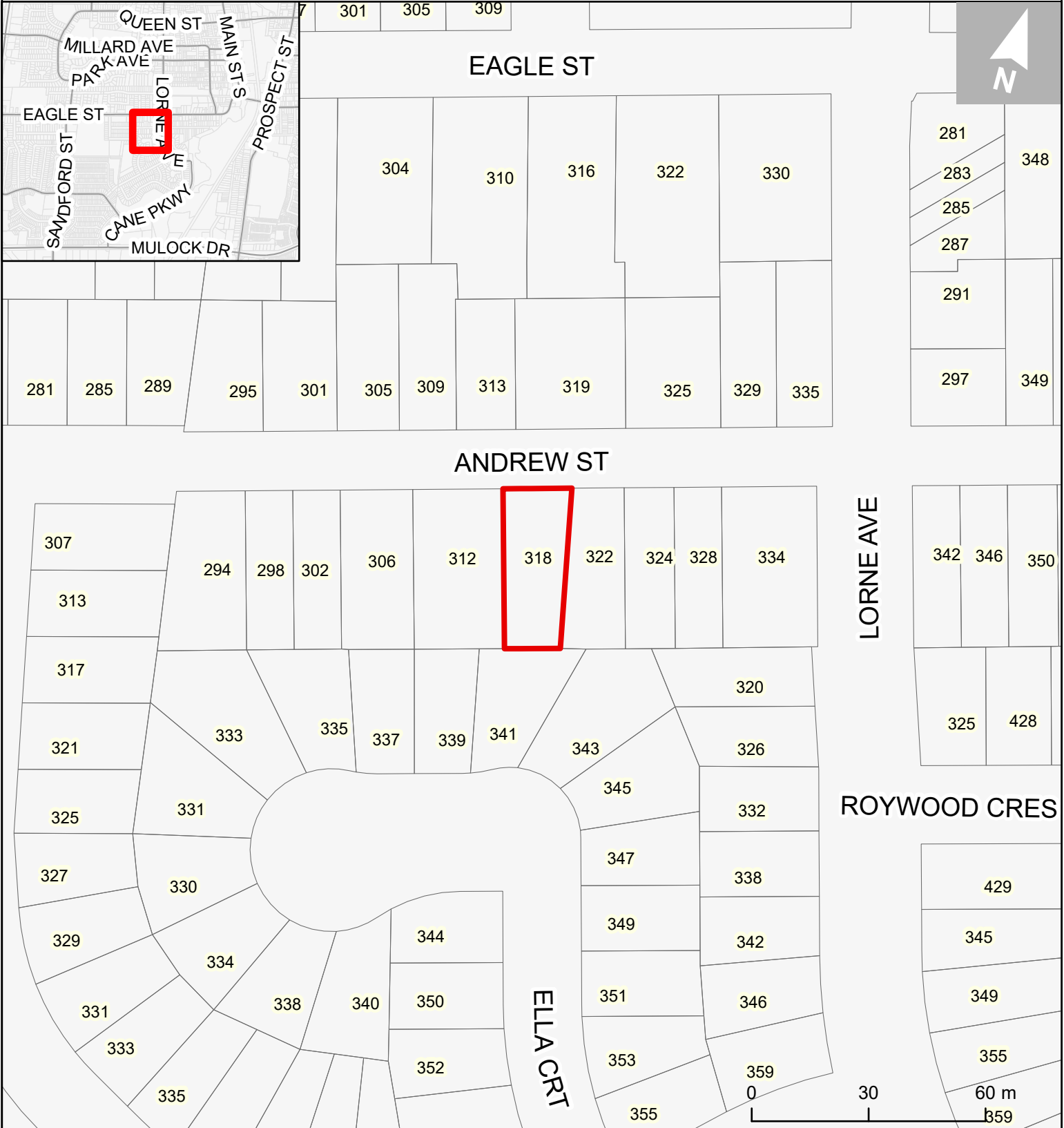
Peter Noehammer, Commissioner, Development and Infrastructure Services

Contact

Alannah Slattery, Planner, aslattery@newmarkert.ca

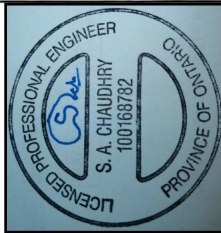
Location Map

318 Andrew Street



 Subject Lands

Designed & Produced by
Information Technology - GIS
Printed: 2020-06-17.



Mar. 23, 2020

NO	ISSUED FOR	DATE
1	ISSUED FOR PERMIT	DATE
2	DESCRIPTION	DATE

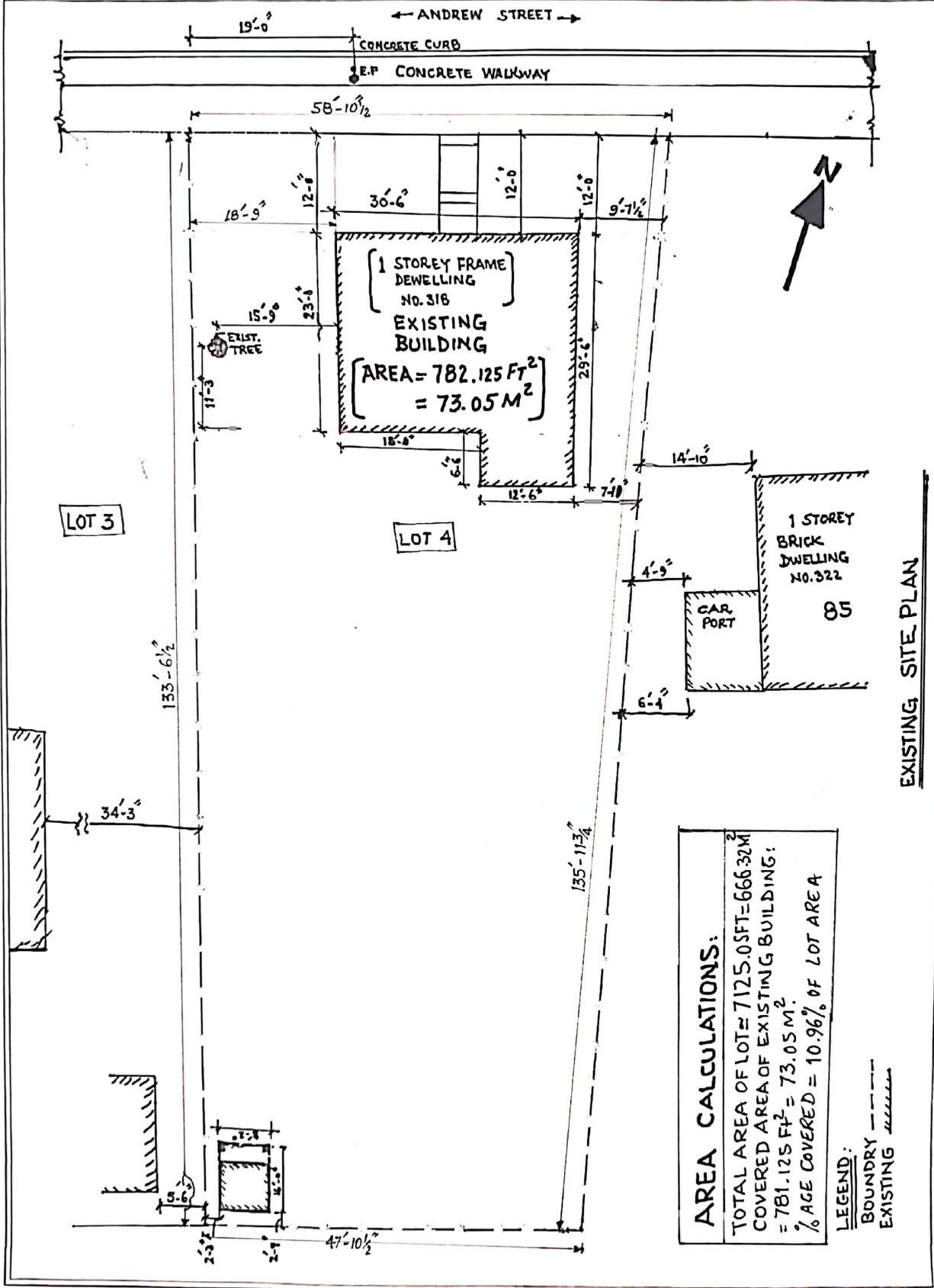


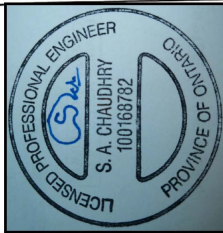
2125 LEANNE BOULEVARD
MISSISSAUGA, ONTARIO
L4X 1V3
TEL: 905.276.5434

PROJECT
**REPLACEMENT OF
HOUSE ON 318-
ANDREW STREET
NEW MARKET ON**

TITLE
EXISTING SITE PLAN

CHECKED BY	DATE
DRAWN BY	DATE
SCALE	1" = 10'
DRAWING A1 (02 OF 02)	





Mar. 23, 2020

NO	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	

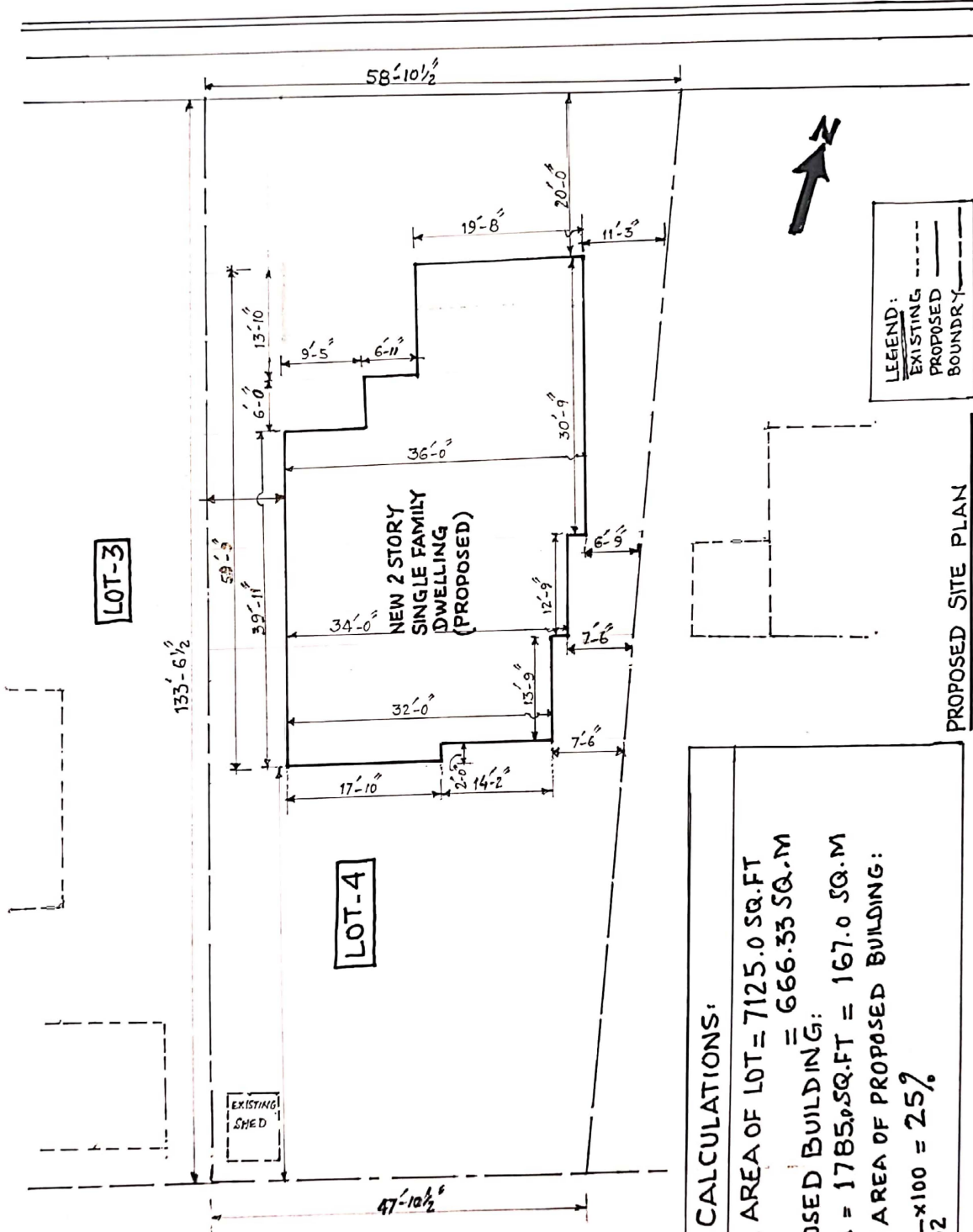


313 JAMES LEANE BOULEVARD
MISSISSAUGA, ON L4X 1A4
TEL: 905-570-7224 (SACH)

PROJECT:
**REPLACEMENT OF
HOUSE AT 318 -
ANDREW STREET
NEW MARKET ON**

TITLE:
PROPOSED SITE PLAN

CHECKED BY:	DRAWING:
DRAWN BY:	A1
SCALE: 1" = 1'-0"	(1 OF 02)
DATE:	



AREA CALCULATIONS:

TOTAL AREA OF LOT = 7125.0 SQ.FT
= 666.33 SQ.M

PROPOSED BUILDING:

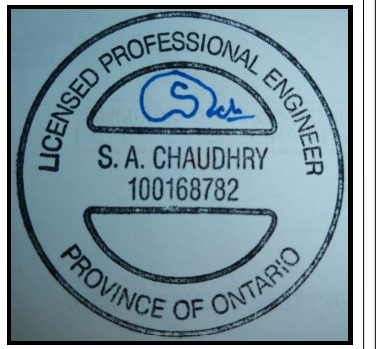
AREA = 1785.0 SQ.FT = 167.0 SQ.M

% AGE AREA OF PROPOSED BUILDING:

$$\frac{167}{666.33} \times 100 = 25\%$$



FRONT ELEVATION



March 23, 2020

0	ISSUED FOR PERMIT	MAR / 03 / 2020
NO.	DESCRIPTION	DATE



Sach-One
International Inc.

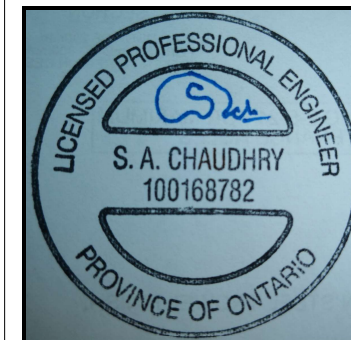
212-2155 LEANNE BOULEVARD
MISSISSAUGA, ON. L5K 2K8
TEL: 647-570-7224(SACH)

PROJECT:
**REPLACEMENT OF
HOUSE AT 318-
ANDREW STREET.
NEW MARKET ON**

TITLE: FRONT ELEVATION	
CHECKED: SC / MN DRAWN: AB SCALE: 3/16" = 1'-0" DATE: FEB / 27 / 2020	DRAWING: A6



REAR ELEVATION



March 23, 2020

0	ISSUED FOR PERMIT	MAR / 03 / 2020
NO.	DESCRIPTION	DATE

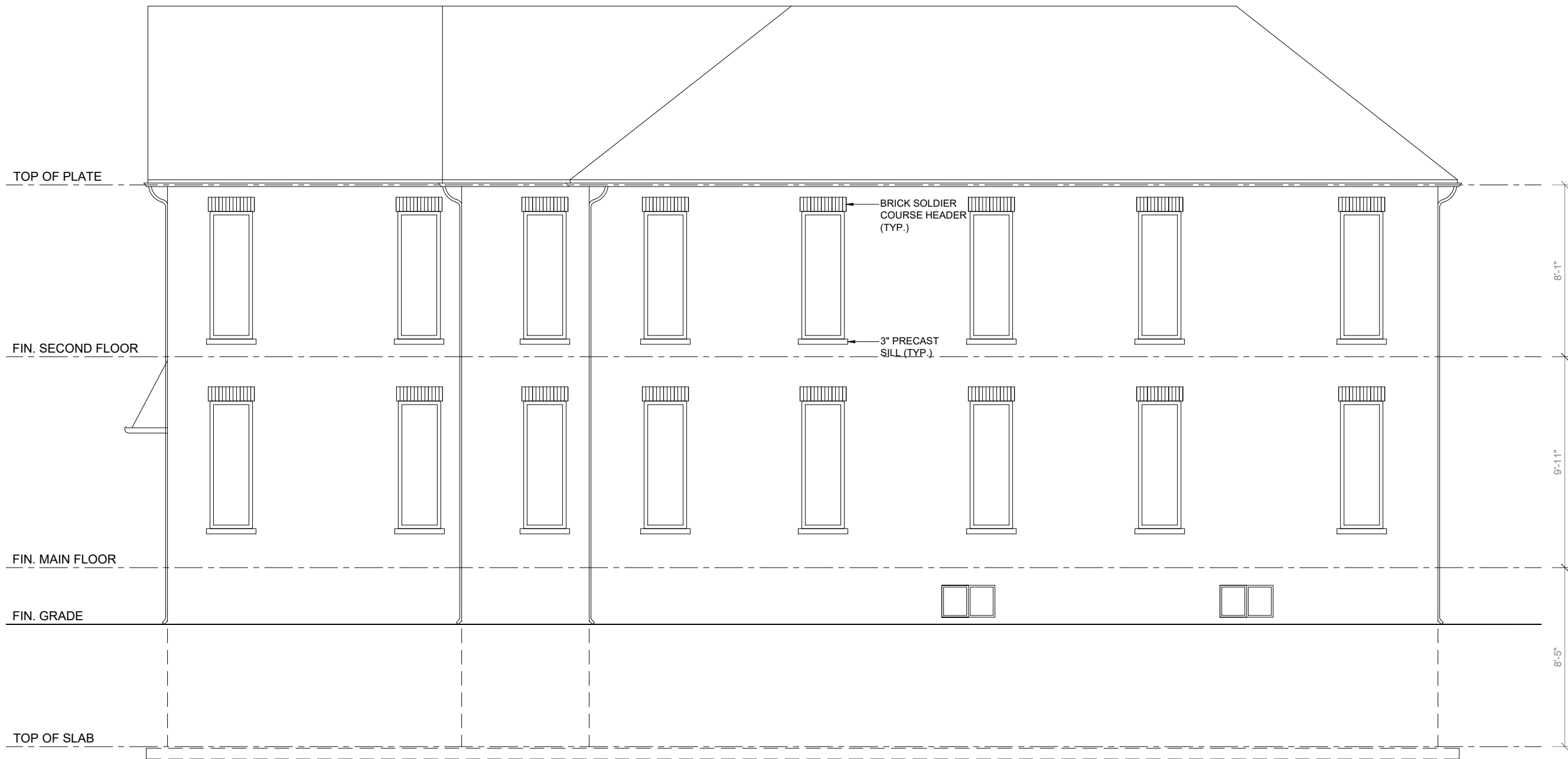


212-2155 LEANNE BOULEVARD
MISSISSAUGA, ON. L5K 2K8
TEL: 647-570-7224(SACH)

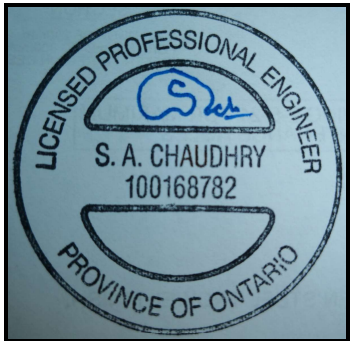
PROJECT:
**REPLACEMENT OF
HOUSE AT 318-
ANDREW STREET.
NEW MARKET ON**

TITLE:
REAR ELEVATION

CHECKED: SC / MN	DRAWING: A7
DRAWN: AB	
SCALE: 3/16" = 1'-0"	
DATE: FEB / 27 / 2020	



RIGHT SIDE ELEVATION



March 23, 2020

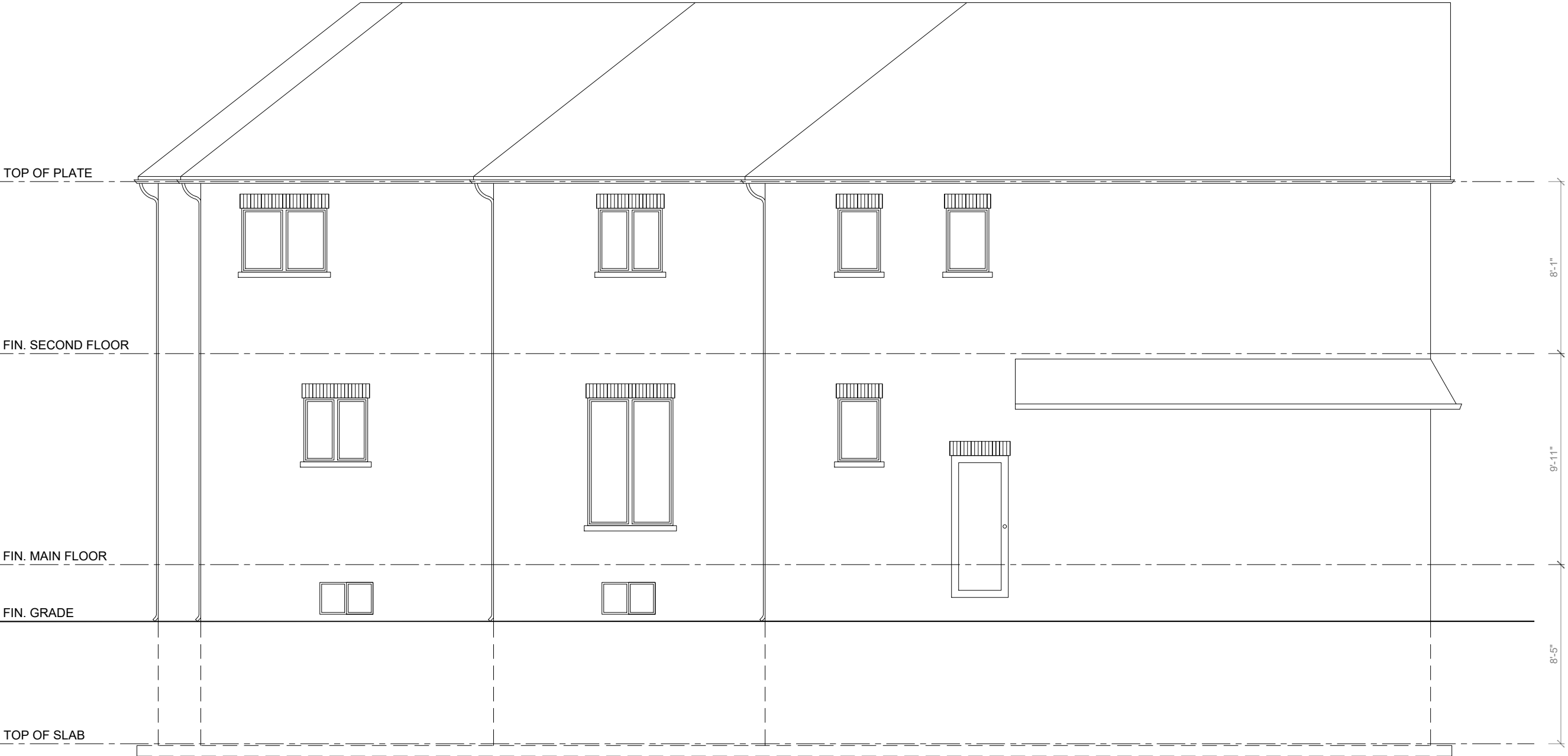
0	ISSUED FOR PERMIT	MAR / 03 / 2020
NO.	DESCRIPTION	DATE



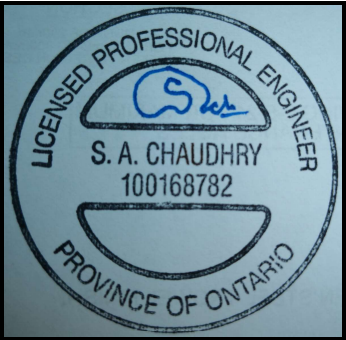
212-2155 LEANNE BOULEVARD
MISSISSAUGA, ON. L5K 2K8
TEL: 647-570-7224(SACH)

PROJECT:
**REPLACEMENT OF
HOUSE AT 318-
ANDREW STREET.
NEW MARKET ON**

TITLE: RIGHT SIDE ELEVATION	
CHECKED: SC / MN	DRAWING: A8
DRAWN: AB	
SCALE: 3/16" = 1'-0"	
DATE: FEB / 27 / 2020	



LEFT SIDE ELEVATION



March 23, 2020

0	ISSUED FOR PERMIT	MAR / 03 / 2020
NO.	DESCRIPTION	DATE



Sach-One
International Inc.

212-2155 LEANNE BOULEVARD
MISSISSAUGA, ON. L5K 2K8
TEL: 647-570-7224(SACH)

PROJECT:
**REPLACEMENT OF
HOUSE AT 318-
ANDREW STREET.
NEW MARKET ON**

TITLE: LEFT SIDE ELEVATION	
CHECKED: SC / MN DRAWN: AB SCALE: 3/16" = 1'-0" DATE: FEB / 27 / 2020	DRAWING: A9



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Site Specific Exemption to Interim Control By-law 2019-04 for 737 Grace Street Staff Report to Council

Report Number: 2020-53

Department(s): Planning Services

Author(s): Alannah Slattery

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for subject property 737 Grace Street dated July 20th, 2020 be received; and,
2. That Council approve the requested site-specific exemption to Interim Control by-law 2019-04 for 737 Grace 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 exemption to Interim Control By-law 2019-04 for subject property 737 Grace 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 existing neighbourhood character.

As per the Council approved process, exemption requests are evaluated against the following two criteria:

- **Physical Character Compatibility** of the proposed dwelling or addition with the physical character of the existing neighbourhood, inclusive of height, massing, roof lines, and built form; and,
- **Streetscape Character Compatibility** of the proposed dwelling or addition with the streetscape character of the existing neighbourhood, inclusive of setbacks, building projections, siting on property, and relationship to adjacent dwellings.

Council approval is required to grant a site-specific exception from the Interim Control By-law.

Discussion

Planning Services have received a request for exemption from Interim Control By-law 2019-04, for subject property 737 Grace Street. The applicant is proposing to add a partial second-storey addition to the existing single-storey dwelling. The proposed second-storey addition would not be built over the entirety of the dwelling, but will cover a central portion of the existing dwelling.

The proposed partial second-storey addition would increase the gross floor area of the dwelling from approximately 201 square metres to approximately 275 square metres. Gross floor area, as defined by Zoning By-law 2010-40, includes basement area but does not include area within the attached garage.

The proposed addition would increase the height of a portion of the dwelling from approximately 4.4 metres to approximately 7.2 metres, measured from average finished grade to the midpoint of the roof, as per Zoning By-law 2010-40.

Interim Control By-law 2019-04 prohibits the expansion of gross floor area of residential dwellings by 25% or more, and prohibits the increase in height of residential dwellings. The proposed addition would expand the gross floor area of the existing dwelling by approximately 37%, and would increase the height of the dwelling, as such an exemption from Interim Control By-law 2019-04 is being requested.

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 two planning/urban design themes in the approved exemption process.

Physical Character Compatibility

- The subject property is zoned Residential Exception (R1-D-119) Zone which permits a maximum height of 10.0 metres for a two-storey dwelling, measured from average finished grade to the midpoint of the roof. The proposed second-storey addition will increase the dwelling height to approximately 7.2 metres.
- The design of the roof of the proposed addition is consistent with existing slopes, ridges and rooflines of the neighbouring properties.
- Although the proposed addition will increase the gross floor area from 201 square metres to 275 square metres, the addition will be constructed over a portion of the existing dwelling and will not increase lot coverage or encroach into yard setbacks.
- The proposed dwelling will meet yard setbacks, height and lot coverage requirements of the R1-D-119 Zone.

- It is staff's opinion that the proposed addition will not result in over-development of the lot, as it will be only built over a portion of the existing dwelling, and will result in a dwelling that is appropriate in height and massing for the lot.



Streetscape Character

- The existing neighbourhood is comprised of 1970's era, single-detached dwellings. The photos below shows the subject dwelling in relation to neighbouring properties, the subject dwelling is circled in red.



- Although the adjacent dwellings are single-storey, the second storey addition is proposed to be built over the central portion of the existing dwelling, reducing potential "looming" impacts on adjacent neighbours. In addition, the addition will increase the dwelling height to 7.2 metres, which is well below the maximum permitted height of 10.0 metres.

- Staff advise that neighbourhoods consisting of a mix of one storey and two-storey dwellings are commonly found throughout the Town. A two-storey dwelling adjacent to a single-storey dwelling is a common occurrence, and in most occurrences is generally accepted as compatible development. The photos below display some examples of two-storey dwellings adjacent to single-storey dwellings along Grace Street:



- It is staff's opinion that the resulting dwelling will not significantly change the character of the streetscape, as the second storey addition is not out of character for the neighbourhood which includes one storey and two-storey dwellings. In addition, the resulting dwelling will be similar in massing and height to other dwellings along Grace Street.

Conclusion

It is recommended that Council grant a site-specific exception for 737 Grace 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 property owners within 50 metres of the subject property, as per the Council-approved exemption process for Interim Control By-law 2019-04. Notice was sent to 17 surrounding properties. No comments have been received on this application.

Human Resource Considerations

N/A

Site Specific Exemption to Interim Control By-law 2019-04 for 737 Grace Street

Budget Impact

There is no budget impact associated with this report.

Attachments

- Location Map
- Proposal
- Proposed By-law

Submitted by

Alannah Slattery, Planner, Planning Services

Approved for Submission

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Contact

Alannah Slattery, Planner, aslattery@newmarket.ca

Location Map

737 Grace Street

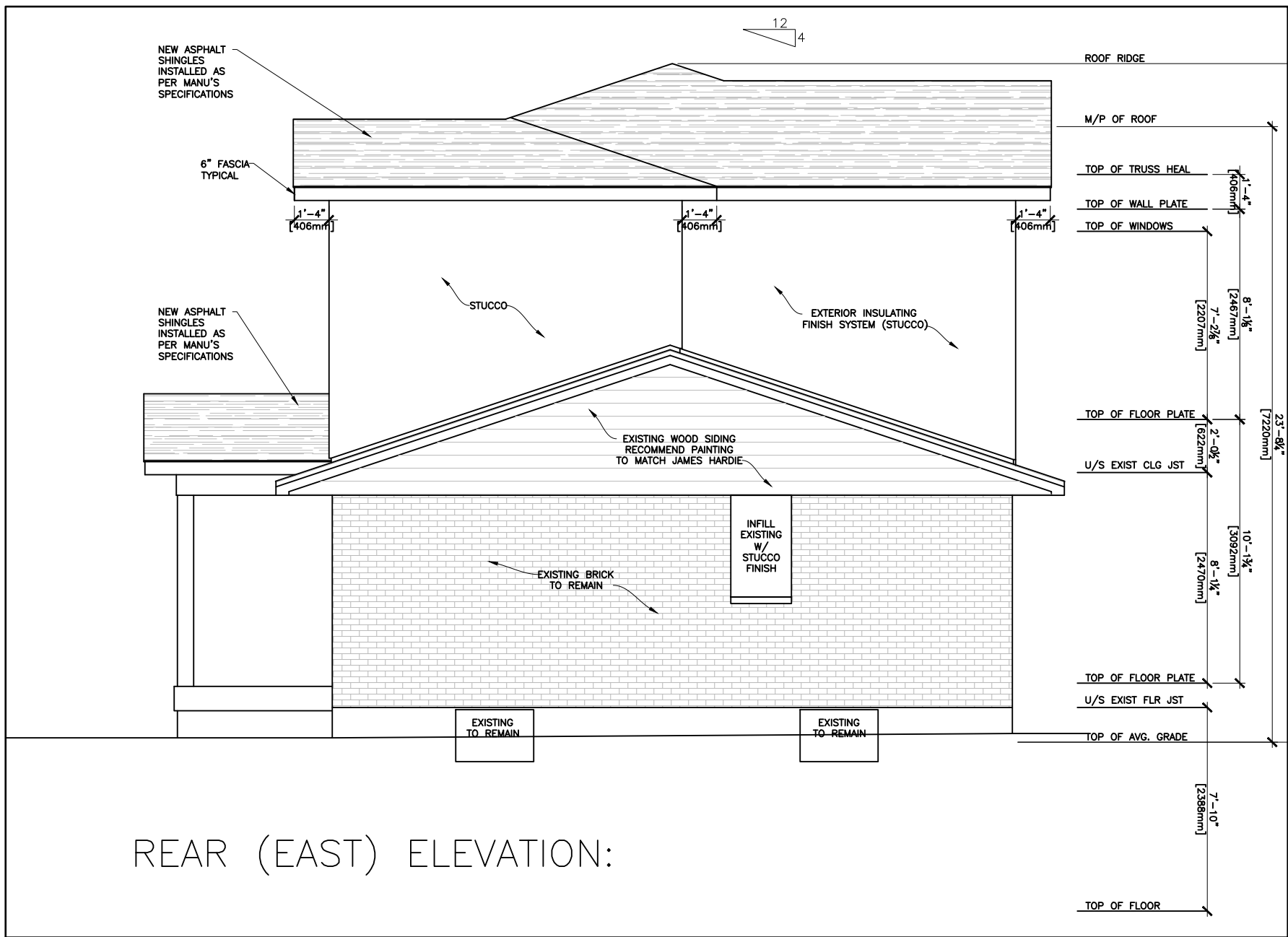


 Subject Lands

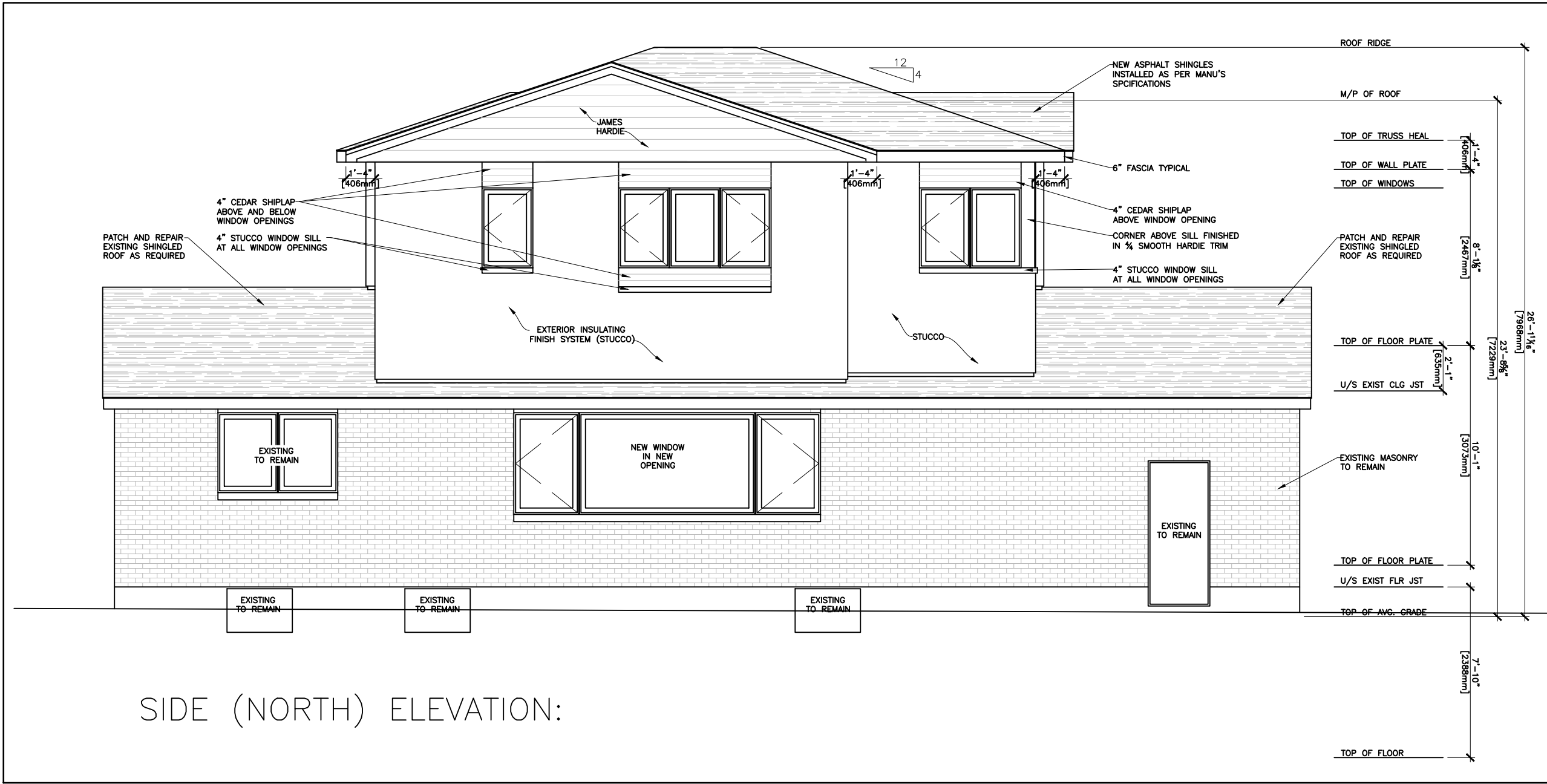
Designed & Produced by
Information Technology - GIS
Printed: 2020-06-17.



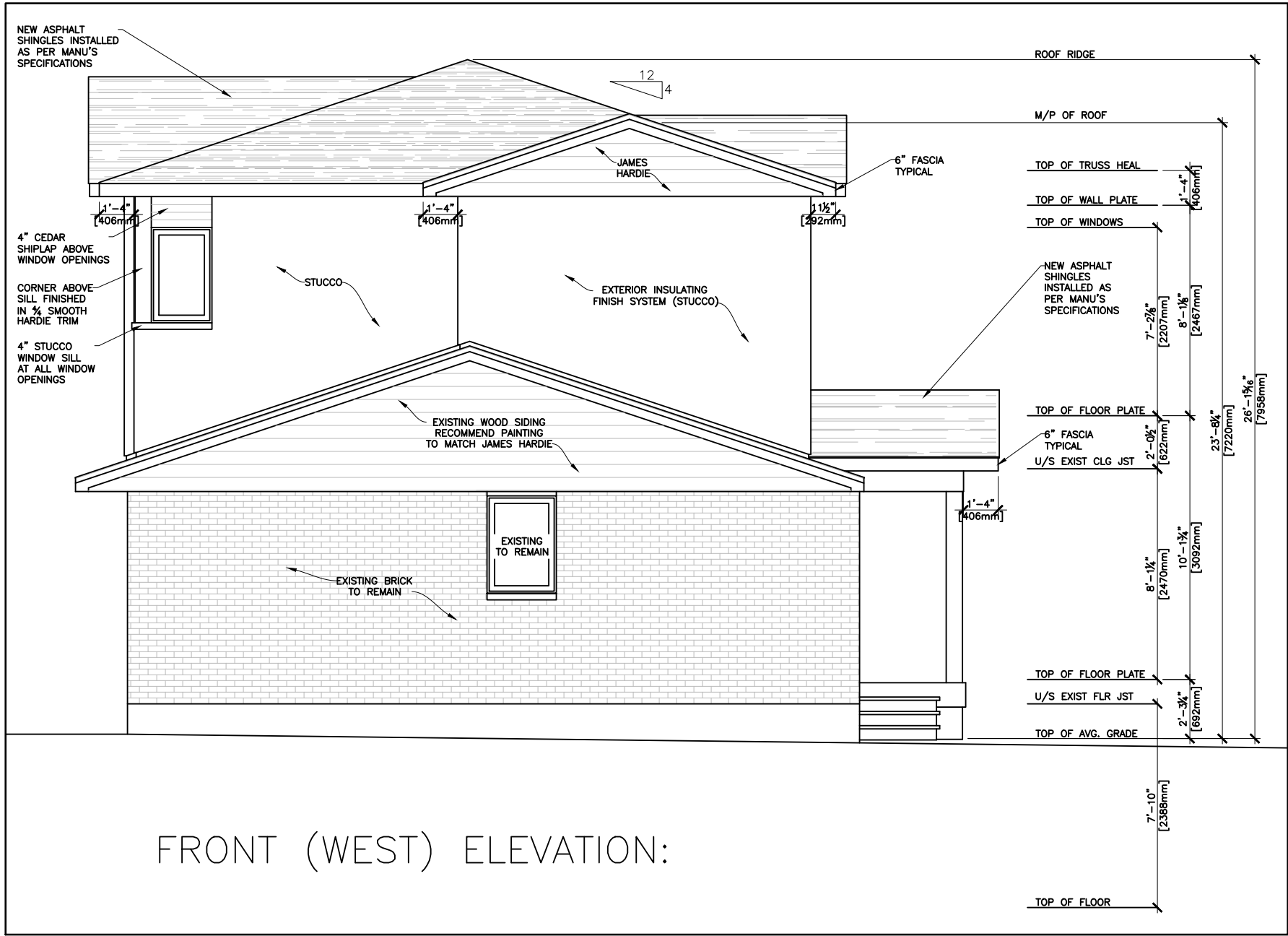
SIDE (SOUTH) ELEVATION:



REAR (EAST) ELEVATION:



SIDE (NORTH) ELEVATION:



FRONT (WEST) ELEVATION:

1. ALL WORK TO COMPLY WITH THE ONTARIO BUILDING CODE AND ALL OTHER APPLICABLE REQUIREMENTS, LATEST EDITIONS, BY THE AUTHORITIES HAVING JURISDICTION OVER THIS PROJECT.
2. ALL DRAWINGS AND SPECIFICATION ARE THE INSTRUMENTS OF SERVICE AND THE PROPERTY OF THE DESIGNER.
3. DISCREPANCIES OR ERRORS IN THE DRAWINGS OR SPECIFICATIONS ARE TO BE REPORTED IMMEDIATELY TO THE DESIGNER.
4. DO NOT SCALE THE DRAWINGS.

ELEMENTAL ARCHITECTURE
SCOTT PETRIE DESIGN

Address: P.O. BOX 5142, Huntsville ON, P1H2K5
Phone: 705-783-2881
E-mail: scott@elementalarchitecture.net
Web: elementalarchitecture.net

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to design the work shown on the attached documents.

QUALIFICATION INFORMATION
Required unless design is exempt under 2.17.5.1. of the building code
SCOTT PETRIE 28655
NAME SIGNATURE BCIN

REGISTRATION INFORMATION
Required unless design is exempt under 2.17.5.1. of the building code
ELEMENTAL ARCHITECTURE O/B SCOTT PETRIE 103045
NAME BCIN

CLIENTS:	PROJECT NO:
PROJECT:	20-086
DRAWING:	DRAWING NO:
ELEVATIONS	A7
DATE:	SCALE:
15/05/2020	3/16"=1'-0"

Corporation of the Town of Newmarket

By-law 2020-

A By-law to grant a site specific exemption for the property with the Municipal address of 737 Grace 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 July 20, 2020 Newmarket Council considered a request for an exemption to Interim Control by-law 2019-04 for the property with the Municipal Address of 737 Grace 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 737 Grace Street, Newmarket, there shall be permitted the construction of second-storey addition to the existing dwelling, resulting in a total Gross Floor Area not exceeding 276 square metres, and a building midpoint height not exceeding 7.3 metres.

Enacted this 20th day of July, 2020.

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 | Website: newmarket.ca | Phone: 905-895-5193

Interim Control By-law Exemption Process - Expiration Staff Report to Council

Report Number: 2020-56

Department(s): Planning Services

Author(s): Adrian Cammaert

Meeting Date: July 20, 2020

Recommendations

1. That the report entitled Interim Control By-law Exemption Process - Expiration, dated July 20, 2020 be received; and,
2. That in consideration of the Established Neighbourhood Study recommendations coming to a statutory public meeting on August 31, 2020 and through a staff report to Committee of the Whole on October 5, 2020, no further Interim Control By-law exemption applications be accepted after 4:30pm on August 24, 2020; and,
3. 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 provide a date for Council's consideration that would serve as a cut-off for exemption applications to the Interim Control By-law 2019-04.

Background

In June 2018, Council authorized staff to commence the Established Neighbourhood Study (ENS). The purpose of the ENS is to address the issues of compatibility of new residential dwellings in established neighbourhoods by amending the Official Plan and Zoning By-law. The ENS is currently in its final stages, with next steps being the statutory public meeting on August 31, 2020 and the final recommendations being presented through a staff report to Committee of the Whole on October 5, 2020.

The Town's Interim Control By-law (ICBL) was passed in January 21, 2019 in order to control some forms of development that commonly present compatibility issues, namely those dealing with large scale single-detached dwellings. The intention was to pause these types of development applications until such time as the new planning policies were in place resulting from the ENS that could better guide recommendations on such applications. The ICBL was recently extended to be in effect up to January 21, 2021.

Following the establishment of the ICBL on January 21, 2019, an exemption process was approved by Council in May 2019 to allow certain developments to proceed that have demonstrated that they meet specific physical and streetscape character compatibility tests.

Discussion

Selection of Cut-Off Date

With the ENS coming to conclusion in October, the need for the ICBL Exemption process will no longer be required. At this time, a date needs to be determined that will serve as the cut-off for accepting Interim Control By-law exemption applications. Through this report, staff are recommending that this date be August 24, 2020 (4:30pm).

Two guiding principles were used to determine the cut-off date:

1. Providing adequate time between Council approval of the cut-off date and the cut-off date itself, during which time the cut-off date will be communicated to the public and development community; and
2. Ensuring that the ICBL Exemption process terminates prior to any adoption of the ENS recommendations in October, 2020.

It is staff's opinion that the recommended date of August 24, 2020 (4:30pm) satisfies both of these principles.

Any exemption application(s) received between July 20 and 4:30pm on August 24 would proceed to either the August 24 or the September 14 Committee of the Whole.

ICBL Exemption Applications To-Date

For reference, there have been 16 ICBL exemption applications received since the exemption process was established in May 2019. These applications are listed below:

Number	Address	Committee of the Whole Month	Outcome
1	578 Lydia Street	May 2019	Approved
2	316 Darlington Crescent	June 2019	Approved
3	624 Srigley Street	June 2019	Approved

Interim Control By-law Exemption Process - Expiration

4	170 Victoria Street	August 2019	Approved
5	292-294 Court Street	August 2019	Withdrawn
6	178 Parkview Crescent	November 2019	Approved
7	844 Magnolia Avenue	November 2019	Approved
8	81 Joseph Street	November 2019	Approved
9	164 Beechwood Crescent	January 2020	Withdrawn
10	110 Niagara Street	January 2020	Approved
11	721 Lowell Avenue	January 2020	Withdrawn
12	730 Arthur Street	January 2020	Approved
13	176 Parkview Crescent	June 2020	Approved
14	164 Beechwood Crescent	June 2020	Approved
15	318 Andrew Street	July 2020	IN PROGRESS (recommended denial)
16	737 Grace Street	July 2020	IN PROGRESS (recommended approval)

Conclusion

This report has outlined the rationale for terminating the ICBL exemption process, effective August 24, 2020 at 4:30pm. This date provides adequate time for staff to communicate the cut-off date externally and ensures that the ICBL exemption process will terminate prior to any adoption of the ENS recommendations.

Business Plan and Strategic Plan Linkages

- Extraordinary Places and Spaces

Consultation

None.

Human Resource Considerations

None.

Interim Control By-law Exemption Process - Expiration

Budget Impact

None.

Attachments

None.

Submitted by

Adrian Cammaert, Acting Manager, Planning Services

Approved for Submission

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Contact

Adrian Cammaert: acammaert@newmarket.ca



Newmarket Public Library Board

Minutes

Date: Wednesday, February 19, 2020
Time: 5:45 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Members Present: Darcy McNeill, Chair
Jane Twinney, Vice Chair
Darryl Gray
Leslee Mason
Victor Woodhouse

Members Absent: Kelly Broome
Art Weis

Staff Present: Linda Peppiatt, Deputy CEO
Todd Kyle, CEO
Lianne Bond, Administrative Coordinator

The Chair called the meeting to order at 5:44 pm

1. Adoption of Agenda Items

Motion 20-02-93

Moved by Darryl Gray

Seconded by Victor Woodhouse

That items 1.1 to 1.3 be adopted as presented.

Carried

1.1 Adoption of the Regular Agenda

1.2 Adoption of the Closed Session Agenda

1.3 Adoption of the Consent Agenda Items

2. Declarations

None were declared.

3. Consent Agenda Items

- 3.1 Adoption of the Regular Board meeting minutes for Wednesday, December 18, 2019
- 3.2 Adoption of the Closed Session minutes for Wednesday, December 18, 2019
- 3.3 Strategic Operations Report for January, 2020
- 3.4 Fourth Quarter Statistical Data Report
- 3.5 Monthly Bank Transfer

Motion 20-02-94

Moved by Leslee Mason

Seconded by Darryl Gray

That Consent Agenda items 3.1 to 3.3 be approved and adopted as presented.

Carried

Board members were invited to join the Library during the Newmarket Chamber of Commerce Home and Life Style show being held April 3rd to 5th.

4. Reports

- 4.1 Bridge Toolkit: Preliminary Results

Preliminary results received so far from the Bridge Technology Services Assessment Toolkit were reviewed by the Board. The Toolkit provides data on the use and outcomes of technology services offered by public library systems.

Motion 20-02-95

Moved by Leslee Mason

Seconded by Victor Woodhouse

That the Library Board receive the report on Bridge Toolkit preliminary results.

Carried

5. Business Arising

5.1 Update on Reducing Barriers to Borrowing

An update on the implementation of changes to borrowing and revised Membership and Borrowing policy to incorporate the changes were reviewed.

Motion 20-02-96

Moved by Darcy McNeill

Seconded by Jane Twinney

That the Library Board receive the report on Update to Reducing Barriers to Borrowing;

And That the Library Board approved the Membership and Borrowing Policy as drafted.

Carried

5.2 Library Board Action List

The Action List was reviewed by the Board.

Motion 20-02-97

Moved by Leslee Mason

Seconded by Victor Woodhouse

That the Library Board receive the Action List as presented.

Carried

6. **New Business**

6.1 Strategic Planning Considerations

Considerations to undertake strategic planning was discussed by the Board. As part of the exercise would include future service delivery, the Board directed the CEO to draft a communication to Town of Newmarket Council requesting that the planned future service delivery study be expedited.

Motion 20-02-98

Moved by Victor Woodhouse

Seconded by Darryl Gray

That the Library Board receive the report on Strategic Planning Considerations;

And That the CEO bring back to the Library Board strategic planning options and estimated costs.

Carried

Motion 20-02-99

Moved by Leslee Mason

Seconded by Victor Woodhouse

That the Library Board direct the CEO to draft a letter to share with the Board a communication to Town of Newmarket Council on moving forward the Library's strategic priorities and service delivery for medium and long-term planning.

Carried

7. Closed Session

7.1 Advice that is subject to solicitor-client privilege

Motion 20-02-100

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board move into Closed Session at 6:55 pm to discuss advice that is subject to solicitor-client privilege.

Carried

Motion 20-02-101

Moved by Jane Twinney

Seconded by Victor Woodhouse

That the Library Board move out of Closed Session at 7:10 pm.

Carried

Motion 20-02-102

Moved by Darryl Gray

Seconded by Leslee Mason

That the Library Board receive the solicitor-client report and proceed with the recommendations from the legal advice.

Carried

8. Dates of Future Meetings

8.1 The next Regular Board meeting is scheduled for Wednesday, March 18, 2020, at 5:45 pm in the Library Board room

9. Adjournment

Motion 20-02-103

Moved by Darryl Gray

Seconded by Jane Twinney

That there being no further business the meeting adjourn at 7:11 pm.

Carried

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer



Newmarket Public Library Board

Minutes

Date: Thursday, April 2, 2020
Time: 5:30 PM

Members Present: Darcy McNeill, Chair
Jane Twinney, Vice Chair
Kelly Broome
Darryl Gray
Leslee Mason
Art Weis
Victor Woodhouse

Staff Present: Linda Peppiatt, Deputy CEO
Todd Kyle, CEO
Lianne Bond, Administrative Coordinator

Guests: Kathryn Richards, Unit Chair, CUPE Local 905 (left at 5:50 pm)
Lynn Georgeff, Director of Human Resources, Town of Newmarket

1. Meeting to be held via live video interface via Zoom

1.1 Instructions on how to connect to meeting

The Chair called the meeting to order at 5:30 pm. Clarification regarding the procedure for conducting the meeting using live video stream were made.

2. Adoption of Agenda Items

2.1 Adoption of the Regular Agenda

2.2 Adoption of the Closed Session Agenda

Motion 20-04-104

Moved by Victor Woodhouse

Seconded by Jane Twinney

That agenda items 2.1 to 2.2 be adopted as presented.

Carried

3. Declarations

None were declared.

4. New Business

4.1 Emergency Delegated Authority

The Library Board agreed with the report regarding designating Emergency Delegation of Authority to the Chair, Vice Chair and one appointed Director in order to have the ability to make certain decisions during the current COVID-19 pandemic as outlined in the report.

Motion 20-04-105

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library Board receive the report on Emergency Delegation of Authority;

And That the Library Board ratify the decisions outlined in the report and approve the delegated authority to the Executive Committee and to the C.E.O., and authorize the C.E.O. to take the actions necessary to give effect to those decisions;

And that the Library Board appoint Director Darryl Gray as member of the Executive Committee in addition to the Chair and the Vice-Chair.

Carried

5. Closed Session

5.1 Labour relations per section 16.1.4. (d) of the Public Libraries Act, R.S.O. 1990, Chapter P.44

Motion 20-04-106

Moved by Leslee Mason

Seconded by Kelly Broome

That the Library Board move into a Closed Session at 5:45 pm for matters pertaining to Labour relations.

Carried

Motion 20-04-107

Moved by Kelly Broome

Seconded by Jane Twinney

That the Library move out of Closed Session at 6:40 pm.

Carried

Motion arising from Closed Session:

Motion 20-04-109

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library Board receive the deputation by the Newmarket Public Library Unit Chair, CUPE Local 905;

And that the Library Board give direction to the C.E.O. on the decisions made by the Library Board regarding labour relations.

Carried

6. Adjournment

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer



Newmarket Public Library Board

Minutes

Date: Thursday, April 9, 2020
Time: 5:30 PM

Members Present: Darcy McNeill, Chair
Jane Twinney, Vice Chair
Kelly Broome
Darryl Gray
Leslee Mason
Art Weis
Victor Woodhouse

Staff Present: Linda Peppiatt, Deputy CEO
Todd Kyle, CEO
Lianne Bond, Administrative Coordinator

Guests: Kathryn Richards, Unit Chair, CUPE Local 905 (left at 5:50 pm)
Lynn Georgeff, Director of Human Resources, Town of Newmarket

1. Emergency Closed Session meeting

1.1 Meeting to be held via live video interface via Zoom

2. Adoption of Agenda Items

2.1 Adoption of the Closed Session Agenda

Motion 20-04-111

Moved by Art Weis

Seconded by Jane Twinney

That agenda item 2.1 be adopted as presented.

Carried

3. Declarations

None were declared.

4. Closed Session

- 4.1 Labour relations per section 16.1.4 (d) of the Public Libraries Act, R.S.O. 1990 Chapter P. 44

Motion 20-04-112

Moved by Kelly Broome

Seconded by Leslee Mason

That the Library Board move into a Closed Session at 5:40 pm for matters pertaining to Labour relations.

Carried

Motion 20-04-113

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board move out of Closed Session at 6:25 pm.

Carried

Motion arising from Closed Session:

Motion 20-04-114

Moved by Art Weis

Seconded by Darryl Gray

That the Library Board receive the deputation by the Newmarket Public Library Unit Chair, CUPE Local 905;

And that the Library Board give direction to the CEO on the decisions made by the Library Board regarding labour relations.

Carried

5. Adjournment

Motion 20-04-116

Moved by Kelly Broome

Seconded by Victor Woodhouse

That there being no further business the meeting adjourn at 6:27 pm.

Carried

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer