



Town of Newmarket

Agenda

Council - Electronic

Date: Monday, November 2, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

1. Public 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 Sunday, November 1, 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. Public Hearing Matter(s)

Note: There are no public hearing matters scheduled for November 2, 2020.

5. Presentations & Recognitions

6. Deputations

7. Minutes

7.1. Council - Electronic Meeting Minutes of October 13, 2020

1. That the Council - Electronic Meeting Minutes of October 13, 2020 be approved.

8. Reports by Regional Representatives

9. Consent Items and Recommendations from Committees

9.1. Memorandum - Established Neighbourhood Compatibility Study

Note: This item is related to sub-item 9.5.6 below.

1. That the memorandum dated November 2, 2020 regarding Established Neighbourhood Compatibility Study be received; and,
2. That staff be directed to amend the Established Neighbourhood Compatibility Study and Policy Recommendations with the amendments identified by the Committee of the Whole on October 26, 2020 for consideration at the Council on December 14, 2020.

9.2. Memorandum - Construction Vibration

Note: This item is related to sub-item 9.5.8 below.

1. That the memorandum dated November 2, 2020 regarding Construction Vibration be received.

9.3. Memorandum - Third Update to the Outstanding Matters List for 2020

Note: This item is related to sub-item 9.5.10 below.

1. The memorandum dated November 2, 2020 regarding the Third Quarterly Update to the Outstanding Matters List for 2020 be received; and,
2. That the revised Outstanding Matters List be approved.

9.4. Special Committee of the Whole - Electronic Meeting Minutes of October 19, 2020

Note: This meeting dealt with the Capital and Rate-Supported Operating Budgets.

1. That the Special Committee of the Whole - Electronic Meeting Minutes of October 19, 2020 be received and the recommendations noted within be adopted.

9.4.1. Presentation - State of the Infrastructure Report Cards

1. That the presentation provided by the Corporate Asset Management Office regarding the State of the Infrastructure - Report Cards be received; and,
2. That the report entitled State of the Infrastructure Report and Report Cards dated October 19, 2020 be received.

9.4.2. Presentation - 2021 Draft Capital and Rate-Supported Budgets

1. That the presentation provided by the Director of Financial Services/Treasurer regarding the 2021 Draft Capital and Rate-Supported Budgets be received.

9.4.3. State of the Infrastructure Report and Report Cards

Note: See sub-item 9.4.1 above.

9.4.4. 2021 Preliminary Draft Capital Budget Report

1. That the report entitled 2021 Preliminary Draft Capital Budget dated October 19, 2020 be received; and,
2. That the proposed Capital Budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
3. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

9.4.5. 2021 Preliminary Draft Rate-Supported Operating Budgets Report

1. That the report entitled 2021 Preliminary Draft Rate-Supported Operating Budgets dated October 19, 2020 be received; and,
2. That subject to any additional direction from Committee, the proposed Water and Wastewater budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
3. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

9.4.6. 10-Year Stormwater Financial Plan

1. That the report entitled Stormwater 10-Year Financial Plan Options dated October 19, 2020 be received; and,
2. That Option 2 as outlined in this report be incorporated into the

Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,

3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.5. Committee of the Whole - Electronic Meeting Minutes of October 26, 2020

1. That the Committee of the Whole - Electronic Meeting Minutes of October 26, 2020 be received and the recommendations noted within be adopted.

9.5.1. Presentation - Established Neighbourhood Compatibility Study

1. That the presentation provided by the Senior Planner - Policy regarding Established Neighbourhood Compatibility Study be received.

9.5.2. Remote Deputation - Established Neighbourhood Compatibility Study and Policy Recommendations

1. That the remote deputation provided by Nick Pileggi regarding the Established Neighbourhood Compatibility Study and Policy Recommendations be received.

9.5.3. Remote Deputation - Established Neighbourhood Compatibility Study and Policy Recommendations

1. That the remote deputation provided by Nancy Fish regarding the Established Neighbourhood Compatibility Study and Policy Recommendations be received.

9.5.4. Remote Deputation - Community Support

1. That the remote deputation provided by Ross Carson regarding Community Support be received.

9.5.5. Remote Deputation - Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations

1. That the remote deputation provided by Kayly Robbins, Jones Consulting Group Ltd. regarding Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations be received.

9.5.6. Established Neighbourhood Compatibility Study and Policy Recommendations

1. That staff be directed to amend the Established Neighbourhood

Compatibility Study and Policy Recommendations with the amendments identified by the Committee of the Whole for consideration at the Council meeting of November 2, 2020.

9.5.6.1. Correspondence - Humphries Planning Group Inc.

1. That the correspondence provided by Humphries Planning Group Inc. regarding Established Neighborhood Compatibility Study and Policy Recommendations be received.

9.5.7. Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations

1. That the amendments concerning the lands located at 460 Davis Drive be referred back to staff for further discussions between staff and the owners of the property; and,
2. That the report entitled Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations dated October 26, 2020 be referred to staff for notification of the property owners as identified by Committee of the Whole.

9.5.8. Construction Vibration

1. That staff be directed to provide Council with information on a proposed permit process for non-Planning Act matters, and further information on the historical complaints regarding vibration issues at the Council meeting of November 2, 2020.

9.5.8.1. Correspondence - Stuart Hoffman

1. That the correspondence provided by Stuart Hoffman regarding Construction Vibration be received.

9.5.9. Zoning By-law Amendment - 1250 Gorham Street

1. That the report entitled Zoning By-law Amendment - 1250 Gorham Street dated October 26, 2020 be received; and,
2. That the application for Zoning By-law Amendment, as submitted by 2011378 Ontario Limited (Cummins Hydraulics Ltd.), for lands known municipally as 1250 Gorham Street, be approved, and that staff be directed to present the Zoning By-law amendment to Council for approval, substantially in accordance with Attachment 1; and,
3. That Howard Freidman, of HBR Planning Centre, 30 Waymount

Avenue, Richmond Hill, ON, L4S 2G5, be notified of this action;
and,

4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.5.10. Third Quarterly Update to the Outstanding Matters List for 2020

1. That the report entitled Third Quarterly Update to the Outstanding Matters List for 2020 dated October 26, 2020 be received; and,
2. That Item 13 of the Outstanding Matters List regarding City of Markham Resolution - Single Use Plastic Reduction Strategy - Phase 1 be deleted; and,
3. That Council adopt the updated Outstanding Matters List as amended; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.5.11. Parking Petition - Clematis Drive

1. That the petition regarding Parking Restrictions on Clematis Drive be referred to Staff.

9.5.12. Appointment Committee Meeting Minutes of January 15, 2020

1. That the Appointment Committee Meeting Minutes of January 15, 2020 be received.

9.5.13. Accessibility Advisory Committee Meeting Minutes of January 16, 2020

1. That the Accessibility Advisory Committee Meeting Minutes of January 16, 2020 be received.

9.5.14. Newmarket Economic Development Advisory Committee Meeting Minutes of February 6, 2020 and June 30, 2020

1. That the Newmarket Economic Development Advisory Committee Meeting Minutes of February 6, 2020 and June 30, 2020 be received.

9.5.15. New Business - Traffic Calming Measures on Stonehaven Avenue

1. That Council direct Staff to review and report back to Council with options for temporary and permanent traffic calming measures or features to be added to Stonehaven Avenue; and,

2. That Council direct Staff to review and report back to Council regarding a three way stop to be added to the west side of Best Circle and Stonehaven Avenue.

10. By-laws

2020-57 A By-law to Amend Zoning By-law 2010-40, with respect to the lands located at 1250 Gorham Street, Newmarket.

1. That By-laws 2020-57 be enacted.

11. Notices of Motions

12. Motions Where Notice has Already been Provided

13. New Business

14. Closed Session

14.1. Property in Ward 5

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose as per Section 239(2)(f) of the Municipal Act, 2001.

15. Confirmatory By-law

2020-58 A By-law to Confirm the Proceedings of the November 2, 2020 Council Meeting

1. That By-law 2020-58 be enacted.

16. Adjournment



Town of Newmarket

Minutes

Council - Electronic

Date: Tuesday, October 13, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh
Councillor Simon (1:00 PM - 3:26 PM)
Councillor Woodhouse
Councillor Twinney
Councillor Morrison
Councillor Kwapis
Councillor Broome
Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
P. Noehammer, Commissioner of Development & Infrastructure Services
I. McDougall, Commissioner of Community Services
K. Saini, Deputy Town Clerk
J. Unger, Acting Director of Planning & Building Services
A. Walkom, Legislative Coordinator
J. Grossi, Legislative Coordinator

The meeting was called to order at 1:00 PM.
Mayor Taylor in the Chair.
Council recessed at 2:58 PM and reconvened at 3:07 PM.

1. Public Notice

Mayor Taylor acknowledged that the Town of Newmarket is located on the traditional territories of the Wendat, Haudeno-saunee, and the Anishinaabe peoples and the treaty land of the Williams Treaties First Nations and other Indigenous peoples whose presence here continues to this day. He thanked them for sharing this land with us. Mayor Taylor also acknowledged the Chippewas of Georgina Island First Nation as our close neighbours and friends, and that we work to ensure a cooperative and respectful relationship.

Mayor Taylor advised that the Municipal Offices were closed to the public and that this meeting was streamed live at Newmarket.ca/meetings. Residents who would like to provide comment on an item on this agenda were encouraged to provide their feedback in writing through email to Legislative Services at clerks@newmarket.ca or by joining the meeting electronically through video or telephone. He advised residents that their comments would form part of the public record.

2. Additions & Corrections to the Agenda

The Deputy Clerk advised of the following additions to the agenda:

- Deputations and Correspondence regarding Item: 4.1: 600 Stonehaven Avenue - Official Plan Amendment and Zoning By-law Amendment
 - 4.1.3 Remote Deputation - Steve Minchopoulous
 - 4.1.4. Remote Deputation - Billy Tung
 - 4.1.5 Remote Deputation - Ian Dove
 - 4.1.6 Remote Deputation Cherylynn Hunt
 - 4.1.7 Remote Deputation - Conner McRobbie
 - 4.1.9 Correspondence - Roger Thompson
 - 4.1.10 Correspondence - Kevin Murdoch
 - 4.1.11 Correspondence - Chunxiang Han
 - 4.1.12 Correspondence - Bruce Musgrave
 - 4.1.13 Correspondence - Chantel Twinney
 - 4.1.14 Correspondence - Cheryl Attallah
 - 4.1.15 Correspondence - Daniel Chan
 - 4.1.16 Correspondence - Frank De Luca

- 4.1.17 Correspondence - Gary & Joan Lapstra
- 4.1.18 Correspondence - John Oliver
- 4.1.19 Correspondence - Julie Schatz
- 4.1.20 Correspondence - George & Dorothy Twigg
- 4.1.21 Correspondence - Kendra Pape-Green
- 4.1.22 Correspondence - Peter & Susan Owsiany
- 4.1.23 Correspondence - Joe Craparotta
- 4.1.24 Correspondence - Winston Chong
- 4.1.25 Correspondence - Emma Hood
- Deputations and Correspondence regarding Item: 4.2: 66 Roxborough Road - Official Plan Amendment and Zoning By-law Amendment:
 - 4.2.7 Correspondence - Angela Kyle & Kris Nielsen
 - 4.2.8 Correspondence - Bill Waters
 - 4.2.9 Correspondence - David and Evelyn Jozefkowicz
 - 4.2.10 Correspondence - Don Wright
 - 4.2.11 Correspondence - Heidi Breen
 - 4.2.12 Correspondence - Tedford Family
 - 4.2.13 Correspondence - Catherine MacDonald

The Deputy Clerk advised of the following correction to the agenda:

- Sub-item 9.4.5, Recommendation 6b should read "That Site Plan Review Committee meetings be held in the morning on the same day as Committee of the Whole meetings and commence at 9:30 AM"

Moved by: Councillor Broome

Seconded by: Councillor Bisanz

1. That the additions and corrections to the agenda be approved.

Carried

3. Conflict of Interest Declarations

- Deputy Mayor & Regional Councillor Vegh declared a conflict regarding Item 4.1: 600 Stonehaven Avenue - Official Plan Amendment and Zoning By-law Amendment. He advised that the house in which he resides backs onto the property at 600 Stonehaven Avenue.
- Councillor Morrison declared a conflict regarding Item 4.2: 66 Roxborough Road - Official Plan Amendment and Zoning By-law Amendment. He advised that his wife's parents reside on Roxborough Road.
- Councillor Twinney declared a conflict regarding sub-item 9.4.7: Site Specific Exemption to Interim Control By-law 2019-04 for 181 Beechwood Crescent and the corresponding By-law 2020-55. She advised that she had hired the same design firm from the application for her work on her own home.

4. Public Hearing Matter(s)

The Deputy Clerk welcomed the public to the Virtual Public Planning and Council meeting. She advised that the Planning Act requires the Town to hold at least one public meeting on any proposed Zoning By-law Amendment, Official Plan Amendment or Draft Plan of Subdivision or Condominium.

The Deputy Clerk advised that the purpose of the public meeting is to hear from anyone who has an interest in either of the following applications:

- 600 Stonehaven Avenue - Official Plan Amendment and Zoning By-law Amendment. The application proposes to amend the Official Plan and rezone the subject lands to permit 60 single-detached dwelling units and 142 townhouse units.
- 66 Roxborough Road - Official Plan Amendment and Zoning By-law Amendment. The application proposes to amend the Official Plan and rezone the subject lands to permit nine three- storey townhouse units.

She further advised that Council would not make a decision regarding the proposed applications at the public meeting, but will refer all written and verbal comments to Planning Staff to consider and return with a report to a future Committee of the Whole or Council meeting.

The Deputy Clerk encouraged anyone who was interested in providing verbal feedback to Council regarding these applications to join the meeting electronically by emailing clerks@newmarket.ca.

The Deputy Clerk advised that if anyone wished to be notified of any subsequent meetings regarding this matter, they may email planning@newmarket.ca.

The Deputy Clerk noted that in accordance with the Planning Act, the Local Planning Appeal Tribunal may dismiss an appeal to the Tribunal, without holding a hearing, if the appellant failed to make either oral submissions at the public meeting or provide written submissions to Council prior to adoption of the application.

The Deputy Clerk thanked residents for their participation and interest in the meeting.

4.1 600 Stonehaven Avenue - Official Plan Amendment and Zoning By-law Amendment

Richard Zelinka of Zelinka Priamo Ltd. Land Use Planners provided a presentation regarding the application for an Official Plan Amendment and Zoning By-law Amendment to permit 60 single-detached dwelling units and 142 townhouse units. The presentation included an overview of the current site, the proposed concepts plans and sample elevations, and a draft plan of subdivision.

The Acting Director of Planning and Building Services provided Council with the next steps regarding the application process and advised that Staff would bring a report back to a future Committee of the Whole meeting.

Moved by: Councillor Simon
Seconded by: Councillor Twinney

1. That the presentation provided by Richard Zelinka, Zelinka Priamo Ltd. Land Use Planners regarding the 600 Stonehaven Avenue - Official Plan Amendment and Zoning By-law Amendment be received.

Carried

Deputy Mayor & Regional Councillor Vegh took no part in the discussion or vote on the foregoing matter due to a declared conflict.

Moved by: Councillor Simon
Seconded by: Councillor Broome

1. That sub-items 4.1.1, 4.1.2, 4.1.4, 4.1.6, 4.1.7, and 4.1.8 being remote deputations provided by John Birchall, Kathryn Morton, Billy Tung, Cherylynn Hunt, Conner McRobbie, and Nicole Rosas be received; and,

2. That sub-items 4.1.9, 4.1.10, 4.1.11, 4.1.12, 4.1.13, 4.1.14, 4.1.15, 4.1.16, 4.1.17, 4.1.18, 4.1.19, 4.1.20, 4.1.21, 4.1.22, 4.1.23, 4.1.24, 4.1.25, and 4.1.26 being correspondence provided by Bert Montenegro, Roger Thompson, Kevin Murdoch, Chunxiang Han, Bruce Musgrave, Chantel Twinney, Cheryl Attallah, Daniel Chan, Frank De Luca, Gary & Joan Lapstra, John Oliver, Julie Schatz, George & Dorothy Twigg, Kendra Pape-Green, Peter & Susan Owsiany, Joe Craparotta, Winston Chong, and Emma Hood be received.

Carried

Deputy Mayor & Regional Councillor Vegh took no part in the discussion or vote on the foregoing matter due to a declared conflict.

4.1.1 Remote Deputation - John Birchall

John Birchall provided a remote deputation on behalf of a number of Stonehaven Avenue residents. He outlined the group's concerns with the developments, including potential traffic problems, increased density, loss of trees and the impact on wildlife.

4.1.2 Remote Deputation - Kathryn Morton

Kathryn Morton provided a remote deputation which outlined her concerns with the proposed development including the density of the townhouse block, the need for trees in the development and the access to greenspace behind the development.

4.1.3 Remote Deputation - Steve Minchopoulos

Steve Minchopoulos withdrew his request to provide a remote deputation.

4.1.4 Remote Deputation - Billy Tung

Billy Tung provided a remote deputation which outlined his concerns with the proposed development including the height of the townhouses. He expressed that he felt the open space areas should be under public ownership.

4.1.5 Remote Deputation - Ian Dove

Ian Dove was not in attendance to provide a remote deputation.

4.1.6 Remote Deputation - Cherylynn Hunt

Cherylynn Hunt provided a remote deputation which outlined her concerns with the proposed development including the effect on greenspace and the increased density in the neighbourhood.

4.1.7 Remote Deputation - Conner McRobbie

Conner McRobbie provided a remote deputation which outlined his concerns with the proposed development specifically related to the impact on wildlife and the natural area surrounding the site.

4.1.8 Remote Deputation - Nicole Rosas

Nicole Rosas provided a remote deputation which outlined her concerns with the proposed development including the potential effect on the natural area adjacent to the site and the increased density in the neighbourhood.

4.1.9 Correspondence - Bert Montenegro

4.1.10 Correspondence - Roger Thompson

4.1.11 Correspondence - Kevin Murdoch

4.1.12 Correspondence - Chunxiang Han

4.1.13 Correspondence - Bruce Musgrave

4.1.14 Correspondence - Chantel Twinney

4.1.15 Correspondence - Cheryl Attallah

4.1.16 Correspondence - Daniel Chan

4.1.17 Correspondence - Frank De Luca

4.1.18 Correspondence - Gary & Joan Lapstra

4.1.19 Correspondence - John Oliver

4.1.20 Correspondence - Julie Schatz

4.1.21 Correspondence - George and Dorothy Twigg

4.1.22 Correspondence - Kendra Pape-Green

4.1.23 Correspondence - Peter & Susan Owsiany

4.1.24 Correspondence - Joe Craparotta

4.1.25 Correspondence - Winston Chong

4.1.26 Correspondence - Emma Hood

4.2 66 Roxborough Road - Official Plan Amendment and Zoning By-law Amendment

Mark McConville of Humphries Planning Group Inc. provided a presentation regarding the application for an Official Plan Amendment and Zoning By-law Amendment to permit two townhouse blocks with nine units. The presentation included the development proposal, proposed landscape plan and renderings, and an overview of the proposed zoning by-law and official plan amendments.

The Acting Director of Planning and Building Services provided Council with the next steps regarding the application process and advised that Staff would bring a report back to a future Committee of the Whole meeting.

Moved by: Councillor Woodhouse

Seconded by: Councillor Twinney

1. That the presentation provided by Mark McConville, Associate Planner, Humphries Planning Group Inc. regarding the 66 Roxborough Road - Official Plan Amendment and Zoning By-law Amendment be received; and,
2. That sub-items 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.2.8, 4.2.9, 4.2.10, 4.2.11, 4.2.12, and 4.2.13 being correspondence provided by Helen Anne Young, Jen Schrag, Veronique Grandioux, Evelyn Thompson, Nancy & Alex Doak, Laura & James Thomas, Angela Kyle & Kris Nielsen, Bill Waters, David & Evelyn Jozefkowicz, Don Wright, Heidi Breen, Tedford Family, and Catherine MacDonald be received.

Carried

Councillor Morrison took no part in the discussion or vote on the foregoing matter due to a declared conflict.

4.2.1 Correspondence - Helen Anne Young

4.2.2 Correspondence - Jen Schrag

4.2.3 Correspondence - Veronique Grandioux

4.2.4 Correspondence - Evelyn Thompson

- 4.2.5 Correspondence - Nancy & Alex Doak**
- 4.2.6 Correspondence - Laura & James Thomas**
- 4.2.7 Correspondence - Angela Kyle & Kris Nielsen**
- 4.2.8 Correspondence - Bill Waters**
- 4.2.9 Correspondence - David and Evelyn Jozefkowicz**
- 4.2.10 Correspondence - Don Wright**
- 4.2.11 Correspondence - Heidi Breen**
- 4.2.12 Correspondence - Tedford Family**
- 4.2.13 Correspondence - Catherine MacDonald**
- 4.2.14 Remote Deputation - Lynnette Harris**

Lynnette Harris provided a deputation which outlined her concerns with the proposed development including the possibility it could lead to further development of the neighbourhood and whether the proposed townhouses would be compatible with the surrounding area.

Moved by: Councillor Woodhouse
Seconded by: Councillor Kwapis

1. That the remote deputation provided by Lynnette Harris be received.

Carried

Councillor Morrison took no part in the discussion or vote on the foregoing matter due to a declared conflict.

5. Presentations & Recognitions

None.

6. Deputations

None.

7. Minutes

7.1 Council - Electronic Meeting Minutes of September 21, 2020

Moved by: Councillor Twinney

Seconded by: Councillor Morrison

1. That the Council - Electronic Meeting Minutes of September 21, 2020 be approved.

Carried

8. Reports by Regional Representatives

Mayor Taylor advised of the recent staff report regarding the potential for Employment Lands along the 400 series highways which would affect greenbelt land. He advised that the discussion had involved a large amount of public interest and that Committee of the Whole had voted in favour of the recommendations.

Mayor Taylor advised that a number of applications for employment land conversions would be considered by York Region Council at the next meeting of Committee of the Whole. Mayor Taylor further advised that the budget process for York Region was beginning and would take place at future Council meetings.

9. Consent Items and Recommendations from Committees

9.1 Special Committee of the Whole - Electronic Meeting Minutes of September 22, 2020

Moved by: Councillor Kwapis
Seconded by: Councillor Twinney

1. That the Special Committee of the Whole - Electronic Meeting Minutes of September 22, 2020 be received and the recommendations noted within be adopted.

Carried

9.1.1 Presentation - Established Neighborhoods Compatibility Study

1. That the presentation provided by Blair Scorgie, SvN, regarding the Established Neighbourhoods Compatibility Study be received.

9.1.2 Established Neighbourhoods Compatibility Study Written Correspondence

1. That the written correspondence provided by Ted Bomers, Dan Cannistra, Joan Stonehocker, and Janet Wong regarding the Established Neighbourhoods Compatibility Study be received.

9.1.3 Correspondence - Elaine Adam

1. That the correspondence provided by Elaine Adam regarding the Established Neighbourhoods Compatibility Study be received.

9.1.4 Correspondence - Mary-Anne Draffin

1. That the correspondence provided by Mary-Anne Draffin regarding the Established Neighbourhoods Compatibility Study be received.

9.2 Council Workshop - Electronic Meeting Minutes of September 28, 2020

Moved by: Councillor Woodhouse
Seconded by: Councillor Morrison

1. That the Council Workshop - Electronic Meeting Minutes of September 28, 2020 be received.

Carried

9.3 Special Committee of the Whole - Electronic Meeting Minutes of September 29, 2020

Moved by: Councillor Broome
Seconded by: Councillor Bisanz

1. That the Special Committee of the Whole - Electronic Meeting Minutes of September 29, 2020 be received and the recommendations noted within be adopted.

Carried

9.3.1 Presentation - Mulock Property Design Concepts

1. That the presentation provided by Lisa Rapoport, PLANT Architect Inc., regarding the Mulock Property Design Concepts be received.

9.3.2 Mulock Property Design Concepts

1. That the report entitled Mulock Property Design Concepts dated September 29, 2020 be received; and,
2. That comments on the design concepts received during this phase be used to develop a refined concept that takes the preferred elements from all three themes to create a consolidated design; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4 Committee of the Whole - Electronic Meeting Minutes of October 5, 2020

Moved by: Councillor Broome
Seconded by: Councillor Woodhouse

1. That the Committee of the Whole - Electronic Meeting Minutes of October 5, 2020 be received and the recommendations noted within be adopted with the exception of sub-item 9.4.7. See following sub-item 9.4.7 for motion.

Carried

9.4.1 Presentation - 2021 Preliminary Draft Budget

1. That the presentation provided by the Director of Financial Services/Treasurer regarding the 2021 Preliminary Draft Budget be received.

9.4.2 Presentation - Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule

Note: See sub-item 9.4.5 below.

9.4.3 Remote Deputation - Rescue Lake Simcoe Coalition - Lake Simcoe: Threats and Opportunities 2020

1. That the deputation provided by Claire Malcolmson, Executive Director, Rescue Lake Simcoe Coalition regarding Lake Simcoe: Threats and Opportunities 2020 be received; and,
2. That Newmarket Council restate its commitment to the protection and the health of Lake Simcoe and that the Town of Newmarket continue to ensure that adequate sediment erosion control efforts are in place for all new development and continue to support the Lake Simcoe Region Conservation Authority Storm Water Guidelines and the Phosphorous Offset Program in collaboration with all member municipalities. And that the Town continue its leadership role and policies related to Low Impact Development which aid in the reduction of Phosphorus and impacts associated with Climate Change; and,
3. That the Town of Newmarket calls on the Province of Ontario to continue to enhance the Protection of Lake Simcoe and its Watershed through collaboration with all municipalities, First Nations, agencies and partners; and,
4. That copies of this resolution be provided to Ontario Premier Doug Ford, Official Opposition Leader Andrea Horvath, MPP John Fraser, MPP Mike Schreiner, MPP Mulroney, and MPP Jeff Yurek, Minister of the Environment, Conservation and Parks, the Association of Municipalities of Ontario, and the Chippewas of Georgina Island First Nation.

9.4.4 2021 Preliminary Draft Budget

1. That the report entitled 2021 Preliminary Draft Operating and Capital Budgets dated October 5, 2020 be received; and,
2. That subject to any further direction, staff be authorized to provide the public with details of the Preliminary Draft 2021 Tax-supported, Rate-supported Operating and Capital Budgets.

9.4.5 Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule

1. That the presentation provided by the Legislative Coordinator regarding Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule be received; and,

2. That the report entitled Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule dated October 5, 2020 be received; and,
3. That the proposed amendments to the Town of Newmarket's Procedure By-law 2020-12 to permit electronic participation as outlined in Attachment 1 of this report be approved with an expiration date of December 31, 2021; and,
4. That beginning in January 2021 or as determined by the Mayor and Chief Administrative Officer, staff be directed to facilitate only Council and Committee of the Whole, Site Plan Review Committee meetings in a hybrid manner with in-person and remote Members of Council, Staff and the public; and,
5. That staff be directed to amend the remainder of 2020 Council and Committee of the Whole meetings to commence at 1:00 PM and Site Plan Review Committee meetings to commence at 9:30 AM; and,
6. That the 2021 Council and Committee of the Whole Meeting Schedule be adopted, noting the following for January to June 2021:
 - a. That Council meetings continue to commence at 1:00 PM; and,
 - b. That Site Plan Review Committee meetings be held in the morning on the same day as Committee of the Whole meetings and commence at 9:30 AM; and,
7. That staff be directed to report to Council in April/May 2021 on a Policy for Electronic Participation in hybrid meetings, establishing start times for Council and Committee of the Whole meetings for July to December 2021 and resumption of hybrid meetings for Advisory Committees; and,
8. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.6 Financial Update regarding COVID-19

Moved by: Councillor Broome
Seconded by: Councillor Kwapis

1. That the report entitled Financial Update regarding COVID-19 to Council be received; and,
2. That staff continue to implement the mitigating measures listed in this report to lessen the financial impact of the pandemic to the Town; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

9.4.7 Site Specific Exemption to Interim Control By-law 2019-04 for 181 Beechwood Crescent

Moved by: Councillor Kwapis
Seconded by: Councillor Broome

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for subject property 181 Beechwood Crescent dated September 14th, 2020 be received; and,
2. That Council approve the requested site-specific exemption to Interim Control by-law 2019-04 for 181 Beechwood Crescent and adopt the attached exemption by-law; and,
3. That the written correspondence provided by Laura and Andrew Cummings, and Janet Caverly and Steven Sugar be received.

Carried

Councillor Twinney took no part in the discussion or vote on the foregoing matter due to a declared conflict.

9.4.7.1 Written Correspondence - Laura and Andrew Cummings

9.4.7.2 Written Correspondence - Janet Caverly and Steven Sugar

9.4.8 INFO-2020-32: Vacant/Derelict Buildings

1. That the Information Report entitled Vacant/Derelict Properties, dated September 11, 2020 be received; and,

2. That Council direct staff to report back to Council with options for a Vacant Building Registry Program by Q1 2021.

9.4.9 Elman W. Campbell Museum Board of Management Meeting Minutes of February 20, 2020

1. That the Elman W. Campbell Museum Board of Management Meeting Minutes of February 20, 2020 be received.

9.4.10 Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2020, June 2, 2020, June 12, 2020, and June 23, 2020

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2020, June 2, 2020, June 12, 2020, and June 23, 2020 be received.

9.4.11 Newmarket Public Library Board Meeting Minutes of June 17, 2020

1. That the Newmarket Public Library Board Meeting Minutes of June 17, 2020 be received.

9.5 Item 5.1 of the Draft Minutes of October 6, 2020 Appointment Committee Meeting

Moved by: Councillor Twinney
Seconded by: Councillor Woodhouse

1. That the Appointment Committee recommend to Council that the Accessibility Advisory Committee Terms of Reference be amended to increase their membership by 1, for a total of 9 members.

Carried

10. By-laws

Moved by: Councillor Broome
Seconded by: Councillor Morrison

1. That By-law 2020-54 be enacted.

Carried

Moved by: Councillor Kwapis
Seconded by: Councillor Woodhouse

2. That By-law 2020-55 be enacted.

Carried

Councillor Twinney took no part in the discussion or vote on the foregoing matter due to a declared conflict.

11. Notices of Motions

None.

12. Motions Where Notice has Already been Provided

None.

13. New Business

None.

14. Closed Session (if required)

Mayor Taylor advised there was no requirement for a Closed Session.

14.1 Special Committee of the Whole - Electronic Meeting (Closed Session) Minutes of September 29, 2020

Moved by: Councillor Kwapis
Seconded by: Councillor Woodhouse

1. That the Special Committee of the Whole - Electronic Meeting (Closed Session) Minutes of September 29, 2020 be approved.

Carried

14.1.1 Property in Ward 5

Moved by: Councillor Kwapis
Seconded by: Councillor Bisanz

1. That the verbal update regarding a Property in Ward 5 be received.

Carried

**14.2 Committee of the Whole - Electronic Meeting (Closed Session)
Minutes of October 5, 2020**

Moved by: Councillor Woodhouse
Seconded by: Councillor Morrison

1. That the Committee of the Whole - Electronic Meeting (Closed Session) Minutes of October 5, 2020 be approved.

Carried

14.2.1 Heritage Appeal Matter - Property in Ward 2

Moved by: Councillor Kwapis
Seconded by: Councillor Broome

1. That the Closed Session Staff Report regarding the Heritage Appeal Matter - Property in Ward 2 dated October 5, 2020 be received; and,
2. That the recommendations in the Closed Session Staff Report regarding the Heritage Appeal Matter - Property in Ward 2 dated October 5, 2020 be adopted.

Carried

14.2.2 Local Planning Appeal Matter - Property in Ward 5

Moved by: Councillor Kwapis
Seconded by: Councillor Morrison

1. That the Closed Session Staff Report regarding the Local Planning Appeal Matter - Property in Ward 5 dated October 5, 2020 be received; and,
2. That the recommendations within the Closed Session Report regarding the Local Planning Appeal Matter - Property in Ward 5 dated October 5, 2020 be adopted.

Carried

14.3 Draft Minutes of October 6, 2020 Appointment Committee Meeting

14.3.1 Applications to the Newmarket Accessibility Advisory Committee (AAC) (1 vacant position)

Moved by: Councillor Twinney
Seconded by: Councillor Morrison

That the following individuals be appointed to the Accessibility Advisory Committee:

- Allen Matrosov
- Huma Tahir

Carried

14.3.2 Applications to the Anti-Black Racism Task Force (Up to 10 vacant positions)

Moved by: Councillor Twinney
Seconded by: Councillor Broome

1. That the following individuals be appointed to the Anti-Black Racism Task Force:
 - Lori-Anne Beckford
 - Claudius Brown
 - Holly Douglass
 - Gavin Gunter
 - Nadia Hansen
 - Glenn Marais
 - Gary Miranda
 - Opiyo Oloya
 - Maxine Gordon-Palomino

- Kimberley Roach

Carried

14.3.3 Applications to the Appeal Committee (1 vacant position)

Moved by: Councillor Kwapis
Seconded by: Councillor Woodhouse

1. That Rex Taylor be appointed to the Appeal Committee.

Carried

14.3.4 Applications for the Elman W. Campbell Museum Board (1 vacant position)

Moved by: Councillor Morrison
Seconded by: Councillor Twinney

1. That Cathie Searle be appointed to the Elman W. Campbell Museum Board.

Carried

14.3.5 Applications to the Property Standards Committee (1 vacant position)

Moved by: Councillor Broome
Seconded by: Councillor Bisanz

1. That Tom Granat be appointed to the Property Standards Committee.

Carried

15. Confirmatory By-law

Moved by: Councillor Morrison
Seconded by: Councillor Broome

1. That By-law 2020-56 be enacted.

Carried

16. Adjournment

Moved by: Councillor Kwapis
Seconded by: Councillor Twinney

1. That the meeting be adjourned at 4:12 PM.

Carried

John Taylor, Mayor

Kiran Saini, Deputy 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

Memorandum

Established Neighbourhood Compatibility Study

November 2, 2020

Following the Committee of the Whole Meeting October 26, 2020, staff and the consulting team are currently reviewing the additional information and direction provided by Committee related to the final recommendations of the Established Neighbourhoods Compatibility Study and associated Official Plan and Zoning By-law Amendments.

Given the level of analysis required to fully review and make any required changes to these documents, staff intends to report back to Council at the December 14th, 2020 Council meeting on this matter.

For more information on this Memorandum, please contact the Acting Director of Planning & Building Services at 905-895-5193.

Memorandum

Construction Vibration

November 2, 2020

During the electronic Committee of the Whole meeting held on October 26, 2020, Town Council requested additional information in relation to construction vibration for non-Planning Act developments.

Since this meeting, Town staff has conducted an internal review pertaining to:

- the number of complaints received in relation to vibration; and
- the possibility of a permitting framework for large construction projects that do not directly relate to Planning Act developments (e.g. new construction).

Complaints Received for Vibration

After further review of the total number of complaints received by the Town in relation to construction vibration. Town staff can confirm that a total of 36 formal complaints were filed between 2016-2020, and of these 36:

- 11 complaints directly relate to Town or Regional projects;
- 7 complaints were noise-related and not directly relate to construction vibration;
- 16 complaints directly related to Planning Act developments (e.g. new development projects); and
- 2 complaints were in relation to smaller construction projects, such as driveway repaving or minor residential construction projects.

Permit Process for non-Planning Act Developments

Town staff has conducted further review to determine what options are available to the Town to implement a permit process for construction vibration. City of Toronto is the only municipality researched that has implemented a Vibration Control application as part of their building permit process. However, no other municipalities researched have implemented a permit process for construction vibration that is unrelated to Planning Act developments (e.g. driveway repaving).

If Council elects to direct staff to implement a permit process, Town staff will need to:

- amend the Town's Noise By-law to introduce regulations pertaining to a permit process;
- amend the Town's Fees and Charges By-law to introduce an application fee;
- develop a permit application form and utilize staff resources for an approval or denial process;
- develop criteria for evaluating which projects meet the standards of the regulations established within the Town's Noise By-law; and,
- develop an overall framework for construction vibration of non-Planning Act developments.

Conclusion

The number of formal complaints received by the Town for construction vibration has equated to an average of 9 complaints per year since 2016. Only 2 out of 36 formal complaints within the last 4 years have been directly related to non-Planning Act developments, such as driveway repaving and minor residential construction projects.

For this rationale, Town staff are not recommending the introduction of a permitting process for non-Planning Act matters, largely due to the low number of complaints received versus the administration and staff resources required to establish such a process.

Town staff continue to recommend Option 3 within report # 2020-74, which will establish a formal complaint process for any residents negatively impacted by construction vibration for non-Planning Act matters.

For more information regarding this memorandum, email Flynn Scott, Manager of Regulatory Services at fscott@newmarket.ca

Memorandum

Third Quarterly Update to the Outstanding Matters List 2020 - Proposed Reporting Timeframe Revisions

November 2, 2020

Following the Committee of the Whole Meeting on October 26, 2020, Staff have identified items listed in Q4 2020 on the Outstanding Matters List that require revised proposed reporting timeframes. The following items have been updated on the revised Outstanding Matters List (**Revised Attachment 1**) to reflect the changes outlined below including the amendments made by Committee of the Whole on October 26:

Item 4 - Commercial Rooftop Patios

1. That staff be directed to schedule a Statutory Public Meeting for the purpose of outlining specific use permissions related to 'Commercial Rooftop Patios', addressing matters such as:
 - maximum size (percentage of rooftop or gross floor area)
 - associated uses for which a 'Commercial Rooftop Patio' may be permitted
 - design (i.e. site plan) requirements
 - compliance with licensing and noise by-laws

This proposed reporting timeframe has been revised from November 2020 to the December 14, 2020 Council Meeting to allow Staff to prepare material for the Public Meeting.

Item 7 - Hollingsworth Arena and Future Ice Allocation Considerations

3. That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and
6. That within six months staff bring back a report on any plans for public amenity use at this location;

This timeframe has been changed from Q4 2020 to Q3 2021. The Covid-19 Pandemic has had a significant impact in how user groups were able to use ice this season. As such, any data collected from this season will be ineffective in determining long term needs of users and allocation processes and strategies.

Item 8 - Residential Parking

- (1) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:
 - c. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report.
- (2) 5. That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019

This timeframe has been revised from Q4 2020 to Q1 2021 due to additional projects on the department workplans and balancing Staff resources. Staff will be available to provide an update to Committee of the Whole in Q1 2021.

Item 10 - Protection of Trees on Private Property

4. That following the internal and public consultation, issues identified in this report, together with comments from the public, and Committee, be addressed by staff in a comprehensive report to the Committee of the Whole with a draft by-law

This timeframe has been updated to reflect Q1 2021 as Staff are continuously working on the draft by-law, and it was re-prioritized earlier in the year due to Staff resource constraints and the COVID-19 pandemic.

For more information about individual projects contained in **Revised Attachment 1**, please contact the responsible Department Director or respective Commissioner.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
1.	Construction Vibration Issues	Meeting Date: Committee of the Whole – March 18, 2019 Recommendations: 5. That staff investigate options for existing sites where construction activity will cause significant vibrations. Responsible Departments: <ul style="list-style-type: none"> Planning and Building Services Engineering Services 	October 5 th CoW September 14 th CoW Q3 2020 Q2 2020	October 26 th CoW	Additional time needed to liaise with Legal Services and Legislative Services to ensure there is a legal means to require/enforce the recommended measures.
2.	Established Neighbourhoods Compatibility Study	Meeting Date: Committee of the Whole - September 23, 2019 Recommendations: Established Neighbourhoods Compatibility Study Responsible Department: <ul style="list-style-type: none"> Planning and Building Services 	Q4 2020 Q1 2020	October 26 CoW	Special Committee of the Whole held January 20, 2020. Public Meeting was scheduled for April 14, 2020 but was cancelled due to Pandemic. Public Meeting has been rescheduled to August 31, 2020 Council Workshop scheduled for September 22, 2020. Final recommendations to follow in Q4 2020, targeted for October.
3.	Asset Replacement Fund Strategy	Meeting Date: Committee of the Whole - April 30, 2018 Recommendation: 1. That the Asset Replacement Fund Strategy be referred to staff for further information and be brought back to Council for consideration at a later date. Responsible Departments: <ul style="list-style-type: none"> Financial Services 	Q2 2020 June 2020	November 9 th SpCoW	An Asset Replacement Fund (ARF) will be presented with the Tax-Supported Operating Budget at a Special Committee of the Whole meeting.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
4.	Motion Commercial Rooftop Patios	<p>Meeting Date: Committee of the Whole - September 14, 2020</p> <p>Recommendation:</p> <ol style="list-style-type: none"> That staff be directed to schedule a Statutory Public Meeting for the purpose of outlining specific use permissions related to 'Commercial Rooftop Patios', addressing matters such as: <ul style="list-style-type: none"> maximum size (percentage of rooftop or gross floor area) associated uses for which a 'Commercial Rooftop Patio' may be permitted design (i.e. site plan) requirements compliance with licensing and noise by-laws <p>Responsible Department:</p> <ul style="list-style-type: none"> Planning & Building Services 	<u>November 2020</u>	<u>December 14th CL</u> November 2020	<p>Staff are preparing for a Public Meeting regarding Commercial Rooftop Patios in November 2020.</p> <p><u>This proposed reporting timeframe has been revised from November 2020 to the December 14, 2020 Council Meeting to allow Staff to prepare material for the Public Meeting.</u></p>
5.	Multi Use Pathways	<p>Meeting Date: Committee of the Whole – November 4, 2019</p> <p>Recommendation:</p> <ol style="list-style-type: none"> That Council direct Staff to report back in 2020 regarding the best practices and options for improving the signage and markings on the Tom Taylor Trail system. <p>Responsible Departments:</p> <ul style="list-style-type: none"> Public Works Services 	Q4 2020	December 7 CoW	<p>Staff are currently undertaking research and establishing a field inventory.</p> <p>An information report will be issued in Q4 of 2020. <u>Staff will provide Committee of the Whole with a report regarding the Multi-Use Pathways at the December 7 Committee of the Whole Meeting.</u></p>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
6.	Proposed Trail from Yonge Street to Rita's Avenue	<p>Meting Date: Council – January 18, 2016 – Item 35</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That staff provide alternate trail options for this area at a lower cost. 2. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, 3. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, 4. That staff also include in the report the option of installing lighting along the George Luesby Park Trail. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services • Engineering Services 	<p>September 14th CoW</p> <p>August 24th CoW</p> <p>Q3 2020</p> <p>2021</p>	November 16 th CoW	With the Yonge Street Viva Bus Rapid Transit complete, staff can now proceed.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
7.	Hollingsworth Arena and Future Ice Allocation Considerations	<p>Meeting Date: Committee of the Whole – April 8, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 3. That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and 6. That within six months staff bring back a report on any plans for public amenity use at this location; <p>Responsible Department:</p> <ul style="list-style-type: none"> • Recreation and Culture Services 	<p><u>Q4 2020</u></p> <p>Q1 & Q3 2020</p>	<p><u>Q3 2021</u></p> <p>Q4-2020</p>	<p>Staff will provide two information reports on this item 1) regarding the public amenity use of this facility; and 2) regarding the status of ice allocations after the needs of the organizations for the 2020-2021 season have been identified.</p> <p>The information reports were delayed due to operational disruptions caused by the Pandemic. <u>Staff will be prepared to present a Staff report in Q3 2021. The Covid-19 Pandemic has had a significant impact in how user groups were able to use ice this season. As such, any data collected from this season will be ineffective in determining long term needs of users and allocation processes and strategies.</u></p>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
8.	Residential Parking	<p>Meeting Date: (1) Committee of the Whole - November 6, 2017</p> <p>(2) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)</p> <p>Recommendations: (1) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:</p> <p style="padding-left: 40px;">c. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report.</p> <p>(2) 5. That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services • Legislative Services 	<p><u>Q4 2020</u></p> <p>Q3 2020</p>	<p><u>Q1 2021</u></p> <p>Q4-2020</p>	<p>Additional time needed to scope issues and confirm enforcement matters with By-laws.</p> <p><u>Staff have revised the timeframe to Q1 2021 due to additional projects on the department workplans and balancing Staff resources. Staff will be available to provide an update to Committee of the Whole in Q1 2021.</u></p>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
9.	Recognition of the Widdifield Family	Meeting Date: Committee of the Whole – February 25, 2019 Recommendations: <ol style="list-style-type: none"> 1. That staff be directed to investigate options that will recognize the area east of the river and west of Doug Duncan Drive, that lies between Timothy and Water St to be recognized in some format by a commemorative plaque or other option that acknowledges and demonstrates the background and history of an area known to be Widdifield Park; and, 2. That Mike Widdifield of Newmarket be notified of any proposals. Responsible Department: <ul style="list-style-type: none"> • Recreation and Culture Services • Public Works Services 	Q1 2020	Q4 2020	Plaque wording under final review and sign off with anticipated sign installation anticipated by end of Q4, 2020.
10.	Protection of Trees on Private Property	Meeting Date: Committee of the Whole - June 17, 2019 Recommendations: <ol style="list-style-type: none"> 4. That following the internal and public consultation, issues identified in this report, together with comments from the public, and Committee, be addressed by staff in a comprehensive report to the Committee of the Whole with a draft by-law; and, Responsible Department: <ul style="list-style-type: none"> • Planning and Building Services 	Q1 2020	Q4 2020 /Q1 2021	PIC at the iWonder Event completed in Fall 2019. Re-prioritized due to staff resource constraints and Pandemic. <u>This timeframe has been updated to reflect Q1 2021 as Staff are continuously working on the draft by-law, and it was re-prioritized earlier in the year due to Staff resource constraints and the COVID-19 pandemic.</u>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
11.	Single Use Plastics	<p>Meeting Date: Committee of the Whole – June 17, 2019</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council direct staff to bring back a report which outlines the roles and responsibilities of the Province, the Region and the Town in relation to recycling and diversion and provides the following: <ol style="list-style-type: none"> a. information on what work is currently being done to address the reduction and eventual elimination of single use plastics; and, b. clear options for Council to consider to ensure the town is taking steps within its jurisdiction to reduce and eventually eliminate single use plastics. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Public Works Services 	<p>Q3 2020</p> <p>Q2 2020</p>	Q1 2021	Staff distributed an information report on September 10, 2020 which provided an explanation as to amending the proposed reporting timeframe.
12.	Town-Wide Mitigation Strategy - Traffic Calming Policy Public Consultation Report	<p>Meeting Date: Committee of the Whole - September 23, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That Staff report back to Council in up to 12 months regarding various initiatives raised in this report. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services 	Q4 2020	Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
13.	City of Markham Resolution – Single Use Plastic Reduction Strategy – Phase 1	<p>Meeting Date: Committee of the Whole – Electronic – June 22, 2020</p> <p>Recommendation: 1. That the Resolution from the City of Markham regarding the Single Use Plastic Reduction Strategy – Phase 1 be received for information and referred to Staff.</p> <p>Responsible Department: • Public Works Services</p>	September 14th CoW	Q1 2021	<p>This item will be included/referenced in the Single Use Plastics Staff Report (item 13).</p> <p>Staff distributed an information report on September 10, 2020 which provided an explanation as to amending the proposed reporting timeframe.</p>
44. <u>13.</u>	Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard	<p>Meeting Date: Committee of the Whole – November 4, 2019</p> <p>Recommendation: 1. That the petition regarding Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard be referred to Staff.</p> <p>Responsible Departments: • Engineering Services</p>	Q3 2020	Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.
45. <u>14.</u>	Extending the 30 Minute Downtown Parking Restrictions on Main Street	<p>Meeting Date: Committee of the Whole - September 14, 2020</p> <p>Recommendations: 4. That staff report back on the findings of the public consultation, and any recommendations to further amend Main Street parking restrictions by Q1 2021; and,</p> <p>Responsible Departments: • Engineering Services • Legislative Services</p>		Q1 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
46. <u>15.</u>	Atkins Drive and Quick Street All-way Stop Request	Meeting Date: Committee of the Whole – February 24, 2020 Recommendation: 6. That the Town continue to apply Category 1 traffic calming measures to educate motorists to comply with the speed limits and that Staff explore options for Category 2 traffic calming measures; and, 7. That Staff provide Council with data regarding All-Way Stop warrants related to Bob Gapp Drive and Atkins Drive, including modelling the anticipated near-term growth; and, Responsible Departments: <ul style="list-style-type: none"> Engineering Services 	Q4 2020	Q1 2021	<p>Staff require time to complete the fieldwork and measurements for this study.</p> <p>The timing of this report will depend on when traffic patterns resume back to normal after the Pandemic (i.e., if school returns to normal in September 2020). Traffic measurements will need to be a true representation of the traffic patterns to correct the field situation.</p> <p>As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.</p>
47. <u>16.</u>	Traffic & Parking Petitions	Meeting Date: Committee of the Whole - August 26, 2019 Recommendations: 1. That the petition regarding Traffic Calming Measures/Speed Mitigation on Flagstone Way be referred to Staff; and, 2. That the petition regarding Traffic Calming Measures/Speed Mitigation on Simcoe Street be referred to Staff. Responsible Departments: <ul style="list-style-type: none"> Engineering Services 	Q1 2020	Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.
48. <u>17.</u>	Traffic & Parking Petitions	Recommendation: 1. That the Helmer Avenue Parking Review be referred back to Staff. Responsible Departments: <ul style="list-style-type: none"> Engineering Services 		Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
19. <u>18.</u>	Ranked Ballots	Meeting Date: Special Committee of the Whole – May 14, 2019 Recommendation: 3. That Staff report back to Council with respect to referendum questions for the 2022 Municipal Election; and, Responsible Department: <ul style="list-style-type: none"> Legislative Services 	Q3 2020	Q1 2021	Staff are part of a Greater Toronto Hamilton Area working group that is organizing an election vendor fair to learn about changes/updates in the election technology industry. The fair was postponed from May 2020, and is now tentatively scheduled for December 2020. A report back on an election model for the 2022 municipal election is anticipated in Q1 2021.
20. <u>19.</u>	Alex Doner Drive Traffic Mitigation Request	Meeting Date: Committee of the Whole - Electronic - July 22, 2020 Recommendation: 1. That the request for a review of traffic control and traffic calming measures on Alex Doner Drive between Sykes Road and Kirby Crescent be referred to Staff. Responsible Department: <ul style="list-style-type: none"> Engineering Services 		Q1 2021	
21. <u>20.</u>	INFO-2020-32: Vacant/Derelict Buildings	Meeting Date: Council - October 13, 2020 Recommendations: 1. That Council direct staff to report back to Council with options for a Vacant Building Registry Program by Q1 2021. Responsible Department: <ul style="list-style-type: none"> Legislative Services Planning & Building Services 		Q1 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
22.21.	Heritage Designations - York Region Administrative Building and Newmarket Canal System	Meeting Date: Committee of the Whole - April 30, 2018 Recommendations: <ol style="list-style-type: none"> 2. The Strategic Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report: <ol style="list-style-type: none"> a. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect; and, b. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system. Responsible Department: <ul style="list-style-type: none"> • Planning and Building Services 	Q3 2020 Q1 2020	Q1 2021	Additional time was needed to retain Cultural Heritage Consultant via Procurement process. Consultant retained and Designation Reports are now being prepared. This item must first go to Heritage Newmarket, so it is tied to timing of that Committee resuming their meeting schedule. Staff are prepared to bring a report to a Heritage Newmarket Committee Meeting in September 2020. Staff distributed an information report on September 10, 2020 which provided an explanation as to amending the proposed reporting timeframe.
23.22.	Downtown Parking Review	Meeting Date: Council Meeting - August 31, 2020 Recommendation: <ol style="list-style-type: none"> 6. That staff be directed to consult with the BIA and report to Council by Q1 2021 on potential permanent 30 minute parking restrictions on Main Street including a review of other options; and, 8. That Council direct staff to present a report on parking wayfinding in the downtown area for Council consideration in Q2 2021; and, Responsible Departments: <ul style="list-style-type: none"> • Innovation & Strategic Initiatives 		Q1 & Q2 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
<u>24.23.</u>	Youth Engagement, Diversity and Inclusivity, and Consultation on the Environment	<p>Meeting Date: Committee of the Whole – June 17, 2019</p> <p>Recommendation:</p> <p>3. That staff be directed to plan a Climate Change Open House for Fall 2019 (completed) and a Spring 2020 e-Waste Collection event as part of a one-year pilot environmental consultation program and report back in 2020 with a review of this program;</p> <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services • Public Works Services 	Q1 2020	Q2 2021	The fall e-Waste Collection event has been postponed due to the pandemic. Staff will plan to complete a Spring 2021 e-Waste Collection with the consideration for the current state of the Pandemic at that time.
<u>25.24.</u>	Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule	<p>Meeting Date: Council Meeting - October 13, 2020</p> <p>Recommendations:</p> <p>4. That electronic participation by Council members be permitted until the end of 2021 and that staff be directed to report to Council with a revised electronic participation policy prior to this date; and,</p> <p>8. That staff be directed to report to Council in April/May 2021 on a Policy for Electronic Participation in hybrid meetings, establishing start times for Council and Committee of the Whole meetings for July to December 2021 and resumption of hybrid meetings for Advisory Committees;</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Legislative Services 		Q2 & Q4 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items with a date to be determined					
28:27.	Council Remuneration	Meeting Date: Committee of the Whole – April 9, 2018 Recommendations: 1. That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary. Responsible Department: <ul style="list-style-type: none"> Office of the CAO/Human Resources 	Q1 2020	To be determined – see additional comments	Staff will present a report on Council remuneration once the Pandemic is declared over.
29:28.	Newmarket Public Library Study Implementation	Meeting Date: Committee of the Whole - February 26, 2018 Recommendations: 2. That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process. Responsible Department: <ul style="list-style-type: none"> Community Services/Newmarket Public Library 	Q3 2020	To be determined – see additional comments	Procurement & process planning delayed as a result of Pandemic.



Town of Newmarket

Minutes

Special Committee of the Whole - Electronic

Date: Monday, October 19, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
Councillor Simon
Councillor Woodhouse
Councillor Twinney
Councillor Morrison
Councillor Kwapis
Councillor Broome (1:14 PM - 3:33 PM)
Councillor Bisanz

Members Absent: Deputy Mayor & Regional Councillor Vegh

Staff Present: J. Sharma, Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
P. Noehammer, Commissioner of Development & Infrastructure Services
I. McDougall, Commissioner of Community Services
K. Saini, Deputy Town Clerk
W. Bennett, Director of Corporate Communications
M. Mayes, Director of Financial Services/Treasurer
L. Ellis, Manager of Asset Management
B. Pressman, Asset Management Specialist
E. Wright, Asset Management Specialist
A. Walkom, Legislative Coordinator
J. Grossi, Legislative Coordinator

For consideration by Council on November 2, 2020.
The meeting was called to order at 1:01 PM.
Mayor Taylor in the Chair.

1. Notice

Mayor Taylor advised that the Municipal Offices were closed to the public and that this meeting was streamed live at Newmarket.ca/meetings. Residents who would like to provide comment on an item on this agenda were encouraged to provide their feedback in writing through email to Legislative Services at clerks@newmarket.ca or by joining the meeting electronically through video or telephone. He advised residents that their comments would form part of the public record.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations

4.1 State of the Infrastructure - Report Cards

The Manager of Asset Management provided an introduction to the presentation and outlined the history of the infrastructure report card, and the asset valuation for Town of Newmarket assets. The Asset Management Specialist provided an overview of the roads network, bridge infrastructure and stormwater system report cards, and provided Council with capital spending and reinvestment ratios for each asset. The Asset Management Specialist also reviewed the water distribution, and wastewater collection report cards, and provided replacement cost information for each asset. The presentation concluded with an overview of data confidence and advised that the report cards were published on the Town's website.

Members of Council queried Staff regarding watermain assets, infrastructure and asset replacement processes, and data confidence gradings.

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Bisanz

Seconded by: Councillor Woodhouse

1. That the presentation provided by the Corporate Asset Management Office regarding the State of the Infrastructure - Report Cards be received; and,
2. **That the report entitled State of the Infrastructure Report and Report Cards dated October 19, 2020 be received.**

Carried

4.2 2021 Draft Capital and Rate-Supported Budgets

The Chief Administrative Officer provided an introduction to the 2021 Draft Capital and Rate Supported Budget presentation and the Director of Financial Services/Treasurer.

The Director of Financial Services/Treasurer outlined the COVID-19 pandemic's indirect impact on both the 2020 and 2021 budgets, and provided an overview of all 2021 budgets for Council's review. He further explained the budget impact on an average residential property, the capital program by both department and category, and the rate-supported operating budget including the water and wastewater consolidated budget. The Director of Financial Services/Treasurer outlined the options for the stormwater 10-year financial plan.

Members of Council queried Staff regarding specific projects in the decision packages and deferred items, the unallocated portion of budget funds, and the three stormwater 10-year financial plan options.

Moved by: Councillor Broome

Seconded by: Councillor Morrison

1. That the presentation provided by the Director of Financial Services/Treasurer regarding the 2021 Draft Capital and Rate-Supported Budgets be received.

Carried

5. Deputations

None.

6. Items

6.1 State of the Infrastructure Report and Report Cards

This item was dealt with under item 4.1. See item 4.1 for motion.

6.2 2021 Preliminary Draft Capital Budget Report

An alternate motion was presented and it noted below in bold.

Moved by: Councillor Kwapis

Seconded by: Councillor Broome

1. That the report entitled 2021 Preliminary Draft Capital Budget dated October 19, 2020 be received; and,
2. **That the proposed Capital Budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,**
3. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Carried

6.3 2021 Preliminary Draft Rate-Supported Operating Budgets Report

Moved by: Councillor Morrison

Seconded by: Councillor Simon

1. That the report entitled 2021 Preliminary Draft Rate-Supported Operating Budgets dated October 19, 2020 be received; and,
2. That subject to any additional direction from Committee, the proposed Water and Wastewater budgets be incorporated into the Draft Budgets

to be presented to Committee of the Whole on December 7, 2020;
and,

3. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Carried

6.4 10-Year Stormwater Financial Plan

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Kwapis

Seconded by: Councillor Morrison

1. That the report entitled Stormwater 10-Year Financial Plan Options dated October 19, 2020 be received; and,
2. **That Option 2 as outlined in this report be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,**
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

7. Closed Session

Mayor Taylor advised there was no requirement for a Closed Session.

8. Adjournment

Moved by: Councillor Broome

Seconded by: Councillor Woodhouse

1. That the meeting be adjourned at 3:33 PM.

Carried

John Taylor, Mayor

Kiran Saini, Deputy Town Clerk

State of the Infrastructure – Report Cards

Presenter: Corporate Asset Management Office;

Lead By: Lisa Ellis

Date: October 19, 2020



History of the Infrastructure Report Card



- The Canadian Infrastructure Report Card is a collective effort by:

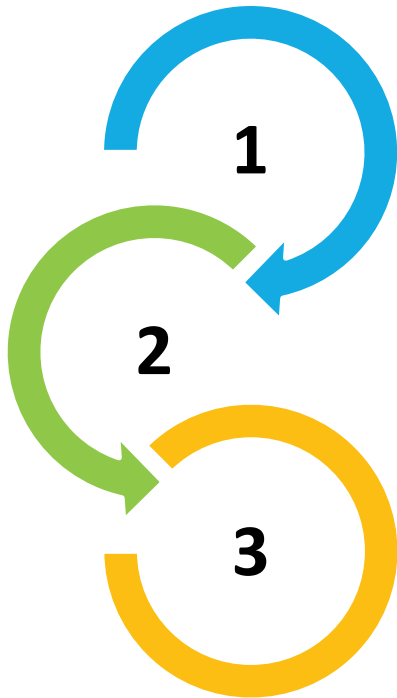


- The Town of Newmarket has aligned itself with this Nationally recognized program and best practice by developing our First Infrastructure Report Card.



Why An Infrastructure Report Card?

- Communicate the status of our assets to create a baseline for investment decision making.



What does the Town own?

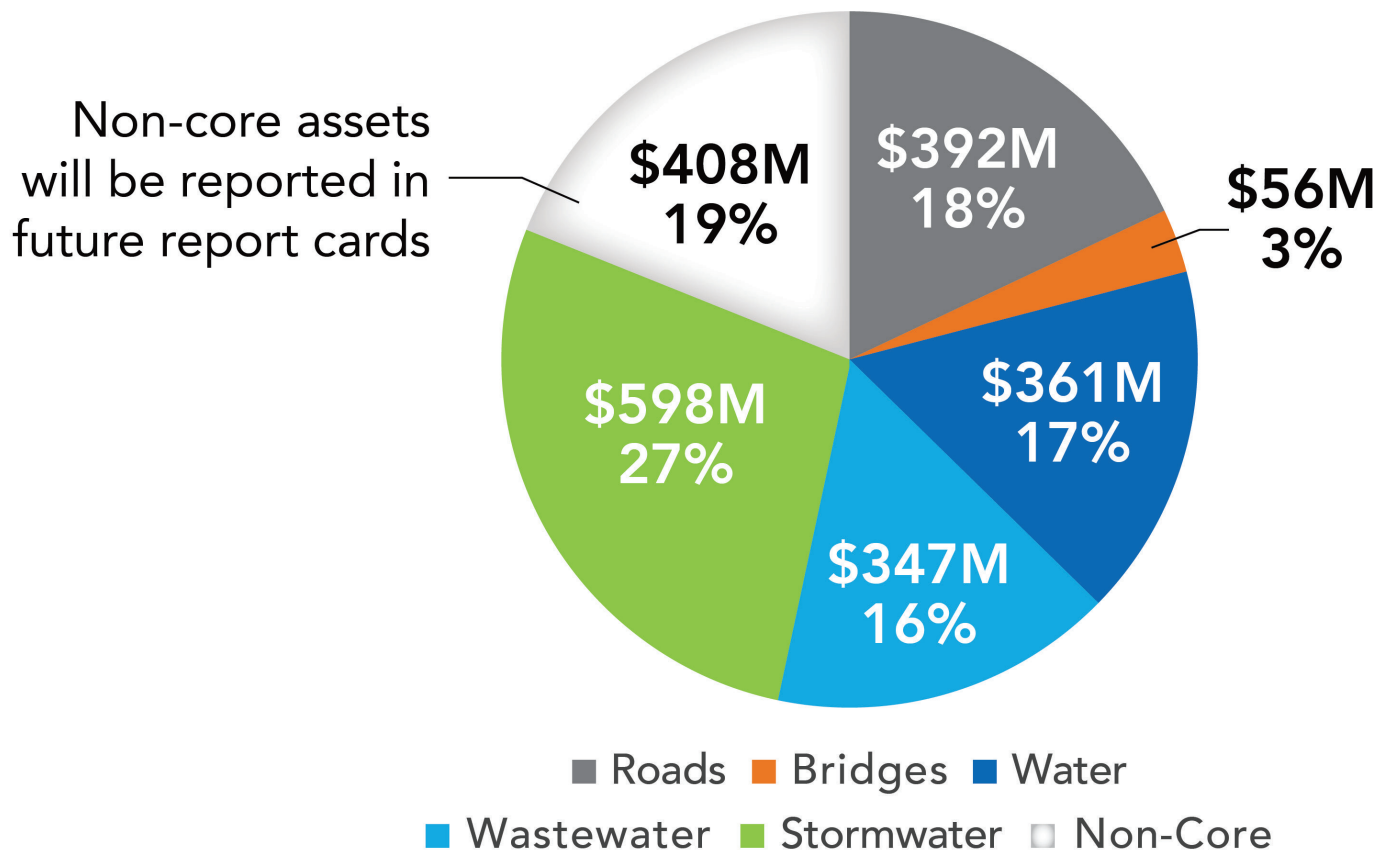
What is the cost to replace?

What condition are the assets in?



Asset Valuation

The Total Replacement Cost of Town Assets is Estimated at \$2.16B



Roads Network Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town's local and collector roads transport people and goods quickly and safely to where they need to go. Roads are maintained to ensure safe and smooth transportation.



**REPLACEMENT
COST:**
\$392 Million



**AVERAGE NETWORK
CONDITION**

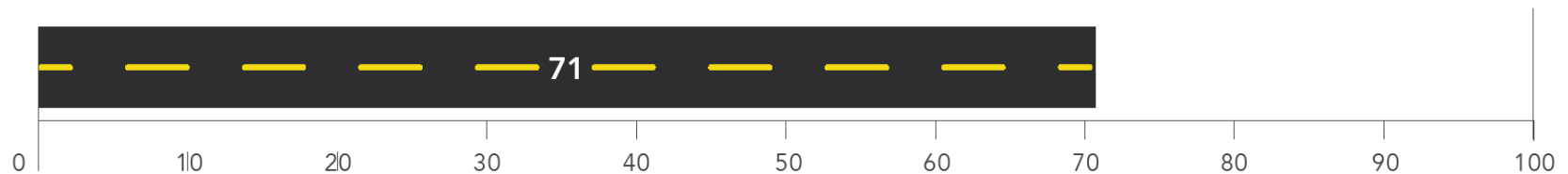
GOOD



INVENTORY

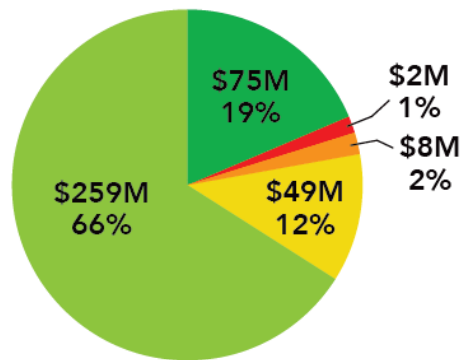
Local Roads:
182 centerline km
Collector Roads:
67 centerline km

Average Road Pavement Condition (out of 100)

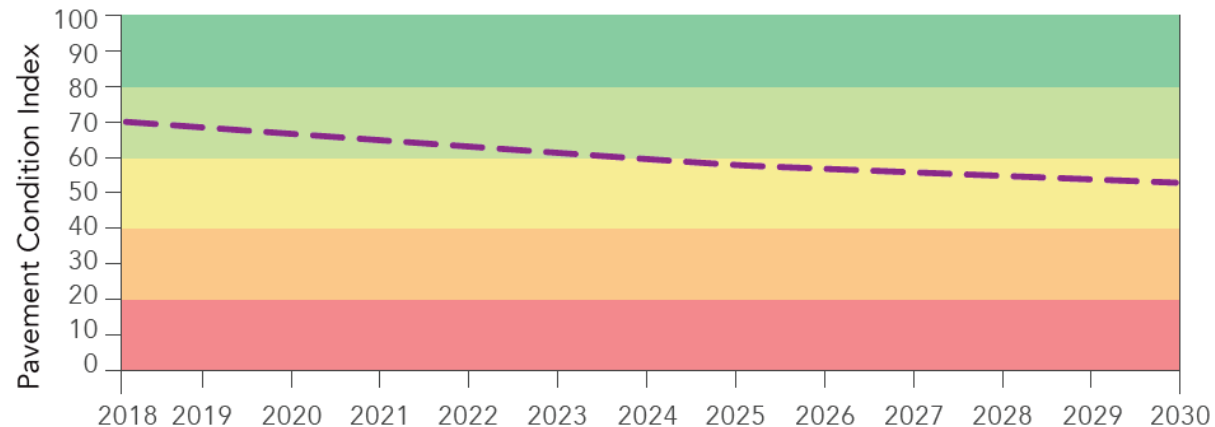


Roads Network Infrastructure Report Card

Current Condition & Replacement Cost



Road Condition Level of Service Trends



■ Very Good
 ■ Good
 ■ Fair
 ■ Poor
 ■ Very Poor
 — Average Spending (\$3.2M/Year)

**Actual Capital Spending
(5 Year Average)**

\$3.28M

**Actual Reinvestment Ratio
(5 Year Average)**

0.84%



Bridge Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town's bridges provide a safe passage to vehicles, cyclists, and pedestrians. Some also serve as local landmarks in Town. Each structure is inspected every two years as mandated by the Province of Ontario.



**REPLACEMENT
COST:**
\$56 Million



**AVERAGE NETWORK
CONDITION**

FAIR



INVENTORY

Vehicle Bridges: 13
Foot Bridges: 36
Major Culverts: 19



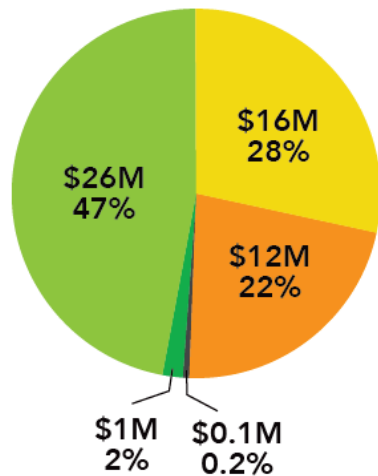
Average Expected Life: 50 Years

■ Current Average Age
■ Average Remaining Life

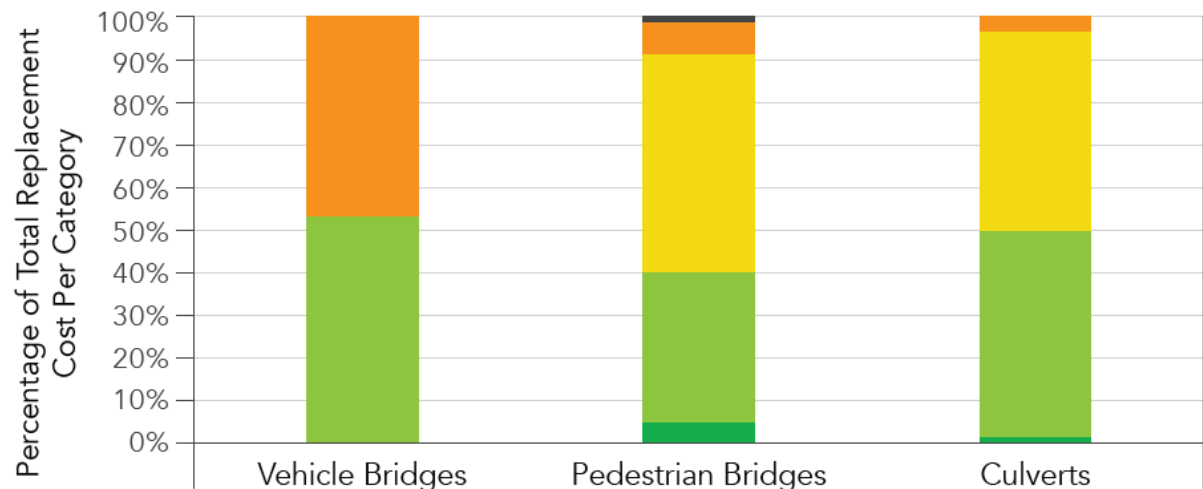


Bridge Infrastructure Report Card

Current Condition & Replacement Cost



Current Condition Breakdown



■ Very Good
 ■ Good
 ■ Fair
 ■ Poor
 ■ Very Poor
 ■ Unknown

**Actual Capital Spending
(5 Year Average)**

\$0.37M

**Actual Reinvestment Ratio
(5 Year Average)**

0.66%



Stormwater System Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town provides stormwater collection, treatment, and infiltration using a combination of sewer, drainage features, and facilities. Stormwater is treated for both quality and quantity to ensure adequate drainage, safe passage, and environmental stewardship.



REPLACEMENT COST:
\$598 Million



AVERAGE NETWORK CONDITION

GOOD



INVENTORY

Gravity Sewers: 284 km
Manholes & Catchbasins: 10,851
Oil Grit Separators: 37
Stormwater Ponds and LID's (Low Impact Development): 65



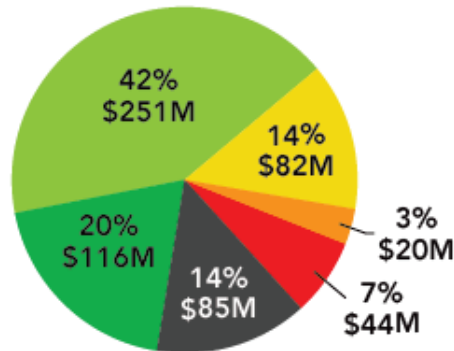
Average Expected Life: 72 Years

■ Current Average Age
■ Average Remaining Life

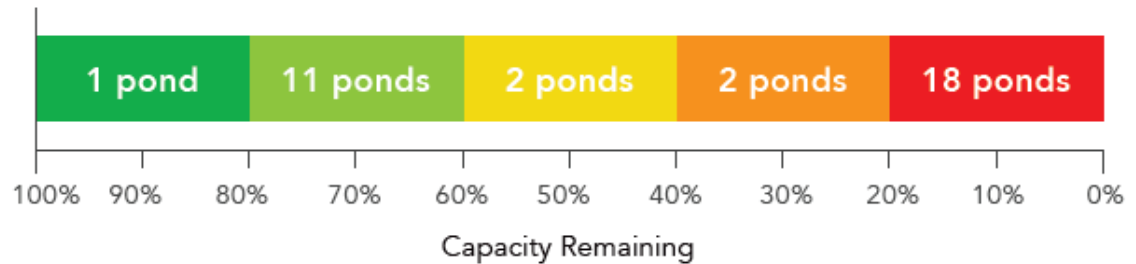


Stormwater System Infrastructure Report Card

Current Condition Breakdown and Total Replacement Cost by Category



Stormwater Ponds with Rehabilitation Needs



This graph shows the stormwater wet ponds in the Town of Newmarket, and their remaining capacity to hold sediment. Over time, wet ponds fill up with sediment and require dredging to retain their functionality.

■ Very Good
 ■ Good
 ■ Fair
 ■ Poor
 ■ Very Poor
 ■ Unknown

**Actual Capital Spending
(5 Year Average)**

\$0.52M

**Actual Reinvestment Ratio
(5 Year Average)**

0.09%



Water Distribution Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town provides drinking water distribution to service residents, business and customers with water purchased from York Region. The distribution system is maintained by the Town for high water quality and reliable supply.



**REPLACEMENT
COST:**
\$353 Million



**AVERAGE NETWORK
CONDITION**
GOOD



INVENTORY
Watermains: 303 km
Valves: 3,968
Hydrants: 2,277



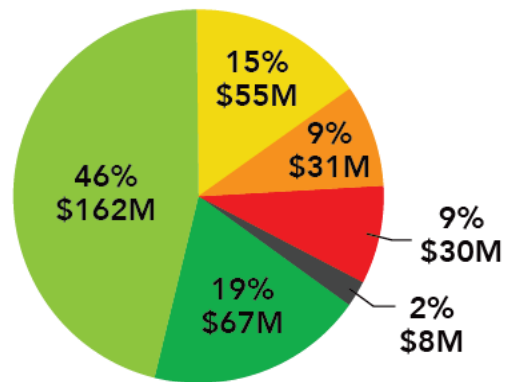
Average Expected Life: 73 Years

■ Current Average Age
■ Average Remaining Life



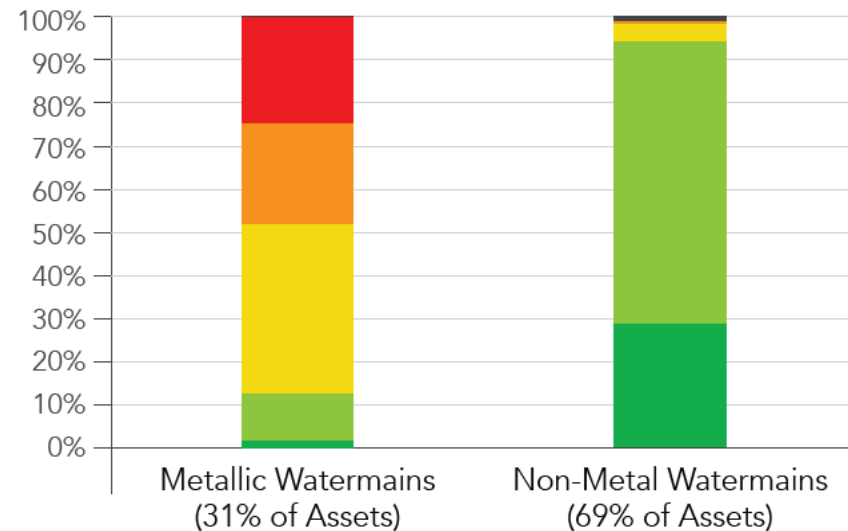
Water Distribution Infrastructure Report Card

Current Condition & Replacement Cost



Unknown
 Very Good
 Good
 Fair
 Poor
 Very Poor

Watermain Condition by Material



**Actual Capital Spending
(5 Year Average)**

\$1.65M

**Actual Reinvestment Ratio
(5 Year Average)**

0.47%



Wastewater Collection Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town collects wastewater from residents, sending it to York Region trunk sewers and facilities. The Town maintains the wastewater system to ensure it has the capacity to support the community's wastewater needs.



**REPLACEMENT
COST:**
\$348 Million



**AVERAGE NETWORK
CONDITION**

GOOD



INVENTORY

Gravity Sewers: 262 km
Forcemains & Siphons: 10 assets
Pump Stations: 6 assets
Manholes: 4,284 assets



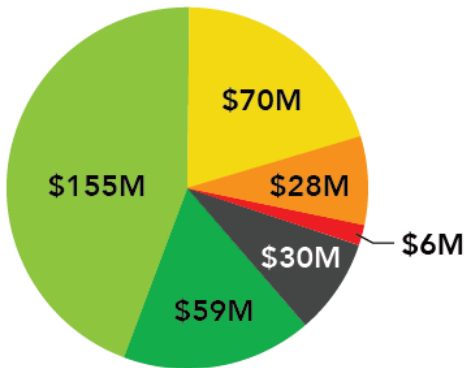
Average Expected Life: 79 Years

■ Current Average Age
■ Average Remaining Life

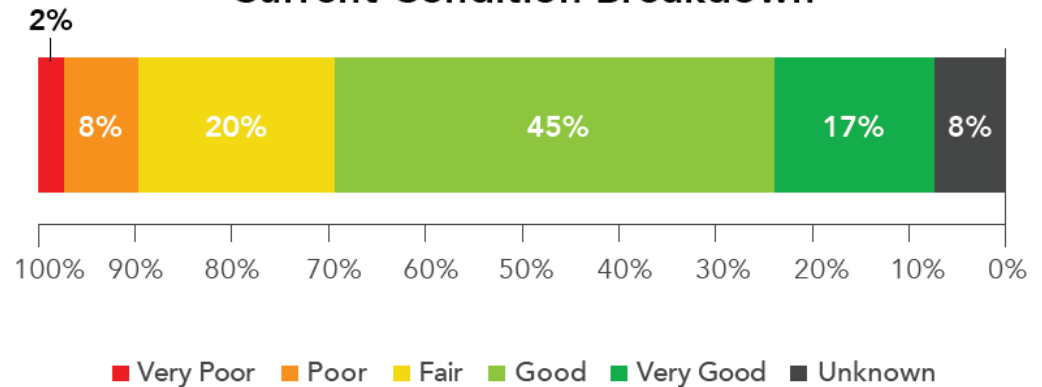


Wastewater Collection Infrastructure Report Card

Current Condition & Replacement Cost



Current Condition Breakdown



**Actual Capital Spending
(5 Year Average)**

\$0.62M

**Actual Reinvestment Ratio
(5 Year Average)**

0.18%



Data Confidence

Confidence Rating

- A** Verified Condition and Analytical Techniques
- B** Observed Condition
- C** Age Only
- D** Historical Knowledge
- F** Assumptions



Roads - B



Bridges - B



Water - C



Wastewater - C



Stormwater - B



TOWN OF NEWMARKET INFRASTRUCTURE REPORT CARD

Reporting on the state of our Infrastructure



Date: October 2020

Infrastructure Report Card
found on the Town's
Asset Management
Webpage



Questions / More Information



Corporate Asset
Management Office

Ext. 2515

AMOffice@newmarket.ca



2021 Draft Capital & Rate-supported Budgets

Presenter: Mike Mayes

Date: October 19, 2020



Agenda

1. Updates
2. COVID-19
3. Overview
4. Capital Budgets
5. Rate-supported Operating Budgets
6. Options for Stormwater
7. Next Steps



Updates

What has changed since October 5



Some minor changes

Capital

- Omission on the project listing
 - CYFS 2, \$750,000 replacement fire truck

Rate-supported

- Financial Plan updates deferred
 - To address Fiscal Strategy recommendations
 - 3 Stormwater options



Budgeting in a COVID-19 world

Influence on the 2021 budget



Pandemic's indirect impact

- Restricted delivery of the 2020 capital program requiring provision in 2021
 - \$6.7 million deferred from 2020
 - Adjustments to unallocated budget
- Financial Relief Program
 - Reversal of Town and Region rates not reflected in the 2020 budget
 - New revenue source in 2021 – interest on overdue water accounts



Overview

2021 budgets at a glance



There are many budgets:

Operating Budgets:	
Tax-supported – Town, Fire, Library, Mulock Farm, BIA	\$ 91.0 million
Rate-supported – water, wastewater, stormwater, building permits	46.4 million
	\$ 137.4 million
Capital budget (revised)	\$ 37.9 million
Total	\$ 175.3 million



Budget Impact on Average Residential Property



	% increase	\$ increase
Property tax	2.99 %	\$ 64.79
Water / wastewater	4.00 %	\$ 49.44
Stormwater (status quo)	10.00 %	\$ 4.21
Total		\$ 118.44

Based on an average single detached home with an assessment value of \$700,000



Capital Budget

2021 Preliminary Draft Capital Budget Staff Report to Council



2021 Capital Budget and Capital Program



	Standard	Major	Total
	In \$ millions		
Additions in 2021	\$ 13.7	\$ 1.7	\$ 15.4
Approved in 2020	3.3	16.2	19.5
Program	\$ 17.0	\$ 17.9	\$ 34.9
Unallocated	3.0		3.0
Budget	\$ 20.0	\$ 17.9	\$ 37.9



Capital program by department



Newmarket

Area	Standard	Major	Total
(In \$ millions)			
CYFS	\$ 0.6	\$ 9.6	\$ 10.2
Engineering - capital projects	8.8		8.8
Engineering - transportation	0.4		0.4
IT	0.8		0.8
Library	0.2		0.2
Public Works – Facilities	0.8		0.8
Public Works – Parks	1.0		1.0
Public Works – Roads	3.7		3.7
Stormwater	0.1		0.1
Water / wastewater	0.3	8.3	8.6
Other	0.3		0.3
	\$ 17.0	\$ 17.9	\$ 34.9



Capital Program Funding by Category



	ARF	DC	General	Other	Total
	(in \$ millions)				
Mandatory	\$ 2.3	\$ 0.1	\$ 0.0	\$ 0.3	\$ 2.7
Replacement	9.2	1.2	0.1	10.8	21.3
Growth	1.1	6.0	0.1	3.2	10.4
Service Level Change				0.5	0.5
	\$ 12.6	\$ 7.3	\$ 0.2	\$ 14.8	\$ 34.9



Rate-supported Operating

2021 Preliminary Draft Rate-Supported
Operating Budgets
Staff Report to Council



Water and Wastewater consolidated budget



	2020	2021	change
Fee increase	4.92% > 0%	4.00%	
Revenue	\$ 41,702,000	\$ 41,750,000	\$ 48,000
Regional costs	\$ 25,663,000	\$ 25,550,000	\$ - 113,000
Expenses	6,970,000	7,091,000	121,000
Support costs	2,268,000	2,291,000	23,000
ARF	6,618,000	6,618,000	0
Reserves	183,000	200,000	17,000
	\$ 41,702,000	\$ 41,750,000	\$ 48,000



Decision Packages included in the Rate Budgets



Ref	Description	Staffing	Net Impact
W&WW 1	AMI Project - Sensus Analytics		\$ 44,460
SW1	Stormwater Master Plan Detailed Review/Update		\$ 0
SW3	Stormwater CCTV Inspection Program		120,000
			\$ 120,000



Options for Stormwater

Stormwater 10-Year Financial Plan Options Staff Report to Council



Assets Included In This Financial Plan



- 284 kilometers of stormwater sewers
- 10,851 catch basins & maintenance holes
- 37 oil grit separators
- 65 wet ponds, dry ponds, and LID sites

Estimated Total Replacement Cost (Today's Dollars):

\$ 598 Million



Background: Current SW Practices & Level of Service



- Inspections, cleaning, repairs, maintenance and storm response by Public Works
- Sewers may be replaced by Engineering during road projects.
- Ponds & LID features implemented, monitored, major maintenance by Engineering



Cost Drivers



- **Environmental Protection:**
 - Existing assets & proposed projects are tied to regulatory compliance
- **Improving Asset Management:**
 - New practices identified that would improve asset lifecycles and reduce risk.
- **Leadership & Community Building:**
 - Implementation of Council Priority for LID
 - Assumption of 14 existing ponds from developers that must now be maintained.



Financial Considerations

	Option 1 Status Quo	Option 2 Incremental	Option 3 Extraordinary
2021 increase	10%	10%	55%
2022 increase	10%	10%	10%
10 year increase	89%	118%	162%
2030 rate for medium medium	\$ 79.58	\$ 91.60	\$ 110.04
Maximum reserve deficit	2027 – \$ 4.9 million	2027 – \$ 5.8 million	2027 – \$ 7.3 million

By 2030, all 3 options level out with annual increases of 5% and positive reserve fund balances..



What Do We Get?	Option 1: Status Quo	Option 2: Incremental	Option 3: Extraordinary
Prepare for Climate Change			✓
Implement LID Council Priorities			✓
On Track for Regulatory Compliance			✓
Inspect Sewers to Quantify Risk		✓	✓
Pay for Operating Impact of Assumed Assets		✓	✓

Improve
Service
Levels



Current
Service
Levels

New Projects Partially Funded by DCs	✓	✓	✓
Maintain Existing Assets (except major pond rehabilitation backlog)	✓	✓	✓
Capital Plan for Existing Assets Only	✓	✓	✓

Next Steps

Schedule of upcoming meetings



Important future dates

ACTIVITY	DATE	MEETING	STATUS
Presentation of the Preliminary Draft budgets	October 5	Committee of the Whole	Done
Review of the CYFS budget	October 13	Joint Council Committee	Done
Capital and Rate-Supported Operating Budgets, Rate Financial Plans	October 19	Special Committee of the Whole	In process
Tax-Supported Operating Budget ARF and Fiscal Strategy	November 9	Special Committee of the Whole	
Presentation of the Draft Budgets and remaining Fees & Charges for approval	December 7	Committee of the Whole	
Approval of the Budgets and remaining Fees & Charges	December 14	Council	





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

State of the Infrastructure Report and Report Cards Staff Report to Council

Report Number: 2020-76

Department(s): Corporate Asset Management

Author(s): Lisa Ellis, Manager Asset Management

Meeting Date: October 19, 2020

Recommendations

1. That the report entitled State of the Infrastructure Report and Report Cards dated October 19, 2020 be received.

Purpose

The purpose of this report is to provide an overview of the State of the Infrastructure Report Cards that have been prepared by the Corporate Asset Management Office in collaboration with Engineering, Public Works Services, Financial Services and Communications.

Background

In 2012, a collective group of organizations came together to create the first ever National State of the Infrastructure Report Card. The collective included: the Association of Consulting Engineering Companies Canada (ACEC), the Canadian Construction Association (CCA), the Canadian Parks and Recreation Association (CPRA), the Canadian Public Works Association (CPWA), the Canadian Society for Civil Engineering (CSCE), the Canadian Urban Transit Association (CUTA), the Canadian Network of Asset Managers (CNAM), and the Federation of Canadian Municipalities (FCM).

The report card provided an assessment of the condition of four primary asset categories of municipal infrastructure: drinking-water systems, wastewater and stormwater networks, and municipal roads raising awareness of how each service area was performing. This was the first assessment of its kind in Canada, and featured the most comprehensive analysis and reporting on Canada's municipal infrastructure. The report highlighted how critical it is to continue building and renewing the infrastructure that is key to our continued economic vitality as a country. This tool has since been adopted by many municipalities and is being used as the basis to further discussions and decisions surrounding asset management and investment.

The Town of Newmarket continues to share its data with this project. With the Town's continued focus on financial sustainability, now is the perfect opportunity to share our own State of the Infrastructure Report Card.

As owners of more than \$2 billion of infrastructure, the Town of Newmarket is focused on the cost and quality of the services the Town's infrastructure provides. The sustainability of Town infrastructure depends on effective management, maintaining a state of good repair, and ensuring the optimal use of limited funds. Asset management delivers the framework for achieving these outcomes and will provide mechanisms for balancing performance, cost, and risk as capabilities develop.

Discussion

This is the Town's first-ever Infrastructure Report Card and includes all "core" assets (as defined by the Province) – roads, bridges, water mains, wastewater systems, and stormwater facilities. It provides the baseline for the discussion of infrastructure and is intended as a prologue to the updated Asset Management Plan that will be delivered in accordance with regulatory requirements before July 1, 2021.

Projects like the Infrastructure Report Card demonstrate the value of asset management and the Town's commitment to financial sustainability.

Bringing together the analysis of each service area, the results of the infrastructure report cards answer three pivotal questions:

1. What Do We Own?

The Town owns and is responsible for maintaining a large number of assets. The assets captured in this report card include:



249 Kilometers of Roads



68 Bridges and Culverts



303 Kilometers of Watermain



262 Kilometers of Wastewater
Sewers



284 Kilometers of Storm Sewers and 47 Storm Ponds

2. What Is It Worth?

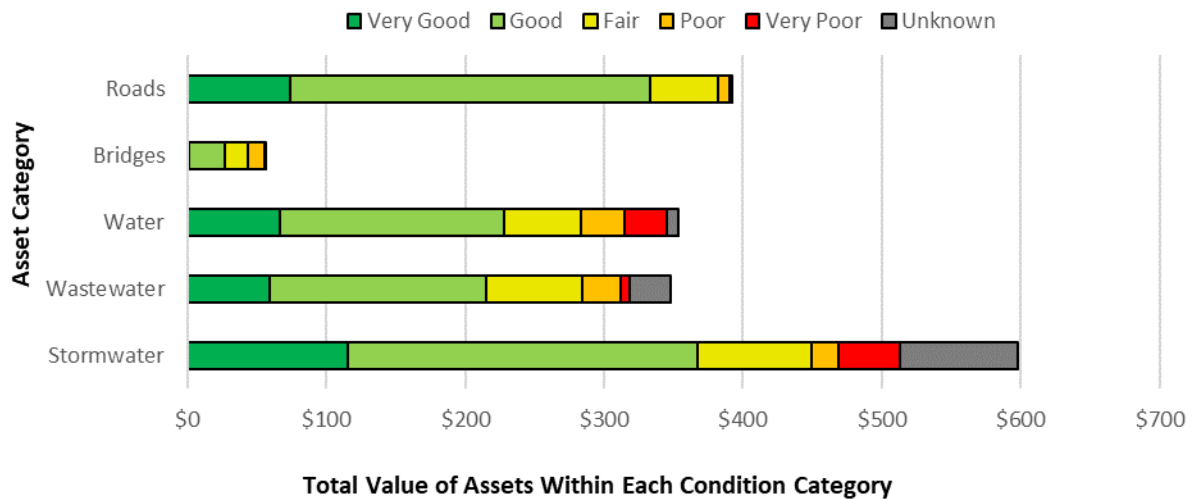
The assets within the scope of this Report Card are estimated to cost \$1.75 Billion (2020 valuation). When non-core assets are considered, the asset valuation increases by \$408 Million to reach an estimated total of \$2.16 Billion. The valuation of \$2.16 Billion represents the 2020 total contracted cost of replacing each asset the Town owns and does not consider staff time, maintenance, growth, climate change, service enhancements, or other cost factors. This valuation demonstrates that the Town has made an important investment in infrastructure, and has a significant obligation to ensure the maximum return on this investment.

3. What Condition Is It In?

Using the method of most Infrastructure Report Cards, assets are assigned condition ratings on a 5-point scale. Ratings are assigned based on age and life expectancy. Age is an industry-accepted benchmark for the high-level analysis of infrastructure portfolios. While it is suitable for financial analysis, staff do not rely on age when making tactical decisions – instead, they use actual field observations with respect to condition. The methodology presented aligns with the Canadian Infrastructure Report Card, which provides benchmarks for how to use age data in the absence of condition observations collected by field professionals. The exceptions to this approach are roads, bridges, and stormwater ponds, which had comprehensive condition information from recent inspections.

The Town's assets are at varying stages of their lifecycle. Assets are rated from Very Good to Very Poor. Having "Fair" to "Poor" rated assets before they are replaced is not necessarily bad. However, failure to maintain a state of good repair is likely to lead to increased reactive maintenance, inefficient replacements, and drops in service levels.

Figure 2: Breakdown of Replacement Cost and Condition by Asset Category



Current Capital Spending

The Infrastructure Report Card is a snapshot in time showing the financial health of the assets. To add context to the condition ratings, the amount spent on capital reinvestment for these reports is based on the 2015 to 2019 5-year average spend not including staff time.

Reinvestment Ratio

The reinvestment ratio benchmarks the financial health of the infrastructure by comparing annual budgets to total replacement value. The ratio follows the principles of age and expected service life. As an example, a 2% reinvestment rate would be needed to maintain assets on a 50-year cycle, on average.

The Canadian Infrastructure Report Card recommends the following range for Core Assets. For context, the Town's current performance is also provided:

Core Asset Classes	Town of Newmarket	Canada Infrastructure Report Card Recommendations	
	Capital Budget Reinvestment (2015 - 2019 Average)	Minimum Reinvestment Target	Upper Reinvestment Target
Roads	0.84%	2.00%	3.00%
Bridges	0.66%	1.00%	1.50%
Water	0.47%	1.00%	1.30%
Wastewater	0.18%	1.00%	1.30%
Stormwater	0.09%	1.00%	2.00%

Data Confidence Ratings

As the Town's capabilities advance, resources grow, and data improves, so too will the confidence in data and the ability to forecast or predict the cost. The scale presented below is a simplified measure of confidence based on the type of data that was used in the analysis. The scale shows how layers of analysis and data add to our confidence. As an example, if the Town has condition data (a "B" rating), this does not mean age and historical knowledge are ignored.



The Confidence Level Rating is based on principles of the Ministry's Guide to Municipal Asset Management Plans, Federal Gas Tax Agreement Requirements, ISO 55000, and International Infrastructure Management Manual (IIMM).

Conclusion

The intention of the first Report Card is to report on Core-Assets as defined by the Provincial Legislation. This information will form the base of the Asset Management Plans that will be before Council in Q2 2021. Report Cards for non-core assets will be forthcoming in accordance with provincial regulatory timelines in 2023.

At this time the Infrastructure Report Card has not been incorporated into Council's Dashboard on Strategic Priorities. There will be a link from the dashboard under the Financial Sustainability Pillar to the Asset Management/Infrastructure Report card webpage.

Business Plan and Strategic Plan Linkages

The development of the Town's First Infrastructure Report cards is supportive of Council's Long-Term Financial Sustainability priority. The information contained within this report and accompanying report card will support the development of comprehensive up-to-date Asset Management Plans.

Consultation

Engineering Services, Public Works Services, Financial Services and Corporate Communications were all consulted at regular intervals to support the creation of the Town's first State of the Infrastructure Report Card.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

State of Infrastructure Report Card

Approval

Peter Noehammer, Commissioner of Development & Infrastructure Services

Contact

For more information, please contact Lisa Ellis at lellis@newmarket.ca or 905-953-5300 extension 2515.



TOWN OF NEWMARKET INFRASTRUCTURE REPORT CARD

Reporting on the state of our Infrastructure



Date: October 2020

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TOWN OF NEWMARKET INFRASTRUCTURE REPORT CARD



1. Purpose

2. Executive Summary

- a. What does the Town Own?
- b. What is it Worth?
- c. What is the Overall Condition?

3. Methodology & How to Read the Report Card

4. Results

- a. Roads
- b. Bridges & Culverts
- c. Water
- d. Wastewater
- e. Stormwater

Purpose

As owners of more than \$2 billion of infrastructure, the Town of Newmarket is continually focused on the cost and quality of the services the Town's infrastructure provides. The sustainability of Town infrastructure depends on effective management, maintaining a state of good repair, and ensuring the optimal use of limited funds. Asset management delivers the framework for achieving these outcomes and will provide mechanisms for balancing performance, cost, and risk as capabilities develop.

The purpose of an Infrastructure Report Card is to communicate performance of the assets and to raise awareness of how each service area is performing. A common tool used by Canadian municipalities, a Report Card forms the basis for further discussions and decisions surrounding asset management and investment.

This is the Town's first-ever Infrastructure Report Card and includes all "core" assets (as defined by the Province) – roads, bridges, watermain, wastewater, and stormwater. It provides the baseline for the discussion of infrastructure and is intended as a prologue to the updated Asset Management Plan that will be delivered in accordance with regulatory requirements before July 1, 2021. The Plan will address the assets in greater detail by analyzing risk, maintenance, growth, and other factors to forecast investment needs and program costs. Projects like the Infrastructure Report Card demonstrate the value of asset management and the Town's commitment to financial sustainability.



The Town's roads are one of five categories of "core" assets as defined by the Province. The other core assets in this report card are our bridges, sewers, watermain, and stormwater assets.

Executive Summary

Bringing together the analysis of each service area, the results of the infrastructure report cards answer three pivotal questions:

- What do we own?
- What is it worth?
- What condition is it in?

What do we own?

The Town owns and is responsible for maintaining a large number of assets. The assets captured in this report card include:



249 Kilometers of Roads



68 Bridges and Culverts



303 Kilometers of Watermain



262 Kilometers of Wastewater
Sewers



284 Kilometers of Storm Sewers and 47 Storm Ponds

Assets not covered in this report are non-core assets that will be reported in accordance with provincial regulatory timelines (2023) include 390 kilometers of sidewalks, 259 vehicles, 66 buildings and land improvements, 44 kilometers of trails, 45 parks, and many others.



Example of core assets in Newmarket. From the left, a stormwater sewer discharging at an outfall and into a pond and on the right, a pedestrian bridge located on Tom Taylor Trail.

What Is It Worth?

The assets within the scope of this Report Card are estimated to cost \$1.75 Billion (2020 valuation). When non-core assets are considered, the asset valuation increases by \$408 Million to reach an estimated total of \$2.16 Billion.

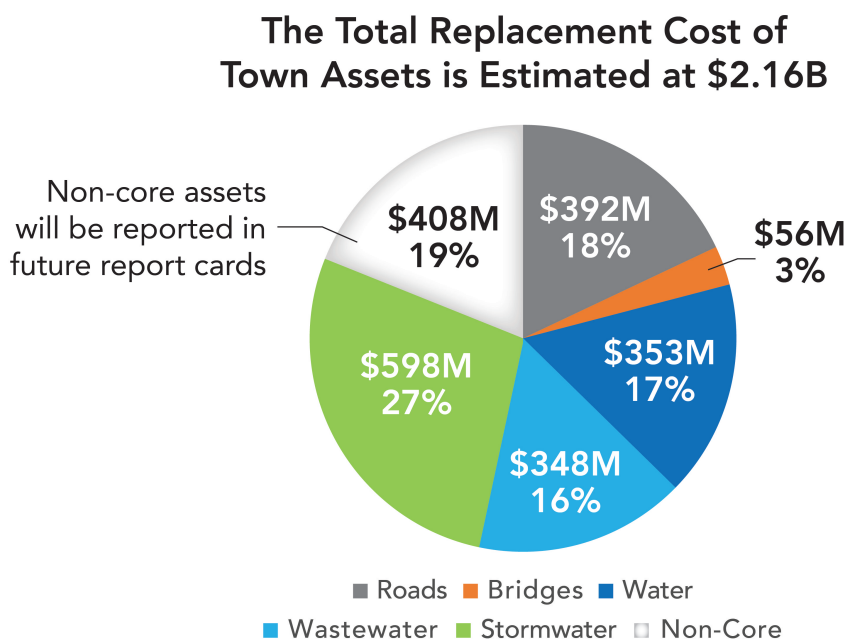


Regular maintenance and staff attention to assets are needed in order to maintain our investments and service levels. The photo above shows the Town's contractor conducting watermain swabbing at a Town fire hydrant and watermain.

The valuation of \$2.16 Billion represent the 2020 total contracted cost of replacing each asset the Town owns and does not consider staff time, maintenance, growth, climate change, service enhancements, or other cost factors. This valuation demonstrates that

the Town has made an important investment in infrastructure, and has a significant obligation to ensure the maximum return on this investment. See **Figure 1**.

Figure 1:



What condition is it in?



Example of core assets with condition defects: winter freeze and thaw damage.

The Town's assets are at varying stages of their lifecycle. As assets age, they will usually deteriorate and the need for reinvestment will arise (signified by a reduced condition rating). Assets are rated from Very Good to Very Poor. Having "Fair" to "Poor" rated assets before they are replaced is not necessarily bad. However, failure to maintain a state of good repair may lead to increased reactive maintenance, inefficient replacements, and drops in service levels.

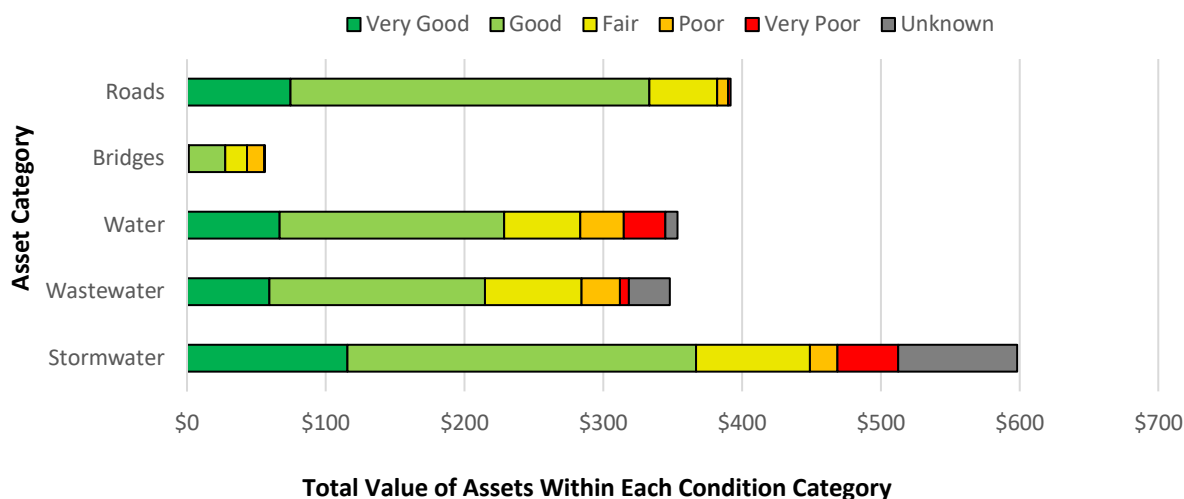
For further information, please see the [Methodology section](#) of this report.



Example of core assets with condition defects: drainage damage caused by a broken pipe.

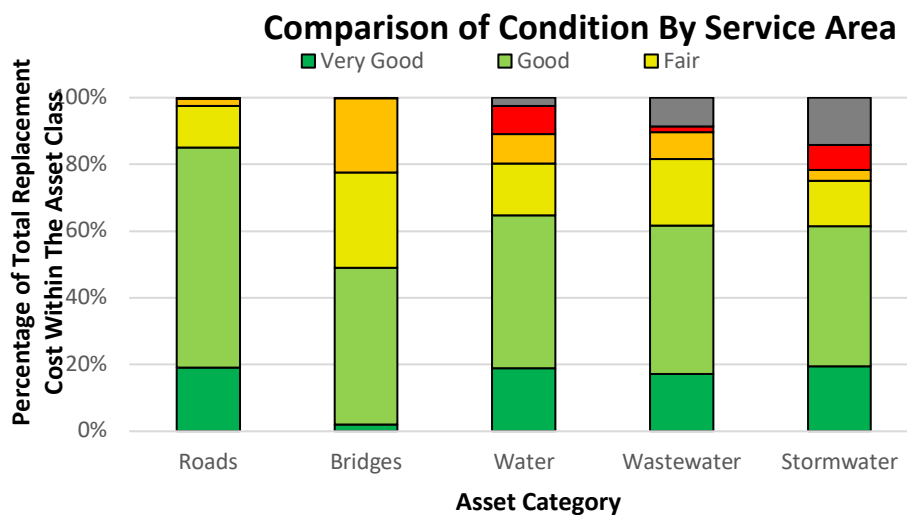
The results of this process are shown in two graphs as a breakdown of the total replacement value, followed by a service area comparison. See **Figure 2** and **Figure 3**.

Figure 2: Breakdown of Replacement Cost and Condition by Asset Category



While many of our assets are in Very Good or Good (\$1.2 Billion) condition, there are other assets in Fair to Very Poor condition (\$450 Million).

Figure 3: Normalized Comparison of Asset Condition by Service Area as a Percentage of Total Replacement Value



When service areas are compared to one another, the Town's inventory of bridges is rated in the Fair to Poor category, (as a percentage of their total) followed by Water and Wastewater assets. Approximately 9% of our water assets and 7% of our storm water assets are considered very poor.

Methodology and how to read the Report Card

There are three sections to each report card: (1) A high-level summary, (2) a breakdown of details about the condition, and (3) a summary of historical capital investments in the assets.

Life Expectancy

All assets have a finite life. Different types of infrastructure have different life expectancies. From the time an asset is constructed, it will require a replacement in the future at the end of the expected service life. There are generally accepted industry standards and best practices that predict how long assets should last.

Each asset category shows an overall life expectancy and an average age of the assets within the category. Life expectancy is weighted by the individual assets' replacement cost – individual assets vary in life expectancies and cost different amounts.

This demonstrates on a general basis how much useful life of the asset portfolio has been consumed.

Figure 4: Age and Expected Service Life Methodology Condition Categories.



Using the method of most Infrastructure Report Cards, assets are assigned condition ratings on a 5-point scale. Ratings are assigned based on age and life expectancy (**Figure 5**). Age is an industry-accepted benchmark for the high-level analysis of infrastructure portfolios, using the principles outlined above (Life Expectancy).

Figure 5: Condition Rating Methodology

Condition Ratings Based on Current Age of the Assets				
Very Good	Good	Fair	Poor	Very Poor
100% to 80%	80% to 60%	60% to 40%	40% to 20%	20% to 0%
Percentage of Remaining Useful Life				

A condition rating system identifies which stage assets are at in their lifecycle. While it is suitable for financial analysis, staff do not rely on age when making tactical decisions – instead, they use actual field observations. The methodology presented aligns with the Canadian Infrastructure Report Card, which provides benchmarks for how to use age data in the absence of condition observations collected by field professionals. The

exceptions to this approach are roads, bridges, and stormwater ponds, which had comprehensive condition information from recent inspections. More detail on the condition ratings are as follows (**Table 1**):

Table 1: Condition Rating Definitions

Condition Category	Condition Description*
Very Good	The asset is fit for the future. It is well maintained, in good condition, new or recently rehabilitated.
Good	The asset is adequate. It is acceptable and generally approaching the mid-stage of its expected service life.
Fair	The asset requires attention. The asset shows signs of deterioration and some elements exhibit deficiencies.
Poor	There is an increasing potential for its condition to affect the service it provides. The asset is approaching the end of its service life, the condition is below the standard and a large portion of the system exhibits significant deterioration.
Very Poor	The asset is unfit for sustained service. It is near or beyond its expected service life and shows widespread signs of advanced deterioration. Some assets may be unusable.
Unknown	Not enough data exists.
*Definitions are sourced from the Canadian Infrastructure Report Card and Statistics Canada, 2019. The Town will be validating these definitions and expanding its condition assessment methodology over time.	

Current Capital Spending

The Infrastructure Report Card is a snapshot in time showing the financial health of the assets. To add context to the condition ratings, the amount spent on capital reinvestment as a 5-year average (2015 to 2019) is provided. The amounts shown are the average yearly dollars that were spent on capital reinvestment from 2015 to 2019, and do not include staff time. This information can be benchmarked through a metric

called the Reinvestment Ratio (explained below).

The Report Cards do not answer the question of what replacing assets as they age will cost. With the baseline information established by the Report Cards, the 2021 Asset Management Plan will analyze and forecast the assets further to show this information, the findings of which will be presented to Council.

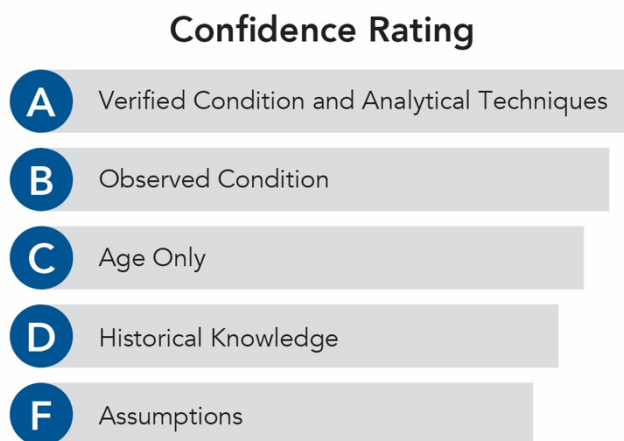
Reinvestment Ratio

The reinvestment ratio benchmarks the financial health of the infrastructure by comparing annual budgets to total replacement value. The ratio follows the principles of age and expected service life (e.g. a 2% reinvestment rate would be needed to maintain assets on a 50-year cycle, on average). It is recommended by the Canadian Infrastructure Report Card to re-invest approximately a minimum of 1% every year, on average, back into your assets.

Data Confidence Ratings

Asset management is a continuous improvement process. As the Town's capabilities advance, resources grow, and data improves, so too will the confidence in data and the ability to forecast or predict the cost. The scale presented (**Figure 6**) is a simplified measure of confidence based on the type of data that was used in the analysis. The scale shows how layers of analysis and data add to our confidence. As an example, if the Town has condition data (a "B" rating), this does not mean age and historical knowledge are ignored.

Figure 6: Data Confidence Rating System



Results

Please see the appended Infrastructure Report Cards in the next few pages for the Town's roads, bridges, water, wastewater, and stormwater assets.



Roads Network Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town's local and collector roads transport people and goods quickly and safely to where they need to go. Roads are maintained to ensure safe and smooth transportation.



REPLACEMENT COST:
\$392 Million



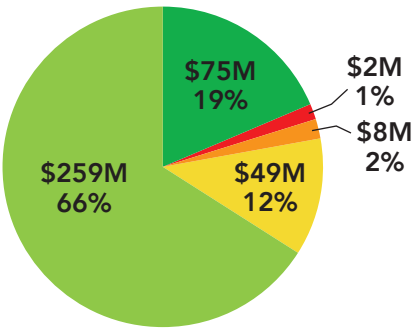
AVERAGE NETWORK CONDITION
GOOD



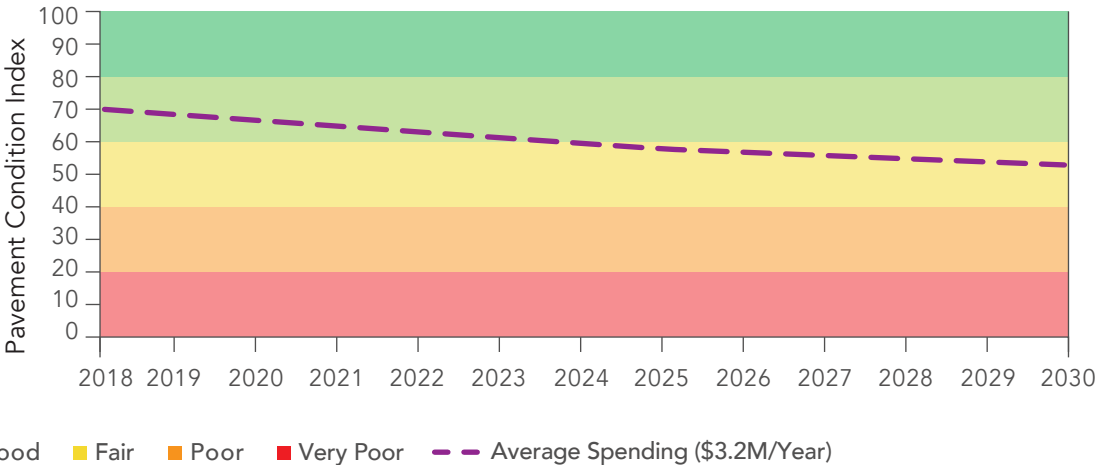
INVENTORY
Local Roads: 182 centerline km
Collector Roads: 67 centerline km

DETAILS:

Current Condition & Replacement Cost

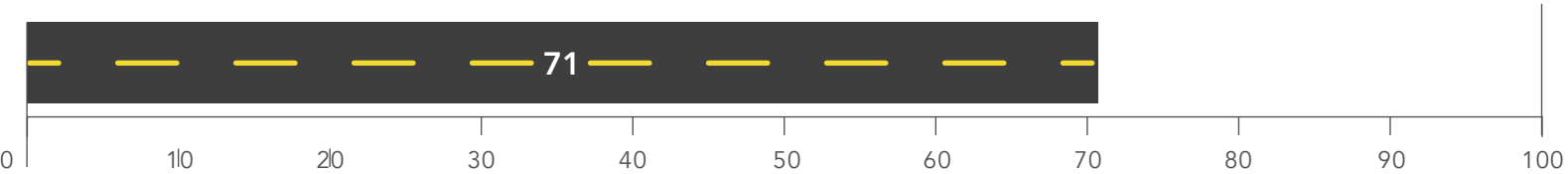


Road Condition Level Service Trends



The road network average is forecasted using roads software that produces funding scenarios. The condition is forecasted from data that was collected in 2018.

Average Road Pavement Condition (out of 100)



Road condition is collected by contracted services. Staff are working to convert condition observations into a life expectancy forecast

CURRENT CAPITAL SPENDING

CAPITAL REINVESTMENT (5 YEAR AVERAGE)	\$3.28M
REINVESTMENT RATIO * (5 YEAR AVERAGE)	0.84%

DATA CONFIDENCE RATING

Confidence Rating

Please refer to 'Confidence Rating' in the report for more information.

A

Verified Condition and Analytical Techniques

B

Observed Condition

C

Age Only

D

Historical Knowledge

F

Assumptions

* **Reinvestment Ratio:** A financial measure indicating the Towns reinvestment into existing assets via the capital program. The Canada Infrastructure Report Card recommends a minimum annual reinvestment ratio of 1%



Bridge Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town's bridges provide a safe passage to vehicles, cyclists, and pedestrians. Some also serve as local landmarks in Town. Each structure is inspected every two years as mandated by the Province of Ontario.



REPLACEMENT COST:
\$56 Million



AVERAGE NETWORK CONDITION
FAIR



INVENTORY
Vehicle Bridges: 13
Foot Bridges: 36
Major Culverts: 19

Life Expectancy

To date, our bridges have consumed on average 70% of its expected lifespan. In spite of this, our bridges received an overall Fair rating based on biannual contracted engineering inspections that assess bridge's condition.

Average Rating: Fair.

DETAILS:

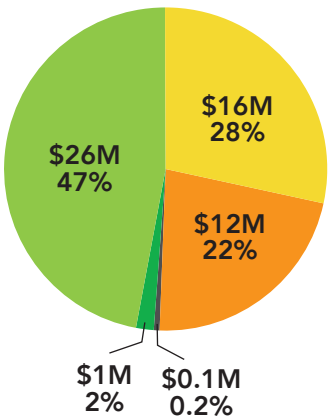
35 (70%)

15 (30%)

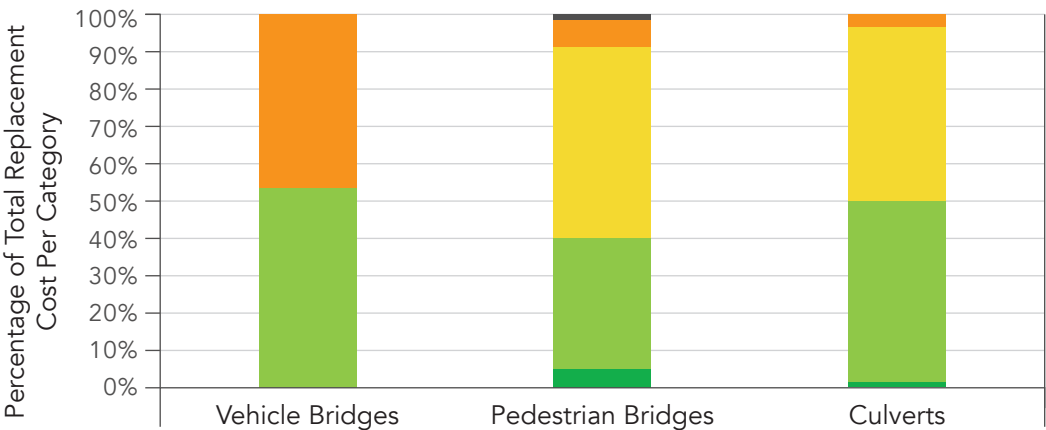
Average Expected Life: 50 Years

■ Current Average Age
■ Average Remaining Life

Current Condition & Replacement Cost



Current Condition Breakdown



■ Very Good ■ Good ■ Fair ■ Poor ■ Very Poor ■ Unknown

CURRENT CAPITAL SPENDING

CAPITAL REINVESTMENT (5 YEAR AVERAGE)	\$0.37M
REINVESTMENT RATIO * (5 YEAR AVERAGE)	0.66%

DATA CONFIDENCE RATING

Confidence Rating

Please refer to 'Confidence Rating' in the report for more information.



* **Reinvestment Ratio:** A financial measure indicating the Towns reinvestment into existing assets via the capital program. The Canada Infrastructure Report Card recommends a minimum annual reinvestment ratio of 1%



Water Distribution Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town provides drinking water distribution to service residents, business and customers with water purchased from York Region. The distribution system is maintained by the Town for high water quality and reliable supply.



REPLACEMENT COST:
\$353 Million



AVERAGE NETWORK CONDITION
GOOD



INVENTORY
Watermains: 303 km
Valves: 3,968
Hydrants: 2,277

DETAILS:

Life Expectancy

To date, our water distribution system has used on average, 39% of its intended life span with 61% of its life span remaining.

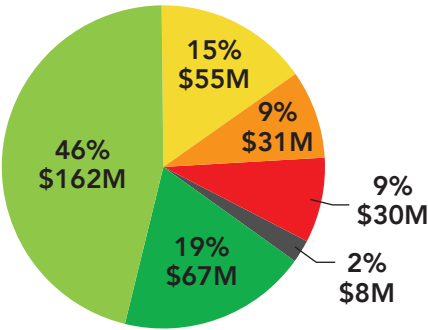
Average Rating: Good.



Average Expected Life: 73 Years

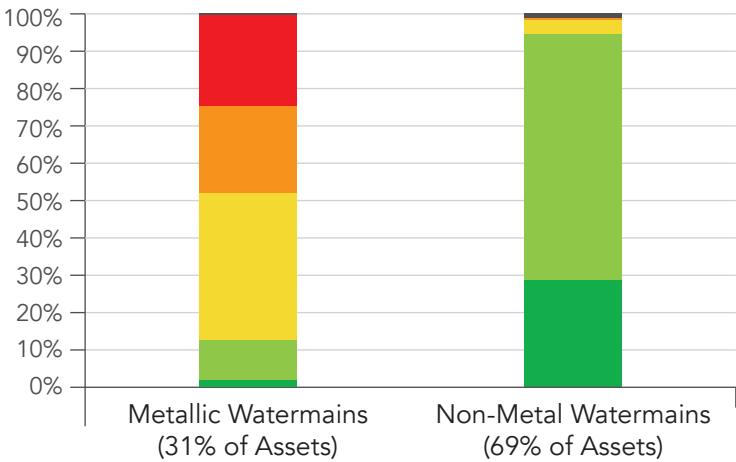
■ Current Average Age
■ Average Remaining Life

Current Condition & Replacement Cost



■ Unknown ■ Very Good ■ Good ■ Fair ■ Poor ■ Very Poor

Watermain Condition by Material



Poor condition assets are mostly attributed to iron watermains, which are older and known to break easily. New PVC pipes do not have this vulnerability.

CURRENT CAPITAL SPENDING

CAPITAL REINVESTMENT (5 YEAR AVERAGE)	\$1.65M
REINVESTMENT RATIO * (5 YEAR AVERAGE)	0.47%

DATA CONFIDENCE RATING

Confidence Rating

Please refer to 'Confidence Rating' in the report for more information.



* **Reinvestment Ratio:** A financial measure indicating the Towns reinvestment into existing assets via the capital program. The Canada Infrastructure Report Card recommends a minimum annual reinvestment ratio of 1%



Wastewater Collection Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town collects wastewater from residents, sending it to York Region trunk sewers and facilities. The Town maintains the wastewater system to ensure it has the capacity to support the community's wastewater needs.



REPLACEMENT COST:
\$348 Million



AVERAGE NETWORK CONDITION
GOOD



INVENTORY
Gravity Sewers: 262 km
Forcemains & Siphons: 10 assets
Pump Stations: 6 assets
Manholes: 4,284 assets

DETAILS:

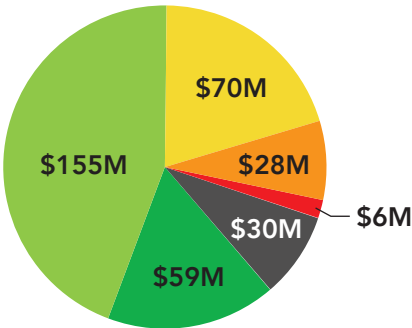
Life Expectancy

To date, our wastewater collection system has consumed on average, 39% of its intended life span with 61% of its life span remaining.

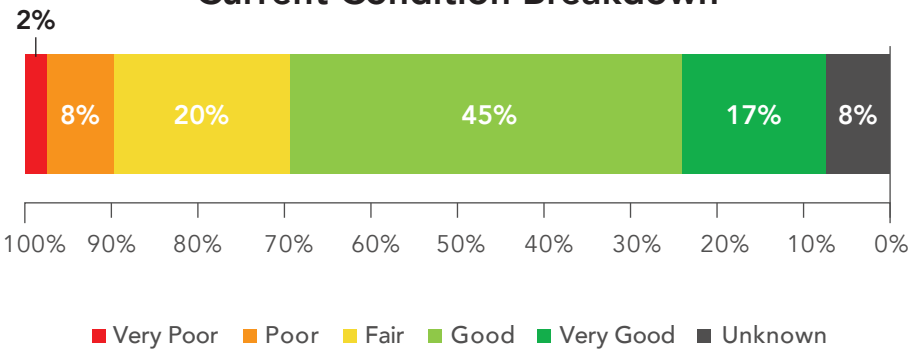
Average Rating: Fair to Good.



Current Condition & Replacement Cost



Current Condition Breakdown



CURRENT CAPITAL SPENDING

CAPITAL REINVESTMENT (5 YEAR AVERAGE)	\$0.62M
REINVESTMENT RATIO * (5 YEAR AVERAGE)	0.18%

DATA CONFIDENCE RATING

Confidence Rating

Please refer to 'Confidence Rating' in the report for more information.



* **Reinvestment Ratio:** A financial measure indicating the Towns reinvestment into existing assets via the capital program. The Canada Infrastructure Report Card recommends a minimum annual reinvestment ratio of 1%



Stormwater System Infrastructure Report Card

INFRASTRUCTURE PURPOSE

The Town provides stormwater collection, treatment, and infiltration using a combination of sewer, drainage features, and facilities. Stormwater is treated for both quality and quantity to ensure adequate drainage, safe passage, and environmental stewardship.



REPLACEMENT COST:
\$598 Million



AVERAGE NETWORK CONDITION
GOOD

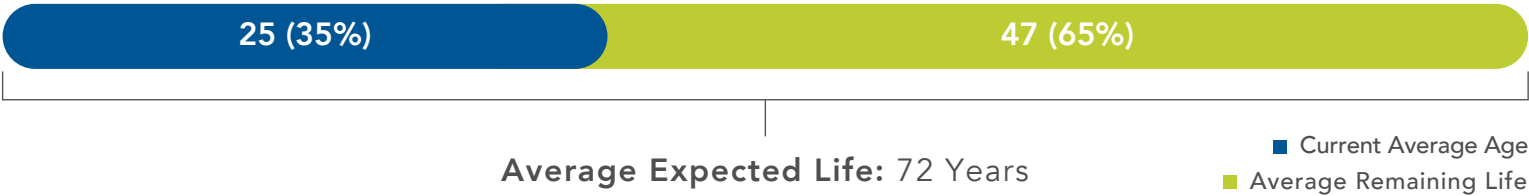


INVENTORY
Gravity Sewers: 284 km
Manholes & Catchbasins: 10,851
Oil Grit Separators: 37
Stormwater Ponds and LID's (Low Impact Development): 65

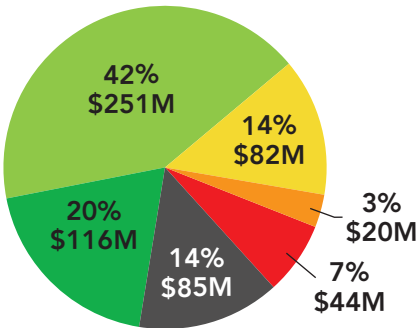
DETAILS:

Life Expectancy

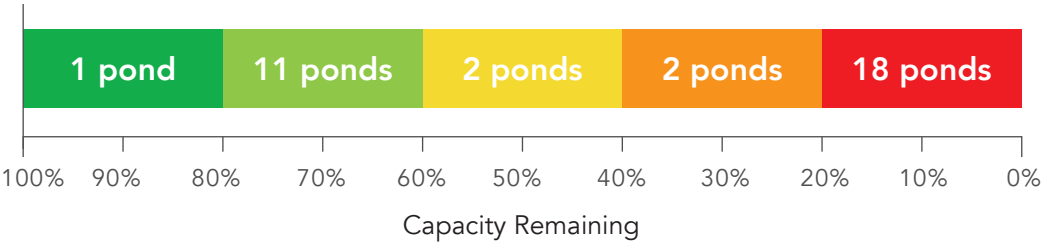
To date, our stormwater system has used on average, 35% of its intended life span with 65% of its life span remaining.
Average Rating: Good.



Current Condition Breakdown and Total Replacement Cost by Category



Stormwater Ponds with Rehabilitation Needs



This graph shows the stormwater wet ponds in the Town of Newmarket, and their remaining capacity to hold sediment. Over time, wet ponds fill up with sediment and require dredging to retain their functionality.

■ Very Good ■ Good ■ Fair ■ Poor ■ Very Poor ■ Unknown

CURRENT CAPITAL SPENDING

CAPITAL REINVESTMENT (5 YEAR AVERAGE)	\$0.52M
REINVESTMENT RATIO * (5 YEAR AVERAGE)	0.09%

DATA CONFIDENCE RATING

Confidence Rating

Please refer to 'Confidence Rating' in the report for more information.



* **Reinvestment Ratio:** A financial measure indicating the Towns reinvestment into existing assets via the capital program. The Canada Infrastructure Report Card recommends a minimum annual reinvestment ratio of 1%



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

2021 Preliminary Draft Capital Budget Staff Report to Council

Report Number: 2020-79

Department(s): Financial Services

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

Meeting Date: October 19, 2020

Recommendations

1. That the report entitled 2021 Preliminary Draft Capital Budget dated October 19, 2020 be received; and,
2. That subject to any additional direction from Committee, that the proposed Capital Budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
3. That the proposed list of Capital Projects be included in the Capital Program for 2021, subject to changes that may be made by Council during the year; and,
4. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Executive Summary

The Capital Budget provides for \$37.9 million in expenditures in 2021. This consists of a \$34.9 million Capital Program - projects to be delivered in 2021, and a \$3 million provision for additional projects to be added.

There is both operational and financial capacity to deliver the recommended Capital Program.

Wherever possible, Fiscal Strategy recommendations have been implemented.

Purpose

The purpose of this report is to obtain Council's direction on the overall Capital Budget and the inclusion of specific projects included in the Capital program.

Background

[Report 2020-35, 2021 Budget Process and Target](#) set out the structure for the Capital Budget and Program.

The Preliminary 2021 Draft Budgets were presented on October 5, 2020 as a starting point for community consultation and Council consideration.

Updates

Appendix "A" is a summary of the projects included in the proposed 2021 Capital Program. This includes new projects – Appendix B, additions to the Capital Program, and expenditures deferred from 2020.

Correction: The previous project listing did not include CYFS 3 - \$750,000 for the replacement of a fire truck (06-15). This had been included in the original submission but was not included in the summary and now has been corrected.

Budgeting in a COVID-19 world

The COVID-19 pandemic has affected the delivery of the 2020 Capital Program. As a result, Council authorized the deferral of \$ 6,726,000 in capital expenditures to 2021 (see [Report 2020-62, Financial Update of August 24, 2020](#)).

The CYFS capital budget has been reviewed by JCC

The Newmarket / Aurora Joint Council Committee (JCC) met on October 13, 2020 to review and make recommendations on the Central York Fire Services (CYFS) budgets. No changes were made to the capital budget submission.

Discussion

THE CAPITAL BUDGET FITS WITHIN OUR OPERATIONAL CAPACITY

There is a limit on what the Town's dedicated capital project staff in Engineering, Public Works and Procurement can reasonably manage in a year. To recognize this, a limit of \$20 million has been applied to the Standard portion of the Capital Program.

Major items require minimal effort from dedicated capital project staff. They either involve other staff (such as Fire Station 4-5 being managed by Aurora staff) or have a very high expenditure to staff effort ratio (such as the Advanced Metering project). These projects do not impede delivery of the Capital Program.

The 2021 Capital Budget and Capital Program

	Standard	Major	Total
	In \$ millions		
Additions in 2021	\$ 13.7	\$ 1.7	\$ 15.4
Approved in 2020	3.3	16.2	19.5
Program	\$ 17.0	\$ 17.9	\$ 34.9
Unallocated	3.0		3.0
Budget	\$ 20.0	\$ 17.9	\$ 37.9

Program - Appendix “A” lists all of the projects that are currently included in the Capital Program. It has the Decision Package details for each one. During the year, as projects are delayed, priorities change, or opportunities arise Council may add or remove projects from the Program.

Additions in 2021 are new projects and are listed in Appendix “B”.

Approved in 2021 includes \$12.7 allocated to 2021 during the 2020 budget process (see [Report 2020-35, 2021 Budget Process and Target](#)) and \$6.7 million deferred from 2020 (see [Report 2020-62, Financial Update](#)).

Budget is the overall funding envelope, which includes the *Program* and an *Unallocated* provision for Council to add more Standard projects while remaining within the Operational Capacity.

Capital Program by Department

Area	Standard	Major	Total
(In \$ millions)			
CYFS	\$ 0.6	\$ 9.6	\$ 10.2
Engineering - capital projects	8.8		8.8
Engineering - transportation	0.4		0.4
IT	0.8		0.8
Library	0.2		0.2
Public Works – Facilities	0.8		0.8
Public Works – Parks	1.0		1.0
Public Works – Roads	3.7		3.7
Stormwater	0.1		0.1
Water / wastewater	0.3	8.3	8.6
Other	0.3		0.3
	\$ 17.0	\$ 17.9	\$ 34.9

THE CAPITAL BUDGET FITS WITHIN OUR FINANCIAL CAPACITY

Capital Program Funding by Category

	ARF	DC	General	Other	Total
(in \$ millions)					
Mandatory	\$ 2.3	\$ 0.1	\$ 0.0	\$ 0.3	\$ 2.7
Replacement	9.2	1.2	0.1	10.8	21.3
Growth	1.1	6.0	0.1	3.2	10.4
Service Level Change				0.5	0.5
	\$ 12.6	\$ 7.3	\$ 0.2	\$ 14.8	\$ 34.9

The Capital Program is primarily to meet Replacement (61%) and Growth (30%) requirements.

The Asset Replacement Fund (ARF) is the primary funding source (36%) followed by Development Charges (DC) (20%).

Others include:

- \$8.3 million from Water and Wastewater Reserves for the Advanced Metering project – funding from additional revenues and savings
- \$1 million from other reserves and reserve funds
- \$2.5 million from the 2021 Federal Gas Tax allocation

- \$2.5 million from the Town of Aurora – their share of DC's for Fire Station 4-5

Conclusion

Upcoming dates:

- November 9 – Special Committee of the Whole meeting dedicated to review the Tax-Supported Operating Budget and the Fiscal Strategy
- December 7 – Committee of the Whole - Presentation of the Draft Budgets and remaining fees & charges for approval
- December 14 – this is the target date for approval of the 2021 budget and remaining fees & charges

Council may choose to extend this time for further deliberations.

There will also be opportunities for Councillors to meet with or to obtain additional information from the Treasurer or other Members of Staff.

Business Plan and Strategic Plan Linkages

Consideration has been given to the recommendations of the Fiscal Strategy:

- Council approval of Capital Spending Authority in the budget should constitute the authority to spend on a capital project, and approval of both the annual capital budget and Capital Spending Authority each year
- Capital carryovers should be eliminated (achieved in the 2020 budget process but needs to be continued)
- The capital budget should include breakdowns of growth versus rehabilitation
- The budget process should include an analysis of the factors affecting capital priority setting and a discussion of the rationale for the capital projects selected for both Capital Spending Authority and the Ten-year Plan
- The capital budget overview should include both a departmental and a functional/sectoral breakdown

Consultation

This report builds on the presentation of the Preliminary Draft Budgets to Committee of the Whole on October 5, 2020. At the time of writing this report, there have been no comments or questions submitted on the Capital Budget.

Human Resource Considerations

Not applicable to this report.

Budget Impact

The Capital Budget of \$37.9 million provides some flexibility by allowing \$6.7 million for projects deferred from 2020 and the inclusion of new priorities that may arise during the year.

The proposed Capital Program would impact the Operating budgets:

- \$16,550 in net savings for the Tax-Supported Budget
- \$67,500 in annual expenses to be funded from Growth

These will be included in the Tax-Supported Operating Budget on November 9, 2020.

Attachments

Appendix A – 2021 Capital Program Summary

Appendix B – Additions to the Capital Program

Approval

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

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

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

Appendix A – 2021 Capital Program Summary

Form #	Department / Area	Project Name	Status	Category	Revised Points	2021 Capital Request	ARF	DC	General / Operating	Reserves	Gas Tax	Other Funding	Operating Impact
CYFS1	CYFS	Personal Protective Equipment & Uniforms for 2 New Recruits 4-6	Recommend	Mandatory	24	20,000		20,000					
CYFS4	CYFS	Replacement of Equipment	Recommend	Maintenance/Replacement	24	100,000	100,000						
CYFS5	CYFS	Lifecycle Replacement of Personal Protective Equipment	Recommend	Mandatory	24	180,000	180,000						
ENG5	Engineering - Capital Project Engineering	Bridges and Culverts Program	Recommend	Mandatory	24	1,800,000	1,800,000						10,000
PARK 1	PWS - Parks	Fairy Lake Boardwalk Design	Recommend	Mandatory	24	110,000	55,000	55,000					
SW 2	Engineering - Stormwater	Stormwater Wet Pond Bathymetric Surveys	Recommend	Mandatory	24	60,000				60,000			
W&WW 1	Water & Wastewater	Pressure Regulating Valves (PRVs) / Pressure Zone Bypass	Recommend	Mandatory	24	200,000				200,000			
COMM1	Corporate Communications	Web - AODA compliance	Recommend	Mandatory	22	15,000				15,000			
FAC 1	PWS - Facilities	Facilities Asset Replacement	Recommend	Mandatory	22	300,000	300,000						
GG 1	Financial Services	Development Charges / Community Benefit Charges (DC/CBC)	Recommend	Growth	21	100,000		56,000				44,000	
FAC 5	PWS - Facilities	Designated Substance Surveys and Asbestos Management Plan Various Buildings	Recommend	Replacement	22	100,000			100,000				
CYFS 2	CYFS	Fire Truck & Equipment 2006 American Le France Fire Truck (Fleet # 06-15)	Recommend	Maintenance/Replacement	21	750,000	750,000						
ENG2	Engineering -Transportation	Mulock Drive Multi Use Path Feasibility and Design Study	Recommend	Growth	21	200,000		200,000					
PLN1	Planning	Official Plan Review and Update	Recommend	Growth	21	125,000		84,375		40,625			
CYFS 8	CYFS	Station 4-5 Additional Funding	Approved	Growth	21	917,727	546,965					370,762	
FAC 8	PWS - Facilities	Old Fire Hall Rehabilitation	Approved	Replacement	19	300,000	300,000						(41,050)
ENG4	Engineering - Capital Project Engineering	Municipal Infrastructure Projects	Recommend	Replacement	18	4,624,000	2,390,000	1,234,000			1,000,000		15,000
ROAD 3	PWS - Road	Fleet Replacements	Recommend	Replacement	18	1,200,000	1,200,000						
BLD1	395 Mulock Building	395 Mulock Building Asset Replacement	Recommend	Replacement	15	50,000	50,000						
BLD2	395 Mulock Building	Boiler Replacement - 395 Mulock Drive	Recommend	Replacement	15	25,000	25,000						(500)
CYFS3	CYFS	Replacement of Platoon Chief Emergency Response Vehicle (CH45)	Recommend	Maintenance/Replacement	15	100,000	100,000						
ROAD 2	PWS - Road	Road Resurfacing Program	Recommend	Replacement	15	1,500,000					1,500,000		
LIB1	Library	Computer Hardware & Software	Recommend	Maintenance/Replacement	13	225,500	225,500						
ENG1	Engineering -Transportation	Active Transportation Implementation Plan 2021	Recommend	Growth	12	175,000		175,000					12,500
ENG7	Engineering - Capital Project Engineering	Trails & Multi-Use Path	Recommend	Growth	12	100,000		100,000					35,000
IT1	Information Technology	Upgrade/Replace Desktop and Peripheral Equipment	Recommend	Maintenance/Replacement	10	182,749	182,749						
ENG6	Engineering - Capital Project Engineering	Recreation Playbook Implementation - Skate Park	Recommend	Growth	9	1,950,000		1,755,000		195,000			20,000
SUBTOTAL - RECOMMEND & APPROVED						15,409,976	8,205,214	3,679,375	100,000	510,625	2,500,000	414,762	50,950

Form #	Department / Area	Project Name	Status	Category	Revised Points	2021 Capital Request	ARF	DC	General / Operating	Reserves	Gas Tax	Other Funding	Operating Impact
	CYFS	Station 4-5	Approved	Growth		6,226,601	597,873	3,113,181				2,515,547	
	CYFS	HazMat Truck (BU#2119006)	Approved	Replacement		950,000	950,000						
	CYFS	Pumper Truck (06-14)	Approved	Replacement		750,000	750,000						
	Water & Wastewater	4417024 - Advanced Metering	Approved	Replacement		8,322,903				8,322,903			
	Information Technology	1317006 - Open Data Project	Approved	Service Level Change		20,000			20,000				
	Information Technology	1318006 - Replace/Upgrade ERP Systems	Approved	Replacement		450,000	450,000						
	Information Technology	1319037 - Upgrade/Replace Server Room Eq.	Approved	Replacement		125,000	125,000						
	CYFS	2119008 - CYFS Master Fire Plan	Approved	Growth		125,000		125,000					
	CYFS	2120003 - Station 4-5 Equipment	Approved	Growth		125,000		125,000					
	PWS - Road	3219065 - Fleet Replacements	Approved	Replacement		840,000	840,000						
	PWS - Road	3220005 - Traffic Safety/Mitigation	Approved	Service Level Change		115,000				115,000			
	PWS - Water & WW	4420001 - Automated Values - Water System	Approved	Replacement		40,000	40,000						
	PWS - Road	4717065 - Upgrade Fuel Management System	Approved	Replacement		45,000	45,000						
	PWS - Parks	5218040 - Replace Sports Field Lighting	Approved	Replacement		445,000	445,000						
	PWS - Parks	5219043 - Trail Lighting at Parks	Approved	Growth		280,000		252,000	28,000				
	PWS - Parks	5219058 - Sport Field Prot. Net Phase II	Approved	Replacement		190,000	190,000						
	Engineering - Capital Project Engineering	5320001 - Hollingsworth Arena Demolition	Approved	Service Level Change		330,000				330,000			
	PWS - Facilities	5320002 - Facility Replacements - RJT	Approved	Replacement		15,000	15,000						
	PWS - Facilities	5320004 - Fairgrounds Parking Bldg Rehab	Approved	Replacement		16,000	16,000						
	PWS - Facilities	5320005 - Vehicle for Asset Maint.	Approved	Growth		65,000			65,000				
SUBTOTAL - 2020 ALLOCATIONS						19,475,504	4,463,873	3,615,181	113,000	8,767,903	-	2,515,547	
TOTAL 2021 CAPITAL BUDGET						34,885,480	12,669,087	7,294,556	213,000	9,278,528	2,500,000	2,930,309	50,950

2021 Capital Decision Packages Summary

Form #	Department / Area	Project Name	Status	Category	Revised Points	2021 Capital Request	ARF	DC	General / Operating	Reserves	Gas Tax	Other Funding	Operating Impact
CYFS1	CYFS	Personal Protective Equipment & Uniforms for 2 New Recruits 4-6	Recommend	Mandatory	24	20,000		20,000					
CYFS4	CYFS	Replacement of Equipment	Recommend	Maintenance/Replacement	24	100,000	100,000						
CYFS5	CYFS	Lifecycle Replacement of Personal Protective Equipment	Recommend	Mandatory	24	180,000	180,000						
ENG5	Engineering - Capital Project Engineering	Bridges and Culverts Program	Recommend	Mandatory	24	1,800,000	1,800,000						10,000
PARK 1	PWS - Parks	Fairy Lake Boardwalk Design	Recommend	Mandatory	24	110,000	55,000	55,000					
SW 2	Engineering - Stormwater	Stormwater Wet Pond Bathymetric Surveys	Recommend	Mandatory	24	60,000				60,000			
W&WW 1	Water & Wastewater	Pressure Regulating Valves (PRVs) / Pressure Zone Bypass	Recommend	Mandatory	24	200,000				200,000			
COMM1	Corporate Communications	Web - AODA compliance	Recommend	Mandatory	22	15,000				15,000			
FAC 1	PWS - Facilities	Facilities Asset Replacement	Recommend	Mandatory	22	300,000	300,000						
GG 1	Financial Services	Development Charges / Community Benefit Charges (DC/CBC)	Recommend	Growth	21	100,000		56,000				44,000	
FAC 5	PWS - Facilities	Designated Substance Surveys and Asbestos Management Plan Various Buildings	Recommend	Replacement	22	100,000			100,000				
CYFS 2	CYFS	Fire Truck & Equipment 2006 American Le France Fire Truck (Fleet # 06-15)	Recommend	Maintenance/Replacement	21	750,000	750,000						
ENG2	Engineering -Transportation	Mulock Drive Multi Use Path Feasibility and Design Study	Recommend	Growth	21	200,000		200,000					
PLN1	Planning	Official Plan Review and Update	Recommend	Growth	21	125,000		84,375		40,625			
CYFS 8	CYFS	Station 4-5 Additional Funding	Approved	Growth	21	917,727	917,727						
FAC 8	PWS - Facilities	Old Fire Hall Rehabilitation	Approved	Replacement	19	300,000	300,000						(41,050)
ENG4	Engineering - Capital Project Engineering	Municipal Infrastructure Projects	Recommend	Replacement	18	4,624,000	2,390,000	1,234,000			1,000,000		15,000
ROAD 3	PWS - Road	Fleet Replacements	Recommend	Replacement	18	1,200,000	1,200,000						
BLD1	395 Mulock Building	395 Mulock Building Asset Replacement	Recommend	Replacement	15	50,000	50,000						
BLD2	395 Mulock Building	Boiler Replacement - 395 Mulock Drive	Recommend	Replacement	15	25,000	25,000						(500)
CYFS3	CYFS	Replacement of Platoon Chief Emergency Response Vehicle (CH45)	Recommend	Maintenance/Replacement	15	100,000	100,000						
ROAD 2	PWS - Road	Road Resurfacing Program	Recommend	Replacement	15	1,500,000					1,500,000		
LIB1	Library	Computer Hardware & Software	Recommend	Maintenance/Replacement	13	225,500	225,500						
ENG1	Engineering -Transportation	Active Transportation Implementation Plan 2021	Recommend	Growth	12	175,000		175,000					12,500
ENG7	Engineering - Capital Project Engineering	Trails & Multi-Use Path	Recommend	Growth	12	100,000		100,000					35,000
IT1	Information Technology	Upgrade/Replace Desktop and Peripheral Equipment	Recommend	Maintenance/Replacement	10	182,749	182,749						
ENG6	Engineering - Capital Project Engineering	Recreation Playbook Implementation - Skate Park	Recommend	Growth	9	1,950,000		1,755,000		195,000			20,000
SUBTOTAL - RECOMMEND & APPROVED						15,409,976	8,575,976	3,679,375	100,000	510,625	2,500,000	44,000	50,950

Form #	Department / Area	Project Name	Status	Category	Revised Points	2021 Capital Request	ARF	DC	General / Operating	Reserves	Gas Tax	Other Funding	Operating Impact
PARK 8	PWS - Parks	Field and Diamond Drainage	Deferred	Replacement	20	170,000	170,000	-	-	-	-	-	-
FAC 2	PWS - Facilities	Community Centre Surge Tank Leak Investigation and Repair	Deferred	Replacement	16	175,000	175,000						
PARK 6	PWS - Parks	Truck and Equipment for Marianneville Glenway Property Maintenance	Deferred	Growth	16	115,000	-	103,500	11,500	-	-	-	9,000
ENG3	Engineering -Transportation	Harry Walker Parkway East Side Sidewalk	Deferred	Growth	15	270,000		270,000					8,500
FAC 4	PWS - Facilities	Door Hardware and Security System Audit/Implementation	Deferred	Replacement	13	50,000			50,000				
IT2	IT	Town Marquee Signs (Magna)	Deferred	Maintenance/Replacement	13	120,000	120,000						25,000
LIB2	Library	Video Equipment	Deferred	Maintenance/Replacement	13	20,085	20,085						
LIB3	Library	Facility needs study	Deferred	Growth	13	50,000		50,000					
PARK 2	PWS - Parks	Art Ferguson Parking Lot Rehabilitation	Deferred	Maintenance/Replacement	13	225,000	225,000						
PARK 3	PWS - Parks	Art Ferguson Interlocking Replacement	Deferred	Maintenance/Replacement	13	50,000	50,000						
REC1	RC & PWS Facilities	Magna Centre- Board Room/MP #5 Meeting Room Expansion	Deferred	Growth	13	59,000		55,000	4,000				(30,500)
REC2	RC & PWS Facilities	Meeting Room Expansion- MP Room #3	Deferred	Service Level Change	13	44,500		40,000	4,500				(31,300)
REC3	Recreation and Culture	Newmarket Theatre Technical Component Asset Replacement	Deferred	Maintenance/Replacement	13	153,896	153,896						
ROAD 1	PWS - Road	Fleet Asset Management Software	Deferred	Replacement	12	215,000				215,000			10,000
FAC 6	PWS - Facilities	Greenhouse Operating System at Operations Centre	Deferred	Replacement	11	70,000			70,000				
PARK 7	PWS - Parks	Ball Diamond Backstops Replacement	Deferred	Replacement	11	200,000	200,000	-	-	-	-	-	-
FAC 7	PWS - Facilities	Gorman Pool Site Improvements - Design	Deferred	Maintenance/Replacement	10	55,000	55,000						
PARK 4	PWS - Parks	Paving of Limestone Walkways at Ken Sturgeon Park	Deferred	Maintenance/Replacement	10	140,000	70,000	70,000	-	-	-	-	-
FAC 3	PWS - Facilities	Ray Twinney Complex Design/Scoping	Deferred	Maintenance/Replacement	9	80,000	80,000						
PARK 5	PWS - Parks	Ice Breaker Equipment For Sidewalk Winter Maintenance	Deferred	Service Level Change	8	25,000	-	-	25,000	-	-	-	-
SUBTOTAL - DEFERRED						2,287,481	1,318,981	588,500	165,000	215,000	-	-	(9,300)
TOTAL 2021 CAPITAL BUDGET PACKAGES						17,697,457	9,894,957	4,267,875	265,000	725,625	2,500,000	44,000	41,650

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

CYFS is required to supply new recruits with the appropriate personal protective equipment (PPE) as per the National Fire Protection Association (NFPA)1971. There will be four sets (two sets each) of PPE required for the additional two firefighter positions. The PPE will include bunker gear, fire fighting gloves, helmets, balaclavas, firefighting boots, station wear and dress uniforms. Each set of bunker gear is custom fit to the individual to ensure the personal safety of each staff member while attending emergency situations.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a growth, service level change and mandatory/legislative classification as it is consistent with the NFPA 1971.

Priority If this item addresses a priority, please explain how it does so...

Without issuing PPE, recruits will not be able to safely respond. Without a station uniform, recruits will be wearing their ordinary clothing which will not look professional and not provide adequate protection of clothing underneath their bunker gear.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Continuing to follow our past phased in hiring approach, this will assist CYFS to move toward a desired service level in the future (10 years)

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Without supplying new staff with their PPE, recruit firefighters will not safely be able to respond to emergencies. In addition, without approved CYFS station wear/uniform, new recruits will not look professional at work and in the community. They will be in breach of CYFS's internal policy regarding uniform wear and appearance.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		20,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		20,000	-	-	-	-	-		-
								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026		
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		20,000	-	-	-	-	-		-
Total Cost	20,000	Total Cost Recoveries		-	Total Net Cost		20,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one) <div>6</div>	Points <div>6</div>	Desired Service Level (All or nothing) <div>3</div>	Points <div>3</div>	Business Case (Scale) <div>0</div>	Points <div>0</div>

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	5	5	2	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Rocco Volpe, Deputy Chief		Ian Laing, Fire Chief

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This is for lifecycle replacement and replacement of damaged fire and specialized equipment carried on Central York Fire Services (CYFS) fire apparatus and light vehicles (i.e. nozzles and hoses). Due to the vigorous firefighting type work, it is common for equipment to break at fire incidents and training exercises therefore having to be replaced. Fire trucks are stocked with a wide variety of specialized equipment that constantly needs replacing due to wear and tear. In addition, a minor amount represents replacement of fire station equipment such as fridges, stoves, washers, dryers, chairs, mattresses, etc.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a maintenance/replacement classification due to lifecycle replacement of equipment that is not included in the CYFS Tangible Capital Asset Plan.

Priority If this item addresses a priority, please explain how it does so...

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

By replacing equipment CYFS will continue to meet fire service levels within the communities.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

If CYFS does not replace equipment, the equipment inventory on the fire apparatus will start to decrease and CYFS will not be able to provide acceptable service to the communities of Aurora and Newmarket. By replacing equipment CYFS will continue to meet fire service levels within the communities. Additionally, by replacing station appliances and other station items (i.e. chairs) CYFS will ensure staff who are operating 24/7 out of the fire stations have adequate appliances and items available at the workplace.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		100,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		100,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		100,000	-	-	-	-	-		-
Total Cost		100,000	Total Cost Recoveries		-	Total Net Cost		100,000	Cost Recovery
									0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one) <div>6</div>	Points <div>6</div>	Desired Service Level (All or nothing) <div>3</div>	Points <div>3</div>	Business Case (Scale) <div>0</div>	Points <div>0</div>

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	5	5	2	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Rocco Volpe, Deputy Chief		Ian Laing, Fire Chief

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Replacement of personal protective equipment (PPE) which consists of bunker gear, helmets, gloves, balaclavas, and firefighting boots. Replacement bunker gear and PPE are required for staff as per the 10 year lifecycle replacement date outlined in National Fire Protection Association (NFPA) 1971. Without this mandatory replacement, fire crews will not be able to respond safely to any emergency responses which could result in catastrophic consequences. Use of outdated equipment could result in contravention of the Health & Safety Act.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a mandatory/legislated and replacement classification. Lifecycle replacement of bunker gear, firefighting helmets and firefighting boots are set to be replaced at 10 years by the National Fire Protection Association (NFPA) 1971 standard and CYFS complies with this guideline for the protection of staff in line with Occupational Health & Safety Act, Section 31. CYFS is required to replace bunker gear, firefighting helmets and firefighting boots scheduled for replacement in 2021 as per NFPA 1971.

Priority If this item addresses a priority, please explain how it does so...

This is a priority as PPE is decommissioned after 10 years as per NFPA 1971 and is no longer able to be in service.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

See summary and classification sections.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Without replacing firefighter PPE, the following will take place: CYFS will not meet NFPA guidelines, and if any of our personnel sustain an injury due to firefighting activities, CYFS will be in contravention of the Health and Safety Act and a possibility of litigation. In addition, if CYFS does not replace the PPE, the employee (firefighter) has the right to refuse work according to the Occupational Health and Safety Act.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		180,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		180,000	-	-	-	-	-		-
								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026		
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		180,000	-	-	-	-	-		-
Total Cost	180,000	Total Cost Recoveries		-	Total Net Cost		180,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	5	5	2	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Rocco Volpe, Deputy Chief		Ian Laing, Fire Chief

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

To ensure public safety and to safeguard the lives of residents, all bridges and major large-diameter culverts in municipalities in Ontario are required, BY LAW (Ontario Regulation 104/97), to be inspected every 2 years. Legislated detailed visual inspections of bridges and large diameter culverts will be performed in accordance with element and condition classifications as prescribed in the Ontario Structure Inspection Manual (OSIM), April 2008 Revision. This program covers the identification and delivery of the repair, rehabilitation or replacement of the bridges and large diameter culverts, and includes costs of staff, consultants and contractors.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Detailed visual inspections of bridges and culverts shall be undertaken in accordance with **Ontario Regulation 104/97** to ensure, within an economic framework, an acceptable standard for structures in terms of public safety, comfort and convenience has been achieved. This program is therefore considered **Mandatory/Legislative.**

Priority If this item addresses a priority, please explain how it does so...

The main objectives of OSIM inspections are to ensure public safety, to maintain structures in a safe condition and to provide a basis for a structure management system for the planning and funding of the maintenance and rehabilitation of structures. Therefore, this program aligns with the Council and Town's top priorities to ensure public safety within the municipality. It also aligns with the Council's priorities such as; **Long-Term Financial Sustainability** and **Safe Transportation Streets**.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

By undertaking this assignment, detailed material defects, performance deficiencies and maintenance needs of the inspected structures will be identified. Therefore, this will ensure public safety within the municipality. This will also ensure that the Town can improve our existing desired service levels.

Business Case If this item provides a financial return, please explain how it does so...

One of the main objectives of OSIM inspection is to provide a basis for a structure management system for the planning and funding of the maintenance and rehabilitation of structures. As such, the outcome of the OSIM inspection will contribute to protect and prolong the useful life of the structures.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

If the Town does not conduct this study, we are breaking the law (Ontario Regulation 104/97) and will be subject to stiff fines or penalties. Furthermore, the Town would be held liable for any damages or deaths arising from structural defects. Bridges and large diameter culvert deficiencies pose a significant risk to municipalities in terms of public safety and structure management system funding resources. By conducting this study, we can assess material defects, performance deficiencies and maintenance needs of a structure and carrying out the required scope of work at the appropriate time. Therefore, public safety and funding resources risks will be identified and managed.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	This program requires the prompt tendering, award and execution of Consultant, Contractor and 3rd party contracts, in accordance with the Town's Bylaw and Trade Agreements.
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Parks	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)
Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Finance	This program requires the processing of approximately 30 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		1,800,000	200,000	2,000,000	2,200,000	3,000,000	3,500,000	Yes	35,000,000
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		1,800,000	200,000	2,000,000	2,200,000	3,000,000	3,500,000		35,000,000
Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		10,000	10,000	10,000	10,000	10,000	10,000		
Operating Costs		10,000	10,000	10,000	10,000	10,000	10,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,810,000	210,000	2,010,000	2,210,000	3,010,000	3,510,000		35,000,000
Total Cost		47,760,000		Total Cost Recoveries		-		Total Net Cost	
						47,760,000		Cost Recovery	
								0%	

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	3	5	1	15
Evaluation Components				Total Points
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Existing boardwalk is 906 feet long by 6 feet wide of boardwalk that connects the Town office portion of the boardwalk to the East side of Fairy Lake. This boardwalk needs to be replaced due to constant shifting and rotting of existing boards. Existing concrete footings were removed ten years ago and a floating boardwalk system was created. Multiple issues have occurred since completion of the floating boardwalk system including shifting areas creating an inconsistent path on the walkway which creates a safety hazard. This project is for replacement design. The new boardwalk footings would eliminate any shifting or flexing in turn eliminating safety hazards. Hemlock wood would be used to create the new boardwalk minimizing rotting.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Due to the number of weather related events, we have had to shut down the boardwalk because of the flooding and unsafe conditions approximately 10 times per year. Completion of this project will reduce that number to approximately 2 times per year when the river floods the boardwalk, which is out of our control, not health and safety related.

Priority If this item addresses a priority, please explain how it does so...

This project falls under Council Strategic Priority Safe Transportation, i. Incorporate technology/data driven tools and tactics into engineering design and enforcement measures related to the safety of vehicles, pedestrians, and other transportation modes in order to enhance trail and street safety.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This would ensure safe passage for park and trail users maintaining our current level of service.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The rotting boards and the constant shifting lead to many hazards such as trip hazards, slip and falls and rotting boards with the potential to fall through. If this project does not come through, due to health and safety reasons we will have to shut the boardwalk down.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		55,000							
Development Charges		55,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		110,000	-	-	-	-	-		-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		110,000	-	-	-	-	-		-

Total Cost	110,000	Total Cost Recoveries	-	Total Net Cost	110,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
3	5	3	2		15

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth Service Level Change Maintenance/Replacement Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

A bathymetric survey maps out the bottom elevations of a water body, in this case, a stormwater management pond. When the bathymetric survey results are compared to the as-built design or survey of a stormwater management pond, we are able to calculate how much sediment has been deposited into the pond. The completion of bathymetric surveys for the Town's ponds provides crucial information to:

- meet requirements for ponds that have been issued Environmental Compliance Approvals issued by the Ministry of Environment, Conservation, and Parks;
- prioritize a cleanout schedule;
- provides more accurate cost estimates used for budgeting purposes of sediment removal projects;
- and to analyze the positive environmental impacts from removing sand in the winter roads operations.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Under Section 53 of the Ontario Water Resources Act R.S.O 1990, sewage facilities, including stormwater management ponds, require an Environmental Compliance Approval (ECA). ECA outlines conditions including inspection and reporting requirements for a facility that must be met or the Town can face legal and liability consequences. This project addresses the ECA requirements and the recommendations in the Town's Comprehensive Stormwater Management Master Plan, adopted by Council in 2017.

Priority If this item addresses a priority, please explain how it does so...

One of Council's and the Town's top priorities is Long-term Financial Sustainability, and Environmental Stewardship. This initiative will achieve these priorities by providing necessary information to develop a multi-year stormwater sediment removal plan, and an increased accuracy to sediment removal cost estimates. It also ensures that the Town is being proactive environmental stewards by prioritizing sediment cleanouts in our facilities, thereby reducing contaminants from entering our watercourses and Lake Simcoe.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This request supplements the stormwater operating budget to meet compliance. Much work needs to take place to catch up on the maintenance of our ponds and ensure the Town is meeting its legislative obligations. Stormwater facilities need to be cleaned out once their sediment efficiency removal rate drops by 5%. This usually occurs once they become 50% full of sediment. Bathymetric surveys from previous years have discrepancies and are outdated. Through previous surveys and desktop calculations, it is estimated 11 ponds have exceeded the 50% accumulation threshold, and another 6 will by 2025. Completion of bathymetric surveys will allow the confirmation of these calculations, and allow for the creation of a prioritization list and multi-year plan and budget with improved cost estimations ensuring our due diligence is being conducted.

Business Case If this item provides a financial return, please explain how it does so...

This item will not provide a financial return.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Reduces the risk of being outside of compliance with the MOE regulations (specify); mitigates large, unexpected expenditures

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Finance	This program requires the processing of approximately 12-24 payments over the length of the project.
Procurement	This program requires the prompt tendering, award and execution of Consultant contract, in accordance with the Town's Bylaw and Trade Agreements.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds		60,000							
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 60,000 - - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - - -
 Cost Recoveries - - - - - - - -
 Net Cost 60,000 - - - - - - - -

Total Cost 60,000 Total Cost Recoveries - Total Net Cost 60,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input **Current risk**, which is the risk before implementation of the budget item and **Post-Implementation risk**, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	2	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Craig Schritt	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Town's drinking water system experiences high water age which causes chlorine residuals to be lower than desired. Operations staff are required to flush water from the system to reduce water age and improve chlorine residuals. The use of PRVs will allow water to move throughout the system from areas of high pressure to low pressure resulting in an overall reduction in water age and possible reduction in flushing requirements. The Town has worked with Stantec Consultants Inc. to determine the most effective plan, location and operating strategy for the PRVs. These valves will also increase the flexibility of manipulating the system

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The Town has statutory requirements under the Safe Drinking Water Act, 2002 to maintain chlorine residual in the drinking water system. The use of PRVs may also reduce the volume of water flushed from the system and reduce the non-revenue water costs experienced by the Town.

Priority If this item addresses a priority, please explain how it does so...

The Town's drinking water system experiences high water age which causes chlorine residuals to be lower than desired. Operations staff are required to flush water from the system to reduce water age and improve chlorine residuals. The use of PRVs is intended to improve water quality, reduce water age, potentially reduce non-revenue water costs and reduce the resource requirements to manually flush areas of the system. This project falls under the Council Strategic Pillar of Environmental Stewardship and the action item to support highly effective partnerships with the Ministry of Environment and York Region.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The use of PRVs is intended to reduce water age, improve water quality, reduce resource requirements and improve level of service for customers.

Business Case If this item provides a financial return, please explain how it does so...

Reduced flushing may reduce the non-revenue water costs to the Town. The use of PRVs will reduce the resource time required to flush the system and allow staff to concentrate on other asset maintenance. Staff is seeking the opportunity to share the project cost with York Region.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The intent of the PRVs is to improve water quality and reduce the risk of non-compliance with the Safe Drinking Water Act, 2002

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds		200,000							
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs	200,000	-	-	-	-	-	-	-	-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	200,000	-	-	-	-	-	-	-	-

Total Cost	200,000	Total Cost Recoveries	-	Total Net Cost	200,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	2	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

Prepared By:	Reviewed By:	Commissioner:
Brett Bloxam	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points <input type="text" value="22"/>		Decision Package Item # <input type="text" value="COMM 1"/>	
Project / Initiative Name <input type="text" value="Web - AODA compliance"/>			
Commission: <input type="text" value="Office of the CAO"/>		Business Unit Number: <input type="text" value="13141"/>	
Division: <input type="text" value="Corporate Communications"/>		Business Unit Name: <input type="text" value="Corporate Communications"/>	
Classification (select one):	Growth <input type="text"/>	Service Level Change <input type="text" value="Yes"/>	Maintenance/Replacement <input type="text"/>
			Mandatory/Legislative <input type="text" value="Yes"/>

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

To meet AODA Legislation for the Communications Standard - must have web site and all documents accessible. We are overhauling the web site and all document must be AODA compliant in 2020. We also need to continue training and licencing staff and converting documents to meet the legislation. Install digital tools to meet the needs of our audience for all digital tools.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Mandatory/Legislation

Priority If this item addresses a priority, please explain how it does so...

We must meet AODA legislation and we are not currently - higher standard put in place for 2020 - still not meeting compliance for all docs on web. Council's strategic priority of engagement under Financial Sustainability would support the service of engaging residents and making our online content accessible.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

As we increase compliance with the legislation, more people with different abilities will be able to access our online content and services.

Business Case If this item provides a financial return, please explain how it does so...

The Accessibility for Ontarians with Disabilities Act (AODA) allows for severe maximum monetary penalties for any violation to the Act. The maximum penalties under the AODA include:
 A person and unincorporated organizations that are guilty of a major offence under this Act can be fined up to \$50,000 dollars for each day the violation continues
 A corporation that is guilty can be fined up to \$100,000 per day
 Directors and officers of a corporation with fiduciary responsibility who are guilty are liable to a fine of up to \$50,000 a day

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

By continuing to make strides in becoming OADA compliant - the government is more lenient if there is a commitment to investing in the tools to make our content accessible. The feeling among York Region communicators is that there remains focus on this legislation and perhaps charges are imminent.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="text" value="Yes"/>	Building	<input type="text" value="Yes"/>	Engineering	<input type="text" value="Yes"/>	HR	<input type="text" value="Yes"/>	IT	<input type="text" value="Yes"/>
Legislative Services	<input type="text" value="Yes"/>	Planning	<input type="text" value="Yes"/>	Operations	<input type="text" value="Yes"/>	Legal	<input type="text" value="Yes"/>	Finance	<input type="text" value="Yes"/>
Recreation & Culture	<input type="text" value="Yes"/>	Procurement	<input type="text" value="Yes"/>	Parks	<input type="text" value="Yes"/>	Communications	<input type="text" value="Yes"/>	Facilities	<input type="text" value="Yes"/>
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
IT	Web and AODA projects in partnership with IT

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds		15,000	10,000					No	-
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		15,000	10,000	-	-	-	-		-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-
Net Cost	15,000	10,000	-	-	-	-	-	-

Total Cost	25,000	Total Cost Recoveries	-	Total Net Cost	25,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement				
Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	4	5	3	15

Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	15	22

Prepared By:	Reviewed By:	Commissioner:
Wanda Bennett		

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative Yes

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is for lifecycle replacement and rehabilitation of various assets at various town facilities'. assets included in this list are: RJT Pool air handling unit (end of life), RJT dry sprinkler system (phase 2 of an emergency repair completed in 2019), Magna Centre boiler room repairs (DHW tank maintenance and tube bundle replacements), Magna Centre pool filter room repairs (pump replacements, pipe works, etc.), Community Centre improvements (stair railing installation, hot water system modification, canopy sprinkler coverage or modification to combustible siding).

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This request is required in order to comply with existing legislation requirement such as: TSSA, Public Health, Building Code and Ontario Fire Code to maintain occupancy.

Priority If this item addresses a priority, please explain how it does so...

Completion of these projects will allow for the protection of the various assets mentioned previously.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This request is to maintain current service levels.

Business Case If this item provides a financial return, please explain how it does so...

This request is for required work as outlined in the various regulatory bodies mentioned above. These regulations generally allow for building occupancy.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Deterioration of our assets poses health and safety risks to staff and user groups with the potential to incur liability. Forced building closures from asset failure would result in major service disruptions, negative local media exposure and loss of revenue from Recreational programming.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		300,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (Grant)									

Capital Costs	300,000	-	-	-	-	-	-	-	-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	300,000	-	-	-	-	-	-	-	-

Total Cost Total Cost Recoveries Total Net Cost Cost Recovery

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	15	22

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This project is to retain an environmental professional consultant to conduct Designated Substance Surveys (DSS) and develop an Asbestos Management Plan on buildings owned by the Town. In 2019 the Town completed reports on 19 buildings which were built before 1980. The reports tested routinely maintained items thought these locations for chemical agents, prescribed by legislation as designated substances; i.e. acrylonite, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica and vinyl chloride. The locations where these agents exist have been collected and now as a second phase to this project the town would like to undertake Surveys on the remaining town buildings (25) and developed a management plan to manage the findings.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

It is required under the Occupational Health and Safety Act, under the duties of an Owner that "Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site." The employer is also required under the OH&S Act to assess "the exposure or the likelihood of exposure of a worker to a designated substance in the workplace". Safety precautions must be implemented when handling designated substances in the course of work.

Priority If this item addresses a priority, please explain how it does so...

Conducting Designated Substance Surveys is integral part of developing strategies to address overall asset management. The surveys will provide a comprehensive and up to date Asset Management plan that reflects a corporate risk strategy and continued investment in our assets.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Conducting DSS will provide the required information to ensure staff and contractors are conducting work in a safe manner by abiding to legislative requirements with regards to designated substances in aging buildings.

Business Case If this item provides a financial return, please explain how it does so...

Removal and handling procedures of designated substances is more costly than the average removal and disposal, and therefore having an extensive list of the properties and the designated substances they may include will allows for more informed decision making and better asset management.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

As prescribed by the OH&S Act, "An owner who fails to comply (...) is liable to the constructor and every contractor and subcontractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of but that was not on the list prepared under subsection." There is potential impacts on the health of an individual not being aware of substances they are exposed to in our buildings in addition to the further potential for incurring liabilities.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs	2021	2022	2023	2024	2025	2026			
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		100,000							
Other (please specify)									
Capital Costs		100,000	-	-	-	-	-		

Operating Impact of Capital Project	2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-
Net Cost	100,000	-	-	-	-	-	-

Total Cost	100,000	Total Cost Recoveries	-	Total Net Cost	100,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement				
Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	5	5	2	15

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	15	22

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This would entail two things: revising the current Development Charges (DC) bylaw and background study; and the creation and implementation of a Community Benefits Charges (CBC) strategy and bylaw. Although the current DC bylaw is not due for update for three more years, the province's *COVID-19 Economic Recovery Act* has created opportunities to generate additional revenues.. It is recommended that the two studies be coordinated to realize efficiencies. and to ensure that there is no overlaps or gaps between the two.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Both of these studies are funded from growth revenues, and set rates for future growth revenues.

Priority If this item addresses a priority, please explain how it does so...

The DC and CBC studies are multi-year capital plans that support the Council priority - Develop a multi-year operating and capital budget that aligns with Budget Policies. These studies addresses two recommendations from the Fiscal Strategy.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

N/A

Business Case If this item provides a financial return, please explain how it does so...

There is an opportunity to increase growth revenues. DC's can benefit from the removal of the 10% discount and recognize changes in growth trends. A CBC can bring in additional revenues. The DC update would be funded by DC's and is included in the current DC study. The CBC study would either be funded from DC's as a general government study or recovered from future CBC collections.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Financial Impact - missing potnetial annual revenues in the \$125,000 to \$500,000 range.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		56,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify) - CBC		44,000							

Capital Costs 100,000 - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - -

Cost Recoveries - - - - - - -

Net Cost 100,000 - - - - - - -

Total Cost 100,000 Total Cost Recoveries - Total Net Cost 100,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	9

+3 Moves Toward/Maintains Desired Service Level	
Desired Service Level (All or nothing)	Points
	0

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Business Case (Scale)	Points
	0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	4	2	4	12

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	12	21

Prepared By:	Reviewed By:	Commissioner:
Mike Mayes		

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Central York Fire Services (CYFS) currently has two obsolete fire trucks (American La France) that we can no longer get parts for. CYFS received approval from council in the 2020 budget to replace one of the American La France fire trucks. CYFS is seeking to replace the second fire apparatus E432, 2006 (06-15, American La France). The truck manufacturer American La France has not been in existence for the past seven years and truck parts are not available to order. Town of Newmarket Fleet Services has advised CYFS that they are noticing a significant amount of breakdowns which would impact the operational budget. All CYFS vehicles are moved to reserve status after 15 years and are maintained for an additional five years before they are removed out of service. Due to the manufacturer being non-existent, this fire apparatus will not be able to maintain its reserve status for an additional five years. This expenditure will be funded by the Asset Replacement Fund.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a replacement classification. The manufacturer no longer exists, parts are unavailable and more break downs are occurring.

Priority If this item addresses a priority, please explain how it does so...

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This apparatus will not be a primary vehicle, therefore the total cost of the truck is lower than a primary vehicle and should be operational for the full 20 years.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The truck manufacturer American La France has not been in existence for the past seven years and truck parts are not available to order. Therefore, Fleet Services is not able to maintain/repair the apparatus. This apparatus is a reserve apparatus in the CYFS fire fleet for when a primary truck is out of service due to repairs/maintenance. The reserve fire truck becomes a primary first run fire truck daily, due to unexpected break downs and routine maintenance. CYFS reserve vehicles are used constantly. Without replacing this apparatus, we are limited in our reserve fleet to accommodate primary vehicles going out of service.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		750,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		750,000	-	-	-	-	-		-
								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026		
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		750,000	-	-	-	-	-		-
Total Cost	750,000	Total Cost Recoveries		-	Total Net Cost		750,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one) <div>6</div>	Points <div>6</div>	Desired Service Level (All or nothing) <div>3</div>	Points <div>3</div>	Business Case (Scale) <div>0</div>	Points <div>0</div>

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	1	12

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	12	21

Prepared By:	Reviewed By:	Commissioner:
Rocco Volpe, Deputy Chief		Ian Laing, Fire Chief

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Mulock Drive Multi Use Path (MUP) would link the bike lanes on Harry Walker Parkway to the bike lanes on Bathurst Street. The MUP would be a major local and regional connection, serving Newmarket High School, the Magna Centre, the future Mulock GO station, intersect with the Holland River trail system, connect to the future Yonge Street cycling facility, and serve the future Mulock Estate. The MUP will likely consist of a two-way 3.0 metre wide path on the boulevard, isolated from vehicular traffic. However, there are many known, and potentially unknown constraints that the MUP must overcome, such as utility relocations, commercial driveways and a river crossing. A consultant's expertise is needed to study the feasibility and design of the MUP. The study would outline design options, costs, and timelines. Staff will seek opportunities for funding through York Region and the Province to lower our costs.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

As the population increases in the Town and as the Active Transportation Network develops, there is a GROWTH in demand for safe and direct cycling routes from existing and new areas of the Town. The MUP would provide an increased level of safety. The bike lanes provide clear designation as to where vehicles travel and where bicycles travel.

Priority If this item addresses a priority, please explain how it does so...

This project fulfills Council's Strategic priorities under Safe Transportation, "Continue to implement the traffic mitigation strategy and Active Transportation Plan and explore / advance an off-road Mulock multi-use path", especially this project is for the **key action item** " Complete Feasibility Study and prepare tender-ready documents for Phase 1 of the Mulock MUP in this term of Council".

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

By providing the MUP on Mulock Drive, this increases the level of service for cycling safety, and provides a more direct route across the southern half of the Town .

Business Case If this item provides a financial return, please explain how it does so...

This item does not provide a financial return at this time. However, staff will pursue funding from York Region (since this is a Regional Road) and/or other granting programs.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This project provides increased modal options, reduces the use of single occupancy vehicles; it increases safety and reduces the significant risk of vehicle and cyclist collision. By providing clear designation and separation, all risk is significantly reduced.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Public Works	PWS would be a key stakeholder to provide input into the maintenance and maintenance costs of the MUP.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		200,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs	200,000	-	-	-	-	-	-	-	-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	200,000	-	-	-	-	-	-	-	-

Total Cost	200,000	Total Cost Recoveries	-	Total Net Cost	200,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		0		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	1	12

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	12	21

Prepared By:	Reviewed By:	Commissioner:
Mark Kryzanowski	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one):

Growth

Service Level
Change

Maintenance/
Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The funds will be used for the Town's Official Plan Review and update. The Planning Act requires municipalities to regularly review their official plans every five years. The Town's Official Plan was adopted in 2006, which means the review is long overdue. The objectives of the Official Plan Review will focus on several areas of concentration including but not limited to: consistency with the Provincial Policy Statement, Growth Plan, Greenbelt Plan, Oak Ridges Conservation Plan, Conservation Authority, Region of York Official Plan and other provincial and regional policies, conformity with new planning legislation (i.e.. Bill 108), consistency between the Official Plan and Secondary Plans (i.e.. Mulock Station Area Secondary Plan), the Established Neighbourhoods Compatibility Study, and Urban Design Guidelines. The update will include specific analysis and direction for the South of Davis Drive Area (SODA). The review provides an opportunity to ensure the Official Plan continues to address local priorities and changing community needs.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This project is classified as Mandatory/Legislative (Planning Act) and Growth.

Priority If this item addresses a priority, please explain how it does so...

The Official Plan Review falls under Council's "Economic Leadership and Job Creation", "Vibrancy on Yonge, Davis and Mulock", and "Extraordinary Places and Spaces" Strategic Priorities. The South of Davis Area (SODA) study is explicitly stated as part of the Council's "Economic Leadership and Job Creation" Strategic Priority. The key action item is "Start a land use study in 2021 for completion by the end of 2022, to facilitate redevelopment of the area bounded by Millard to the South and Davis Drive to the north (SODA)". This strategic priority states that the study area should be examined for concerted growth/re-development. It also falls under Council's "Vibrancy on Yonge, Davis and Mulock" Strategic Policy, as the policy frameworks and practices will address growth and development along the corridors and the Mulock Station Area Secondary Plan. The Official Plan Review will be used to create an environment for an engaged, accessible and inclusive community, which falls under Council's "Extraordinary Places and Spaces" Strategic Policy.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The Official Plan Review moves toward a desired service level of supporting growth and development. This is accomplished by providing an updated Official Plan document outlining the goals, objectives and policies intended to guide future land use, physical development and growth within the Town to staff, developers and local residents.

Business Case If this item provides a financial return, please explain how it does so...

This item does not provide a financial return at this time.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The Official Plan Review will enable the Town to appropriately respond to the requirement of the Planning Act to review the official plan every 5 years. It is important to ensure the Official Plan is consistent with the Provincial Policy Statement (2020), Growth Plan (2019), Region of York MCR (Fall 2020), Bill 108 - More Homes, More Choices Act (2019), and other provincial and regional plans and policies and Town's studies such as SODA. Planning decisions need to be consistent with these higher-order planning documents, as expressed locally through the Official Plan. There is risk with not having an Official Plan that is updates for consistency because local planning decisions will not be consistent with the higher-order planning documents, which reduces chances of success when defending planning decisions at the LPAT.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input checked="" type="checkbox"/> Yes (lead)	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/> Ec. Dev.

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		84,375	84,375						
Reserves & Reserve Funds		40,625	40,625						
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 125,000 125,000 - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - -

Cost Recoveries - - - - -

Net Cost 125,000 125,000 - - - - -

Total Cost 250,000 Total Cost Recoveries - Total Net Cost 250,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	6

+3 Moves Toward/Maintains Desired Service Level	
Desired Service Level (All or nothing)	Points
	3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Business Case (Scale)	Points
	0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	1	12

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	12	21

Prepared By:	Reviewed By:	Commissioner:
Patricia Cho	Jason Unger	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points 21

Decision Package Item # CYFS 8

Project / Initiative Name Station 4-5 Additional Funding

Commission: CYFS

Business Unit Number: 21221

Division: Integrated Fire Services

Business Unit Name: Integrated Fire Services

Classification (select one): Growth Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The total approved budget for the design and construction of the jointly owned firehall project has been increased to \$13,567,727. The additional amount requested is \$917,727 in order to build the Fire Hall under its current design. Previously, CYFS requested \$3 Million in 2016 and \$2.5 Million in 2017. The land acquisition cost was less than the \$4.5 Million budgeted, leaving \$690,000 to be applied to the construction phase. In 2019 CYFS requested \$4.81 Million. Council confirmed its authorization of this amount, requested in CYFS Report 2018-26 on June 18, 2018. In 2020, Council approved an increase of \$1,650,000.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a growth classification. However, as surplus CYFS funds will be transferred to asset replacement funds, development charges will not be used to fund this amount.

Priority If this item addresses a priority, please explain how it does so...

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The construction of the 5th fire station addresses a need outlined in the Fire Master Plan.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	917,727							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (Aurora's contribution)									

Capital Costs 917,727 - - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - - -
 Cost Recoveries - - - - - - - -
 Net Cost 917,727 - - - - - - - -

Total Cost 917,727 Total Cost Recoveries - Total Net Cost 917,727 Cost Recovery 0%

Section 4 Evaluation

<div>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</div>		<div>+3 Moves Toward/Maintains Desired Service Level</div>		<div>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></div>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk			Post-Implementation Risk		
Consequence	Likelihood		Consequence	Likelihood	Points
3	3		0	0	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	9	21

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Town has signed a lease agreement with Old Flame Brewing for occupancy of the Old Fire Hall for a 10 year term starting July 6, 2020. The tenant has two subsequent renewal options for 5 years each, with the net rent payable in each term to be based upon a calculation using the lesser of a CPI or 5% escalation factor. As per the Agreement, net rent for the initial 10 year term is \$84,000 per year (taxes excluded), this amount is reduced in the lease to \$54,000 per year to account for the renovations that the tenant will be making to the building, which amounts to \$300,000 for the initial 10-year term. All construction improvements to the building (including those put in place by the tenant) will become the property of the Town. This request is to account for the cost of the renovations of the Old Fire Hall.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Rehabilitation of the Old Fire Hall is classified as Maintenance/Replacement.

Priority If this item addresses a priority, please explain how it does so...

This request falls under Council Strategic Priority - Extraordinary Places and Spaces, iii. Design and implement a strategy to address municipal vacant properties.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Rehabilitation of the Old Fire Hall is necessary to ensure this vacant facility's readiness for occupancy.

Business Case If this item provides a financial return, please explain how it does so...

The rent for the Old Fire Hall is \$84,000 per year for ten years. The rehabilitation cost is \$300,000, leaving the Town with a total net revenue of \$540,000 for the ten-year lease term.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The Old Fire Hall is deteriorating due to aging. Habitation of the facility is to address areas of repair, restore its functionality, and prevent the risk of major failures that may result in life and financial loss.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	

Recreation & Culture	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		300,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (Grant)									

Capital Costs	300,000	-	-	-	-	-	-	-	-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
27131.7562	Yes	-84,000	-84,000	-84,000	-84,000	-84,000	-84,000	Yes	- 840,000
27131.4936	No	30,000	30,000	30,000	30,000	30,000	30,000	Yes	300,000
27131.4456	No	21,500	21,900	22,300	22,700	23,200	23,700	Yes	237,000
27131 various expense accounts	Yes	-8,550	-8,550	-8,550	-8,550	-8,550	-8,550	Yes	- 85,500

Operating Costs	42,950	43,350	43,750	44,150	44,650	45,150	537,000
Cost Recoveries	- 84,000	- 84,000	- 84,000	- 84,000	- 84,000	- 84,000	- 925,500
Net Cost	258,950	40,650	40,250	39,850	39,350	38,850	388,500

Total Cost	-	Total Cost Recoveries	925,500	Total Net Cost	- 925,500	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	2	1	7

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	7	19

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is for the Town's Annual Capital Program to replace, repair or rehabilitate existing Municipal Infrastructure (Sewers, Watermains, Roads, Sidewalks, Lighting, Signals & Parks) and related infrastructure. The Program includes design, utility relocation costs, construction, contract administration and overall project management by Town staff, Consultants and Contractors. This also includes upsizing the water and wastewater mains as per Water & Wastewater Master Plan. Cost for upsizing the water and wastewater mains will be funded by development charges. The estimated costs breakdown is: road&sidewalk 38%; water 16%; wastewater 22%; storm water 24%.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The Town Assets are existing and therefore require replacement or rehabilitation to provide an adequate service level and reduce the likelihood and consequences of failure (e.g. Watermain breaks, sewer backups and road failures). For projects that include upgrading water or wastewater systems, the portion of upgrade is classified as Growth. This portion is therefore funded through Development Charges.

Priority If this item addresses a priority, please explain how it does so...

Long-Term Financial Sustainability: Timely replacement/ rehabilitation of the municipal infrastructure ensures effective & efficient service delivery and management of the assets. Future results from the completion of the Asset Management Plan is anticipated to indicate that investment in this Capital Program will need to double or triple to achieve a sustainable level of service.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The related projects will move towards a sustainable asset replacement program for the Town. These projects will reduce/eliminate the amount of staff time spent on repairing broken watermains, responding to blocked sanitary sewers, patching potholes, repairing trip hazards, paying third party claims, etc. Future programs will need to grow substantially to meet acceptable levels of services.

Business Case If this item provides a financial return, please explain how it does so...

The efficient & effective management of municipal infrastructure assets is imperative to the financial sustainability of the Town. Timely and appropriate measures taken through the construction of the related projects will properly manage the asset's service life and will result in a net lower cost to the Town.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Some of the risks mitigated are unplanned service interruptions as a result of watermains breaks, blocked sewers, road repairs/sinkholes. The major risks are financial that would result from the ineffective management of the Town municipal infrastructure.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input checked="" type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	This program requires the prompt tendering, award and execution of Consultant, Contractor and 3rd party contracts, in accordance with the Town's Bylaw and Trade Agreements.
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Communications	Biweekly Construction updates to local residents/businesses and project related Public Consultation notices are vetted through Communications for all projects.
Finance	This program requires the processing of approximately 200 to 300 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		2,390,000	4,017,000	8,000,000	8,500,000	9,000,000	10,000,000	Yes	10,000,000
Development Charges		1,234,000	2,560,000	970,000	750,000	1,000,000	1,000,000		
Reserves & Reserve Funds									
Gas Tax		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	Yes	1,000,000
Operating Fund									
Other (please specify)									
Capital Costs		4,624,000	7,577,000	9,970,000	10,250,000	11,000,000	12,000,000		11,000,000
Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		15,000	15,000	15,000	15,000	15,000	15,000		
Operating Costs		15,000	15,000	15,000	15,000	15,000	15,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		4,639,000	7,592,000	9,985,000	10,265,000	11,015,000	12,015,000		11,000,000
Total Cost		66,511,000		Total Cost Recoveries		-		Total Net Cost	
						66,511,000		Cost Recovery	
								0%	

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	1	9
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	9	18

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Replacement of vehicles/Fleet assets for all departments.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Replacing of fleet assets up for renewal in all departments in order to maintain a sound working fleet.

Priority If this item addresses a priority, please explain how it does so...

As part of Council's priorities for long term financial sustainability, fleet replacements coincide with developing a multi-year capital budget that aligns with budget policies. This ensures continuous improvement and helps maintain service levels by implementing a replacement points schedule which will help in completing a comprehensive and up-to-date asset management plan that reflects a Corporate Risk Strategy and continued investment in Asset replacement funding.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

In order to maintain existing service levels vehicle replacements are essential in all divisions.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Having sound working equipment that is well maintained and replaced on a suitable schedule reduces risks. Unnecessary downtimes and not having vehicles that are useable for critical maintenance issues like snow events, water main breaks, damage from micro storms and fires can lead to claims and negative press for the Town.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		1,200,000	1,300,000						
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs		1,200,000	1,300,000	-	-	-	-		-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-		-
Cost Recoveries	-	-	-	-	-	-	-		-
Net Cost		1,200,000	1,300,000	-	-	-	-		-

Total Cost	2,500,000	Total Cost Recoveries	-	Total Net Cost	2,500,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	1	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	9	18

Prepared By:	Reviewed By:	Commissioner:
Mark Gregory	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Ongoing lifecycle asset replacement: Carpet replacement program, Heating, ventilation and cooling upkeep, Generator Servicing, Ceiling tile replacement, Fire Alarm Devices replacement, Exterior Insulation and Finish System Repairs, Skylight replacement and Painting. Generator is our back up in case of emergency power loss to maintain services to our customers, Fire alarm devices are priority since they need to be replaced periodically and if ignored could create a hazard; EIFS repairs help to maintain our building envelope and the life cycle of our building as well as reduce heating and cooling costs; Carpet replacement program and Painting helps maintain a respectful image and mitigate health and safety risks with trip hazards from ripped carpet etc.; Ceiling tile upgrades will increase appearance of town offices and brighten up the area, and we have 3 skylights that have not been replaced yet and are leaking into the building during heavy downpours.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This request is to replace the end of useful assets in 395 Mulock Municipal Office to maintain a reliable, clean and presentable Town office for staff and public use.

Priority If this item addresses a priority, please explain how it does so...

All Items listed in this Asset Replacement request are identified on our Building Condition Assessment created by the Stonewell Group in 2018. Life Cycle's are identified for each item and a replacement plan is put in place to limit downtime and service interruptions.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Maintains Service levels for various Building items, fire alarm, carpets, paint, HVAC, EIFS. Overall maintains a good public image of the Towns Municipal Offices.

Business Case If this item provides a financial return, please explain how it does so...

Lifecycle asset replacement eliminates a lot of maintenance calls and unnecessary repair costs and down time. Overall reducing costs in the long run.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Not replacing the end of useful life assets will lead to service interruption, downtime, and even closure of the building. For example, if the generator is not properly maintained and fails when needed we could lose all online services and phones to town buildings. Our server room has a UPS but that can only sustain back up power to our priority systems for a short period of time. The Fire alarm system devices, heat detectors, smoke detectors etc. need to be replaced periodically as the age out.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		50,000	100,000	100,000	100,000	100,000	100,000	Yes	1,000,000
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		50,000	100,000	100,000	100,000	100,000	100,000		1,000,000
								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026		
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		50,000	100,000	100,000	100,000	100,000	100,000		1,000,000
Total Cost	1,550,000	Total Cost Recoveries		-	Total Net Cost		1,550,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	+3 Moves Toward/Maintains Desired Service Level	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>
Priority (Pick one)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 4	Points 3	Points 0

Risk Reduction / Mandatory or Legal Requirement
 Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	2	8

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	8	15

Prepared By:	Reviewed By:	Commissioner:
Josh Delong	Jason Unger/David Potter	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one):

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

There are three boilers responsible for heating the water loop during the winter months to maintain heat in the 395 Municipal Office building. One Raypac heating boiler is in need of replacement. This boiler has reached its life expectancy and is beginning to show signs of failure.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Item is classified as maintenance/replacement. It is replacing an aged piece of our HVAC system.

Priority If this item addresses a priority, please explain how it does so...

The Boilers are responsible for heating the water that removes the cold from the refrigerant in the heat pumps. The heat pumps would not be efficient in heating the office space if the Boilers were not operational since the water in the lines would be too cold. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc., it was noted that these units will reach their life expectancy in 2020 and are due for replacement.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This item maintains a desired service level for all employees and residents who use the Town Offices on Mulock drive. Without these boilers operating consistently in the winter months we would not be able to maintain heat and function as a business.

Business Case If this item provides a financial return, please explain how it does so...

Although the newer boilers these days are more efficient the actual cost savings are hard to predict. There will be an energy savings with the new boilers.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The loss of these boilers could result in the building being shut down due to the office being below operating temperatures. The Boilers are responsible for heating the water that removes the cold from the refrigerant in the heat pumps. The heat pumps would not be efficient in heating the office space if the Boilers were not operational since the water in the lines would be too cold. Failure of these aging units would result in offices below comfortable temperatures in the winter. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc. It was noted that these units had passed their life expectancy and are due for replacement.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		25,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs	25,000	-	-	-	-	-	-	-	-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Gas Savings Estimate	Yes	500	500	500	500	500	500	Yes	5,000

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	500	500	500	500	500	500	500		5,000
Net Cost	24,500 -	500 -	500 -	500 -	500 -	500 -	500	-	5,000

Total Cost	25,000	Total Cost Recoveries	8,000	Total Net Cost	17,000	Cost Recovery	32%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	2	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	8	15

Prepared By:	Reviewed By:	Commissioner:
Josh Delong	Jason Unger/ David Potter	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Replacement of CH-45 Platoon Chief vehicle. The cost includes: reflective striping, slide-out tray, storage cabinets, radio's and emergency lighting. This request is consistent with the CYFS Asset Management Plan as approved by JCC. Chief 45 is a 2012 Ford Expedition response vehicle and is one year overdue to be replaced. This vehicle is starting to show signs of wear and tear. This vehicle will become the primary response vehicle and will be known as CH44. The correct CH44 will be moved to reserved status for an additional 4 years.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Maintenance Replacement per CYFS Asset Management Plan approved by JCC.

Priority If this item addresses a priority, please explain how it does so...

This vehicle is one year overdue to be replaced. This falls under Council Strategic Priority - Long Term Financial Sustainability (Asset Mgmt. Plan).

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This vehicle is required to be replaced because when the primary vehicle (CH44) goes out of service due to maintenance, we rely on CH45 to be the primary response vehicle.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This vehicle is required to be replaced because when the primary vehicle (CH44) goes out of service due to maintenance, we rely on CH45 to be the primary response vehicle. Without the replacement of CH45, this could potentially result in the lack of response from the Platoon Chief to manage incidents.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		100,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		100,000	-	-	-	-	-		-
								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026		
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		100,000	-	-	-	-	-		-
Total Cost	100,000	Total Cost Recoveries		-	Total Net Cost		100,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	3	1	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	6	15

Prepared By:	Reviewed By:	Commissioner:
Rocco Volpe, Deputy Chief		Ian Laing, Fire Chief

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This is an annual program which addresses roads that require resurfacing because of surface distresses, and to improve ride quality.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a replacement program.

Priority If this item addresses a priority, please explain how it does so...

This request is related to Council Strategic Priority - Safe Transportation (Streets)- Develop complete street reconstruction methodology to support ongoing safe street initiatives.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

As roads age, surface distresses start to appear (i.e. cracks, ruts, alligating). By removing and replacing the surface course of the asphalt layer helps extend the life cycle of the road, and improves the ride quality for the road users.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

As surface distresses form, things like pot holes can cause damage to cars, trip hazards to pedestrians, and obstacles to bicyclists.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	Yes	1,500,000
Operating Fund									
Other (please specify)									
Capital Costs		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000		1,500,000
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000		1,500,000
Total Cost		10,500,000	Total Cost Recoveries		-		Total Net Cost		10,500,000
							Cost Recovery		0%

Section 4 Evaluation

<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">+9 Council Priority</div> <div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">+6 Council Approved Strategic Plan</div> <div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">+4 SLT Priority</div> <div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">+2 Documented Recommendation</div>	<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">+3 Moves Toward/Maintains Desired Service Level</div>	<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue</div> <div style="background-color: #0056b3; color: white; padding: 5px; font-style: italic;">Automatically calculated once you fill out Section 3 Financials</div>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #0056b3; color: white;">Priority (Pick one)</th> <th style="background-color: #92d050; color: black;">Points</th> </tr> <tr> <td style="text-align: center;">6</td> <td></td> </tr> </table>	Priority (Pick one)	Points	6		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #0056b3; color: white;">Desired Service Level (All or nothing)</th> <th style="background-color: #92d050; color: black;">Points</th> </tr> <tr> <td style="text-align: center;">3</td> <td></td> </tr> </table>	Desired Service Level (All or nothing)	Points	3		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #0056b3; color: white;">Business Case (Scale)</th> <th style="background-color: #92d050; color: black;">Points</th> </tr> <tr> <td style="text-align: center;">0</td> <td></td> </tr> </table>	Business Case (Scale)	Points	0							
Priority (Pick one)	Points																			
6																				
Desired Service Level (All or nothing)	Points																			
3																				
Business Case (Scale)	Points																			
0																				
Risk Reduction / Mandatory or Legal Requirement Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">Current Risk</th> <th style="background-color: #0056b3; color: white;">Points</th> </tr> <tr> <td style="background-color: #0056b3; color: white;">Consequence</td> <td style="background-color: #0056b3; color: white;">Likelihood</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> </tr> </table>		Current Risk		Points	Consequence	Likelihood		3	3	6	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">Post-Implementation Risk</th> <th style="background-color: #0056b3; color: white;">Points</th> </tr> <tr> <td style="background-color: #0056b3; color: white;">Consequence</td> <td style="background-color: #0056b3; color: white;">Likelihood</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td style="text-align: center;">6</td> </tr> </table>	Post-Implementation Risk		Points	Consequence	Likelihood		3	1	6
Current Risk		Points																		
Consequence	Likelihood																			
3	3	6																		
Post-Implementation Risk		Points																		
Consequence	Likelihood																			
3	1	6																		
Evaluation Components																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #0056b3; color: white;">Priority</th> <th style="background-color: #0056b3; color: white;">Desired Service Level</th> <th style="background-color: #0056b3; color: white;">Business Case</th> <th style="background-color: #0056b3; color: white;">Risk Reduction / Mandatory or Legal Requirement</th> <th style="background-color: #92d050; color: black;">Total Points</th> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> <td style="text-align: center;">6</td> <td style="text-align: center;">15</td> </tr> </table>	Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	6	3	0	6	15										
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points																
6	3	0	6	15																
Prepared By:	Reviewed By:	Commissioner:																		
Mark Gregory	Mark Agnoletto	Peter Noehammer																		

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This package represents replacement of critical network hardware and public and staff workstations as well as renewal of critical software including public/staff printing system and library website.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

These are mostly critical systems which will need replacement/renewal as they are at end of life or require mandatory software license renewal.

Priority If this item addresses a priority, please explain how it does so...

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

These items maintain existing service levels by replacing end-of-life infrastructure or renewing mandatory software. The website replacement is not mandatory but instead maintains service levels by ensuring the website meets the evolving needs of users.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The risk is that of failing systems that would no longer support the business of the library and result in interruption of service to residents.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund	485127	225,500							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		225,500	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		225,500	-	-	-	-	-		-
Total Cost		225,500	Total Cost Recoveries		Total Net Cost		Cost Recovery		0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one) <div>4</div>	Points <div>4</div>	Desired Service Level (All or nothing) <div>3</div>	Points <div>3</div>	Business Case (Scale) <div>0</div>	Points <div>0</div>

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jacquie Cuerrier-Boyd	Linda Peppiatt	Todd Kyle, CEO

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

These funds are to continue the Active Transportation Implementation Plan (ATIP) for 2021, which lists bike lanes on both sides of the street for Clearmeadow Boulevard and William Roe Boulevard. The ATIP provides cycling connections to existing cycling facilities and trails to enhance connectivity throughout the Town and promote cycling as an alternative to Single Occupancy Vehicles. The funds will be used to install necessary pavement markings with durable paint, signage and symbols. This is part of the 5-year Active Transportation plan, which was approved by Council as part of the Newmarket Official Plan and the Secondary Plan after extensive public consultation. The ATIP was also the subject of public input at the Transportation Congress held in 2018.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

As the population increases in the Town and as the Active Transportation Network develops, there is a GROWTH in demand for safe and direct cycling routes from existing and new areas of Town. The dedicated bike lanes would provide an increased LEVEL OF SERVICE in safety. The bike lanes provide clear designation as to where vehicles travel and where bicycles travel.

Priority If this item addresses a priority, please explain how it does so...

This project fulfills Council's Strategic priorities under Safe Transportation, ii) Continue to implement traffic mitigation strategy and Active Plans Transportation Plan and explore/ advance an off-road Mulock multi-use path, and v) Develop a 'complete street' design and construction / reconstruction methodology to support ongoing safe streets initiative and continue to explore design options related to speed reduction, where appropriate. This project is part of the Active Transportation Plan, and is forming part of a 'Complete Streets' design by providing multiple mode options within the same road corridor. This project is part of the **key action item** "Implement the Active Transportation Implementation Plan (ATIP) for both on and off road projects".

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

By providing bike lanes on Clearmeadow Boulevard and William Roe Boulevard, residential collectors, this increases the level of service for cycling safety AND has shown to decrease the level of speeds thereby increasing the communities quality of life.

Business Case If this item provides a financial return, please explain how it does so...

This item does not provide a financial return at this time.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This project, and bicycle lanes in general, provide increased safety and reduce the significant risk of vehicle ' cyclist collision. By providing clear designation and separation, the risk is significantly reduced.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Public Works - Operations	

Section 3 Financials

Details of Costs, Savings and Revenue

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		175,000	150,750	112,500	150,000	150,000	150,000		
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		175,000	150,750	112,500	150,000	150,000	150,000		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance	No	12,500	12,500	12,750	13,005	13,265	13,530	Yes	13,530
Operating Costs		12,500	12,500	12,750	13,005	13,265	13,530		13,530
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		187,500	163,250	125,250	163,005	163,265	163,530		13,530
Total Cost	979,331	Total Cost Recoveries	-	Total Net Cost	979,331	Cost Recovery	0%		

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
9		0			0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	3	12

Prepared By:	Reviewed By:	Commissioner:
Mark Kryzanowski	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points <input type="text" value="12"/>		Decision Package Item # <input type="text" value="ENG 7"/>	
Project / Initiative Name <input type="text" value="Trails & Multi-Use Path"/>			
Commission: <input type="text" value="Development & Infrastructure Services"/>		Business Unit Number: <input type="text" value="32101"/>	
Division: <input type="text" value="Engineering Services"/>		Business Unit Name: <input type="text" value="Capital Projects"/>	
Classification (select one):	Growth <input type="text" value="Yes"/>	Service Level Change <input type="text"/>	Maintenance/Replacement <input type="text"/>
			Mandatory/Legislative <input type="text"/>

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This program includes the project management, design and construction of trails and any off-road (e.g. Multi-Use Paths) projects and their amenities in accordance with the Council endorsed Active Transportation Network. This program includes the North West Quadrant Trail project.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

These projects are identified through the off-road portion of the Town's Active Transportation Implementation Plan (ATIP) which is part of the Council-approved Newmarket Centres Secondary Plan, and the Town's Official Plan, which are related to the **Growth** of the Town.

Priority If this item addresses a priority, please explain how it does so...

Safe Transportation (Streets): This Program delivers the Key Action Item of implementing the Active Transportation Implementation Plan (ATIP) . The program provides for off-road transportation for cyclists and pedestrians which will be removed from the roadways. The design and construction of this program will also include amenities that will help create **Extraordinary Places and Spaces** .

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This program moves the Town and its residents towards living a more Active Transportation lifestyle and provides Safe Transportation.

Business Case If this item provides a financial return, please explain how it does so...

This item does not provide a financial return at this time.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This program will provide for the off-road transportation needs of cyclists, pedestrians, joggers, etc. which will provide an increased level of safety by eliminating risk of conflicts with vehicles.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input checked="" type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	This program requires the prompt tendering, award and execution of Consultant, Contractor and 3rd party contracts, in accordance with the Town's Bylaw and Trade Agreements.
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Facilities	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, deficiency sign-off/testing)
Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Communications	Biweekly Construction updates to local residents/businesses and project related Public Consultation notices are vetted through Communications for all projects.
Finance	This program requires the processing of approximately 12 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		100,000	2,970,000	3,300,000	3,630,000	4,000,000	4,500,000	Yes	45,000,000
Reserves & Reserve Funds			330,000	367,000	403,000	444,000	500,000	Yes	5,000,000
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		100,000	3,300,000	3,667,000	4,033,000	4,444,000	5,000,000		50,000,000
Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		35,000	35,000	35,000	35,000	35,000	35,000	Yes	35,000
								Yes	-
Operating Costs		35,000	35,000	35,000	35,000	35,000	35,000		35,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		135,000	3,335,000	3,702,000	4,068,000	4,479,000	5,035,000		50,035,000
Total Cost 70,789,000		Total Cost Recoveries -		Total Net Cost 70,789,000		Cost Recovery 0%			

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		0		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	3	12

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This decision package is critical to the on going replacement of end user desktop equipment and peripheral devices that have reached the end of their lifecycle. Equipment includes desktop computers, laptops, printers, audio/visual equipment, tablets, etc.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Service Level Maintenance will ensure desktop equipment is kept up to date and current with the latest in hardware and software as required.

Priority If this item addresses a priority, please explain how it does so...

To support the many initiatives outlined within Long-term Financial Sustainability, Safe Transportation, Economic Leadership and Vibrancy on Yonge, Davis and Mulock priorities, the upgrade and/or replacement of Desktop and peripheral equipment is crucial. Leveraging technologies, data driven tools and smart city solutions cannot happen effectively without end user equipment being kept to-to-date, secure and highly available.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The capital request is required to maintain the existing level of service. End user desktop environment needs to be kept current and up to date, otherwise staff are hindered from performing their daily work by interruptions for troubleshooting errors and/or the repair of equipment.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Without funds to upgrade/replace end of life and/or aging desktop equipment outages will likely occur with service loss and or quality of service impact for critical users

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below...

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		182,749	182,749	182,749	182,749	182,749	182,749	Yes	1,827,490
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		182,749	182,749	182,749	182,749	182,749	182,749		1,827,490
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
	No								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		182,749	182,749	182,749	182,749	182,749	182,749		1,827,490

Total Cost Total Cost Recoveries Total Net Cost Cost Recovery

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	3	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	3	10

Prepared By:	Reviewed By:	Commissioner:
Jordan Kelly	Mary-Anne Wigmore	Esther Armchuk

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

To project manage, design and construct the next phase of the Recreation Playbook through the hiring of consultants, contractors and term vendors for the individual projects. This program includes the construction of the Magna Skate Park.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The projects will be new features/infrastructure (e.g.. Skate Park, Splash Pad, etc.) which will be required as a result of the Growth of the Town in accordance with the Council Approved Recreation Playbook.

Priority If this item addresses a priority, please explain how it does so...

The Magna Skate Park is regarded as a Priority Recreation Playbook project. The construction of this project will contribute to the Extraordinary Places and Spaces in the Town of Newmarket with respect to "iv. Develop a Parks Master Plan focused on both new development and re-development opportunities; update the Recreation Playbook, as required".

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This program helps to move the Town towards a level of Recreational Opportunities that meets the Recreation Playbook as well as enhances the Extraordinary Places and Spaces in Town.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This program is essential to developing healthy individuals and healthy communities. It also provides an opportunity for citizens to engage the community and be healthy.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input checked="" type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)
Recreation & Culture	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)

Parks	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)
Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Communications	Construction updates to local residents/businesses and project related Public Consultation notices are vetted through Communications for all projects.
Finance	This program requires the processing of approximately 30 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		1,755,000	45,000	396,000	435,600	480,000	600,000	No	-
Reserves & Reserve Funds		195,000	5,000	44,000	48,400	53,300	66,700	No	-
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		1,950,000	50,000	440,000	484,000	533,300	666,700		-
Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		20,000	20,000	20,000	20,000	20,000	20,000	Yes	20,000
								Yes	-
Operating Costs		20,000	20,000	20,000	20,000	20,000	20,000		20,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,970,000	70,000	460,000	504,000	553,300	686,700		20,000
Total Cost 4,264,000		Total Cost Recoveries -		Total Net Cost 4,264,000		Cost Recovery 0%			

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		0		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	0	0	3	9

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Parks would like to create a drainage system on the fields and diamonds around town to ensure that we can meet our opening and closing dates of fields and diamonds, the proposed drainage system would be trenched and pipe will be put in with gravel on top and top soiled back to grass, this piping would effectively drain all the water off the field into a catchbasin. This is a multi-year project. Proposed years and fields: 2020, Whipper Watson, & Fairgrounds 1,2, 3; 2021, Armstrong Diamond 1 & 2, RJT Complex 3, Rene Bray; 2022, RJT Complex 1 & 2, College Manor, Max Styles,

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

A drier field increases our level of service and makes for a safer field. This will help to eliminate the CRM tickets and calls received about wet fields and diamonds, and will allow user groups to use the fields and diamonds when previously they would be too wet and would have had to be cancelled.

Priority If this item addresses a priority, please explain how it does so...

In the Parks Policy Development Manual, it is stated that drainage must be provided with new parks, Parks assumed before this manual was adopted in 2012 by council were not required to have drainage on sport fields which has limited us when opening in the spring and summer with the current climate changes of extreme weather conditions. The Recreation Facility/Field Assets Comparison and Gap Study from 2014 states for how many fields and diamonds are needed with the current and forecasted population, without this project, we will need additional funding in the future to do complete field replacements from the heavy use during the wet weather conditions. The town is also losing revenue while the fields are closed. Complete a comprehensive and up to date drainage plan that reflects the corporate risk strategy and continued investment into the asset replacement fund. Ensure ongoing continuous improvement and a service level analysis for consideration.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Creating a drainage system would assist with drying time of the fields and diamonds therefore allowing users to better utilize town fields. The dryer the fields the safer they are. It will also allow for the potential of less money returned to users who were unable to use a wet field. It gives Town of Newmarket user groups the service level they are expecting.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

There is risk of bodily injury from extreme wet conditions on Diamonds and fields throughout the year. We have and currently receive many complaints from social media exposure in regards to our wet fields during the spring and throughout the year, which also results in revenue loss. There have been previous occurrences of broken bones and bodily injury result in litigation claims from wet field conditions.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation	Manager and Supervisor responsible for diamond and field bookings are aware of and approve the request for the improvements

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		170,000	170,000	170,000					
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		170,000	170,000	170,000	-	-	-		-
								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026		
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		170,000	170,000	170,000	-	-	-		-
Total Cost	510,000	Total Cost Recoveries		-	Total Net Cost		510,000	Cost Recovery	0%

Section 4 Evaluation

<div style="background-color: #005596; color: white; padding: 5px; font-weight: bold;"> +9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation </div> <div style="background-color: #005596; color: white; padding: 5px; font-weight: bold;"> Priority (Pick one) </div>	Points	6	<div style="background-color: #005596; color: white; padding: 5px; font-weight: bold;"> +3 Moves Toward/Maintains Desired Service Level </div> <div style="background-color: #005596; color: white; padding: 5px; font-weight: bold;"> Desired Service Level (All or nothing) </div>	Points	3	<div style="background-color: #005596; color: white; padding: 5px; font-weight: bold;"> +5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> </div> <div style="background-color: #005596; color: white; padding: 5px; font-weight: bold;"> Business Case (Scale) </div>	Points	0	
Risk Reduction / Mandatory or Legal Requirement Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category									
Current Risk			Post-Implementation Risk			Points			
Consequence		Likelihood		Consequence		Likelihood			
3		4		1		1		11	
Evaluation Components									
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points					
6	3	0	11	20					

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Community Centre Surge Tank is currently leaking. In 2019 staff received funding to complete some repairs to the water feature filtration room. During the course of this work staff discovered a leak coming from the surge tank. Further funding is required to complete an investigation and repair.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Early investigation has indicated that the leak is seeping into the adjacent storm water catch basin. Since the surge tank holds chemically treated water for the water feature this should be repaired as soon as possible to prevent further leakage into the storm drainage system.

Priority If this item addresses a priority, please explain how it does so...

The repair to the surge tank ensures an ongoing continuous improvement for the long term sustainability of the Town's water feature. The water feature at Riverwalk is a draw to residents and focuses on the continued success of the downtown area by providing an outdoor recreational feature for families to enjoy in the summer months.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The repair to the surge tank would ensure it is operating at peak performance and would mitigate the need for additional chemical treatment which is currently occurring through water loss. If the surge tank is not repaired the water feature may need to be shut down.

Business Case If this item provides a financial return, please explain how it does so...

A leaking surge tank requires the use of more chemical than would otherwise be required adding an additional expense to operating the feature for resident to enjoy. More water is needed to keep the surge tank at the required operating level which adds to the cost of keeping the water feature operational. Additional staff time is required to monitor water and chemical levels to maintain public health requirements.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The surge tank is currently leaking treated water into the storm water system. There is potential for an environmental concern with having treated water entering the storm system. There is potential for the health and safety of users and staff if the tank is not operating within the specifications it was designed for. There would be a major service disruption as the leak continues to get worse. There would be negative media exposure with having to close down the water feature and deal with the environmental impact the leak is causing to the storm system.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	

Recreation and Culture / Parks	
Operations	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		175,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		175,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		175,000	-	-	-	-	-		-
Total Cost		175,000	Total Cost Recoveries		-		Total Net Cost		175,000
							Cost Recovery		0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one) <div>4</div>	Points <div>4</div>	Desired Service Level (All or nothing) <div>3</div>	Points <div>3</div>	Business Case (Scale) <div>0</div>	Points <div>0</div>
Risk Reduction / Mandatory or Legal Requirement Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence <div>3</div>	Likelihood <div>4</div>	Consequence <div>3</div>	Likelihood <div>1</div>	<div>9</div>	
Evaluation Components					
Priority <div>4</div>	Desired Service Level <div>3</div>	Business Case <div>0</div>	Risk Reduction / Mandatory or Legal Requirement <div>9</div>	Total Points <div>16</div>	
Prepared By: Harry Vanwensem		Reviewed By: Mark Agnoletto		Commissioner: Peter Noehammer	

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

In Operating Decision Packages, there is a request for maintenance of the Marianneville Glenway property that was newly donated to the Town. Parks are requesting a FTE(H5-L4) position along with capital for equipment(Truck \$70,000, lawnmower \$40,000, trailer \$5,000).

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Growth for new area and service level requirements.

Priority If this item addresses a priority, please explain how it does so...

Extraordinary Places and Spaces as set out in councils strategic priorities, develop a parks plan focused on new development along with Newmarket's Parks Policy Development Manual created in 2012.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

To maintain trees, garbage, trails, playground and whatever is planned for the site at current town standards. We are currently receiving a number of tickets on this area asking for maintenance.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

To maintain the new property that was donated to the town, without funding, there would be corporate image issues up to moderate levels as set out on the risk matrix. There would also be environment issues from not maintain the grass and trees. There are also health and safety moderate issues from weeds, allergic issues, trees not safe from being maintained.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		103,500							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		11,500							
Other (please specify)									
Capital Costs		115,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Materials & Supplies & Fuel	No	9,000	9,000	9,000	9,000	9,000	9,000	Yes	90,000
Operating Costs		9,000	9,000	9,000	9,000	9,000	9,000		90,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		124,000 -	9,000 -	9,000 -	9,000 -	9,000 -	9,000		90,000
Total Cost		259,000	Total Cost Recoveries		-	Total Net Cost		259,000	Cost Recovery
									0%

Section 4 Evaluation

<div>+9 Council Priority</div> <div>+6 Council Approved Strategic Plan</div> <div>+4 SLT Priority</div> <div>+2 Documented Recommendation</div>		<div>+3 Moves Toward/Maintains Desired Service Level</div>		<div>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue</div> <div>Automatically calculated once you fill out Section 3 Financials</div>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		3		0
Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item.					
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
2	4	2	2	4	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
9	3	0	4	16	

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth Service Level Change Maintenance/Replacement Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Currently, Harry Walker Parkway has a sidewalk on the west side. In 2019, bike lanes were implemented on Harry Walker Parkway from Ringwell Drive to Mulock Drive supported by a significant government grant. Development applications are occurring on the east side of Harry Walker Parkway: new hotel at Journey's End Court, large retail/commercial development at Davis Drive, and York Region facilities south of Gorham Street (EMS, YRP, snow dump and YRDSB parking). While some development will provide sidewalks as part of the approval process, there will be large gaps or 'orphaned' sections of sidewalks. The purpose of this request is to provide funding to install sidewalks over the next few years to link up pieces to create a continuous sidewalk on the east side, similar to the west side. The project is divided into 4 phases, and is planned to be constructed over 4 years. This will be the second year or stage of the project, and will be from Davis Drive north to around 195 Harry Walker Parkway North, about 850 metres.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

As more development occurs on Harry Walker Parkway, the need to provide safe pedestrian passage is important to support the commercial growth areas. This will also have an economic development effect, because sidewalks add safety, aesthetic and functional benefits that are viewed positively by companies looking to relocate to Newmarket's Harry Walker Parkway. The sidewalks also help businesses by creating transit-supportive infrastructure.

Priority If this item addresses a priority, please explain how it does so...

This project fulfills Council's Strategic priorities under Safe Transportation, v) Develop a 'complete street' design and construction / reconstruction methodology to support ongoing safe streets initiative and continue to explore design options related to speed reduction, where appropriate. This project will complement the existing efforts of a sidewalk on the west side, and the bike lanes, to create a complete street and a safer street for pedestrians. As well, creating sidewalks will help connect existing transit stops and create a more transit-supportive area. It ties to **key action item** Implement the Active Transportation Implementation Plan (ATIP) for both on and off road projects".

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The sidewalk project will greatly enhance the level of pedestrian safety. Harry Walker Parkway is a wider industrial collector with higher daily volumes, higher speeds, and higher percentages of truck traffic. Any pedestrians or transit users on the east side would need to cross the Harry Walker Parkway to access safe pedestrian infrastructure.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This project provides increased safety and reduces the significant risk of vehicle / pedestrian collisions. By providing safe pedestrian infrastructure, the risk is significantly reduced.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Public Works -Parks	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		270,000	365,000	313,000					
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs		270,000	365,000	313,000	-	-	-		-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Maintenance (snow clearing)	No	8,500	8,500	8,500	8,500	8,500	8,500		

Operating Costs		8,500	8,500	8,500	8,500	8,500	8,500		-
------------------------	--	-------	-------	-------	-------	-------	-------	--	---

Cost Recoveries		-	-	-	-	-	-		-
------------------------	--	---	---	---	---	---	---	--	---

Net Cost		278,500	373,500	321,500	8,500	8,500	8,500		-
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Total Cost	999,000	Total Cost Recoveries	-	Total Net Cost	999,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		0		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	3	1	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	6	15

Prepared By:	Reviewed By:	Commissioner:
Mark Kryzanowski	Rachel Prudhomme	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one):

Growth

Service Level
Change

Maintenance/
Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is to have an audit completed on all Facility Door Hardware and Security Systems and Procedures in all Town facilities. The recommendations outlined in the audit would then be implemented in phases over a period of two years. The audit would address the current key system for all town facilities, identify potential risks and review electronic security systems currently in place to ensure that the technology is up to date. Key systems have historically not been managed using a formal tracking system. Many keys have been duplicated over the years without proper authorization being received as low security keyway systems have been utilized. This has left the Town's facilities at a higher risk of unauthorized entry and the potential of damage and other security risks occurring. Implementing a more streamlined and higher security keyway system throughout all town properties would reduce the number of keys in a current "active" state and reclaim some control over persons allowed entry into town buildings. Included in this audit/review, we would address consistent practices with respect to security systems (i.e. when a building / facility should have remote monitoring, where panic systems should be in place, certain protocol for design, etc.). Finally, a review of aging electronic security technology needs to be conducted. This includes Camera Monitoring Equipment and Electronic Access Control Systems.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

It is recommended that we move toward defining a classification of our facilities / buildings and using this classification to define certain features and how our assets should be equipped. Some facilities are equipped with security systems and others not, with no specific reasoning to support the equipment or lack of. This item would allow us to have a more comprehensive review at our facilities and by establishing a classification, apply logic behind what systems and functions are in certain facilities. It will also give us the ability to apply a hierarchy to our keying system and identify areas where we can tighten up access to certain areas.

Priority If this item addresses a priority, please explain how it does so...

Long-Term Financial Sustainability - This is an example of how we are attempting to ensure on-going continuous improvement and continually analyse the way in which we operate. This will also address elements of risk and implementation of a strategy to deal with municipal vacant properties.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This will create an improved service level to move us toward a standard classification of our buildings. The desired outcome is to determine what level of services, amenities and functions are addressed in each building. This would take into consideration the size of the building, it's use, etc.

Business Case If this item provides a financial return, please explain how it does so...

With respect to keys - Currently staff spend a significant amount of time searching for keys, rekeying doors and having keys cut. Using a low security key system does not allow for keys to be coded and to have corresponding registers associated with them. There is no organization to this system. The Town's portfolio of facilities and buildings have grown to a point that the low security technology no longer makes sense with regards to security levels as there is significant risk associated with using a key system that can be reproduced easily (i.e. get keys cut at any hardware store), nor is efficient to manage internally. With regard to Security Systems - Currently there is no classification of building to determine which properties are monitored and to what extent. This inconsistency in the procedures results in staff responding to after-hours calls at some locations while other locations remains unattended and security breach would not be discovered until it is reported or until the next time it is visited.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Upgrading these systems and establishing a process for addressing security concerns and analyze the risk for breaches will show due diligence and ensure the safety and security of the occupants, users and assets within the facility. This will in turn reduce the risk for financial damages and safety concerns associated with improper use of keys and improper monitoring of facilities.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		50,000	100,000	100,000					
Other (please specify)									

Capital Costs 50,000 100,000 100,000 - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - -
Cost Recoveries - - - - -
Net Cost 50,000 100,000 100,000 - - -

Total Cost 250,000 **Total Cost Recoveries** - **Total Net Cost** 250,000 **Cost Recovery** 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Town's Marquee signs located at Magna and Townhall have reached their end of life and require replacement. At over 10 years old, the aging signs are either not working at all or in need of repair at any given time and the original supplier no longer provides support. The Magna Centre staff reply on the signs to provide information to the public and user groups on a continuous basis and frequent disruption in service impacts daily business for the Town as well as it's business partners. A portion of these funds will be dedicated to review other marquee signs and provide recommendations (and possibly the purchase of) solution to standardized the hardware and software along with a centralized platform to manage and administer all Town facilities signs.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Marquee signs at various facilities are in need of replacement as they've reached their useful lifecycle.

Priority If this item addresses a priority, please explain how it does so...

Vibrancy on Yonge, Davis and Mulock - Leverage Smart City technologies and municipally owned broadband (ENVI) to support corridor development strategies and business retention and expansion efforts. Adopting Smart City Technologies and providing the latest innovation in signage along the corridors will feed into the over all Council Priority. The signs can be connected to both the Town's data network and the internet using ENVI.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This item maintains an existing level of service as the signs are well entrenched in operations at the Magne Center and Townhall.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Major Service Disruption, major service loss potential to Town programs, Sports Groups and businesses within the Magna Centre if important information cannot be displayed to customers in a timely manner. A portion of the Magna Marquee is designated to the Naming Rights and Timothy's Café within the Magna Centre. This has considerable value to our sponsors and helps the retail for the Café. Another important risk to consider is in the event of a disaster or emergency the Town may not be able to use these signs to communicate very important, key messaging to the community on a Town wide situation. Whether we are an emergency centre, a heat escape centre, a natural disaster recovery centre at any / all of our Town facilities. The additional Town Signage Review portion of this decision package will make way for the integrated emergency messaging for all Town facilities.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below...

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2020	2021	2022	2023	2024	2025	Ongoing Cost past 2025?	Ongoing Cost
Description	Account #								
Asset Replacement Fund			120,000						
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs - 120,000

Operating Impact of Capital Project		2020	2021	2022	2023	2024	2025	Ongoing Costs / Cost Recoveries past 2025?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
	No	0	25,000	25,000	25,000	25,000	25,000	Yes	250,000

Operating Costs - 25,000
 Cost Recoveries -
 Net Cost - 145,000

Total Cost 495,000 Total Cost Recoveries - Total Net Cost 495,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jordan Kelly	Mary-Anne Wigmore	Esther Armchuk

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This project was to have been completed in 2020 but will no longer be feasible due to COVID. The project involves replacement of the video projection equipment in the library meeting rooms whose technology is no longer up to the standards of users and renters.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is necessary in order to maintain existing service levels.

Priority If this item addresses a priority, please explain how it does so...

The Library Board as well as Council had approved this project for 2019. The Board recognized the priority of replacing out of date A/V equipment to mitigate risk to rental income as well as to Board and other uses of the equipment.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This is necessary in order to maintain existing service levels.

Business Case If this item provides a financial return, please explain how it does so...

Financial returns are not quantified, but room rental income is significant for the library so the financial risk is significant. C14

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This mitigates the risk that rooms will no longer be suitable to the needs of renters.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund	485127	20,085							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		20,085	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		20,085	-	-	-	-	-		-
Total Cost		20,085	Total Cost Recoveries		-		Total Net Cost		20,085
							Cost Recovery		0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jacque Cuerrier-Boyd	Linda Peppiatt	Todd Kyle, CEO

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Library Board approved spending funds on a future library facility needs study in partnership with Community Services and this was approved by Council as part of the 2020 capital budget. As it is unlikely due to COVID that this study will be completed in 2020 it is being re-requested for 2021.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is related to the growth of the community. The number of square feet of library space per capita is far below provincial norms because of a growing population.

Priority If this item addresses a priority, please explain how it does so...

This addresses a priority of the Library Board and of SLT.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This is intended to maintain existing service levels and the community grows.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

This mitigates the risk that library services will be unable to meet the needs of a growing population.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	Yes	Procurement	Yes	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Community Services/Recreation & Culture	It has been agreed to pursue this study in cooperation.

Procurement	Procurement is prepared to commission the study when needed.

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges	460200	50,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		50,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		50,000	-	-	-	-	-		-
Total Cost		50,000	Total Cost Recoveries		Total Net Cost		Cost Recovery		0%

Section 4 Evaluation

<div>+9 Council Priority</div> <div>+6 Council Approved Strategic Plan</div> <div>+4 SLT Priority</div> <div>+2 Documented Recommendation</div>		<div>+3 Moves Toward/Maintains Desired Service Level</div>		<div>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue</div> <div>Automatically calculated once you fill out Section 3 Financials</div>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0
Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item.					
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk			Points
Consequence	Likelihood	Consequence	Likelihood		
3	3	3	1		
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
4	3	0	6	13	
Prepared By:		Reviewed By:		Commissioner:	
Jacquie Cuerrier-Boyd		Linda Peppiatt		Todd Kyle, CEO	

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is for total revamp of the parking stalls at Art Ferguson, full removal of asphalt, regrade sub aggregate to ensure proper drainage and install new top coat of asphalt and repaint lines .

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The current asphalt has been deteriorating rapidly due to poor foundation (aggregates) causing multiple sink holes, which in turn would potentially cause damage to vehicles. In addition to this, the parking lot does not meet bylaw due to the depth of the parking spaces and the road laneway which does not meet bylaw allowances. We have been previously given legal advice to maintain travel portions on the public property, similar to the travel portion of the road aka, minimum maintenance standards.

Priority If this item addresses a priority, please explain how it does so...

This project relates to Council Strategic Priority - Environmental Stewardship: i. Continue to implement programs that make Newmarket a leader in the implementation of low impact design (LID); and item v. Support highly effective partnerships with the LSRCA, MECP, York Region, NT Power and others who provide funding and support for our numerous projects.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

If this is not addressed residents will continue to call into Customer Services with potential damage claims and injuries.

Business Case If this item provides a financial return, please explain how it does so...

There would be an environmental return of installing a LID feature for this parking lot. It is difficult to estimate the financial return at this point

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Without this project, there are potential damage claims on vehicles, potential trip and falls, potential injury to town staff when plowing the parking lot. Potential trip and fall hazards. Not in compliance with the Town of Newmarket Bylaw regarding size of parking lot spaces.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
LSCRA	LID to be covered by Lake Simcoe Conservation Authority

Section 3 Financials

Details of Costs, Savings and Revenue

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		225,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		225,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		225,000	-	-	-	-	-		-
Total Cost	225,000	Total Cost Recoveries		-	Total Net Cost		225,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is to replace Art Ferguson interlocking. Ensuring public safety is at the forefront of our facilities and parks, we will be replacing the interlocking as the grading is unsafe at this time from frost movement and age of the current subgrade. At Art Ferguson, the stones are becoming unsafe due to deterioration and ground movement. Full removal, regrade and asphalt installation is needed.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This project is replacement and also addresses resident and patron safety concerns with public usage and rentals. Multiple years of snow plowing, salting, and maintenance vehicles using the area have created erosion and trip hazards on the stones. Under the Ontario and Newmarket's AODA (2005), we need to ensure that facilities and parkland are safe and accessible for all types of users. According to the Newmarket Parks Policy Development Manual for maintenance to facility buildings and parks, we need to create ramps into the playground & the parking lot in order to make it accessible.

Priority If this item addresses a priority, please explain how it does so...

Under the Ontario and Newmarket's AODA (2005) to ensure that facilities and parkland are safe and allow all types of users including any accessible issues addressed as per AODA rules and regulations. This is also relates to develop new place making that integrates and reflects inclusivity within our growing community.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Maintains the current level of service by allowing this building to be used safely. We are ensuring safe passage for the public including accessibility to the park amenities and buildings.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

There is a possible litigation risk due to uneven surfaces causing bodily injury in the whole park throughout the year. There will be possible negative media exposure. Currently pedestrians with accessibility needs are travelling the laneway out onto the sidewalk then back onto the path as there are no cut curbs nearby for accessibility needs.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		50,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 50,000 - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - -
 Cost Recoveries - - - - -
 Net Cost 50,000 - - - - -

Total Cost 50,000 Total Cost Recoveries - Total Net Cost 50,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Increase programming space- with the YCDSB ending their agreement- making use of the new space to generate more revenue. Requesting to remove the wall between the Board Room and MP#5, add a divider wall, new flooring, doorways (AODA compliant) to allow for maximum programming opportunities for 2 separate meeting spaces along with a larger space when required. This will be our largest programmable room within the Magna Centre offering increased opportunities for rentals and programs. Additional kitchenette allows water access for programming (increases programming options) and allows renters for their events (regularly requested for tournaments/meetings). This will maximize the amount of revenue opportunities for the space.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Growth- Programming a new space at the Magna Centre where there is a high demand for rentals, birthday parties, and programs.

Priority If this item addresses a priority, please explain how it does so...

Long Term Financial Sustainability- As the use of the Magna Centre continually evolves- it has become a hub location for the community and user groups. We are not currently maximizing the use of the meeting room space in the facility based on the current size of our meeting rooms. As the population increases and community use programming/rental requests increase- expanding the room will allow for more programming/rental opportunities for the community, maximize the use of the space (with minimal set up required), increasing revenue to offset the costs of the space.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Increasing the size of the room will allow for a growth in rentals as we are currently capped at 20 people for the one room. Program. Currently we cap program numbers based on the maximum number permitted in the room.

Business Case If this item provides a financial return, please explain how it does so...

Expanding the room will allow for increased programming and rentals. New FWS programs: 5 Classes/Wk./3 Sessions Approx. \$1700/class = \$25,500/yr. Rentals: Additional Rentals for Sports User Groups, Community Rentals and Birthday Parties estimated \$5,000/yr. Total annual increased revenue forecasted at \$30,500.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Possible risk of negative local media exposure if unable to provide spaces for community members to use for their special events, community meetings, courses, trainings, etc.

Additional space within program/rental areas will mitigate spread of virus.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		55,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		4,000							
Other (please specify)									
Capital Costs		59,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Course and rental revenue	yes	30,500	30,500	30,500	30,500	30,500	30,500		
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		30,500	30,500	30,500	30,500	30,500	30,500		-
Net Cost		28,500	-	-	-	-	-		-
Total Cost		59,000	Total Cost Recoveries		183,000	Total Net Cost		- 124,000	Cost Recovery 310%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one) <div>4</div>	Points <div>4</div>	Desired Service Level (All or nothing) <div>0</div>	Points <div>0</div>	Business Case (Scale) <div>5</div>	Points <div>5</div>

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	2	1	4

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	0	5	4	13

Prepared By:	Reviewed By:	Commissioner:
Kristi Carlen/Harry Van Wensem	Colin Service/Ian McDougall	Ian McDougall

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Expansion of Magna Ctr- Multi-purpose Room 3. Remove the wall between the current room and the old Skating Club office to create a larger footprint for each room. The larger square footage will allow us to accommodate more participants in the room for programming, meetings and special events. There are only 3 Multi-purpose rooms in the facility and they are not conducive for larger events. From a programming perspective, the increased space will allow for larger class sizes and the opportunity to increase the overall net revenue per program. There is an opportunity to increase the number of rentals as the current max allowance is only 20 people per room which impacts the number of meetings and events we are able to hold at this site. Southlake (who have access to MP Room #3 with their lease agreement) are requesting a larger capacity room to meet the demand for their Cardiac Care program which we currently do not have in the Magna Centre.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Service Level Change- Increased demand for larger meeting space in our largest Recreation Facility. Currently the largest meeting room space will allow only 20 people max with tables and chairs. This is not a

Priority If this item addresses a priority, please explain how it does so...

Long Term Financial Sustainability- As the use of the Magna Centre continually evolves- it has become a hub location for the community and user groups. We are not currently maximizing the use of the meeting room space in the facility based on the current size of our meeting rooms. As the population increases and community use programming/rental requests increase- expanding the room will allow for more programming/rental opportunities for the community, maximize the use of the space (with minimal set up required), increasing revenue to offset the costs of the space.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Increased number of users within the space which will allow for more rentals, increased program numbers, increase participation in Southlake's Cardiac Care program. Currently we cap program numbers based on the maximum number permitted in the room.

Business Case If this item provides a financial return, please explain how it does so...

Additional Participation of current class: 1 Classes 3 sessions = \$7,500/yr. Additional Classes: 3/session \$2,200/course = \$19,800/yr. Birthday parties, sports groups and community rentals = \$4,000/yr. Total estimated increase of revenue = \$31,300/yr.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Additional space within program/rental areas will mitigate spread of virus.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		40,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		4,500							
Other (please specify)									
Capital Costs		44,500	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Program and Rental Revenue	yes	31,300	31,300	31,300	31,300	31,300	31,300		
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		31,300	31,300	31,300	31,300	31,300	31,300		-
Net Cost		13,200	-	-	-	-	-		-
Total Cost		44,500	Total Cost Recoveries		187,800	Total Net Cost		- 143,300	Cost Recovery 422%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		0		5
Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
2	3	2	1	4	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
4	0	5	4	13	

Prepared By:	Reviewed By:	Commissioner:
Kristi Carlen/Harry Van Wensem	Colin Service/Ian McDougall	Ian McDougall

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This submission covers a variety of technical equipment for the Newmarket Theatre that are due for asset replacement, maintenance or upgrades. This has been categorized as "Legislated" due to the sale of bandwidth by the federal government. This change has made some of our equipment obsolete. More information can be found in the attached appendix, but an itemized listing is: Apple iPad2, ETC Sensor Dimmers (X 48), Strand 8" Fresnel Lite (X 16), Elation Opti Tri Par (X 6), Martin Rush Par (X 10), Martin Mac250 Entour X 6, Elation Design Spot 250 Pro (X4), GAM SX4 Six Gobo Tray Changer (X 3), Spectrum 4" Broadway (X 2), Spectrum ColorQ 8 Way Power Supply, Spectrum PSU 02 24 Volt Power Supply, Rosco 200W PSU (X 2), Altman Comet (X2), MediaMaster Server (Custom), Show Cue System Computer (Custom), Le Maitre DMX Smoke Machine, Rosco Delta Hazer, Le Maitre True North (X2), Radiance Hazer, Behringer Eurorack UB 1002, QSC ISA1350 (X3), QSC PLX 3002, EAW UX8800, EAW AX396 (X3),

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

In 2019, the Federal Government sold bandwidth to the private sector. The frequency auctioned off was currently in use by wireless mics across the theatre industry, including the Newmarket Theatre. This sale means our wireless mic equipment will be operating in a restricted bandwidth and must be replaced. We have experienced feedback this year, where cell service is picked up and audible to the crowd, during a presentation or performance. The replacement/maintenance of these items will maintain existing service levels at the Newmarket Theatre. Inherent with technology, often with maintenance/replacement also result in enhancements to existing services.

Priority If this item addresses a priority, please explain how it does so...

Creating Extraordinary Spaces - Develop a Plan... that integrates and reflects diversity and inclusivity in our growing community. Without the correct equipment at the Theatre, we may fail to meet the changing needs of our community. We have a number of items that are no longer functioning to current technical standards, which at the least will result in customer dissatisfaction and could escalate to losing customers all together. The nature of our Theatre business is few, but high value rentals so addressing any technical shortcomings is a priority for business viability.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Creating Extraordinary Spaces - We have a number of items that are no longer functioning to current technical standards, which at the least will result in customer dissatisfaction and could escalate to losing customers all together. The nature of the Theatre business is few, but high value rentals so addressing any technical shortcomings is a priority for business viability.

Business Case If this item provides a financial return, please explain how it does so...

In the theatre business, keeping technical equipment up to standard is crucial in retaining and attracting new clients. The items on this list have been budgeted for replacement through strategic asset replacement budgeting. This upgrade/replacement is complimentary to the renovation occurring in the lobby in 2019, ensuring both esthetics and technical ability line up.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Purchase of these items through existing asset recovery funds will reduce (or eliminate) potential for loss of revenue due to lacking technical services. Further, by continuing the asset replacement cycle and tracking/charging depreciation on these items, we will continue to maintain a stable replacement reserve. Failure of technical equipment during a show will result in significant financial and reputational loss.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Facilities	The equipment at the Newmarket Theatre is operated and maintained by Theatre Technical staff. Therefore, feedback from the Public Works services staff is not relevant to this submission.

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		153,896							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		153,896	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		153,896	-	-	-	-	-		-
Total Cost		153,896	Total Cost Recoveries		-		Total Net Cost		153,896
							Cost Recovery		0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Rob Wilson	Colin Service	Ian McDougall

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth Service Level Change Maintenance/Replacement Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Fleet provides critical support to maintaining municipal operations including CYFS, Roads, Water, Wastewater, Parks, Facilities, and By-Law Department. The Town's fleet must be readily available to respond to regular operations as well as emergencies such as fires, watermain breaks, snow clearing of roads/sidewalks as well as increased flooding events. The Asset Management Steering Committee (AMSC) recognizes that a comprehensive software solution will allow staff to more effectively manage our assets with regards to maintenance and daily operations resulting in more efficient operations. As a result of this understanding in January 2020 the AMSC recommended a pilot project with Fleet be undertaken to investigate the viability of expanding the use JD Edwards with the understanding that current processes could be improved by looking for more efficient business practices leading to shorter downtime and improved communication between all departments. After significant investigation the Committee recommended a stand alone software solution as the best option for Fleet moving forward. Following are some of the important benefits we anticipate realizing from this project: Reduce vehicle ownership, extend useful life of vehicles, increase equipment availability, increased warranty recovery, optimization of inventory levels, more efficient regulatory compliance for vehicle management, overall improvements to maintenance scheduling, parts and inventory management.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Service Levels will be positively impacted as a result of better management of fleet resources. Having a system that will allow for increased fleet utilization and monitoring will allow Management to allocate their fleet resources (equipment and staff) in a more efficient manner. Having a system will help the Town better understand where fleet resources are being used, as well as identifying if we are experiencing increased wear and tear on the fleet, or if we are not using our fleet to its full potential. The production of key workload statistics including the number of work orders processed and productive mechanic labour hours will also assist with managing the workforce and minimizing vehicle and equipment downtime as work will be better planned and less reactive. Software will also provide senior management with key performance indicators to demonstrate to Council resource allocations. Software will also provide valuable insights into the identification of priorities for future fleet replacement activities and guide the development of purchase specifications. As a result of being more efficient, the Town has to option to decide if maintenance and repair work could be provided to outside agencies resulting in additional revenue in future years.

Priority If this item addresses a priority, please explain how it does so...

Fleet Management Software will help Fleet address Councils strategic priority of Long-term Financial Sustainability by providing management with a tool to improve equipment life-cycle management practices including but not limited to financial needs (budget), improved work order functionality resulting in improved allocation of human resources, technician certification and training management, inventory management, improved fuel management, as well performance metrics to aid discussions with Council around service levels.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

In 2017 the Town developed it's first Level of Service Project. The Town undertook the development of key measures as part of this program for many of it's asset classes. As part of this project staff identified that the information currently available does not lend itself to quantifying response time and down time. As a result, Fleet is not well positioned to know what resources or levers we are able to draw on to respond appropriately to Management direction. Fleet software will improve the automation of everyday operational requirements such as, inspections and preventive maintenance, thereby streamlining fleet management practices allowing staff access to information that will better position them to respond to Management inquiries and address service level concerns as they are identified. The system will also allow management to better identify KPI's and track performance of the team against these KPI's resulting in better performance measures being created over time.

Business Case If this item provides a financial return, please explain how it does so...

A Fleet Management System will improve the Supervisors ability to manage the day to day operations of the Fleet Area. Upon successful implementation of the selected software the Town will realize reduced equipment down time and increase in overall efficiency of the department by allowing for more informed decisions regarding outsourcing of maintenance as well as improved warranty claims processes. As previously mentioned, in the future the efficiencies gained as a result of better management will allow the Town the option to consider converting our Fleet Area into a for profit cost centre.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

A key objective of the Fleet Services area is to limit vehicle and equipment down time. Having the technology, financial and human resources needed to plan for much needed maintenance will limit the risk of the Town not meeting service level expectations of the public. By having maintenance and service schedules PWS, Building, Recreation and Engineering departments will be able to plan for and meet their service level commitments.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
AMSC	The AMSC recommends the acquisition of software to assist Fleet in the management of their department. See presentation dated July 7th. The recommendation includes budget be provided for software, customization, project management and ongoing maintenance fees. The RFP should include provisional language for the addition of modules related to other service areas so as to keep options open for future.

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds		215,000							
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		215,000	-	-	-	-	-		-

Operating Impact of Capital Project								Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?	2021	2022	2023	2024	2025	2026		
annual maintenance	No	10,000	10,000	10,000	10,000	10,000	10,000	Yes	100,000
Operating Costs		10,000	10,000	10,000	10,000	10,000	10,000		100,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		225,000 -	10,000 -	10,000 -	10,000 -	10,000 -	10,000		100,000

Total Cost	375,000	Total Cost Recoveries	-	Total Net Cost	375,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
3	3	3	2	3	

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	3	12

Prepared By:	Reviewed By:	Commissioner:
Mark Gregory	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points 11		Decision Package Item # FAC 6	
Project / Initiative Name Greenhouse Operating System at Operations Centre			
Commission: Development & Infrastructure Services		Business Unit Number: 57301	
Division: Public Works - Facilities		Business Unit Name: Facilities Administration	
Classification (select one):	Growth 	Service Level Change 	Maintenance/Replacement Yes
			Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is for additional funds to acquire a computer control system to operate irrigation, fans, heat, etc. in the Operation Centre greenhouse. A budget request was submitted and approved in 2018. Upon further research and consideration for the type and level of automation that would be most beneficial to the operations of the greenhouse, it was found that the initial budget allocated for this project is insufficient. The purpose of this technology is to allow for information about the ambient conditions of the greenhouse to be known in real time when off site, and allow to adjust and operate the irrigation, ventilation and heat systems from a computer or cell phone. This system will also alert staff immediately of a failure with equipment, closure of vents, heating system default, etc. in an effort to avoid loss of crop or plants in the event of a malfunction. This was an approved 2019 budget that was underfunded, so we are requesting additional funds to complete the project.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This project represents a service level improvement to allow staff more control over the quality and consistency of the indoor environment in the greenhouse, while providing them more flexibility with time management as they will have the ability to respond to changes in the environment remotely. The existing operating system in the greenhouse has minimal capabilities for automation of the building system components, and does not have a capability to be controlled off site. In order to provide the desired service level, the existing system needs to be replaced with a new one.

Priority If this item addresses a priority, please explain how it does so...

This represents an on-going continuous improvement to the Town's operations and would contribute to creating an environment for job attraction by providing high level technological tools. The system would be an investment into the asset and also reflect a corporate risk strategy to mitigate financial impact of loss of plants and provide energy efficiency with closer monitoring of the indoor conditions inside the greenhouse.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The acquisition of an operating system for the greenhouse will enhance the level of service by allowing the Town staff to improve operations of the greenhouse and reduce the costs of possible loss of plants due to these incidents.

Business Case If this item provides a financial return, please explain how it does so...

This system will result in increased efficiencies such as remotely watering, opening fans in extreme heat and or closing in cold, all through this technology. This in turn reduces staff costs to come in on weekends and evening to address these needs.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Crops and plants must be kept in favorable conditions at all times not only to ensure their proper growth but also their survival. The installation of such operating system will ensure that environmental conditions remain within an acceptable range even outside of working hours and improve response time in the event of failures of the building systems. This will mitigate the potential for financial damage that loss of crops/plant would generate. The greenhouse experienced product loss in the winter of 2018/2019 when heating systems failed and temperatures in the greenhouse plummeted to a temperature not conducive to plant material survival. The financial impact of losing all plants within the greenhouse is significant.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Parks	

Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		70,000							
Other (please specify)									

Capital Costs 70,000 - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - -
Cost Recoveries - - - - -
Net Cost 70,000 - - - - -

Total Cost 70,000 **Total Cost Recoveries** - **Total Net Cost** 70,000 **Cost Recovery** 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
 *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	2	1	4

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	4	11

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This request is for a multi-year ball diamond backstop replacement project. This project scope includes: replace the existing backstops for Ray Twinney Complex Ball Diamond 1 (\$100,000) and Ball Diamond 2 (\$100,000), George Richardson Diamond 2 (\$50,000), Whipper (\$100,000). The ground conditions at these locations along with the wear and tear of the user groups on the fencing need to be replaced over the next few years.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

These backstops are anywhere from 25-35 years of age and are due for replacement.

Priority If this item addresses a priority, please explain how it does so...

Implement park development opportunities as required. The Parks Policy Development Manual from 2012 states how many diamonds are needed with current and proposed population, to meet these requirements, we need to update our infrastructure and amenities with current standards.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Current diamond backstops are showing wear and tear from years of use/age/weather affecting the ground conditions and steel, they need to be replaced to meet current standards.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Constant repairs are being completed each year, without this there is a chance that poles will fall down and fencing will be damaged and it could be a health and safety issue. Balls may go through the gaps in the fence and hit patrons or cause property damage. We have received CRM tickets and complaints from residents/user groups of balls going through the backstop and hitting people, surrounding houses, cars etc...

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		200,000	50,000	100,000					
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		200,000	50,000	100,000	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		200,000	50,000	100,000	-	-	-		-
Total Cost		350,000							
Total Cost Recoveries			-						
Total Net Cost						350,000			
Cost Recovery								0%	

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	4	2	3	2
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	2	11

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

Renovation of the Gorman Pool facility is required due to age, degradation of the asset and concerns with public health requirements. Updates to the existing facility will address required upgrades to plumbing fixtures and piping, decay in site elements such as failed tile finishes, inoperable showers and deteriorated counters as well as the replacement of common shower areas. The new change rooms will feature AODA and code compliant design. Improvements on deck include considerations for increased shade, updated furniture and pool covering to prevent safety concerns during inoperable months.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This will maintain existing service levels, or more specifically ensure existing conditions are in line with expected services levels. This also ensures that the facility remains in compliance with public health requirements. The new changes rooms will also feature AODA and code compliant design.

Priority If this item addresses a priority, please explain how it does so...

Implementation of this project will contribute to creating extraordinary places within the Town facility and creating an better quality of life for residents. On-going improvement of Town facilities is part of long term financial sustainability of Town assets and responsible overall asset management.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The renovation will not only restore acceptable service levels for users but will also improve the service levels by providing a more user-friendly and high quality environment. Staff efficiency will also be increased through integration of easy to maintain building materials and smart space configuration.

Business Case If this item provides a financial return, please explain how it does so...

Delaying the construction phase for this project is likely to result in additional expenditures to restore continuously degrading assets. Properly maintaining facility assets ensures efficient management and long term financial sustainability of the Town's assets. Extended closure of the facility if deemed unsafe and unsanitary for use by public health could result in substantial loss of revenue and programming, and the Town's image would be negatively impacted as a result.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Deterioration of our assets poses health and safety risks to staff and user groups with the potential to incur liability. Forced building closures from asset failure would result in major service disruptions, negative local media exposure and loss of recreational opportunity.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	

Recreation & Culture	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		55,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (Grant)									

Capital Costs 55,000 - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - -
 Cost Recoveries - - - - -
 Net Cost 55,000 - - - - -

Total Cost 55,000 Total Cost Recoveries - Total Net Cost 55,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		0		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	3	1	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	0	0	6	10

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This project is to pave the remaining trail at Ken Sturgeon Park to allow access for all and to reduce tripping hazards caused by washouts when it rains, or change of season from winter to spring. Paving will also help with AODA issues and make the trail compliant. Portions of the trail have been paved due to the projects being completed such as the playground replacement, being brought up to AODA standards and the new basketball court/outdoor community rink.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Growth and service level change, paving this trail will allow more users to access the park all year long, a new basketball court and fully accessible playground was just recently installed.

Priority If this item addresses a priority, please explain how it does so...

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Improving our level of service of the trail from screenings to pavement helps users use the trail safely and year round. If we do not complete the paving users with accessibility needs will not be able to use the park year round.

Business Case If this item provides a financial return, please explain how it does so...

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Not paving this trail allows for users to injure themselves on any washouts which happen every rain along with users not able to use the trail safely during the winter months. There is also a high risk of media exposure from those with accessibility needs and new parents with strollers. This has been an issue previously with users.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input checked="" type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		70,000							
Development Charges		70,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 140,000 - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - -
 Cost Recoveries - - - - - - -
 Net Cost 140,000 - - - - - - -

Total Cost 140,000 Total Cost Recoveries - Total Net Cost 140,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	3	2	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	3	10

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The lobby and common areas at the Ray Twinney Complex have not been fully renovated since the time of construction except for painting, and the interior finishes and accessories are somewhat deteriorated and outdated. We are suggesting a complete remodeling of the space to include more modern design and better functionality of the lobby, customer service kiosk and hallways to the various areas of the complex. The project would also include modernization of the exterior main entrance of the building. This request is for funds to initiate the design process with a building consultant and interior designer for the construction phase of the renovation to be executed over two years in 2021 and 2022. The design will focus on the use of modern and high performance building materials and provide barrier-free/accessibility path of travel throughout the common areas of the complex.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Complete renovation of the Ray Twinney Lobby and Common Areas is required due to aging and deterioration of the asset. Updates to the existing facility main entrance and common areas will provide a environment for growth and better serve the public visiting the complex. Modernizing the space will also contribute to attracting more visitors and increasing the potential revenues for the Town. The design will incorporate the most current AODA and barrier-free code requirements.

Priority If this item addresses a priority, please explain how it does so...

Implementing these projects will contribute to creating extraordinary places within the Town facility and creating an environment for job attraction and economic growth. On-going improvement of Town facilities is part of long term financial sustainability of Town assets and responsible overall asset management. This will develop a new cultural and place-making Master Plan that integrates and reflects inclusivity and diversity within our growing community.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The improvement will provide a more inclusive level of service to users of all abilities by providing a more user-friendly and high quality environment. Staff efficiency will also be increased through integration of easy to maintain building materials and smart space configuration.

Business Case If this item provides a financial return, please explain how it does so...

Properly maintaining facility assets ensures efficient management and long term financial sustainability of the Town's assets. Creating environment designed to attract visitor and generate community engagement will result in additional revenue for the corporation.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

Prolonged aging and deterioration of Town's assets has potential to negatively impact long term operations of the facility and corporate image of the Town. Deteriorated building materials can also cause a health and safety concern based on the level of deterioration.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	

Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		80,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs	80,000	-	-	-	-	-	-	-	-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	80,000	-	-	-	-	-	-	-	-

Total Cost Total Cost Recoveries Total Net Cost Cost Recovery

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	2	2	2

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	2	9

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

This project is to purchase an attachment for our sidewalk winter maintenance equipment that will help break up ice after freezing rain storms. This attachment will minimize the wear and tear on our equipment that is not designed for this function. This will increase the life span of our equipment due to not pushing out machines outside their limits, equipment is meant to clear snow and spread melting agents, but not to remove hard packed ice. Currently we are putting too much pressure on the plow when we are required to break ice as the machine is not made to do this. The Ontario minimum maintenance standards refers to clearing snow and ice off sidewalks within 24 hours of a snow event.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This would be a service level change as we currently do not have anything similar to the proposed equipment. When we have an ice storm this would enable our crews to move freely and efficiently through their plow routes, thus creating clean and safe sidewalks for the public. The Ontario minimum maintenance standards refers to clearing snow and ice off sidewalks within 24 hours of a snow event.

Priority If this item addresses a priority, please explain how it does so...

This project falls under Council Strategic Priority Safe Transportation, i. Incorporate technology/data driven tools and tactics into engineering design and enforcement measures related to the safety of vehicles, pedestrians, and other transportation modes in order to enhance trail and street safety.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

Winter storms are more aggressive due to climate change, there has been an increase in ice storms and new technology is required to combat these events in order to maintain the safety of Newmarket pedestrians.

Business Case If this item provides a financial return, please explain how it does so...

The potential of the requirement for vehicle maintenance decreases because we are lowering the risk of hitting ice and damaging the equipment. However, the dollar value cannot be quantified at this time.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...

The Ice breaker will help to reduce the amount of slip and falls by assisting with a more efficient ice clearing process during freezing rain storms. It will reduce potential injury with staff (whiplash) lest sudden stops when hitting ice along with extending the life of the equipment.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
<input type="text"/>	<input type="text"/>

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		25,000							
Other (please specify)									

Capital Costs 25,000 - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - -
 Cost Recoveries - - - - -
 Net Cost 25,000 - - - - -

Total Cost 25,000 Total Cost Recoveries - Total Net Cost 25,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	4		0		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	4	3	4

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	0	0	4	8

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer



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

2021 Preliminary Draft Rate-Supported Operating Budgets Staff Report to Council

Report Number: 2020-80

Department(s): Financial Services

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

Meeting Date: October 19, 2020

Recommendations

1. That the report entitled 2021 Preliminary Draft Rate-Supported Operating Budgets dated October 19, 2020 be received; and,
2. That subject to any additional direction from Committee, the proposed Water and Wastewater budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
3. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Executive Summary

The Rate-Supported Operating Budgets – Water, Wastewater and Stormwater - have restricted funding envelopes derived from the funding structure established in the Council approved multi-year financial plans. Updates of these financial plans were intended to be included in the 2021 budget process.

The Water and Wastewater plans require further review to incorporate recommendations from the Fiscal Strategy. The Stormwater plan requires direction from Council; this is covered in a separate report.

The proposed combined Water and Wastewater increase is 4% for the average residence using 200 cubic metres of water per year, which equates to \$49.44.

Purpose

The purpose of this report is to obtain Council's direction on the Water and Wastewater Rate-Supported Operating Budgets.

Background

[Report 2020-35, 2021 Budget Process and Target](#) set out the structure for the Rate-Supported Operating Budgets.

The Preliminary 2021 Draft Budgets were presented on October 5, 2020 as a starting point for community consultation and Council consideration.

Council Workshop on the Fiscal Strategy

Council was presented a report and presentation on September 28, 2020. This included comparative diagnostics on Newmarket's financial sustainability, and made 79 recommendations resulting from that analysis.

As these recommendations include significant changes to Water and Wastewater reserve funds, as well as a rate-setting study, the introduction of the update to the Financial Plan is being deferred to allow for further analysis.

Budgeting in a COVID-19 world

In reaction to the COVID-19 pandemic, the Town initiated a Financial Relief Program (see [Report 2020-28](#)). Two measures impacted Water and Wastewater:

- 2020 rate increases were reversed and returned to 2019 rates on May 1, 2020
- Overdue accounts started being transferred to the property tax accounts

The second measure could generate revenue from overdue charges in 2021 if this practice continues.

Discussion

FINANCIAL PLANS ARE THE STARTING POINT FOR THE 2021 BUDGET

The existing 6-year Financial Plans for Water and Wastewater were adopted by Council on June 26, 2017. They included a combined 4% increase in rate revenues. The 2021 budget revenue was built around this assumption. The rest of the budget was based upon experience, including the impact of the Financial Relief Program, and cost reduction measures.

The budgets are being presented to facilitate decision making, as in many cases the segregation of costs is arbitrary.

Water and Wastewater consolidated budget

	2020	2021	change
Fee increase	4.92% > 0%	4.00%	
Revenue	\$ 41,702,000	\$ 41,750,000	\$ 48,000
Regional costs	\$ 25,663,000	\$ 25,550,000	\$ - 113,000
Expenses	6,970,000	7,091,000	121,000
Support costs	2,268,000	2,291,000	23,000
ARF	6,618,000	6,618,000	0
Reserves	183,000	200,000	17,000
	\$ 41,702,000	\$ 41,750,000	\$ 48,000

Fee increase is 4% as set out in the current 6-year Financial Plan. Although the plan shows the increase applied equally to both rate groups, an unbalanced approach is recommended to account for a variance in reserve balances. The fees and charges, which will be coming to Committee of the Whole on December 7, will request no increase in Water Rates and a 7.8% increase in Wastewater Rates – a blended increase of 4.0%. For comparison, prior to the implementation of the Financial Relief Program and the reversal of the 2020 increase, the rate increases would have been 6.49% for Water and 3.45% for Wastewater – a blended increase of 4.92%.

Revenue does not change much. The 2020 budget reflects an increase to only the first 4 months of the year – the proposed 2021 rate increase will only return revenues back to their anticipated pre-COVID levels. However, \$4,000 per month has been added for late payment charges. This has been kept at a token amount as we do not have historical data to determine a more precise estimate at this time.

Regional costs include charges from the Regional Municipality of York for the purchase of water and the treatment of wastewater. The 2020 budget anticipated a 9% increase in these rates last year, but the Region did not implement an increase. Similar to revenues, the 2020 budget was not revised to reflect this change. A smaller increase is expected for 2021, resulting in a budgetary decrease.

Expenses include wages and operational costs, minor increases.

Support costs also include a minor inflationary increase.

ARF contributions to the Asset Replacement Fund have not been increased.

Reserves are transfers of the budgetary “surplus” to rate stabilization reserves.

Appendix “A” lists the Decision Packages recommended for inclusion in the Rate-Supported Budgets. There is one for Water and Wastewater; and two for Stormwater.

Conclusion

The 2021 Water and Wastewater Budgets will be used as the basis for an update to their Financial Plans in 2021 and will establish their rates for 2021, which will be brought forward to Committee of the Whole on December 7, 2020.

Upcoming dates:

- November 9 – Special Committee of the Whole meeting dedicated to review the Tax-Supported Operating Budget and the Fiscal Strategy
- December 7 – Committee of the Whole - Presentation of the Draft Budgets and remaining fees & charges for approval
- December 14 – this is the target date for approval of the 2021 budget and remaining fees & charges

Council may choose to extend this time for further deliberations.

There will also be opportunities for Councillors to meet with or to obtain additional information from the Treasurer or other Members of Staff.

Business Plan and Strategic Plan Linkages

Consideration has been given to the recommendations of the Fiscal Strategy:

- Set water rates according to Newmarket's needs
- Commission or carry out a comprehensive rate-setting study that covers water and wastewater rates
- Ensure that the rate-setting study considers long-term asset management funding needs, inter-generational equity, water demand (impact of conservation), the cost of climate change adaptation, increased costs due to intensification, and a contingency factor for yet-to-be identified costs such as regulatory changes
- Investigate the reasons for Newmarket's historically higher than average rates and address controllable factors
- Develop a detailed financial plan that includes an analysis and forecast of capital and operating costs and incorporates the results of the rate-setting study
- Extend the time horizon of the financial plans to ten years
- The policy of pooling rate and tax-supported Asset Replacement Fund reserves should be dropped, and intra-reserve borrowing between tax and rate-supported reserves should not be permitted

Consultation

This report builds on the presentation of the Preliminary Draft Budgets to Committee of the Whole on October 5, 2020. At the time of writing this report, there had been no comments or questions submitted on the Rate-Supported Operating Budgets.

Human Resource Considerations

The Preliminary Draft Rate-Supported Operating Budgets do not include any requests for additional staff.

Budget Impact

For an average residential property using 200 cubic metres of water per year, this would mean an annualized increase, based on the rates, of \$49.44.

As the first four months of 2020 were at a higher pre-Financial Relief Program rate, the actual increase in year-over-year dollars spent would be less, by approximately \$33.

Attachments

Appendix “A” – Summary of Rate-Supported Operating Budget Decision Packages

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

Appendix A – Summary of Rate-supported Operating Budget Decision Packages									
Form #	STATUS	FTE	Initiative Name	Area Responsible	Category	Revised Score	Operating Cost	Revenue / Recovery /	Net Impact on Rates
SW 1	Recommend		Stormwater Master Plan Detailed Review/Update	Engineering - Stormwater	Mandatory	27	120,000	120,000	0
SW 3	Recommend		Stormwater CCTV Inspection Program	Engineering - Stormwater	Service Level Change	16	120,000		120,000
W&WW 1	Recommend		AMI Project - Sensus Analytics	Water & WW	Service Level Change	10	44,460		44,460
Total		0.0					284,460	120,000	164,460

**2021 BUDGET
Operating Decision Package Form**

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth

Service Level Change

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

In 2015 the Town initiated a Comprehensive Stormwater Management Master Plan; the Plan was approved by Council in June 2017. It is best practice to conduct a detailed formal review and update of Master Plans that were completed using a Municipal Class Environmental Assessment Approach every five years, or when there are major changes. The Master Plan addresses the:

- Existing conditions of the stormwater infrastructure
- includes existing development, watershed and stream inventory and condition, aquatic and terrestrial ecology, water quality and quantity
- Effectiveness of the existing system - climate change lens
- Future conditions from future development
- Improvement and retrofit opportunities
- Recommended approach to stormwater management
- including legislative requirements and funding opportunities

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The Lake Simcoe Protection Plan (LSPP) is a legislated plan under the Lake Simcoe Protection Act, 2008, S.O. 2008, Chapter 23. The LSPP contains policies and objectives designed to reduce the phosphorus and other pollutant content in Lake Simcoe and its tributaries, and to protect and restore the ecological health of Lake Simcoe and its entire watershed.

One of the requirements of the LSPP is the development and implementation of a Master Plan to cover the management of stormwater for both existing and planned development in each municipality within the Lake Simcoe watershed. Very specific direction is provided in the LSPP on what needs to be included in the municipal Master Plans. **Master Plans are seen as key vehicles for meeting the vision and objectives of the legislation under the Lake Simcoe Protection Act.**

The Town initiated a Comprehensive Stormwater Master Plan (Master Plan) in 2015, and received final Council approval of the plan in June 2017. Because the Master Plan is prepared using a Class Environmental Assessment approach, it is best practice to conduct a detailed formal review and/or update every five years when there are:

- major changes to original assumptions
- major changes to components of the Master Plan
- significant new environmental effects
- major changes in proposed timing of projects within the Master Plan

Since the Town's Comprehensive Stormwater Master Plan was approved in 2017, the Tertiary Plan has been adopted, a greater focus has been placed on the future effects of Climate Change and flood risk within Newmarket, the Climate Change Resilience Assessment - Flood Vulnerabilities has been completed, and the Lake Simcoe Region Conservation Authority will complete the Holland River Watershed Stormwater Optimization Study. With these changes, it is necessary to conduct a detailed review and update of the Town's existing Master Plan.

Priority If this item addresses a priority, please explain how it does so...

This budget item will address one of Council's strategic priorities under Environmental Stewardship wherein the Engineering Services will continue to implement programs that make Newmarket a leader in the implementation of low impact design (LID) as part of the proposed Stormwater Master Plan Detailed Review/Update

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This item moves towards a desired service level in terms of proposed stormwater infrastructure to accommodate future development including stormwater management and drainage patterns , as well as, to ensure our existing system and processes are meeting our needs and legislated requirements. It will also take into account existing studies, like the Climate Change Risk Analysis - Flood Vulnerabilities, to ensure projects are prioritized to protect crucial Town infrastructure from the future effects of Climate Change.

Business Case If this item provides a financial return, please explain how it does so...

This item does not provide for a financial return, however, it will quantify future storm water projects; essential for future budgeting and rate changes.

Risk Mitigation

This project ensures the direction provided by the Master Plan is based on current information and provides for best engineering practices and standards for future stormwater works and improvements. It will also ensure alterations to the existing system needed to mitigate the negative impacts of climate change are planned for, and cost estimates are realized in future changes to the Stormwater Rate.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...	
Department	Comments
Finance	This program requires the processing of approximately 12-24 payments over the length of the project.
Procurement	This program requires the prompt tendering, award and execution of Consultant contract, in accordance with the Town's Bylaw and Trade Agreements.
Operations	This project will require information and input from Operations regarding existing infrastructure and information from an operational context.

Section 3 Financials

Details of Expenditures, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Operating Costs		2021	2022	2023	2024	2025	2026		
Account #		Description							
45005.4404	Consulting Services	120,000	20,000				150,000	No	-
45005.4922	Transfer to reserve fund		30,000	30,000	30,000	30,000	30,000	Yes	30,000
Account #		New Hire Request							
	FTE								
	PTE								
	CONTRACT								
	BENEFITS - FTE	-	-	-	-	-	-		
	BENEFITS - PTE	-	-	-	-	-	-		

Operating Costs 120,000 50,000 30,000 30,000 30,000 180,000 30,000

Cost Recoveries	Account #	Description	2021	2022	2023	2024	2025	2026	Ongoing Cost Recovery past 2026?	Ongoing Cost Recovery
	45005.7556	From DC Funds	120,000	50,000	30,000	30,000	30,000	30,000	Yes	30,000
	45005.7542	Transfer from reserve fund						150,000		

Cost Recoveries 120,000 50,000 30,000 30,000 30,000 180,000 30,000

Total Net Cost - - - - - - - -

Total Cost 470,000 Total Cost Recoveries 470,000 Total Net Cost - Cost Recovery 100%

Section 4 Evaluation

+9 Council Priority Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation		+6	+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points		Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6			3		3

Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
4	3	4	2	15	

Evaluation Components					Total Points
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement		
6	3	3	15		27

Prepared By:	Reviewed By:	Commissioner:
Craig Schritt	Rachel Prudhomme	Peter Noehammer

**2021 BUDGET
Operating Decision Package Form**

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one): Growth Service Level Change Maintenance/Replacement Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

CCTV inspections are the foundation of modern, risk-based management of sewer networks. The City owns 284 kilometers of stormwater sewers that convey rainwater during storm events but they are not currently inspected at an adequate level due to current funding. As the system ages, defects will increase and failures could happen such as cracking, flooding, or collapse. The only way to detect failures before they occur is through the proposed CCTV program. These defects cannot be identified through regular operations because the pipes are underground. To manage a system of the Town's size, a regular inspection program needs to be created so that the risk in the system can be managed. Without such a program, the risk of failure and the service disruption to residents is unknown. CCTV is a standard practice in all municipalities and utilities that own sewer networks. It is a standard practice to first establish baseline conditions in the entire system, at which point tactical monitoring can use risk and economics to schedule inspections or repairs. In some cases, follow up inspections may not be required for many years. This program is a minimum cost based on the Town's stormwater network size.

Contracted services will conduct inspections by feeding a camera through the sewer, and coding the defects using an international protocol (NASSCO PACP). The data point produced by the inspection is a 5 point condition rating, with 1 being very good and 5 being imminent failure. The outputs of these inspections offer significant benefit to the Town. The data that is produced will be analyzed to optimize repair methods and timing, integrate repairs with other assets (e.g. roads), and prioritize the work of staff and contractors. The risk in the system will be quantified and managed proactively. Failures such as sewer back-ups, flooding, and sink holes will be avoided through early detection. The data can also be aggregated to model system level deterioration, which greatly enhances the ability to forecast future replacement costs. The Town cannot conduct programs such as road resurfacing, road replacement, sewer replacement, sewer lining, I&I reduction, debris removal, or point repairs without CCTV inspections.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Historically, CCTV inspections have focused on the Town's wastewater system because it is older than stormwater, has a higher likelihood of failure (due to the impacts of wastewater chemistry), and was rated support. Storm sewers were only inspected as needed or to align with other project, despite being a sewer network the same size as wastewater.

This proposal is a Service Level Change because it shifts the Town's approach to storm sewer inspections from reactive to programmed. The service level change brings stormwater into alignment with wastewater. Stormwater and wastewater infrastructure systems are the same quantity (200km +). However, the storm sewers themselves are on average twice the diameter of a wastewater sewer, meaning a stormwater failure during a rain event could have a larger impact. This is a pertinent change to service levels given that the storm sewer network is beginning to age, and will improve service levels by avoiding or mitigating potentially catastrophic failures. On average, storm sewers are 6 years younger than wastewater sewers.

The proposed change enhances the Level of Service to inspecting 20% of the system per year, completing the baseline after 5 years (100%). After 5 years, the Level of Service may be reduced to 10% per year, due to the practice of placing sewers under risk management protocols driven by data, economics, and industry standards.

Priority If this item addresses a priority, please explain how it does so...

This program is required to achieve the Town's Goal #1 of Fiscal Sustainability. Current estimates suggest that a 284 kilometer network is worth approximately \$1.45 million per kilometer, or \$411 million in total replacement cost. This program maintains the Town's fiscal sustainability by ensuring that the system is kept in a good state of repair, is maintained to a level that its full value is realized, and that services can continue to be delivered sustainably. Maintaining the underground sewers also adds benefit to the surrounding assets such as roads - by using tactical programs like CCTV, trenchless repairs are more prevalent and cuts into the road surface are avoided. An annual cost of \$170K greatly improves the Town's ability to deliver on the Council Priority as it applies to a \$400 Million + sewer network.

A CCTV program is needed to complete the Council directive of an updated Asset Management Plan with strategies for funding and levels of service. Without condition data, these Plans rely on high level assumptions not adequate for the important decisions posed by asset management plans. CCTV will also greatly improve the ability to plan multi year capital and operating budgets. Once condition is observed sewers deteriorate in a fairly uniform manner, allowing maintenance to be programmed with a high level of certainty. National standards for defect coding, deterioration modelling, and risk management using economics mean that once condition is obtained, the year of capital and operating costs can be planned for each sewer segment with a high degree of certainty. Without CCTV, budgeting cannot be intelligent or on a large time scale because programs will be reactive to failures as they occur and without prior knowledge.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

This item moves the Town into a desired service level where sewers are inspected at the recommended frequency and the information is used to maintain reliability, improve planning and budget, and optimize the use of limited funds through risk management and trenchless repairs. As previously explain, the proposed service level for stormwater is fully aligned with the current wastewater sewer network, which is of a similar size and replacement value.

Business Case If this item provides a financial return, please explain how it does so...

CCTV inspection costs approximately \$3.00 per meter when contracted. Conversely, the replacement cost of a sewer is \$1450 per meter, meaning CCTV is equivalent to 0.2% of the replacement value of a sewer. The value that is extracted from a very cheap CCTV inspection is considerable when the replacement cost is compared, especially in terms of risk management. This is before the premium cost of failure is applied. Studies examined by staff (e.g. City of Guelph Linear Assets Risk Management Framework) suggest that replacing a failed stormwater asset in a reactive manner can cost 25% to 30% more than replacing it under planned and controlled environments, due to mobilization and escalated cost. In a \$411M system, this would translate to an extra \$100M in potential risk exposure, if every sewer were in a failed state (which they are not). Inspecting the entire system over 5 years will cost approximately \$850K (\$170K) per year, meaning that the cost of an inspection is also less than 1% of the premium cost that would be realized by managing the entire system reactively over time. After 5 years, exposure of the entire system will be established because of the condition ratings produced by CCTV.

Risk Mitigation

As explained throughout this proposal, the purpose of CCTV is to detect and avoid risk in an expansive underground sewer network. CCTV inspections with proper condition data will significantly improve the Town's understanding of risk exposure, and will provide the tools and techniques to manage it at a tactical level through repairs as well holistically over the long term through proper steps to ensure financial sustainability. CCTV is the cornerstone of avoiding risk in stormwater sewers.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input checked="" type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input checked="" type="checkbox"/>

Recreation & Culture		Procurement	x	Parks		Communications		Facilities	
								Other	Asset Management

Please discuss item with relevant areas and include their comments below...

Department	Comments
Asset Management	This proposal is being led by the Asset Management Office, who made the recommendation during the update of the Stormwater Financial Plan. The CCTV program aligns with the AM Office's objectives for asset management, data analysis, deterioration modeling, optimization, risk management, and preventive maintenance of the stormwater system. The AM Office is not equipped to lead the program, but is leading the proposal as advocates for Town infrastructure.
Public Works	The Public Works Department oversees the current wastewater CCTV program, and is responsible for the storm sewer network as defined by the stormwater Memorandum of Understanding. Public Works will run the CCTV program, but will require support from Engineering and Asset Management.
GIS / IT	CCTV produces large amounts of data. The existing CCTV app will be used to record inspections, and GIS, AM, Engineering, and PWS will continue to work to improve practices for data management through continuous improvement.
Engineering	Engineering plays a role in CCTV inspections, in particular the rehabilitation decision making and capital improvement planning. It is expected Engineering will provide support to the program.

Section 3 Financials

Details of Expenditures, Savings and Revenue

Operating Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Account #	Description								
45004.4278.06	CCTV Program	120,000	170,000	170,000	170,000	170,000	85,000	Yes	85,000
Account #	New Hire Request								
	FTE								
	PTE								
	CONTRACT								
	BENEFITS - FTE	-	-	-	-	-	-		
	BENEFITS - PTE	-	-	-	-	-	-		

Operating Costs 120,000 170,000 170,000 170,000 170,000 85,000 85,000

Cost Recoveries		2021	2022	2023	2024	2025	2026	Ongoing Cost Recovery past 2026?	Ongoing Cost Recovery
Account #	Description								

Cost Recoveries - - - - - - - -

Total Net Cost 120,000 170,000 170,000 170,000 170,000 85,000 -

Total Cost 970,000 Total Cost Recoveries - Total Net Cost 970,000 Cost Recovery 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	+3 Moves Toward/Maintains Desired Service Level	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>
Priority (Pick one)	Desired Service Level (All or nothing)	Business Case (Scale)
4	3	0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	5	3	2	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	9	16

Prepared By:	Reviewed By:	Commissioner:
Lisa Ellis	Peter Noehammer	Peter Noehammer

**2021 BUDGET
Operating Decision Package Form**

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

Classification (select one):

Growth

Service Level

Change

Maintenance/
Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...

The Sensus infrastructure was selected for the water meter replacement/retrofit program. The project includes the replacement/retrofit of 27,000 meters in the Town of Newmarket service area. This request is specifically for the Sensus Analytics platform for the AMI Data Analyst position. This new software will allow the Data Analyst to manage alarms more effectively and in real time.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The Sensus Analytics platform will help improve the meter service levels by effectively managing alarms to minimize meter down time. I will also assist with troubleshooting meters which may result in less meter maintenance/replacements.

Priority If this item addresses a priority, please explain how it does so...

Ensure ongoing continuous improvement and a service level analysis for consideration. Utilize both internal and external resources to complete an assessment of the Town's overall financial health to support effective and efficient long-term planning. AMI project is a strategic project approved by Council.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...

The Sensus Analytics platform will help Town staff move toward a desired service level by automating various alarm processes and allow real time alarm management. This licence will assist the AMI Data Analyst/Backflow Prevention positions in providing efficient, cost effective customer service to residents/ICI, while also effectively managing meter alarms.

Business Case If this item provides a financial return, please explain how it does so...

Costs are 100% recovered from Water and Wastewater Rate revenue and will be included in the Water operating budget. The Sensus Analytics platform creates efficiencies for staff by automating alarm processes where possible. It also allows for real-time alarm data versus the Sensus RNI and Savage MDM which captures day old data. This will allow for a better customer experience.

Risk Mitigation

This platform will allow for quicker alarm response and more efficient alarm management than using the Sensus RNI alone.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input checked="" type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

Please discuss item with relevant areas and include their comments below...

Department	Comments
Operations	There will be training from Sensus required for the Data Analyst on the platform to allow for alarm management
IT	There may be some IT set ups required to get the Sensus Analytics platform functional

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Section 3 Financials

Details of Expenditures, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Operating Costs	Account #	Description	2021	2022	2023	2024	2025	2026	
	42421.4482	Analytics Annual Fee	21,060	43,740	45,360	46,980	48,600	50,220	Yes
		Analytics Set Up Fee	18,000						
		Sensus Analytics Integration Fee	5,400						
	Account #	New Hire Request							
		FTE							
		PTE							
		CONTRACT							
		BENEFITS - FTE	-	-	-	-	-	-	
		BENEFITS - PTE	-	-	-	-	-	-	

Operating Costs	44,460	43,740	45,360	46,980	48,600	50,220	50,220
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Cost Recoveries	Account #	Description	2021	2022	2023	2024	2025	2026	Ongoing Cost Recovery past 2026?	Ongoing Cost Recovery

Cost Recoveries	-	-	-	-	-	-	-
Total Net Cost	44,460	43,740	45,360	46,980	48,600	50,220	-

Total Cost	329,580	Total Cost Recoveries	-	Total Net Cost	329,580	Cost Recovery	0%
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Section 4 Evaluation

<div>+9 Council Priority</div> <div>+6 Council Approved Strategic Plan</div> <div>+4 SLT Priority</div> <div>+2 Documented Recommendation</div> <div>Priority (Pick one)</div> <div>Points</div> <div>6</div>	<div>+3 Moves Toward/Maintains Desired Service Level</div> <div>Desired Service Level (All or nothing)</div> <div>Points</div> <div>0</div>	<div>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue</div> <div>Automatically calculated once you fill out Section 3 Financials</div> <div>Business Case (Scale)</div> <div>Points</div> <div>0</div>
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Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	5	2	3	4

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	0	0	4	10

Prepared By:	Reviewed By:	Commissioner:
Brett Bloxam	Mark Agnoletto	Peter Noehammer



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10-Year Stormwater Financial Plan Staff Report to Council

Report Number: 2020-78

Department(s): Financial Services

Author(s): Kevin Yaraskavitch, Erik Wright and Craig Schritt

Meeting Date: October 19, 2020

Recommendations

1. That the report entitled Stormwater 10-Year Financial Plan Options dated October 19, 2020 be received; and,
2. That Council provide direction on which option to pursue; and,
3. That the chosen option be used as the basis for an update of the Stormwater Financial Plan; and,
4. 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 determine which option to use to update the financial plan for the stormwater service. This financial plan is used to monitor the overall financial health of the service and ensure a sustainable funding model.

Background

The Town provides stormwater management services to protect the community and environment from stormwater runoff. Stormwater runoff is water that flows off properties mostly due to rain and snow events. The first financial plan was introduced in 2017 and covered the 2018 to 2023 planning period.

The Town is responsible for 284 kilometres of sewer, 10,851 catch basins and maintenance holes, 37 oil grit separators as well as 65 wet ponds, dry ponds, and LID features. Collectively these assets would cost over \$500 million to replace in today's dollars. This network is comparable in size to the Town's water and wastewater networks.

Stormwater management has seen several accomplishments. Many developments have been converted from ditch-based drainage to curb and sewer drainage. LID features have been successfully implemented. Staff continue to deliver a wide range of services related to the inspection, cleaning, maintenance, and storm response for ponds, catch basins, sewers, ditches, creeks, and roadways.

Stormwater management is a rapidly evolving service. It appears to be gaining greater attention, as we understand the how the service can help protect the environment, reduce risk and create attractive public spaces.

Discussion

This report will discuss the cost drivers the stormwater service is facing. It will present three options on how to address these drivers and provide clarity to the level of service that Council would be adopting.

Cost Drivers

Improving Environmental Protection

Stormwater carries nutrients, like phosphorus with it, as it runs off of properties. When stormwater runoff is untreated, it carries the nutrient rich water into our streams and rivers. The nutrient rich water causes algae blooms. As the algae eventually decomposes, it consumes the oxygen in the water. This lack of oxygen causes fish to suffocate.

Due to the importance of stormwater management in protecting the environment, there are several pieces of legislation directly tied to stormwater management systems. Notably, there is the Ontario Water Resources Act, with the associated Environmental Compliance Approvals (ECAs) that are granted for our stormwater facilities.

Currently different stormwater facilities need to meet different regulatory requirements. Stormwater management ponds are typically grandfathered in to the regulatory requirements in place at the time of development. The Ministry of Environment, Conservation, and Parks (MECP) is working to transition to a standardized regulatory framework where all ponds need to meet the same higher standard. The MECP has published the proposed changes to the Environmental Registry of Ontario for comments, indicating these changes could occur in the relatively near future.

For inspections and minor maintenance, the Town already operates using a best practices approach, treating all ponds as if they have the more stringent requirements. This will help ease the transition when the new system is enforced. Where the Town needs improvement is with the sediment removals.

Based on past surveys, it is estimated 11 ponds are past due for sediment cleanouts. These ponds are at risk of polluting the water entering the receiving watercourses and ultimately Lake Simcoe. There are an additional 6 ponds expected to require a sediment cleanout by 2025. The current service level of completing 2 sediment cleanouts a year will leave the Town forever playing catch-up. The Town may face fines if environmental requirements are not met in time.

Improving Asset Management

Staff have done a detailed review of both future operating and capital requirements. The overall findings were that our current funding level is sufficient in the short term but that there are challenges that can build up over time.

Storm sewers are not proactively inspected. It is a best practice that sewers be inspected for blockages and deterioration. This is already done for wastewater sewers. The risk of not inspecting sewers is that sewers could collapse, back up, or flood without warning. Repairs will be reactive and sewers will not reach their expected service life.

Since there is a lack of reliable data on asset condition, there likely is insufficient budget to perform the necessary regular maintenance on the pipes. Regular maintenance reduces pipe failures and helps ensure the pipes reach their intended lifespan. If sewers are not repaired, deterioration will get worse, a backlog will be created, and more staff time will be spent responding to failures.

As the system ages, the cost of replacing assets is rising. As all assets were constructed in a similar time period (1980-2000), a “wave” of replacement costs will occur in approximately 30 years. Current funding levels are not sufficient to prepare for this replacement wave. This risk is not addressed by the 10-year financial plan due to its timescale. Long term risks will be addressed by the Town’s Fiscal Strategy and Asset Management Plans.

Community Building and Leading in Low Impact Development

The Town is growing and with that comes with the need to expand stormwater management services. The Town will assume 14 ponds and will also build a minimum of \$5 million in stormwater assets in the next 10 years. While the capital costs of these assets will be covered by the development industry, the Town will be responsible for the ongoing maintenance and eventual replacement. Sufficient funding will be needed to accommodate these additional assets to maintain service levels.

“Continue to implement programs that make Newmarket a leader in the implementation of Low Impact Development (LID)” is one of the strategic priorities of Council. Under this strategic priority, the Action Item is to “Implement LID capital projects where appropriate”. The ability to continue advancing this strategic priority is severely hindered by continuing with the status quo funding option.

LID’s provide many benefits to the Town, residents, and our downstream neighbours in the watershed. They allow more stormwater to soak into the ground where it falls, rather than being transported to a stormwater pond, or released directly into a natural watercourse. By reducing the amount of stormwater reaching the end of the pipe, the Town becomes more resilient to the impacts of increased severe storms influenced by climate change, and we reduce the amount of sediment reaching our stormwater ponds thereby decreasing the cleanout frequency. In addition, LID’s improve the quality of the stormwater being released to the natural watercourses, assists to prevent floods and erosion, improves water balance, and protects marine life.

Options

This section provides options for how much Council would like to increase funding for stormwater management and explains the corresponding service level that it supports.

Option 1: Status Quo

This option maintains the status quo level of service, but does not address increasing risks.

This option assumes the financial impact of the evolving environmental standards will be minimal. If the costs are more significant, the financial plan will have to be updated to accommodate these costs.

This option does not allow for the implementation of additional best practices for inspections and preventative maintenance to protect our assets, homes and businesses.

This option only allows for new capital projects funded through development charges and support additional maintenance costs related to the Town’s new assets. However, the opportunities to implement LID projects are limited.

This option has the lowest rates over the 10-year period. See Table 1 for the projected rates over the planning period.

Table 1: Financial Consideration for Option 1

	2021	2022	2023	2024	2025
Increase	10%	10%	9%	7%	5%
Revenues and Collections	2,855,000	3,091,000	3,324,000	3,522,000	3,673,000
Reserve Balance	257,000	- 2,381,000	- 2,511,000	- 2,099,000	- 3,048,000
Median Low Charge	9.73	10.71	11.67	12.49	13.11
Median Medium Charge	46.29	50.92	55.50	59.39	62.36
Median High Charge	111.73	122.91	133.97	143.35	150.51

	2026	2027	2028	2029	2030
Increase	5%	5%	5%	5%	5%
Revenues and Collections	3,831,000	3,998,000	4,173,000	4,356,000	4,549,000
Reserve Balance	- 3,920,000	- 4,926,000	- 4,103,000	- 2,255,000	120,000
Median Low Charge	13.77	14.46	15.18	15.94	16.73
Median Medium Charge*	65.47	68.75	72.18	75.79	79.58
Median High Charge	158.04	165.94	174.24	182.95	192.10

*typical annual residential charge

Option 2: Incremental Improvements

This option helps the Town build a stronger foundation to reduce risks with our stormwater management service while maintaining service levels.

This option assumes the financial impact of the evolving environmental standards will be minimal. If the costs are more significant, the financial plan will have to accommodate these costs.

This option allows for the implementation of additional best practices for inspections and preventative maintenance to protect our assets, homes and businesses. The collection of sewer condition data will help determine our needs for proper asset management. This option does not allocate additional funding for maintenance. It assumes that our current staffing resources will be more efficient in providing services with a better understanding of our infrastructure.

This option only allows for new capital projects funded through development charges and support additional maintenance costs related to the Town's new assets. However, the opportunities to implement LID projects are limited.

See Table 2 for the projected rates over the planning period.

Table 2: Financial Consideration for Option 2

	2021	2022	2023	2024	2025
Increase	10%	10%	9%	9%	9%
Revenues	2,855,000	3,091,000	3,324,000	3,578,000	3,855,000
Reserve Balance	50,000	- 2,816,000	- 3,199,000	- 2,994,000	- 4,035,000
Median Low Charge	9.73	10.71	11.67	12.72	13.87
Median Medium Charge*	46.29	50.92	55.50	60.50	65.94
Median High Charge	111.73	122.91	133.97	146.03	159.17

	2026	2027	2028	2029	2030
Increase	8%	8%	7%	6%	5%
Revenues	4,124,000	4,413,000	4,687,000	4,939,000	5,161,000
Reserve Balance	- 4,905,000	- 5,799,000	- 4,769,000	- 2,632,000	82,000
Median Low Charge	14.97	16.17	17.30	18.34	19.26
Median Medium Charge*	71.22	76.91	82.30	87.24	91.60
Median High Charge	171.90	185.65	198.65	210.57	221.10

*typical annual residential charge

Option 3: Extraordinary Improvements

This option helps the Town to build a stronger foundation to reduce risks with our stormwater management service.

This option will likely be sufficient to address the evolving environmental standards. If the costs are more significant, priorities within the plan can be shifted or the financial plan will have to be updated to accommodate these costs.

Like option 2, this option allows for the implementation of additional best practices for inspections and preventative maintenance to protect our assets, homes and businesses. However, unlike option 2, this option allocates additional funding for maintenance to provide a higher level of service.

This option also allows for an additional \$11 million worth of new capital projects funded through the stormwater rates. This is in addition to the \$5 million amount funded by development charges and additional maintenance costs related to the Town's new assets. The opportunities for LID developments are significant.

Table 3: Financial Consideration for Option 3

	2021	2022	2023	2024	2025
Increase	55%	10%	9%	5%	5%
Revenues	3,819,000	4,151,000	4,479,000	4,678,000	4,887,000
Reserve Balance	490,000	-3,000,000	-3,815,000	-4,288,000	-5,590,000
Median Low Charge	13.71	15.09	16.44	17.27	18.13
Median Medium Charge*	65.23	71.75	78.21	82.12	86.22
Median High Charge	157.44	173.19	188.77	198.21	208.12

	2026	2027	2028	2029	2030
Increase	5%	5%	5%	5%	5%
Revenues	5,106,000	5,337,000	5,579,000	5,832,000	6,099,000
Reserve Balance	- 5,595,000	- 7,316,000	- 6,083,000	- 3,139,000	291,000
Median Low Charge	19.04	19.99	20.99	22.04	23.14
Median Medium Charge*	90.53	95.06	99.81	104.80	110.04
Median High Charge	218.53	229.45	240.93	252.97	265.62

*typical annual residential charge

Conclusion

This report outlines the cost drivers for the stormwater management service. They include improving environmental protection; improving asset management; and community building and leading in low impact development. This report outlines three options to establish the financial strategy for the service.

The chosen option will be used as the basis for an update to the Stormwater Financial Plan in 2021 and will establish the Stormwater rate for 2021 that will be brought forward to Committee of the Whole on December 7, 2020.

Business Plan and Strategic Plan Linkages

Newmarket's vision of a community "Well Beyond the Ordinary" is one that provides efficient, effective and environmentally sound services to an appropriate level that achieves Council and/or Provincially mandated services levels, which meet public health and safety requirements and enhances quality of life while ensuring that system capital assets retain their value and are managed and funded according to sustainable, lifecycle based principles and practices.

This service acquisition aligns with Council's 2018-2022 Strategic Priorities of Long-term Financial Sustainability and Environmental Stewardship as the financial plan will help us provide stormwater management services.

Consideration has been given to the recommendations of the Fiscal Strategy:

- A comprehensive rate-setting study that covers stormwater rates
- Ensure that the rate-setting study considers long-term asset management funding needs, inter-generational equity, the cost of climate change adaptation, increased costs due to intensification, and a contingency factor for yet-to-be identified costs such as regulatory changes
- Develop a detailed financial plan that includes an analysis and forecast of capital and operating costs and incorporates the results of the rate-setting study
- Extend the time horizon of the financial plans to ten years
- Develop a financial plan for stormwater comparable to the plans for water and wastewater

Consultation

Financial Services, Asset Management, Engineering Services and Public Works Services have been consulted on this report.

Human Resource Considerations

Not applicable to this report.

Budget Impact

This is dependent upon the option chosen and will be further detailed in the 10-Year Financial Plan.

Attachments

None.

Approval

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

Peter Noehammer
Commissioner of Development & Infrastructure 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 related); or Craig Schritt at 905-953-5300, ext. 2506 or via e-mail at cschritt@newmarket.ca (operational related)



Town of Newmarket

Minutes

Committee of the Whole - Electronic

Date: Monday, October 26, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh
Councillor Simon
Councillor Woodhouse
Councillor Twinney
Councillor Morrison
Councillor Kwapis
Councillor Broome
Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
P. Noehammer, Commissioner of Development & Infrastructure Services
I. McDougall, Commissioner of Community Services
K. Saini, Deputy Town Clerk
F. Scott, Manager of Regulatory Services
J. Unger, Acting Director of Planning & Building Services
A. Cammaert, Acting Manager of Planning Services
P. Chow, Senior Planner - Policy
A. Walkom, Legislative Coordinator
J. Grossi, Legislative Coordinator

For consideration by Council on November 2, 2020.
The meeting was called to order at 1:02 PM.

Mayor Taylor in the Chair.

The Committee of the Whole recessed at 3:10 PM and reconvened at 3:23 PM.

1. Notice

Mayor Taylor advised that the Municipal Offices were closed to the public and that this meeting was streamed live at Newmarket.ca/meetings. Residents who would like to provide comment on an item on this agenda were encouraged to provide their feedback in writing through email to Legislative Services at clerks@newmarket.ca or by joining the meeting electronically through video or telephone. He advised residents that their comments would form part of the public record.

2. Additions & Corrections to the Agenda

The Deputy Clerk advised of the following addition to the agenda:

- Item 5.4: Remote Deputation - Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations provided by Kayly Robbins, Jones Consulting Group Ltd.

Moved by: Councillor Broome

Seconded by: Councillor Twinney

1. That the addition to the agenda be approved.

Carried

3. Conflict of Interest Declarations

None.

4. Presentations & Recognitions

4.1 Established Neighbourhood Compatibility Study

The Director (Acting) of Planning & Building Services provided an introduction to the presentation regarding Established Neighbourhood Compatibility Study, advised that this report and presentation represented the conclusion to the study, and thanked Staff for their work over the last year and a half.

The Senior Planner - Policy outlined the purpose of the Established Neighbourhood Compatibility Study, and further explained the revisions in the Official Plan Amendment including character areas, angular plan policies and transition policies. She also reviewed the revisions in the Zoning By-law Amendment including definition updates, exterior wall height versus building height, and side yard setbacks.

Members of Council queried Staff regarding angular plane policy, non-complying maximum finished first floor height provisions, side yard setbacks and front yard setbacks.

Moved by: Councillor Woodhouse

Seconded by: Councillor Kwapis

1. That the presentation provided by the Senior Planner - Policy regarding Established Neighbourhood Compatibility Study be received.

Carried

5. Deputations

5.1 Remote Deputation - Established Neighbourhood Compatibility Study and Policy Recommendations

Nick Pileggi of Macaulay Shiomi Howson Ltd. provided a deputation on behalf of the owners of 16756 and 16764 Bayview Avenue. He requested that application of the Established Neighbourhoods Compatibility Study be deferred from these lands pending discussions of incorporation into the Mulock Station Secondary Plan Area.

Moved by: Councillor Kwapis

Seconded by: Councillor Woodhouse

1. That the remote deputation provided by Nick Pileggi regarding the Established Neighbourhood Compatibility Study and Policy Recommendations be received.

Carried

5.2 Remote Deputation - Established Neighbourhood Compatibility Study and Policy Recommendations

Nancy Fish provided a remote deputation regarding the Established Neighbourhood Compatibility Study which specifically addressed her concerns related to side yard setbacks and lot splitting.

Moved by: Councillor Kwapis
Seconded by: Councillor Broome

1. That the remote deputation provided by Nancy Fish regarding the Established Neighbourhood Compatibility Study and Policy Recommendations be received.

Carried

5.3 Remote Deputation - Community Support

Ross Carson of Concerned Citizens for the Homeless provided a remote deputation regarding the community support program listed on the Outstanding Matters List. He provided an overview of the community support programs related to homelessness in Newmarket and the current difficulties due to the COVID-19 pandemic. He requested that the Community Support item remain on the Outstanding Matters List.

Moved by: Councillor Woodhouse
Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the remote deputation provided by Ross Carson regarding Community Support be received.

Carried

5.4 Remote Deputation - Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations

Kayly Robbins of Jones Consulting Group Ltd. provided a remote deputation on behalf of her client who owns 460 Davis Drive. She advised that her client objects to the designation of the land as 'Parks and Open Space' and 'Mixed Use' in the zoning by-law and official plan amendments.

Moved by: Councillor Kwapis
Seconded by: Councillor Twinney

1. That the remote deputation provided by Kayly Robbins, Jones Consulting Group Ltd. regarding Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations be received.

Carried

6. Consent Items

Moved by: Councillor Morrison
Seconded by: Councillor Simon

1. That sub-items 6.4, 6.7, 6.8 and 6.9 be adopted on consent. See following sub-items 6.1, 6.2, 6.3, 6.5, and 6.6 for motions.

Carried

6.1 Established Neighbourhood Compatibility Study and Policy Recommendations

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Twinney
Seconded by: Councillor Simon

1. **That staff be directed to amend the Established Neighbourhood Compatibility Study and Policy Recommendations with the amendments identified by the Committee of the Whole for consideration at the Council meeting of November 2, 2020.**

Carried

6.1.1 Correspondence - Humphries Planning Group Inc.

Moved by: Councillor Broome
Seconded by: Councillor Morrison

1. That the correspondence provided by Humphries Planning Group Inc. regarding Established Neighborhood Compatibility Study and Policy Recommendations be received.

Carried

6.2 Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Twinney
Seconded by: Councillor Morrison

1. **That the amendments concerning the lands located at 460 Davis Drive be referred back to staff for further discussions between staff and the owners of the property; and,**
2. **That the report entitled Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations dated October 26, 2020 be referred to staff for notification of the property owners as identified by Committee of the Whole.**

Carried

6.3 Construction Vibration

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Bisanz

Seconded by: Councillor Morrison

1. That staff be directed to provide Council with information on a proposed permit process for non-Planning Act matters, and further information on the historical complaints regarding vibration issues at the Council meeting of November 2, 2020.

Carried

6.3.1 Correspondence - Stuart Hoffman

Moved by: Councillor Bisanz
Seconded by: Councillor Morrison

1. That the correspondence provided by Stuart Hoffman regarding Construction Vibration be received.

Carried

6.4 Zoning By-law Amendment - 1250 Gorham Street

1. That the report entitled Zoning By-law Amendment - 1250 Gorham Street dated October 26, 2020 be received; and,
2. That the application for Zoning By-law Amendment, as submitted by 2011378 Ontario Limited (Cummins Hydraulics Ltd.), for lands known municipally as 1250 Gorham Street, be approved, and that staff be directed to present the Zoning By-law amendment to Council for approval, substantially in accordance with Attachment 1; and,
3. That Howard Freidman, of HBR Planning Centre, 30 Waymount Avenue, Richmond Hill, ON, L4S 2G5, be notified of this action; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.5 Third Quarterly Update to the Outstanding Matters List for 2020

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Woodhouse

Seconded by: Councillor Broome

1. That the report entitled Third Quarterly Update to the Outstanding Matters List for 2020 dated October 26, 2020 be received; and,
2. **That Item 13 of the Outstanding Matters List regarding City of Markham Resolution - Single Use Plastic Reduction Strategy - Phase 1 be deleted; and,**
3. That Council adopt the updated Outstanding Matters List **as amended;** and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.6 Parking Petition - Clematis Drive

Moved by: Councillor Twinney

Seconded by: Councillor Woodhouse

1. That the petition regarding Parking Restrictions on Clematis Drive be referred to Staff.

Carried

6.7 Appointment Committee Meeting Minutes of January 15, 2020

1. That the Appointment Committee Meeting Minutes of January 15, 2020 be received.

6.8 Accessibility Advisory Committee Meeting Minutes of January 16, 2020

1. That the Accessibility Advisory Committee Meeting Minutes of January 16, 2020 be received.

6.9 Newmarket Economic Development Advisory Committee Meeting Minutes of February 6, 2020 and June 30, 2020

1. That the Newmarket Economic Development Advisory Committee Meeting Minutes of February 6, 2020 and June 30, 2020 be received.

7. Action Items

None.

8. Notices of Motion

None.

9. Motions Where Notice has Already been Provided

None.

10. New Business

10.1 Traffic Calming Measures on Stonehaven Avenue

Councillor Simon introduced a motion to direct staff to review options for traffic calming measures on Stonehaven Avenue.

Moved by: Councillor Simon
Seconded by: Councillor Broome

1. That Council direct Staff to review and report back to Council with options for temporary and permanent traffic calming measures or features to be added to Stonehaven Avenue; and,
2. That Council direct Staff to review and report back to Council regarding a three way stop to be added to the west side of Best Circle and Stonehaven Avenue.

Carried

10.2 Public Petitions during the COVID-19 Pandemic

Councillor Kwapis queried staff on options for residents to gather signatures for a public petition, without the need for a paper copy of the petition to be circulated and signed during the COVID-19 pandemic. The Commissioner of Development & Infrastructure advised that staff were examining options and would advise of possible solutions.

10.3 Planning and Building Department

Councillor Woodhouse commended the hard work and responsiveness of the Planning and Building department staff.

11. Closed Session

Mayor Taylor advised there was no requirement for a Closed Session.

12. Adjournment

Moved by: Councillor Twinney
Seconded by: Councillor Broome

1. That the meeting be adjourned at 4:30 PM.

Carried

John Taylor, Mayor

Kiran Saini, Deputy Town Clerk



Established Neighbourhood Compatibility Study Official Plan and Zoning By-law Amendments

Prepared by: Phoebe Chow

Planning Services

Date: October 26, 2020

Purpose

- Highlight changes to the draft Official Plan Amendment and Zoning By-law Amendment since the September 22, 2020 Special Committee of the Whole meeting

Revisions in draft OPA

- General characteristics of each Character Area are now descriptions of the Character Area instead of Official Plan policies
- Clarified compatibility policies relating to angular plane are only applicable to mid and high-rise developments (=>5 storeys) that are adjacent to Residential Areas

Revisions to draft OPA

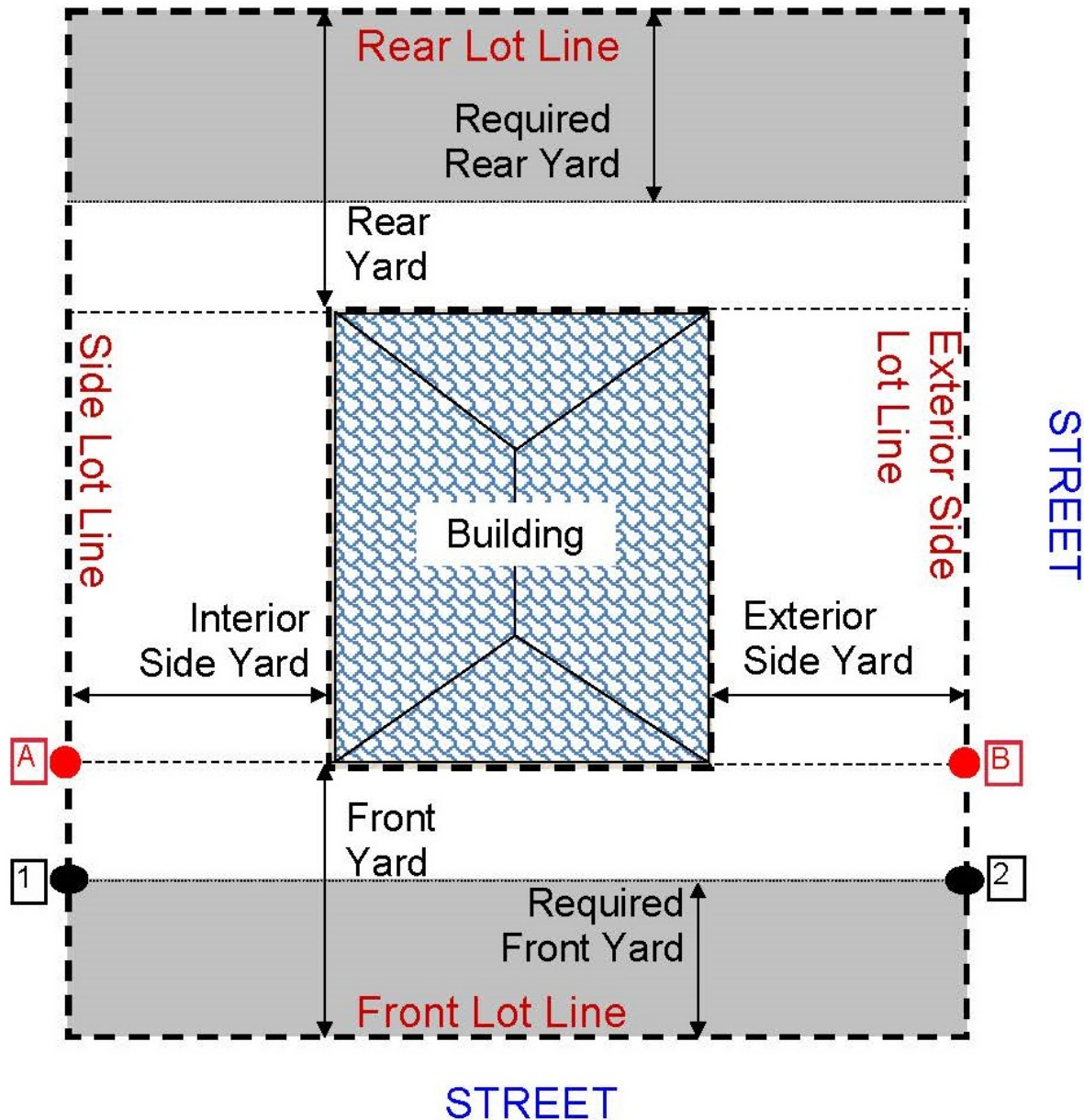
- Added a Transition policy that recognizes any OPA, ZBLA, draft Plan of Subdivision, draft Plan of Condo, and Site Plan applications that have been deemed complete and under review are not subject to the proposed OPA

Revisions in draft ZBLA

- Added a provision to recognize buildings or structures with non-complying max. finished first floor height can be enlarged, renovated, or repaired
- Updated definition of “Grade, Established or Finished”

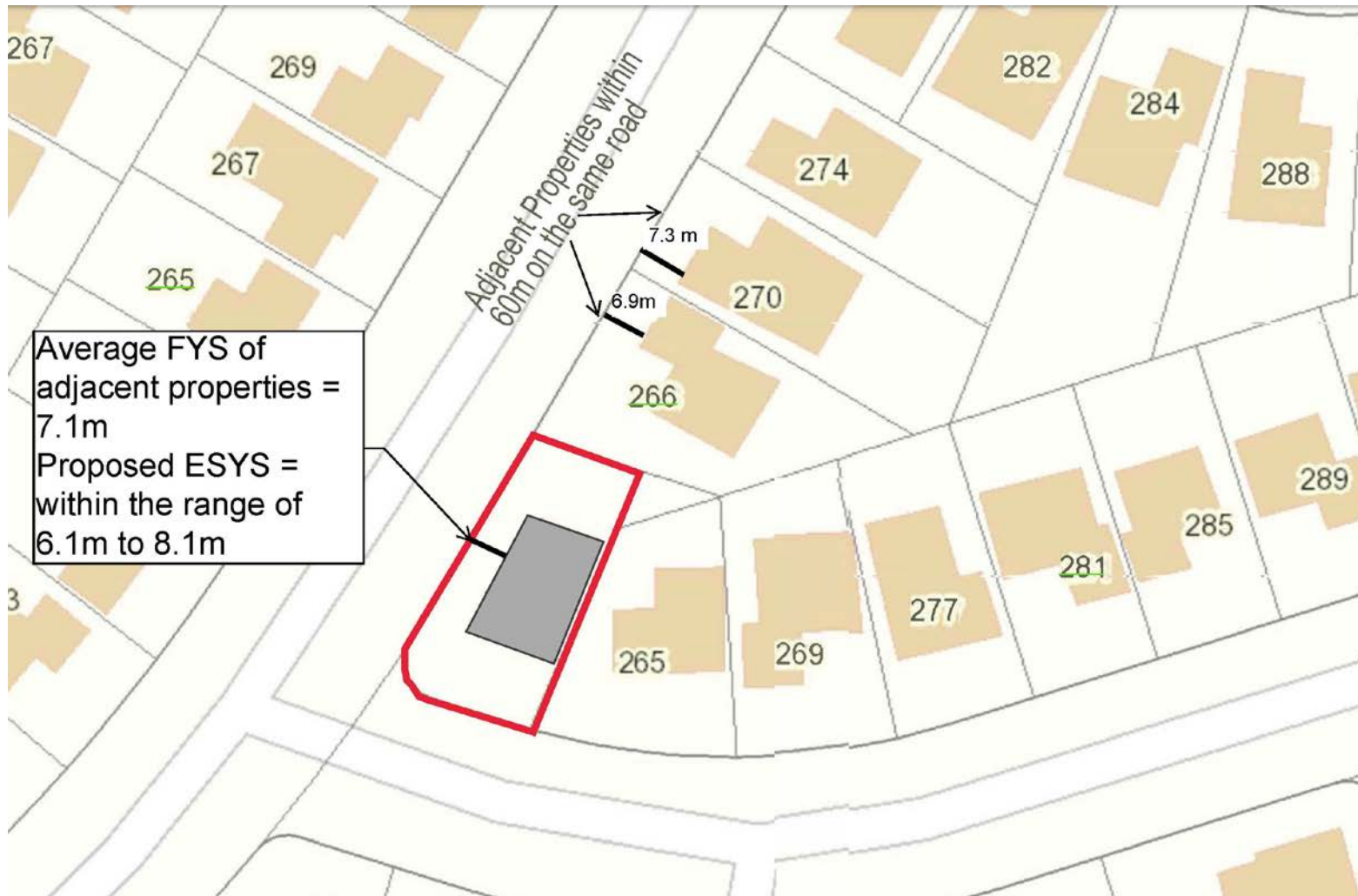
Previous
definition of
“Grade,
Established
or Finished”
= $(1+2)/2$

Revised
definition of
“Grade,
Established
or Finished”
= $(A+B)/2$



Revisions in draft ZBLA

- Exterior Side Yard Setbacks may also be within a range of +/- 1m of the average of adjacent dwellings (same as Front Yard Setback)
- Specified “adjacent” in the above provision means “dwellings within 60 metres on the same street”

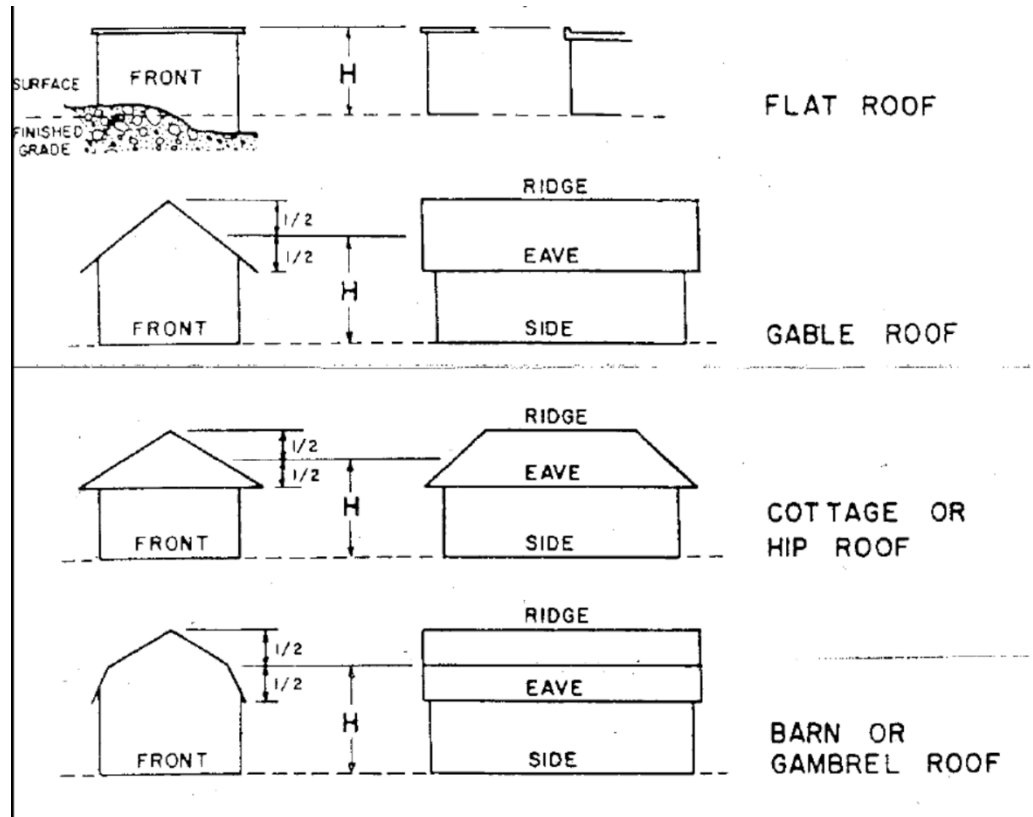


FYS = Front Yard Setback; ESYS = Exterior Side Yard Setback

The above image and measurements are for illustration purposes only and do not represent actual dimensions.

Revisions in draft ZBLA

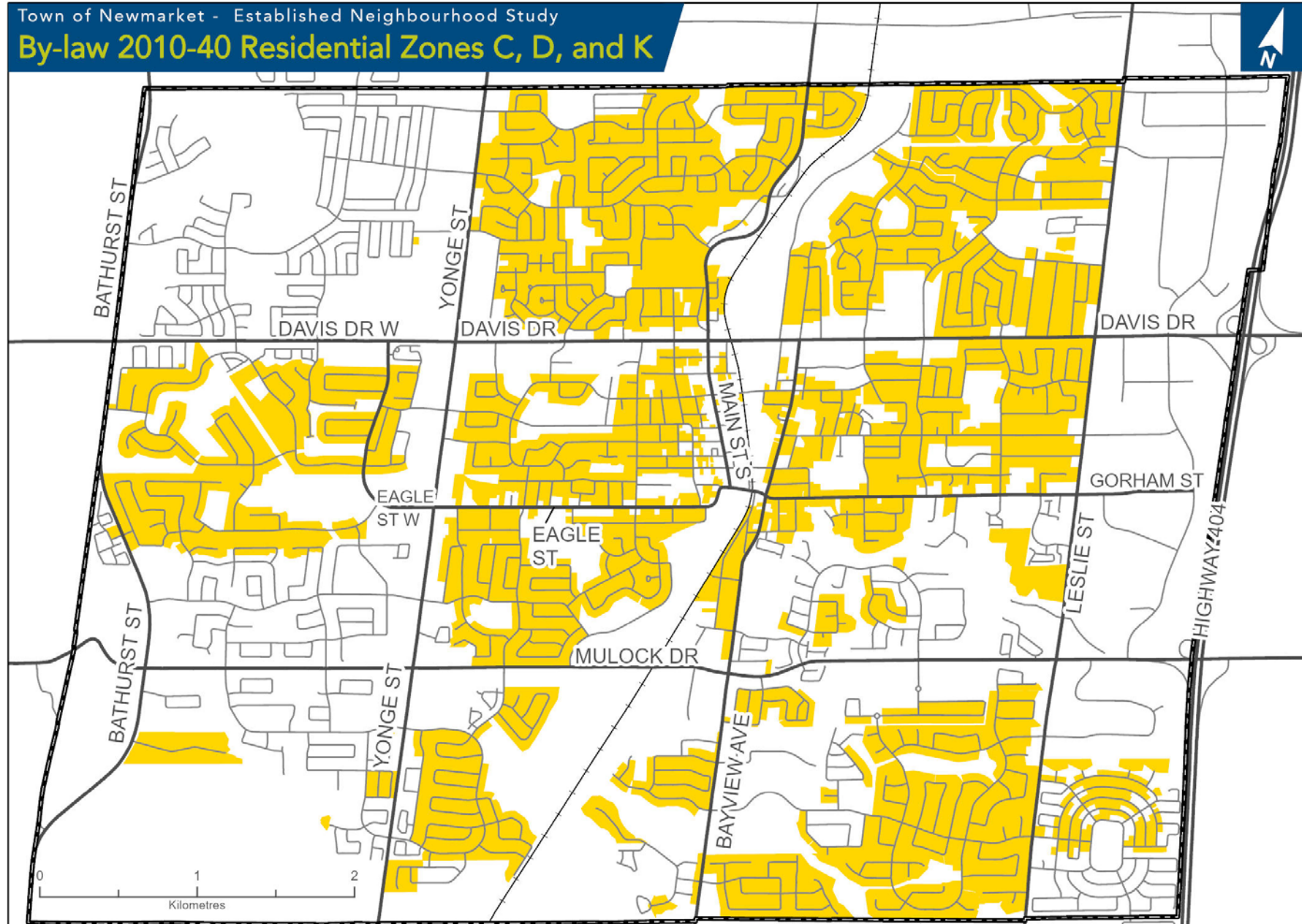
- Use “building height” instead of “exterior wall height” in determining interior side yard setback



Thank you

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

Town of Newmarket - Established Neighbourhood Study
By-law 2010-40 Residential Zones C, D, and K



By-law 2010-40 Residential Zones C, D, and K
 Major Road
 Road
 Railway
 Municipal Boundary

Designed and produced by Information Technology - GIS. Printed: October, 2020. Sources: Roads, Railway, Municipal Boundary - Data, Analytics and Visualization Services Branch, Corporate Services © The Regional Municipality of York, 2020; All other data - © Town of Newmarket, 2020. DISCLAIMER: The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.

Document Path: G:\Projects_PRO\Development_Infrastructure\GIS\Planning\MapProjects\ResidentialLotCoverageAnalysis\ResidentialLotCoverageAnalysis.aprx\ResidentialZones_CDK

October 13, 2020

Attn: Jason Unger, Acting Director of Planning
Adrian Cammaert, Acting Manager of Planning
Town of Newmarket

RE: Newmarket Established Neighbourhoods Community Study and Mulock
Station Area Secondary Plan
16756 and 16764 Bayview Avenue
North of Mulock Drive

Macaulay Shiomi Howson Ltd. are the planning consultants for the Owners of 16756 and 16764 Bayview Avenue, located on the west side of Bayview Avenue, just north of Mulock Drive, in the Town of Newmarket. The subject lands are currently home to a single detached dwelling (one on each property).

Figure 1 – Aerial Photo



The property is within the boundaries of the Newmarket Established Neighbourhoods Study Area and just outside of the Mulock Station Secondary Plan Area. The Owners of these properties have an interest in both of these planning processes that are underway.

The properties are currently designated Stable Residential, in the Town of Newmarket Official Plan, which would permit single and semi-detached dwelling along with townhouses (subject to certain criteria).

The draft Official Plan policies outlined as part of the Established Neighbourhoods Study include additional policies related to uses, including:

Rowhouses and townhouses are also permitted provided that a review and analysis of such densities be undertaken as part of an application process including the submission of a planning justification report to the satisfaction of the Town.

Townhouse units on a Private Road shall be a permitted use in the Residential Area for the lands subject to Official Plan Amendment No. 12. (OPA #12) (955 & 995 Mulock Drive)

While these draft policies seek to enhance the permitted uses on the subject lands, in our view, they do not adequately address the unique characteristics of the subject lands:

- The lands are 'double-wide' lots, meaning, compared to the property lot pattern to the north, they are approximately twice as wide;
- They back onto a former commercial/industrial site and side onto a commercial site to the south;
- They are located on a major street and in proximity to an arterial road;
- The building form across Bayview Ave. to the east are townhouses that back onto Bayview, along with a relatively new, three storey commercial/medical building further south;
- The lands are located immediately adjacent to the Mulock Station Secondary Plan, which proposes building heights on neighbouring properties, of up to six (6) storeys, with a minimum of three (3) storeys and includes a medium density designation that calls for a maximum FSI of 1.75, with a minimum of 1.25.

In addition, the Established Neighbourhoods Study seeks to incorporate the lands into the 'Historic Core Character Area', however, the lands are far removed from the historic core and share no real connection to it. The single detached homes to the north, fronting on Bayview Avenue (south of Penrose Street) are examples of circa 1960's bungalow dwellings. It is our view that the subject lands should not be considered part of this 'character' area.

As noted, the Town is also undertaking a Secondary Plan for the Mulock Station transit area and has drafted Secondary Plan policies for that area. It is our view that the subject lands relate more to this Secondary Plan Area, than they do to the historic core or the Stable Residential area.

Therefore, we would request the following:

- 1) As part of the Established Neighbourhoods Study and the removal of the related Interim Control By-law, incorporate a site-specific policy or recommendation to remove the lands from the 'Established Neighbourhoods' Official Plan Amendment;
- 2) Incorporate the lands into the Mulock Station Secondary Plan Area and include a land use designation similar to the property to the south (medium density) which would allow for similar height and density.

We would be more than happy to review and discuss the above points and recommendations directly with staff. In addition, I would ask that I be added to the notification/contact list for both of these planning processes.

Should you have any questions regarding the information contained herein, please contact me directly, thank you.

Sincerely,
MACAULAY SHIOMI HOWSON LTD.

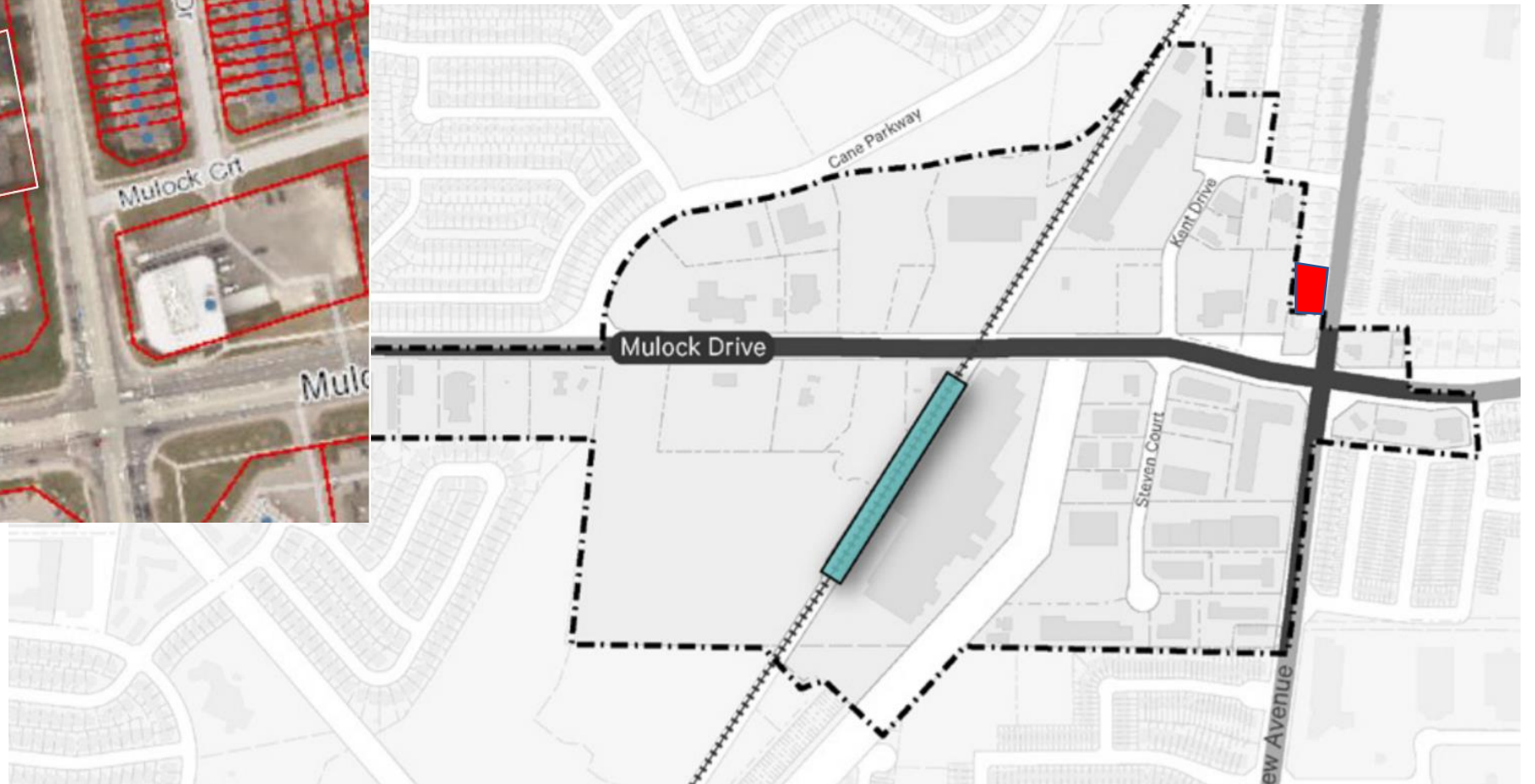
Nick Pileggi

Nick Pileggi, MCIP, RPP.
Principal

16756 and 16764 Bayview Avenue



Mulock Station Secondary Plan Area



October 21, 2020

Dear Mayor, Council and Planning Department:

RE: Established Neighbourhoods Compatibility Study

I would like to respond and provide feedback to the Mayor's request for more information regarding (1) side yard setbacks, and (2) the reference to lot-splitting on my section of Millard Avenue (west of Forest Glen Road) and Srigley Street as raised at the Established Neighbourhoods Compatibility Study on September 22, 2020.

Please excuse any ignorance or misinterpretation of policy recommendations on my part as I am not a professional in this area. I am very pleased and proud that the Town initiated this important study and it is my hope to assist the Town in creating its plan to preserve our historical established neighbourhoods, especially as it relates to my section of Millard Avenue.

Please note, as an active and engaged resident, I have attended all public consultations on this study. In fact, during the first meeting I drew and submitted a drawing of what I love about my neighbourhood which included vast green space, large lots and mature trees. This is what I cherish about my "unique" and historic neighbourhood. I am proud to live in what I call 'old Newmarket'. Preservation of green space and mature trees is very important to me and my quality of life. My family has resided in our home on Millard Avenue for 64 years and most of my neighbours average 50+ years. We are a community and for the most part homeownership is passed-down through generations.

1) Side lot measurements (Planning Department input please): As I understand it, side yard setbacks will be dependent upon house height as defined in an existing Zoning By-Law and include a 1.8m maximum width. I propose an exemption for wider setbacks for front yards exceeding 30m frontage regardless of house height.

My reasons are twofold: 1) the Key Findings of the Study (p. 28) only acknowledges front yard widths up to 30m (90'). Lots in this section of Millard Avenue are 33.3m x 43.3m (100' x 130'); and 2) the proposed 1.8m setback in Section 6.2.2. is only 5'9". Currently existing setbacks on my section of the street vary from 4m (12') and 7.62 (25').

Section 6.2.2. of the Study proposes: "Interior Side Lot Lines Measurements have been given (ranging from 1.2-1.8m) for interior side lot line setbacks, which are dependent on height This rule retains the relationship that the side-yard setbacks for houses increase with height (of existing Zoning By-law), but uses measurement as a clearer measure, rather than storeys."

I imagine lot coverage maximums will prevent new-builds/additions from encompassing the entire yard's width, but I believe the setbacks for properties exceeding 30m should be increased to accommodate exceptional properties/lots in historical Newmarket. A setback of 1.8m is simply too narrow and would damage the cherished green space aesthetics of our neighbourhood.

2) **Lot-Splitting:** In my opinion, permitting lot-splitting of our properties must not be allowed under any circumstance. In simple terms, it goes against the very essence of the Study's intent "to preserve the character of our established neighbourhoods". It would severely and irrevocably change the character, aesthetics and quality of life in our neighbourhood. It would ruin our street's unique and historical charm.

To paraphrase the Mayor at the September meeting, "one might argue against this because of the historic characteristic of the street; that it's a really important character area in our town and we must preserve the historical context from which it was developed." - My thoughts exactly.

If the purpose of creating neighbourhood compatibility guidelines is to protect established neighbourhoods and their distinctive characteristics, one must address and preserve the very factors that contribute to the successful and harmonious nature of specific areas. Factors include: land use, heritage, lot size (including frontage and side yard set-backs), and trees. To do this Newmarket must maintain the traditional range of building-to-lot relationships by ensuring houses are in proportion to their lot size and maintaining the openness of yards surrounding the dwelling. It must preserve the lush and mature vegetation which is a key component of our character.

While one might argue that we need to minimize the impacts of restrictive guidelines for increased size and scale of rebuilds or extensions on properties to meet owners changing needs, it remains the same: lot-splitting would irrevocably change the character of the neighbourhood.

In conclusion, the potential of lot-splitting has caused much distress among my neighbours. Most of us have lived here 50+ years. We bought our homes because of the street's unique aesthetics. We have paid taxes and been for the most part, exemplary citizens through our actions and volunteering opportunities. We are a community. There is a sense of identity, comfort and safety in our neighbourhood that is cherished and is very much worth protecting.

Sincerely,
Nancy Fish
188 Millard Avenue
Newmarket, On L3Y 1Z2

From: [ROSS CARSON](#)
To: [Clerks](#)
Subject: public input Town Council meeting on Monday, October 26
Date: October 22, 2020 9:56:07 AM

From: Ross Carson, chairperson, Concerned Citizens for the Homeless in Newmarket

To: The Town Clerk, Town of Newmarket, York Region

Re: Speaking to the topic of Community Support on the Outstanding Matters List

Dear Sir or Madam,

I write to request the opportunity to speak at the Committee of the Whole Meeting on Monday, October 26 at 1:00 p.m.

I wish to address the topic of Community Support when the review of the list of Outstanding Matters occurs in the agenda.

My role will be to speak as the chairperson of the unincorporated association, Concerned Citizens for the Homeless in Newmarket.

Our fifteen member group meets on-line every second Tuesday morning. Our meetings began in mid-April 2020.

Your assistance in arranging my opportunity to speak on Monday during the afternoon meeting is very much appreciated.

sincerely,

Ross Carson



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

Established Neighbourhood Compatibility Study and Policy Recommendations Staff Report to Council

Report Number: 2020-72

Department(s): Planning and Building Services

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

Meeting Date: October 26, 2020

Recommendations

1. That the report entitled Established Neighbourhood Compatibility Study and Policy Recommendations dated October 26, 2020 be received; and,
2. That the Policy Recommendations Report prepared by SvN dated September 2020 attached as Attachment 1 be received; and,
3. That the attached draft Official Plan Amendment No. 28 be adopted; and,
4. That the attached draft Zoning By-law be enacted; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Established Neighbourhood Compatibility Study (Study), which is intended to address development compatibility within existing neighbourhoods, has been completed. This report summarizes the findings of the Study and provide recommendations to the Council on the proposed amendments to the Official Plan and Zoning By-law 2010-40, as amended.

Staff and the Town's consultant, SvN Planners + Architects, have consulted Council and members of the public on this matter on numerous occasions over the past two years. Comments received have been considered and addressed in the proposed amendments, where appropriate. Staff is now seeking Council's approval of the

proposed Official Plan Amendment No. 28 and Zoning By-law Amendment, which have been attached to this report.

Purpose

The purpose of this report is twofold:

- To present the findings of the Established Neighbourhood Study to Council;
- To seek Council approval of the proposed Official Plan Amendment and Zoning By-law Amendment to implement the findings of the Established Neighbourhood Study.

Background

The matter of development/redevelopment compatibility within existing neighbourhoods is not new and it is becoming an increasingly prevalent planning issue as municipalities respond to increasing development pressures.

In 2013, Council approved Zoning By-law 2013-30 and amended standards from Zoning By-law 2010-40 that affect siting of a dwelling on a lot to start addressing the issue of compatibility within existing residential neighbourhoods. Specifically, By-law 2013-30 reduced the maximum permitted height, reduced the maximum permitted coverage, and modified the way in which front yard setback is determined. Subsequently, staff also conducted research on [best practices](#) in addressing issue of perceived overbuilding in established residential areas. It then became clear that the amended zoning standards were not sufficient to address the development pressures the Town were experiencing.

After presenting best practices from other municipalities at a Council workshop in 2018, Council reiterated their clear goal of having policies in place for existing stable residential areas that will ensure any development (including additions to existing homes) must contribute to the neighbourhood's character and that the Town's Official Plan policies need to be updated to mandate compatibility. The Established Neighbourhood Study (the Study) is intended to address this goal focusing in redevelopment or additions to existing dwelling of a single lot.

The initiation of the Study began in [mid 2018](#), when Council directed staff to engage services of a consultant to assist in reviewing Official Plan policies and Zoning By-law regulations to address changes in established residential neighbourhoods. Figure 1 below shows some of the milestones of the Study since 2019.

Figure 1 Project Milestones

January 2019	<ul style="list-style-type: none"> • Council passed Interim Control By-law 2019-04, which prohibited development in the majority of the Town's residential area
March 2019	<ul style="list-style-type: none"> • Engaged the services of SvN Architects + Planners and began the Established Neighbourhood Study
November 2019	<ul style="list-style-type: none"> • Council received staff report 2019-118, which provided an overview of the Established Neighbourhood Study
December 2019	<ul style="list-style-type: none"> • Council held a Special Committee of the Whole meeting and staff presented draft Policy Options
January 2020	<ul style="list-style-type: none"> • Council held a Special Committee of the Whole meeting and passed By-law 2020-05, which extended the expiry of By-law 2019-04 to July 2020
June 2020	<ul style="list-style-type: none"> • Council passed By-law 2020-35, which further extended the expiry of By-law 2019-04 to January 2021
July 2020	<ul style="list-style-type: none"> • Council received staff report 2020-56 regarding the expiry of the Interim Control By-law Exemption process as of August 24, 2020
August 2020	<ul style="list-style-type: none"> • Statutory Public Meeting held for the proposed Official Plan Amendment and Zoning By-law Amendment
September 2020	<ul style="list-style-type: none"> • Special Committee of the Whole Meeting - Consultant provided examples of proposed changes

Discussion

The following subsections provide an overview of some of the key findings of the Study and proposed changes to the Town's Official Plan and Zoning By-law 2010-40, as amended.

Key Findings

- Lands currently designated "Emerging Residential" in the Town's Official Plan are nearly built-out; therefore, the designation and policies are proposed to be updated;
- The Town's existing residential areas can be classified into four Residential Character Areas: Historic Core; Traditional Suburban; Contemporary Suburban, and Estate;
- Each Character Area can generally be defined by a set of characteristics that any new construction or additions to existing dwellings should respect;
- The Estate Character Area and Contemporary Suburban Character Area are fully built out and are not anticipated to undergo significant changes. The Study has focused more on the Historic Core Area and Traditional Suburban Character Area and therefore only regulations affecting the Historic Core and Traditional Suburban Character Areas have been created;
- Existing Zoning By-law regulations generally permit dwellings that would be larger than the existing building stock, which may result in compatibility issues. The

Study recommends various amendments to protect for compatibility between new construction/additions and existing dwellings in an area.

Proposed Official Plan Amendment

The draft Official Plan Amendment is attached to this report as Attachment 1. The main themes of the proposed amendment are:

- Combining existing “Stable Residential” designation and “Emerging Residential designation” as a single “Residential” designation and updating relevant policies
- Establishing Character Areas and policies for each Character Area
- Adding more details to the Compatibility policies of the Official Plan to strengthen the section

Proposed Zoning By-law Amendment

The draft Zoning By-law Amendment is attached to this report as Attachment 2. Below is a summary of some of the proposed zoning changes. Illustrations of the proposed changes can be found in the [September 22, 2020 Special Committee of the Whole presentation](#). It should be noted that the proposed changes are intended to regulate developments such that they will respect and be compatible with their surrounding areas. It is not the intent of this study or amendment to have regulations that ensure consistent development standards across the Town. The existing zoning by-law is structured such that it recognizes different zones within the Town have different requirements. Variations within each zone can be desirable to a neighbourhood if they are done in a respectful and compatible manner.

- Updating development regulations for residential zones – new lot coverage schedule; reduced maximum building height for zones that permit single detached and semi-detached; relating interior side yard setback to building height in metres instead of number of storeys for Zones C, D and K; and changing how front yard setback and exterior side yard setback are determined;
- Adding transition clauses to recognize applications in process, while acknowledging those that are recently approved are not subject to the proposed provisions;
- Changing definitions to tighten up some of the controls used to ensure compatibility - basement; dormer; building height; established or finished grade; finished first floor height; storey; flat/pitched roof, and residential garage, and
- Adding general provisions to permit driveway encroachments in any yard and to clarify 0.3m (1 foot) reserves are considered part of the lot when determining setbacks and coverage, but are not considered as a lot line.

Conclusion

As directed by Council, Planning staff and the Town’s planning consultant have completed the Study to address neighbourhood compatibility issues. Findings of the

Study inform the draft Official Plan Amendment and draft Zoning By-law Amendment, which have been attached for Council's consideration and approval.

Business Plan and Strategic Plan Linkages

- Extraordinary Places and Spaces

Consultation

Planning staff and the Town's Planning consultant have hosted numerous engagement sessions with Council and members of the public throughout the course of the Established Neighbourhood Study. Examples of engagement sessions include: special committee of the whole meetings; public information centres; a farmers market engagement session, and online/social media including HeyNewmarket. All comments received have been considered, and where appropriate, incorporated in the attached draft Official Plan Amendment and Zoning By-law Amendment.

Comments Received from Council and Members of the Public

Comments received from Council and members of the public and staff's recommendations are summarize in the Table 1. Other detailed technical comments have been considered and addressed in the attached amendments, where appropriate.

Table 1 Comment Matrix

Comments Received	Staff's Recommendation
Clarify what "adjacent" mean	The term generally means more than immediately abutting. For the purpose of determining Front Yard Setback, which the proposed zoning provision states: "One metre less than the average of the front yard setback of adjacent dwellings...", the term "adjacent" has been quantified to mean "within 60 metres on the same road". This is based on the existing Established Building Line provision in the zoning by-law, which uses 60 metres to qualify adjacencies.
Explore options in determining minimum side yard setbacks on properties that abut existing generous side yard setbacks	Zones that currently require large side yard setbacks such as Zones A and B are not subject to the proposed side yard setbacks zoning regulations. The proposed changes are only applicable to Zones C, D and K where the existing requirement is determined by the number

	<p>of storeys of the dwelling rather than actual height of the dwelling. Some properties within Zones C, D and K may have side yard setbacks that exceed the minimum requirement, but where these situations exist, the proposed minimum side yard setback requirements are still considered to be compatible with those existing situations. Staff and the Town's consultant have further reviewed some lots in Zones C and D against the proposed side yard setback requirements and note that in many cases, maximizing the dwelling width by providing minimum side yard setbacks would not support a desirable layout of the house. This is especially true on smaller lots with a two-storey dwelling (see Attachment 4). Having varying minimum side yard setback requirements within a zone would be overly burdensome from an implementation /administrative standpoint. Staff is of the opinion that the proposed minimum setback requirements combined with the maximum height and lot coverage provisions is a balanced approach to address compatibility.</p>
Apply the same approach that is proposed for Front Yard Setback to Exterior Side Yard Setback	Staff has no objection to provide some flexibility to the minimum Exterior Side Yard Setback requirement. The proposed zoning by-law has been revised.
Tree Protection should be addressed as part of the study	Tree protection is being reviewed under the Private Tree By-law project. Staff will report to Council on this matter separately in the future.
Missing middle should be addressed	Housing types such as townhouse and rowhouse are currently permitted in certain residential area of the Town, subject to policies of the Official Plan. This permission will be carried forward through the proposed Official Plan

	Amendment by strengthening the policy to require the applicant to submit a Compatibility Analysis Study that demonstrates how the proposed development will be compatible with the surrounding area. Development of other forms of housing such as duplex, triplex, and quadruplex, which are currently permitted in the zoning by-law, will also be permitted in the Residential Areas subject to the Compatibility Analysis Study.
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Regional Comments

Background reports and draft policy options were also circulated to York Region for review and comment. Regional staff has advised that the proposed Official Plan Amendment is exempt from Regional approval; therefore, the proposed Official Plan Amendment will come into effect following Council's adoption and the expiration of the 20-day appeal period.

Human Resource Considerations

None

Budget Impact

None

Attachments

Attachment 1 – Final Recommendation Report, prepared by SvN Architects + Planners

Attachment 2 – Draft Official Plan Amendment No. 28

Attachment 3 – Draft Zoning By-law Amendment

Attachment 4 – Side Yard Demonstration, prepared by SvN Architects + Planners

Submitted by

Phoebe Chow, Senior Planner - Policy

Approved for Submission

Adrian Cammaert, Acting Manager, Planning Services

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TOWN OF NEWMARKET
ESTABLISHED
NEIGHBOURHOODS
COMPATIBILITY
STUDY

POLICY RECOMMENDATIONS REPORT

SEPTEMBER 2020





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APPENDICES

- A - Draft Official Plan Amendment
- B - Draft Zoning By-law Amendment

EXECUTIVE SUMMARY

Study Purpose and Process

The Established Neighbourhood Compatibility Study aims to develop recommendations for an Official Plan Amendment and implementing Zoning By-law Amendment to ensure compatibility of new development within established residential areas in the Town of Newmarket. These recommendations will guide and encourage new infill development which respects and responds to existing built form and community character.

The study focuses on residential neighbourhoods across the Town of Newmarket and was undertaken over a 22-month period, from January 2019 to October 2020. It comprises the following three phases:

- Phase 1: Background Review and Analysis;
- Phase 2: Policy Options; and
- Phase 3: Policy Recommendations & Amendments.

The study has incorporated robust and comprehensive community engagement into all three phases of work. These include public information meetings, interactive kiosks at community events, online surveys and social media engagement.

This report summarizes the results from Phase 3, which included an iterative process of conditions testing and analysis, which informed the preparation of final policy recommendations for the draft Official Plan and Zoning By-law Amendments.

Neighbourhood Classifications and Emerging Directions

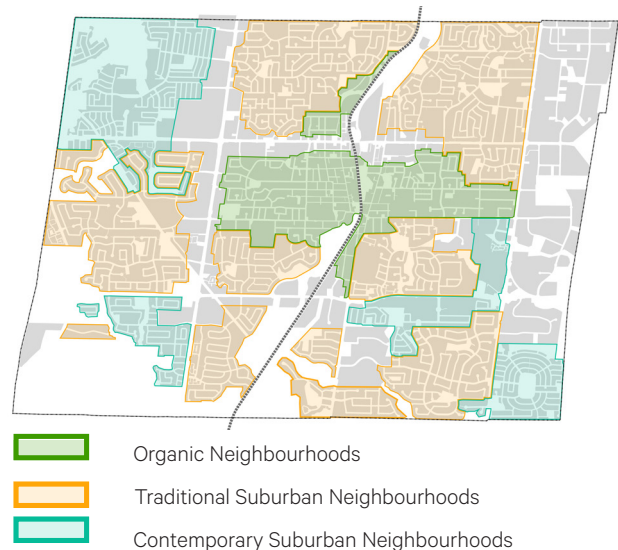
During Phase 2, a Neighbourhood Classification System, categorizing all residential neighbourhoods across Newmarket, was developed. These classifications were informed by visual analysis of existing conditions in residential neighbourhoods to understand indicative

conditions and common trends. Images from 65 individual sites, spatially distributed across the Town and representing each era of Newmarket's development, were selected and for the purpose of analyzing a range of building design, site design and streetscape design conditions. The results, which were tabulated, highlighted shared characteristics amongst emerging neighbourhood typologies.

These typologies were further refined through consideration of additional criteria such as land use patterns, property boundaries, applicable designations and by-law regulations, and servicing capacity. As a result, five Preliminary Neighbourhood Classifications were identified. After the removal of outliers, three Preferred Neighbourhood Classifications were confirmed as the primary focus of the study. These included:

1. Organic Neighbourhoods (later renamed to Historic Core in draft OPA);
2. Traditional Suburban Neighbourhoods; and
3. Contemporary Suburban Neighbourhoods.

The study identified the delineated boundaries for each Neighbourhood Classification, as well as the pre-dominant built form and public realm characteristics of each.



Conditions Analysis and Testing

Following the removal of the Contemporary Suburban Neighbourhood Character Area from the Interim Control By-law in December of 2019, the Organic Neighbourhood and Traditional Suburban Neighbourhood Character Areas were subject to a four-step process of additional research and analysis in Phase 3. This was undertaken to help inform the recommendations for the draft Official Plan Amendment and implementing draft Zoning By-law Amendment. This process included:

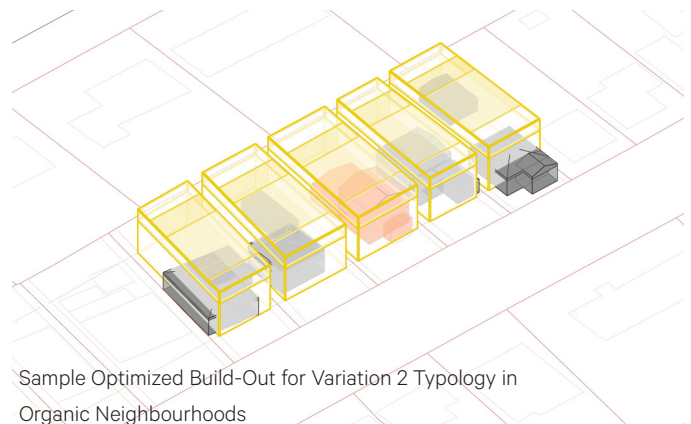
1. The identification and delineation of variations to predominant built form and public realm conditions;
2. The sampling of prototypical site and adjacency conditions within each variation and generally;
3. The preparation of virtual three-dimensional modelling to demonstrate the differences between existing and potential build-out conditions within the sampled prototypical site and adjacency conditions to illustrate the impacts of maximized as-of-right development vs. optimized development to reflect predominant built form and public realm conditions within the variation; and
4. The evaluation of optimized development against contemporary architectural and constructions standards, with consideration for existing and anticipated market conditions and demographic patterns, and the need for appropriate buffering to establish an updated Zoning envelope.

The analysis found five unique and definable variations, existing at the street and block-scale in the case of the Organic Neighbourhood Character Area, and at the subdivision scale for the Traditional Suburban Neighbourhood Character Area.

A total sample of 84 sites and adjacent properties were selected for detailed examination. For each of the samples, a set of data regarding site and adjacency conditions was collected. This included the variation type, building height, finished first floor height number of storeys, front yard setback, location of established building face relative to adjacent properties, lot coverage, and roof type. This information was then analyzed to determine how existing conditions compared against the as-of-right zoning envelope.

The analysis found that in both Organic Neighbourhoods and Traditional Suburban Neighbourhoods, existing heights and lot coverages were found to be significantly less than the permitted standards in current Zoning By-laws. Generally, it found a positive correlation between the length of the setback and the lot size, but no relationship between the height of the house and the length of the setback. Additionally, it found that dwellings in the Traditional Suburban Neighbourhoods had more uniform conditions in comparison to the Organic Neighbourhood, which was more varied.

Following this, 3D modelling for prototypical sites were developed in order to illustrate three varying conditions: existing conditions; maximized build-out conditions based on Zoning By-law regulations; and optimized build out conditions based on potential ability to address neighbourhood compatibility.



Sample Optimized Build-Out for Variation 2 Typology in Organic Neighbourhoods

These models indicated that the maximized build-out conditions based on existing as-of-right Zoning By-law regulations generally allow for built forms which are not in keeping with adjacent properties, and the character of surrounding neighbourhoods. It indicated that greater consideration of lot coverage, height and setback requirements of adjacent and/or surrounding properties could be used to help support more contextually-appropriate infill development. Additionally, the analysis demonstrated that the way in which parameters such as building height are defined could be improved to better regulate built form.

Finally, the optimized building conditions were evaluated against architectural and construction standards, including the applicable Ontario Building Code regulations, in order to help inform potential changes to the Zoning By-law.

At the conclusion of the conditions testing and analysis process, the terminology of the Neighbourhood Classifications was revised for improved clarity and specification. Organic Neighbourhoods, Traditional Suburban Neighbourhoods and Contemporary Suburban Neighbourhoods were revised to Historic Core Character Area, Traditional Suburban Character Area and Contemporary Suburban Character Area.

Policy Recommendations

The current Official Plan includes an outdated land use designation structure delineating Stable Residential Areas and Emerging Residential Areas, as both are at full build-out. Furthermore, permissions for higher-density forms such as triplexes, fourplexes, townhouses and row-houses are limited to Emerging Residential Areas only. The current Zoning By-law is not reflective of current conditions and includes standards which permit built forms that are incompatible with existing properties in residential neighbourhoods.

Based on the findings of the research and analysis, this report makes a series of recommendations intended to support an Official Plan Amendment and implementing Zoning By-law Amendment.

Recommendations for the Official Plan include:

- Removing references to Stable and Emerging Residential Areas land use designations and consolidate these into a combined Residential Areas designation;
- Introducing new policies that recognize the built form patterns of each neighbourhood while acknowledging the value of diverse housing types throughout all residential neighbourhoods;
- Implementing a neighbourhood-level framework delineating Residential Areas within four Residential Character Areas: Historic Core Character Area, Traditional Suburban Character Area, Contemporary Suburban Character Area, and Estate Character Area; and
- Identifying a defined list of pre-dominant characteristics for each, requiring development in Residential Areas to be compatible with existing built form and public realm conditions.

Recommendations for the Zoning By-law include:

- Introducing a series of new and/or revised definitions in order to more effectively and accurately regulate built form, including but not limited to the definition of basement, grade (established or finished), roof (flat, pitched), height and storey; and
- Presenting changes to front yard setbacks, interior side yard setbacks, maximum lot coverage, and maximum height requirements.

These proposed amendments will support new development which respects the prevailing physical character of existing established neighbourhoods while allowing for gradual, context-sensitive growth and change within the Town of Newmarket.



1.0 INTRODUCTION

1.1 Study Purpose



Residential trends in Newmarket are changing, increasingly shifting from suburban growth to urban infill and redevelopment. As the supply of greenfield lands becomes exhausted, Newmarket is seeing increasing development and redevelopment within existing built-up areas to accommodate current and projected growth.

Within Newmarket, infill development is occurring across a number of residential neighbourhoods. The sensitive redevelopment of these areas can add significant value to the community by boosting the housing stock, taking advantage of existing hard and soft infrastructure systems, and enriching local communities. However, recent development has also triggered concerns from residents regarding the compatibility of new homes or additions in established neighbourhoods.

In 2013, municipal staff introduced Zoning By-law 2013-30, which modified the maximum permitted height, maximum permitted coverage, and front yard setback requirements for older established areas of Newmarket in order to combat incompatible development. Concerns of perceived incompatible development persisted and, as a result, the Town of Newmarket enforced an Interim Control By-law (2019-

04), to allow for a more extensive study. The purpose of this Established Neighbourhoods Compatibility Study is to advance the Town's efforts by developing an Official Plan Amendment and implementing Zoning By-law Amendment for established residential neighbourhoods.

This study identifies residential neighbourhoods based on pre-dominant characteristics and introduces a suite of policy recommendations that enable context-sensitive development in line with the existing built form. It recognizes where the existing policy framework can be improved and adapted to reflect current on-the-ground conditions and broader planning goals. The objective is to introduce policy recommendations that acknowledge, respect and are compatible with the existing physical neighbourhood character, while retaining flexibility for residential infill where appropriate to accommodate future growth.

This study focuses on amendments to the Official Plan and Zoning By-law. However, additional planning tools may be considered by Town Staff and Council following the conclusion and final recommendations of this study to help implement these policy amendments. Such tools could include Urban Design Guidelines, enhanced Site Plan Control measures, and a Streetscape Analysis Process.

1.2 Study Area

The study area includes all residential neighbourhoods within the Town of Newmarket (Figure 1). The Town is bounded by Aurora to the south, King to the west, East Gwillimbury to the north, and Whitchurch–Stouffville to the east.

The study area includes all Stable and Emerging Residential Areas from the Town of Newmarket Official Plan, excluding non-residential uses and individual residential properties which have been exempt from Interim Control By-law 2019-04.

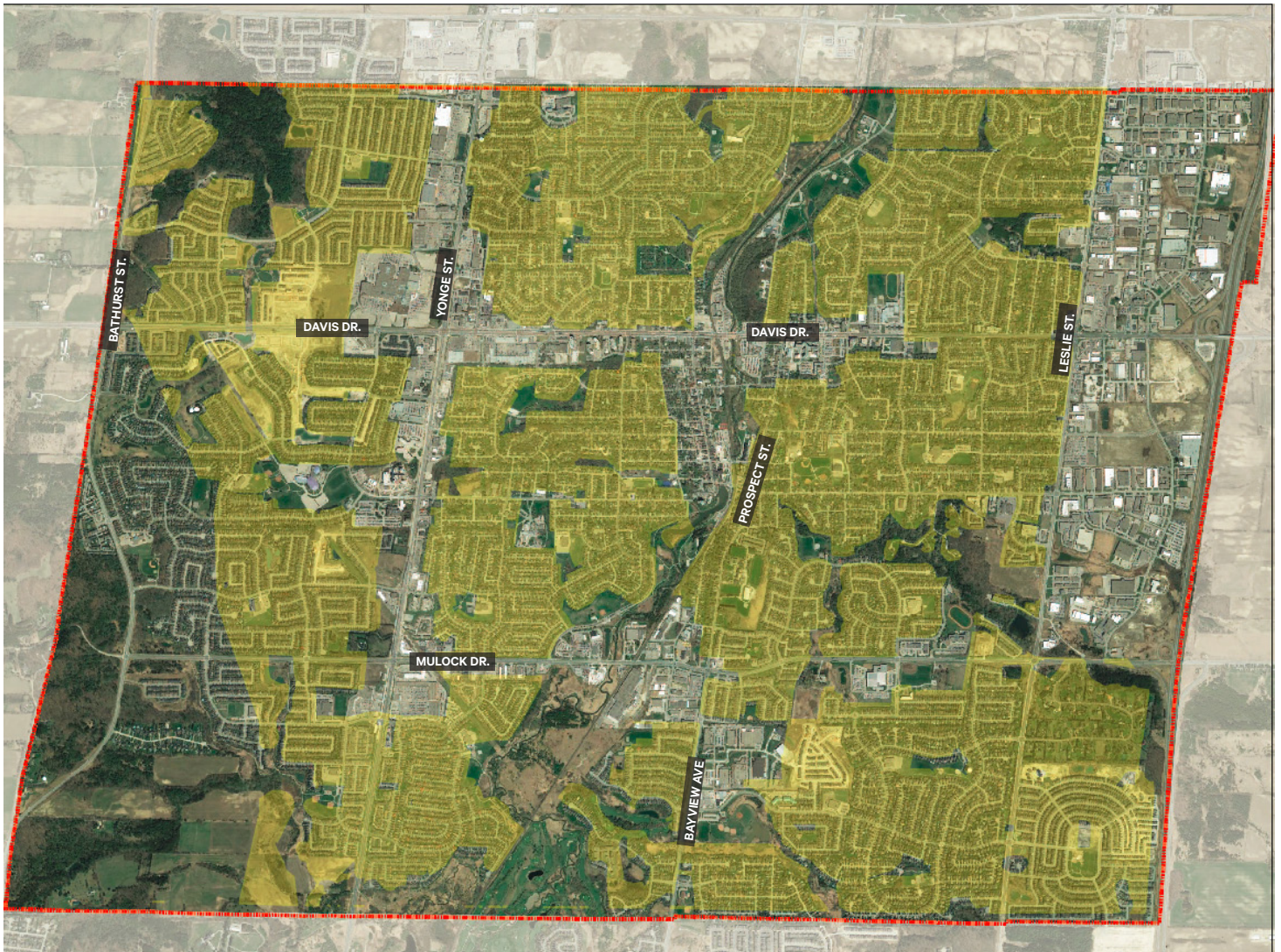


Figure 1. Aerial Map - Study Area



1.3 Study Process

The study was undertaken over a 22-month period from January 2019 to October 2020. It was structured in the three following phases (Figure 2):

Phase 1: Background Review and Analysis

Phase 1 involved study commencement, review of the policy and regulatory context, analysis of existing neighbourhood conditions, precedent and best practices review, and initial public engagement with residents to identify their priorities, values and concerns with respect to their neighbourhoods.

Findings from this phase of work can be found in the Background Report, which was presented to Town Council / Committee of the Whole in the late summer of 2019.

Phase 2: Policy Options

Phase 2 involved the development of a draft Neighbourhood Classification System through a set of key evaluation criteria and determination of draft policy options. Public consultation was undertaken to collect

feedback on the draft Neighbourhood Classification System, and specifically on how accurately they reflected residents’ perceptions and experiences of their neighbourhoods.

Findings from this phase of work were captured in the Draft Policy Options Report, which was presented to Town Council/Committee of the Whole in the fall of 2020.

Phase 3: Policy Recommendations & Amendments

Phase 3 involved the refinement and finalization of the Neighbourhood Classification System. This included a four-step process of additional research and analysis, which involved detailed conditions testing, modelling and evaluation. Based on the findings of the research and analysis, a set of recommendations was identified to inform the preparation of an Official Plan Amendment and implementing Zoning By-law Amendment.

Draft Final Policy Recommendations were presented at a Statutory Public Meeting on August 31, 2020. Subsequently, a Special Committee of the Whole meeting was held on September 22, 2020.



Figure 2. Study Process

1.4 Document Structure

This report is organized into the following sections:

Section 1: Introduction provides an overview of the study purpose, study process and study area to serve as general information and context-setting for the report.

Section 2: Neighbourhood Classifications and Emerging Directions outlines the Neighbourhood Classification System as developed through the end of Phase 2 of the study. This includes a summary of public engagement feedback received during consultation activities to date, as well as the rationale behind the methodology and criteria used to shape the classification system. Finally, Section 2 provides an overview of the identified character statements and pre-dominant characteristics for each of the Organic Neighbourhoods, Traditional Suburban Neighbourhoods, and Contemporary Suburban Neighbourhoods classifications, as well as the Emerging Policy Directions that began to form the basis of the Policy Recommendations presented in Section 4 of this report.

Section 3: Conditions Analysis and Testing contains the approach, methodology and research findings of the four-step process used to further inform the Neighbourhood Classification Systems and final policy recommendations. This analysis included identifying and delineating variations in identified Character Areas, sampling prototypical site and adjacency conditions, demonstrating existing and potential built-out conditions, and evaluating optimized development against contemporary design and construction standards. This analysis provided more detailed insight into the minor variations that exist within and between properties in each Neighbourhood Classification, specifically as they relate to building height, lot width and depth, setbacks, and lot coverage.

Section 4: Policy Recommendations covers the existing policy structure and final policy recommendations. This includes proposed changes to the Official Plan, including revisions to land use designations and policy language, and the Zoning By-law, including new and updated definitions, regulations and standards. It concludes by presenting a series of demonstration plans which visualize the proposed regulations as applied to real-world examples of neighbourhood infill in other GTA municipalities.

2.0 NEIGHBOURHOOD CLASSIFICATION SYSTEM & EMERGING DIRECTIONS

2.1 Overview

Throughout Phases 1 and 2, a detailed existing conditions analysis was undertaken to begin to identify patterns in the existing built form and public realm conditions within residential neighbourhoods across Newmarket. An image-based analysis of building design, site design and streetscape design characteristics, coupled with additional inputs including land use designations, streets and property boundaries, municipal servicing data and applicable by-laws, informed the development of five preliminary neighbourhood classifications. Through further analysis and identification of outliers, this was refined to consist of three preferred Neighbourhood Classifications: Organic Neighbourhoods; Traditional Suburban Neighbourhoods; and Contemporary Suburban Neighbourhoods.

Additionally, a detailed planning policy review helped identify gaps in the current framework. This contributed to a set of emerging policy directions centred around retaining neighbourhood character and physical stability while allowing for sensitive infill where appropriate.

2.2 Public Engagement Feedback

A robust process of public consultation and engagement was conducted over the course of the study. These engagement activities included: two Public Information Centre events where study findings were shared with residents through presentations and visual storyboards; a pop-up booth at the Saturday Farmer's Market where residents were engaged in a more informal setting; and online engagement including an interactive project website, online survey and social media handles providing project updates. Engagement activities were designed with the intent to reach a broad spectrum of residents, including participants from a wide range of demographic groups and residential neighbourhoods across Newmarket.

Public feedback generated insights into residents' neighbourhood perceptions, including the elements and characteristics that they value most. The study found that residents' perception of their local "neighbourhood" typically does not exceed a 5-hectare area. Residents highly value the trees, parks and open spaces in their neighbourhoods, often more than the built form. Generally, residents in older areas had more positive perceptions of their neighbourhood. The majority of residents feel a strong sense of community and appreciate their overall quality of life.

Conversely, concerns were raised over the height, massing, scale and density of specific infill developments (including 'monster houses'), and the negative implications such developments have had on the physical character of the neighbourhood. Concerns were also raised regarding management of new development. Participants generally supported introducing new policies and regulations to enable future development that fits harmoniously within the context of existing residential neighbourhoods.

2.3 Existing Conditions Analysis and Classification Process

The existing conditions review included an iterative process of identifying, analyzing and documenting the current character of Newmarket's neighbourhoods. Images of 65 sites across Newmarket's residential neighbourhoods were collected and analyzed (Figure 3). A spatially-distributed sampling of streetscapes and adjacent properties from all major eras of the Town's development was used to capture a representative range of building types, street types, and subdivision types. Each site was assessed on the basis of 22 building, site and streetscape design characteristics, which were logged in a comprehensive spreadsheet.

Analysis of the tabulated data revealed that Newmarket's neighbourhoods contain a range of building types, as well as built form and public realm characteristics. It identified clear similarities and differences between neighbourhoods, broadly based on their era of development. The following key elements were identified as informing neighbourhood character in Newmarket:

Built Form

- Lot dimensions;
- Front, side and rear yard setbacks;
- Siting and orientation;
- Lot coverage;
- Parking and vehicular access;
- Pedestrian access;
- Building entrance location;

- Private landscaping;
- Architectural style and expression;
- Materiality;
- Building height;
- Massing;
- Building depth;
- Ground floor height.

Public Realm

- Street and block pattern;
- Street width;
- Sidewalk continuity;
- Sidewalk width;
- Landscaped boulevards;
- Street tree canopy;
- Utility placement.

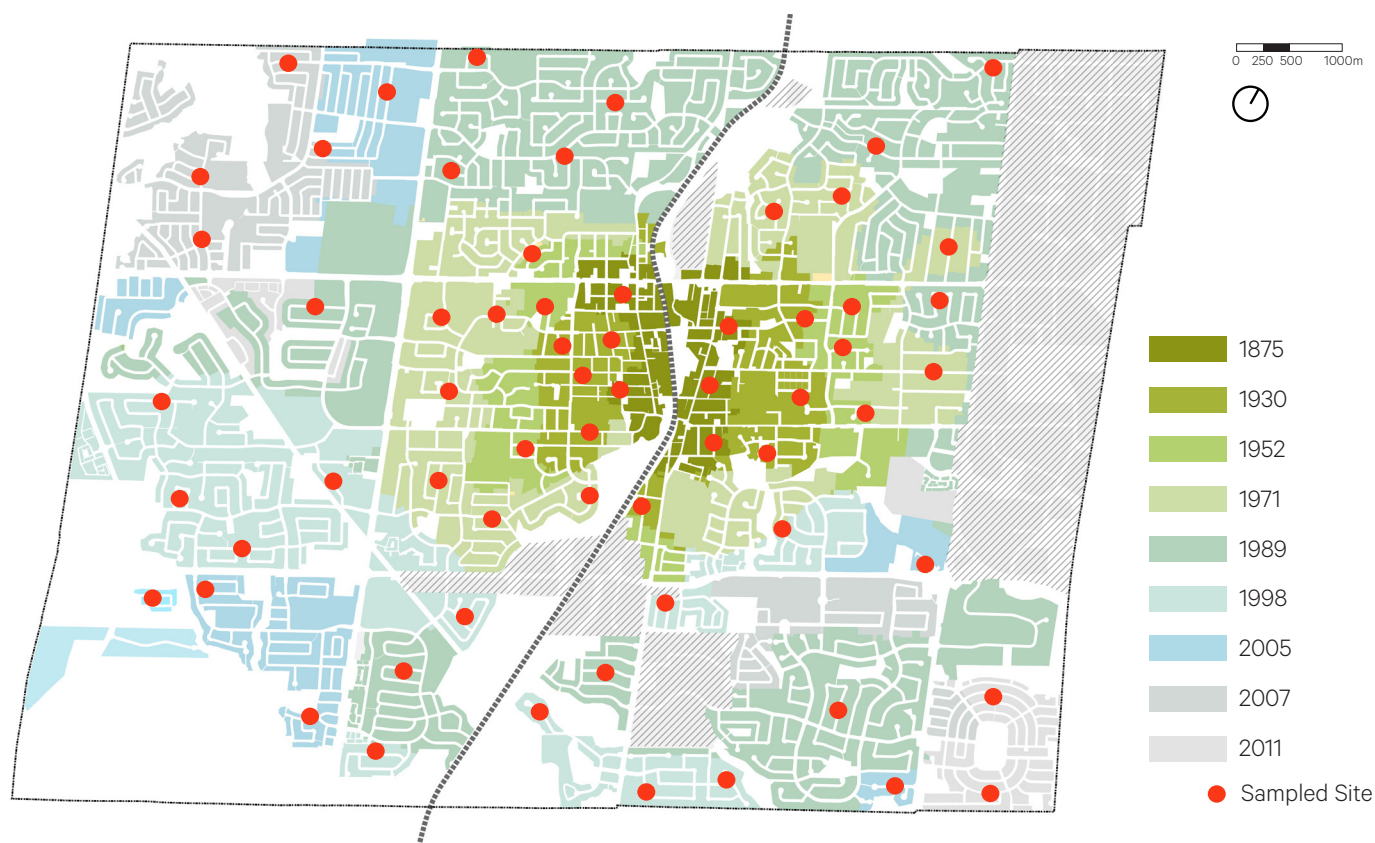
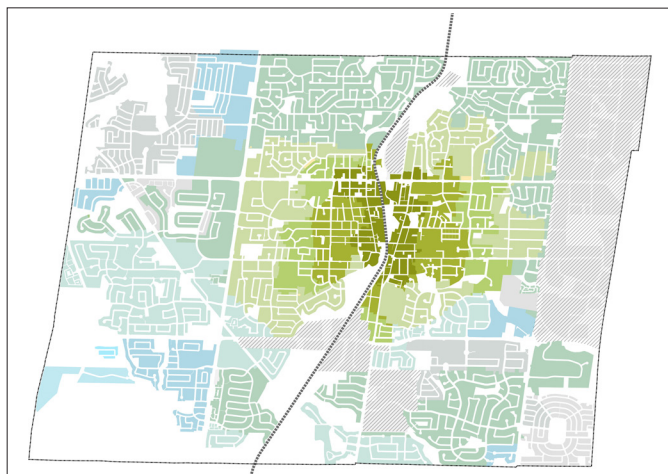


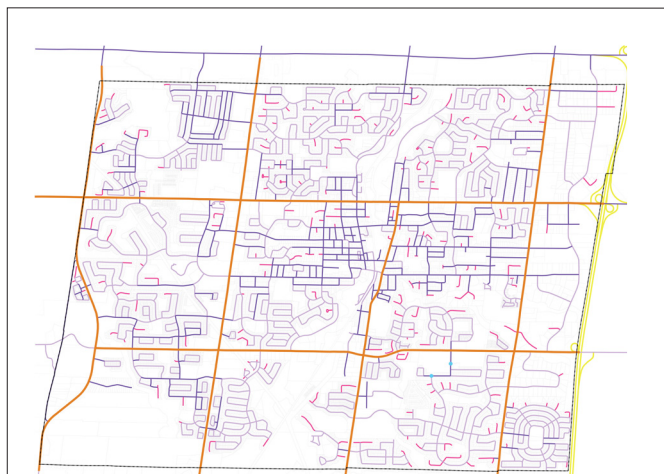
Figure 3. Sampled Sites for Existing Conditions Analysis

1 Age of development



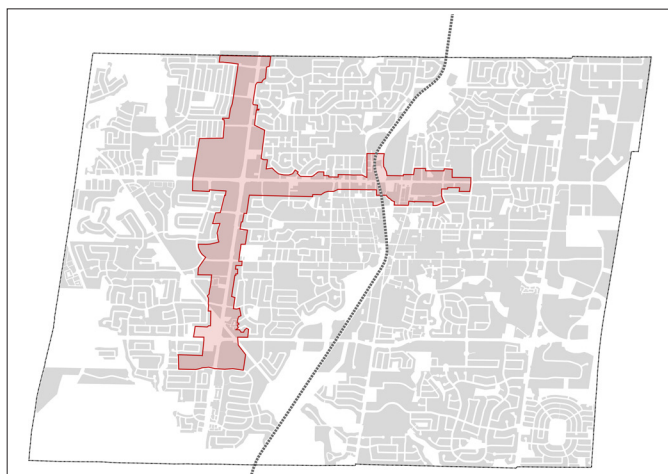
Map depicting the historical progression of development in Newmarket - see Background Report for more information.

2 Existing major streets and property boundaries



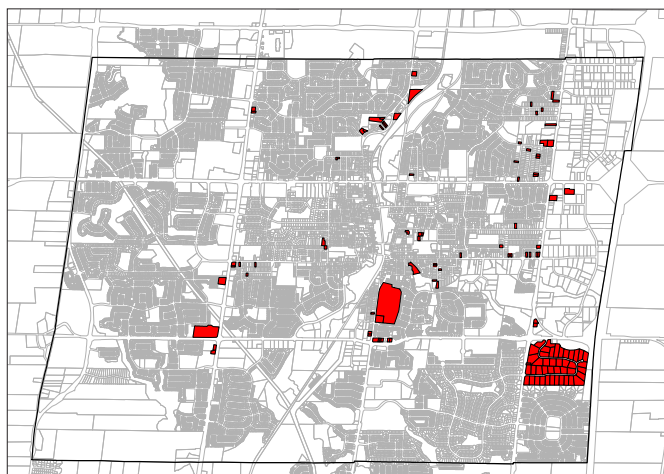
Map depicting the street form of Newmarket - see Background Report for more information.

3 Existing Urban Centres boundary



Map depicting the Urban Centres boundary.

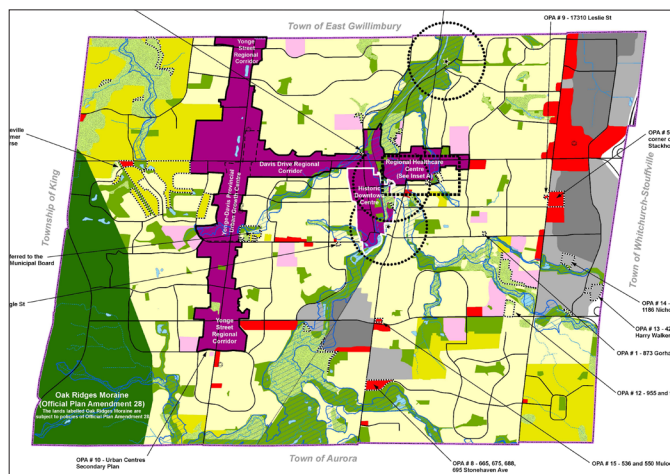
4 Well and septic data



Map depicting well and septic-serviced properties (in red).

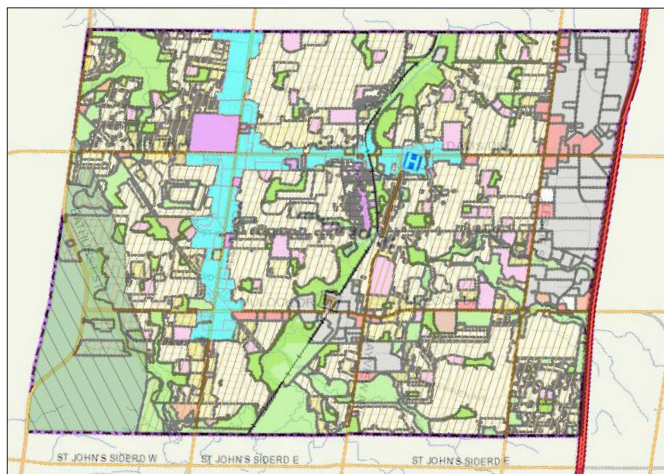
Figure 4. Four of the key evaluation criteria in the boundary delineation process

5 Land use designations



Schedule A Land Use map from the Town of Newmarket Official Plan.

6 Applicable zoning by-law regulations



Zoning map from 'Navigate Newmarket Interactive Map'

7 Interpretation of the built form

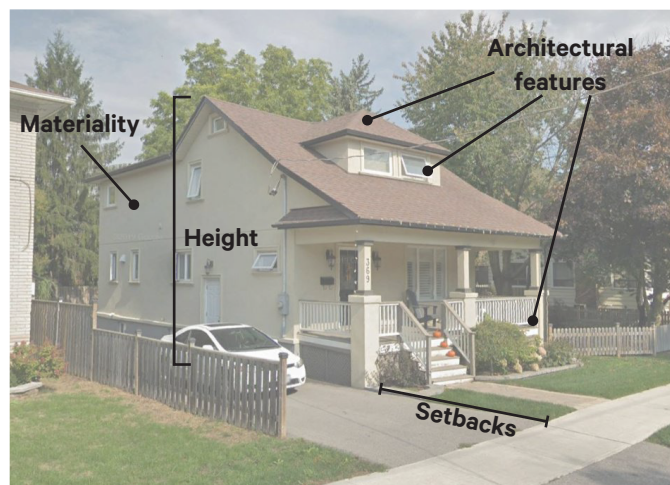


Image only shows some of the elements interpreted, see Section 2.3 for a full list.

8 Interpretation of the public realm



Image only shows some of the elements interpreted, see Section 2.3 for a full list.

Figure 5. Four of the key evaluation criteria in the boundary delineation process

Taking into account these built form and public realm characteristics, Phase 2 involved the preparation of a Neighbourhood Classification System to delineate neighbourhood areas recognized as characteristically distinct from one another. This delineation was informed by a set of key evaluation criteria (Figures 4 and 5). These criteria emerged out of Phase 1 findings and were informed by discussions with the public and key stakeholders. These are:

Age of Development

Built form is intimately linked to neighbourhood evolution over time, reflecting conditions and preferences during particular periods of development. In earlier years of development, greater availability of land and costly building construction resulted in typical built forms that reflected smaller buildings on larger lots. Over time, economies of scale, advanced building technologies and increased housing demand resulted in a shift towards larger buildings on smaller lots.

Existing Major Streets and Property Boundaries

The location of existing major streets was considered to respect the existing urban structure. Property boundaries were integrated in an effort to avoid splitting properties in half and assigning one property multiple classifications.

Existing Urban Centres Boundary

The Urban Centres area is a unique neighbourhood classification within the Town of Newmarket, with significant future growth and intensification expected around the Yonge Street and Davis Drive corridors. The boundary for the Urban Centres was taken from the Urban Centres land use designation, as identified in the Town of Newmarket Official Plan and Urban Centres Secondary Plan.

Well and Septic Data

The Town of Newmarket provided data on the location of well and septic-serviced properties which do not

have access to municipal servicing infrastructure. This informed the classification system as it pertains to the potential of different residential areas to accommodate future infill. Specifically, this data informed the Estate Neighbourhood boundaries.

Applicable Land Use Designations

Only residential areas were included in Neighbourhood Classification System; non-residential areas are not addressed in this study. Schedule A of the Town of Official Plan was referenced to ensure that all 'Stable Residential' and 'Emerging Residential' land use areas were included under the classification system.

Applicable Zoning By-Law Regulations

Relevant zoning by-laws and amendments, including Zoning By-law 2010-40, Zoning By-law 2013-30, Zoning By-law 1979-50 and Zoning By-law 1981-96 informed the development of the classification system by identifying varying built form permissions across Newmarket. Where particular area-specific by-law regulations are in-place, the Neighbourhood Classification System sought to mirror those boundaries in the identification of character areas.

Interpretation of the Built Form

The classification process involved visual interpretation of the current built form, with an eye towards identifying similarities and differences between neighbourhoods. This involved interpretation of built form features including height, setbacks, materiality, architectural expression and others as listed earlier in Section 2.3.

Interpretation of the Public Realm

The classification process involved visual interpretation of streetscape and the public realm, with an eye towards identifying similarities and differences between neighbourhoods. This involved interpretation of public realm features such as street and block pattern, right of way composition, sidewalks, public boulevards, and others as described in Section 2.3.

Building upon the analysis of existing conditions and taking into account the evaluation criteria, five Preliminary Neighbourhood Classifications were identified (Figure 6), which included:

1. Organic Neighbourhoods;
2. Traditional Suburban Neighbourhoods;
3. Contemporary Suburban Neighbourhoods;
4. Urban Centres; and,
5. Estate Neighbourhoods.

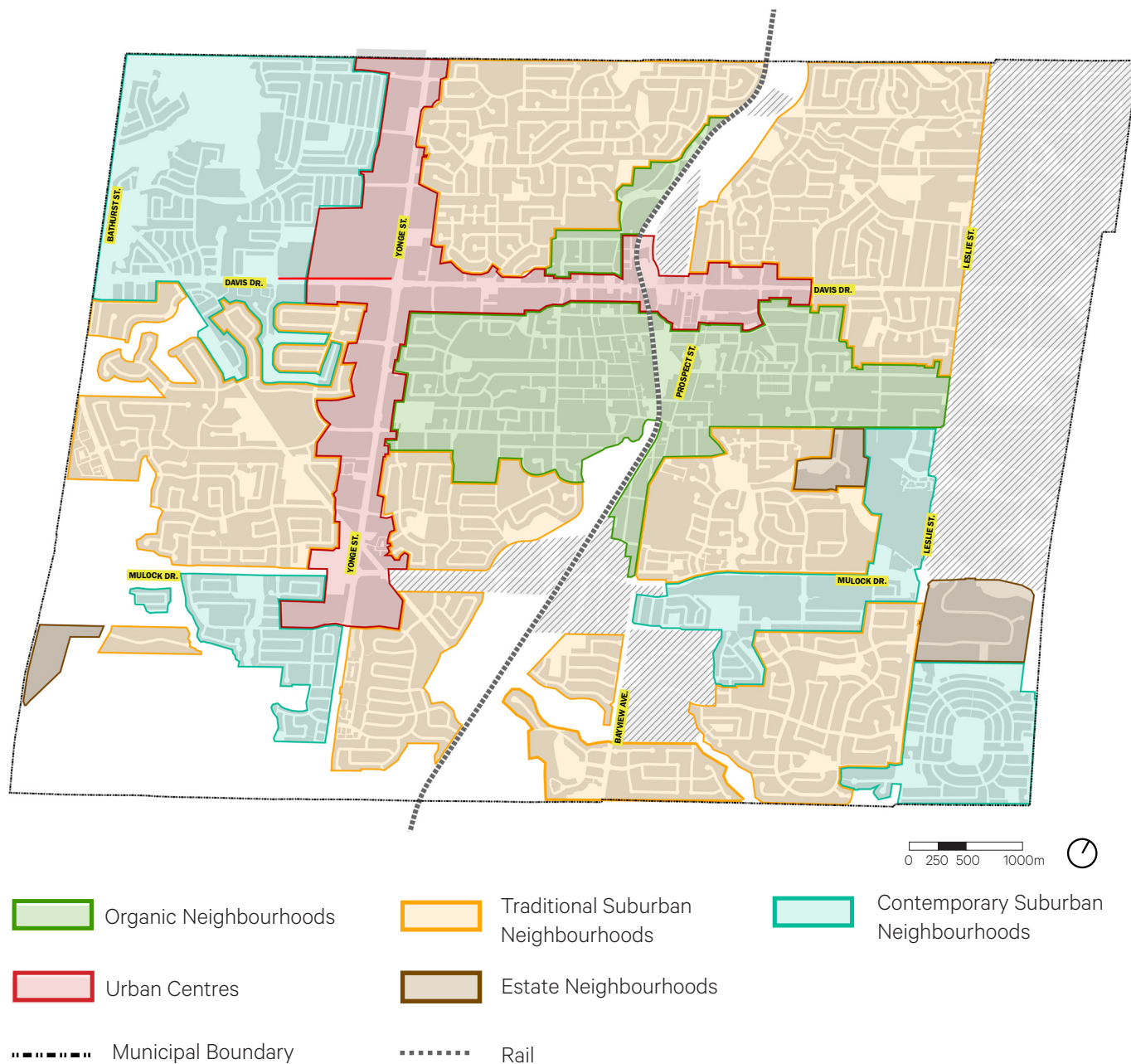


Figure 6. Preliminary Neighbourhood Classifications

The Urban Centres is a mixed-use area permitting a wide range of residential, office, commercial and community uses, focused on the major corridors of Yonge Street and Davis Drive (Figure 7). The area is expected to accommodate a significant amount of future growth. The Urban Centres is already subject to an area-specific Urban Centres Secondary Plan and Urban Centres Zoning By-law. As such, it will not be subject to further study.

The Estate Neighbourhoods are lands generally situated at the periphery of Newmarket, Developed between the 1940's and 1960's, these areas are characterized by curvilinear street patterns, long and often undefined discontinuous blocks, deep setbacks, and large lots, and are distributed among large sections of naturalized or wooded areas (Figure 8). They are not anticipated to accommodate future growth, due to constrained capacity of existing servicing infrastructure. Therefore, they will not be subject to further study.



Figure 7. Aerial of Intersection of Yonge Street and Davis Drive - Urban Centres



Figure 8. Aerial View Southeast towards Kingdale Road - Estate Neighbourhoods

As a result of these exclusions, three Preferred Neighbourhood Classifications were brought forward and identified as areas of focus for this study (Figure 9).

These include:

1. Organic Neighbourhoods;
2. Traditional Suburban Neighbourhoods; and,
3. Contemporary Suburban Neighbourhoods.

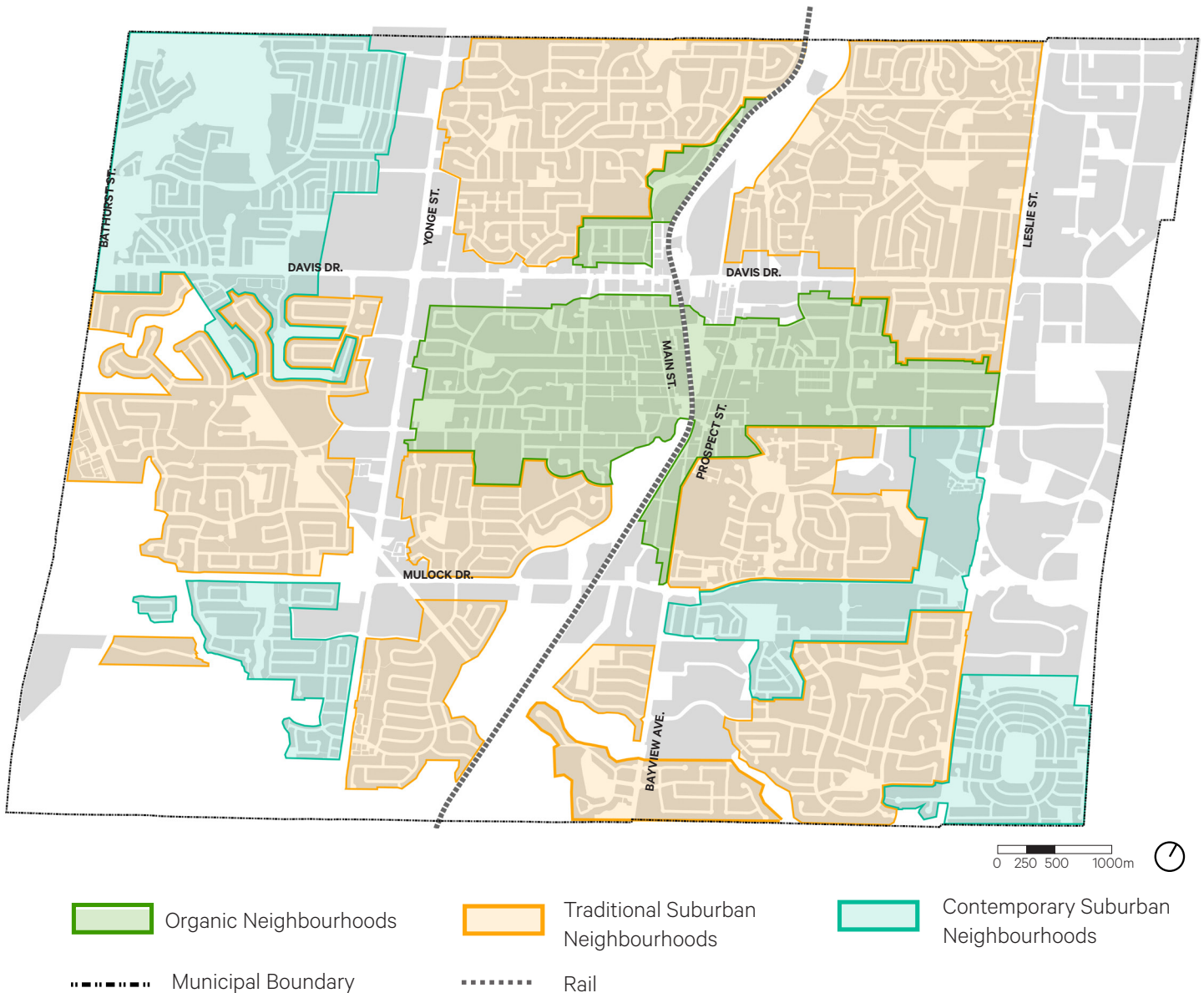


Figure 9. Preferred Neighbourhood Classifications

2.4 Neighbourhood Classifications

2.4.1 Organic Neighbourhoods

Organic Neighbourhoods are situated within and surrounding the historic core of the Town of Newmarket (Figure 10). They were generally developed prior to the 1940's and the advent of subdivision-based planning. They are characterized by smaller blocks with an interconnected grid of narrow streets, continuous sidewalks, varied landscaping, mature tree canopies, varied lot patterns, front and side-yard driveways with a variety of parking configurations, varied setbacks, and 1-2 storey building heights. Figure 11 illustrates the typical form of these neighbourhoods.

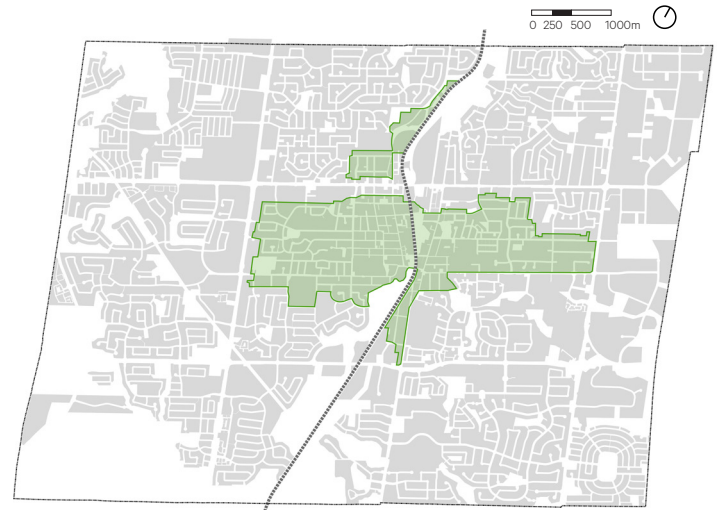


Figure 10. Locational Map for Organic Neighbourhoods



Figure 11. Organic Neighbourhoods Illustrative Typology

Predominant Public Realm Characteristics

Predominant public realm characteristics of the Organic Neighbourhoods include:

- A traditional fine-grain street pattern, with an interconnected grid of short blocks that is highly walkable;
- Narrow street widths;
- Continuous sidewalks on one or both sides of the street, typically 1-1.5m width,
- Narrow to moderate landscaped boulevards, typically 1-3m in width;
- An extensive canopy of established mature trees;
- An abundance of soft landscaping and accent planting; and,
- Overhead utilities with streetlights added on to utility poles.



Streetscape featuring continuous sidewalks, narrow street widths and extensive tree canopy

Predominant Built Form Characteristics

Predominant built form characteristics of the Organic Neighbourhoods include:

- 1 to 2-storey building heights;
- Rectangular and irregular lots, with lot sizes and dimensions that vary significantly;
- Varied front yard and side yard setbacks, of a shallow to significant depth;
- Front porches of a shallow depth;
- Pitched roofs;
- Weather protection features including canopies, overhangs and some awnings;
- Solid masonry or wood cladding,
- Varied vehicular access configurations, including front and side yard driveways of narrow to moderate width, and an inconsistent rhythm in driveway placement along the street;
- A diverse range of parking configurations, including parking pads, detached garages, and attached garages; and,
- Significant range of architectural expressions and styles, with a focus on Victorian-era architecture.



Built form featuring 2-storey building height, front porch, and shallow front yard setback

Figure 12. Select Characteristics in Organic Neighbourhoods

2.4.2 Traditional Suburban Neighbourhoods

Traditional Suburban Neighbourhoods are generally situated between the historic core of the Town of Newmarket, and the Contemporary Suburban Neighbourhoods, which traverse the periphery of the Town (see Figure 13). They were generally developed between the 1940's and 1990's, following the advent of subdivision-based planning. They are characterized by longer and often disconnected blocks of curvilinear streets, discontinuous sidewalks, varied landscaping, evolving and maturing tree canopies, varied lot patterns, front and side-yard driveways with attached garages, varied setbacks, and 1-2 storey building heights. Figure 14 illustrates the typical form of these neighbourhoods.

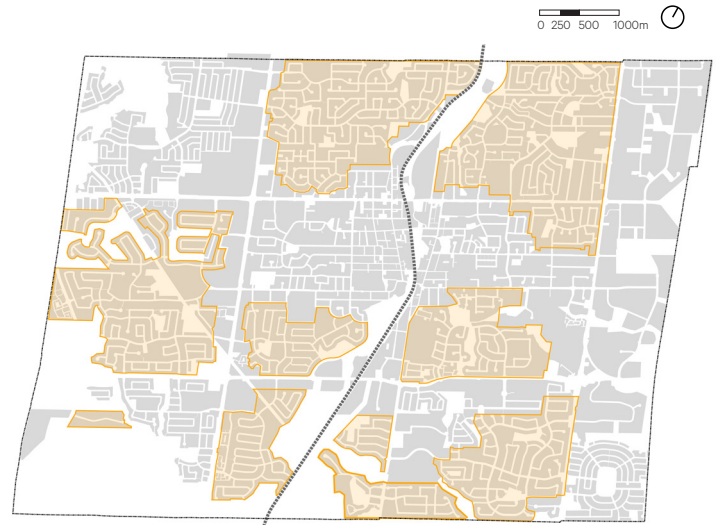


Figure 13. Locational Map for Traditional Suburban Neighbourhoods



Figure 14. Organic Neighbourhoods Illustrative Typology

Predominant Public Realm Characteristics

Predominant public realm characteristics of the Traditional Suburban Neighbourhoods include:

- Curvilinear street patterns, including crescent streets and cul-de-sacs, with few intersections;
- Moderate to significant street widths;
- Discontinuous network of sidewalks on one side of the street, typically 1-1.5m in width, with the exception of cul-de-sacs which commonly have no sidewalks;
- Moderate landscaped boulevards, typically 2-4m in width;
- A moderate to significant canopy of maturing street trees;
- Some soft landscaping and accent planting;
- Consistent placement of streetlights as independent fixtures; and,
- Buried utilities.

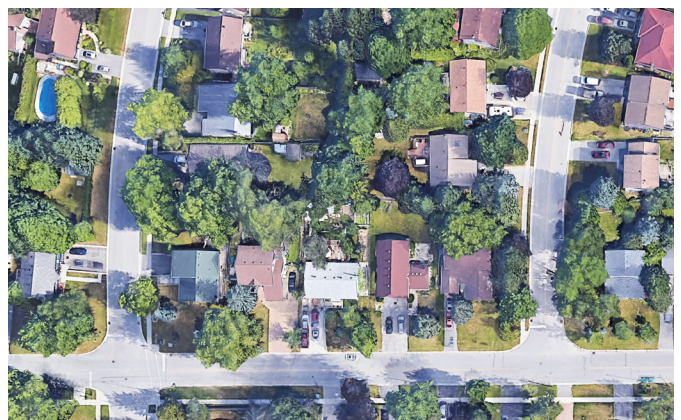


Streetscape with significant street widths and discontinuous sidewalk network

Predominant Built Form Characteristics

Predominant built form characteristics of the Traditional Suburban Neighbourhoods include:

- 1 to 2-storey building heights;
- Rectangular and pie-shaped lots, with consistent dimensions, of a moderate to significant size;
- Consistent front yard setbacks, of a moderate to significant depth;
- Consistent side yard setbacks, of a shallow to moderate depth;
- Front porches of a shallow to moderate depth;
- Weather protection features including canopies, overhangs, recessed entrances and some awnings;
- Consistent vehicular access configurations, characterized by front yard driveways of narrow to significant width;
- Pitched roofs;
- Consistent parking configurations, characterized by integral garages;
- Masonry veneer or vinyl cladding; and,
- Limited range of architectural expressions/styles.



Built form with consistent front yard setbacks and uniform front yard driveways

Figure 15. Select Characteristics in Traditional Suburban Neighbourhoods

2.4.3 Contemporary Suburban Neighbourhoods

Newmarket's Contemporary Suburban Neighbourhoods are generally situated at the periphery of the Town, beyond the Traditional Suburban Neighbourhoods, and adjacent to the Estate Neighbourhoods (see Figure 16). They were generally developed following the 1990's. They are characterized by moderately sized blocks with an interconnected modified grid of moderately sized streets, continuous sidewalks and landscaping, recently planted and emerging tree canopies, consistent lot patterns, front yard driveways with attached garages, consistent setbacks, and 2-storey building heights. Figure 17 illustrates the typical form of these neighbourhoods.

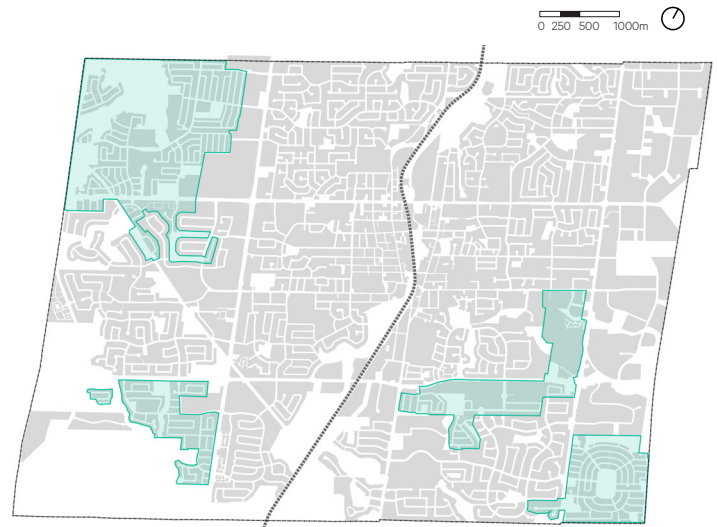


Figure 16. Locational Map for Contemporary Suburban Neighbourhoods



Figure 17. Contemporary Suburban Neighbourhoods Illustrative Typology

Predominant Public Realm Characteristics

Predominant public realm characteristics of the Contemporary Suburban Neighbourhoods include:

- Modified street grid patterns, with short blocks and frequent intersections;
- Moderate street widths;
- Narrow landscaped boulevards, typically 1-2m in width;
- Modest to limited amount of soft landscaping and accent planting;
- A minimal canopy of newly established street trees;
- Continuous sidewalks on one or both sides of the street, typically 1.3-1.7m in width;
- Street lights as independent fixtures, complemented by pedestrian lighting; and,
- Buried utilities.

Predominant Built Form Characteristics

Predominant built form characteristics of the Contemporary Suburban Neighbourhoods include:

- 2-storey building heights;
- Rectangular and pie-shaped lots, with consistent dimensions, of a small to moderate size;
- Consistent front yard setbacks, of a shallow to moderate depth;
- Consistent side yard setbacks, of a shallow to moderate depth;
- Consistent vehicular access configurations, characterized by front yard driveways of narrow to moderate width;
- Consistent parking configurations, characterized by integral garages;
- Masonry veneer or vinyl cladding; and,
- A limited range of architectural expressions and styles.

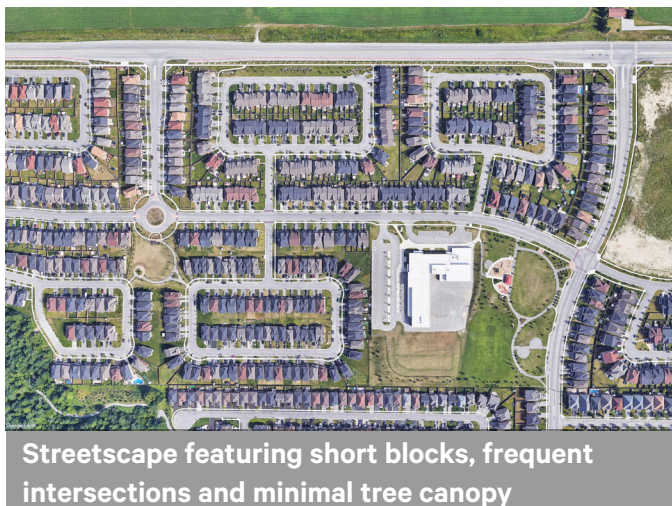


Figure 18. Select Characteristics in Contemporary Suburban Neighbourhoods

2.5 Emerging Policy Directions

Overview

Informed by a review of the existing municipal planning policy and insights from the process of categorizing and delineating the various Neighbourhood Classifications, a number of emerging policy directions were identified at the end of Phase 2. These emerging policies, summarized below, were eventually brought forward for more detailed exploration in Phase 3 and formed the basis of final recommendations for both the proposed Official Plan Amendment and Zoning By-law Amendment.

Existing Municipal Planning Policy Framework

Development throughout Newmarket's established neighbourhoods is guided by a hierarchy of provincial, regional and municipal land use policies. In terms of regulating built form, the municipal Official Plan and Zoning By-law are the most relevant documents guiding and controlling residential character.

The Town of Newmarket's Official Plan designates all residential neighbourhoods under one of two Residential Areas land use categories: Stable Residential Areas and Emerging Residential Areas. The Stable Residential Areas designation applies to all existing neighbourhoods and is largely a delineation of established residential areas in 2006, when the Official Plan was created. The Emerging Residential Areas designation applies to the delineation of designated greenfield lands in 2006, which were identified as future residential areas that were in the process of being developed or were anticipated to be developed.

In Stable Residential Areas, permitted residential forms are restricted to single-detached and semi-detached dwellings, with the intent of the policy to sustain and enhance the character and identity of existing neighbourhoods. Intensification is limited to accessory dwelling units and infill units through the creation of new lots consistent with the size and form of housing as a whole. Increased variety is encouraged In Emerging Residential Areas. Through the pre-dominant use of land is still identified as single-detached and semi-detached dwellings, rowhouses and townhouses are also permitted.

The Town of Newmarket Comprehensive Zoning By-law 2010-40 contains specific use regulations and building performance standards for each lot within the municipality. The majority of Residential Areas are zoned under the Residential Zone Category, composed of five zones (R1, R2, R3, R4, R5) with increasing permissions for higher-density residential types.

The Comprehensive Zoning By-law is subject to variations through Zoning By-law Amendments. One such example is By-Law 2013-30, which reduces maximum permitted height and coverage in areas generally within Newmarket's older organic core.

Key Issues and Challenges

As the study progressed, there were a number of key issues and challenges that emerged out of the existing conditions analysis, planning policy review, public consultation and discussions with Town staff. The project identified gaps in the current framework, as well as potential opportunities that could inform a more comprehensive, forward-thinking and inclusive treatment of growth and development within Newmarket's residential neighbourhoods.

Some of these key issues included:

- Outdated binary land use designations of Stable Residential Areas and Established Residential Areas, which no longer reflect on-the-ground conditions as almost all of the lands designated as Emerging Residential Areas have been developed;
- A lack of recognition within the current Official Plan for the variation in built form and public realm character between residential neighbourhoods and the treatment of all residential areas as one homogenous whole;
- Inconsistency between zoning permissions contained within the Comprehensive Zoning By-law and existing built form conditions, particularly in older neighbourhoods where homes built in the 1940's and 50's pre-date the modern zoning by-law, meaning that new infill developments being constructed as-of-right are not physically compatible with their older counterparts;
- A significant number of disparate and complex in-force Zoning By-laws across the Town of Newmarket, which have been developed, enacted and/or partially repealed over time. These include Zoning By-law 2010-40, Zoning By-law 2013-30, Zoning By-law 1981-61 and Zoning By-law 1979-50; and,
- Recognition that current site-specific by-laws, which aim to regulate for neighbourhood compatibility, are stop-gap measures, and that a comprehensive town-wide approach is needed.

Some key opportunities identified include:

- Maintaining the stability of Residential Areas, while allowing for redevelopment and contextually-sensitive infill which demonstrates compatibility with the established character of a neighbourhood;
- Adding physical and intrinsic value through new development; including but not limited to: an expanded customer base for local shops, more participation in local community and residents groups, increased property values, and greater provision of community facilities and infrastructure;
- Defining neighbourhood character through updates to the Official Plan, to identify specific qualities which contribute to neighbourhood character and open up opportunities to protect and enhance these features;
- Providing additional policy direction on the elements of neighbourhood character that should be protected and enhanced, leaving less ambiguity in the interpretation of what constitutes 'compatible' development;
- Simplifying the existing collection of in-force Zoning By-laws to allow Zoning By-law 2010-40 to cover all areas of the Town, streamlining planning processes for both Town staff and applicants by reducing the need to consult and cross-reference several by-laws; and,
- Introducing zoning regulations which more accurately reflect the existing built form in neighbourhoods across the Town of Newmarket, such as adopting more context-specific permissions.

Emerging Policy Directions

A number of policy options emerged as a result of findings from Phases 1 and 2 of the study. This was informed by the analysis of existing conditions, development of the Preferred Neighbourhood Classification System, and public and stakeholder feedback (Figure 19).

The emerging directions from Phases 1 and 2 indicated that any policy changes should retain neighbourhood character and physical stability while allowing for sensitive infill and supporting broader housing goals. Changes should recognize the distinct built form and public realm conditions across residential neighbourhoods. Analysis indicated that introducing a series of Residential Character Areas was be a potential solution to ensuring that defining characteristics are acknowledged and maintained.

At the Official Plan level, preliminary findings indicated that consideration should be given to replacing the Stable Residential Areas and Emerging Residential Areas land use designations with a singular Residential Areas land use designation. In addition, findings indicated that consideration should be given to introducing a new layer of Official Plan policy to provide specific direction for new development within individual Residential Character Areas. This new section would define the boundaries of the Residential Character Areas, provide a neighbourhood character statement and list of predominant considerations for each, and acknowledge that within each Character Area development shall demonstrate compatibility with the existing neighbourhood.

At the Zoning By-law level, preliminary findings indicated that consideration should be given to pursuing one of three potential policy options to regulate building and lot standards within each of the three Residential Character Areas. This included:

- **Option 1:** three area-specific Zoning By-law Amendments, one for each of the Residential Character Areas, with rigid zone standards specific to the distinct conditions which present themselves within the three areas.
- **Option 2:** a town-wide Zoning By-law Amendment for all residential zones, with flexible standards that require properties to respond to adjacent and surrounding properties, within the context of town-wide minimum and maximum standards and a specified tolerance for variation. This option was identified as the preferred approach following Phase 2.
- **Option 3:** a hybrid solution combining Options 1 and 2, consisting of three area-specific Zoning By-law Amendments with flexible standards that require properties to respond to adjacent and surrounding properties, within the context of Character Area-specific minimum and maximum standards and a specified tolerance for variation.

These emerging policy directions helped inform the conditions testing that was undertaken in Phase 3 of the study. In combination with results from the conditions testing, they also formed the basis of the final policy recommendations, detailed in Section 4 of this report.

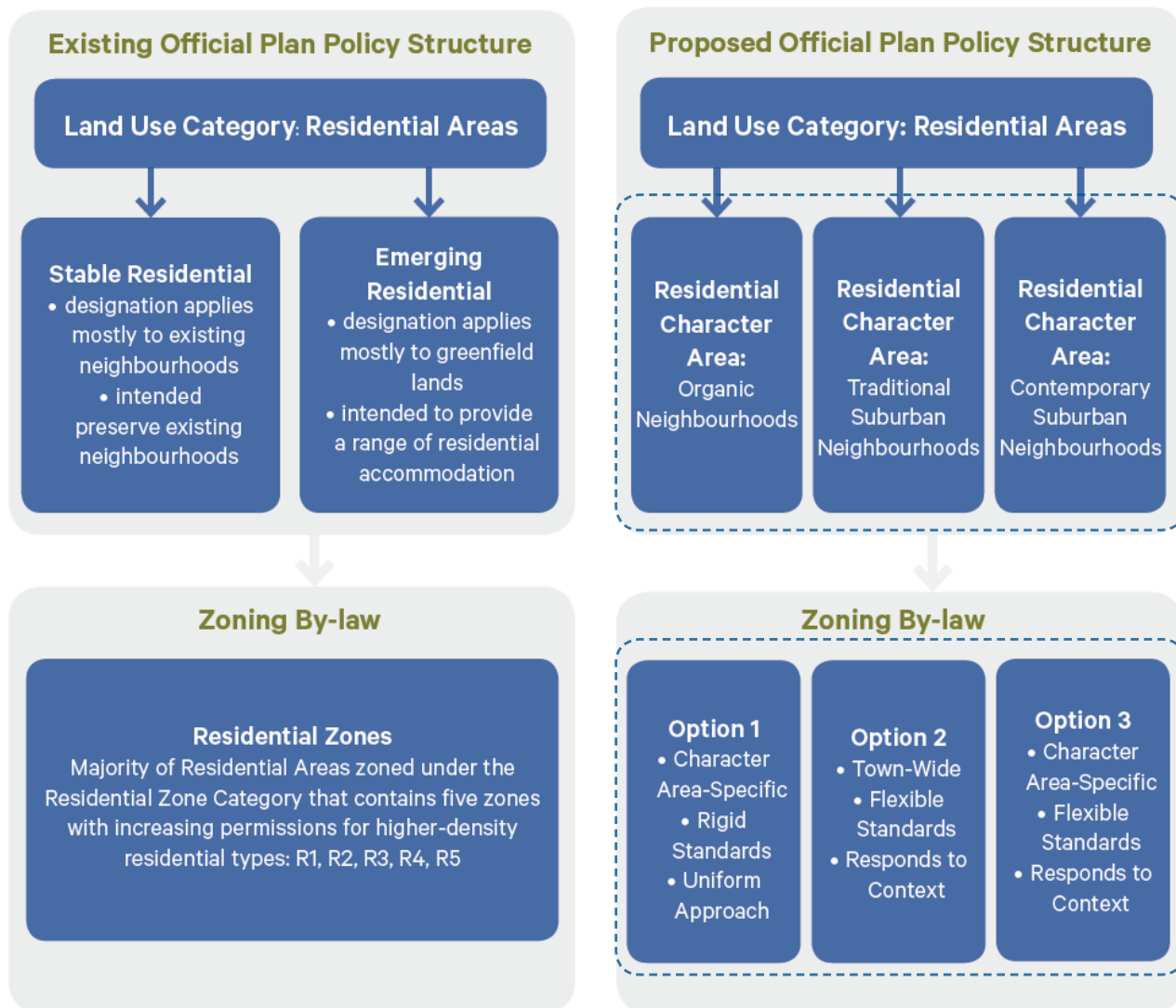


Figure 19. Summary of Existing Policy Framework and Emerging Policy Directions - Phase 2

3.0 CONDITIONS ANALYSIS AND TESTING

3.1 Purpose

Following the results of Phases 1 and 2, additional analysis was undertaken to inform the preparation of the draft Official Plan Amendment and implementing draft Zoning By-law Amendment.

The purpose of this additional analysis was to move beyond general Neighbourhood Classifications and towards identifying the variations within them. This included an additional degree of specificity, including numerical standards and/or averages of existing built realm characteristics as compared against the as-of-right zoning envelope.

3.2 Approach and Methodology

The Town of Newmarket's Contemporary Suburban Neighbourhoods are fully built-out, and are not anticipated to undergo significant change over planning horizon associated with this study. Because of this, the Contemporary Suburban Neighbourhoods were removed from the boundaries of the Interim Control By-law in December of 2019, and were not subject to additional study.

With respect to the Organic Neighbourhood and Traditional Suburban Neighbourhood Character Areas, a four-step process of additional research and analysis was undertaken to help inform the preparation of the draft Official Plan Amendment and implementing draft Zoning By-law Amendment. This process included:

1. The identification and delineation of variations to predominant built form and public realm conditions;
2. The sampling of prototypical site and adjacency conditions within each variation and generally throughout the Character Areas;
3. The preparation of virtual three-dimensional modelling to demonstrate the differences between existing and potential build-out conditions within the sampled prototypical site and adjacency conditions to illustrate the impacts of maximized as-of-right development vs. optimized development to reflect predominant built form and public realm conditions within the variation; and,
4. The evaluation of optimized development against contemporary architectural and constructions standards, with consideration for existing and anticipated market conditions and demographic patterns, and the need for appropriate buffering to establish an updated Zoning envelope.

3.3 Identification and Delineation of Variations in Character Areas

While the Organic Neighbourhood and Traditional Suburban Neighbourhood Character Areas are classified according to predominant built-form and public realm characteristics, minor variations in these conditions exist throughout each neighbourhood classification. For the purpose of defining these variations, the following built-form and public realm elements were examined:

- Lot width and depth;
- Type of dwelling;
- Landscaping conditions;
- Setback conditions;
- Existing vs. permitted building height;
- Existing finished first floor height; and,
- Existing vs. permitted lot coverage.

Through this analysis, the following five variations were identified (Figure 20). These variations and a summary of their consistent and varying conditions are summarized in the table below.

Variation 1	Variation 2	Variation 3	Variation 4	Variation 5
Consistent Conditions: <ul style="list-style-type: none"> • Low lot coverage (under 20% with many around 15%) • Rectilinear lot and block shape • Front lot widths range from 20-25m • Depth of lots around 3x the width or more (long skinny lots) • Single-detached dwellings • Typically has R1-C/R1-D zoning 	Consistent Conditions: <ul style="list-style-type: none"> • Low to medium lot coverage (many around 20-25%) • Rectilinear and curvilinear lot and block shape • Front lot widths range from 20-25m • Depth of lots around 2x the width • Single-detached dwellings • Typically has R1-C/R1-D zoning, some R1-E/R1-F 	Consistent Conditions: <ul style="list-style-type: none"> • Low to medium lot coverage (under 25%) • Rectilinear lot and block shape • Front setbacks relatively consistent • Front lot widths range from 30-25m • Depth of lots around 1.3-1.5x the width (squarish lots) • Single-detached dwellings • Typically has R1-B/R1-C/R1-D zoning 	Consistent Conditions: <ul style="list-style-type: none"> • High lot coverage (40%+) • Rectilinear and curvilinear lot and block shape • Height Typically 2-storeys • Front setbacks relatively consistent • Front lot widths range from 6-8m • Depth of lots around 5-6x the width (long skinny lots) • Single-detached/ Semi-detached/ Duplex Dwellings • Typically has R2-K/R1-F zoning 	Consistent Conditions: <ul style="list-style-type: none"> • High lot coverage (30%-40%) • Rectilinear and curvilinear lot and block shape • Front setbacks relatively consistent • Front lot widths range from 10-15m • Depth of lots around 4-5x the width (long skinny lots) • Single-detached/ Semi-detached/ Duplex Dwellings • Typically has R2-K/R2-G/R2-J/R1-E/R1-F zoning
Varying Conditions: <ul style="list-style-type: none"> • Height • Number of floors • Front setbacks 	Varying Conditions: <ul style="list-style-type: none"> • Height • Number of floors • Front setbacks 	Varying Conditions: <ul style="list-style-type: none"> • Height • Number of floors 	Varying Conditions: <ul style="list-style-type: none"> • Height 	Varying Conditions: <ul style="list-style-type: none"> • Height • Number of floors

Key Findings

Through this analysis, it was determined that definable variations exist at the street and block-scale in the case of the Organic Neighbourhood Character Area, and at the subdivision scale in the case of the Traditional Suburban Neighbourhood Character Area.

It was also determined that the geographic boundaries associated with variations situated within the

Traditional Suburban Neighbourhoods more closely align with that of existing Zone Categories.

Finally, it was determined that Organic Neighbourhoods generally contain a larger gap between existing vs. as-of-right lot coverage and building height, and possess a greater potential for infill.

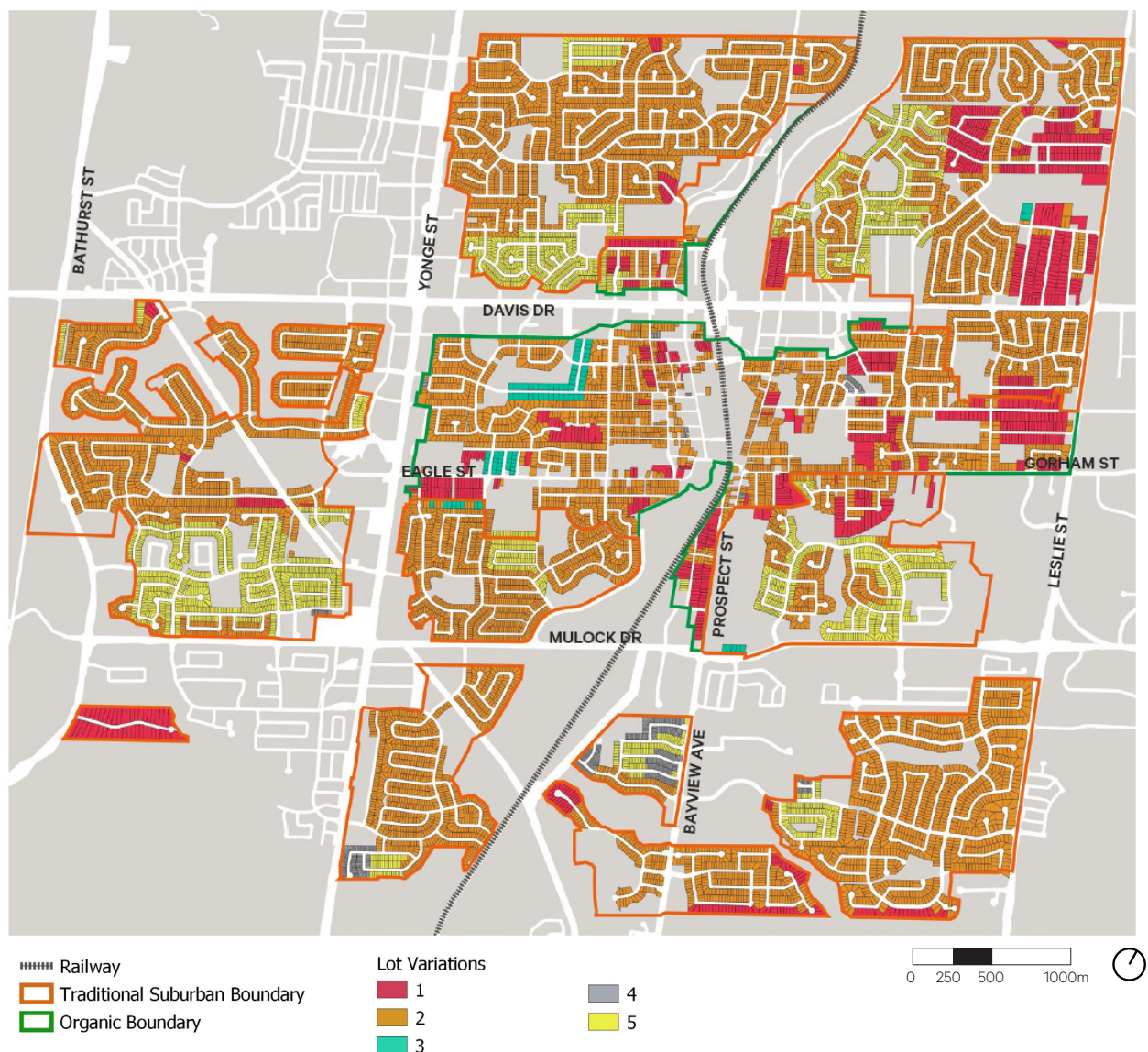


Figure 20. Variations in Organic and Traditional Suburban Neighbourhoods

3.4 Sampling of Prototypical Site & Adjacency Conditions

3.4.1 Sampled Sites and Conditions

Throughout the Organic Neighbourhood and Traditional Suburban Neighbourhood Character Areas, a total sample of 84 sites and adjacent properties were selected for detailed examination, including 39 samples within the Organic Neighbourhoods (Figure 21) and 45 samples within the Traditional Suburban Neighbourhoods (Figure 22). In order to ensure that the analysis was reflective of overall conditions, consideration was given to selecting sites which represent:

- A relatively fair geographical distribution across each of the neighbourhoods which comprise the Organic Neighbourhood and Traditional Suburban Neighbourhood Character Areas; and,
- A representative allocation of sites within each identified variation.

For each of the samples, the following data was collected:

- Municipal address;
- Variation type;
- Building height from established grade to the ultimate height of the roof;
- Building height from established grade to median height of pitched roof / ultimate height of flat roof;
- Finished first floor height above established grade;
- Number of storeys;
- Setback from the front lot line;
- Relative location of established front building face relative to adjacent properties;
- Lot coverage; and
- Roof type.

The data was compiled into a spreadsheet, and the information was analyzed to determine how existing conditions compared against the as-of-right Zoning envelope. In order to synthesize existing conditions, the mean (average), median and mode of all data were calculated relative to the overall sample, by building height, and by variation number.

3.4.2 Key Findings

Organic Neighbourhoods

Height Analysis

When examining the heights of the sample, it is clear that they are significantly under the permitted height of 10.7m and 10.0m in current zoning by-laws (valid for zones R1, regulatory sets A-D and exception 119). The average height for two-storey dwellings in the sample was 7.2m as measured from grade to the highest point of the roof. This is higher than the median at 7.0m, but lower than the most common height of 8.0m (mode). However, when the average height was measured according to the definition of height in current zoning by-laws (the distance between the average finished grade to mean roof distance), it was lower at 5.9m, though the most common height was 6.5m (mode) and the median height was 6.0m. With an average current height that is at 55-59% of the permitted height, this data suggests that current zoning permissions promote a taller form than current conditions.

The average height for 1-storey dwellings in the sample was 5.0m when measured from grade to the highest point of the roof, and 4.0m when measured using the definition of height in current zoning by-laws. The median and mode heights were the same with the exception that the median height was lower at 4.0m. While height for 1-storey dwellings was only dictated in Exception 119, which states the maximum height as 7.5m, this was significantly taller than many of the 1-storey dwellings found in Organic Neighbourhoods. The average current height of 5.0m is 67% of the 7.5m height permitted in the exception, which also suggests that current zoning permissions promote a form that is taller than current conditions.

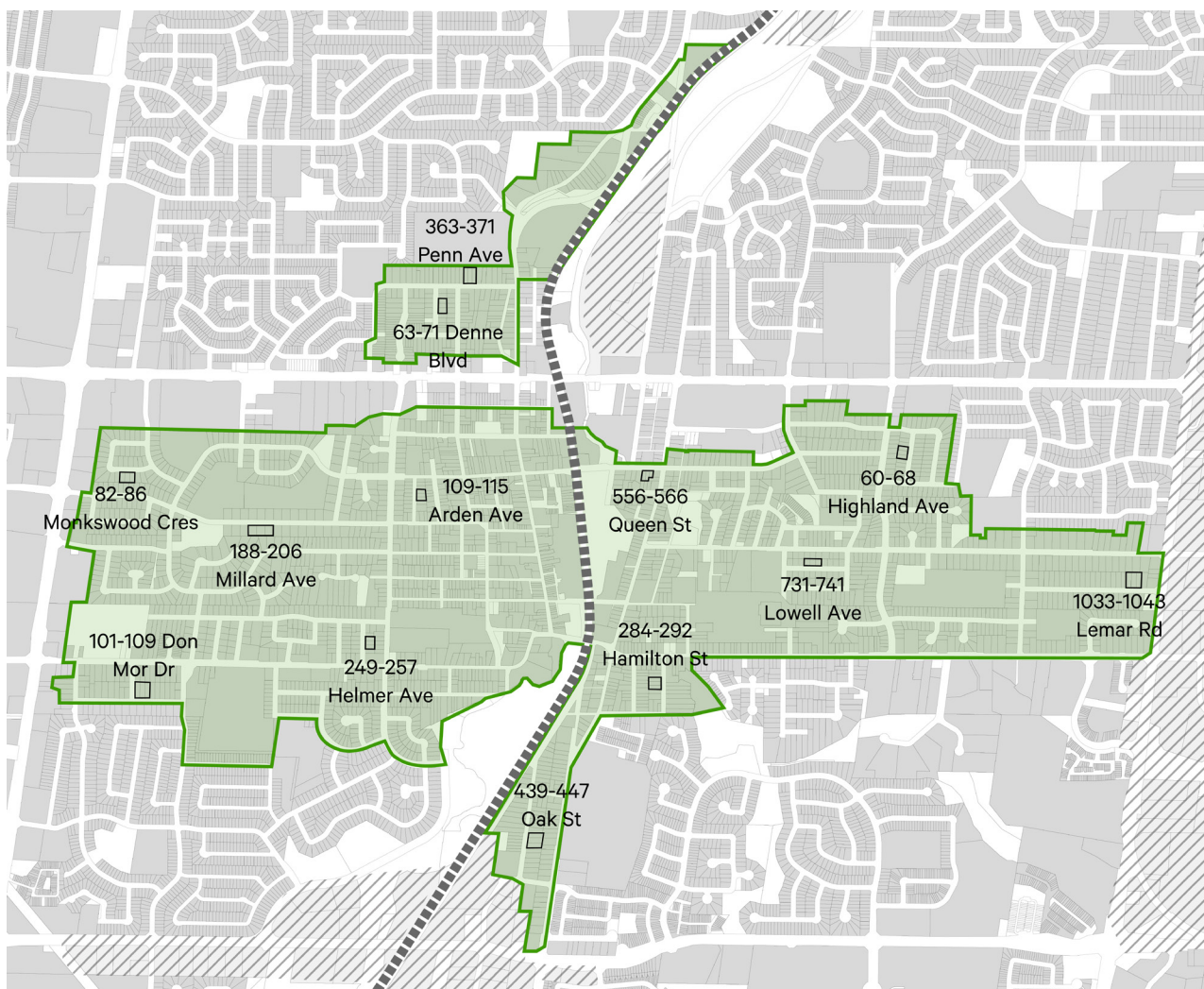


Figure 21. Sampled Sites in Organic Neighbourhoods

ADDRESSES OF SAMPLED SITES:

- | | | |
|--------------------|---------------------|-----------------------|
| 1. 363 PENN AVE | 14. 1039 LEMAR RD | 27. 115 ARDEN AVE |
| 2. 367 PENN AVE | 15. 1033 LEMAR RD | 28. 82 MONKSWOOD CRES |
| 3. 371 PENN AVE | 16. 60 HIGHLAND AVE | 29. 84 MONKSWOOD CRES |
| 4. 188 MILLARD AVE | 17. 64 HIGHLAND AVE | 30. 86 MONKSWOOD CRES |
| 5. 198 MILLARD AVE | 18. 68 HIGHLAND AVE | 31. 101 DON MOR DR |
| 6. 206 MILLARD AVE | 19. 439 OAK ST | 32. 105 DON MOR DR |
| 7. 249 HELMER AVE | 20. 443 OAK ST | 33. 109 DON MOR DR |
| 8. 253 HELMER AVE | 21. 447 OAK ST | 34. 71 DENNE BLVD |
| 9. 257 HELMER AVE | 22. 284 HAMILTON ST | 35. 67 DENNE BLVD |
| 10. 731 LOWELL AVE | 23. 288 HAMILTON ST | 36. 63 DENNE BLVD |
| 11. 737 LOWELL AVE | 24. 292 HAMILTON ST | 37. 556 QUEEN ST |
| 12. 741 LOWELL AVE | 25. 109 ARDEN AVE | 38. 560 QUEEN ST |
| 13. 1043 LEMAR RD | 26. 111 ARDEN AVE | 39. 566 QUEEN ST |

2-storey Dwelling Height (m) - Organic				
	Mean (Average)	Mode	Median	Permitted by Zoning
Height as defined in Zoning By-laws	5.98	6.50	6.00	10.7 / 10.0
Height as measured from ground (at front of house) to rooftop	7.23	6.00	5.00	

1-storey Dwelling Height (m) - Organic				
	Mean (Average)	Mode	Median	Permitted by Zoning
Height as defined in Zoning By-laws	3.99	4.00	4.00	7.5 (ex.119)
Height as measured from ground (at front of house) to rooftop	5.00	4.00	5.00	

2-storey Dwelling Lot Coverage (%) - Organic					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
21	16	18	15	20	35/25 (ex. 119)

1.5-storey Dwelling Lot Coverage (%) - Organic					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
13	-	13	15	20	35/25 (ex. 119)

1-storey Dwelling Lot Coverage (%) - Organic					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
19	8	18	15	20	35

Lot Coverage Analysis

Lot coverage permissions in the existing zoning by-law were also significantly above the current lot coverage average of the sample. Overall, the average lot coverage of the entire sample was 19% with both the median and mode slightly lower at 18%. While this was over the lot coverage permitted for R1-A (at 15%) and almost at the lot coverage allowed for R1-B zones (20%), it was significantly under the 35% allowed for R1-C and R1-D zones. As most dwellings in the Organic Neighbourhoods fall under R1-C and R1-D zones, it can be assumed that most existing dwellings are significantly underneath lot coverage permissions, whether it is the 35% allowed for R1-C and R1-D zones.

When observing the lot coverage allowed under Exception 119 against the sampled dwellings, 2-storey dwellings were the only group that are close to the permitted 25% lot coverage, where the most common lot coverage was at 23% and the average lot coverage was 21%. While 35% is permitted for 1-storey buildings under this exception, 1-storey dwellings generally had smaller lot coverages rather than larger, with an average of 19% and a mode of 8%.

Setback Analysis

The average front lot line setback for the sampled dwellings was 7.2m though the most common setback was 4.6m (mode). While there did not appear to be a relationship between the height of the house and the length of the setback, the length of the setback had a positive correlation with the lot size. Generally, Variation 1 and Variation 3 lots were larger than Variation 2 lots, with a width of 20-24m and 25-30m respectively. These two Variations contained larger average front lot line setbacks in comparison with Variation 2.

The front lot line setbacks were relatively consistent between neighbours in the sample, with 24 of the 39 (62%) dwellings having a setback that was between a 1.0m range of their neighbours' front lot line setbacks.

Other Considerations

- The greater the pitch of the roof, the taller the dwelling could be since the height is measured from finished average grade to the mean roof distance.
- Larger lots actually have smaller lot coverages, suggesting that dwelling sizes remained somewhat consistent regardless of lot size (i.e. Variation 1 sites are generally larger than Variation 2 sites, but the sample averages show that they have lower lot coverages)

- Some dwellings varied greatly compared to their neighbours, for example, 109 Arden Ave, 111 Arden Ave, and 115 Arden Ave are adjacent dwellings ranging from 1-3 storeys, and contain different setbacks. However, most adjacent dwellings had similar conditions.

Traditional Suburban Neighbourhoods

Height Analysis

When examining the heights of the sample, it is clear that they are also significantly under the permitted height of 10.7m and 10.0m in current zoning by-laws (valid for zones R1, regulatory sets A-D and exception 119). The average height for two-storey dwellings in the sample was 7.8m when measured from grade to the highest point of the roof. The median height was slightly higher at 8.0m, and the most common height was 7.0m (mode). However, when the average height was measured according to the definition of height in current zoning by-laws (the distance between the average finished grade to mean roof distance), it was lower at 6.6m. Likewise, the median and mode height was lower at 6.00m. With an average current height that is at 62-67% of the permitted height, this data suggests that current zoning permissions promote a taller form than current conditions.

The average height for 1-storey dwellings in the sample was 4.9m when measured from grade to the highest point of the roof, and 3.9m when measured using the definition of height in current zoning by-laws. The median and mode measurements were generally only slightly higher than the average.

While height for 1-storey dwellings was only dictated in Exception 119, which states the maximum height as 7.5m, this was still significantly taller than many of the 1-storey dwellings found in Traditional Suburban Neighbourhoods. The average current height of 3.9m and the most common height of 3.5m were between 47-52% of the 7.5m height permitted in the exception, which suggests that current zoning permissions

promote a form that is taller than current conditions.

Though existing zoning by-laws do not permit for 2.5-storey buildings, the sample included several 2.5-storey dwellings. These were naturally all taller than the 2-storey dwellings, with an average height of 9.6m, and median and mode height of 10.0m. These heights were lower by approximately 2.0m when measured using the definition of height in the by-law. The permitted maximum height is 10.0-10.7m for the R1 zones and are envisioned for only 2-storey dwellings. Furthermore, the 10.0-10.7m height does not include the ultimate height of the roof, meaning that heights of over 11m are currently permitted. The permitted height under current zoning by-laws promote a form that is beyond the typical 2-storey and 2.5-storey dwelling.

Lot Coverage Analysis

Similar to Organic Neighbourhoods, lot coverage permissions in the existing zoning by-law are also above the current lot coverage average of the sample. Overall, the average and median lot coverage of the entire sample was 25%, while the most common lot coverage was 27%. While this is over the lot coverage

2-storey Dwelling Height (m) - Traditional Suburban				
	Mean (Average)	Mode	Median	Permitted by Zoning
Height as defined in Zoning By-laws	7.80	8.00	7.00	10.7 / 10.0
Height as measured from ground (at front of house) to rooftop	6.66	6.50	6.50	

1-storey Dwelling Height (m) - Traditional Suburban				
	Mean (Average)	Mode	Median	Permitted by Zoning
Height as defined in Zoning By-laws	4.89	5.00	5.00	7.5 (ex.119)
Height as measured from ground (at front of house) to rooftop	3.93	3.50	4.00	

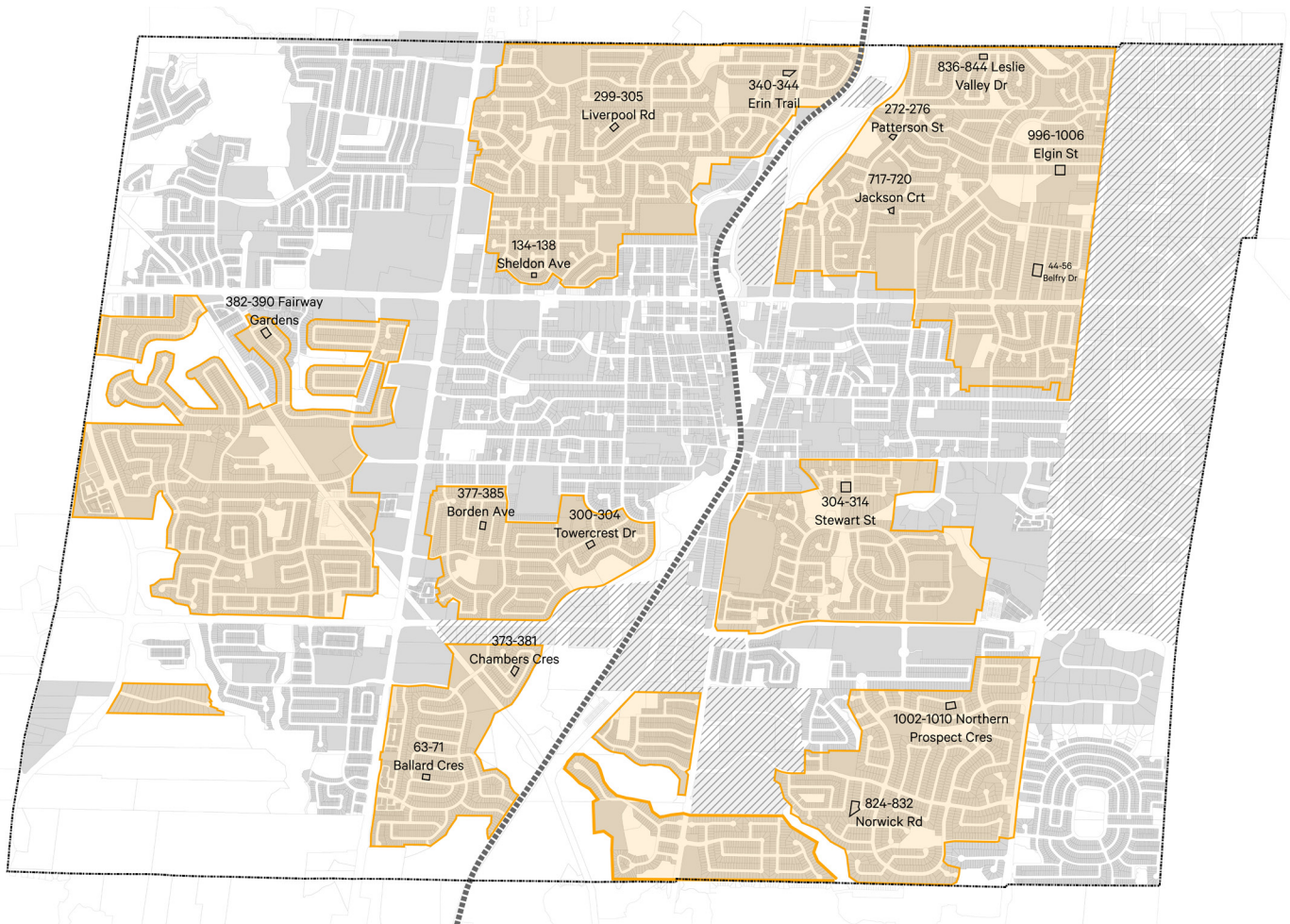


Figure 22. Sampled Sites in Traditional Suburban Neighbourhoods

ADDRESSES OF SAMPLED SITES:

- | | | |
|--------------------------|--------------------------|---------------------------------|
| 1. 996 ELGIN ST | 16. 836 LESLIE VALLEY DR | 31. 1002 NORTHERN PROSPECT CRES |
| 2. 1000 ELGIN ST | 17. 840 LESLIE VALLEY DR | 32. 1006 NORTHERN PROSPECT CRES |
| 3. 1006 ELGIN ST | 18. 844 LESLIE VALLEY DR | 33. 1010 NORTHERN PROSPECT CRES |
| 4. 44 BELFRY DR | 19. 377 BORDEN AVE | 34. 824 NORWICK RD |
| 5. 50 BELFRY DR | 20. 381 BORDEN AVE | 35. 828 NORWICK RD |
| 6. 56 BELFRY DR | 21. 385 BORDEN AVE | 36. 832 NORWICK RD |
| 7. 304 STEWART ST | 22. 340 ERIN TRAIL | 37. 382 FAIRWAY GARDENS |
| 8. 310 STEWART ST | 23. 342 ERIN TRAIL | 38. 386 FAIRWAY GARDENS |
| 9. 314 STEWART ST | 24. 344 ERIN TRAIL | 39. 390 FAIRWAY GARDENS |
| 10. 270/272 PATTERSON ST | 25. 299 LIVERPOOL RD | 40. 373 CHAMBERS CRES |
| 11. 274/276 PATTERSON ST | 26. 301 LIVERPOOL RD | 41. 377 CHAMBERS CRES |
| 12. 717/719 JACKSON CRT | 27. 305 LIVERPOOL RD | 42. 381 CHAMBERS CRES |
| 13. 720/718 JACKSON CRT | 28. 300 TOWERCREST DR | 43. 63 BALLARD CRES |
| 14. 132/134 SHELTON AVE | 29. 302 TOWERCREST DR | 44. 67 BALLARD CRES |
| 15. 136/138 SHELTON AVE | 30. 304 TOWERCREST DR | 45. 71 BALLARD CRES |

permitted for R1-A (at 15%) and R1-B zones (20%) and was around the percentage allowed for 2-storey dwellings under Exception 119, it was significantly under the 35% allowed for R1-C, R1-D, and R1-K zones. As most dwellings in the Traditional Suburban Neighbourhoods sample fall under R1-C, R1-D, and R1-K zones (since Variations 4 and 5 were excluded), it can be assumed that most existing dwellings are significantly underneath lot coverage permissions.

The dwellings also generally had higher lot coverages as the height increased. 2.5-storey dwellings had an average and median lot coverage of 29%, while 2-storey dwellings generally had lower coverages, with an average of 24%, a median of 25% and a mode of 28%. 1-storey dwellings were contained the lowest lot coverages, with an average of 19% and median of 14%.

Setback Analysis

The average front lot line setback for the sampled dwellings was 7.58m though the most common setback was 6.10m (mode). Similar to dwellings in Organic Neighbourhoods, there does not appear to be a relationship between the height of the house and the length of the setback. Also similar to the Organic Neighbourhood sample, the length of the setback had a positive correlation with the lot size. Variation 2 of the Traditional Suburban Neighbourhoods had the smallest lots with the narrowest widths; they contained the shortest front lot line setbacks at an average of 5.7m and median and mode of 6.3m. In contrast, Variation

1 had the largest lots and contained the largest front lot line setbacks, at an average of 9.58m and median and mode of 10.30m. Variation 3, which was the predominant variation, contained setbacks that were in between the ranges of the other two Variations, at an average of 7.35m and median and mode of 7.15m.

When comparing the front lot line setbacks to neighbouring houses in Traditional Suburban Neighbourhoods, they were more consistent than those in the Organic Neighbourhoods. In fact, 39 of the 45 (87%) dwellings were relatively consistent (within a 1m range of neighbouring dwellings' setbacks).

Other Considerations

- Similar to Organic Neighbourhoods, larger lots actually have smaller lot coverages, suggesting that dwelling sizes remained somewhat consistent regardless of lot size (i.e. Variation 1 sites are generally the largest sites).
- The setbacks in the Traditional Suburban Neighbourhoods were much more consistent with their neighbours Comparison between Organic and Traditional Suburban Neighbourhoods.

When comparing the data between Organic and Traditional Suburban Neighbourhoods, the height and lot coverage found in the Traditional Suburban Neighbourhoods are generally greater than those in Organic Neighbourhoods. This can be seen in the fact that the Traditional Suburban Neighbourhoods contain

2.5-storey Dwelling Lot Coverage (%) - Traditional Sub.					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
29	-	29	15	20	35/25 (ex. 119)

2-storey Dwelling Lot Coverage (%) - Traditional Sub.					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
24	28	25	15	20	35/25 (ex. 119)

1.5-storey Dwelling Lot Coverage (%) - Traditional Sub.					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
33	-	34	15	20	35

1-storey Dwelling Lot Coverage (%) - Traditional Sub.					
Mean (Average)	Mode	Median	Permitted by Zoning		
			R1-A	R1-B	R1-C/R1-D
19	-	14	15	20	35

a significantly larger number of dwellings at 2-storeys or taller (71% of sample) compared to Organic Neighbourhoods, where 33% of the sample are 2-storeys. Additionally, the average height (from grade to top of roof) of 2 and 2.5-storey dwellings in the Traditional Suburban Neighbourhoods sample (7.80m and 9.57m) are taller than 2-storey dwellings found in the Organic Neighbourhoods sample (7.23m). While a number of dwellings in the Traditional Suburban Neighbourhood sample were at the permitted lot coverage (25% in Exception 119), almost none of the sampled dwellings in Organic Neighbourhoods were at permitted levels of lot coverage.

The dwellings in the Traditional Suburban Neighbourhoods sample also had more uniform conditions in comparison to the Organic Neighbourhood sample. The setbacks were definitely much more consistent, where 87% of dwellings in the Traditional Suburban Neighbourhoods were in-line with their neighbours, in comparison to only 62% of dwellings in the Organic Neighbourhoods. Additionally, many of average, median, and mode measurements were the same.

Lastly, commonalities shared included the finding that larger lots did not always correlate to larger dwellings. However, front lot line setbacks had a positive correlation to the width of the lot, where larger lots (typically with wider lots) usually contained larger setbacks.

3.5 Demonstrating Existing & Potential Built-Out Conditions

Once the analysis and synthesis of data was complete, one prototypical site and adjacent conditions were selected from each of the five variations for further testing. Each sample was virtually modelled in three-dimensions to illustrate:

- Existing conditions;
- Maximized build-out conditions, based on existing as-of-right Zoning By-law regulations; and,
- Optimized build-out conditions, based on potential amendments to Zoning By-law regulations to address neighbourhood compatibility.

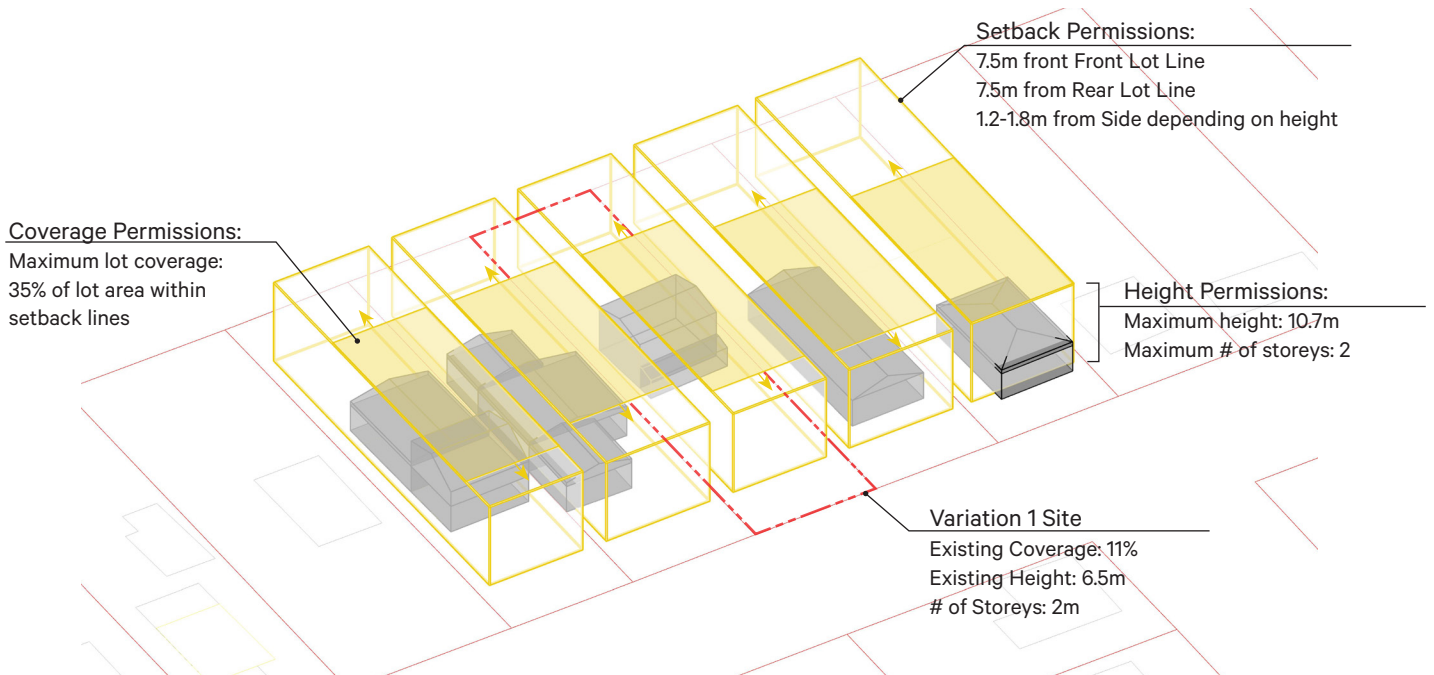
Three example iterations (Variation 1, Variation 2, Variation 3) of this conditions testing are illustrated and described in this section of the report.

Variation 1 - Conditions Testing

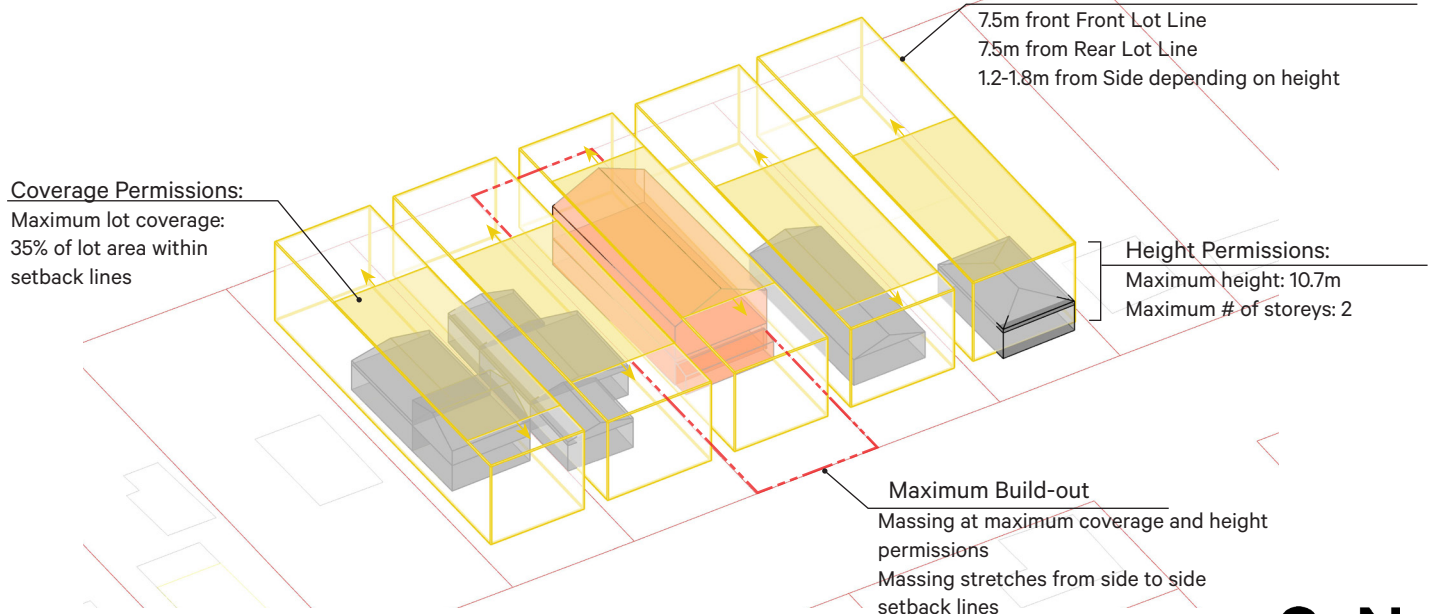
The following is a testing of a Variation 1 site within the Organic Neighbourhoods. The testing included two adjacent properties to either side of the chosen site.

All five properties were zoned R1-D (Residential Detached Dwelling 15m Zone).

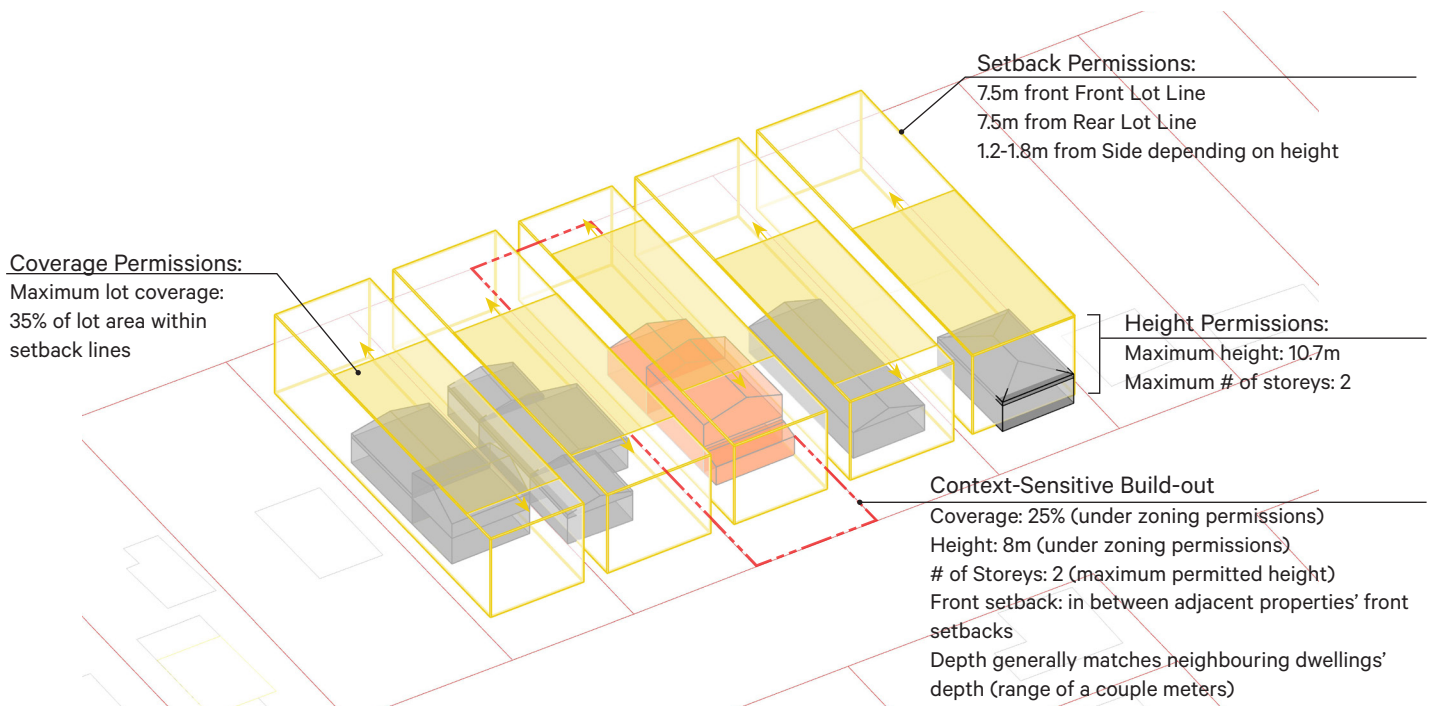
Existing Condition



Maximum Build-Out



Optimized Build-Out



Key Observations

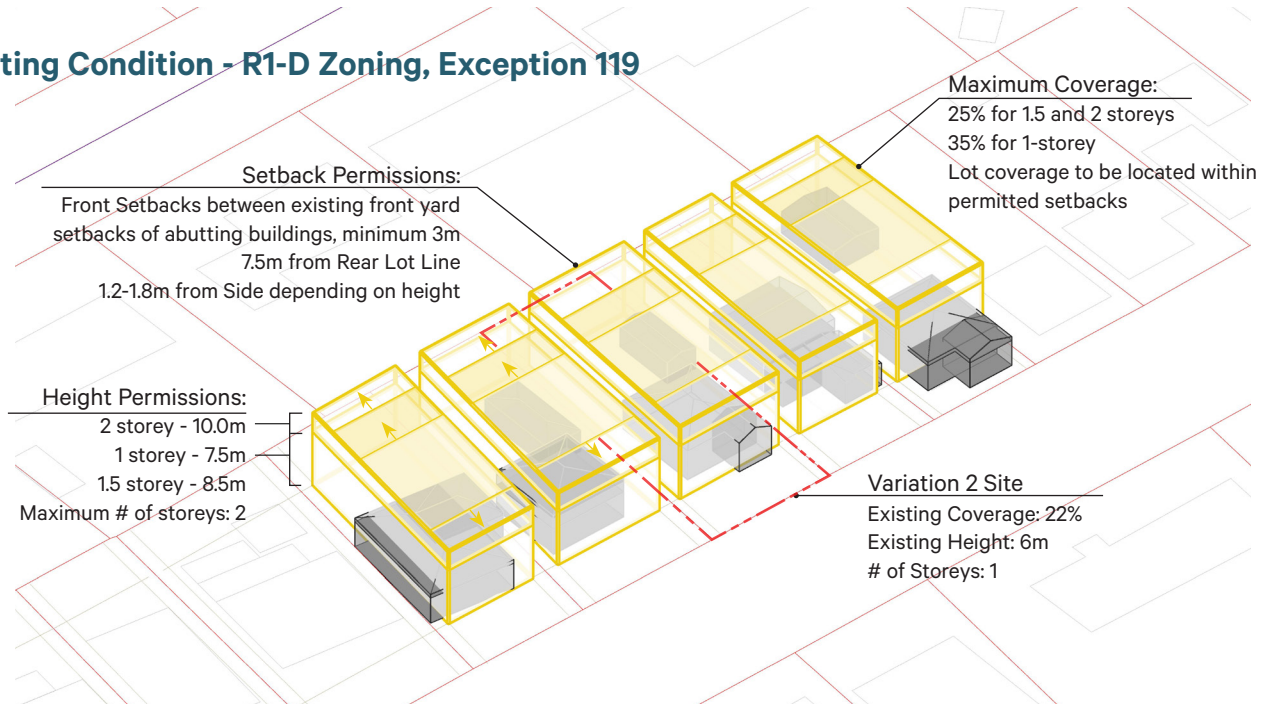
- Typical Variation 1 conditions are under lot coverage and height permissions in existing zoning by-laws;
- The maximum built-out form is significantly larger in height and coverage in comparison to the prevailing built-form conditions;
- The more context-sensitive approach considered the adjacent properties' lot coverages, front setbacks, height, and general building width and depth; and,
- While the context-sensitive build-out is underneath the permitted height, lot coverage, and setback minimums, it exceeds these permissions in comparison to neighbouring dwellings without compromising the overall character.

Variation 2 - Conditions Testing

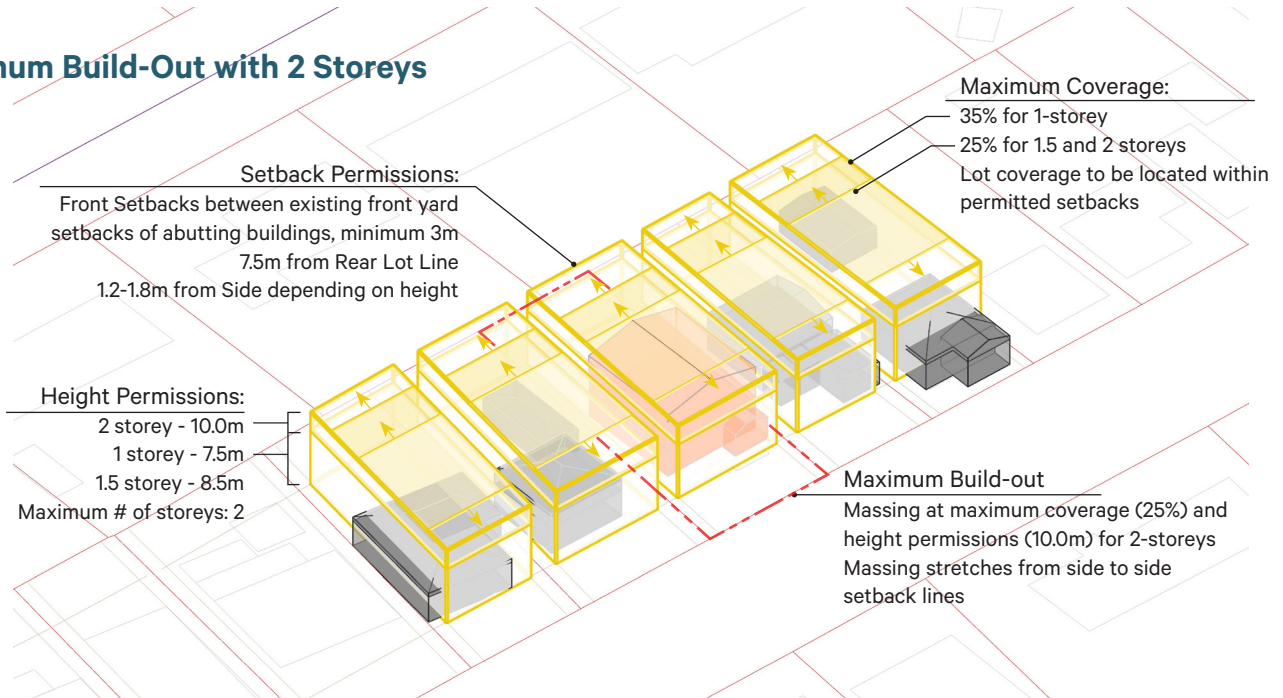
The following is a testing of a Variation 2 site within the Organic Neighbourhoods. The testing included two adjacent properties to either side of the chosen site.

All five properties were zoned R1-D (Residential Detached Dwelling 15m Zone). Additionally, they are all subject to exception 119, where coverage and height allowances are dictated by the number of storeys proposed and front setbacks are influenced by adjacent properties.

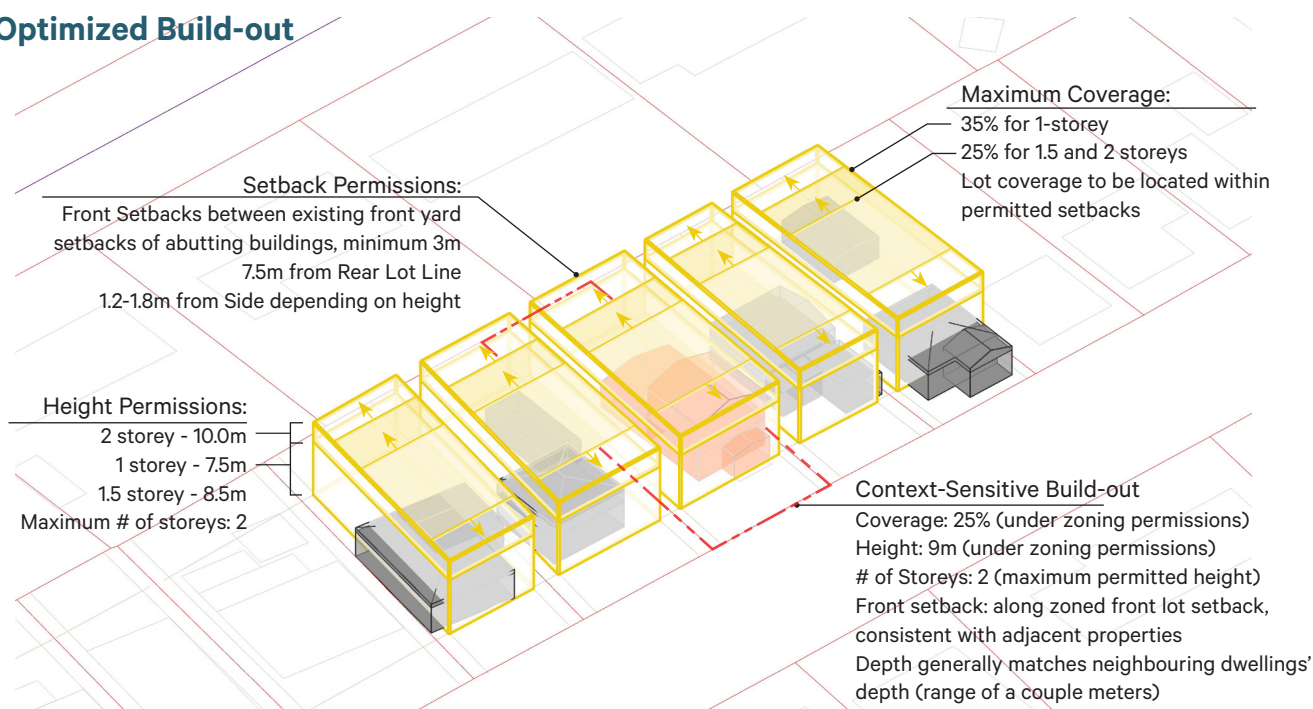
Existing Condition - R1-D Zoning, Exception 119



Maximum Build-Out with 2 Storeys



Optimized Build-out



Key Observations

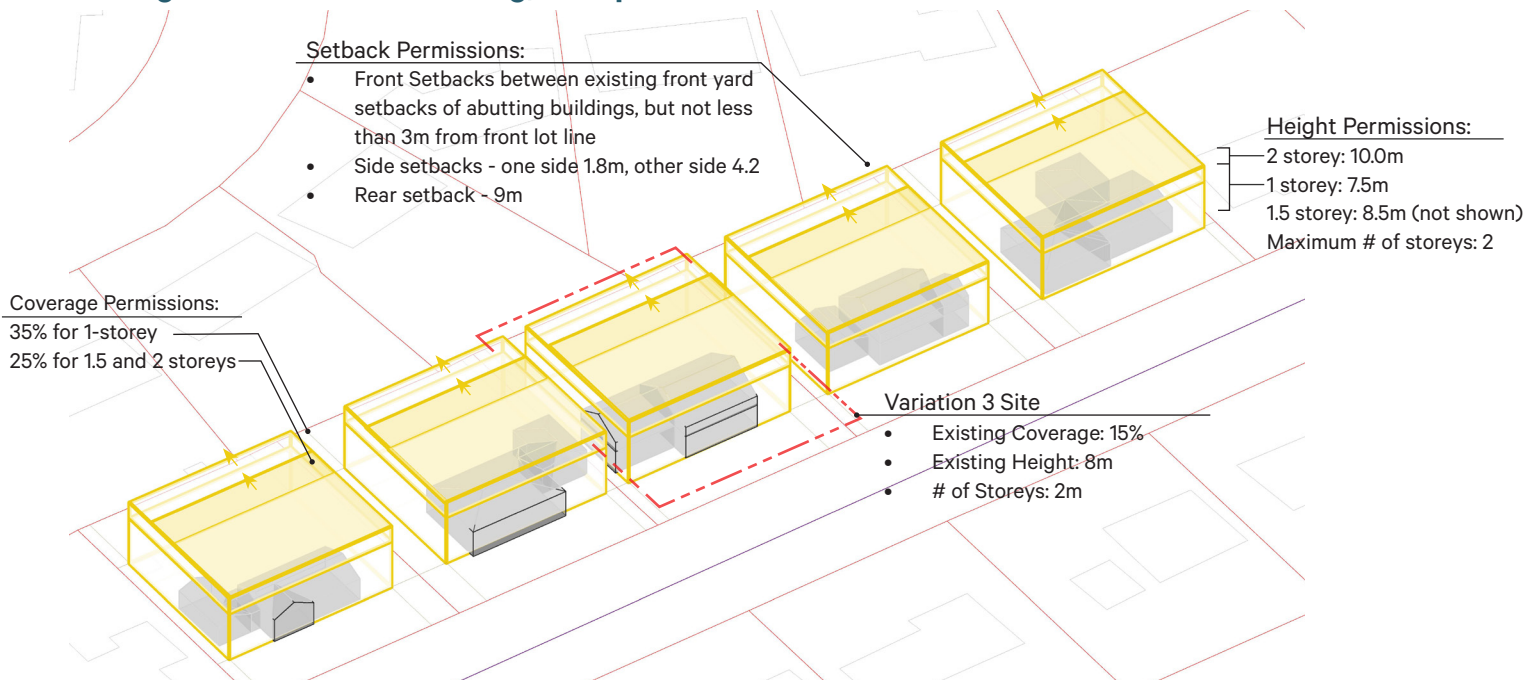
- Typical Variation 2 conditions are generally under lot coverage permissions, though they contain higher lot coverages than Variation 1. Height permissions were not exceeded;
- The maximum built-form for 2-storeys, which permits 25% lot coverage and 10.7m in height, appears to be more compatible to the prevailing conditions than the maximum built-form allowed for 1-storey, which allows a 35% lot coverage and 7.5m height;
- The existing zoning already requires the front lot setback of any proposed development to consider adjacent front setbacks; and,
- The optimized massing takes into account lot coverage and height of adjacent properties in addition to the front lot setbacks.

Variation 3 - Conditions Testing

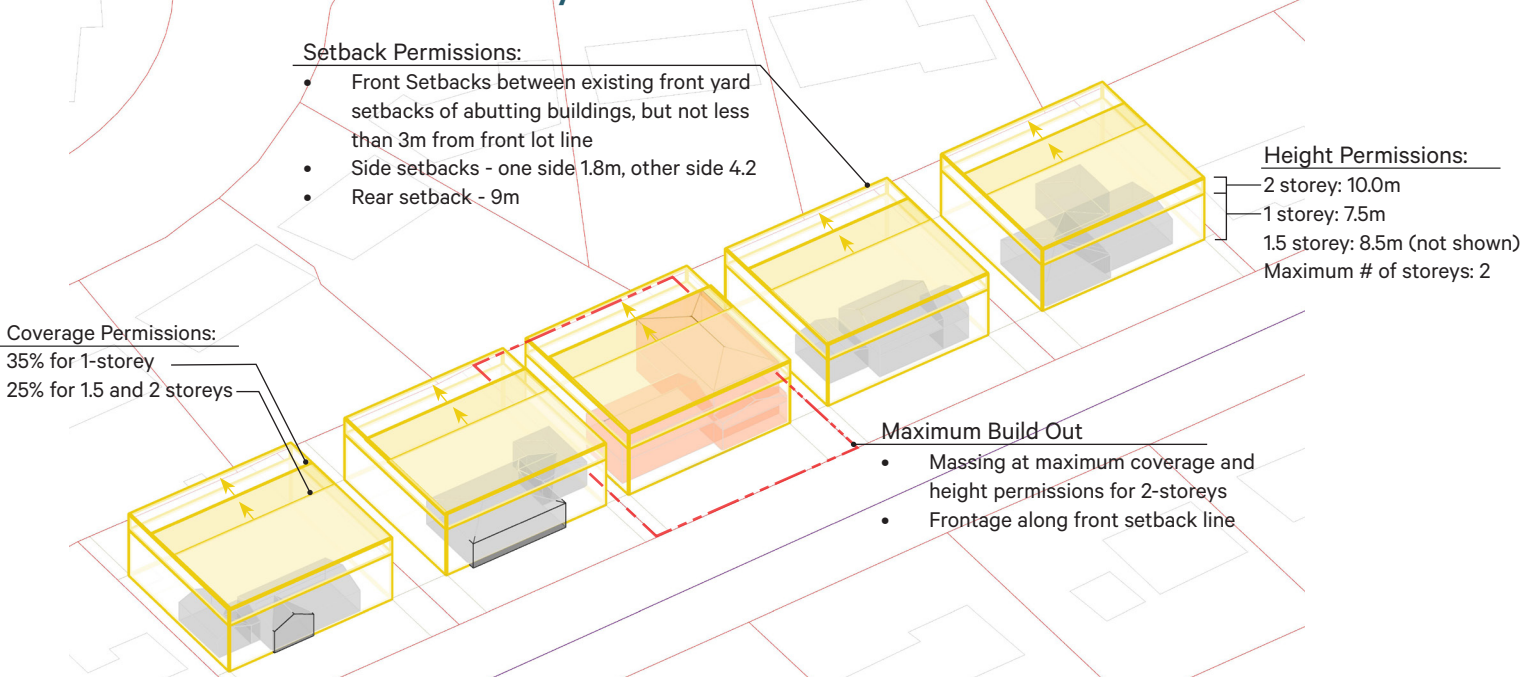
The following is a testing of a Variation 3 site within the Organic Neighbourhoods. The testing included two adjacent properties to either side of the chosen site.

All five properties were zoned R1-B (Residential Detached Dwelling 30m Zone). Additionally, they are all subject to exception 119, where coverage and height allowances are dictated by the number of storeys proposed and front setbacks are influenced by adjacent properties.

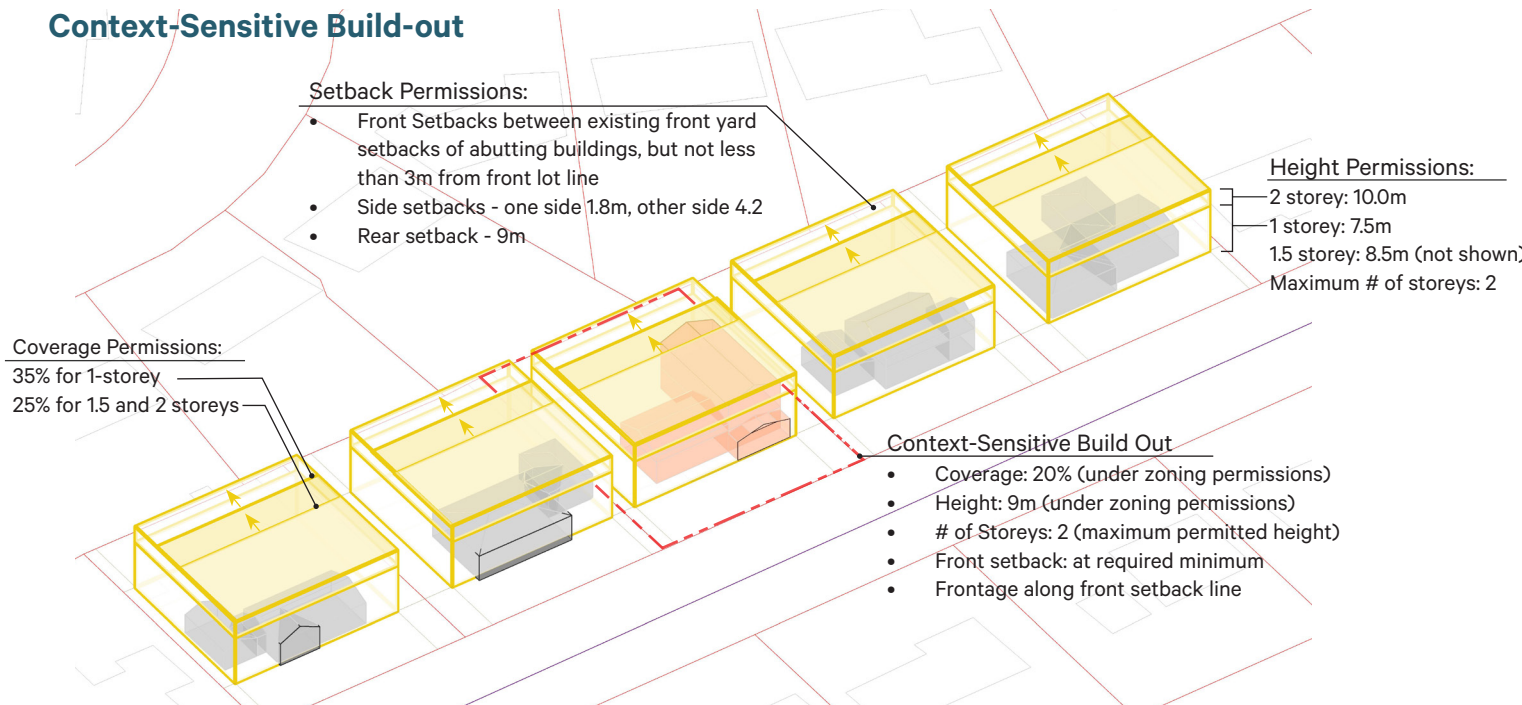
Existing Condition (R1-B Zoning, Exception 119)



Maximum Build-Out with 2 storeys



Context-Sensitive Build-out



Key Observations

- Typical Variation 3 conditions are under lot coverage and height permissions of existing zoning by-laws;
- The maximum built-out form is significantly larger in height and coverage in comparison to the prevailing built-form conditions;
- A more context-sensitive approach includes consideration of nearby properties' lot coverages, front setbacks, height, and general building width and depth; and,
- While the context-sensitive build-out is underneath the permitted height, lot coverage, and setback minimums, it exceeds these permissions in comparison to neighbouring dwellings without compromising the overall character.

Key Findings

The findings of this analysis indicate:

- Generally, it appears that existing dwellings are below the maximum lot coverage and height permissions contained in the R1-B, R1-C and R1-D Zones;
- The maximum built form of multiple variations demonstrates that the permitted lot coverage and density allow for a form that is generally not in keeping with adjacent properties, and the character of surrounding neighbourhoods;
- While some Zoning exceptions consider adjacent properties (e.g. exception 119 references front lot setbacks relative to adjacent properties), there is potential to also consider lot coverage and heights within the context of adjacent and/or surrounding properties, and/or the broader neighbourhood;
- Because of the way building height is defined in the Zoning By-law, buildings with pitched roofs may project beyond maximum permitted heights (commonly 10.7m); and,
- The optimization of building envelopes generally incorporated lot coverages between 20% - 25%, maximum building heights between 8.0m – 9.0m, and maximum finished floor heights of 1.0m – 1.2m.

3.6 Evaluating Optimized Development Against Contemporary Design & Construction Standards

Finally, the optimized build-out conditions for each prototypical site were evaluated against contemporary architectural and construction standards, with consideration for existing and anticipated market conditions and demographic patterns, and the need for appropriate buffering in order to establish a desirable and appropriate envelope to inform the draft Zoning By-law Amendment. This analysis incorporated a review of applicable Ontario Building Code regulations.

4.0 POLICY RECOMMENDATIONS

4.1 Existing Policy Structure

In consideration of the cumulative findings of the study through Phases 1 to 3, this report puts forth a number of policy recommendations for the Town of Newmarket's Official Plan and Zoning By-law.

As previously described in Section 2.2, the existing policy structure includes a number of gaps relating to the definition and regulation of neighbourhood character. The Official Plan currently contains two designations for Residential Areas, Stable Residential and Emerging Residential; however all Emerging Residential lands have since been developed and fully built-out. Furthermore, the Official Plan does not currently define neighbourhood character and compatibility, including any recognition of the differing character of residential areas across the Town. It does not sufficiently address modern housing needs and the diverse range of housing types which are necessary to accommodate them. Similarly, the Zoning By-law does not address neighbourhood character or compatibility. Zoning parameters are not reflective of the unique existing built form context of different residential areas.

4.2 Recommended Changes to the Official Plan

Changes in Terminology

Following the conditions testing and analysis and for the purpose of the policy recommendations, the names of the Neighbourhood Classifications were revised for improved clarity and specification. These revisions are as summarized in the table below:

Previous Name	Revised Name
Organic Neighbourhoods	Historic Core Character Area
Traditional Suburban Neighbourhoods	Traditional Suburban Character Area
Contemporary Suburban Neighbourhoods	Contemporary Suburban Character Area

Intent of Recommended Changes

This report recommends that the Official Plan be amended to accomplish the following key objectives:

- Reflect changes in residential development that have occurred since the Official Plan was adopted;
- Remove references to Stable and Emerging Residential Areas and instead include policies that recognize the built form patterns of each neighbourhood while acknowledging the value of diverse housing types throughout all residential neighbourhoods;
- Implement a neighbourhood-level framework delineating Residential Areas within four Residential Character Areas: Historic Core Character Area, Traditional Suburban Character Area, Contemporary Suburban Character Area, and Estate Character Area; and,
- Propose a defined list of pre-dominant characteristics for each, requiring development in Residential Areas to be compatible with existing built form and public realm standards.

Changes to Land Use Designations

It is recommended that the existing Stable Residential Areas and Emerging Residential Areas designations be deleted and replaced by a combined Residential Areas designation (Figure 23). This designation would cover all residential neighbourhoods across the Town of Newmarket.

A consolidated designation for all residential areas would more accurately reflect on-the-ground conditions. Almost all of the lands previously designated as Emerging Residential Areas have been built-out, and it is no longer appropriate to refer to them as greenfield lands and direct new residential development solely to these areas. The new combined

designation allows for a uniform approach and shared criteria regarding future development within all residential neighbourhoods across Newmarket.

Changes to Policies for Residential Areas

It is recommended that new policies be introduced in the Official Plan to articulate updated objectives, permitted uses, and development criteria for Residential Areas.

Objectives:

- Maintain the stability of Residential Areas by establishing zoning standards that acknowledge and respect the prevailing physical character of the surrounding neighbourhood;
- Provide for a range of residential accommodation by housing type, tenure, size, location and price range;

- Allow contextually-sensitive infill development and limited intensification to permit development which contributes towards the establishment of a desirable urban structure, diversified housing stock, and optimized use of existing municipal services and infrastructure; and,
- Encourage a range of innovative and affordable housing types, zoning standards and subdivision designs.

Permitted Uses:

- Retain single-detached and semi-detached dwellings as the predominant use of lands, while also permitting rowhouses, townhouses, duplexes, triplexes and quadruplexes in Residential Areas so long as they demonstrate compatibility with the existing character of the neighbourhood through a Compatibility Analysis Study;

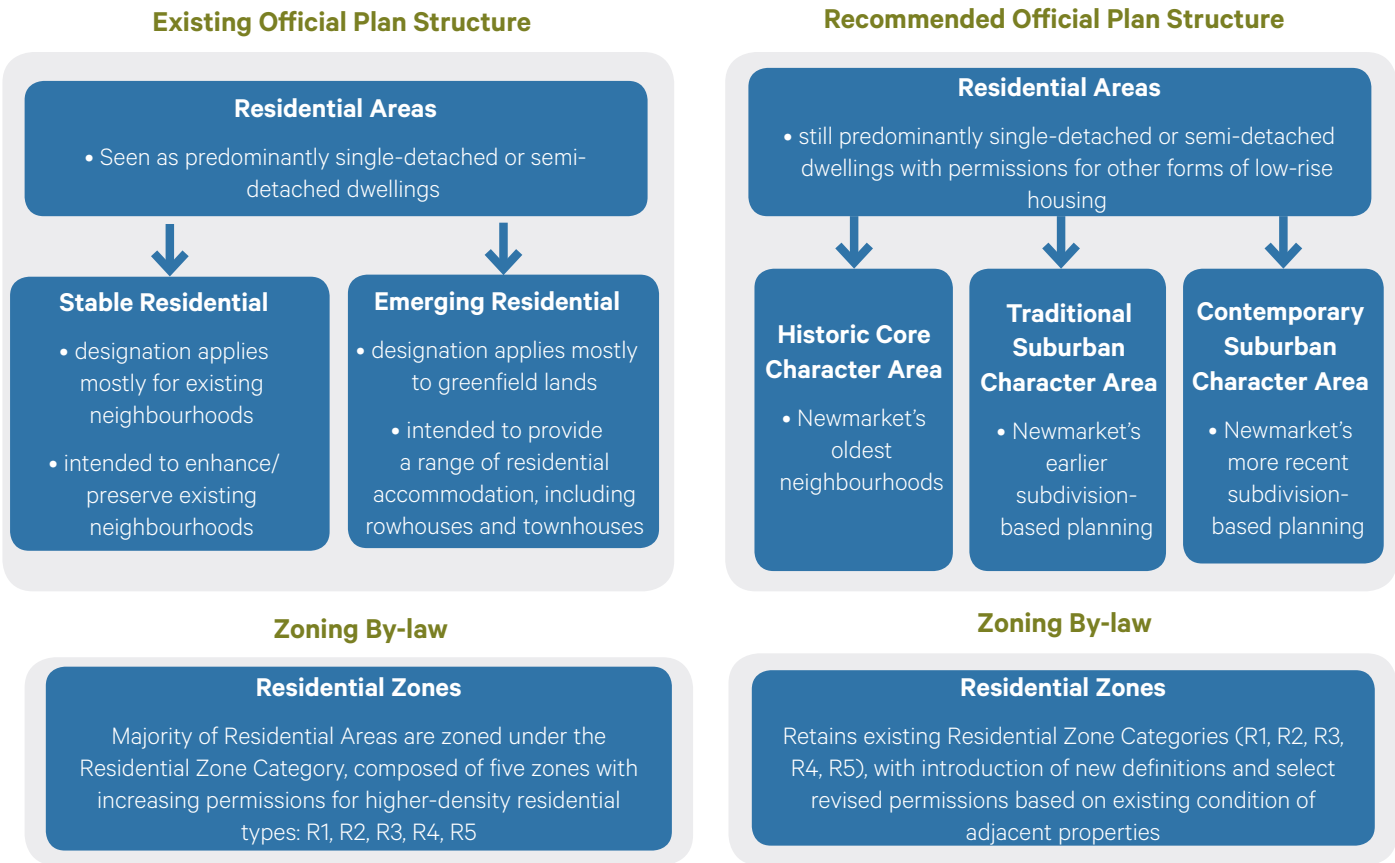


Figure 23. Summary of Existing Policy Structure and Proposed Changes

Development Criteria:

- Ensure that development is compatible with the various elements which contribute to the physical character of the wider neighbourhood, including:
 - lot dimensions;
 - front, side and rear yard setbacks;
 - siting and orientation;
 - lot coverage;
 - building entrance location;
 - private landscaping;
 - building height, massing and depth; and,
 - ground floor height.
- Acknowledge and respect the prevailing physical character of surrounding neighbourhood properties, particularly those properties with frontage along the same street segment;
- Require that consideration of development proposals in Residential Areas involves an assessment of the proposed development and its ability to enhance and build upon desirable established patterns of built form and open spaces, and consider its contribution to the maintenance and achievement of a balance of housing types and tenures.

These proposed policies aim to balance the need for an expanded range of innovative and affordable housing types, including more multi-unit dwelling forms, to meet growing housing needs in residential areas while also ensuring that new development respects the prevailing physical character of the surrounding neighbourhood. The following policy changes are intended advance both objectives by taking a contextually-sensitive approach while recognizing that gradual and ongoing change within established residential neighbourhoods is not only inevitable, but also beneficial. The policies will ensure that future development respects existing

neighbourhood character while explicitly encouraging flexibility and innovation in responding to unique site and contextual conditions.

Introduction of Residential Character Areas

It is recommended that a new layer of policy be introduced to implement a neighbourhood-level framework that recognizes the varied built form and public realm conditions within different Residential Character Areas across Newmarket.

These policies would establish the following four Residential Character Areas; their delineations are informed by the analysis completed in Phases 1 and 2 of this study.

- 1. Historic Core Character Area:** developed prior to the 1940's, and the advent of subdivision-based planning, lands within the Historic Core Character Area are located within and surrounding the historic core of the Town of Newmarket, and is generally bounded by properties fronting Davis Drive to the north, Leslie Street to the east, Gorham Street and Eagle Street to the south, and properties fronting onto Yonge Street to the west.
- 2. Traditional Suburban Character Area:** developed between the 1940's and 1990's, following the advent of subdivision-based planning, lands within the Traditional Suburban Character Area are generally found between the historic core of the Town of Newmarket, and the Contemporary Suburban Character Area, which traverse the periphery of the Town.
- 3. Contemporary Suburban Character Area:** developed following the 1990's, lands within the Contemporary Suburban Character Area are generally situated at the periphery of the Town, beyond the Traditional Suburban Character Area, and adjacent to the Estate Character Area.

- 4. Estate Character Area:** developed between the 1940's and 1990's, these lands are scattered throughout Newmarket, but are generally situated at the periphery of the Town, beyond the Traditional Suburban Character Area, and adjacent to the Contemporary Suburban Character Area.

It is recommended that the Official Plan identify a detailed list describing the unique physical characteristics found in each of these Character Areas. These changes will support an formal acknowledgement within the municipal planning framework of the distinct elements which define neighbourhood character across different residential areas in Newmarket.

Changes to Policy Language Regarding

Development and Compatibility

Changes to Official Plan policy language should be implemented to broaden direction on the ways through which development will be permitted, including allowances for:

- A range of building and unit types including accessory dwelling units, single-detached dwellings and semi-detached dwellings on an as-of-right basis and townhouses and rowhouses on a site-specific basis;
- Infill development through the construction of new residential dwellings and buildings on vacant land, additions and structural alterations to existing dwellings, and the demolition and redevelopment of existing dwellings; and,
- The consent of lands resulting in the introduction of additional residential dwellings, where appropriate.

Furthermore, the Official Plan should introduce greater specificity and clarity to the term 'compatibility', including a list of requirements that development applications will be evaluated against.

It is recommended that development be required to demonstrate how its design fits with the existing character of the surrounding area in the context of:

- setbacks, heights and transition;
- façade and roofline articulation;
- colours and materials;
- architectural elements, including windows, doors and projections;
- pre- and post-construction grades on site; and,
- incorporating elements and details of common characteristics of the area.

Furthermore, all applications for development should take into account the impact of proposed development and/or additions to surrounding land use patterns and streetscape conditions. This should consider factors such as land use adjacencies and transitions, orientation towards public and private streets, accentuations of building entrances, continuity of street frontages, and relationship to the public realm.

By establishing these new urban design and compatibility practices for new developments, the Official Plan will support the explicit identification of specific physical elements which will be considered in the municipality's evaluation of development applications, providing more certainty and clarity for developers and homeowners alike.

New and Revised Schedules

In parallel with the above mentioned changes to policy text, it is recommended that two updates to the Official Plan schedules be implemented. This includes:

- An updated land use schedule (Schedule A) which removes 'Stable Residential' and 'Emerging Residential' and replaces them with a single 'Residential' land use designation; and
- A new schedule showing the boundaries of the new Residential Character Areas as identified above.

4.3 Recommended Changes to the Zoning By-law

The Town of Newmarket's Zoning By-law should be amended to change the way that houses are regulated, so as to allow for optimize the development of properties, without jeopardizing the character of the

surrounding neighbourhood. These exterior built form and/or massing changes can be achieved while still allowing for greater flexibility in the interior layout.

Recommended changes to the Zoning By-law fall under two categories: Creating and Updating Definitions and Creating and Updating Regulations and Standards. The proposed new and/or updated definitions, regulations and standards are summarized below (Figure 24).

Creating and Updating Definitions

- Basement
- Grade, Established or Finished
- Roof, Flat
- Roof, Pitched
- Height, Building
- Height, Finished First Floor
- Storey
- Garage, Residential
- Dormers

Updating and Creating Regulations & Standards

- Max. Finished First Floor Height
- Interior Side Lot Lines - C & D Zone Standards
- Required Front Yard Setback – C, D, E, F, G, H, J, K, L and M Standards
- Repeal Exception 119 enacted by By-law 2013-30
- Max. Lot Coverage
- Max. Building Height
- Interior Side Yard Setbacks
- Reserve
- Non-Complying Building or Structure
- Transition

Figure 24. Summary of Recommended Changes to Zoning By-law

Creating and Updating Definitions

Key Change and/or Proposed Definition	Rationale
<p>Amend the definition of Basement</p> <p>Basement: Means a portion of a building that is underground, which has more than one third of its height above finished grade but where the height above finished grade does not exceed:</p> <ol style="list-style-type: none"> 1. 1.2 metres for lots Zoned R1, R2 and R3; or, 2. 1.8 metres for lots containing all other Zone designations. 	<p>The zoning by-law currently limits the maximum height of a basement to be 1.8m above grade, and exempts basements that meet this rule from being considered a storey. This allows a basement to have a height above grade greater than the height of an average adult.</p> <p>By lowering the maximum height of basements above grade, we can still have ample window size while ensuring that basements are not visually a storey.</p> <p>This change is part of a broader comprehensive change in the way that the height of houses is regulated that will slightly lower the overall maximum permitted building height while allowing for greater flexibility of interior layout.</p>
<p>Amend the definition of Grade, Established or Finished</p> <p>Grade, Established or Finished: Means:</p> <ol style="list-style-type: none"> 1. For single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and fourplex dwellings, the average elevation of the ground, measured at the two points where the minimum front yard setback meets adjacent side lot lines; and 2. For all other structures, the average of the levels of the finished ground surface at every location of change of grade along the exterior walls of a building or structure. 	<p>The current way of measuring grade takes the average of all areas around a house. This can be challenging to accurately measure, and leaves grade open to manipulation by adding or removing soil.</p> <p>By changing the way grade is measured for most residential dwellings and instead measuring at the front setback along the side property lines, we can reduce the ability to manipulate grade.</p> <p>This change will also make for an easier way to measure grade, and will focus the regulation of grade and height on the way that a building appears from the street.</p>

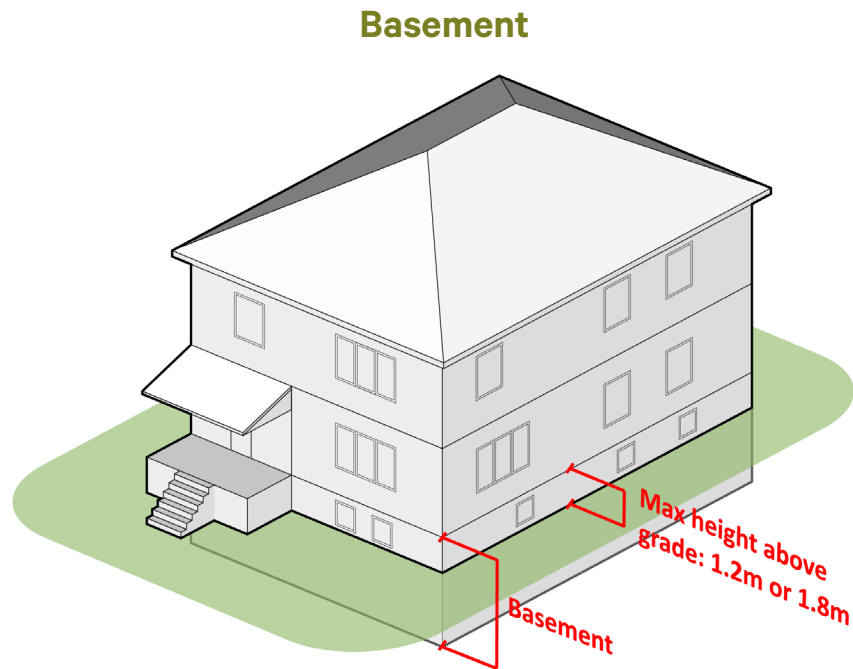


Figure 25. Illustrative Diagram for Basement

Grade, Established or Finished
 = Average of Elevation at Point A & B

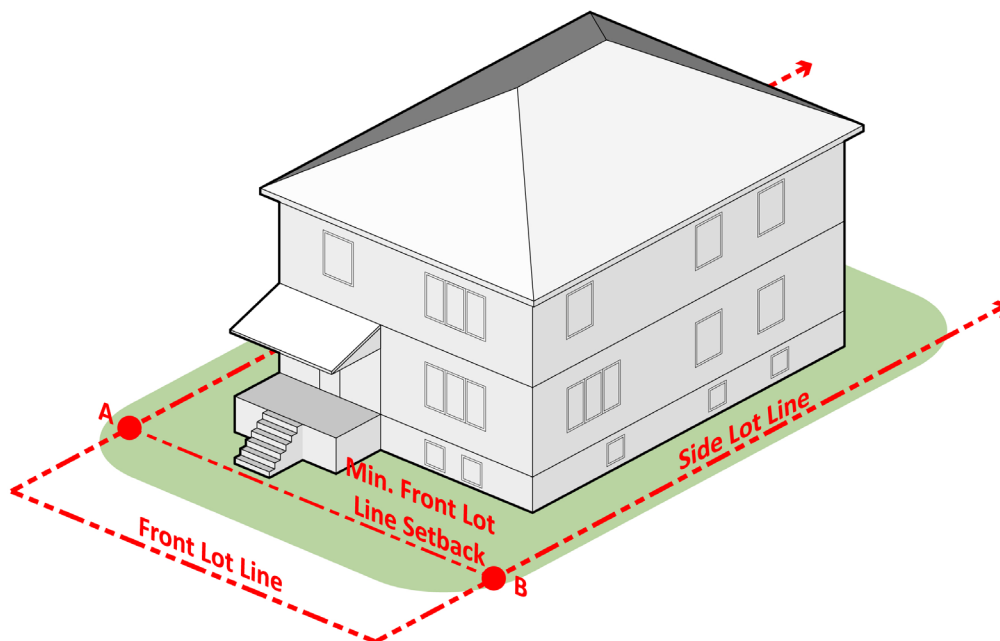


Figure 26. Illustrative Diagram for Grade, Established or Finished

Key Change and/or Proposed Definition	Rationale
<p>Add definitions of types of roof</p> <p>Roof, Flat:</p> <p>Means a roof with a slope of less than 1.0 vertical units for every 4.0 horizontal units, occupying an area greater than or equal to 50% of the total horizontal roof area.</p> <p>Roof, Pitched:</p> <p>Means a roof with a slope of greater than 1.0 vertical units for every 4.0 horizontal units, occupying an area greater than or equal to 50% of the total horizontal roof area.</p>	<p>The zoning by-law has long included rules that measured height differently depending on whether the roof was flat or pitched.</p> <p>However, the by-law did not include definitions of how to determine what a flat, pitched, or mansard roof was. This allowed for greater height for new houses that were built with roofs that appeared like flat roofs but included cosmetic sloping elements.</p>
<p>Amend the definition of Height</p> <p>Height: Retitle definition –</p> <p>Height, Building</p> <p>Means the vertical distance measured between the established or finished grade and any of the following:</p> <ol style="list-style-type: none"> 1. On a flat roof, the highest point of the roof surface or the parapet, whichever is greater; 2. On a mansard roof, the highest point of the roof surface or the parapet, whichever is greater; 3. On a gable, hip or gambrel roof, or any other type of pitched roof, the mean distance between the eaves and ridges of the roof; or, 4. The highest point of a structure without a roof. 	<p>See above rationale regarding roof definitions.</p>
<p>Add the definition of Height, Finished First Floor</p> <p>Height, Finished First Floor:</p> <p>Means the finished height of the first floor of a building, inclusive of the entryway or landing, occupying an area greater than or equal to 50% of the total horizontal first floor area, and measured relative to the elevation of established or finished grade.</p>	<p>The first floor of a house is a visually distinctive element. The common pattern of houses across Newmarket's neighbourhoods has a first floor that is close to the ground, which provides opportunities for porches and a close relationship between the house and the street.</p> <p>New developments are more commonly seeking to place the first storey higher, occasionally above a garage. This leads to a large number of steps leading to the house, and a very different front appearance.</p>

Pitched Roof

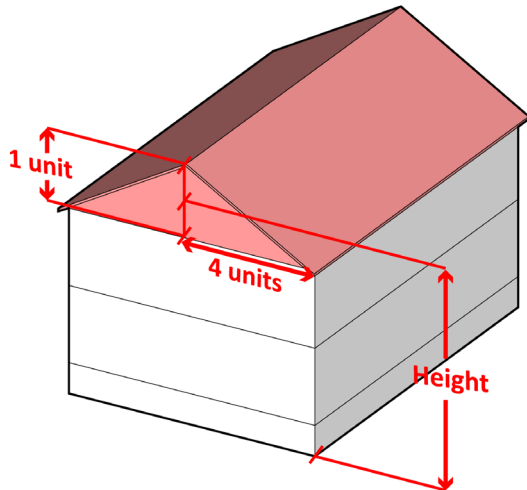


Figure 27. Illustrative Diagram for Pitched Roof

Flat Roof

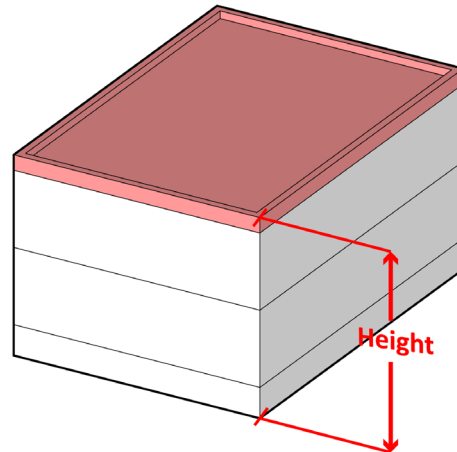


Figure 28. Illustrative Diagram for Flat Roof

Height, Finished First Floor

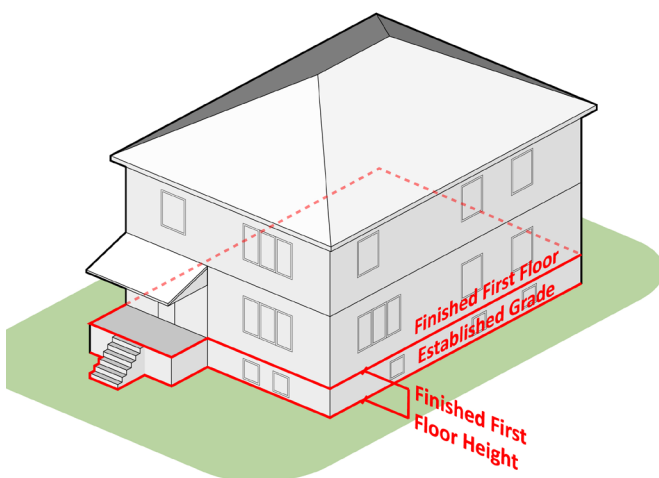


Figure 29. Illustrative Diagram for Height, Finished First Floor

Storey

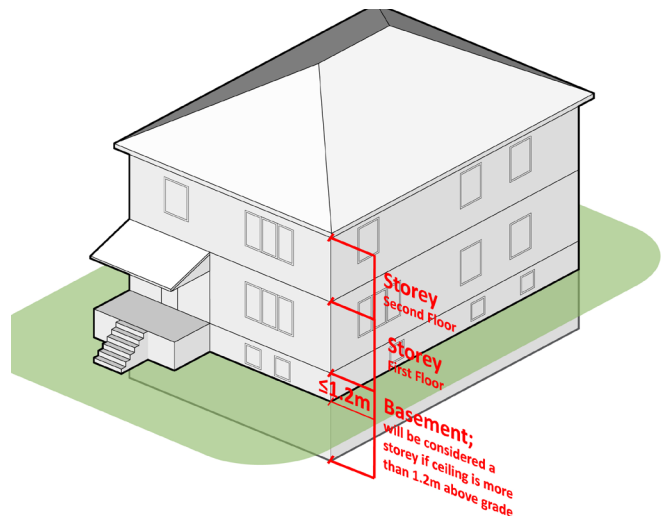


Figure 30. Illustrative Diagram for Storey

Key Change and/or Proposed Definition	Rationale
<p>Amend definition of Storey</p> <p>Storey: Means:</p> <p>For single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and fourplex dwellings a level of a building located between the surface of a floor and the ceiling or roof immediately above it, and includes a mezzanine but does not include a basement or cellar. Any portion of a building partly below grade shall be deemed a storey where its ceiling is more than 1.2m above established grade.</p> <p>For all other structures, a level of a building located between the surface of a floor and the ceiling or roof immediately above it, and includes a mezzanine but does not include a basement or cellar. Any portion of a building partly below grade shall be deemed a storey where its ceiling is more than 1.8m above established grade. Any portion of a storey exceeding 3.6 metres in height shall be deemed to be an additional storey.</p>	<p>A storey is a fundamental way of thinking about how a house is laid out. The zoning by-law has long limited houses in most parts of Newmarket to two storeys, and limited the maximum height of a storey to 3.6m.</p> <p>However, this regulation has had unintended consequences of limiting the way that residents can use and design their homes. Namely, the two-storey limit means that the space in the pitched roof of a two-storey house cannot become a half-storey, even if that space in the roof already exists. Similarly, if one wanted to remove a hanging ceiling to have a cathedral ceiling, the 3.6m storey limit would prevent this.</p> <p>This proposed rule change would remove the maximum 3.6m storey height limit for most low-rise residential buildings. This would allow for houses to be more flexibly designed, and would focus the rules on the exterior appearance of the house instead of controlling how the inside is laid out.</p> <p>This change is part of a broader comprehensive change in the way that the height of houses is regulated that will slightly lower the overall maximum permitted height while allowing for greater flexibility of interior layout.</p>
<p>Amend the definition of Garage, Residential</p> <p>Garage, Residential:</p> <p>Means an enclosed building or part thereof, accessed via a driveway, located within a Residential Zone that is used for the storage of private motor vehicles, recreational vehicles and trailers.</p>	<p>The zoning by-law contains a number of rules about where a garage or a driveway can be. These rules seek to make sure that garages are in places where they are compatible and commonly found, to avoid the impact on private yards of vehicular access. This change to the definition of a garage clarifies that a garage is accessed via a driveway to reinforce this principle.</p>
<p>Add the definition of Dormer:</p> <p>Means a roof structure, often containing a window, which projects both vertically and horizontally beyond the plane of a pitched roof, occupying an area equal to or less than 30% of the total horizontal roof area.</p>	<p>The zoning by-law does not currently have any standards related to dormers that project through a roof. In order that a roof maintain its appearance and not have an entire additional storey within it, this rule would limit how much of the length of a roof could be projecting dormers.</p>

Creating and Updating Regulations and Standards

New/Updated Regulation or Standard	Key Change	Rationale
Section 6.2.2. Max. Finished First Floor Height	Revise max. finished first floor height to 1.2 metres (Applied to Zone Standards for A, B, C, D, E, F, G, H, and J)	This rule would require that the first floor for most residential buildings like single and semi-detached dwellings be no higher than 1.2m above grade. The intent is to ensure that the front appearance of a house is compatible and consistent with the neighbourhood and to prevent basements from visually appearing as a storey.
Section 6.2.2. Interior Side Lot Lines	Revise interior side lot line (Applied to Zone Standards for C and D): <ul style="list-style-type: none"> Up to 4.2m Building Height = 1.2m Up to 5.7m Building Height = 1.5m Beyond 5.7m Building Height = 1.8m 	The zoning by-law has long required increased width of side-yard setbacks for houses as they increase in height. However, this has always been achieved based on the number of storeys of the house. This rule change would retain the same relationship, but instead tie the increase in side yard setback to an increase in absolute building height. This makes for a clearer measure, and works with the overall proposed changes to the way that the height of houses is controlled.
Section 6.2.2. Interior Side Lot Lines	Add (*17) to interior side-yard setbacks (*17) For a semi-detached dwelling the interior side yard setback shall not be required where a side lot line extends from a common wall dividing attached dwelling units	Many semi-detached dwellings in Newmarket were built on one lot, which was then divided. The zoning standards for semi-detached lots reflect this, and so they don't indicate that there is a zero metre setback from the shared wall property line. This rule change will clarify that semi-detached dwellings do not need a setback from the wall they share with their neighbour.

New/Updated Regulation or Standard	Key Change	Rationale
Section 6.2.2 Maximum Lot Coverage	<p>Retain existing maximum lot coverage regulations, and add new Schedule D illustrating maximum lot coverage (Applied to Zone Standards for A, B, C, D, E, F, G, H and J)</p> <p>Notwithstanding the above, where a lot is subject to a site or area-specific lot coverage regulation, indicated as a numerical percentage with corresponding colour overlay, as illustrated in Schedule D – Lot Coverage, that site or area-specific lot coverage regulation shall apply.</p>	<p>Most single detached lots in Newmarket can cover up to 35% of their lot with the main building, regardless of size. A review of the existing amount of coverage of lots has revealed a wide range of existing coverages. In some areas, the houses are very close to or at their maximum coverage. In other areas, most houses have less than 10% coverage.</p> <p>This means that in some areas that are characterized by houses of a consistent size, a house three or more times the size could be built. While it's important to allow houses to be changed and upgraded, it is also worth ensuring that change is within a reasonable level of similarity to the surrounding area.</p> <p>This rule proposes to use a series of maps to create new maximum coverage rules for many neighbourhoods. The proposed maximum coverage will still generally allow for growth and change, but will seek to ensure that change is more compatible with the existing neighbourhood.</p>
Section 6.2.2. Required Front Yard Setback	<p>Amend regulation of required front yard setback (Applied to Zone Standards for C, D, E, F, G, H, J, K, L, M)</p> <p>Within a range of one metre of the average of the front yard setback of adjacent dwellings abutting the same road, provided that the setback not exceed the greater of the adjacent setbacks nor be closer to the street line than 3m.</p>	<p>In the older parts of Newmarket, the zoning by-law has required since 2013 that houses be built within the range of the front yard setback of the houses on either side. This helps to keep the front walls roughly in line, which makes for a consistent streetscape.</p> <p>However, this rule hasn't worked well for lots where the abutting houses have very similar setbacks, as it leaves very little room for change. It also has not worked well for lots with very large differences in the setbacks of abutting houses, as it gives a lot of flexibility.</p> <p>This recommendation would maintain the principle of ensuring the front walls are generally consistent by tying the required setback to the average of the neighbours, then giving an additional metre of range. It would also be applied to almost all low-rise residential lots, most of which do not currently have this rule but were built with the same rules as their neighbours so are very similar in setback. For where there is some variety in setbacks, Section 4.13 of the by-law also provides flexibility to consider the average of a wider set of lots on the street.</p>

New/Updated Regulation or Standard	Key Change	Rationale
Section 6.2.2. Max. Height	Retitle regulation from ‘Max Height to ‘Max. Building Height’ Revise Regulation –8.5m (Applied to Zone Standards for A, B, C, D, E, F, G, H, and J)	<p>The zoning by-law has long limited the maximum height of most dwellings to 10.7m. However, other rules have limited the number of storeys to two, and the maximum height of a storey to 3.6m. The effect of this is that the 10.7m maximum height limit is of little effect, and the limit on the number of storeys has unintended consequences that are discussed elsewhere in this table.</p> <p>If the limit on the maximum height of a storey was the only change, it would then be possible to build houses that are 10.7m tall, which is significantly taller than most houses in Newmarket.</p> <p>A review of existing building heights and modern construction standards has indicated that a maximum height of 8.5 is compatible with most low-rise residential areas. Combined with a removal of the control on how storeys are arranged within the house, this will allow for more flexibility in design along with heights that are in keeping with Newmarket neighbourhoods.</p>
Exception 119	Repeal Exception 119 enacted by By-law 2013-30	<p>Other amendments within this overall set of recommendations accomplish the objectives of this exception, which was adopted in 2013 to try to manage the pace of change in older neighbourhoods. The current set of recommendations uses similar tools, and goes into finer neighbourhood-by-neighbourhood sets of rules.</p>
6.2.3 Additional Requirements for Residential Zones	<p>The following additional requirements apply to the regulatory sets for the Residential Zones as shown throughout Section 6.2.2. Where marked by an asterisk and number, that number refers to the standard that is varied by the clause. Where indicated as a regulation (i) (ii) (iii) that regulation describes its effect and application.</p>	<p>This is a technical clarification to how the regulations in 6.2.3 are laid out. It indicates that where a regulation includes a numerical asterisk (*), that rule applies to where that asterisk appears, and that where a regulation has a standard roman numeral (i, ii, iii, iv), its application is found in the text of the rule itself.</p>

New/Updated Regulation or Standard	Key Change	Rationale
	<p>Add 6.2.3 (ii)</p> <p>For residential lots, the minimum amount of soft landscaping in a yard is the area of the yard less any existing permitted encroachments and required driveway.</p> <p>Explanatory text that does not form part of the by-law</p> <p>For example, in an R1 lot, the front yard extends across the full width of the lot between the front lot line and the closest wall of the principal building. This front yard can be partially occupied by the features listed in Section 4.2 (Encroachments into Required Yards), where they are identified in the table as being permitted in the front yard. A front yard could be partially occupied by a porch, steps, a landing from the steps, a driveway, and a residential walkway. The remaining portion of the front yard cannot be occupied by any structure or feature.</p>	<p>This is a clarification that does not change any permissions. The zoning by-law currently controls how much of a yard can be covered by paving or brick or structures, but it can be difficult to determine what that requirement is.</p> <p>This proposed change is meant to be a concise statement of how to arrive at how much soft landscaping is required, paired with an explanatory text.</p> <p>This clause does not change any permissions about yards or driveways, only explains the existing rules.</p>

New/Updated Regulation or Standard	Key Change	Rationale
Section 4.24 Reserve	<p>Introduce a new reserve to determine lot lines and setbacks.</p> <p>For the purposes of this By-law, a 0.3 m reserve shall:</p> <ol style="list-style-type: none"> 1. be considered to be part of the abutting road for the purposes of determining lot lines; 2. be considered part of the adjacent lot for the purposes of determining setbacks and coverage. <p>This regulation does not deem the lot to abut a street from which it is separated by a 0.3 metre reserve.</p>	<p>During development, the Town will sometimes temporarily take 0.3m of land from a development as a way to control when it is ready to be built and connected to municipal roads. However, this can lead to an odd situation of determining other elements of zoning, as usually zoning begins from first principles of figuring out which lot line is the front based on which lot line touches a street – but if that line doesn't touch a street and instead touches a 0.3m strip of land, the application of the zoning by-law rules becomes challenging.</p> <p>This clarification is a common rule in other municipalities that seeks to avoid this confusion.</p>
Section 4.9.1 Non-Complying Building or Structure	<p>Amend Section 4.9.1 to read</p> <p>A non-complying building or structure which existed legally prior to the passing of this By-Law may be repaired, renovated or reconstructed provided that the repair, renovation or reconstruction:</p> <ol style="list-style-type: none"> 1. does not further encroach into a required yard; 2. does not further increase the extent of a non-compliance with a maximum yard setback requirement; and, 3. complies with all other applicable provisions of this By-Law. 	

New/Updated Regulation or Standard	Key Change	Rationale
Section 4.24 Reserve	<p>Introduce a reserve to determine lot lines and setbacks.</p> <p>For the purposes of this By-law, a 0.3 m reserve shall:</p> <ol style="list-style-type: none"> 1. be considered to be part of the abutting road for the purposes of determining lot lines; 2. be considered part of the adjacent lot for the purposes of determining setbacks and coverage. <p>This regulation does not deem the lot to abut a street from which it is separated by a 0.3 metre reserve.</p>	<p>During development, the Town will sometimes temporarily take 0.3m of land from a development as a way to control when it is ready to be built and connected to municipal roads. However, this can lead to an odd situation of determining other elements of zoning, as usually zoning begins from first principles of figuring out which lot line is the front based on which lot line touches a street – but if that line doesn't touch a street and instead touches a 0.3m strip of land, the application of the zoning by-law rules becomes challenging.</p> <p>This clarification is a common rule in other municipalities that seeks to avoid this confusion.</p>
4.2 Encroachments into Required Yards	<p>Revise permissions for encroachments into yards by driveways.</p> <p>Revise permitted encroachment table to include:</p> <p>Driveway</p> <p>Permitted feature in any yard of a residential zone</p> <p>Subject to:</p> <ol style="list-style-type: none"> i. Limits of Section 6.2 ii. Limits of Section 5.5 	<p>This is a technical amendment to the by-law. Driveways are permitted, and required, for all residential dwellings. However, they do not appear as a feature that is permitted to be in a required yard.</p> <p>This rule change would clarify that driveways are permitted in yards, subject to the existing limits on size and location.</p>

New/Updated Regulation or Standard	Key Change	Rationale
Section 4.9.1 Non-Complying Building or Structure	<p>Permit the repair, renovation or reconstruction of a non-complying building so long as they do not increase the extent of non-compliance.</p> <p>A non-complying building or structure which existed legally prior to the passing of this By-Law may be repaired, renovated or reconstructed provided that the repair, renovation or reconstruction:</p> <ol style="list-style-type: none"> 1. does not further encroach into a required yard; 2. does not further increase the extent of a non-compliance with a maximum yard setback requirement; and, 3. complies with all other applicable provisions of this By-Law. 	<p>The Planning Act protects the right to use land and buildings in a way that people often refer to as being “grandfathered”. This principle, known as “legally nonconforming”, happens when a property is used in a way legally, and then the rules change to prevent that use. An example might include building a three-storey house, and then the rules changing to limit height to two storeys. The right to keep, and rebuild, the “grandfathered” building is protected by law.</p> <p>The Town’s zoning by-laws have been even more permissive in this regard, allowing such a building to be made bigger and to extend the same grandfathered rule across the property. In most other municipalities you can rebuild the ‘grandfathered’ structure, but any new extension or addition to the building must comply with the new rules.</p> <p>The effect of the Town’s current rules is that there is little reason for a property to ever come into conformity with the new rules, as the very permissive rules that currently exist in the by-law go well beyond what is normally permitted by law.</p>

New/Updated Regulation or Standard	Key Change	Rationale
Section 1.10 Transition	<p>Add Section 1.10 – Transition</p> <p>i. Minor Variances</p> <p>All minor variances applied for prior to the enactment of By-law 2020-XX and approved pursuant to Section 45 of the Planning Act continue to apply and remain in force as if they are variances to this By-law for lawfully existing lots, buildings or structures.</p> <p>Nothing in this By-law will prevent the erection or use of a building or structure, for which:</p> <p>(A) a complete application for a minor variance under Section 45 of the Planning Act was filed on or prior to the date of passing By-law 2020-XX; or</p> <p>(B) a complete application for a minor variance under Section 45 of the Planning Act was filed after to the date of passing By-law 2020-XX based on a building permit application filed on or prior to the date of passing By-law 2020-XX.</p> <p>For the purposes of this section, a “complete application for a minor variance” means an application which satisfies the requirements of Section 2 of Ontario Regulation 200/96 (Minor Variance Applications) under the Planning Act.</p>	<p>This section is intended to protect applications that were underway, or that were previously granted permissions, from being caught by these new rules.</p>

New/Updated Regulation or Standard	Key Change	Rationale
	<p>ii. Site Plan Approval Applications</p> <p>Nothing in this By-law will prevent the erection or use of a building or structure for a project for which a complete application for site plan approval was filed on or prior to the date of passing By-law 2020-XX, if the project in question complies with the provisions of the applicable zoning by-law on that date, or obtains necessary relief from the zoning by-law through a minor variance under Section 45 of the Planning Act.</p> <p>Where a project qualifies under this Section:</p> <p>a) site plan approval may be granted if the project complies with the provisions of the applicable zoning by-law as it read on the date it was amended by By-law 2020-XX and all requirements of the Planning Act.</p> <p>b) after final site plan approval is received for a project that qualifies under Section 1.10 (iii), a building permit for that project may be issued if the project in question complies, or the building permit application for the project is amended to comply, with the provisions of the applicable zoning by-law as it read on the date it was amended by By-law 2020-XX, the site plan approval, and all finally approved minor variances.</p> <p>For the purposes of this section, a “complete application for site plan approval” means an application which satisfies the requirements set out in the Town of Newmarket Official Plan.</p>	<p>This section is intended to protect applications that were underway, or that were previously granted permissions, from being caught by these new rules.</p>

New/Updated Regulation or Standard	Key Change	Rationale
	iii. Building Permit Applications Nothing in this By-law will prevent the erection or use of a building or structure for which an application for a building permit was filed on or prior to the date of passing By-law 2020-XX, if the project in question complies, or the building permit application for the project is amended to comply, with the provisions of the zoning by-law as amended as it existed on the date of passing By-law 2020-XX. An “application for a Building permit” means an application for a Building permit that satisfies the requirements set out in Building By-law 2015- 58 or its successor by-law.	This section is intended to protect applications that were underway, or that were previously granted permissions, from being caught by these new rules.
	iv. Transition Clause Duration Nothing in this By-law applies so as to continue the application of Section 1.10 beyond the issuance of the building permit upon which the exemptions are founded.	This section is intended to protect applications that were underway, or that were previously granted permissions, from being caught by these new rules.

4.4 Visualizations of Neighbourhood Infill

This section of the report presents a series of visualizations of the proposed regulations, and the range of built form conditions that they would and/or would not permit. In doing so, they draw on real world examples outside of the Town of Newmarket.

The demonstration diagrams are focused on three regulations - height, setbacks and lot coverage, which have been determined to be the three most significant elements contributing to built form compatibility.

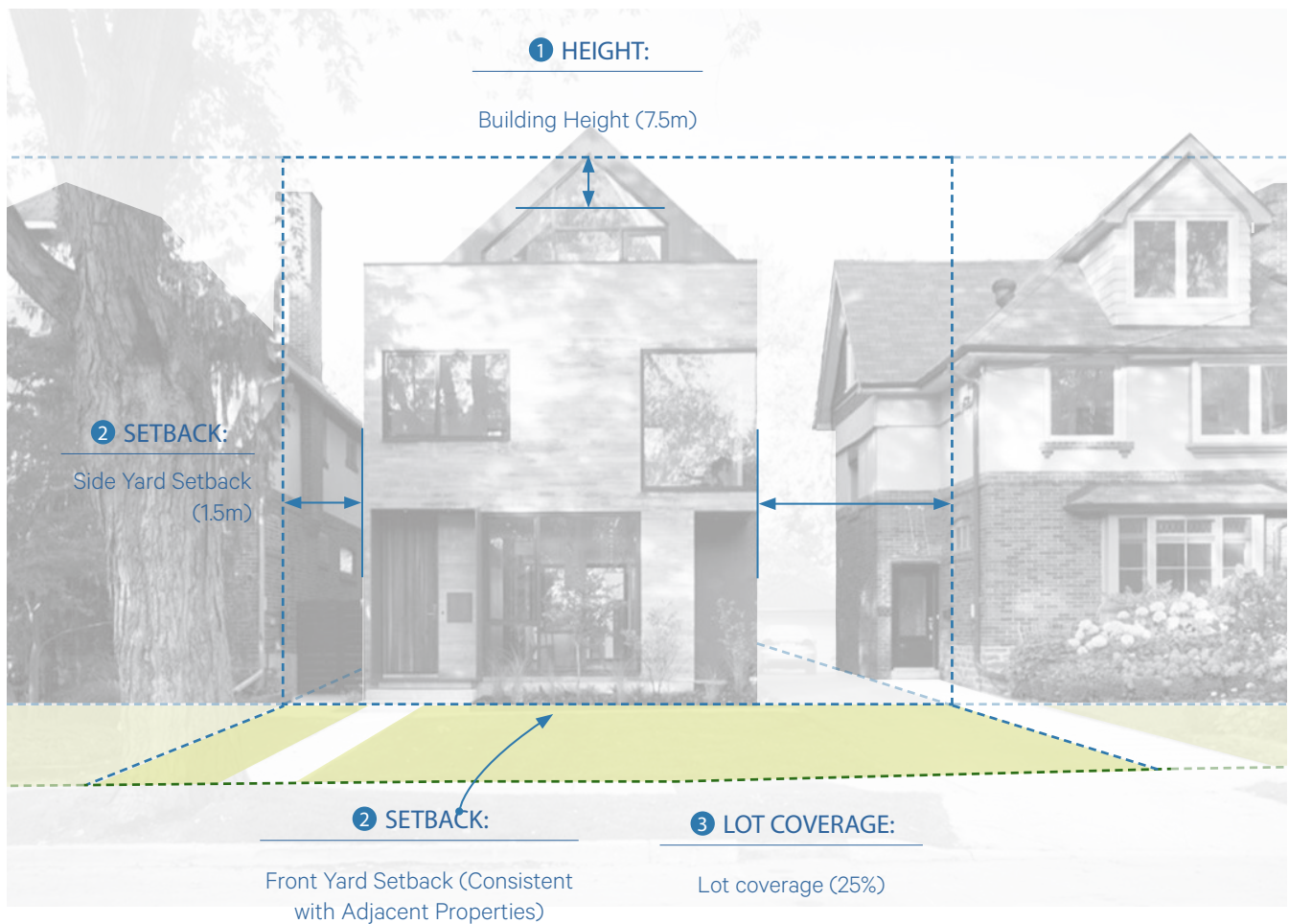
For the Historic Core and Traditional Suburban Character Areas, one example which fully complies with these three criteria is included, in addition to additional examples which partially comply, or largely do not comply.

Selected examples which reflect the range of conditions one might see in these character areas. The examples include a combination of pitched and flat roof styles, small, moderate and large lots, a variety of vehicle access and parking conditions, and a range of architectural styles.

Demonstration Diagram 1

This demonstration (Figure 31) shows a contemporary infill development, situated within an Historic Core Character Area. It is located on a moderately sized lot and has a combination flat / pitched roof with side yard driveway and detached garage.

The demonstration fully complies with all three criteria. The building height complies with the maximum 8.5m requirement and is consistent with adjacent buildings. The finished floor height complies with the maximum 1.2m requirement. It also has compatible finished ground floor height, floor to floor heights, datums and rooflines when compared with the associated adjacent properties. Similarly, the front yard setback is consistent with adjacent properties and the side yard setback complies with the minimum 1.5m setback, required for building walls up to 5.7m. Finally, the lot coverage complies with maximum permissions typical in this area (determined through aerial comparison of the surrounding block).



■ Complies ■ Does Not Comply

Figure 31. Demonstration Diagram 1 - Historic Core Character Area

Demonstration Diagram 2

This demonstration (Figure 32) features a contemporary renovation and addition to historic home, situated in an Historic Core Character Area. Sitting on a small lot, the property has a pitched roof, side yard driveway and pad parking.

The demonstration largely complies with the three criteria. The building height complies of 7.5m complies with the maximum 8.5m requirement and is consistent with

adjacent buildings. The finished floor height complies with maximum 1.2m requirement. The finished ground floor height, floor to floor heights, datums and roof lines are also generally consistent with adjacent properties. The front yard setback complies with the 1.5 metre requirement and is consistent with adjacent properties. One side yard setback complies with the minimum 1.5m setback required for building walls up to 5.7m, while the other side yard does not. The lot coverage complies with maximum permissions typical in this area.

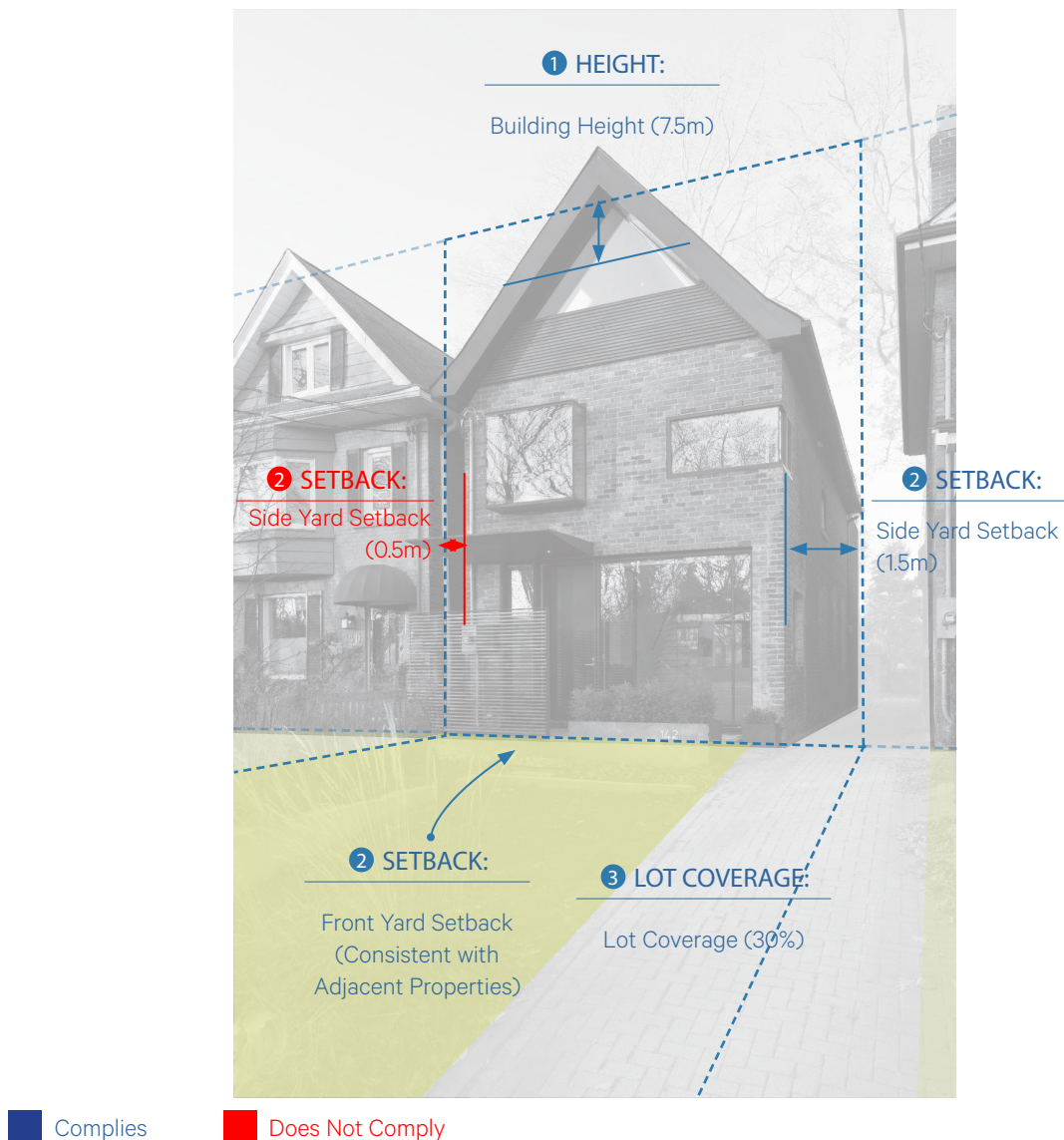


Figure 32. Demonstration Diagram 2 - Historic Core Character Area

Demonstration Diagram 3

This demonstration (Figure 33) shows a contemporary infill development, situated in an Historic Core Character Area, resulting from lot severance. It has a flat roof, integral garage and raised ground floor. It is located on a small lot.

The demonstration complies with the three criteria. The building height complies with the maximum 8.5m requirement, representing a modest increase over the adjacent building to the right. The datum does not

align to adjacent properties. The finished first floor height exceeds the maximum 1.2m requirement, as more than 50% of the ground floor is at a height of 2.5m. The entry and foyer are lower, with internal stairs.

The front yard setback complies and is consistent with those of the of adjacent properties. Side yards do not meet the minimum 1.8m setback required for building walls higher than 5.7m. The lot coverage does not comply with maximum permissions which would be typical in this area.

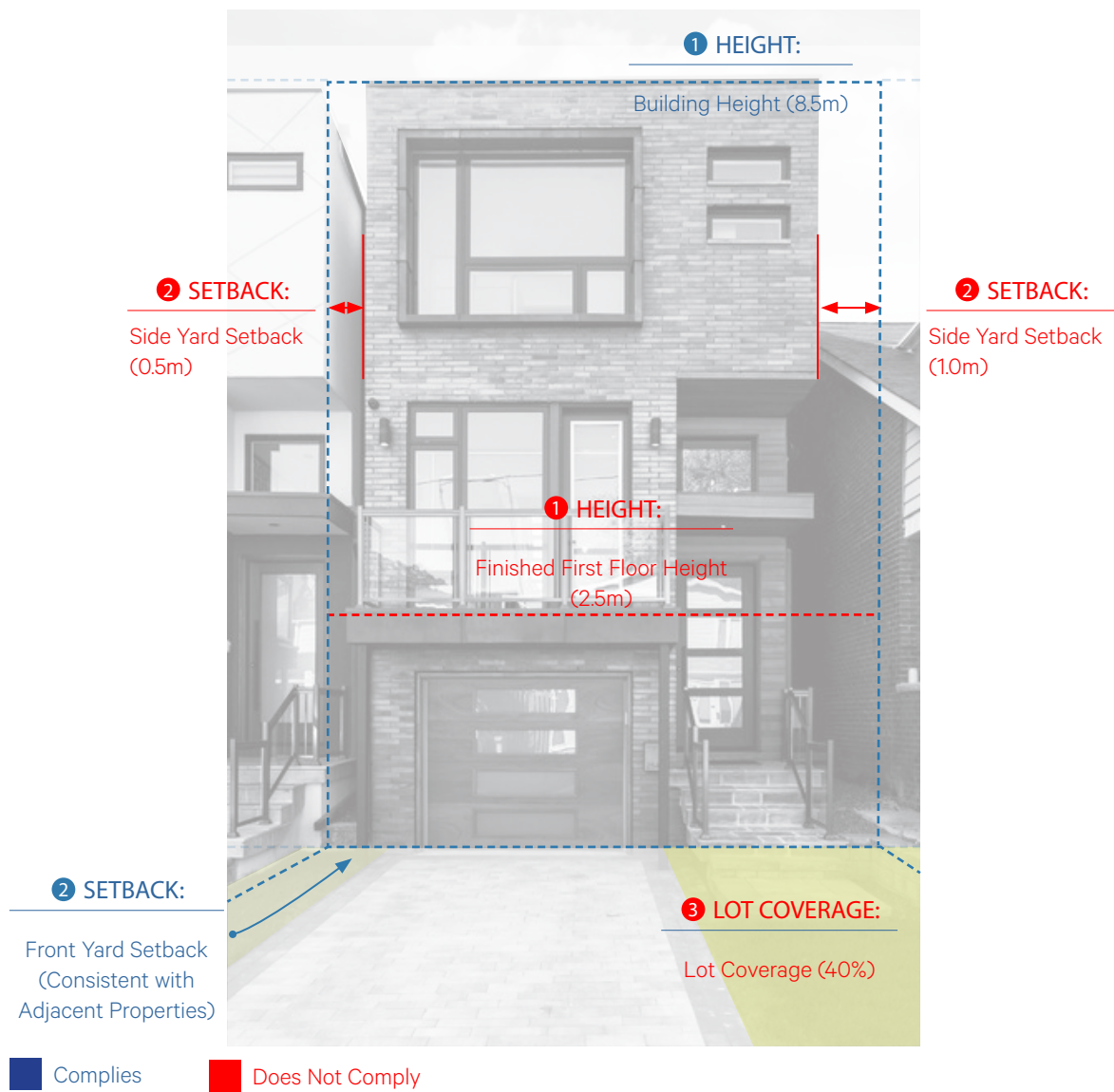


Figure 33. Demonstration Diagram 3 - Historic Core Character Area

Demonstration Diagram 4

This demonstration (Figure 34) shows a contemporary infill development on a moderately-sized lot, situated in an Historic Core Character Area, with a flat roof and integral garage.

The demonstration largely does not comply with the three criteria. The building height exceeds maximum permissions of 8.5m. The finished first floor height

exceeds the maximum 1.2m requirement, as more than 50% of the ground floor is at a height of 2.5m. The entry and foyer are lower, with internal stairs.

-While the front yard setback complies with the standards set by the adjacent properties, neither side yard meets the minimum 1.8m setback required for building walls higher than 5.7m. The lot coverage complies with maximum permissions which would be typical in this area.

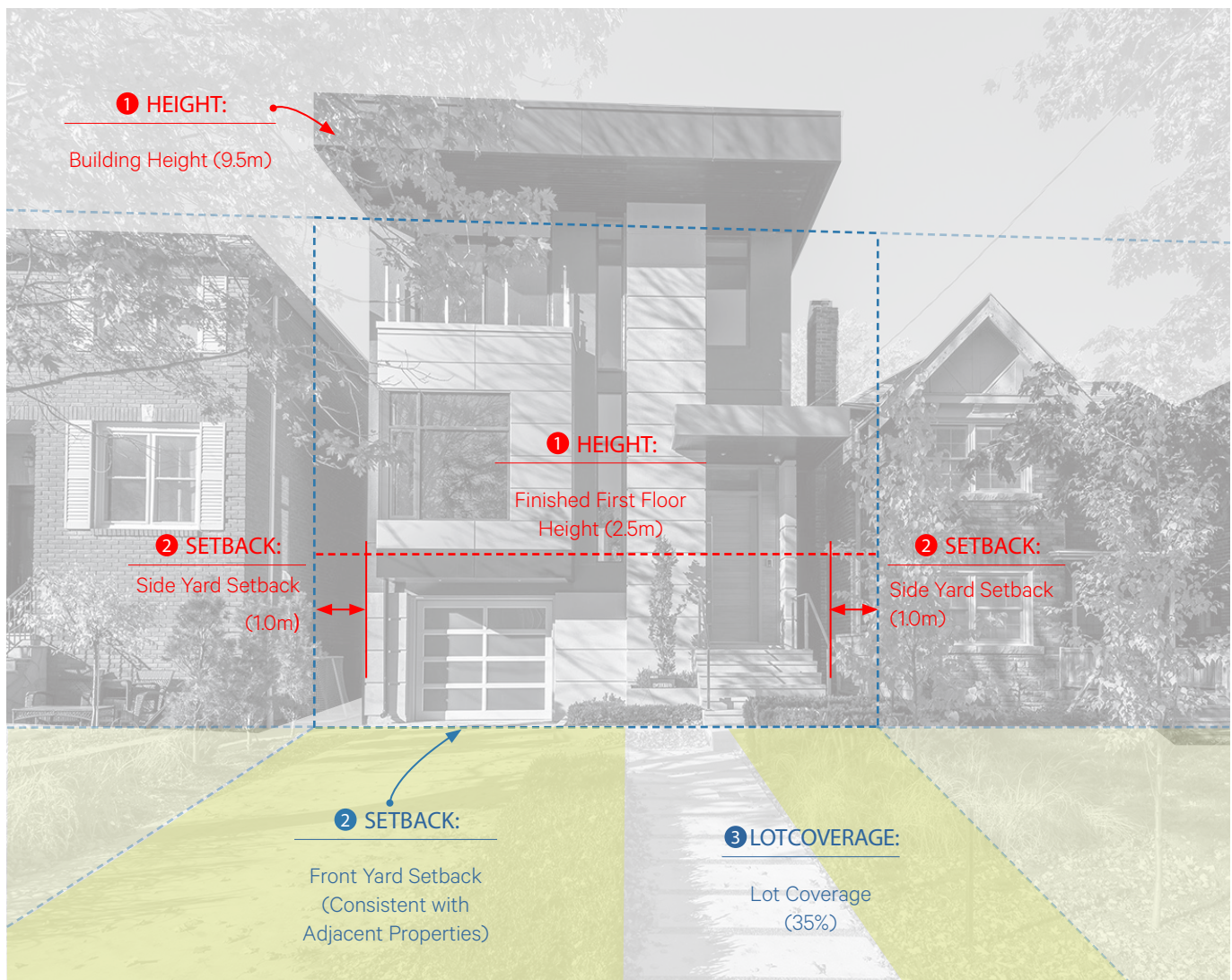


Figure 34. Demonstration Diagram 4 - Historic Core Character Area

Demonstration Diagram 5

This demonstration (Figure 35) illustrates a contemporary infill development, situated within a Traditional Suburban Character Area. The property features a flat roof, internal garage and raised ground floor with side-to-side split, on a fairly large lot.

The demonstration fully complies with all three criteria. The building height complies with max. 8.5m requirement and is consistent with adjacent buildings.

The finished floor height complies with maximum 1.2m requirement, as more than 50% of ground floor area falls under this height. It is also compatible with the finished floor height, floor to floor heights and datums of adjacent buildings. The front yard setback complies, with a minor change relative to adjacent building but within the required 1.0m range. Finally, the side yard setbacks comply with the minimum 1.8m requirement and lot coverage complies with maximum permissions which would be typical in this area.

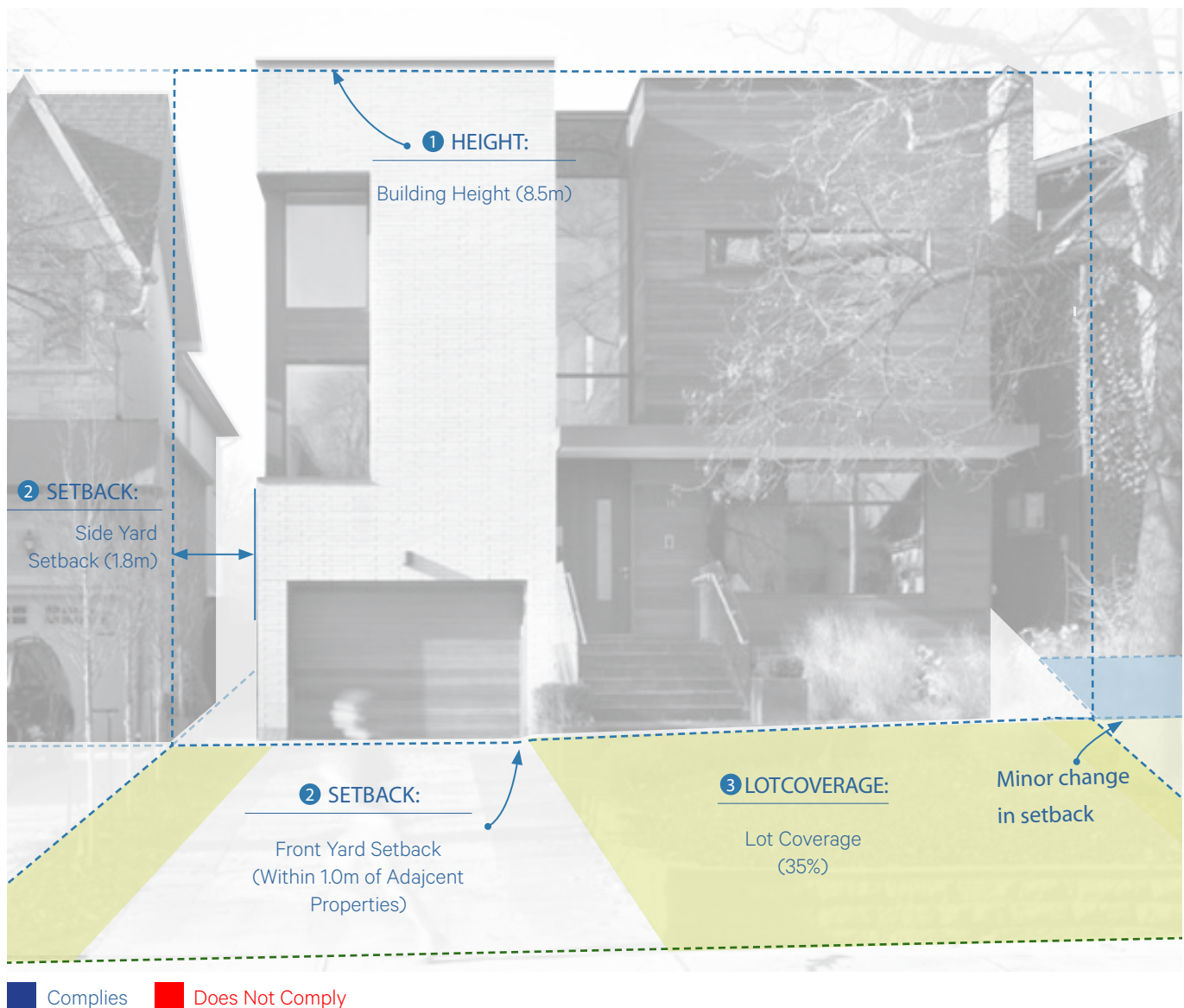


Figure 35. Demonstration Diagram 5 - Traditional Suburban Character Area

Demonstration Diagram 6

This demonstration (Figure 36) shows a contemporary infill development on a large lot, situated in a Traditional Suburban Character Area, with a flat roof, integral garage and raised ground floor. This particular condition is increasingly being seen in infill developments throughout municipalities across the Greater Toronto Area.

The demonstration largely complies with the three criteria. The building complies with the maximum 8.5m requirement. It is generally consistent, and slightly

shorter, with the adjacent two-storey building to the left. To a degree, it establishes a height transition to the adjacent bungalow to the right. The finished floor height does not comply with the maximum 1.2m requirement, as over 50% of the floor area is at 2.25m.

The front yard setback is in compliance. It features a minor change relative to adjacent building to the right, but is within required 1.0m range. The side yards comply with the minimum 1.8m setback required for building walls beyond 5.7m. The lot coverage also complies with maximum permission which would be typical in this area.

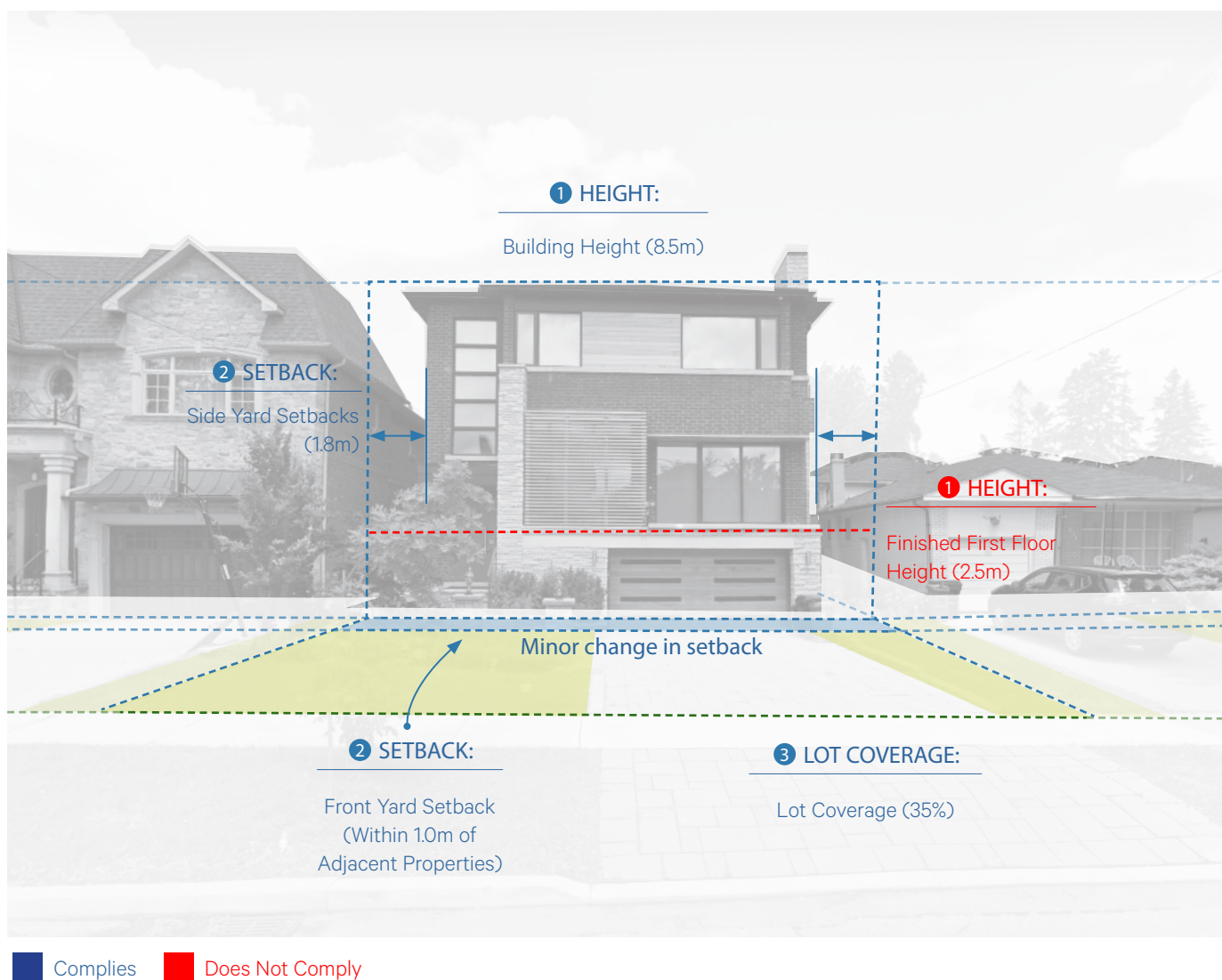


Figure 36. Demonstration Diagram 6 - Traditional Suburban Character Area

Demonstration Diagram 7

This demonstration (Figure 37) illustrates a contemporary infill development on a small lot, resulting from severance, situated in a Traditional Suburban Character Area. Features include a flat roof, integral garage and raised ground floor.

The demonstration largely does not comply with the three criteria. The building height marginally exceeds the maximum permission of 8.5m. The finished first

floor height exceeds the maximum 1.2m requirement, as more than 50% of the ground floor is at a height of 2.75m. The entry and foyer are lower, with internal stairs.

While the front yard setback complies and is consistent with adjacent properties, the side yard setbacks do not meet the minimum 1.8m requirement for building walls higher than 5.7m. The lot coverage complies with maximum permission which would be typical in this



Figure 37. Demonstration Diagram 7 - Traditional Suburban Character Area

Demonstration Diagram 8

This demonstration (Figure 38) illustrates a neo-traditional infill development, situated in a Traditional Suburban Character Area. Situated on a large lot, it features a mansard roof, integral garage and raised ground floor.

The demonstration largely does not comply with the three criteria. The building height exceeds the maximum permission of 8.5m. The assessment of building height is impacted due to the fact that this development features a mansard roof, as this increases the perception of height and massing. It is treated as a flat roof rather than a pitched roof.

The finished first floor height exceeds the maximum 1.2m requirement, as more than 50% of the ground floor is at a height of 2.75m. The entry and foyer are lower, with internal stairs.

The front yard setback is consistent with adjacent properties. The side yards meet the minimum 1.8m setback, required for building walls higher than 5.7m. The lot coverage exceeds and does not comply with maximum permissions which would be typical in this area.

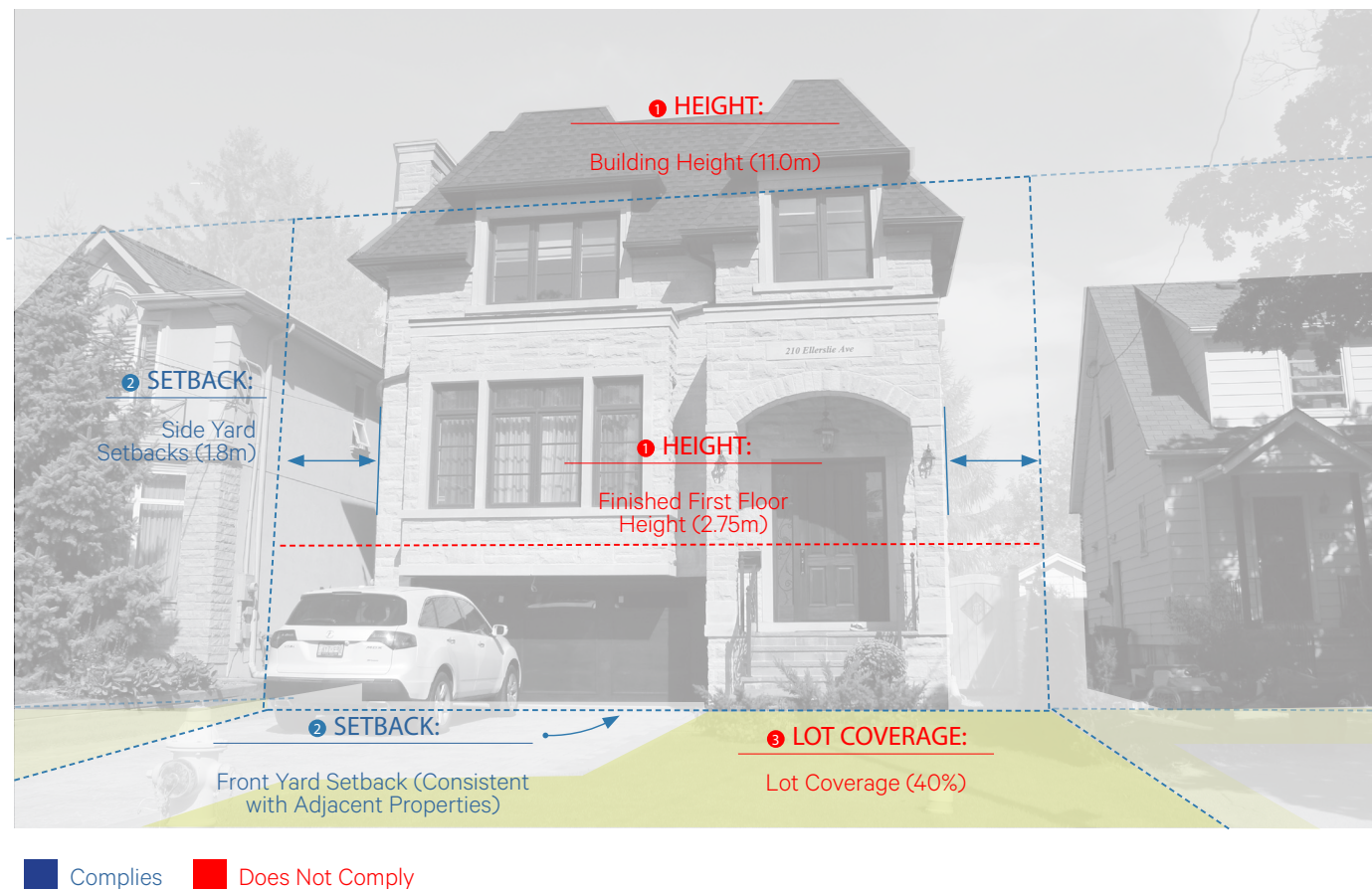


Figure 38. Demonstration Diagram 8 - Traditional Suburban Character Area

APPENDIX A

**Amendment No. 28
to the
Town of Newmarket Official Plan**

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PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of the Town of Newmarket Official Plan to:

- Reflect changes in residential development that have occurred since the Official Plan was adopted;
- Remove references to Stable and Emerging Residential Areas and instead include policies that recognize the built form patterns of each neighbourhood while acknowledging the value of diverse housing types throughout all residential neighbourhoods;
- Implement a neighbourhood-level framework delineating Residential Areas within four Residential Character Areas: Historic Core Character Area, Traditional Suburban Character Area, Contemporary Suburban Character Area, and Estate Character Area; and,
- Propose a defined list of predominant characteristics for each, requiring development in Residential Areas to be compatible with existing built form and public realm standards.

2. Location

The proposed amendments are made to the text and schedules of the Official Plan and are applied to the residential area of the Official Plan as described in the text and indicated on the Schedules.

3. Basis

In January 2019, the Council of the Town of Newmarket directed staff to undertake a study on development and change in established residential areas, while adopting an Interim Control By-law pursuant to Section 38 of the *Planning Act*. Since then, staff have researched best practices in regulating growth and change in established areas, reviewed applicable Regional and Provincial planning policy documents, and consulted with the public.

PART B THE AMENDMENT

1. Format of the Amendment

PART B – THE AMENDMENT describes the additions, deletions and/or modifications to the Town of Newmarket Official Plan and constitutes Official Plan Amendment Number 28.

Official Plan Amendment Number 28 consists of the following proposed modifications to the text and Schedules to the Newmarket Official Plan. Sections and Schedules of the Newmarket Official Plan proposed for modifications are identified as “**Items**”.

2. Details of the Amendment

Item 1 Section 2.0 Urban Structure

Delete the description of Residential Areas under the second paragraph and replace with the following:

“Encompassing the majority of lands throughout the Town of Newmarket, Residential Areas are low-rise residential neighbourhoods which accommodate a range of housing and tenure types, interspersed with ancillary convenience commercial and institutional uses.”

Item 2 Section 2.1 Managing Growth

Delete the first paragraph of Section 2.1 Managing Growth and replace it with the following:

A key principle reinforced throughout this Plan is the commitment to protect and strengthen existing neighbourhoods. Residential Areas are intended to remain stable. However, they may accommodate contextually-sensitive infill development and intensification, provided it contributes towards the establishment of a desirable urban structure, optimizes the use of existing municipal services and infrastructure, and is compatible with and complementary to the surrounding neighbourhood.

Item 3 Section 3.0: Residential Areas

Delete Section 3.0: Residential Areas and replace with the following:

3.0 Residential Areas

As the supply of greenfield lands becomes exhausted, residential development trends in Newmarket are shifting from suburban growth to urban intensification and redevelopment of existing built-up areas to accommodate current and projected population growth.

While the majority of this growth is directed to the Urban Centres, a limited amount of development that is compatible with the residential character of existing neighbourhoods is anticipated to occur throughout Residential Areas.

While Residential Areas are primarily comprised of single-detached and semi-detached dwellings, they also contain a mix of duplexes, triplexes, fourplexes, townhouses, rowhouses, and low-rise apartment buildings up to 4 storeys.

Sensitive development of Residential Areas can add value to the community by boosting and diversifying the housing stock, taking advantage of existing hard and soft infrastructure systems, and enriching the local community. However, such development must be undertaken in a manner which acknowledges, respects, and is compatible with the existing predominant physical neighbourhood character.

Residential Areas may also contain limited convenience commercial and institutional uses which are compatible with residential uses.

Item 4 Section 3.1: General Residential Areas Policies

- a. Delete Policies 1 and 2 under Section 3.1 General Residential Area Policies.
- b. Rename the title “Section 3.1: General Residential Area Policies” to “Section 3.1: Residential Areas Policies”.
- c. Add the following sections and policies after Section 3.1 Residential Areas Policies:

3.1.1 Objectives

- a. Provide for a range of residential accommodation by housing type, tenure, size, location and price range to help satisfy the Town of Newmarket's housing needs.

- b. Maintain the stability of Residential Areas by establishing zoning standards that acknowledge and respect the prevailing physical character of the surrounding neighbourhood.
- c. Recognize the desirability of gradual ongoing change by allowing for contextually-sensitive development through *Planning Act* applications, to permit development which contributes towards the establishment of a desirable urban structure, diversifies housing stock, optimizes the use of existing municipal services and infrastructure, and is compatible with and complementary to the surrounding neighbourhood.
- d. Encourage a range of innovative and affordable housing types, zoning standards and subdivision designs.

3.1.2 Permitted Uses

Policies

- 1 The predominant use of land in Residential Areas shall be residential in the form of single-detached and semi-detached dwellings.
- 2 Rowhouses, townhouses, duplex, triplex, and quadruplex are also permitted provided that the applicant can demonstrate to the satisfaction of the Town, how the proposed development is compatible with the existing character of the neighbourhood through a Compatibility Analysis Study.
 - 2.1 For the purpose of Policy 3.1.2.2, a Compatibility Analysis Study, which may form part of a Planning Justification Report, shall at a minimum, address policies of Section 12.4 Compatibility.
- 3 Secondary and/or complementary permitted uses include those local institutional uses serving the immediate area such as Town of Newmarket Official Plan 27 elementary schools, group homes and special needs housing. In addition, home occupations, accessory dwelling units in single-detached and semi-detached dwellings, and convenience commercial uses are permitted. Conservation uses, parks and open space areas are also permitted in the Residential Areas (OPA #4).
- 4 Townhouse units on a Private Road shall be a permitted use in the Residential Area for the lands subject to Official Plan Amendment No. 12. (OPA #12) (955 & 995 Mulock Drive).

- 5 Within Residential Areas located on Davis Drive, immediately west of the Bus Terminal, permitted uses shall also include 4 to 6 storey apartment buildings and mixed use “live-work” units (*OPA #16*).

3.1.3 Development Criteria

Policies

1. Throughout Residential Areas, development shall be compatible with the prevailing physical character of the surrounding neighbourhood, with consideration for the following:
 - lot dimensions;
 - lot frontage;
 - front, side and rear yard setbacks;
 - siting and orientation;
 - lot coverage;
 - building entrance location;
 - private landscaping;
 - building height, massing, and depth; and,
 - ground floor height.
2. Development in Residential Areas shall acknowledge and respect the prevailing physical character of the surrounding properties, particularly those properties with frontage along the same street segment, subject to the Urban Design and Compatibility policies of Section 12.
3. When considering development proposals in Residential Areas, the Town will:
 - a. Assess the compatibility of the proposed development as it relates to the existing built form so that it enhances and builds upon desirable established patterns of built form and open spaces, and
 - b. Consider its contribution to the maintenance and achievement of a balance of housing types and tenures to provide a full range of housing for a variety of demographic profiles.
4. All Residential Areas shall be developed or maintained on full municipal sanitary sewer, water supply and storm sewer services, with the exception of the existing Kingdale Road, Old Bathurst Estates and Premier Place Estate Neighbourhoods.

Item 5 Section 3.2: Residential Character Areas

- a. Delete Section 3.2: Stable Residential Areas and Section 3.3: Emerging Residential Areas.
- b. Add the follow sections and policies under the new Section 3.2: Residential Character Areas and renumber subsequent sections accordingly.

Section 3.2 Residential Character Areas

3.2.1 Objective

The Residential Character Area boundaries are illustrated in Schedule I: Residential Character Areas. It is the objective of the Residential Area policies to maintain the stability and unique quality of Residential Character Areas, while allowing for contextually-sensitive development, which demonstrates compatibility with the prevailing built form and public realm features of the surrounding neighbourhood.

3.2.2 Historic Core Character Area

Newmarket's Historic Core Character Area were developed prior to the 1940's, and the advent of subdivision-based planning. The Historic Core Character Area is situated within and surrounding the historic core of the Town of Newmarket, and is generally bounded by properties fronting Davis Drive to the north, Leslie Street to the east, Gorham Street and Eagle Street to the south, and properties fronting onto Yonge Street to the west.

Newmarket's Historic Core Character Area is generally characterized by:

- Traditional street grid patterns;
- Short blocks with many intersections;
- Landscaped boulevards and an extensive canopy of established mature trees;
- Continuous sidewalks on one or both sides of the street;
- Varied lot shapes and configurations;
- Varied front yard and side yard setbacks, of a shallow to significant depth;
- Varied building heights, ranging between 1 and 2-storeys;
- Varied vehicular access configurations, including front and side yard driveways;

- Varied parking configurations, including parking pads, detached garages, and attached garages;
- Range of architectural expressions and styles, with a significant focus on Victorian-era Architecture; and,
- Significant concentration of Listed and Designated Heritage Properties.

Policy

1. Development within the Historic Core Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.2, while responding to unique site and contextual conditions, and demonstrating compatibility with the existing neighbourhood.

3.2.3 Traditional Suburban Character Area

Newmarket's Traditional Suburban Character Area was developed between the 1940's and 1990's, following the advent of subdivision-based planning. The Traditional Suburban Character Area is generally situated between the historic core of the Town of Newmarket, and the Contemporary Suburban Character Area, which traverse the periphery of the Town.

Newmarket's Traditional Suburban Character Area is generally characterized by:

- Curvilinear street patterns, including crescent streets and cul-de-sacs;
- Long blocks with few intersections;
- Landscaped boulevards and a moderate and evolving canopy of maturing street trees;
- Discontinuous sidewalks on one side of the street, with the exception of cul-de-sacs, many of which are absent of sidewalks;
- Rectangular and pie-shaped lots, with consistent dimensions, of a moderate to significant size;
- Consistent front and side yard setbacks;
- Varied building heights, ranging between 1 and 2-storeys;
- Consistent vehicular access configurations, characterized by front yard driveways;
- Consistent parking configurations, characterized by integral garages; and
- Limited range of architectural expressions and styles.

Policy

1. Development within Traditional Suburban Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.3, while responding to unique site and contextual conditions, and demonstrating compatibility with existing neighbourhood.

3.2.4 Contemporary Suburban Character Area

Newmarket's Contemporary Suburban Character Area was developed following the 1990's, and is generally situated at the periphery of the Town, beyond the Traditional Suburban Character Area, and adjacent to the Estate Character Area.

Newmarket's Contemporary Suburban Character Area is generally characterized by:

- Modified street grid patterns;
- Short blocks with many intersections;
- Landscaped boulevards and a minimal canopy of newly established street trees;
- Continuous sidewalks on one or both sides of the street;
- Rectangular and pie-shaped lots, with consistent dimensions, of a small to moderate size;
- Consistent front and side yard setbacks, of a shallow to moderate depth;
- Consistent building heights of 2-storeys;
- Consistent vehicular access configurations, characterized by front yard driveways;
- Consistent parking configurations, characterized by integral garages; and
- Limited range of architectural expressions and styles.

Policy

1. Development within Contemporary Suburban Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.4, while responding to unique site and contextual conditions, and demonstrating compatibility with the existing neighbourhood.

3.2.5 Estate Character Area

Newmarket's Estate Character Area was developed between the 1940's and 1990's, and are scattered throughout Newmarket, but are generally situated at the periphery of the Town, beyond the Traditional

Suburban Character Area, and adjacent to the Contemporary Suburban Character Area.

Estate Character Area is generally characterized by:

- Curvilinear street patterns, including crescent streets and cul-de-sacs;
- Long and often undefined discontinuous blocks;
- Landscaped boulevards with paved or gravel shoulders, swales and moderate and evolving canopy of maturing street trees;
- No sidewalks;
- Rectangular and pie-shaped lots, with consistent dimensions, or a significant size;
- Consistent front yard setbacks, of a significant depth;
- Consistent side yard setbacks, of a moderate to significant depth;
- Varied building heights, ranging between 1 and 2-storeys;
- Varied vehicular access configurations, characterized by front yard driveways with one or more curb-cuts, and occasionally turn-around facilities of moderate to significant width;
- Varied parking configurations, characterized by parking pads, attached front and side garages, detached garages, and outdoor parking enclosures; and
- Significant range of architectural expressions and styles.

Policies

1. Development within the Estate Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.5, while responding to unique site and contextual conditions, and demonstrating compatibility with the existing neighbourhood.
2. Within Estate Character Area, no new residential lot shall be created through consent until such time as municipal services are provided throughout the neighbourhood.
3. Nothing in this Plan shall prevent the Kingdale Road, Old Bathurst Estates and Premier Place Estate Residential subdivisions from being provided with full municipal services, if deemed appropriate and/or necessary, by the Region of York or the Town of Newmarket.

Item 6 Section 3.9 Intensification

- a. Renumber Section 3.9: Intensification to Section 3.8: Intensification.

b. Replace Policy 1 with the following:

1. Throughout Residential Areas, intensification is permitted through the introduction of the following:
 - A range of building and unit types including accessory dwelling units, single-detached dwellings and semi-detached dwellings.
 - A range of building and units types including townhouses and rowhouses on a site-specific basis.
 - Infill development through the construction of new residential dwellings and buildings on vacant land, additions and structural alterations to existing dwellings, and the demolition and redevelopment of existing dwellings.
 - The consent of lands resulting in the introduction of additional residential dwellings, where appropriate and subject to other policies of this Plan.

c. Add the following policies after Policy 1:

2. Standards for accessory dwelling units, will be established in the Zoning By-law and shall be consistent with Section 3.6, Accessory Dwelling Units.
3. Limited intensification through consents will be permitted subject to the zoning by-law and compatibility with the scale of the surrounding neighbourhood, the physical suitability of the site to accommodate the proposed infill or intensification, availability of services and road access requirements.

Item 7 Section 12.4: Compatibility

- a. Number the first paragraph as Policy 1 and delete the list following the second sentence in paragraph 1 and replace the list with the following:
 - Existing built form of the area;
 - Policies of the Residential Character Area, if applicable;
 - Nature of fenestration and sun reflection impacts;
 - Nature of shadow impacts; and,
 - Existing and emerging built-form elements such as height, massing, setbacks, materials and finishes that are incorporated into surrounding buildings.
- b. Add the following policies to Section 12.4 Compatibility after Policy 1:

2. Development will be required to demonstrate how its design fits with the existing character of the surrounding area in the context of:
 - Setbacks, heights and transition;
 - Façade and roofline articulation;
 - Colours and materials;
 - Architectural elements, including windows, doors and projections;
 - Pre- and post-construction grades on site; and
 - Incorporating elements and details of common characteristics of the area.
- c. Delete the second paragraph and replace it with the following as Policy 3:
 3. Building heights of mid-rise and high-rise buildings immediately adjacent to a Residential Area should provide an appropriate transition and achieve suitable visual angular planes. Where a building height greater than the existing adjacent context or adjacent public open space is proposed, the development shall demonstrate that an effective transition in height and massing, such as a stepping down or variation in building form has been incorporated into the design.
- d. Number the third paragraph as Policy 4.

Item 8 Section 16.0 Implementation

Add the following section and policy as **Section 16.6 Transition**

Section 16.6 Transition

Policy

1. Notwithstanding the policies of OPA No. 28, applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium approval or Site Plan approval which were deemed complete and still in process prior to approval of OPA No. 28, or which were approved by the Town or the Local Planning Appeal Tribunal, are required to conform only with the policies in force at the time of the complete application or approval until the date OPA No. 28 is approved.

Item 9 Schedule A: Land Use

Schedule A: Land Use is revised by removing “Stable Residential” and “Emerging Residential” Land Use Designations, combining those lands previously designated as “Stable Residential” and “Emerging Residential” and replacing them with a single “Residential” Land Use Designation as shown on Schedule 1 attached.

Item 10 Schedule I: Residential Character Areas

Add the attached Schedule 2 as Schedule I: Residential Character Areas to the Newmarket Official Plan.

3. Schedules

Schedule 1 – Schedule A: Land Use

Schedule 2 – Schedule I: Residential Character Areas

APPENDIX B

Corporation of the Town of Newmarket

By-law 2020-XX

A By-law to amend By-law Number 2010-40, as amended, being the Town of Newmarket Zoning By-law.

Whereas it is deemed advisable to amend By-law Number 2010-40;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Exception 119 enacted by By-law 2013-30 is hereby repealed.
2. That By-law Number 2010-40, as amended, is hereby amended as follows:
 - i. **Section 1: Interpretation and Administration** is amended by adding **Section 1.10 Transition** and the following:

This section applies to:

- i. Site-Specific Zoning By-law Amendments
All site-specific zoning by-law amendments approved and came into full force and effect pursuant to Section 34 of the *Planning Act* prior to the passing of By 2020-xx shall remain in force.
- ii. Minor Variances
All minor variances applied for prior to the passing of By-law 2020-XX and approved pursuant to Section 45 of the *Planning Act* continue to apply and remain in force as if they are variances to this By-law for lawfully **existing lots, buildings or structures**.

Nothing in this By-law shall prevent the erection or use of a **building or structure**, for which:

- a. a complete application for a minor variance under Section 45 of the Planning Act was filed on or prior to the date of passing By-law 2020-XX and approved prior to or after the passing of By-law 2020-XX; or
- b. a complete application for a minor variance under Section 45 of the Planning Act was filed and approved after to the date of passing By-law 2020-XX based on a building permit application filed on or prior to the date of passing By-law 2020-XX .

For the purposes of this section, a "complete application for a minor variance" means an application which satisfies the requirements of Section 2 of Ontario Regulation 200/96 (Minor Variance Applications) under the *Planning Act*.

iii. Building Permit Applications

Nothing in this By-law shall prevent the erection or use of a **building** or **structure** for which an application for a building permit was filed on or prior to the date of passing By-law 2020-XX, if the project in question complies, or the building permit application for the project is amended to comply, with the provisions of the zoning by-law as amended as it existed on the date of passing By-law 2020-XX.

An "application for a Building permit" means an application for a Building permit that satisfies the requirements set out in Building By-law 2015-58 or its successor by-law.

iv. Site Plan Approval Applications

Nothing in this By-law shall prevent the erection or use of a **building** or **structure** for a project for which a complete application for site plan approval was filed on or prior to the date of passing By-law 2020-XX, if the project in question complies with the provisions of the applicable zoning by-law on that date, or obtains necessary relief from the zoning by-law through a minor variance under Section 45 of the *Planning Act*.

Where a project qualifies under this Section:

- a. site plan approval may be granted if the project complies with the provisions of the applicable zoning by-law as it read on the date it was amended by By-law 2020-XX and all requirements of the *Planning Act*.
- b. after final site plan approval is received for a project that qualifies under Section 1.10 (iii), a building permit for that project may be issued if the project in question complies, or the building permit application for the project is amended to comply, with the provisions of the applicable zoning by-law as it read on the date it was amended by By-law 2020-XX, the site plan approval, and all finally approved minor variances.

For the purposes of this section, a "complete application for site plan approval" means an application which satisfies the requirements set out in the Town of Newmarket Official Plan.

v. Transition Clause Duration

Nothing in this By-law applies so as to continue the application of Section 1.10 beyond the issuance of the building permit upon which the exemptions are founded.

ii. **Section 3: Definitions** is amended as follows:

- a. Delete the definition of **Basement** and replace it with the following:

Means a portion of a building that is underground, which has more than one third of its height above finished grade but where the height above finished grade does not exceed:

- 1.2 metres for lots Zoned R1, R2 or R3; or,
- 1.8 metres for lots in all other Zones.

- b. Add the term **Dormer** and the following definition:

Means a roof structure, often containing a window, which projects both vertically and horizontally beyond the plane of a pitched roof, occupying an area equal to or less than 30% of the total horizontal roof area on each side of the roof.

- c. Delete the definition of **Grade, Established or Finished** and replace it with the following:

“Means

For single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and fourplex dwellings, the average elevation of the ground, measured at the two points where the front yard meets adjacent side lot lines;

For all other structures, the average of the levels of the finished ground surface at every location of change of grade along the exterior walls of a building or structure.”

- d. Revise the term **Height** to **Height, Building** and replace the definition with the following:

“Means the vertical distance measured between the established or finished grade and any of the following:

- On a flat roof or mansard roof, the highest point of the roof surface or the parapet, whichever is greater;
- On a gable, hip or gambrel roof, or any other type of pitched roof, the mean distance between the eaves and ridges of the roof; or,
- The highest point of a structure without a roof.”

- e. Add the term **Height, Finished First Floor** and the following definition:

“Means the finished height of the first floor of a building, inclusive of the entryway or landing, occupying an area greater than or equal to 50% of the total horizontal first floor area, and measured relative to the elevation of established or finished grade.”

- f. Add the term **Roof, Flat** and the following definition:

“Means a roof with a slope of less than 1.0 vertical units for every 4.0 horizontal units, occupying an area greater than or equal to 50% of the total horizontal roof area.”

- g. Add the term **Roof, Pitched** and the following definition:

“Means a roof with a slope of greater than 1.0 vertical units for every 4.0 horizontal units, occupying an area greater than or equal to 50% of the total horizontal roof area.”

- h. Revise the term **Garage, Residential** by adding “accessed via a driveway” after “Means an enclosed building or part thereof”, as follows:

“Means an enclosed building or part thereof, accessed via a driveway, located within a Residential Zone that is used for the storage of private motor vehicles, recreational vehicles and trailers.”

- i. Delete the definition of **Storey** and replace it with the following:

“Means

For single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and fourplex dwellings a level of a building located between the surface of a floor and the ceiling or roof immediately above it, and includes a mezzanine but does not include a basement or cellar. Any portion of a building partly below grade shall be deemed a storey where its ceiling is more than 1.2m above established grade.

For all other structures, a level of a building located between the surface of a floor and the ceiling or roof immediately above it, and includes a mezzanine but does not include a basement or cellar. Any portion of a building partly below grade shall be deemed a storey where its ceiling is more than 1.8m above established grade. Any portion of a storey exceeding 3.6 metres in height shall be deemed to be an additional storey.”

- iii. **Section 4: General Provisions** is amended as follows:
- a. Add the following to the table in **Section 4.2 Encroachments into Required Yards**:

Permitted Structure or Feature	Applicable Required Yard(s)	Required Setback or Permitted Encroachment
STRUCTURAL AND ORNAMENTAL FEATURES:		
Driveway	Permitted in any yard of a residential zone	Subject to: i. Limits of Section 6.2 ii. Limits of Section 5.5

- b. Add the following provision as **Section 4.9.2 Exception** and renumber Valid Building Permit in Effect as Section 4.9.3:
- Section 4.9.2 Exception**
- Notwithstanding Section 4.9.1 (iii), a building or structure having a non-complying maximum finished first floor height may be enlarged, repaired or renovated, but the reconstruction of such building or structure shall comply with the maximum finished first floor height in accordance with Section 6.2.2.
- c. Delete **Section 4.13 Conformity with an Established Building Line**.
- d. Add **Section 4.24 0.3m Reserve** and the following provisions:
- Section 4.24 0.3m Reserve**
- For the purposes of this By-law, a 0.3 m reserve shall:
- i. be considered to be part of the abutting road for the purposes of determining lot lines, and
 - ii. be considered part of the adjacent lot for the purposes of determining setbacks and coverage.

This regulation does not deem the lot to abut a street from which it is separated by a 0.3 metre reserve.

- iv. **Section 6.2.2 Zone Standards** is amended as follows:
- a. Delete column **Ex. 119** from the table.

- b. In the row **Maximum Lot Coverage**, add “Refer to Schedule D” in the columns for Zones A, B, C, D, E, F, G, H, J and K.
- c. Replace the term **Max. Height** with **Max. Building Height**.
- d. Delete the **Max. Building Height** provisions for Zones A, B, C, D, E, F, G, H, J and K and replace them with “8.5m”.
- e. Add a row to the table for **Max. Finished First Floor Height** and insert “1.2m” in the columns for Zones A, B, C, D, E, F, G, H and J.
- f. Delete “Each Side 1 Storey”; “Each Side 1.5 Storeys”, and “Each Side 2 Storeys” in the table under **From Interior Side Lot Line** and replace them with “Up to 4.2m Building Height”; “Up to 5.7 Building Height” and “Beyond 5.7m Building Height” respectively.
- g. Delete the **Min. Yard Setback from Front Lot Line** provisions for Zones C, D, E, F, G, H, J, K, L and M and replace them with (*16).
- h. In the row **Exterior Side Lot Line**, add (*18) for Zones C, D, E, F, G, H, J and K.

v. **Section 6.2.3 Additional Requirements for Residential Zones** is amended as follows:

- a. Delete the first paragraph and replace it with the following:
 - i. The following additional requirements apply to the regulatory sets for the Residential Zones as shown throughout Section 6.2.2. Where marked by an asterisk and number, that number refers to the standard that is varied by the clause. Where indicated as a regulation (i) (ii) (iii) that regulation describes its effect and application.
- b. Add the following provision after the first paragraph:
 - ii. For residential lots, the minimum amount of soft landscaping in a yard is the area of the yard less any permitted encroachments.
- c. Add the following additional requirements after (*15):

(*16) The minimum front yard setback shall be one metre less than the average of the front yard setback of adjacent dwellings located within 60 metres on the same road, but shall not be closer to the street line than 3m.

In addition to the above, the proposed front yard setback shall not be further from the street line than one metre greater than the average of the front yard setback of adjacent dwellings located within 60 metres on the same road.

(*17) For a semi-detached dwelling the setback shall not apply where a side lot line extends from a common wall dividing attached dwelling units.

(*18) The minimum exterior side yard setback requirement shall be one metre less than the average of the front yard or exterior side yard setbacks of the adjacent dwelling(s) located within 60 metres on the same side of the road as the exterior side lot line, but it shall not be less than the minimum prescribed in Section 6.2.2.

In addition to the above, the proposed exterior side yard setback shall not be further from the exterior side lot line than one metre greater than the average of the front yard or exterior side yard setbacks of the adjacent dwelling(s) located within 60 metres on the same side of the road as the exterior side lot line.

vi. **Schedule A (Maps)**

- a. Add the attached Schedule 1 as Schedule D: Lot Coverage to By-law 2010-40, as amended.
- b. Delete Schedule A Maps 10 and 13 and replacing them with Schedules 2 and 3 attached as new Schedule A Maps 10 and 13.

3. That Schedules 1, 2 and 3 attached to this by-law are declared to form part of this by-law.

Enacted this xxx day of xxx, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk

**Amendment No. 28
to the
Town of Newmarket Official Plan**

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PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of the Town of Newmarket Official Plan to:

- Reflect changes in residential development that have occurred since the Official Plan was adopted;
- Remove references to Stable and Emerging Residential Areas and instead include policies that recognize the built form patterns of each neighbourhood while acknowledging the value of diverse housing types throughout all residential neighbourhoods;
- Implement a neighbourhood-level framework delineating Residential Areas within four Residential Character Areas: Historic Core Character Area, Traditional Suburban Character Area, Contemporary Suburban Character Area, and Estate Character Area; and,
- Propose a defined list of predominant characteristics for each, requiring development in Residential Areas to be compatible with existing built form and public realm standards.

2. Location

The proposed amendments are made to the text and schedules of the Official Plan and are applied to the residential area of the Official Plan as described in the text and indicated on the Schedules.

3. Basis

In January 2019, the Council of the Town of Newmarket directed staff to undertake a study on development and change in established residential areas, while adopting an Interim Control By-law pursuant to Section 38 of the *Planning Act*. Since then, staff have researched best practices in regulating growth and change in established areas, reviewed applicable Regional and Provincial planning policy documents, and consulted with the public.

PART B THE AMENDMENT

1. Format of the Amendment

PART B – THE AMENDMENT describes the additions, deletions and/or modifications to the Town of Newmarket Official Plan and constitutes Official Plan Amendment Number 28.

Official Plan Amendment Number 28 consists of the following proposed modifications to the text and Schedules to the Newmarket Official Plan. Sections and Schedules of the Newmarket Official Plan proposed for modifications are identified as “**Items**”.

2. Details of the Amendment

Item 1 Section 2.0 Urban Structure

Delete the description of Residential Areas under the second paragraph and replace with the following:

“Encompassing the majority of lands throughout the Town of Newmarket, Residential Areas are low-rise residential neighbourhoods which accommodate a range of housing and tenure types, interspersed with ancillary convenience commercial and institutional uses.”

Item 2 Section 2.1 Managing Growth

Delete the first paragraph of Section 2.1 Managing Growth and replace it with the following:

A key principle reinforced throughout this Plan is the commitment to protect and strengthen existing neighbourhoods. Residential Areas are intended to remain stable. However, they may accommodate contextually-sensitive infill development and intensification, provided it contributes towards the establishment of a desirable urban structure, optimizes the use of existing municipal services and infrastructure, and is compatible with and complementary to the surrounding neighbourhood.

Item 3 Section 3.0: Residential Areas

Delete Section 3.0: Residential Areas and replace with the following:

3.0 Residential Areas

As the supply of greenfield lands becomes exhausted, residential development trends in Newmarket are shifting from suburban growth to urban intensification and redevelopment of existing built-up areas to accommodate current and projected population growth.

While the majority of this growth is directed to the Urban Centres, a limited amount of development that is compatible with the residential character of existing neighbourhoods is anticipated to occur throughout Residential Areas.

While Residential Areas are primarily comprised of single-detached and semi-detached dwellings, they also contain a mix of duplexes, triplexes, fourplexes, townhouses, rowhouses, and low-rise apartment buildings up to 4 storeys.

Sensitive development of Residential Areas can add value to the community by boosting and diversifying the housing stock, taking advantage of existing hard and soft infrastructure systems, and enriching the local community. However, such development must be undertaken in a manner which acknowledges, respects, and is compatible with the existing predominant physical neighbourhood character.

Residential Areas may also contain limited convenience commercial and institutional uses which are compatible with residential uses.

Item 4 Section 3.1: General Residential Areas Policies

- a. Delete Policies 1 and 2 under Section 3.1 General Residential Area Policies.
- b. Rename the title “Section 3.1: General Residential Area Policies” to “Section 3.1: Residential Areas Policies”.
- c. Add the following sections and policies after Section 3.1 Residential Areas Policies:

3.1.1 Objectives

- a. Provide for a range of residential accommodation by housing type, tenure, size, location and price range to help satisfy the Town of Newmarket's housing needs.

- b. Maintain the stability of Residential Areas by establishing zoning standards that acknowledge and respect the prevailing physical character of the surrounding neighbourhood.
- c. Recognize the desirability of gradual ongoing change by allowing for contextually-sensitive development through *Planning Act* applications, to permit development which contributes towards the establishment of a desirable urban structure, diversifies housing stock, optimizes the use of existing municipal services and infrastructure, and is compatible with and complementary to the surrounding neighbourhood.
- d. Encourage a range of innovative and affordable housing types, zoning standards and subdivision designs.

3.1.2 Permitted Uses

Policies

- 1 The predominant use of land in Residential Areas shall be residential in the form of single-detached and semi-detached dwellings.
- 2 Rowhouses, townhouses, duplex, triplex, and quadruplex are also permitted provided that the applicant can demonstrate to the satisfaction of the Town, how the proposed development is compatible with the existing character of the neighbourhood through a Compatibility Analysis Study.
 - 2.1 For the purpose of Policy 3.1.2.2, a Compatibility Analysis Study, which may form part of a Planning Justification Report, shall at a minimum, address policies of Section 12.4 Compatibility.
- 3 Secondary and/or complementary permitted uses include those local institutional uses serving the immediate area such as Town of Newmarket Official Plan 27 elementary schools, group homes and special needs housing. In addition, home occupations, accessory dwelling units in single-detached and semi-detached dwellings, and convenience commercial uses are permitted. Conservation uses, parks and open space areas are also permitted in the Residential Areas (OPA #4).
- 4 Townhouse units on a Private Road shall be a permitted use in the Residential Area for the lands subject to Official Plan Amendment No. 12. (OPA #12) (955 & 995 Mulock Drive).

- 5 Within Residential Areas located on Davis Drive, immediately west of the Bus Terminal, permitted uses shall also include 4 to 6 storey apartment buildings and mixed use “live-work” units (*OPA #16*).

3.1.3 Development Criteria

Policies

1. Throughout Residential Areas, development shall be compatible with the prevailing physical character of the surrounding neighbourhood, with consideration for the following:
 - lot dimensions;
 - lot frontage;
 - front, side and rear yard setbacks;
 - siting and orientation;
 - lot coverage;
 - building entrance location;
 - private landscaping;
 - building height, massing, and depth; and,
 - ground floor height.
2. Development in Residential Areas shall acknowledge and respect the prevailing physical character of the surrounding properties, particularly those properties with frontage along the same street segment, subject to the Urban Design and Compatibility policies of Section 12.
3. When considering development proposals in Residential Areas, the Town will:
 - a. Assess the compatibility of the proposed development as it relates to the existing built form so that it enhances and builds upon desirable established patterns of built form and open spaces, and
 - b. Consider its contribution to the maintenance and achievement of a balance of housing types and tenures to provide a full range of housing for a variety of demographic profiles.
4. All Residential Areas shall be developed or maintained on full municipal sanitary sewer, water supply and storm sewer services, with the exception of the existing Kingdale Road, Old Bathurst Estates and Premier Place Estate Neighbourhoods.

Item 5 Section 3.2: Residential Character Areas

- a. Delete Section 3.2: Stable Residential Areas and Section 3.3: Emerging Residential Areas.
- b. Add the follow sections and policies under the new Section 3.2: Residential Character Areas and renumber subsequent sections accordingly.

Section 3.2 Residential Character Areas

3.2.1 Objective

The Residential Character Area boundaries are illustrated in Schedule I: Residential Character Areas. It is the objective of the Residential Area policies to maintain the stability and unique quality of Residential Character Areas, while allowing for contextually-sensitive development, which demonstrates compatibility with the prevailing built form and public realm features of the surrounding neighbourhood.

3.2.2 Historic Core Character Area

Newmarket's Historic Core Character Area were developed prior to the 1940's, and the advent of subdivision-based planning. The Historic Core Character Area is situated within and surrounding the historic core of the Town of Newmarket, and is generally bounded by properties fronting Davis Drive to the north, Leslie Street to the east, Gorham Street and Eagle Street to the south, and properties fronting onto Yonge Street to the west.

Newmarket's Historic Core Character Area is generally characterized by:

- Traditional street grid patterns;
- Short blocks with many intersections;
- Landscaped boulevards and an extensive canopy of established mature trees;
- Continuous sidewalks on one or both sides of the street;
- Varied lot shapes and configurations;
- Varied front yard and side yard setbacks, of a shallow to significant depth;
- Varied building heights, ranging between 1 and 2-storeys;
- Varied vehicular access configurations, including front and side yard driveways;

- Varied parking configurations, including parking pads, detached garages, and attached garages;
- Range of architectural expressions and styles, with a significant focus on Victorian-era Architecture; and,
- Significant concentration of Listed and Designated Heritage Properties.

Policy

1. Development within the Historic Core Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.2, while responding to unique site and contextual conditions, and demonstrating compatibility with the existing neighbourhood.

3.2.3 Traditional Suburban Character Area

Newmarket's Traditional Suburban Character Area was developed between the 1940's and 1990's, following the advent of subdivision-based planning. The Traditional Suburban Character Area is generally situated between the historic core of the Town of Newmarket, and the Contemporary Suburban Character Area, which traverse the periphery of the Town.

Newmarket's Traditional Suburban Character Area is generally characterized by:

- Curvilinear street patterns, including crescent streets and cul-de-sacs;
- Long blocks with few intersections;
- Landscaped boulevards and a moderate and evolving canopy of maturing street trees;
- Discontinuous sidewalks on one side of the street, with the exception of cul-de-sacs, many of which are absent of sidewalks;
- Rectangular and pie-shaped lots, with consistent dimensions, of a moderate to significant size;
- Consistent front and side yard setbacks;
- Varied building heights, ranging between 1 and 2-storeys;
- Consistent vehicular access configurations, characterized by front yard driveways;
- Consistent parking configurations, characterized by integral garages; and
- Limited range of architectural expressions and styles.

Policy

1. Development within Traditional Suburban Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.3, while responding to unique site and contextual conditions, and demonstrating compatibility with existing neighbourhood.

3.2.4 Contemporary Suburban Character Area

Newmarket's Contemporary Suburban Character Area was developed following the 1990's, and is generally situated at the periphery of the Town, beyond the Traditional Suburban Character Area, and adjacent to the Estate Character Area.

Newmarket's Contemporary Suburban Character Area is generally characterized by:

- Modified street grid patterns;
- Short blocks with many intersections;
- Landscaped boulevards and a minimal canopy of newly established street trees;
- Continuous sidewalks on one or both sides of the street;
- Rectangular and pie-shaped lots, with consistent dimensions, of a small to moderate size;
- Consistent front and side yard setbacks, of a shallow to moderate depth;
- Consistent building heights of 2-storeys;
- Consistent vehicular access configurations, characterized by front yard driveways;
- Consistent parking configurations, characterized by integral garages; and
- Limited range of architectural expressions and styles.

Policy

1. Development within Contemporary Suburban Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.4, while responding to unique site and contextual conditions, and demonstrating compatibility with the existing neighbourhood.

3.2.5 Estate Character Area

Newmarket's Estate Character Area was developed between the 1940's and 1990's, and are scattered throughout Newmarket, but are generally situated at the periphery of the Town, beyond the Traditional

Suburban Character Area, and adjacent to the Contemporary Suburban Character Area.

Estate Character Area is generally characterized by:

- Curvilinear street patterns, including crescent streets and cul-de-sacs;
- Long and often undefined discontinuous blocks;
- Landscaped boulevards with paved or gravel shoulders, swales and moderate and evolving canopy of maturing street trees;
- No sidewalks;
- Rectangular and pie-shaped lots, with consistent dimensions, or a significant size;
- Consistent front yard setbacks, of a significant depth;
- Consistent side yard setbacks, of a moderate to significant depth;
- Varied building heights, ranging between 1 and 2-storeys;
- Varied vehicular access configurations, characterized by front yard driveways with one or more curb-cuts, and occasionally turn-around facilities of moderate to significant width;
- Varied parking configurations, characterized by parking pads, attached front and side garages, detached garages, and outdoor parking enclosures; and
- Significant range of architectural expressions and styles.

Policies

1. Development within the Estate Character Area shall acknowledge and respect the general physical characteristics as outlined in Section 3.2.5, while responding to unique site and contextual conditions, and demonstrating compatibility with the existing neighbourhood.
2. Within Estate Character Area, no new residential lot shall be created through consent until such time as municipal services are provided throughout the neighbourhood.
3. Nothing in this Plan shall prevent the Kingdale Road, Old Bathurst Estates and Premier Place Estate Residential subdivisions from being provided with full municipal services, if deemed appropriate and/or necessary, by the Region of York or the Town of Newmarket.

Item 6 Section 3.9 Intensification

- a. Renumber Section 3.9: Intensification to Section 3.8: Intensification.

b. Replace Policy 1 with the following:

1. Throughout Residential Areas, intensification is permitted through the introduction of the following:
 - A range of building and unit types including accessory dwelling units, single-detached dwellings and semi-detached dwellings.
 - A range of building and units types including townhouses and rowhouses on a site-specific basis.
 - Infill development through the construction of new residential dwellings and buildings on vacant land, additions and structural alterations to existing dwellings, and the demolition and redevelopment of existing dwellings.
 - The consent of lands resulting in the introduction of additional residential dwellings, where appropriate and subject to other policies of this Plan.

c. Add the following policies after Policy 1:

2. Standards for accessory dwelling units, will be established in the Zoning By-law and shall be consistent with Section 3.6, Accessory Dwelling Units.
3. Limited intensification through consents will be permitted subject to the zoning by-law and compatibility with the scale of the surrounding neighbourhood, the physical suitability of the site to accommodate the proposed infill or intensification, availability of services and road access requirements.

Item 7 Section 12.4: Compatibility

- a. Number the first paragraph as Policy 1 and delete the list following the second sentence in paragraph 1 and replace the list with the following:
 - Existing built form of the area;
 - Policies of the Residential Character Area, if applicable;
 - Nature of fenestration and sun reflection impacts;
 - Nature of shadow impacts; and,
 - Existing and emerging built-form elements such as height, massing, setbacks, materials and finishes that are incorporated into surrounding buildings.
- b. Add the following policies to Section 12.4 Compatibility after Policy 1:

2. Development will be required to demonstrate how its design fits with the existing character of the surrounding area in the context of:
 - Setbacks, heights and transition;
 - Façade and roofline articulation;
 - Colours and materials;
 - Architectural elements, including windows, doors and projections;
 - Pre- and post-construction grades on site; and
 - Incorporating elements and details of common characteristics of the area.
- c. Delete the second paragraph and replace it with the following as Policy 3:
 3. Building heights of mid-rise and high-rise buildings immediately adjacent to a Residential Area should provide an appropriate transition and achieve suitable visual angular planes. Where a building height greater than the existing adjacent context or adjacent public open space is proposed, the development shall demonstrate that an effective transition in height and massing, such as a stepping down or variation in building form has been incorporated into the design.
- d. Number the third paragraph as Policy 4.

Item 8 Section 16.0 Implementation

Add the following section and policy as **Section 16.6 Transition**

Section 16.6 Transition

Policy

1. Notwithstanding the policies of OPA No. 28, applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium approval or Site Plan approval which were deemed complete and still in process prior to approval of OPA No. 28, or which were approved by the Town or the Local Planning Appeal Tribunal, are required to conform only with the policies in force at the time of the complete application or approval until the date OPA No. 28 is approved.

Item 9 Schedule A: Land Use

Schedule A: Land Use is revised by removing “Stable Residential” and “Emerging Residential” Land Use Designations, combining those lands previously designated as “Stable Residential” and “Emerging Residential” and replacing them with a single “Residential” Land Use Designation as shown on Schedule 1 attached.

Item 10 Schedule I: Residential Character Areas

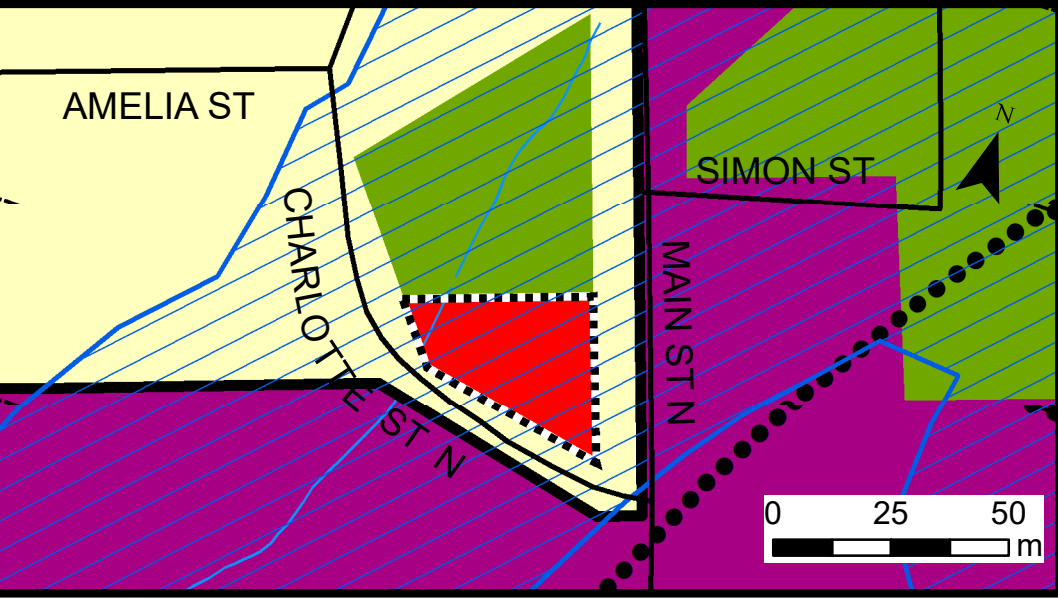
Add the attached Schedule 2 as Schedule I: Residential Character Areas to the Newmarket Official Plan.

3. Schedules

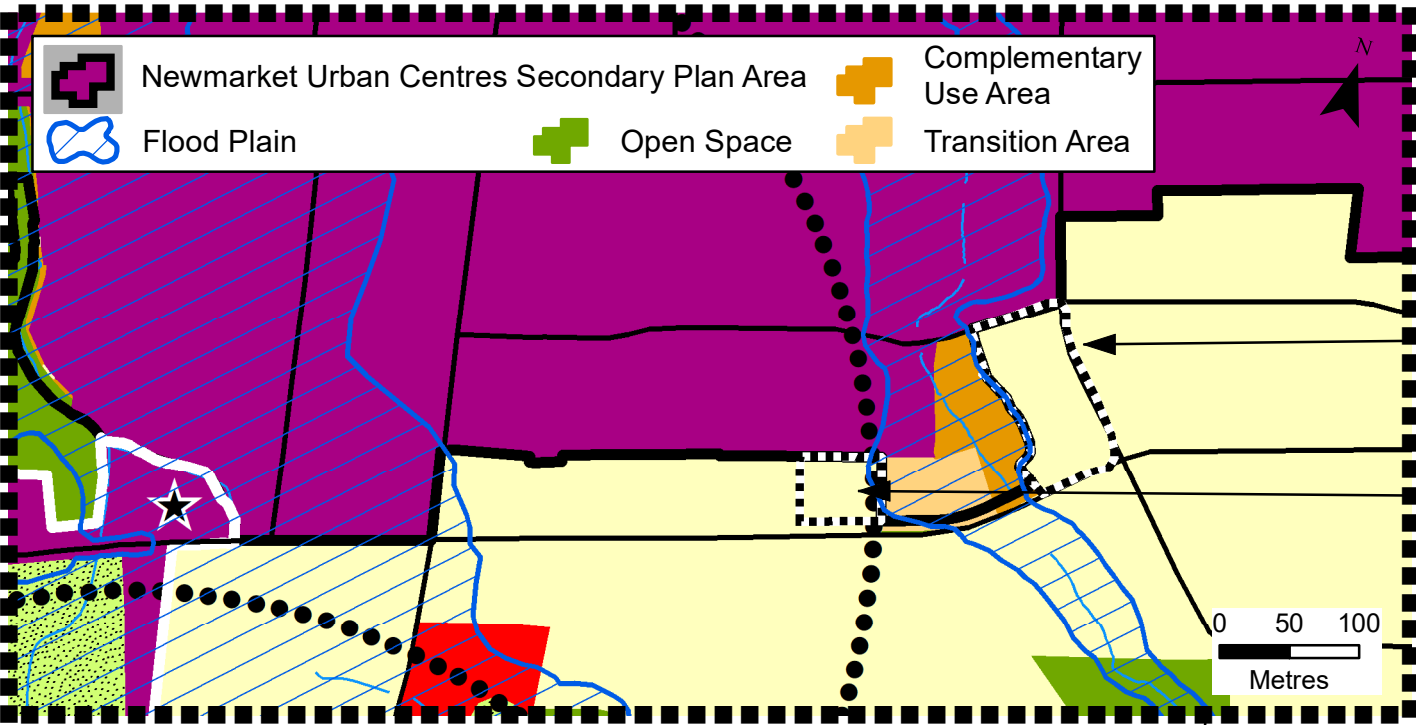
Schedule 1 – Schedule A: Land Use

Schedule 2 – Schedule I: Residential Character Areas

OPA # 4 - 22 and 28 Main St N

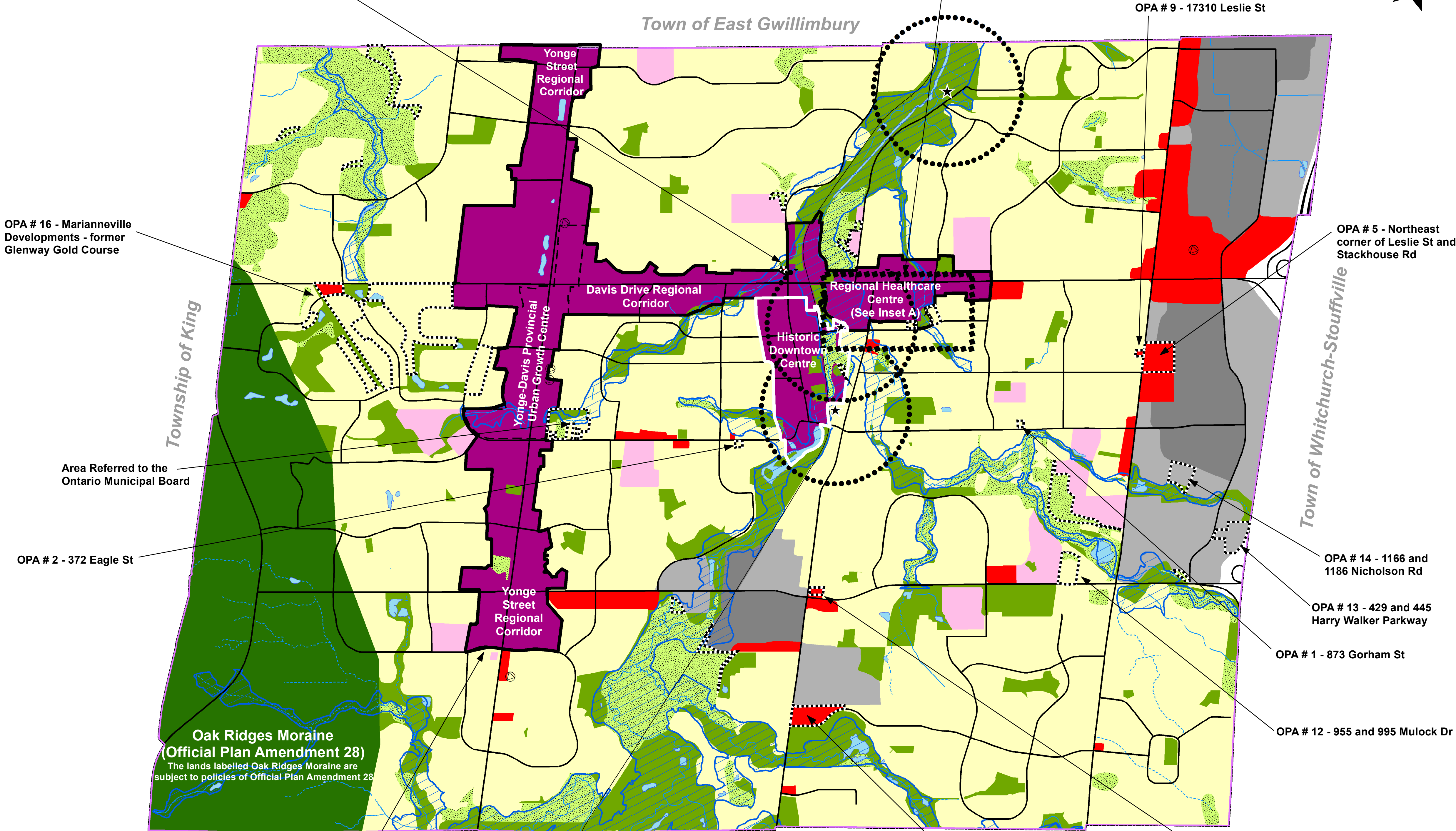


Inset A: Complementary Use Area & Transitional Area



Schedule 1 to OPA No. 28
Draft Schedule A
Land Use
Town of Newmarket

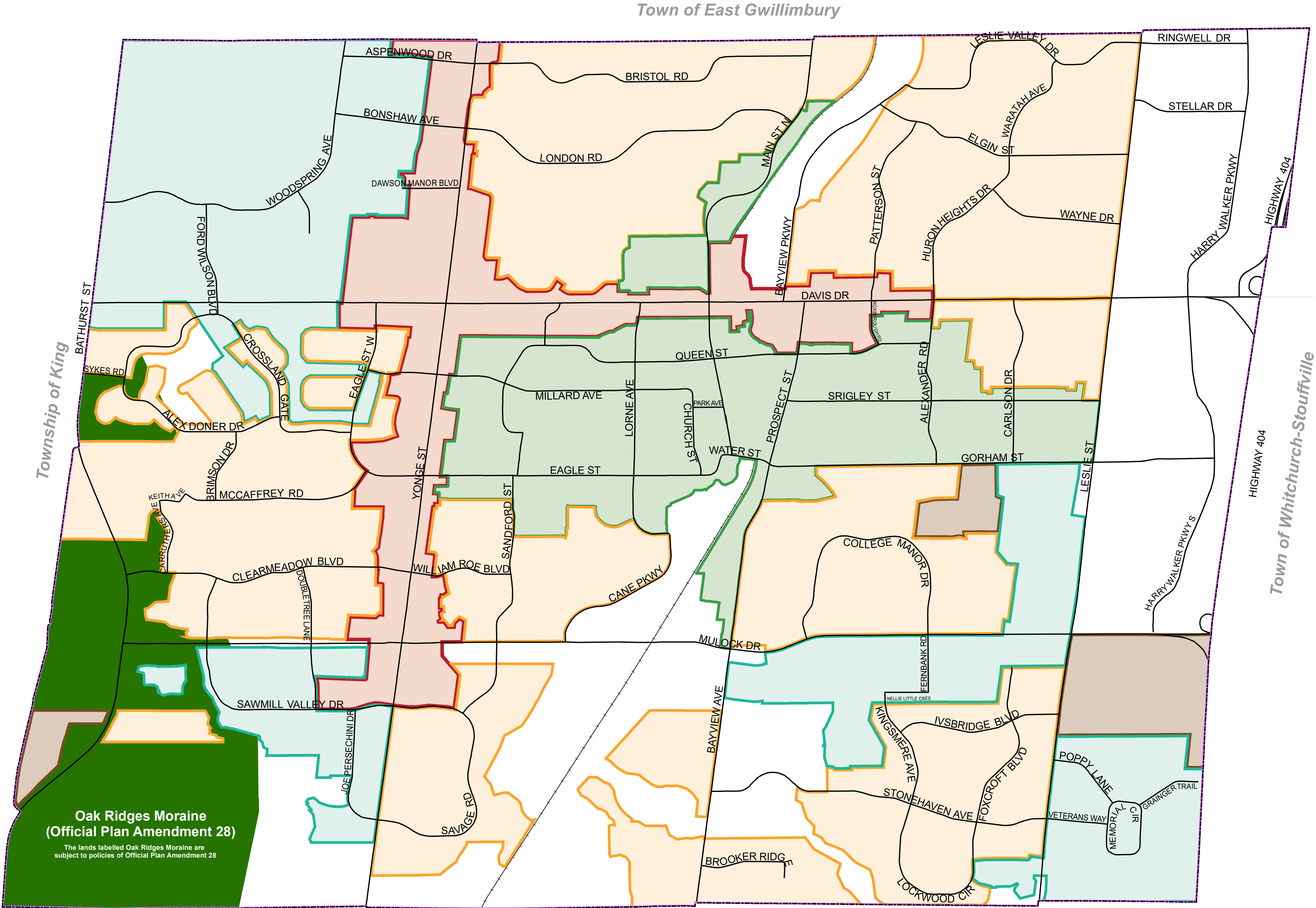
- Residential Area
- Major Institutional
- Business Park - General Employment
- Business Park - Mixed Employment
- Commercial
- Urban Centres & Corridors
- Historic Downtown Centre
- Newmarket Urban Centres Secondary Plan Area
- Parks & Open Space
- Natural Heritage System
- Oak Ridges Moraine Area
The lands labelled Oak Ridges Moraine are subject to policies of Official Plan Amendment 28
- Flood Plain
Floodplain limits are shown for screening purposes only and may not reflect the most up-to-date data. The LSRCA should be contacted to confirm the actual floodplain limits & to obtain the most up-to-date data. A topographic survey may be required in order to determine the limit of predicted flooding at a specific site.
- Waterbodies
- Watercourse
- Watercourse - Intermittent
- Waste Disposal Assessment Area
- 500m Waste Disposal Area of Influence
- Inset A: Complementary Use & Transitional Areas
- Site Specific Amendments/OMB Referrals
- Yonge-Davis Provincial Urban Growth Centre Boundary
- Regional Water Wells
- Municipal Boundary
- Railway
- Roads





Schedule 2 to OPA No. 28

Draft Schedule I
Residential Character Areas
Town of Newmarket

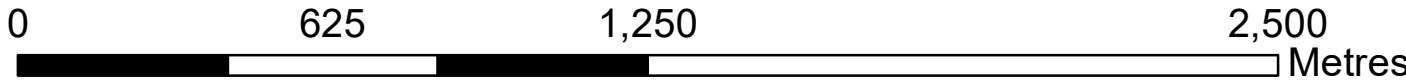


- Historic Core Character Area
- Traditional Suburban Character Area
- Contemporary Suburban Character Area
- Urban Centres
- Estate Character Area
- Oak Ridges Moraine Area
The lands labelled Oak Ridges Moraine are subject to policies outside of this Official Plan
- Roads
- Railway
- Municipal Boundary

Oak Ridges Moraine
(Official Plan Amendment 28)
The lands labelled Oak Ridges Moraine are subject to policies of Official Plan Amendment 28

Town of Aurora

Scale 1:15,000



Corporation of the Town of Newmarket

By-law 2020-XX

A By-law to amend By-law Number 2010-40, as amended, being the Town of Newmarket Zoning By-law.

Whereas it is deemed advisable to amend By-law Number 2010-40;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Exception 119 enacted by By-law 2013-30 is hereby repealed.
2. That By-law Number 2010-40, as amended, is hereby amended as follows:
 - i. **Section 1: Interpretation and Administration** is amended by adding **Section 1.10 Transition** and the following:

This section applies to:

- i. Site-Specific Zoning By-law Amendments
All site-specific zoning by-law amendments approved and came into full force and effect pursuant to Section 34 of the *Planning Act* prior to the passing of By 2020-xx shall remain in force.
- ii. Minor Variances
All minor variances applied for prior to the passing of By-law 2020-XX and approved pursuant to Section 45 of the *Planning Act* continue to apply and remain in force as if they are variances to this By-law for lawfully **existing lots, buildings or structures**.

Nothing in this By-law shall prevent the erection or use of a **building or structure**, for which:

- a. a complete application for a minor variance under Section 45 of the Planning Act was filed on or prior to the date of passing By-law 2020-XX and approved prior to or after the passing of By-law 2020-XX; or
- b. a complete application for a minor variance under Section 45 of the Planning Act was filed and approved after to the date of passing By-law 2020-XX based on a building permit application filed on or prior to the date of passing By-law 2020-XX .

For the purposes of this section, a "complete application for a minor variance" means an application which satisfies the requirements of Section 2 of Ontario Regulation 200/96 (Minor Variance Applications) under the *Planning Act*.

iii. Building Permit Applications

Nothing in this By-law shall prevent the erection or use of a **building** or **structure** for which an application for a building permit was filed on or prior to the date of passing By-law 2020-XX, if the project in question complies, or the building permit application for the project is amended to comply, with the provisions of the zoning by-law as amended as it existed on the date of passing By-law 2020-XX.

An "application for a Building permit" means an application for a Building permit that satisfies the requirements set out in Building By-law 2015-58 or its successor by-law.

iv. Site Plan Approval Applications

Nothing in this By-law shall prevent the erection or use of a **building** or **structure** for a project for which a complete application for site plan approval was filed on or prior to the date of passing By-law 2020-XX, if the project in question complies with the provisions of the applicable zoning by-law on that date, or obtains necessary relief from the zoning by-law through a minor variance under Section 45 of the *Planning Act*.

Where a project qualifies under this Section:

- a. site plan approval may be granted if the project complies with the provisions of the applicable zoning by-law as it read on the date it was amended by By-law 2020-XX and all requirements of the *Planning Act*.
- b. after final site plan approval is received for a project that qualifies under Section 1.10 (iii), a building permit for that project may be issued if the project in question complies, or the building permit application for the project is amended to comply, with the provisions of the applicable zoning by-law as it read on the date it was amended by By-law 2020-XX, the site plan approval, and all finally approved minor variances.

For the purposes of this section, a "complete application for site plan approval" means an application which satisfies the requirements set out in the Town of Newmarket Official Plan.

v. Transition Clause Duration

Nothing in this By-law applies so as to continue the application of Section 1.10 beyond the issuance of the building permit upon which the exemptions are founded.

ii. **Section 3: Definitions** is amended as follows:

- a. Delete the definition of **Basement** and replace it with the following:

Means a portion of a building that is underground, which has more than one third of its height above finished grade but where the height above finished grade does not exceed:

- 1.2 metres for lots Zoned R1, R2 or R3; or,
- 1.8 metres for lots in all other Zones.

- b. Add the term **Dormer** and the following definition:

Means a roof structure, often containing a window, which projects both vertically and horizontally beyond the plane of a pitched roof, occupying an area equal to or less than 30% of the total horizontal roof area on each side of the roof.

- c. Delete the definition of **Grade, Established or Finished** and replace it with the following:

“Means

For single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and fourplex dwellings, the average elevation of the ground, measured at the two points where the front yard meets adjacent side lot lines;

For all other structures, the average of the levels of the finished ground surface at every location of change of grade along the exterior walls of a building or structure.”

- d. Revise the term **Height** to **Height, Building** and replace the definition with the following:

“Means the vertical distance measured between the established or finished grade and any of the following:

- On a flat roof or mansard roof, the highest point of the roof surface or the parapet, whichever is greater;
- On a gable, hip or gambrel roof, or any other type of pitched roof, the mean distance between the eaves and ridges of the roof; or,
- The highest point of a structure without a roof.”

- e. Add the term **Height, Finished First Floor** and the following definition:

“Means the finished height of the first floor of a building, inclusive of the entryway or landing, occupying an area greater than or equal to 50% of the total horizontal first floor area, and measured relative to the elevation of established or finished grade.”

- f. Add the term **Roof, Flat** and the following definition:

“Means a roof with a slope of less than 1.0 vertical units for every 4.0 horizontal units, occupying an area greater than or equal to 50% of the total horizontal roof area.”

- g. Add the term **Roof, Pitched** and the following definition:

“Means a roof with a slope of greater than 1.0 vertical units for every 4.0 horizontal units, occupying an area greater than or equal to 50% of the total horizontal roof area.”

- h. Revise the term **Garage, Residential** by adding “accessed via a driveway” after “Means an enclosed building or part thereof”, as follows:

“Means an enclosed building or part thereof, accessed via a driveway, located within a Residential Zone that is used for the storage of private motor vehicles, recreational vehicles and trailers.”

- i. Delete the definition of **Storey** and replace it with the following:

“Means

For single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and fourplex dwellings a level of a building located between the surface of a floor and the ceiling or roof immediately above it, and includes a mezzanine but does not include a basement or cellar. Any portion of a building partly below grade shall be deemed a storey where its ceiling is more than 1.2m above established grade.

For all other structures, a level of a building located between the surface of a floor and the ceiling or roof immediately above it, and includes a mezzanine but does not include a basement or cellar. Any portion of a building partly below grade shall be deemed a storey where its ceiling is more than 1.8m above established grade. Any portion of a storey exceeding 3.6 metres in height shall be deemed to be an additional storey.”

- iii. **Section 4: General Provisions** is amended as follows:
- a. Add the following to the table in **Section 4.2 Encroachments into Required Yards**:

Permitted Structure or Feature	Applicable Required Yard(s)	Required Setback or Permitted Encroachment
STRUCTURAL AND ORNAMENTAL FEATURES:		
Driveway	Permitted in any yard of a residential zone	Subject to: i. Limits of Section 6.2 ii. Limits of Section 5.5

- b. Add the following provision as **Section 4.9.2 Exception** and renumber Valid Building Permit in Effect as Section 4.9.3:
- Section 4.9.2 Exception**
- Notwithstanding Section 4.9.1 (iii), a building or structure having a non-complying maximum finished first floor height may be enlarged, repaired or renovated, but the reconstruction of such building or structure shall comply with the maximum finished first floor height in accordance with Section 6.2.2.
- c. Delete **Section 4.13 Conformity with an Established Building Line**.
- d. Add **Section 4.24 0.3m Reserve** and the following provisions:
- Section 4.24 0.3m Reserve**
- For the purposes of this By-law, a 0.3 m reserve shall:
- i. be considered to be part of the abutting road for the purposes of determining lot lines, and
 - ii. be considered part of the adjacent lot for the purposes of determining setbacks and coverage.

This regulation does not deem the lot to abut a street from which it is separated by a 0.3 metre reserve.

- iv. **Section 6.2.2 Zone Standards** is amended as follows:
- a. Delete column **Ex. 119** from the table.

- b. In the row **Maximum Lot Coverage**, add “Refer to Schedule D” in the columns for Zones A, B, C, D, E, F, G, H, J and K.
- c. Replace the term **Max. Height** with **Max. Building Height**.
- d. Delete the **Max. Building Height** provisions for Zones A, B, C, D, E, F, G, H, J and K and replace them with “8.5m”.
- e. Add a row to the table for **Max. Finished First Floor Height** and insert “1.2m” in the columns for Zones A, B, C, D, E, F, G, H and J.
- f. Delete “Each Side 1 Storey”; “Each Side 1.5 Storeys”, and “Each Side 2 Storeys” in the table under **From Interior Side Lot Line** and replace them with “Up to 4.2m Building Height”; “Up to 5.7 Building Height” and “Beyond 5.7m Building Height” respectively.
- g. Delete the **Min. Yard Setback from Front Lot Line** provisions for Zones C, D, E, F, G, H, J, K, L and M and replace them with (*16).
- h. In the row **Exterior Side Lot Line**, add (*18) for Zones C, D, E, F, G, H, J and K.
- v. **Section 6.2.3 Additional Requirements for Residential Zones** is amended as follows:
 - a. Delete the first paragraph and replace it with the following:
 - i. The following additional requirements apply to the regulatory sets for the Residential Zones as shown throughout Section 6.2.2. Where marked by an asterisk and number, that number refers to the standard that is varied by the clause. Where indicated as a regulation (i) (ii) (iii) that regulation describes its effect and application.
 - b. Add the following provision after the first paragraph:
 - ii. For residential lots, the minimum amount of soft landscaping in a yard is the area of the yard less any permitted encroachments.
 - c. Add the following additional requirements after (*15):

(*16) The minimum front yard setback shall be one metre less than the average of the front yard setback of adjacent dwellings located within 60 metres on the same road, but shall not be closer to the street line than 3m.

In addition to the above, the proposed front yard setback shall not be further from the street line than one metre greater than the average of the front yard setback of adjacent dwellings located within 60 metres on the same road.

(*17) For a semi-detached dwelling the setback shall not apply where a side lot line extends from a common wall dividing attached dwelling units.

(*18) The minimum exterior side yard setback requirement shall be one metre less than the average of the front yard or exterior side yard setbacks of the adjacent dwelling(s) located within 60 metres on the same side of the road as the exterior side lot line, but it shall not be less than the minimum prescribed in Section 6.2.2.

In addition to the above, the proposed exterior side yard setback shall not be further from the exterior side lot line than one metre greater than the average of the front yard or exterior side yard setbacks of the adjacent dwelling(s) located within 60 metres on the same side of the road as the exterior side lot line.

vi. **Schedule A (Maps)**

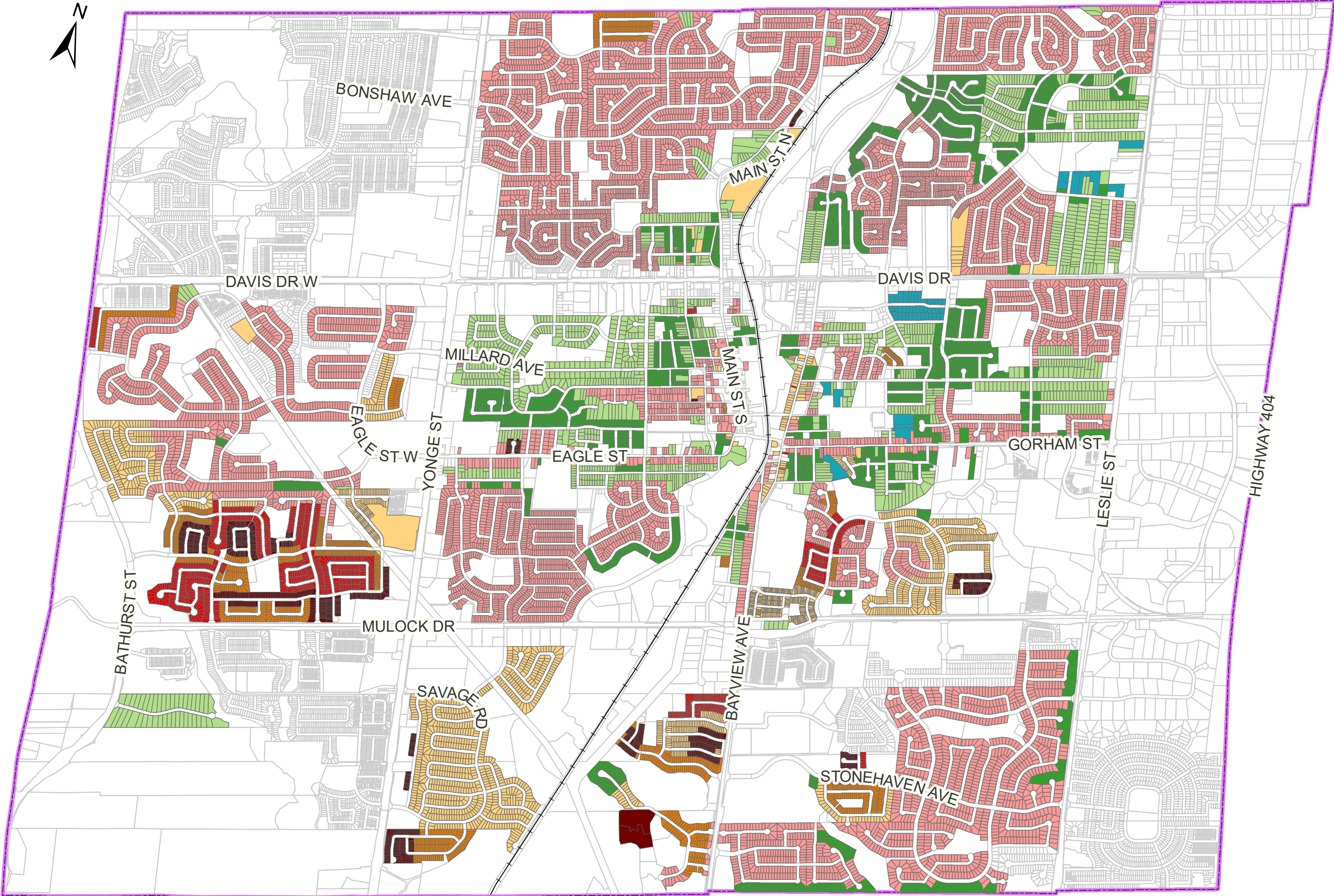
- a. Add the attached Schedule 1 as Schedule D: Lot Coverage to By-law 2010-40, as amended.
- b. Delete Schedule A Maps 10 and 13 and replacing them with Schedules 2 and 3 attached as new Schedule A Maps 10 and 13.

3. That Schedules 1, 2 and 3 attached to this by-law are declared to form part of this by-law.

Enacted this xxx day of xxx, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Schedule 1 to By-law
2020-XX

Draft Schedule "D" to By-Law No.2010-40

Town of Newmarket

Maximum Lot Coverage

- 20%
- 25%
- 30%
- 35%
- 40%
- 45%
- 47%
- 50%

- Railway
- Municipal
Boundary

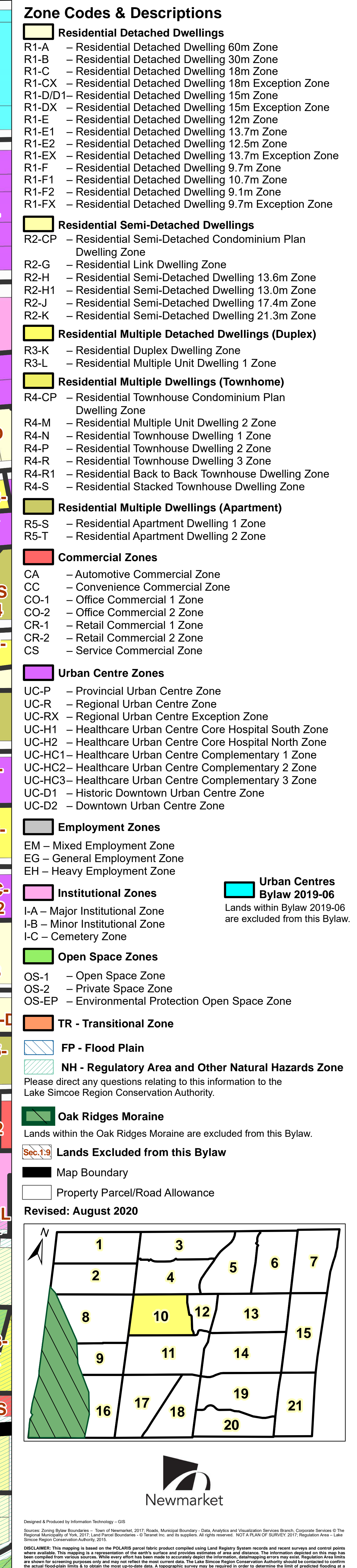


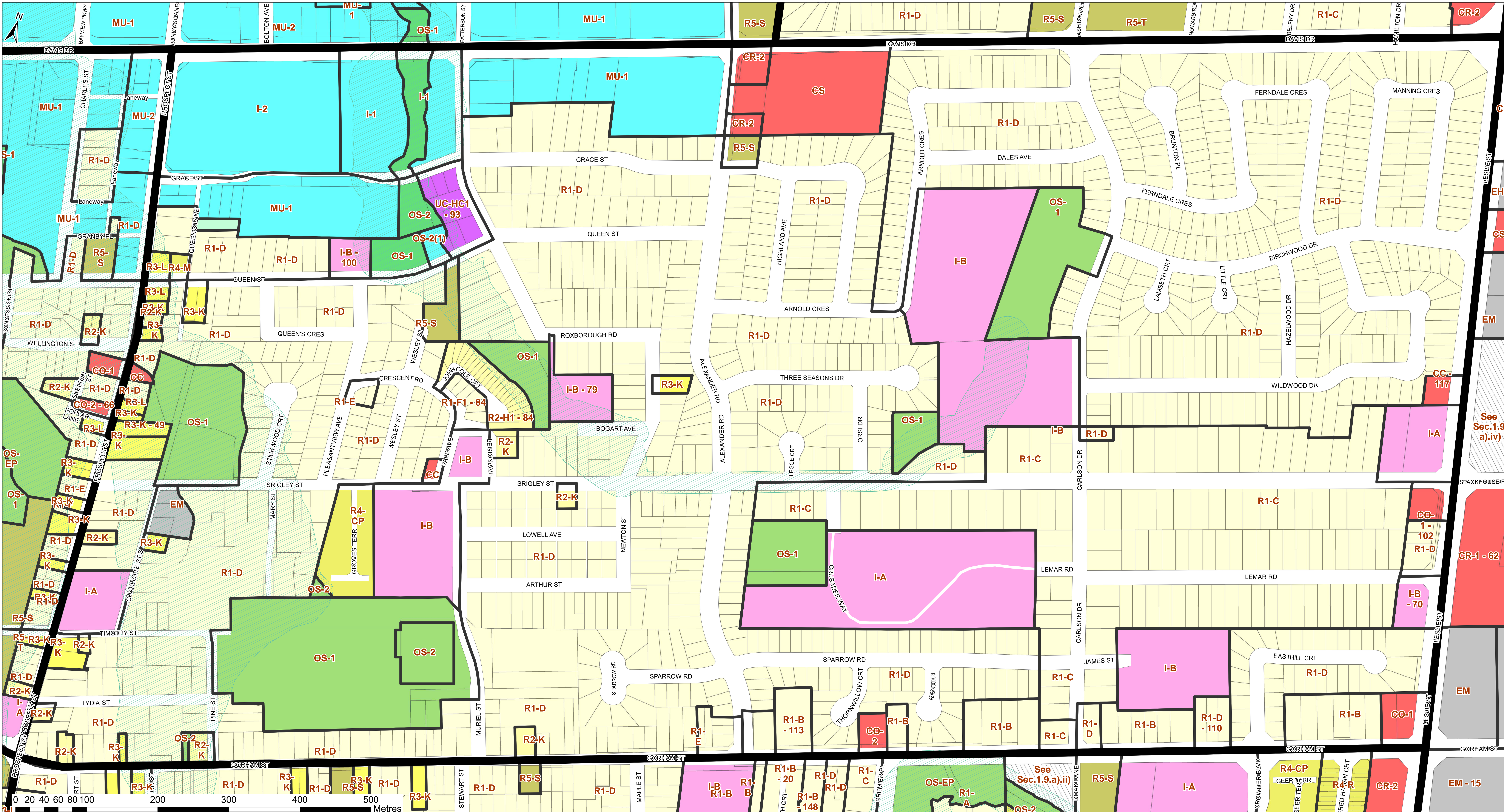
August, 2020

Designed & Produced by Information Technology – GIS

Sources: Land Parcel Boundaries - © Teranet Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. 2020; Roads, Railway, Municipal Boundary - Data, Analytics and Visualization Services Branch, Corporate Services © The Regional Municipality of York, 2020; All other data - © Town of Newmarket, 2020.

DISCLAIMER: This mapping is based on the POLARIS parcel fabric product compiled using Land Registry System records and recent surveys and control points where available. This mapping is a representation of the earth's surface and provides estimates of area and distance. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.





Zone Codes & Descriptions

Residential Detached Dwellings

- R1-A – Residential Detached Dwelling 60m Zone
- R1-B – Residential Detached Dwelling 30m Zone
- R1-C – Residential Detached Dwelling 18m Zone
- R1-CX – Residential Detached Dwelling 18m Exception Zone
- R1-D/D1 – Residential Detached Dwelling 15m Zone
- R1-DX – Residential Detached Dwelling 15m Exception Zone
- R1-E – Residential Detached Dwelling 12m Zone
- R1-E1 – Residential Detached Dwelling 13.7m Zone
- R1-E2 – Residential Detached Dwelling 12.5m Zone
- R1-EX – Residential Detached Dwelling 13.7m Exception Zone
- R1-F – Residential Detached Dwelling 9.7m Zone
- R1-F1 – Residential Detached Dwelling 10.7m Zone
- R1-F2 – Residential Detached Dwelling 9.1m Zone
- R1-FX – Residential Detached Dwelling 9.7m Exception Zone

Residential Semi-Detached Dwellings

- R2-CP – Residential Semi-Detached Condominium Plan Dwelling Zone
- R2-G – Residential Link Dwelling Zone
- R2-H – Residential Semi-Detached Dwelling 13.6m Zone

Residential Multiple Dwellings (Duplex)

- R3-K – Residential Duplex Dwelling Zone
- R3-L – Residential Multiple Unit Dwelling 1 Zone

Residential Multiple Dwellings (Townhome)

- R4-CP – Residential Townhouse Condominium Plan Dwelling Zone
- R4-M – Residential Multiple Unit Dwelling 2 Zone
- R4-N – Residential Townhouse Dwelling 1 Zone
- R4-P – Residential Townhouse Dwelling 2 Zone
- R4-R – Residential Townhouse Dwelling 3 Zone
- R4-R1 – Residential Back to Back Townhouse Dwelling Zone
- R4-S – Residential Stacked Townhouse Dwelling Zone

Residential Multiple Dwellings (Apartment)

- R5-S – Residential Apartment Dwelling 1 Zone
- R5-T – Residential Apartment Dwelling 2 Zone

Commercial Zones

- CA – Automotive Commercial Zone
- CC – Convenience Commercial Zone
- CO-1 – Office Commercial 1 Zone
- CO-2 – Office Commercial 2 Zone
- CR-1 – Retail Commercial 1 Zone
- CR-2 – Retail Commercial 2 Zone
- CS – Service Commercial Zone

Urban Centre Zones

- UC-P – Provincial Urban Centre Zone
- UC-RX – Regional Urban Centre Exception Zone
- UC-H1 – Healthcare Urban Centre Core Hospital South Zone
- UC-H2 – Healthcare Urban Centre Core Hospital North Zone
- UC-HC1 – Healthcare Urban Centre Complementary 1 Zone
- UC-HC2 – Healthcare Urban Centre Complementary 2 Zone
- UC-HC3 – Healthcare Urban Centre Complementary 3 Zone
- UC-D1 – Historic Downtown Urban Centre Zone
- UC-D2 – Downtown Urban Centre Zone

Employment Zones

- EM – Mixed Employment Zone
- EG – General Employment Zone
- EH – Heavy Employment Zone

Institutional Zones

- I-A – Major Institutional Zone
- I-B – Minor Institutional Zone
- I-C – Cemetery Zone

Open Space Zones

- OS-1 – Open Space Zone
- OS-2 – Private Space Zone
- OS-EP – Environmental Protection Open Space Zone

TR - Transitional Zone

- TR – Transitional Zone

FP - Flood Plain

- FP – Flood Plain

NH - Regulatory Area and Other Natural Hazards Zone

- NH – Regulatory Area and Other Natural Hazards Zone

Oak Ridges Moraine

- OM – Oak Ridges Moraine

Lands Excluded from this Bylaw

- See 1.9.a.i) Lands Excluded from this Bylaw

Map Boundary

- Map Boundary

Property Parcel/Road Allowance

- Property Parcel/Road Allowance

Urban Centres Bylaw 2019-06

- UC – Urban Centres

Lands within Bylaw 2019-06 are excluded from this Bylaw.

Schedule "A" to By-Law No.2010-40

Town of Newmarket

Map 13

Schedule 3 to By-law 2020-XX

Revised: August, 2020.

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TOWN OF NEWMARKET
ESTABLISHED
NEIGHBOURHOODS
COMPATIBILITY
STUDY

SIDE YARD DEMONSTRATION

WITHIN NEWMARKET



OPTIMIZED BUILT OUT

OPTION 1

- » **Coverage:** 30%
- » **Height:** 1 storey < 4.2m
- » **Front Setback:** Within the 1m range of the average of adjacent dwellings.
- » **Side Setback:** Within 1.8m and 4.2m minimum as per Regulatory Set B requirements.
- » **Depth of Dwelling:** Within the 7.5m minimum and aligns with adjacent dwellings.

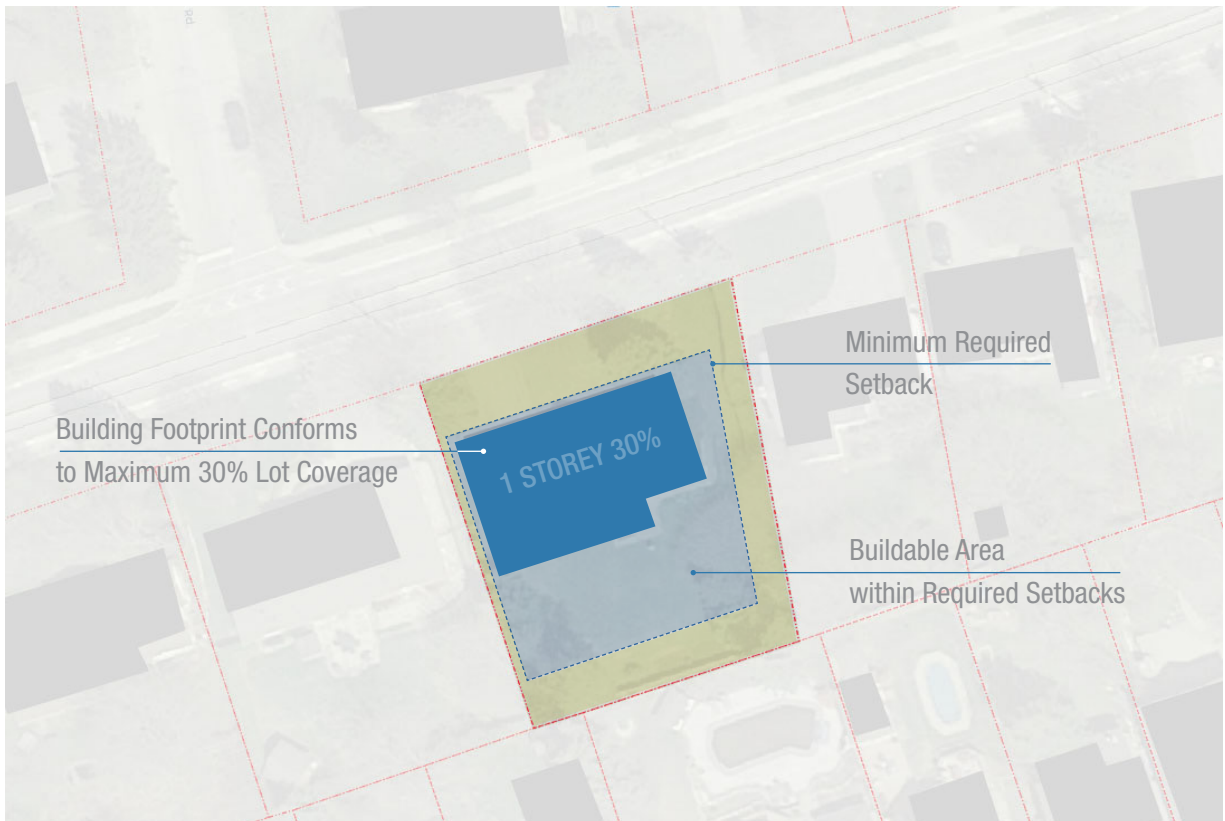


Figure 1. Example - Zoning By-law Regulatory Set B

The above example illustrates the maximum build-out potential of a 1 storey dwelling, with a maximum 30% lot coverage permission, in a Zoning By-law Regulatory Set B condition. The development generally respects, and is compatible with, the prevailing rhythm of existing frontages, side yard setbacks, building depths, and building heights.

OPTIMIZED BUILT OUT

OPTION 2

- » **Coverage:** 25%
- » **Height:** 1 storey < 4.2m
- » **Front Setback:** Within the 1m range of the average of adjacent dwellings.
- » **Side Setback:** Within the 1.2m minimum for 1 storey dwelling < 4.2m.
- » **Depth of Dwelling:** Within the 7.5m minimum and aligns with adjacent dwellings.

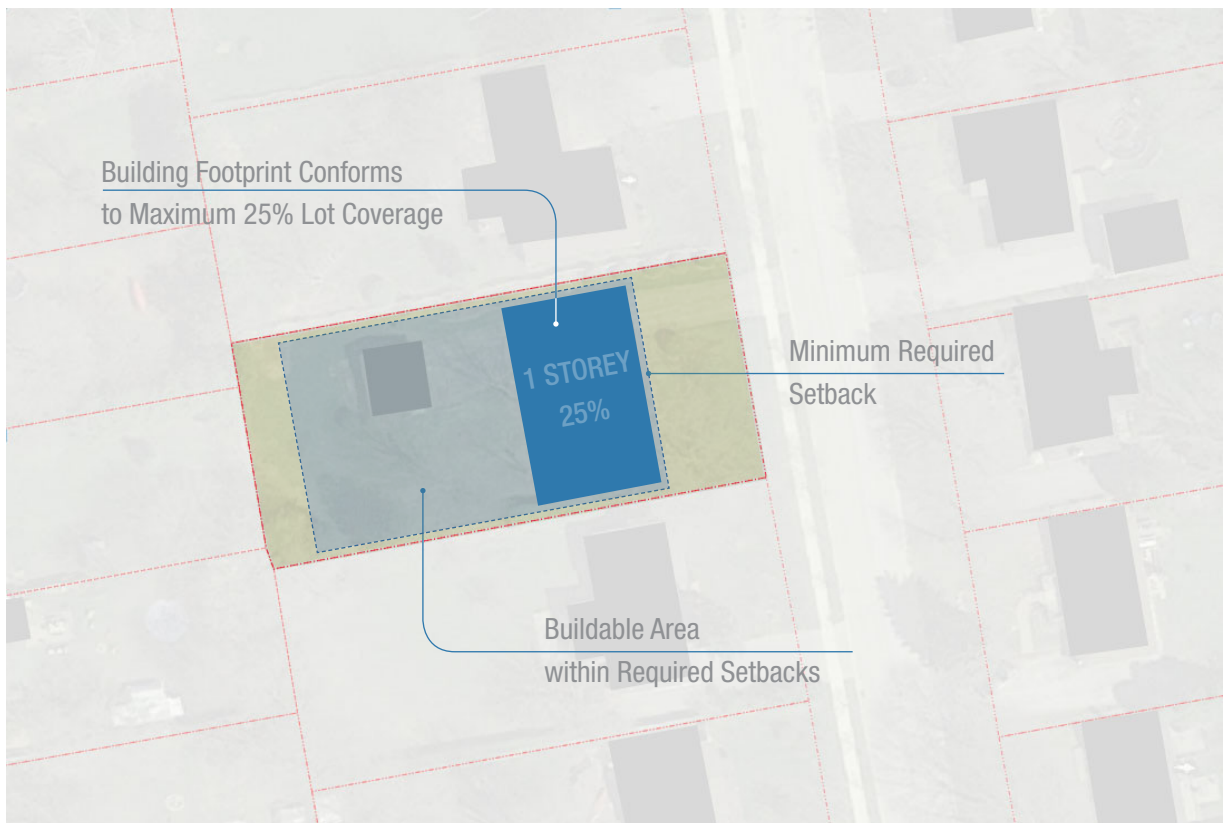


Figure 2. Example - Zoning By-law Regulatory Set C

The above example illustrates the maximum build-out potential of a 1 storey dwelling, with a maximum 25% lot coverage permission, in a Zoning By-law Regulatory Set C condition. The development generally respects, and is compatible with, the prevailing rhythm of existing frontages, side yard setbacks, building depths, and building heights. While it results in a reduction in side yard setbacks, relative to existing adjacent development, these impacts are minor in nature, and do not compromise the character of the surrounding neighbourhood.

OPTIMIZED BUILT OUT

OPTION 3

- » **Coverage:** 35%
- » **Height:** 1 storey < 4.2m
- » **Front Setback:** Within the 1m range of the average of adjacent dwellings.
- » **Side Setback:** Within the 1.2m minimum for 1 storey dwelling < 4.2m.
- » **Depth of Dwelling:** Within the 7.5m minimum and aligns with adjacent dwellings.

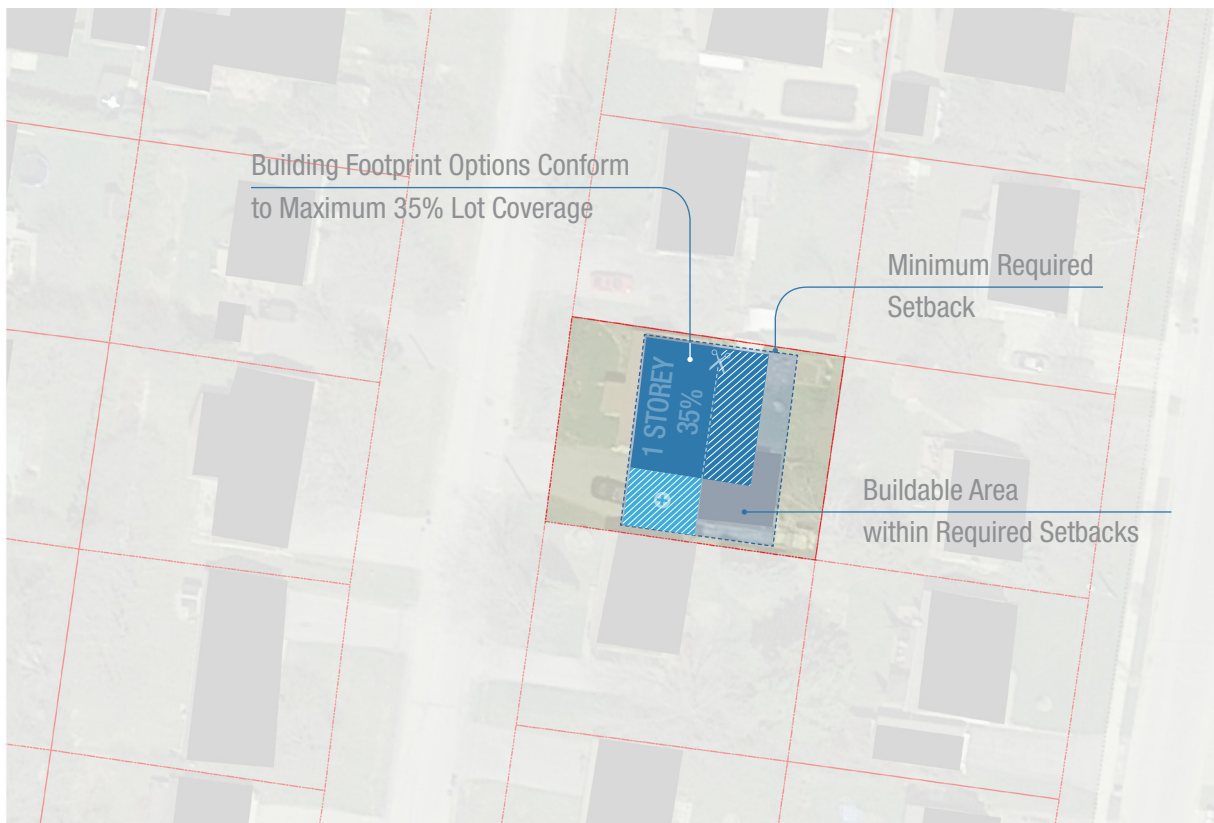


Figure 3. Example - Zoning By-law Regulatory Set D

The above example illustrates the maximum build-out potential of a 1 storey dwelling, with a maximum 35% lot coverage permission, in a Zoning By-law Regulatory Set D condition. Option 1, which is illustrated in dark blue, generally respects, and is compatible with, the prevailing rhythm of existing frontages, side yard setbacks, building depths, and building heights. Option 2, which is illustrated in light blue, also generally reflects prevailing site and building design conditions, but is less in keeping with developments which are immediately adjacent in terms of side yard setback conditions. However, its shallow depth does not generally reflect modern design standards, and does not allow for the optimization of interior layouts. Therefore, it is unlikely to be utilized as the basis of designing a new residential dwelling.

HUMPHRIES PLANNING GROUP INC.

FOUNDED IN 2003

October 21, 2020

HPGI File: 18572

Planning and Building Services

Town of Newmarket

395 Mulock Drive

Newmarket, Ontario

L3Y 4X7

**Attn: Lisa Lyons, Director of Legislative Services
Town Clerk**

**Re: Comment Letter re: Established Neighbourhood Compatibility Study
Item 6.1 – Committee of the Whole Meeting – Oct. 26, 2020
NSD2M Corporation**

Humphries Planning Group Inc. ('HPGI') is the planning consultant for NSD2M Corporation the legally registered owner of the land described as Lot 11, Plan 344, and municipally known as 66 Roxborough Road, in the Town of Newmarket (the "Subject Site"). Further to our previous comment letter, we provide herein a further request to the Town in relation to the Established Neighbourhood Compatibility Study (ENCS) in which an update will be brought forward to the Committee of the Whole on October 26, 2020.

In the latest Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBLA) documents issued by the Town, we note that the Town has provided Transition policies that recognize that any OPA, ZBLA, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan applications that have been deemed to be 'complete' and are currently under review would not be subject to the proposed OPA. We appreciate that the Town has taken consideration in recognizing ongoing planning applications, with status, that were deemed complete prior to the implementation of the OPA 28 and we support the change to the transition policies.

The purpose of this letter is to request that Town staff to provide further clarification on the proposed revisions to the draft OPA with regard to the transition policies. Particularly, it is unclear how the proposed Transitional policies might be applied to future planning applications to implement the proposed Official Plan Amendment and Zoning By-law Amendment applications after approval. We respectfully request staff please clarify such.

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to include specific wording to recognize subsequent implementing planning applications which may include; Site Plan Approval, Draft Plan of Subdivision, Draft Plan of Condominium, and Part Lot Control, for the OPA and ZBLA applications currently in place.

Further to our comments above, the Town should also consider the following wording added, as section 16.6.2, in order to appropriately implement the Transitional policies for ongoing and future planning applications. The following wording is based on utilizing the Greenbelt Plan (2017) transition policies as an example and reads as follows:

16.6.2

"Where an Official Plan Amendment or Zoning By-law Amendment under Section 16.6.1 was submitted and deemed complete or amended prior to approval of OPA 28, any further applications required under the *Planning Act* or the *Condominium Act, 1998* to implement the Official Plan Amendment or Zoning By-law Amendment approval are not subject to the OPA 28."

To conclude, we request that the Town undertake further review of the Transitional policies in order to recognize future implementing planning applications. We ask that this request be considered by Town planning staff as part of the Established Neighbourhood Compatibility Study.

Yours truly,
HUMPHRIES PLANNING GROUP INC.



Rosemarie L. Humphries BA, MCIP, RPP
President

cc. NSD2M Corporation
Jason Unger, MCIP, RPP
Phoebe Chow, Senior Planner
Alannah Slattery, BES, MCC
Adrian Cammaert, MCIP, RPP, CNU-A



Town of Newmarket
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Newmarket, Ontario, L3Y 4X7

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Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations Staff Report to Council

Report Number: 2020-75

Department(s): Planning and Building Services

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

Meeting Date: October 26, 2020

Recommendations

1. That the report entitled Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final Recommendations dated October 26, 2020 be received; and,
2. That the attached Official Plan Amendment No. 25 be adopted; and,
3. That Staff be directed to forward the attached Official Plan Amendment No. 25 to the Regional Municipality of York for approval; and,
4. That upon Regional approval of Official Plan Amendment No. 25, Staff be directed to bring the attached Zoning By-law Amendment to a future Council meeting for approval; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Urban Centres Secondary Plan and Zoning By-law came into effect in 2015 and 2019, respectively. The proposed technical amendments are necessary to provide clarity and to correct inconsistencies between and within these documents.

The proposed changes were circulated to internal departments and external agencies for review. The draft amendments were also presented at a Statutory Public Meeting on

July 27, 2020. All comments received have been addressed in this report and/or in the attached Official Plan Amendment and Zoning By-law Amendment.

Purpose

The purpose of this report is to recommend adoption of the attached Official Plan Amendment (OPA No. 25) and to seek Council's direction to forward the same to York Region for approval. In addition, this report also seeks direction from Council that upon the approval of OPA No. 25, staff be directed to bring the attached Zoning By-law Amendment to a future Council meeting for approval.

Background

The Urban Centres Secondary Plan (Secondary Plan) came into effect on April 30, 2015. Subsequently, the Town prepared a zoning by-law for the secondary plan area and Zoning By-law 2019-06 came into effect on June 10, 2019. When applying these policies and zoning provisions to development proposals in the Urban Centres, staff have identified a number of technical amendments that are necessary to implement the vision and intent of the Secondary Plan and Zoning By-law 2019-06. The majority of the proposed changes were outlined in [staff report 2019-85](#). A statutory public meeting was held on July 27, 2020.

Discussion

The proposed Official Plan Amendment and Zoning By-law Amendment are attached to this report as Attachments 1 and 2. The following subsections summarizes the proposed amendments.

Proposed Official Plan Amendment

The proposed changes to the Official Plan (Urban Centres Secondary Plan) are described in Part A - Preamble of OPA No. 25 in Attachment 1. Generally, the proposed changes can be summarized as follows:

- Revise language to align with Provincial and Regional planning documents or to clarify intent of policies;
- Revise designations of certain properties to clarify intended development permissions in supporting the goal of the Secondary Plan;
- Add new policy to permit temporary stand-alone surface parking lots within the Regional Healthcare Centre, subject to the following:
 - Obtaining Council's approval for a temporary zoning by-law;
 - Providing a Built Out Demonstration Plan to show how the development will not preclude full built-out in accordance with the Secondary Plan in the future; and,

- Provide adequate screening from the public street;
- Update schedules to reflect current Lake Simcoe Region Conservation Authority's Floodplain mapping; and,
- Refine land use designations and density permissions for a limited number of identified properties.

Proposed Zoning By-law Amendment

The proposed Zoning By-law Amendment (see Attachment 2) can be summarized in Table 1 below:

Table 1 Summary of Proposed Zoning Changes

Clerical
<ul style="list-style-type: none"> • Correct the effective date and by-law number of other by-laws referenced in Section 1.9 Transition Clause and Section 1.10 Repeal of Former By-law sections.
Update definitions and diagrams to clarify terms in the by-law
<ul style="list-style-type: none"> • Update the definition of Floor Space Index to align with the proposed definition of "Land Area" in OPA No. 25, and • Update the diagram that describes the definition of Daylighting Triangle to provide clarity.
Clarify permitted uses, minimum setbacks and parking requirements
<p><u>Permitted Uses</u></p> <ul style="list-style-type: none"> • Add "Place of Assembly" and "Medical Office" as permitted uses in Mixed Use Zone, and • Remove "Convenience Store" as permitted use in Institutional Zone. <p><u>Parking</u></p> <ul style="list-style-type: none"> • Clarify the number of required carpooling parking spaces for non-residential uses; • Add parking requirements for Retirement Residence, and • Clarify that parking spaces can only be permitted in side yard or rear yard for lots front onto Davis Drive or Yonge Street. <p><u>Podium Height</u></p> <ul style="list-style-type: none"> • Clarify podium height requirements based on the overall height of the particular building. <p><u>Setbacks</u></p> <ul style="list-style-type: none"> • Clarify setback requirements from Yonge Street or Davis Drive and in corner lot situation, setback from the other public street, and • Replace and add diagrams to clarify setback requirements.

Revise zoning to conform with the Secondary Plan
<p><u>22 and 23 Bolton Avenue and 27 Lundy's Lane</u></p> <ul style="list-style-type: none"> • Rezone all three properties from “Mixed Use 1 (MU-1) Zone” to “Mixed Use 2 (MU-2) Zone” to be in conformity with the density permission in OPA No. 25. <p><u>460 Davis Drive</u></p> <ul style="list-style-type: none"> • Rezone the northern half of the property from “Mixed Use 1 (MU-1)” to “Open Space 2 (OS-2). The southern half of the property will remain as MU-1 Zone. The proposed zoning will be in conformity with OPA No. 25. <p><u>200 Lancaster Avenue</u></p> <ul style="list-style-type: none"> • Rezone the entire property from “Site-Specific (1) (SS(1)) Zone” to “Mixed Use 1 (MU-1) Zone” to be in conformity with the Mixed Use designation in the Secondary Plan.
Holding Zones
<ul style="list-style-type: none"> • Remove Holding (H) Zone from lands that have been identified in the Secondary Plan in the locations of future private road/laneways.
Update Schedules/Maps
<ul style="list-style-type: none"> • Reflect current Lake Simcoe Region Conservation Floodplain mapping; • Align zoning and height permissions with Secondary Plan Land Use and Density permissions, and • Remove holding provisions on lands that have identified to provide future private street/laneways.

Click or tap here to enter text.

Conclusion

The proposed amendments to the Urban Centres Secondary Plan and Zoning By-law 2019-06 address a number of technical issues that have been identified since these documents came into effect. The amendments are intended to provide greater clarity and consistency to guide development in the Urban Centres.

Business Plan and Strategic Plan Linkages

- Extraordinary Places and Space
- Vibrancy on Yonge, Davis and Mulock

Consultation

- The proposed draft amendments were circulated to commenting agencies for review.

- The statutory public meeting was held on July 27, 2020.
- Staff met with various landowners and interested parties and gathered their input on the proposed amendments. All comments received to date and staff's recommendations have been summarized in the following subsections.
- As per Council's direction, supplementary information packages were sent to local councillors where the proposed amendments may be of increased interest.

Public Comments

Comments received from members of the public and how they have been addressed are summarized in Table 2 below.

Table 2 Comment Matrix - Public Comments

Comment received	Staff's Recommendation
Do not refine the Natural Heritage Systems (NHS) designation on the Criterion north site (north of Mulock Estate)	The proposed refinement to the NHS designation is to align the designation with the existing zoning. The existing Open Space (OS-3) Zone boundary on the property was based on a Natural Heritage Assessment that determined the limits of the woodland, which was reviewed by the Lake Simcoe Region Conservation Authority. The Natural Heritage Assessment also recommended an additional 3m buffer to be protected. The proposed NHS designation boundary will include the woodland and the 3m buffer.
Revise OPA No. 25 to require new development to <u>address</u> recommendations from the Community Energy Plan in a Sustainability Development Report, instead of requiring new development to <u>implement</u> recommendation from the Community Energy Plan	Staff have no objection to this comment and revision has been made to OPA No. 25.
Provide additional language to clarify uses permitted by the zoning-by are permitted prior to the removal of Holding (H) zone	Staff have no objection to this comment and revision has been made to the draft Zoning By-law Amendment.

Comment received	Staff's Recommendation
Private Street/Laneway policy is overly prescriptive in that it requires new private access to provide connectivity within the Urban Centres	Staff acknowledge that not all private laneways/streets will provide connectivity to adjacent properties. The intent of this policy applies to the private streets/laneways as shown on Schedule 5. Revision has been made to OPA No. 25 to clarify the intent.
Carpooling parking space requirement is overly prescriptive for uses that are smaller in nature. Staff should consider a threshold under which carpooling parking space requirement would not be applicable	Uses that are required to provide carpooling spaces include: financial institution, hospital, library, medical clinic, medical office building, medical/dental laboratory, office, elementary school, secondary school, or post-secondary school. Given the size of these facilities and the parking that would be required, staff is of the opinion that the existing carpooling requirement (minimum of 2 carpooling spaces) can be achieved.

Regional Comments

Regional staff are generally supportive of the proposed OPA. Table 3 below outlines the Region's comments and how they have been addressed.

Table 3 Comment Matrix - Regional Comments

Region's Comment	Staff's Recommendation
Incorporate parking management policies and standards	Parking management policies already existing in the Secondary Plan. No further amendments are required.
Make reference to the Region's Financial Incentives for Complete Communities to promote rental housing	Section 6.4.4 Rental Housing has been amended by adding reference to the Region's incentive program.
Clarify the proposed designations for 432 and 439 Davis Drive	Staff have clarified the proposed designations and Regional staff have no further comments.
Language should be added with respect to Major Transit Station Areas (MTSA)	While staff agrees that MTSA's are important parts of the Urban Centres, it would be more appropriate to include MTSA boundaries and policies after the

Region's Comment	Staff's Recommendation
	Regional Official Plan identifies the MTSA boundaries and policies.

Human Resource Considerations

None

Budget Impact

None

Attachments

Attachment 1 – Proposed Official Plan Amendment No. 25

Attachment 2 – Proposed Zoning By-law Amendment

Submitted by

Phoebe Chow, Senior Planner – Policy

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

Corporation of the Town of Newmarket

By-law 2020-XX

A By-law to amend By-law Number 2019-06 being a zoning by-law for the Urban Centres Secondary Plan area (Technical Amendment).

Whereas it is deemed advisable to amend By-law Number 2019-06;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That By-law Number 2019-06 is hereby amended by:

- a. Deleting the year “2017” in Provision 1.9.2 iii)a) Minor Variance Applications replacing it with “2018”.
- b. Revising the date “September 4th, 2018” in Provision 1.9.3 iii)b) to “September 24th, 2018”.
- c. Revising the by-law number “1989-96” in Provision 1.10 i)b) to “1981-96”.
- d. Deleting Diagram 3-6 under definition of Daylighting Triangle in Section 3 Definitions and replacing it with the diagram shown in Schedule 1 to this by-law.
- e. Adding the following text to the definition of Floor Space Index in Section 3 Definitions:

“For the purpose of calculating Floor Space Index, the following lands shall be excluded from *lot area*:

- Natural Heritage System and identified significant natural heritage areas;
- Floodplain and Hazard Lands, unless development exists or has been permitted by the Lake Simcoe Region Conservation Authority, and
- Public infrastructure such as hydro facilities and pumping stations.

For greater certainty, lands used for the following purposes shall be included as part of *lot area* when calculating Floor Space Index:

- off-street parking and servicing areas;
- private streets and driveways;
- public streets conveyed to the Town or the Regional Municipality of York;
- parks and open space dedicated to the Town or a public authority;
- lands conveyed to the Town for underground hydro
- private landscaped areas, including private squares that are designed to be used by the public.”

- f. Deleting the definition of “Width of Driveway” in Section 3.

- g. Deleting the words “which is designated on Schedule “F” to this By-law” in Section 4.12 Planned Width of Street Allowance and replacing them with the word “that”.
- h. Adding *Retirement Residence* to Section 5.3.1.2 Parking Standards – Non-Residential Uses and adding the following Minimum Off-Street Parking Requirement and Maximum Off-Street Parking Requirement for *Retirement Residence*:

Type or Nature of Use	Minimum Off-Street Parking Requirements	Maximum Off-Street Parking Requirements
<i>Retirement Residence</i>	0.5 <i>parking space</i> per unit plus 0.25 <i>parking spaces</i> per unit for visitor	1.0 parking space per unit plus 0.25 parking spaces per unit for visitor

- i. Deleting the text in Section 5.3.1.4 Carpooling Parking Space for certain Non-residential Uses and replacing with the following:

“Notwithstanding Section 5.3.1.2 of this By-law, the required parking for developments involving *financial institution, hospital, library, medical clinic, medical office building, medical/dental laboratory, office, elementary school, secondary school, or post-secondary school* uses must provide carpooling *parking spaces* at a rate of 5% of the total required parking supply for any of these non-residential uses, but shall not be less than 2.0 spaces.”
- j. Adding “*Place of Assembly*” and “*Medical Office*” as permitted uses under Non-Residential Uses in Table 6.2.2.1 Mixed Use Zone Permitted Uses.
- k. Deleting the text of footnote 4 under Section 6.2.2.1 and replacing it with the following:

“Stand-alone surface *parking lot* shall not be located on *lots* that front onto Yonge Street or Davis Drive. Where a stand-alone surface *parking lot* is permitted, it shall be subject to Section 5.4.1 of this By-law.”
- l. Deleting the words “38.0 metres” after “at least 66% of the *Building* frontage above the” in Provision 6.2.4.2(ii)(a) Height – Podiums and replacing it with “podium height”.
- m. Deleting the text in Provision 6.2.4.2(ii)(b) Height – Podiums and replacing it with the following:

ii)b) “If a *building* with a height greater than 26.0 metres but less than 38.0 metres contains a podium, the podium shall not exceed 17.0 metres in height and the *building* above the podium shall be set back a minimum of 1.5 metres from the edge of the podium for a length of at least 66% of the *building* frontage above the podium height adjacent to the *public street*.”
- n. Deleting the text in Provision 6.2.4.5(i) Setback and replacing it with the following:

i) “Any *building* with a frontage on Yonge Street or Davis Drive shall be setback a minimum of 3.0 metres from the *lot line* that abuts Yonge Street or Davis Drive.”

- o. Adding the following text as Provision 6.2.4.5(ii) Setback and renumbering subsequent provisions:
 - ii) “Any *building* with a frontage on Yonge Street or Davis Drive, located on a *corner lot*, shall be setback a minimum of 3.0 metres from the *lot line* that abuts a *public street* other than Yonge Street or Davis Drive.”
- p. Deleting the text in the renumbered Provision 6.2.4.5 iv) and replacing it with the following:
 - iv) “The wall of any tall *building* located above the podium height in accordance with Provision 6.2.4.2 ii) shall be set back a minimum 12.5 metres from any *lot line* that does not abut a *public street*.”
- q. Deleting Diagram 6-3 in Section 6.2.4.5 Setback and replacing it with the diagram shown in Schedule 2 to this by-law as Diagram 6-3a.
- r. Adding the diagram shown in Schedule 3 to this by-law as Diagram 6-3b to Section 6.2.4.5 Setback.
- s. Deleting the text in Provision 6.2.4.9 ii) Parking and Access to Lot and replacing it with the following:
 - ii) “Parking may be provided within a *building* or *structure* or on the surface, but shall only be located in a *side yard* or *rear yard* on *lots* that front onto Davis Drive or Yonge Street.”
- t. Deleting the text in Provision 6.2.4.9 iii) Parking and Access to Lot and replacing it with the following:
 - iii) “Parking for motorized vehicles shall not be permitted in the *yard* that abuts Davis Drive or Yonge Street.”
- u. Deleting the text in Provision 6.2.4.9 iv) and replacing it with the following:
 - iv) “Notwithstanding provision 6.2.4.9 (i), vehicular access may be located in the *yard* that abuts Davis Drive or Yonge Street if access to the *lot* is only from Davis Drive or Yonge Street.”
- v. Deleting “Convenience Store” as a permitted use from Table 6.3.2.1 Institutional Zone Permitted Uses.
- w. Deleting SS(1) in Section 8.1 Site Specific Exceptions.
- x. Deleting the text in Section 8.2.1 Holding Zones and Exceptions to Permit Development and replacing it with the following:

“For any *lot* that is subject to a Holding Zone (H) on Maps 13 through 18 of this By-law (for example (H)-1), *uses* permitted by this By-law shall be permitted prior to the removal of the Holding Zone (H) and the provisions under Section 6.2.1.2, Section 6.2.5, Section 6.3.1.2, Section 6.3.5, Section 6.4.1.2, Section 6.4.5 and Section 8.1 shall prevail.”
- y. Deleting the first paragraph in Section 8.2.2 Requirement to Remove the (H) Symbol and replacing it with the following:

“Notwithstanding Section 8.2.1, for any lot that is subject to a Holding Zone (H), no development as defined by the Planning Act and/or Site Plan Application Process Manual may occur without an application to remove the (H) symbol from the lot.”

- z. Deleting Schedule A; Schedule A Maps 1 to 6; Schedule B; Schedule B Maps 7 to 12; Schedule C; Schedule C Maps 13 to 18; Schedule D, and Schedule E, and replacing them with Schedules 4 to 26 attached to this by-law.
- 2. That Schedules 1 to 26 inclusive attached to this by-law are declared to form part of this by-law.

Enacted this xxx day of xxx, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk

DRAFT

Schedule 1 to By-law 2020-XX

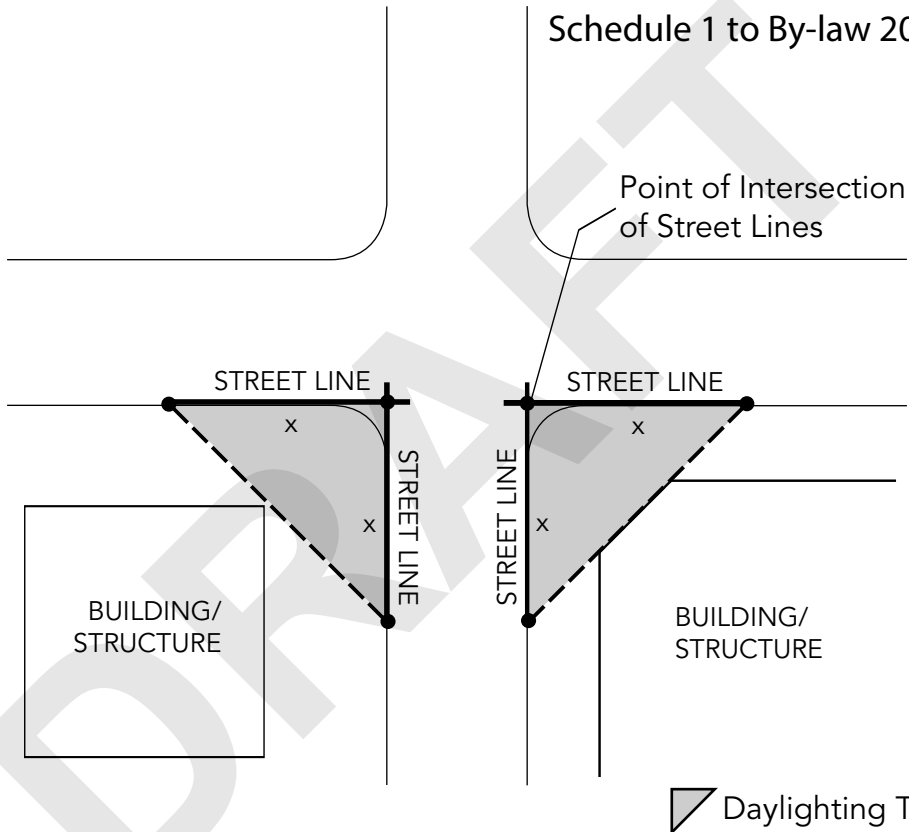


Diagram 3-6 Daylighting Triangle

Schedule 2 to By-law 2020-XX

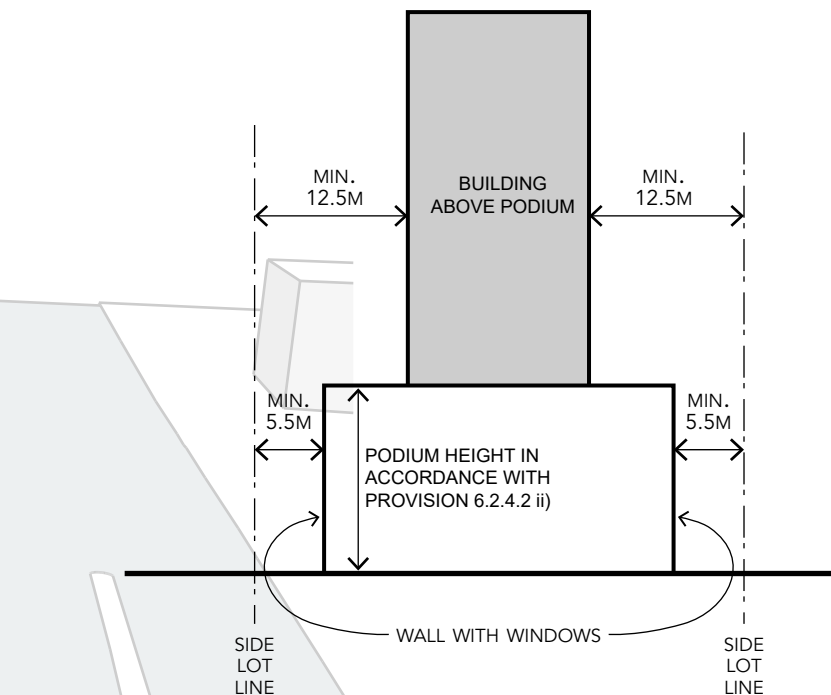


Diagram 6-3a SIDE SETBACK NOT ADJACENT TO A PUBLIC STREET

Schedule 3 to By-law 2020-XX

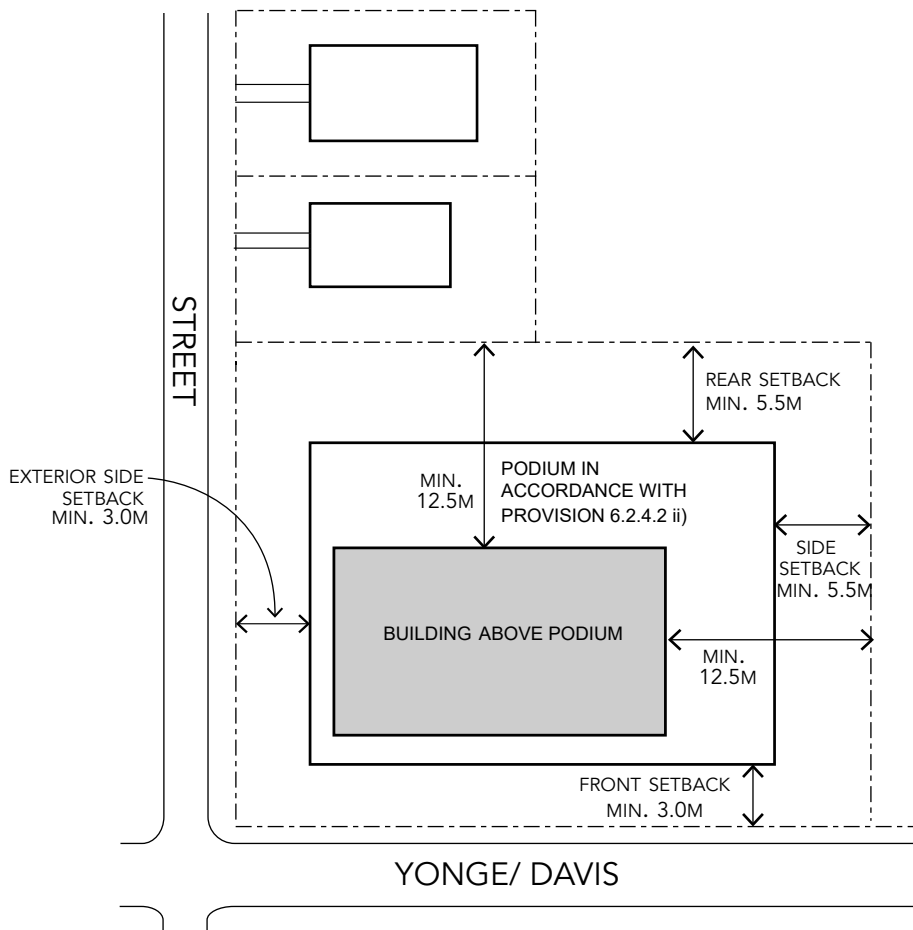
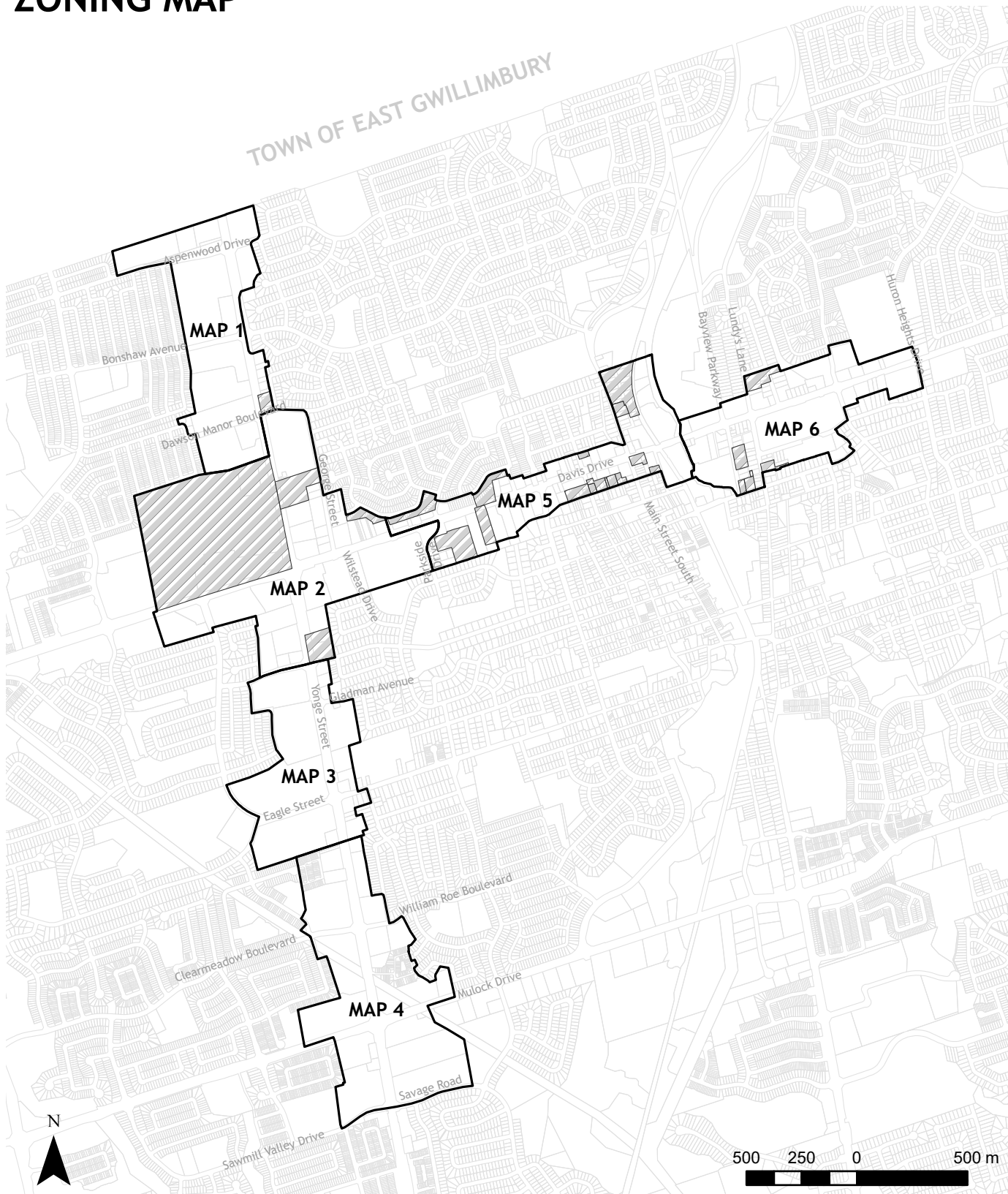


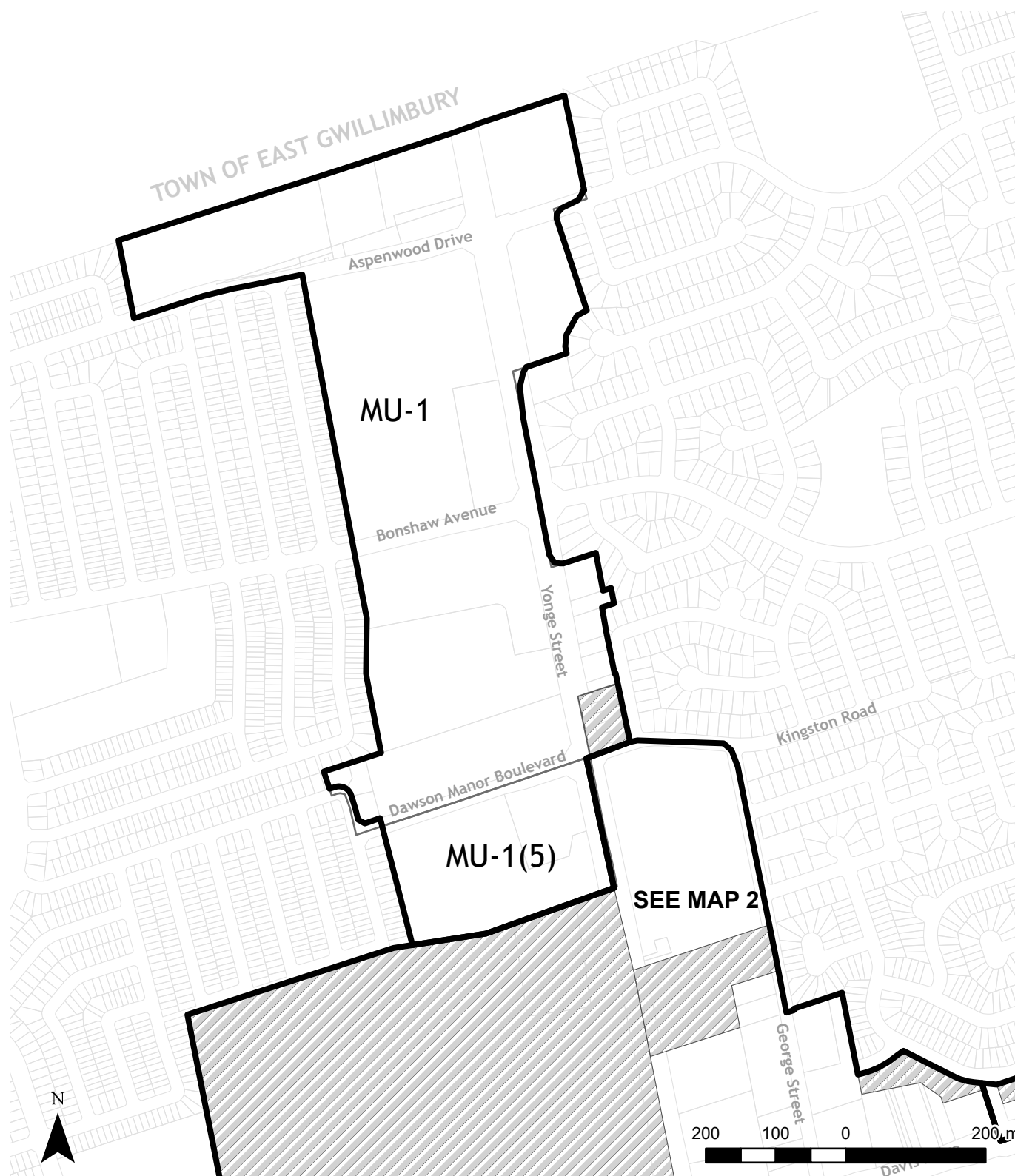
Diagram 6-3b. SETBACKS on A CORNER LOT

ZONING MAP



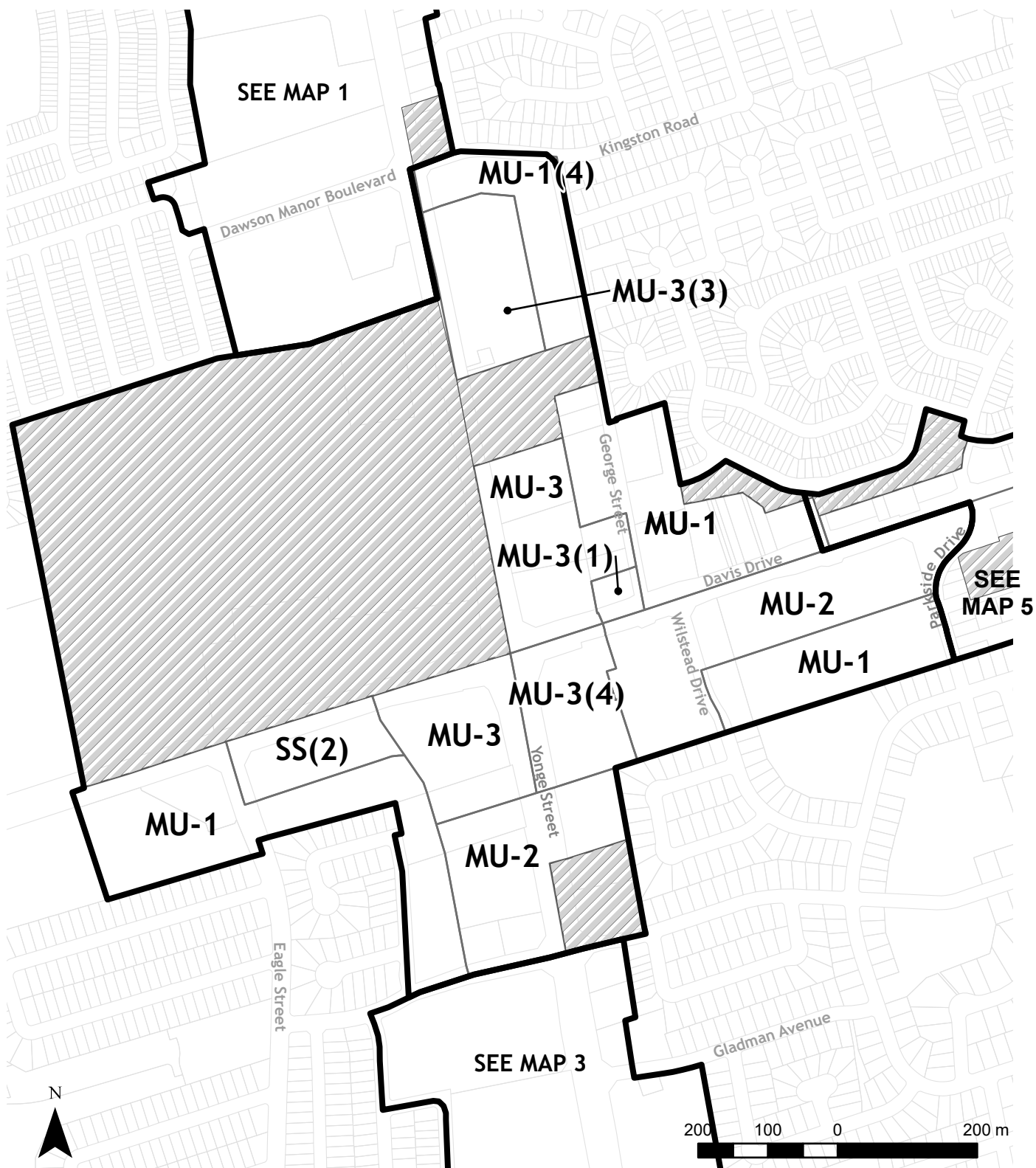
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

YONGE NORTH ZONING MAP



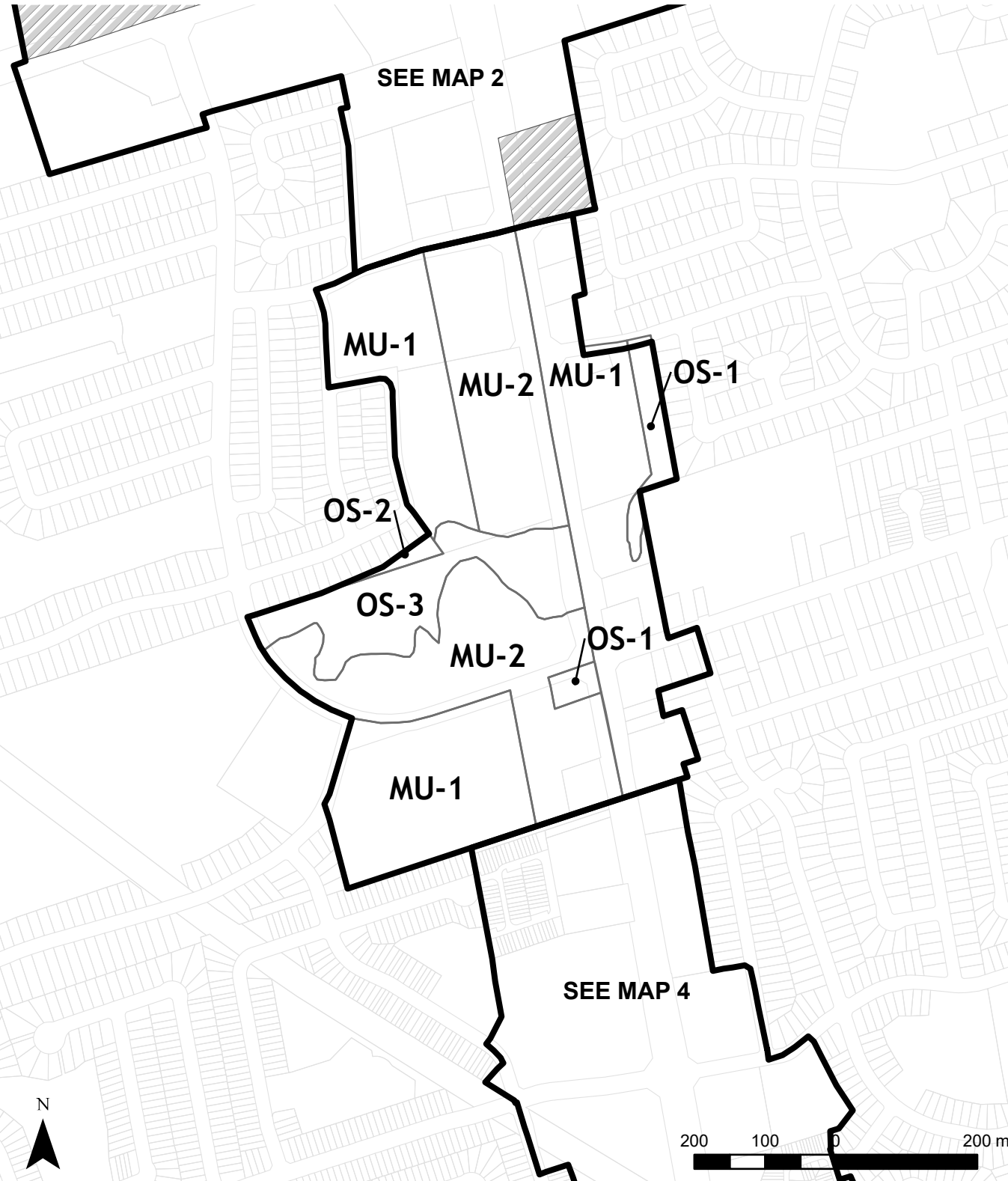
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YONGE AND DAVIS ZONING MAP



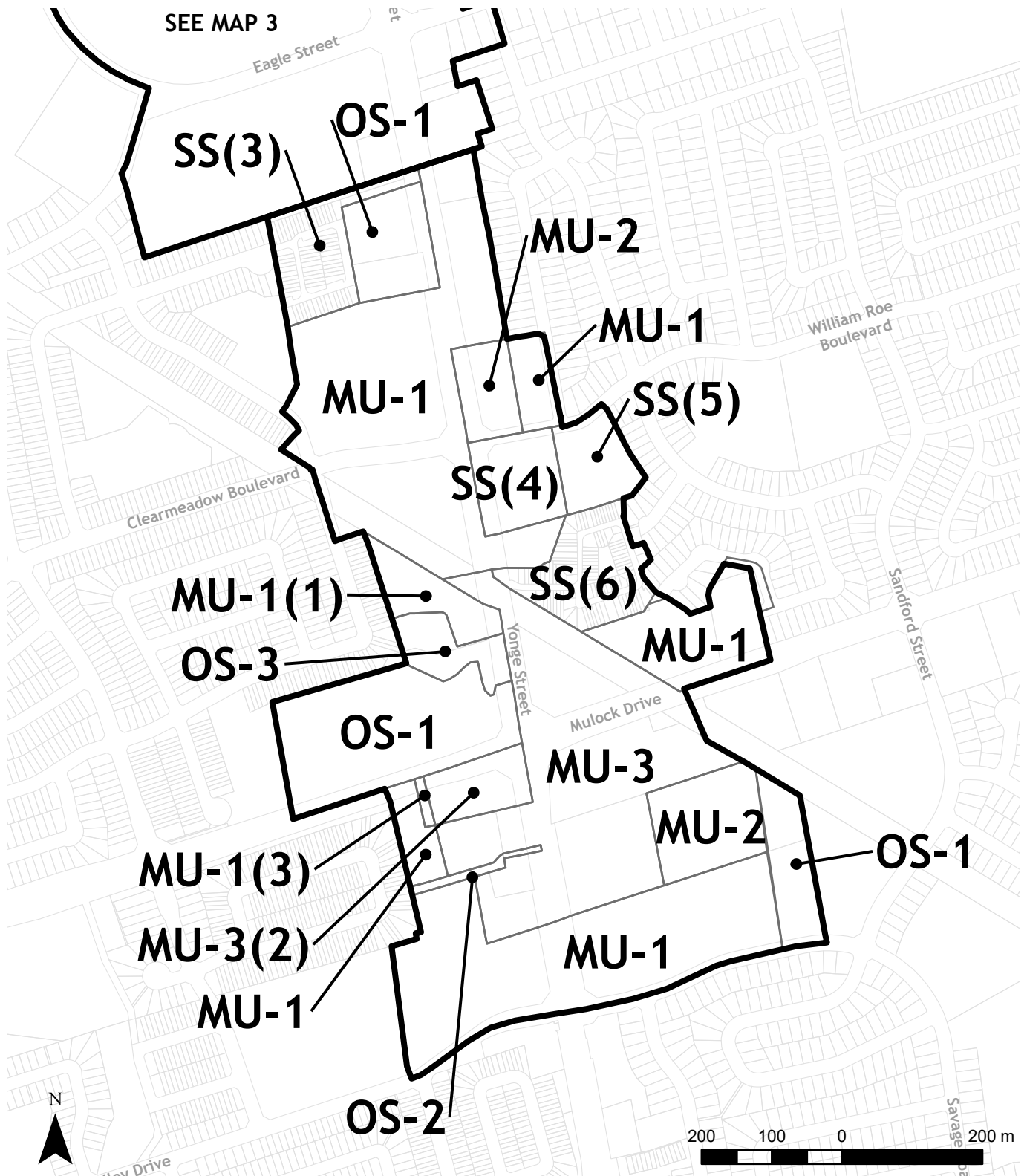
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YONGE CIVIC ZONING MAP



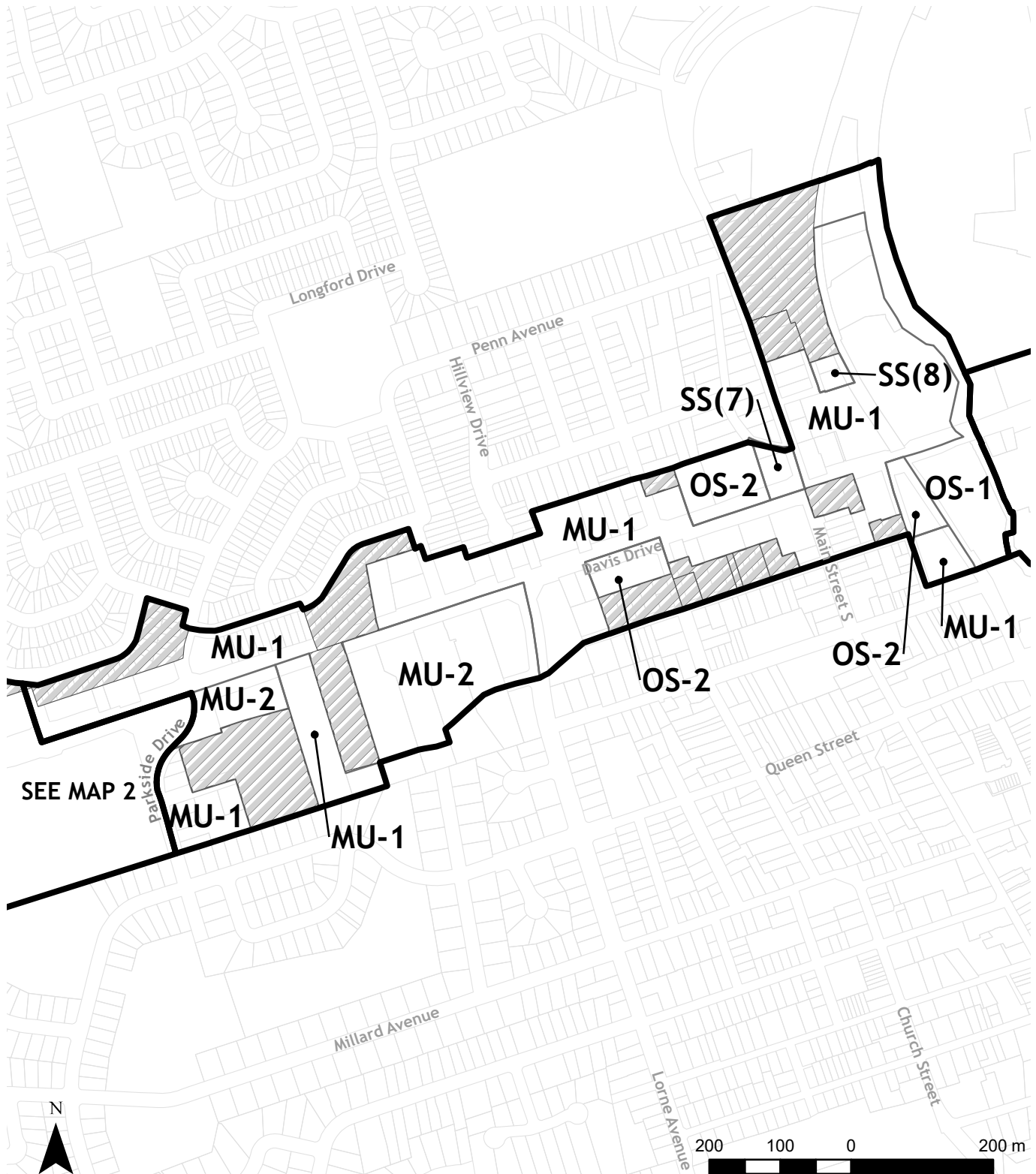
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

YONGE SOUTH ZONING MAP



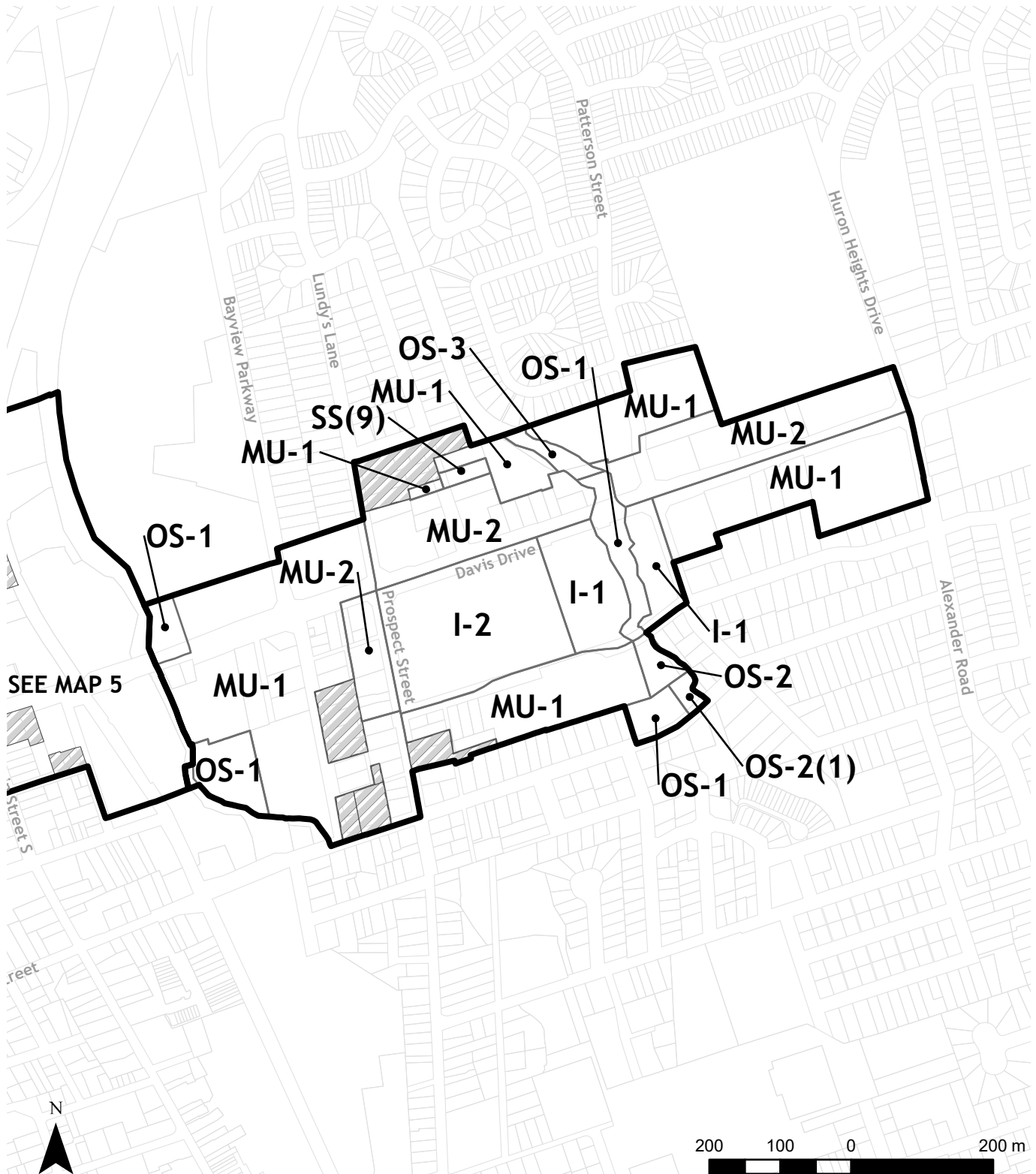
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DAVIS DRIVE ZONING MAP



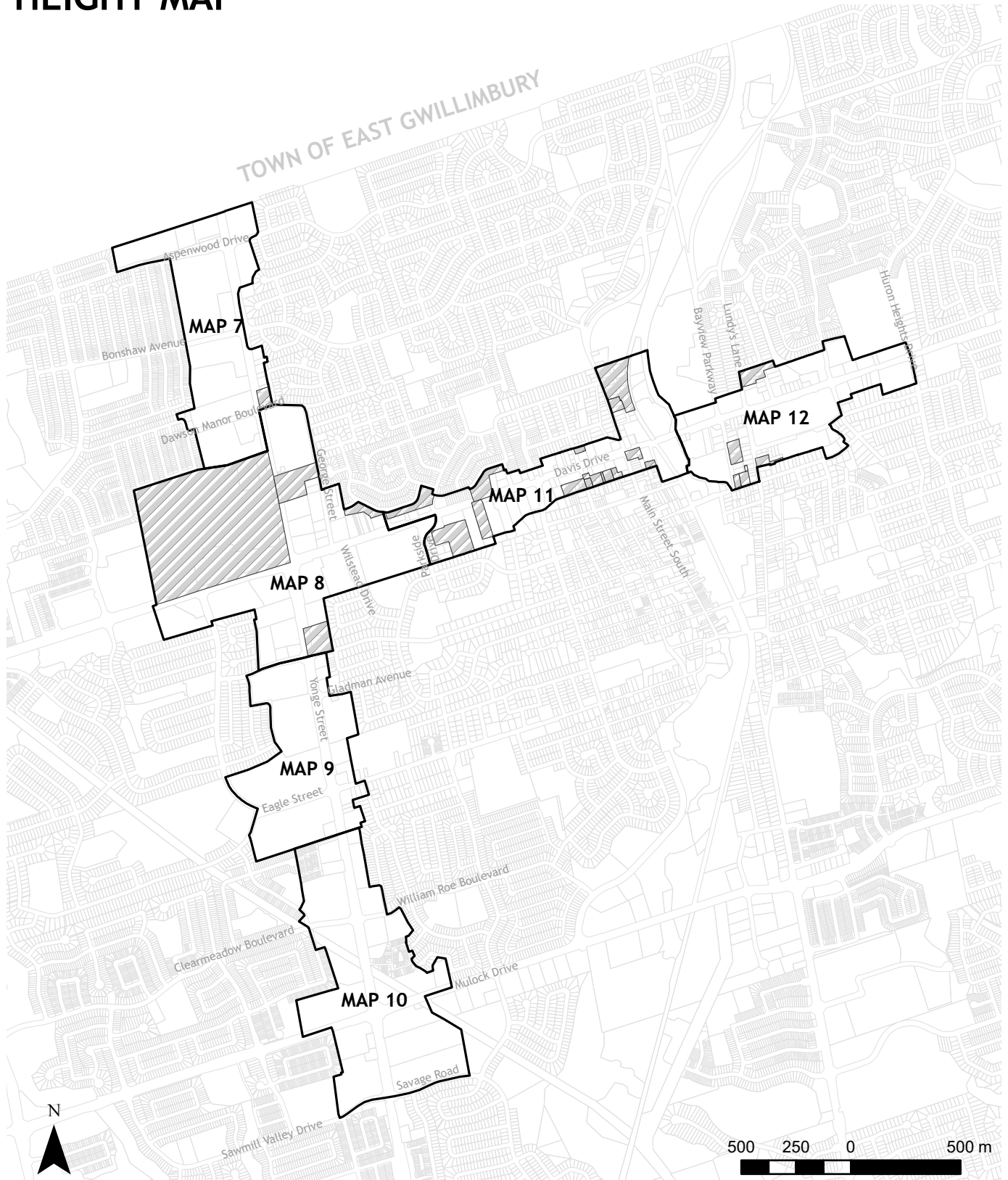
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REGIONAL HEALTHCARE CENTRE ZONING MAP



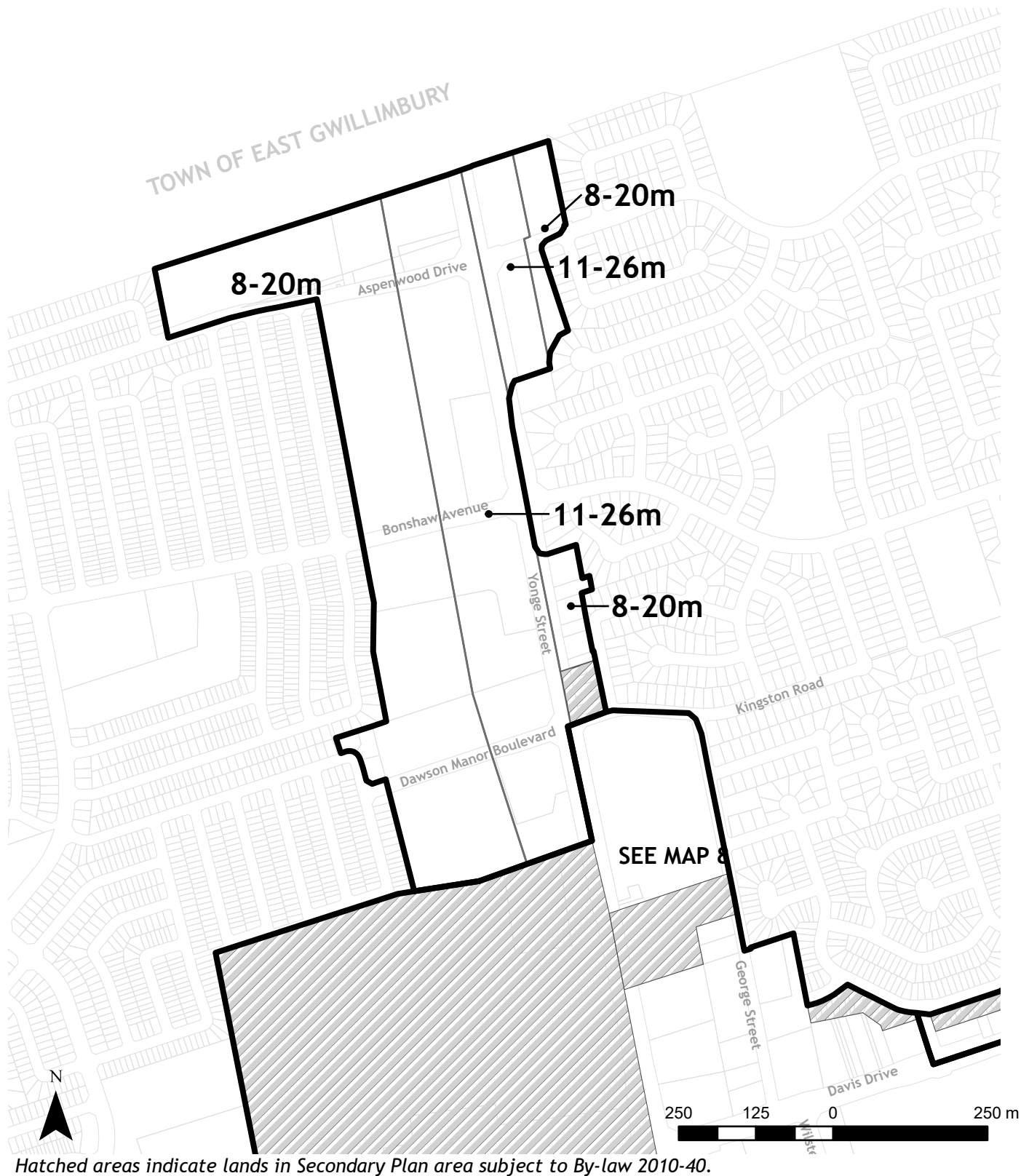
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HEIGHT MAP

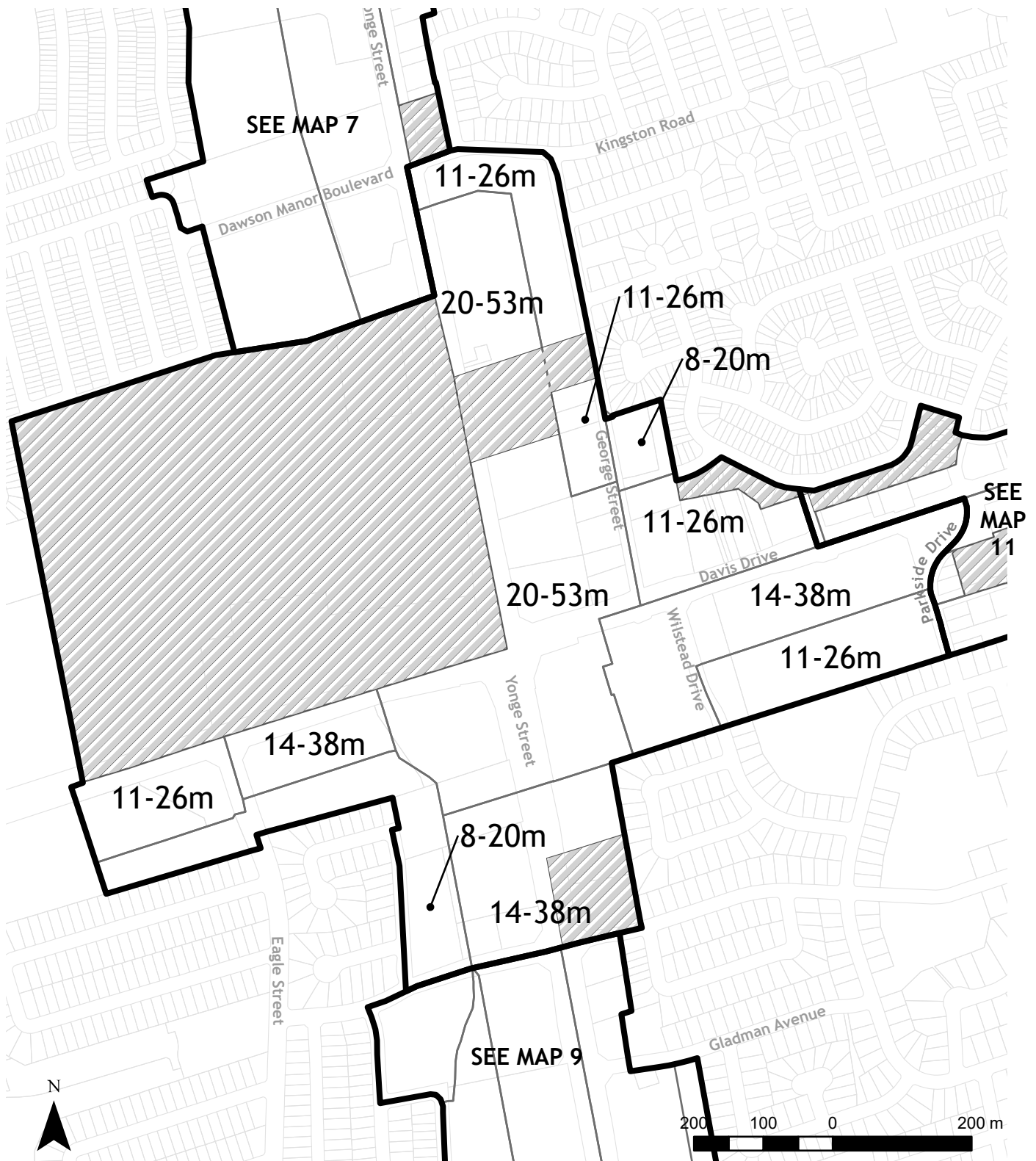


Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

YONGE NORTH HEIGHT MAP

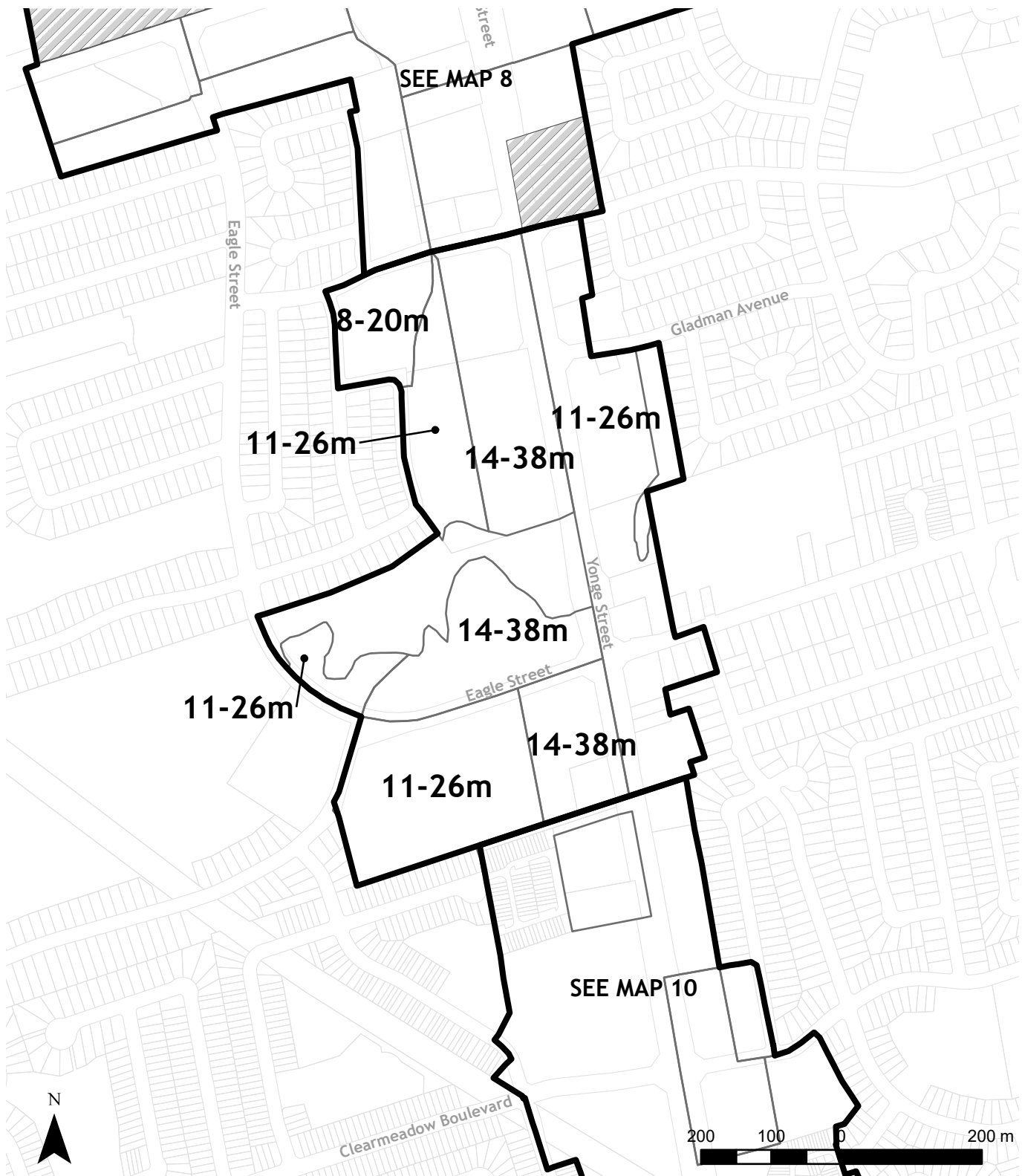


YONGE AND DAVIS HEIGHT MAP



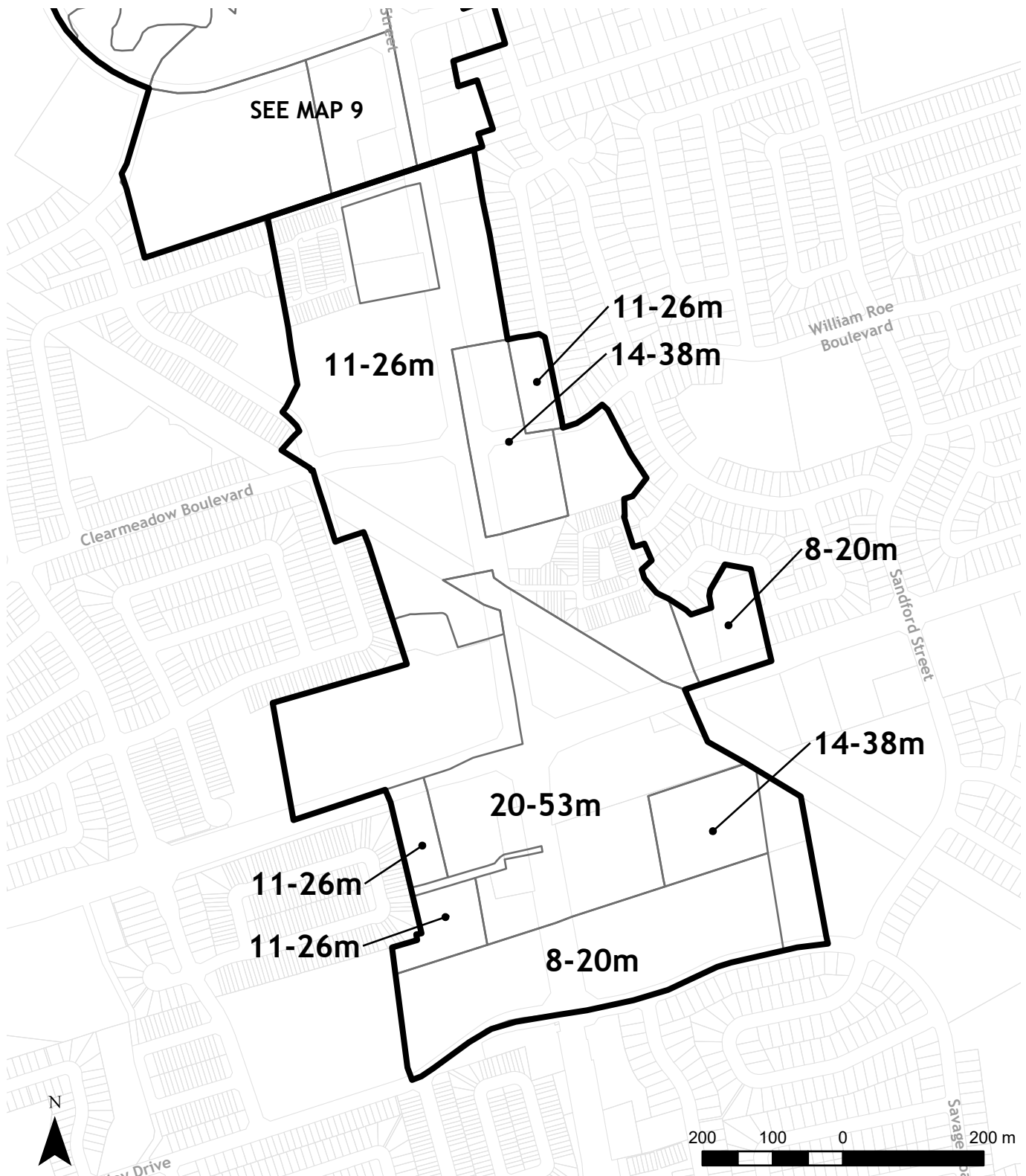
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YONGE CIVIC HEIGHT MAP



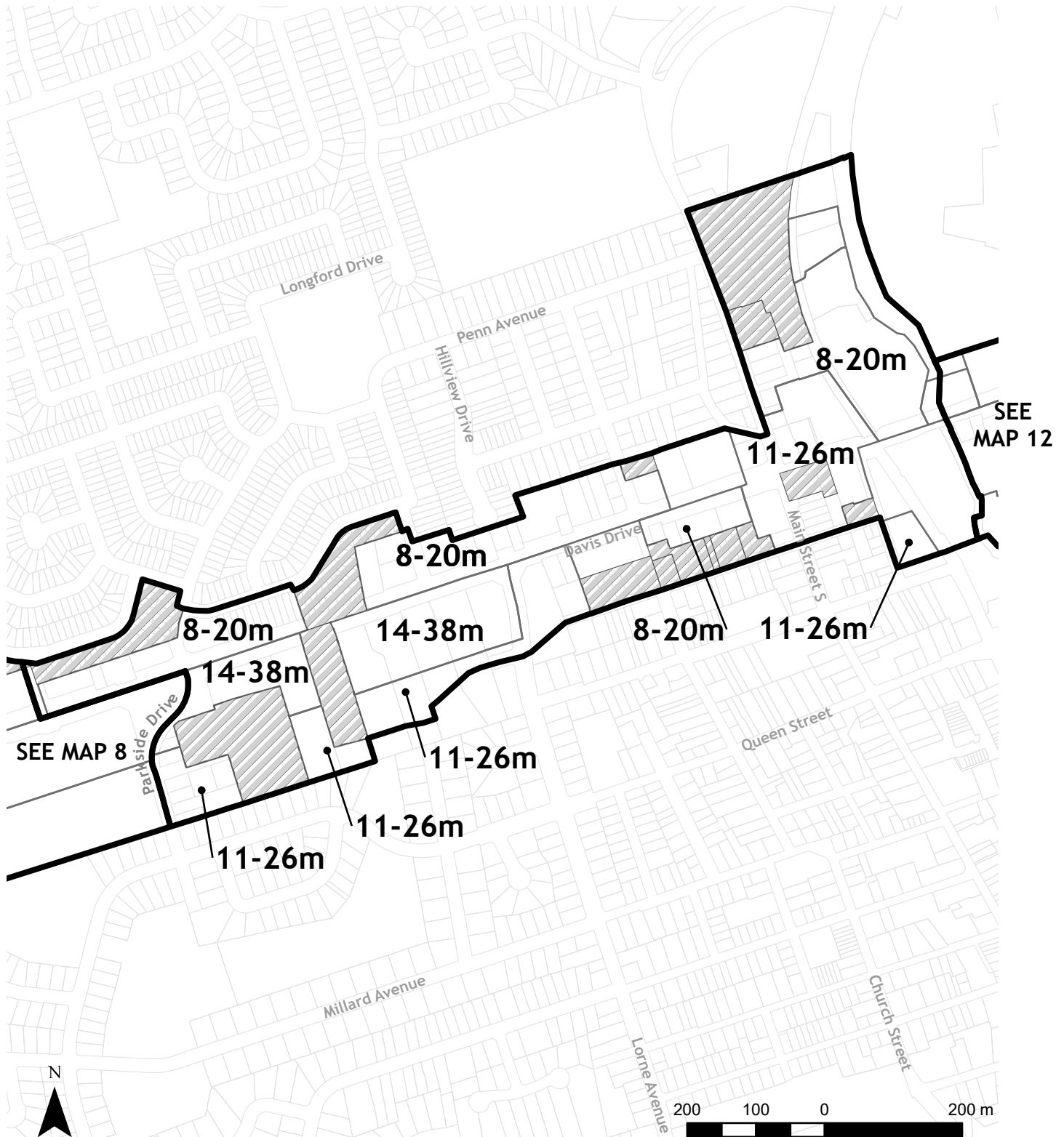
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YONGE SOUTH HEIGHT MAP



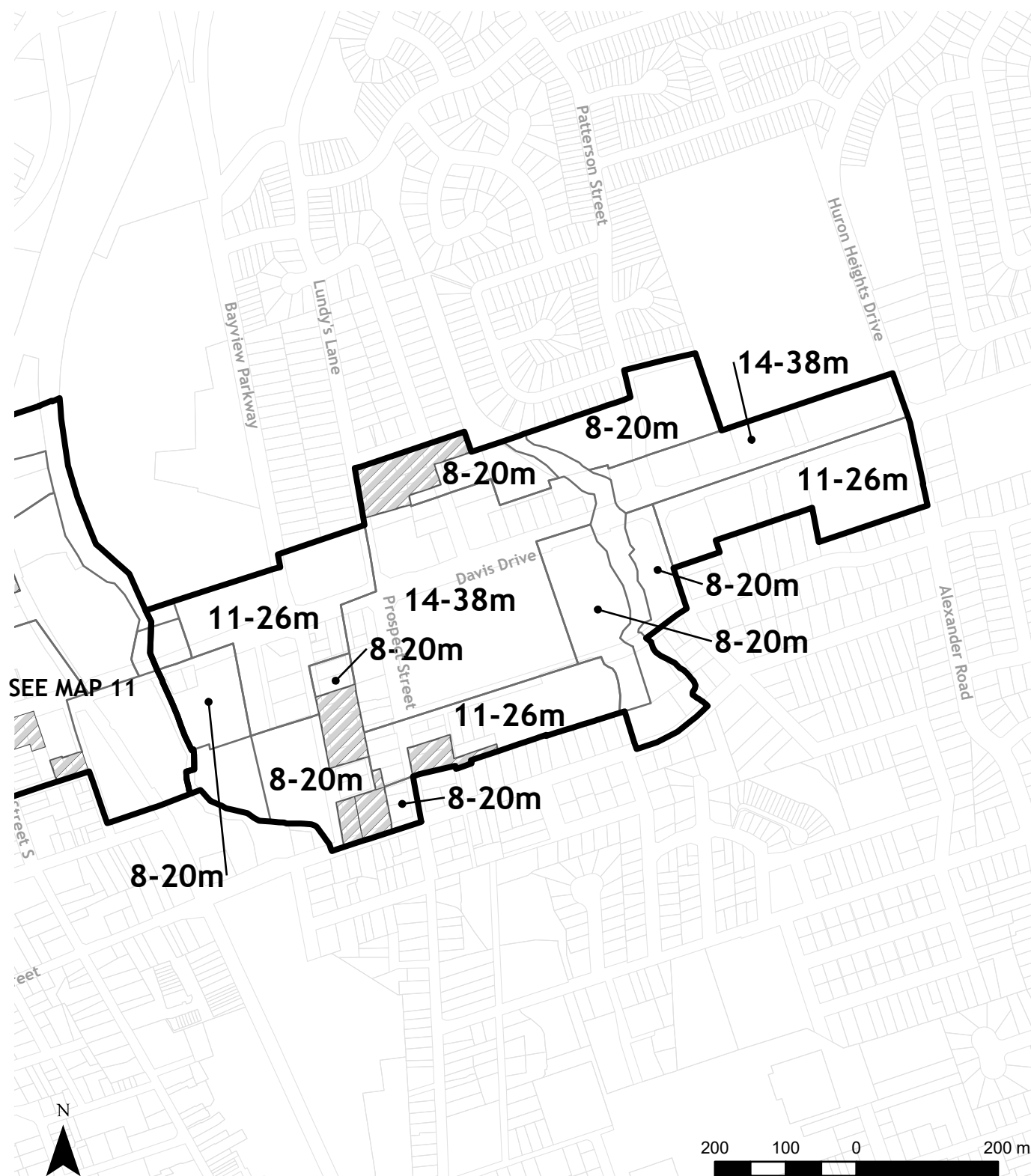
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DAVIS DRIVE HEIGHT MAP



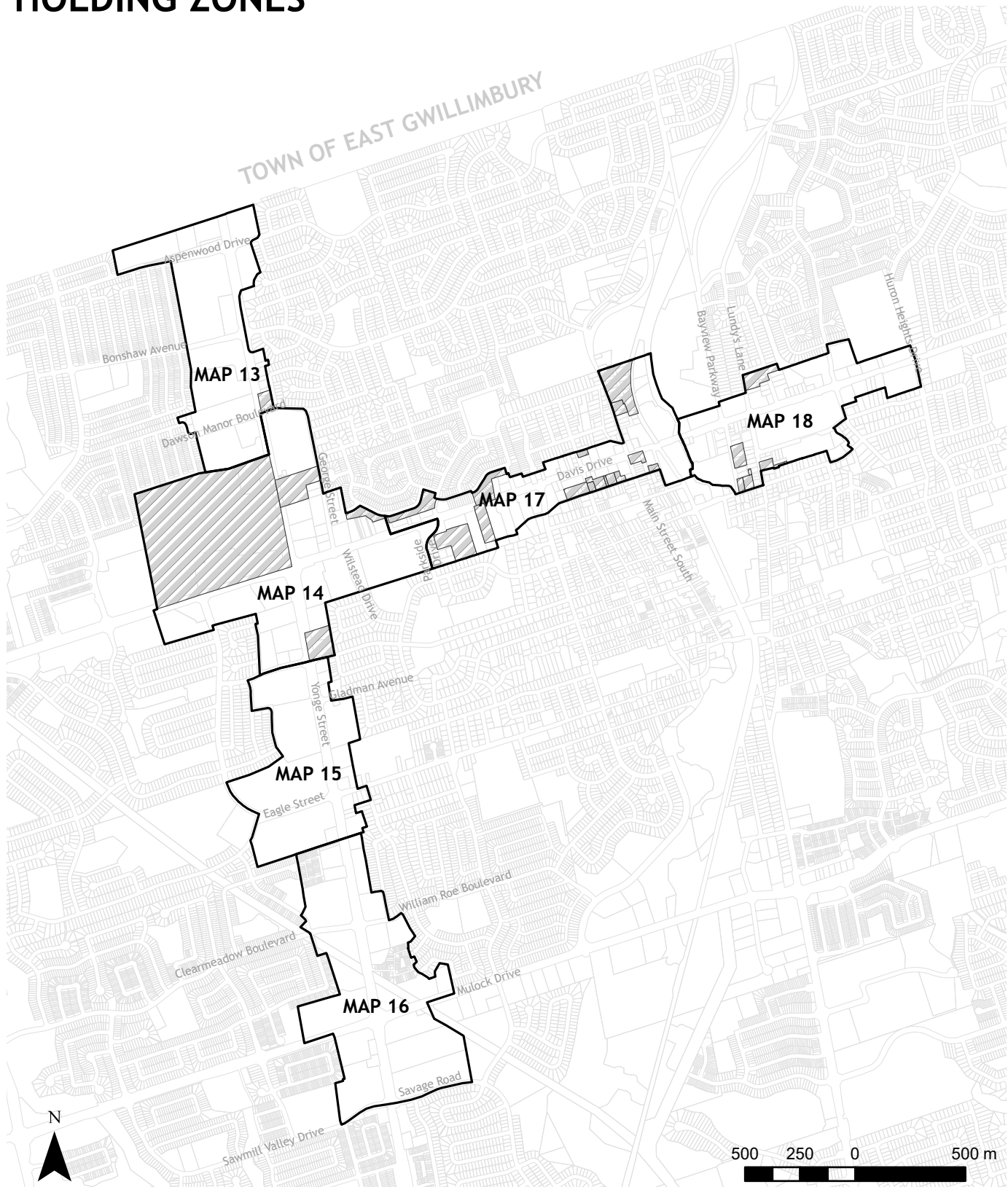
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REGIONAL HEALTHCARE CENTRE HEIGHT MAP



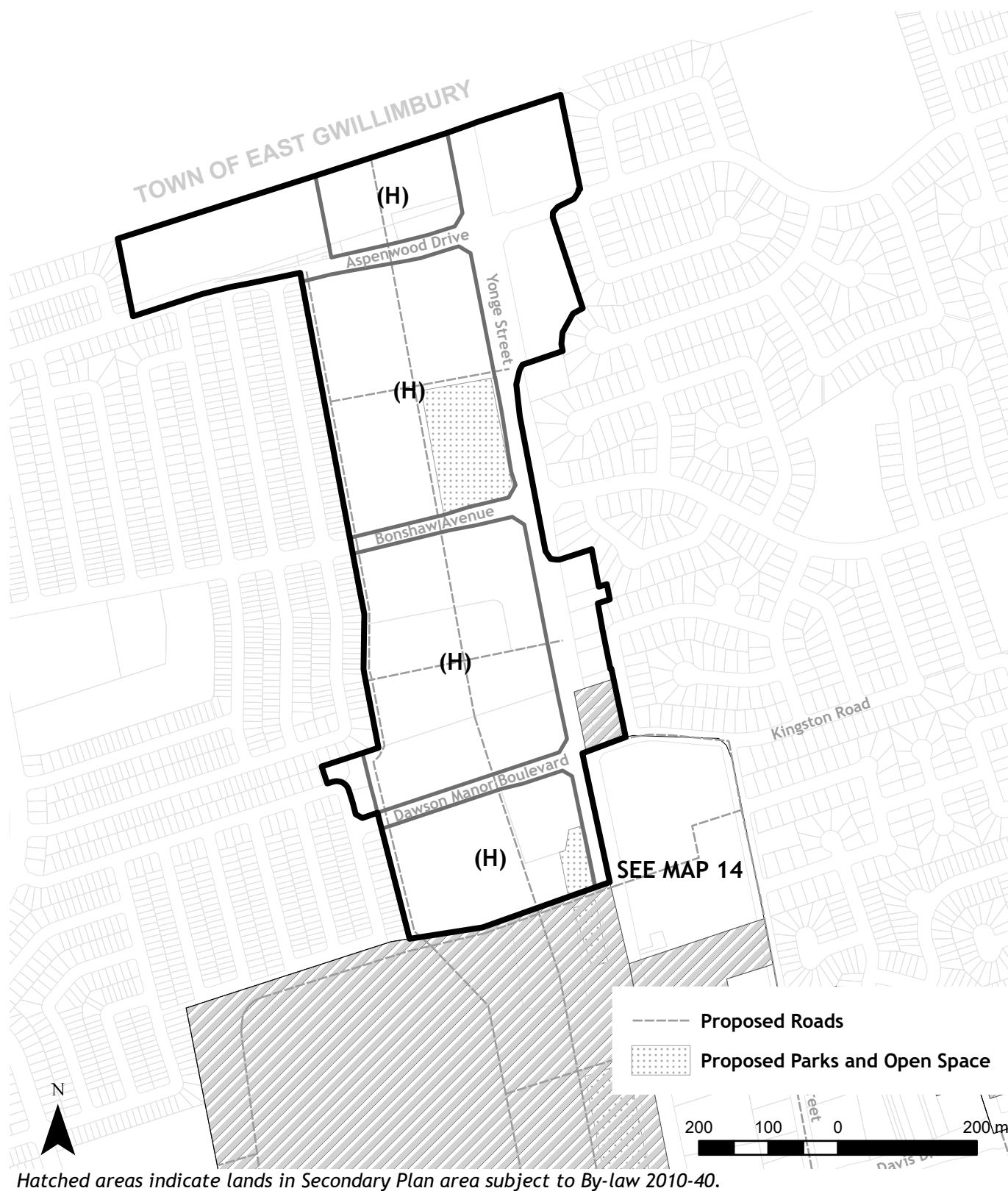
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HOLDING ZONES

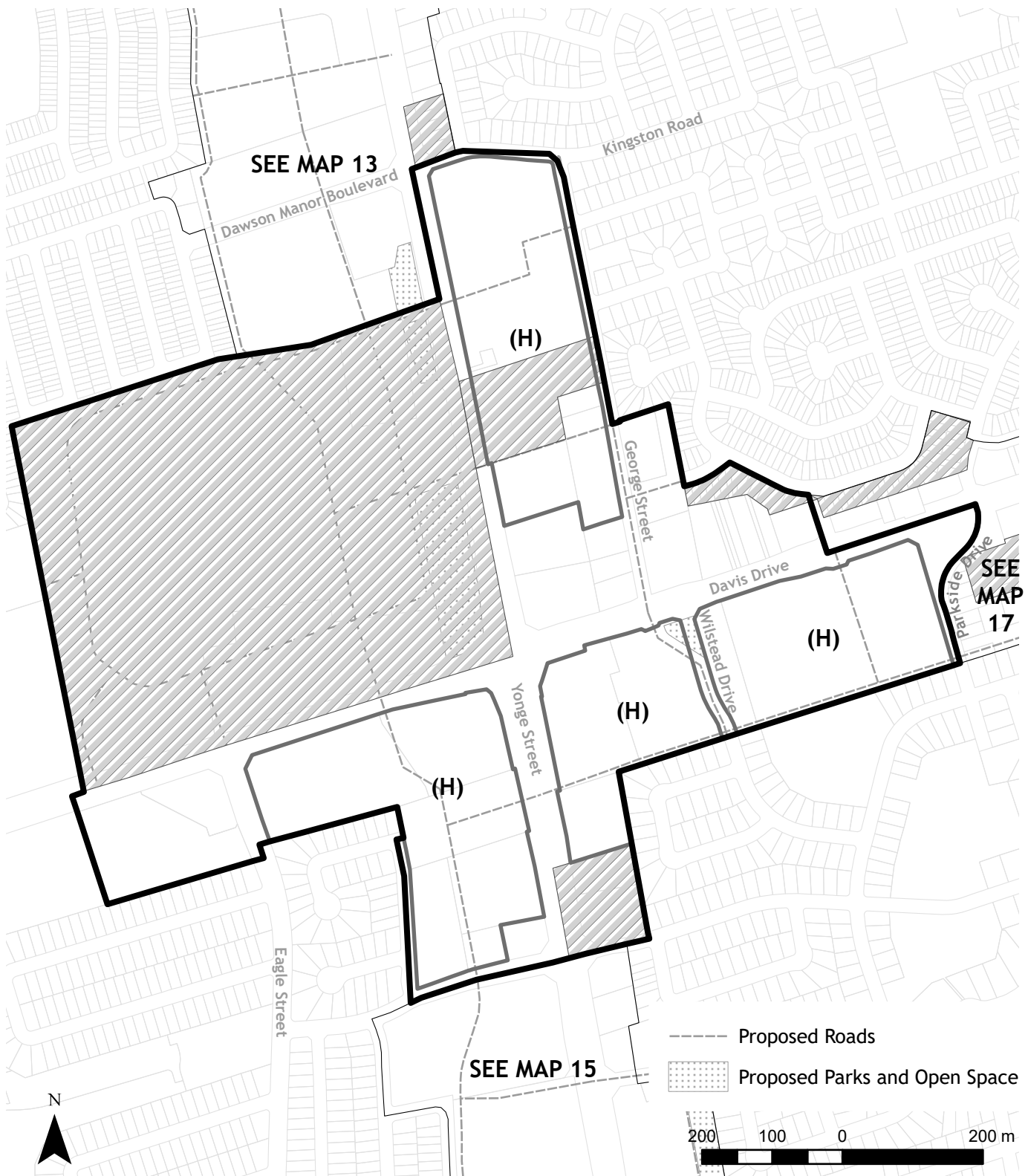


Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

YONGE NORTH HOLDING ZONES

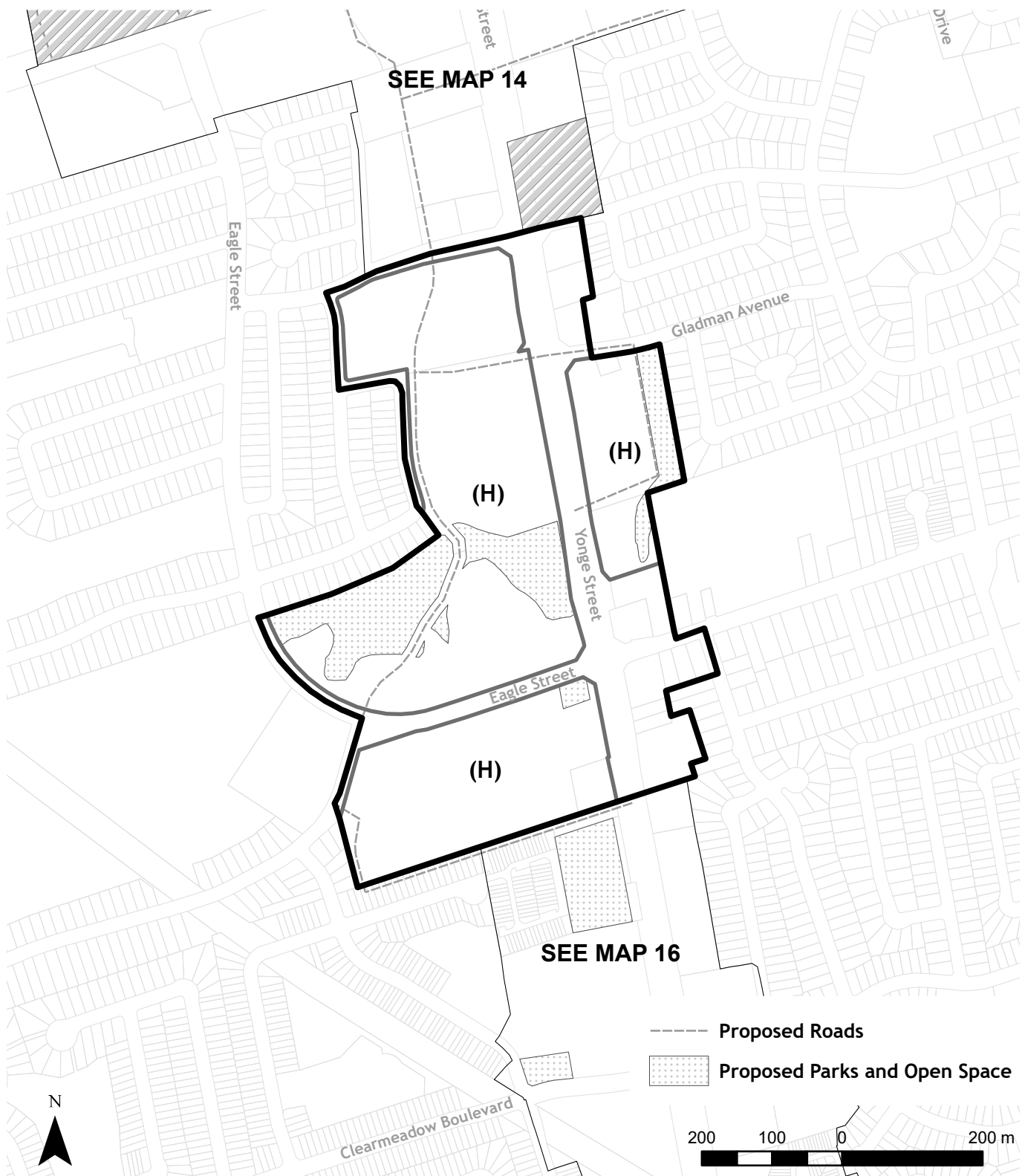


YONGE AND DAVIS HOLDING ZONES



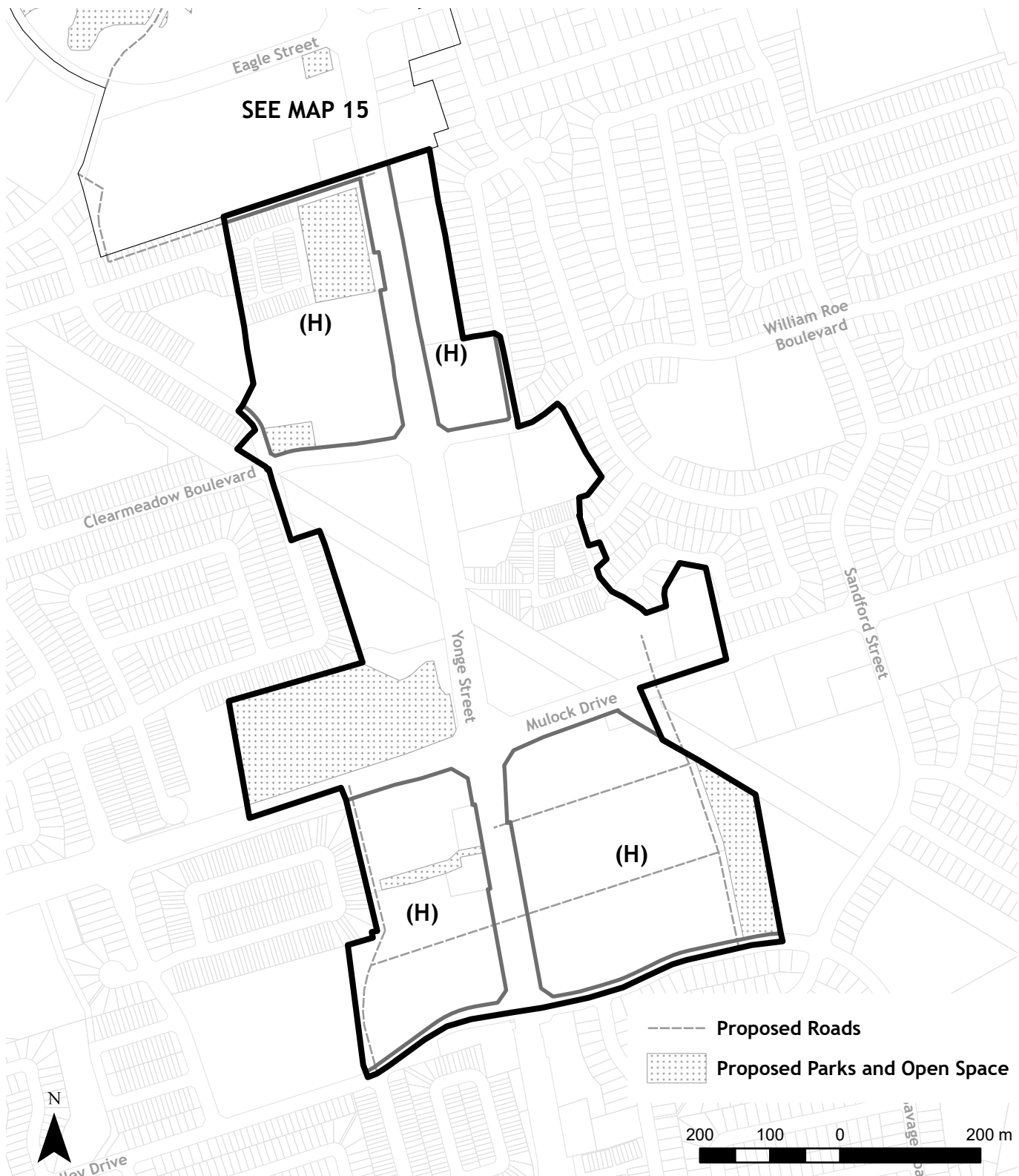
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YONGE CIVIC HOLDING ZONES



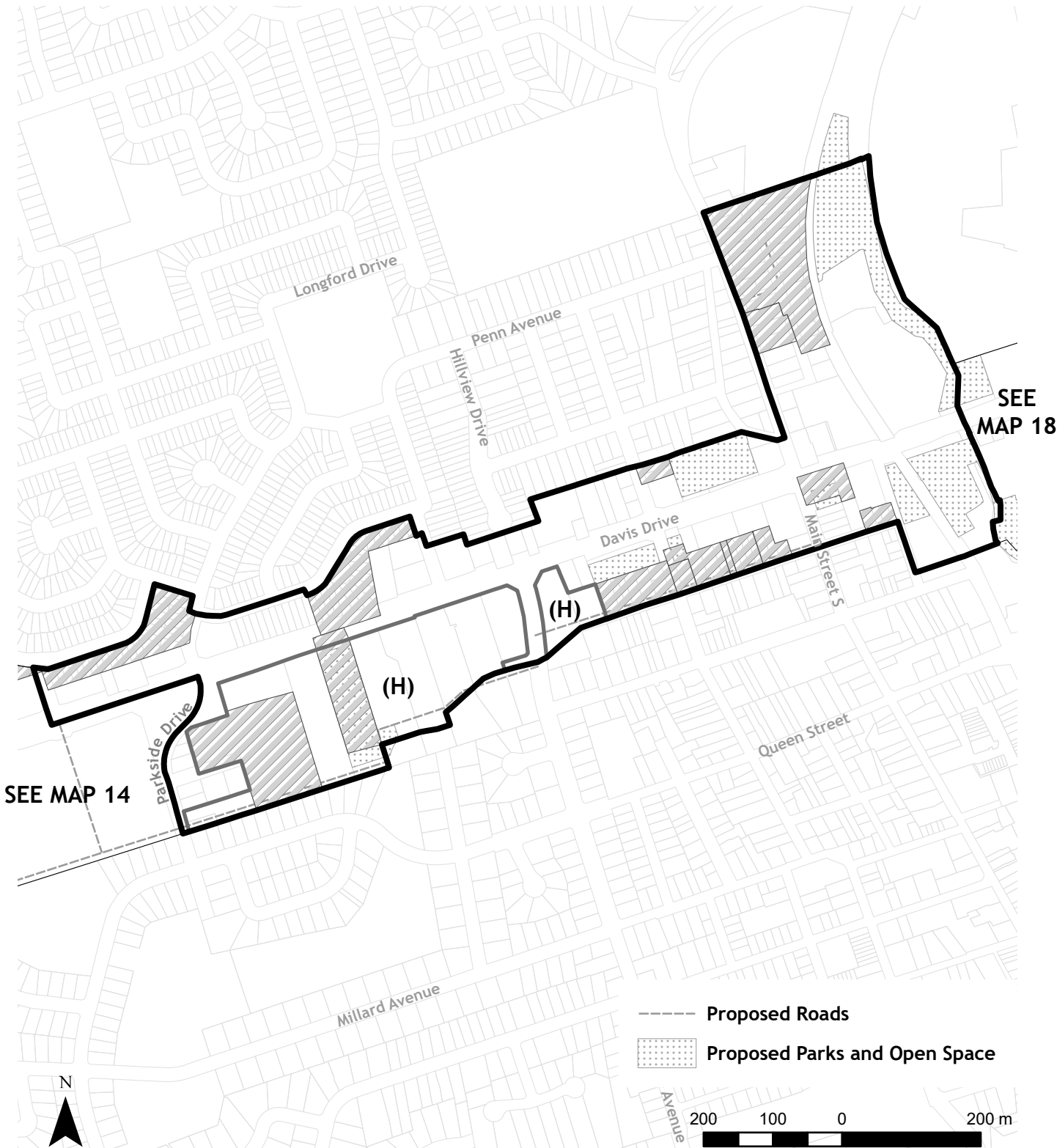
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

YONGE SOUTH HOLDING MAP



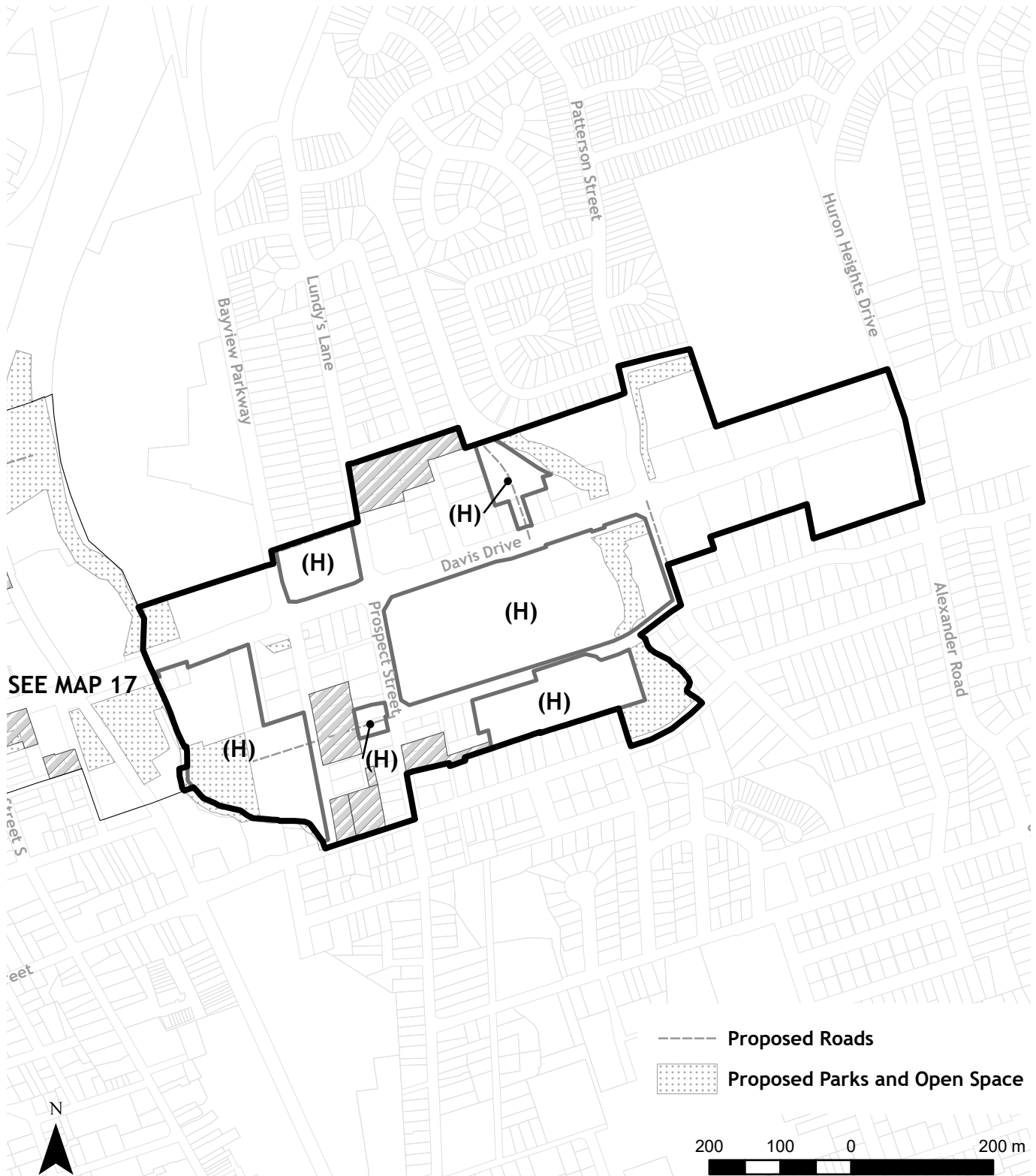
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

DAVIS DRIVE HOLDING ZONES



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

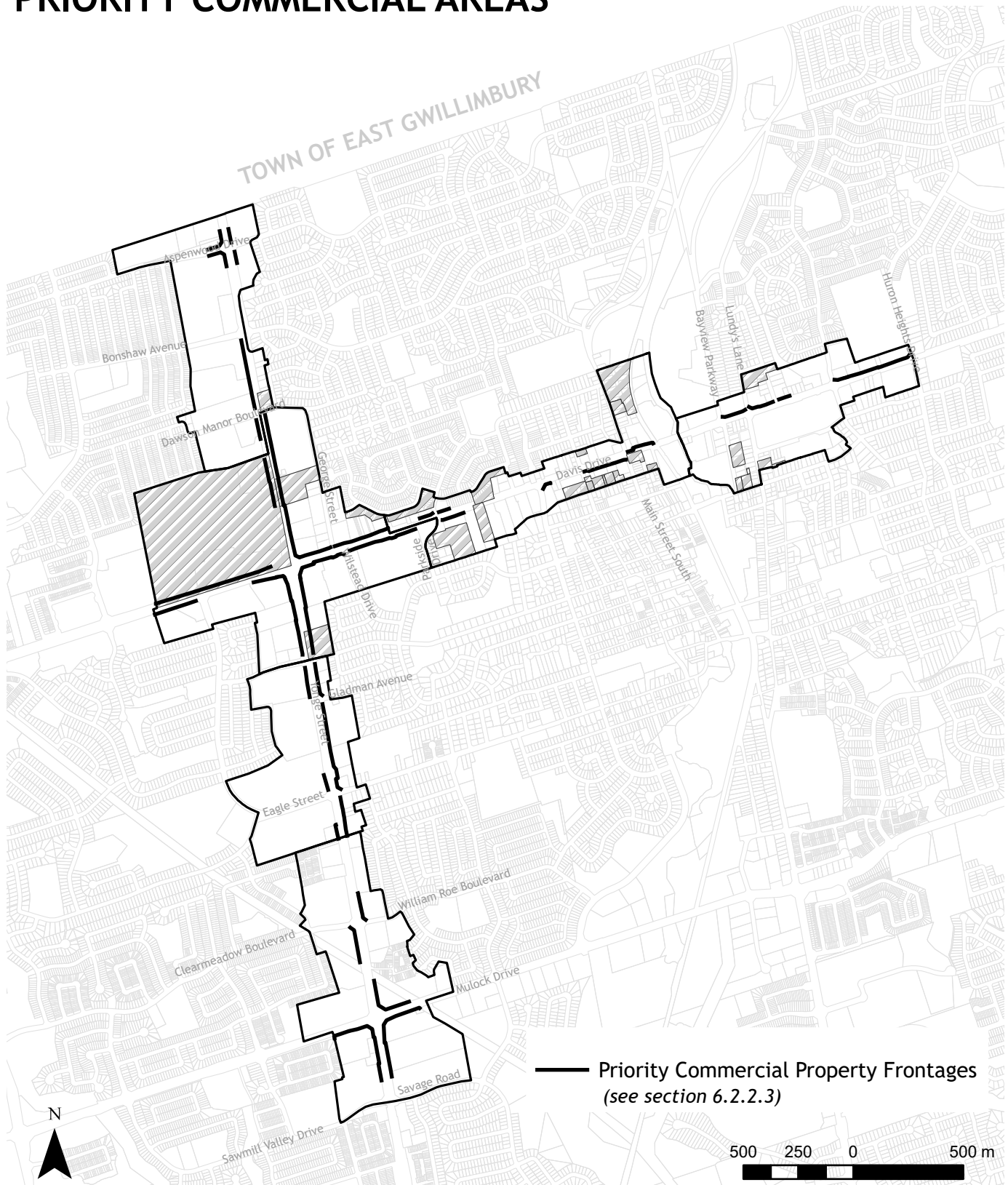
REGIONAL HEALTHCARE CENTRE HOLDING ZONES



SEE MAP 17

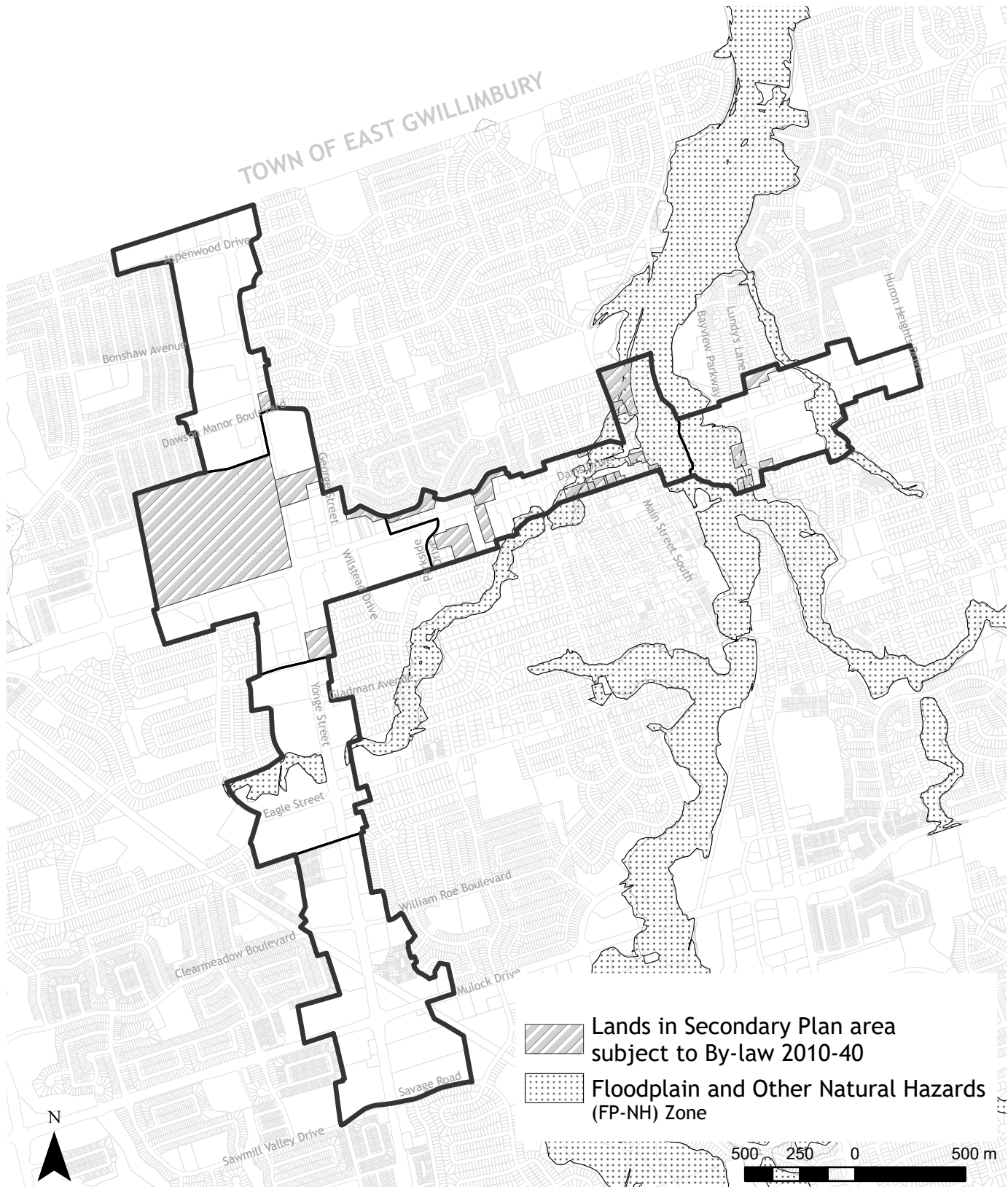
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

PRIORITY COMMERCIAL AREAS



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

FLOODPLAIN AND OTHER NATURAL HAZARDS



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

**Amendment No. 25
to the
Town of Newmarket Official Plan**

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3. Schedules

Schedule A – Schedule 3: Land Use

Schedule B – Schedule 4: Height and Density

Schedule C – Schedule 5: Street Network

Schedule D – Schedule 6: Parks, Open Space & Natural Heritage

APPENDIX

Map 1 – Location Map

PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of Section II of the Town of Newmarket Official Plan (OPA No. 10), also known as the Newmarket Urban Centres Secondary Plan (Secondary Plan) to:

- Clarify the original intent of the policies;
- Implement recommendations of recently approved planning documents;
- Update land use permissions or requirements to address inconsistency between policies; and
- Resolve mapping inconsistencies.

2. Location

The proposed amendments are made to the text and schedules of the Secondary Plan and are applied to the Secondary Plan area as shown on Map 1 to this amendment.

3. Basis

The majority of the Secondary Plan came into effect on April 30, 2015 save and except sections that were appealed to the Local Planning Appeal Tribunal (LPAT) (formerly Ontario Municipal Board). All appeals were subsequently dealt with by the LPAT and the Secondary Plan came into full force and effect on October 18, 2018. Since then, staff have identified a number of technical anomalies that should be addressed to guide development in the Secondary Plan area. More specifically, the proposed amendments aim to clarify intent of policies and schedules of the Secondary Plan and to achieve greater alignment between various sections of the Secondary Plan. In addition, Council has adopted other planning documents since 2015 which also necessitate changes to the Secondary Plan.

Item 1 Section 5.0 Land Use

- Revise the designation “Neighbourhood Parks and Open Space” to “Parks and Open Space” to be consistent with the term used in all schedules;
- Replace the term “natural heritage areas” with “Lands within the Natural Heritage System and identified significant natural heritage areas” to align with Provincial and Regional planning documents; and

- Revise Policy 5.3.4(ii)(e) Regional Shopping Centre Study Area to recognize the Mobility Hub Study has been completed and integration of transit to the GO bus terminal is no longer applicable.

Item 2 Section 6.4 Development Policies

- Amend Policy 6.4.4(i) Rental Housing to reference York Region’s Financial Incentives for Complete Communities, and
- Remove Policy 6.4.5(vi) General Building Height and Density (which speaks to where there is discrepancy between number of storeys and height in metres, height in metres identified on Schedule 4 shall prevail) because it is no longer needed. Numerical height values (metres) is proposed to be removed from Schedule 4 as part of this amendment.

Item 3 Section 7.3 Urban Design Policies

- Amend Policy 7.3.4(iv) Low-rise Residential Buildings to clarify which lot line setback shall be taken from;
- Revise Policy 7.3.5(i) High and Mid-rise Buildings to clarify that new public space or publicly accessible private space will be required as part of high and mid-rise development in accordance with the Town’s Parkland Dedication By-law;
- Delete Policy 7.3.5.1(vi) from the Podium section as the policy does not relate to podiums;
- Incorporate the term “district energy ready” and “electric vehicle ready” in Policies 7.3.7(xi) and (xii) to align with the adopted Community Energy Plan; and
- Add a policy and associated criteria to Section 7.3.12 to permit temporary surface parking area on lands fronting onto Davis Drive within the Regional Healthcare Centre.

Item 4 Section 8.3 Block Structure and Street Network Policies

- Amend Section 8.3.3 and Table 2 to reflect appropriate right-of-way width requirements, and
- Amend Section 8.3.4 to clarify that reduction of private laneway width may be permitted and the main purpose of private laneway is to provide access to properties that front onto Yonge Street or Davis Drive.

- Item 5 Section 8.3.7 North/South and East/West Network Study
- Amend Policy 8.3.7(i) to state that a north/south and east/west study road network study may be conducted in the future, separate from the Mobility Hub Study, while acknowledging that the study may draw from the Mobility Hub Study's findings.
- Item 6 Section 9.3.3 Newmarket GO Rail Mobility Hub Study Area
- Revise Policy 9.3.3(ii) to recognize the completion of the Mobility Hub Station Area Plan and delete Policy 9.3.3(iii) as it is no longer required.
- Item 7 Section 10.0 Parks, Open Space and Natural Heritage
- Update designation of "Neighbourhood Parks and Open Space" to "Parks and Open Space" to be consistent with all schedules;
 - Replace the term "natural heritage areas" with "lands within the Natural Heritage System and identified significant natural heritage areas" to align with Provincial and Regional planning documents;
 - Specify in Policy 10.3.1(i) that parks and open space required for development in the Urban Centres shall be provided in accordance with the Town's Parkland Dedication by-law;
 - Replace the term "urban squares" in Policy 10.3.1(v) with "open space"; and
 - Remove reference to "pioneer village" in Policy 10.3.2(ii)(c).
- Item 8 Section 13.3.4 Energy and Underground Utilities Policies
- Amend Policy 13.3.4(i) to acknowledge the completion of Community Energy Plan and that development applications must address applicable recommendations from the Community Energy Plan in Sustainable Development Reports
- Item 9 Section 17.0 Glossary
- Add a definition for the term "District Energy Ready"
 - Add a definition for the term "Electric Vehicle Ready", and
 - Revise the definition of "Land Area" to exclude public streets conveyed to the Town or the Regional Municipality of York and parkland dedicated to the Town or a public authority as part of the Floor Space Index (FSI) calculation to incentivize these benefits.

Item 10 Schedule 3: Land Use

The following changes are proposed to Schedule 3: Land Use to provide updated mapping information, align with approved planning documents, provide clarity and recognize physical site conditions:

- Incorporate the updated 2019 floodplain mapping from the Lake Simcoe Region Conservation Authority (LSRCA);
- Remove the driveway at the Tannery Mall which was shown as local road;
- Remove the eastward extension of Penn Avenue from Main Street North to the driveway at Tannery Mall;
- Replace “Future Local Road” connection at Hillview Drive and Davis Drive with a Pedestrian Mews Connection symbol. The Future Local Road connection has been deemed unsuitable due to steep grades in the area;
- Rename “Planned Viva Rapidway Station” with “Existing and planned vivastation/curbside vivastation” to recognize that some stations have been constructed;
- Correct land use designation at 11 Main Street South from Parks and Open Space to Mixed Use;
- Refine limits of Parks and Open Space designation and Mixed Use designation for property at southeast corner of Main Street and Davis Drive;
- Update Natural Heritage System limits;
- Replace conceptual mobility hub station study area with the Newmarket GO Station Mobility Hub Study boundary, and
- Refine the extent of the Parks and Open Space designation at 460 Davis Drive to the northern half of the property and redesignate the southern half of the property to Mixed Use.

Item 11 Schedule 4: Height and Density

In addition to changes listed in Item 10, which are also applicable to Schedule 4: Height and Density, the following changes are proposed to Schedule 4: Height and Density to provide clarity and allow appropriate flexibility in setting height permissions:

- Remove numeric height values (metres) as shown in Schedule 4 as exact value in metres are appropriate to be governed in zoning by-laws;
- Remove the portion of Franklin Street that does not exist;
- Extend Medium-High Density Designation to include full extents of 22 Bolton Avenue and 27 Lundy's Lane;
- Refine limits of Medium Density permission on property at the southeast corner of Main Street and Davis Drive; and
- Correct mapping at 11 Main Street South from Parks and Open Space to Medium Density.

Item 12 Schedule 5: Street Network

In addition to changes listed in Item 10, which are also applicable to Schedule 5: Street Network, the following changes are proposed to Schedule 5: Street Network:

- Remove the portion of Franklin Street that does not exist;
- Add "Existing Signal" symbol at existing entrance to the Upper Canada Mall on Yonge Street, north of the red "potential" light;
- Add "Potential Future Assessment for Signal" symbol at the intersection of Penn Avenue and Main Street North;
- Revise limits of green space for property at southeast corner of Main Street and Davis Drive to reflect revised designation as noted in Items 10 and 11, and
- Remove green space at 11 Main Street South to reflect revised designation as noted in Items 10 and 11.

Item 13 Schedule 6: Parks, Open Space and Natural Heritage

In addition to changes listed in Item 10, which are also applicable to Schedule 6: Parks, Open Space and Natural Heritage, the following change are proposed to Schedule 6: Parks, Open Space and Natural Heritage for consistency purposes:

- Correct the "NP/OS" symbol to the corresponding label in the legend;

- Revise limits of green space for property at southeast corner of Main Street and Davis Drive to reflect revised designation as noted in Items 10 and 11, and
- Remove green space at 11 Main Street South to reflect revised designation as noted in Items 10 and 11.

PART B THE AMENDMENT

The Amendment describes the additions, deletions and/or modifications to the Town of Newmarket Official Plan and constitutes Official Plan Amendment No. 25.

1. Format of the Amendment

Official Plan Amendment No. 25 consists of the following proposed modifications to the text and Schedules to Section II of the Newmarket Official Plan, also known as Newmarket Urban Centres Secondary Plan (Secondary Plan). Sections and Schedules of the Secondary Plan proposed for modifications are identified as “**Items**”.

Where additions to the existing text are proposed, they are identified in “**bold**”. Where the text is proposed to be deleted, it is shown in “~~striketrough~~”. Where appropriate, unchanged text has been included for context and does not constitute part of Official Plan Amendment No. 25.

2. Details of the Amendment

Item 1 Section 5.0 Land Use

- a) Revise land use designation “Neighbourhood Parks and Open Space” in Section 5.1 Introduction to “Parks and Open Space”.
- b) Revise the second last sentence in the last paragraph of Section 5.1 Land Use – Introduction as follows:

“Land uses within the Urban Centres also include potential school sites, a parks and open space system, and ~~natural heritage lands~~ **lands within the Natural Heritage System and identified significant natural heritage areas.**”
- c) Revise Policy 5.3.4(ii)(e) Regional Shopping Centre Study Area as follows:

“~~mobility hub study considerations including, but not limited to,~~ findings and recommendations in the *mobility hub study* including, but not limited to, integration of transit into the site and/or between this site and the Yonge-Davis **Drive** Rapidway, the ~~GO Bus~~ **Terminal** and GO-train Station in accordance with the Metrolinx Mobility Hub Guidelines;”
- d) Revise heading of Policy 5.3.6 to ~~Neighbourhood~~ **Parks and Open Space**.

Item 2 Section 6.4 Development Policies

- a) Revise Policy 6.4.4 Rental Housing as follows:

“Development of new rental accommodation will be promoted **through programs such as the Region’s Financial Incentives for Complete Communities to incentivize purpose-built rental housing**, and the retention of existing medium and high density rental housing stock will be encouraged in accordance with Policy 3.10.2 of the Official Plan.”

- b) Delete Policy 6.4.5(vi) General Building Height and Density and renumber subsequent policies.

Item 3 Section 7.3 Urban Design - Policies

- a) Revise Policy 7.3.4(iv) Low-rise Residential Buildings as follows:

“Where at-grade residential ~~buildings~~ **units** front on a public or private street, setbacks of a minimum of 3 metres and a maximum of 5 metres from the property line will be required ~~to provide for a front yard transition between the front doors of private residences and the public sidewalk~~. The setback area should be designed to contain low decorative fencing and/or landscaping to distinguish the private space. Where lands are dedicated to the Town for the future burying of hydro, the setback is subject to Policy 13.3.4.”

- b) Revise Policy 7.3.5(i) High and Mid-rise Buildings as follows:

“Where *high* or *mid-rise* buildings are permitted, new public or publicly accessible private spaces such as parks, urban squares and plazas or forecourts will be required to be provided as part of the development **in accordance with the Town’s Parkland Dedication By-law.**”

- c) Delete Policy 7.3.5.1(vi) Podiums.

- d) Revise Policy 7.3.7(xi) Sustainability as follow:

“All commercial, institutional, mixed use and multi-unit residential buildings are encouraged to ~~consider options for district energy, and design features that would enable the future implementation of district energy~~ **be district energy ready and electric vehicle ready.**”

- e) Revise Policy 7.3.7(xii) Sustainability as follows:

“Applications for development in the Urban Centres will be required to include a Sustainable Development Report that describes how the applicant has endeavoured to incorporate any or all of the following, as deemed appropriate and applicable through the pre-application consultation process:

- a) energy efficiency measures;
- b) water conservation measures;
- c) *alternative energy* use and *Solar design strategy*;
- d) heat Island mitigation;
- e) indoor air quality enhancement;
- f) *Low Impact Development* (LID) stormwater management; ~~and~~
- g) solid and construction waste reduction and management-;
- h) **the level to which a proposed development is *district energy ready* or *electric vehicle ready* (if applicable).**”

- f) Add the following as Policy 7.3.12(ii) after Policy 7.3.12(i) Parking Facility Design and renumber subsequent policies:

“Notwithstanding Policy 7.3.12(i), surface parking may be permitted on lots fronting onto Davis Drive in the Regional Healthcare Centre character area as delineated in Schedule 2, provided that:

- a) **the surface parking area is temporary in nature and subject to a temporary use by-law;**
- b) **the applicant shall submit a *Built Out Demonstration Plan* as part of a temporary use by-law application; and**
- c) **the surface parking area is adequately screened from public street to the satisfaction of York Region and the Town.”**

Item 4 Section 8.3 Block Structure and Street Network

- a) Revise Policy 8.3.3(i) Minor Collectors and Local Roads as follows:

“New or upgraded streets identified as Minor Collectors on Schedule 5 will be designed with a mid-block right-of-way of a minimum of 20-~~28~~ **26** metres, with potential for increased ROW at intersections.”

- b) Revise Policy 8.3.3(ii) Minor Collectors and Local Roads as follows:

“New streets identified as Local Roads in Schedule 5 will be designed with a mid-block right-of-way of a minimum of 18-~~23~~ **21** metres, with potential for increased ROW at intersections.”

- c) Revise Policy 8.3.4(i) Private Roads/Lanes as follows:

“Private roads/lanes shown on Schedule 5 will generally be designed with minimum mid-block rights-of-way of approximately 16 metres. Any reductions in the planned width **may be permitted provided it is would require demonstration demonstrated**, to the satisfaction of the Town, that the planned function of the private street for vehicular and pedestrian access will be achieved.”

- d) Revise Policy 8.3.4(ii) Private Roads/Lanes as follows:

“In addition to the street network shown on Schedule 5, new private streets, laneways and pedestrian linkages may be required to support development and facilitate traffic and pedestrian circulation in the Urban Centres. Private streets, laneways and pedestrian linkages associated with new development **as shown on Schedule 5** will be designed to provide additional connectivity within the Urban Centres, **where appropriate**, and to **reduce vehicular movements provide access to properties that front onto Yonge Street and or Davis Drive**. This may require coordination across adjacent parcels as well as public easements to ensure continued access.”

- e) Revise Table 2: Right-of-way Requirements for Streets in the Urban Centres as follows:

Road Classification	Minimum ROW (mid-block section)
Minor Collector – Double Loaded with no on-street parking and with bike facility on the boulevard	22 –25 metres
Minor Collector – Double Loaded with on-street parking on one side and with bike facility on the boulevard	24.6 – 28 23 metres
Minor Collector – Double Loaded with on-street parking on both sides and with bike facility on the boulevard	26 metres
Minor Collector – Single Loaded with no on-street parking and bike facility on the boulevard	20 –24 metres

Local Street with no on-street parking and bike sharrow	18 –20 metres
Local Street with on-street parking on one side and bike sharrow	20.6 – 23 21 metres
Private Street or Laneway	Approx. 16 metres

Item 5 Section 8.3.7 North/South and East/West Network Study

Revise the last sentence in Policy 8.3.7(i) as follows:

“The study will include a detailed analysis to identify a preferred option for a direct connection between Prospect Street and Bayview Parkway and any necessary modifications to signalized intersections. ~~The study may be conducted in parallel with the Mobility Hub Station Area Plan referred to in Policy 9.3.3,~~ **Findings from the Mobility Hub Station Area Plan referred to in Section 9.3.3 may be used to inform the study.**”

Item 6 Section 9.3.3 Newmarket GO Rail Mobility Hub Station Area

a) Revise the first paragraph of Policy 9.3.3(ii) as follows:

“The Town of Newmarket ~~will encourage with Metrolinx to partner with the Town, the Region and other relevant partners to~~ **have** prepared a Mobility Hub Station Area Plan for the area around the Newmarket GO Rail Station, as **delineated** in Schedules 3, 4, 5 and 6. The Mobility Hub Station Area Plan ~~should~~ **have addressed as a minimum, the following:**”

b) Revise item d) under Policy 9.3.3(ii) as follows:

“integration between the GO Rail Station, the Rapidway, the future GO bus services and the ~~GO Bus Terminal;~~”

c) Delete Policy 9.3.3(iii).

Item 7 Section 10.0 Parks, Open Space and Natural Heritage

a) Revise the second bullet in the second last paragraph of Section 10.1 Parks, Open Space and Natural Heritage – Introduction as follows:

~~“7.2 hectares of new Neighbourhood Parks (excluding Natural Heritage Areas~~ **lands within Natural Heritage System and identified significant natural heritage areas**, floodplain and stormwater management ponds); and”

- b) Revise Policy 10.3.1(i) as follows:

“Development in the Urban Centres will provide for a parks and open space system that contributes to, enhances and connects to the broader parks and open space system **in accordance with the Town’s Parkland Dedication By-law.**”

- c) Remove reference to “pioneer village” in the fourth sentence in Policy 10.3.2(ii)(c) Neighbourhood Parks as follows:

“Consideration may be given to cultural heritage and civic uses ~~including, but not limited, to a pioneer village.~~”

- d) Revise Policy 10.3.1(v) as follows:

“In addition to the Parks and ~~Urban Squares~~ **Open Space** identified on Schedule 6, additional Neighborhood Parks and ~~Urban Squares~~ **Open Space** or enlargements to those identified on Schedule 6 will be achieved through parkland dedication in conjunction with development applications, in accordance with the Town’s Parkland Dedication By-law.”

Item 8 Section 13.3.4 Energy and Underground Utilities

Revise Policy 13.3.4(i) under Energy as follows:

“The Town ~~will~~**has developed** a Community Energy Plan ~~that will include the Urban Centres.~~ **Applications for development within the Urban Centres shall address applicable recommendations of the Community Energy Plan in a Sustainable Development Report.**”

Item 9 Section 17.0 Glossary

- a) Add the following definition of “District Energy Ready”:

“District Energy Ready – The physical structuring of buildings and internal areas as to enable future connection to a district energy system with minimal additional cost to the building owner.”

- b) Add the following definition of “Electric Vehicle Ready”:

“Electric Vehicle Ready – The inclusion of electric vehicle supply equipment rough in that conforms to section 86 of the electrical safety code to enable future installation of electric vehicle charging stations with minimal additional cost to the building owner.”

c) Revise the definition of “Land Area” as follows:

“The land area to be used for calculating FSI shall include all land used for:

- buildings;
- off-street parking and servicing areas;
- **public streets conveyed to the Town or the Regional Municipality of York;**
- **parks and open space dedicated to the Town;**
- private streets and driveways;
- lands conveyed to the Town for underground hydro in accordance with Policy 13.3.4; and
- private landscaped areas, including private squares that are designed to be used by the public

but shall exclude all land used for:

- ~~public streets;~~
- ~~parks and open space that is dedicated to the Town;~~
- ~~natural heritage areas~~ **lands within the Natural Heritage System and identified significant natural heritage areas;**
- Floodplain and Hazard Lands, unless development exists or has been permitted by the Lake Simcoe Region Conservation Authority,
- schools; and
- public infrastructure such as hydro facilities and pumping stations.”

Item 10 Schedule 3: Land Use

Delete Schedule 3: Land Use and replace with the attached Schedule A to this amendment as Schedule 3 to the Secondary Plan.

Item 11 Schedule 4: Height and Density

Delete Schedule 4: Height and Density and replace with the attached Schedule B to this amendment as Schedule 4 to the Secondary Plan.

Item 12 Schedule 5: Street Network

Delete Schedule 5: Street Network and replace with the attached Schedule C to this amendment as Schedule 5 to the Secondary Plan.

Item 13 Schedule 6: Parks, Open Space & Natural Heritage

Delete Schedule 6: Parks, Open Space & Natural Heritage and replace with the attached Schedule D to this amendment as Schedule 6 to the Secondary Plan.

3. Schedules

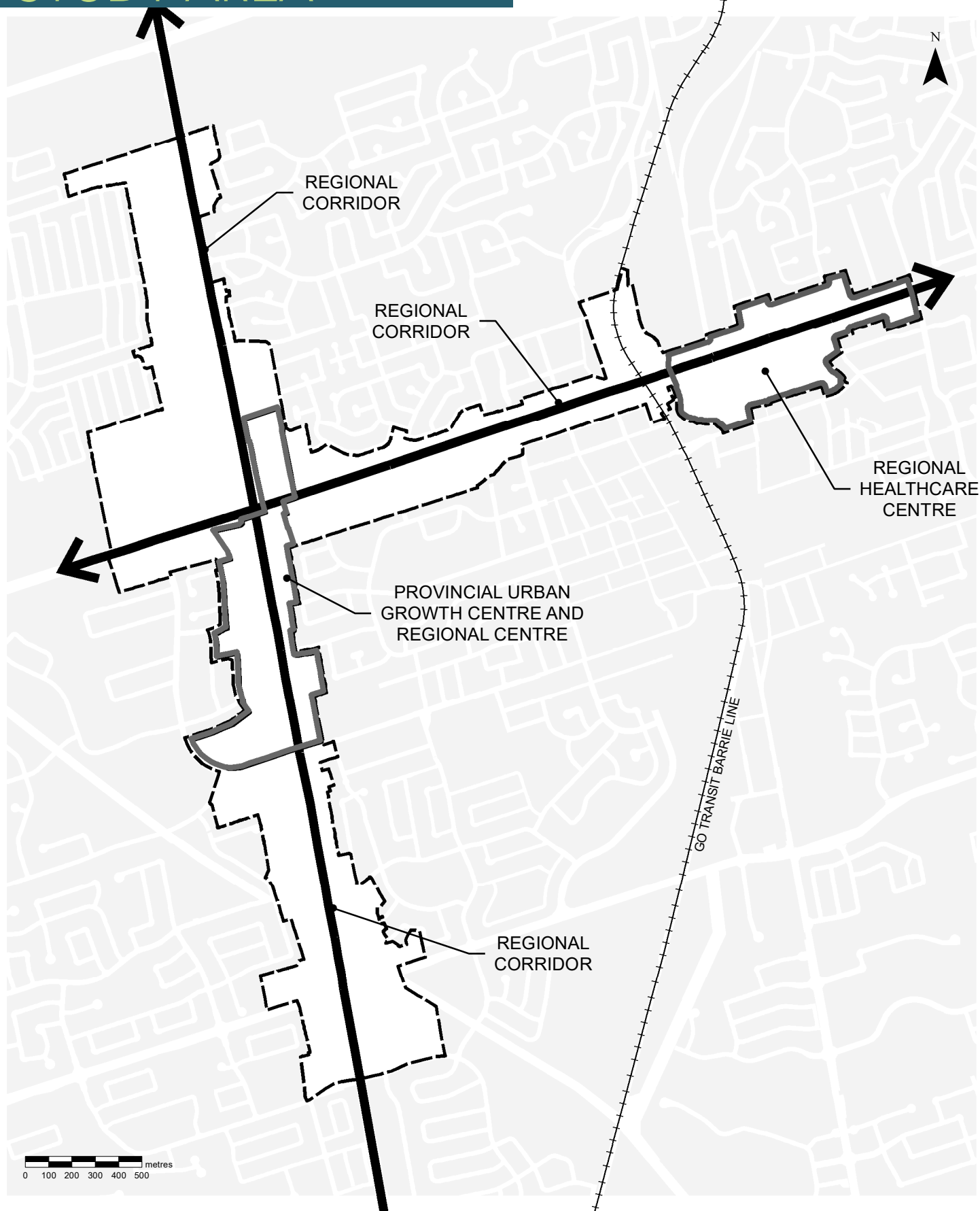
Schedule A – Schedule 3: Land Use

Schedule B – Schedule 4: Height and Density

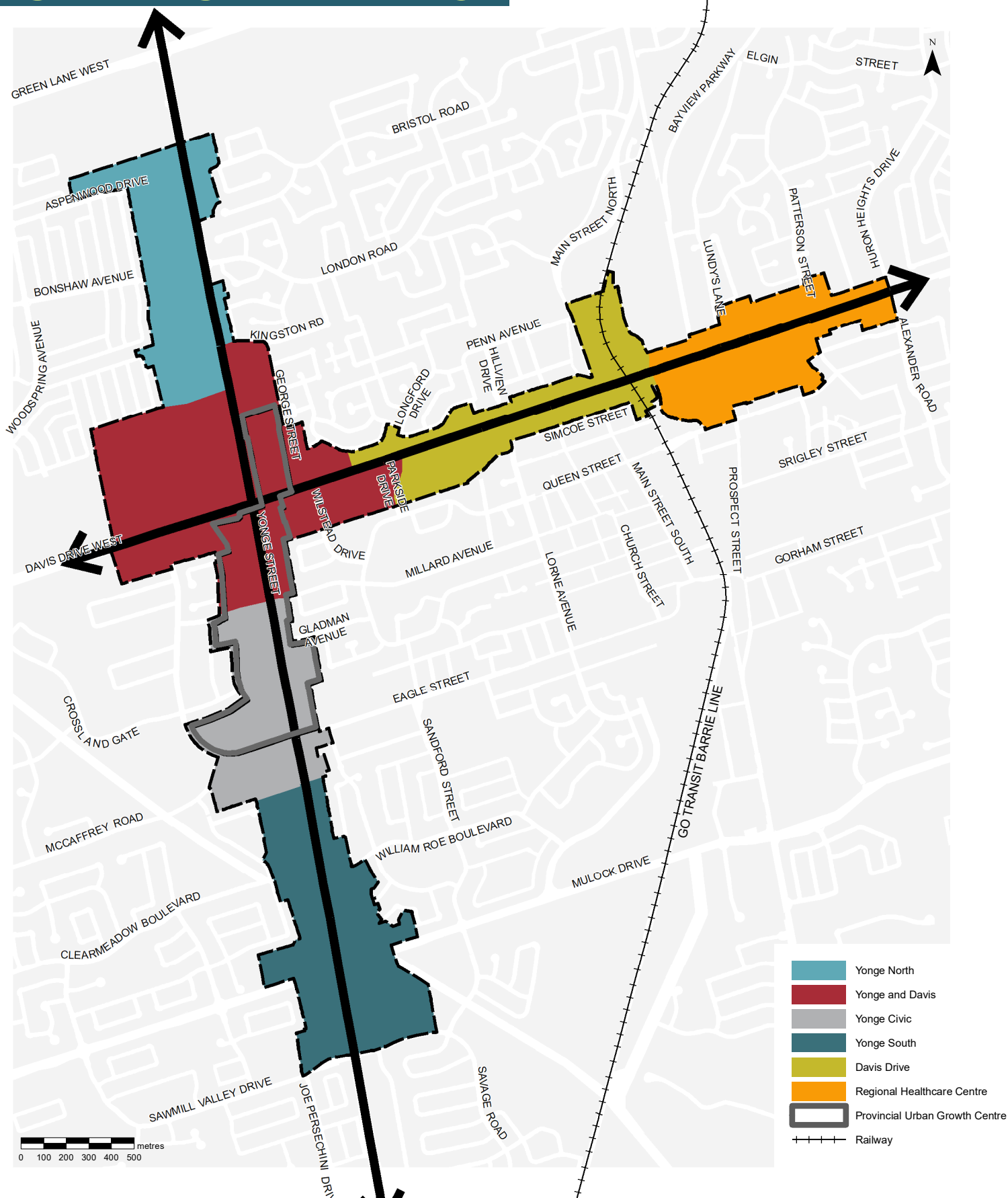
Schedule C – Schedule 5: Street Network

Schedule D – Schedule 6: Parks, Open Space & Natural Heritage

SCHEDULE 1: STUDY AREA

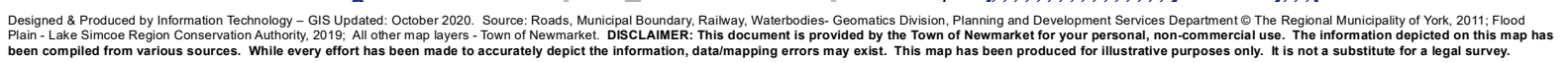


SCHEDULE 2: CHARACTER AREAS

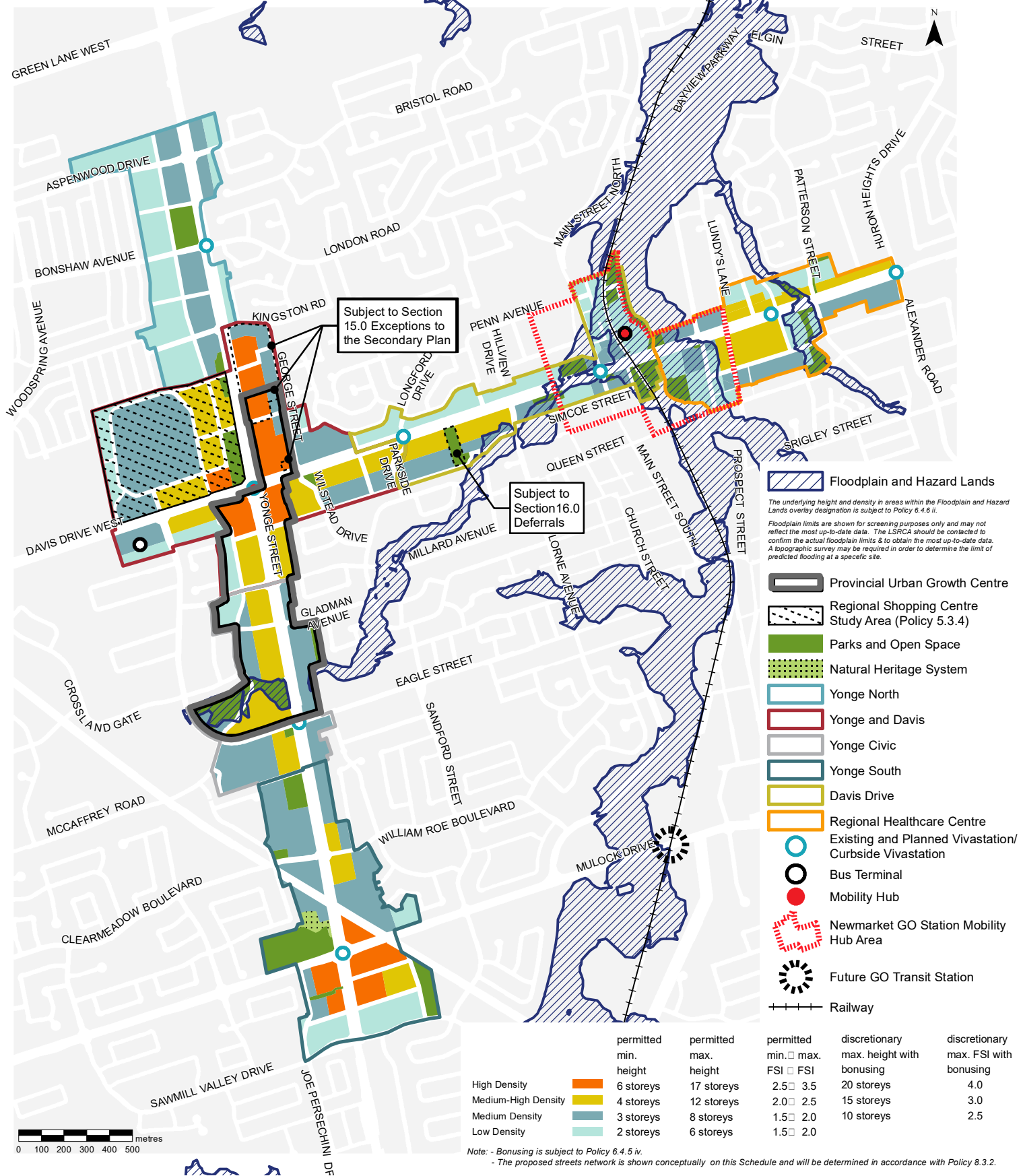




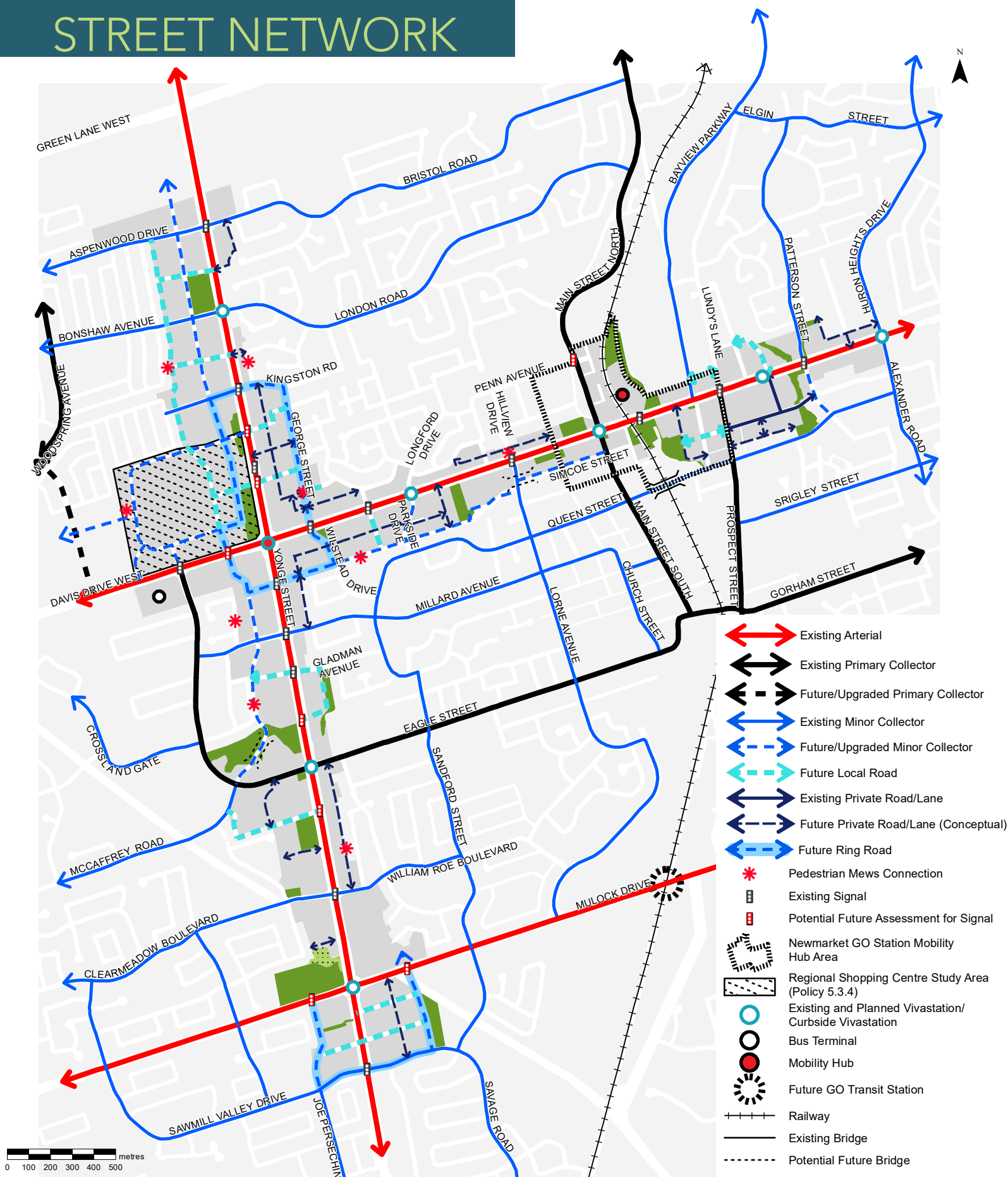
Newmarket



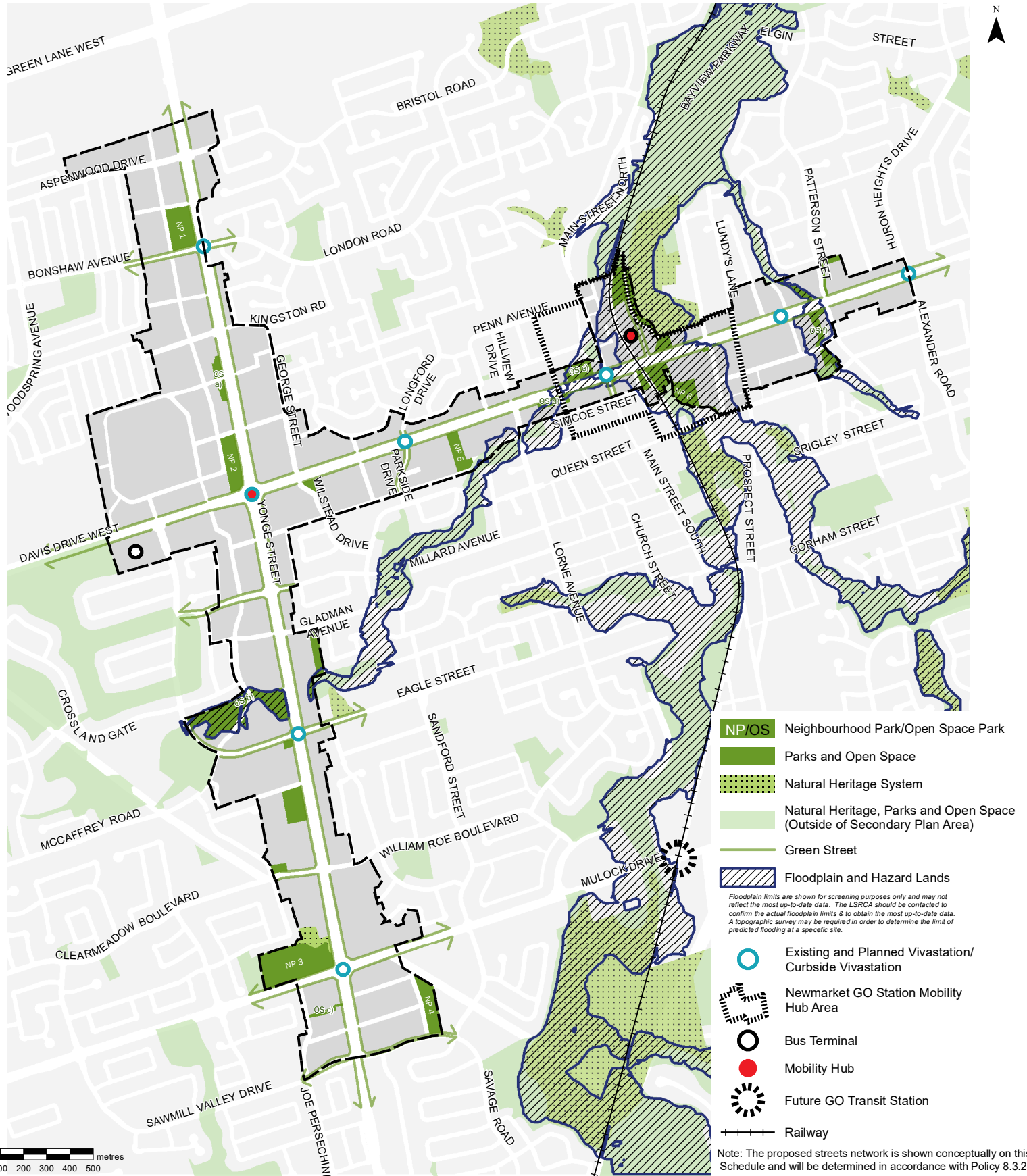
SCHEDULE 4: HEIGHT AND DENSITY



SCHEDULE 5: STREET NETWORK

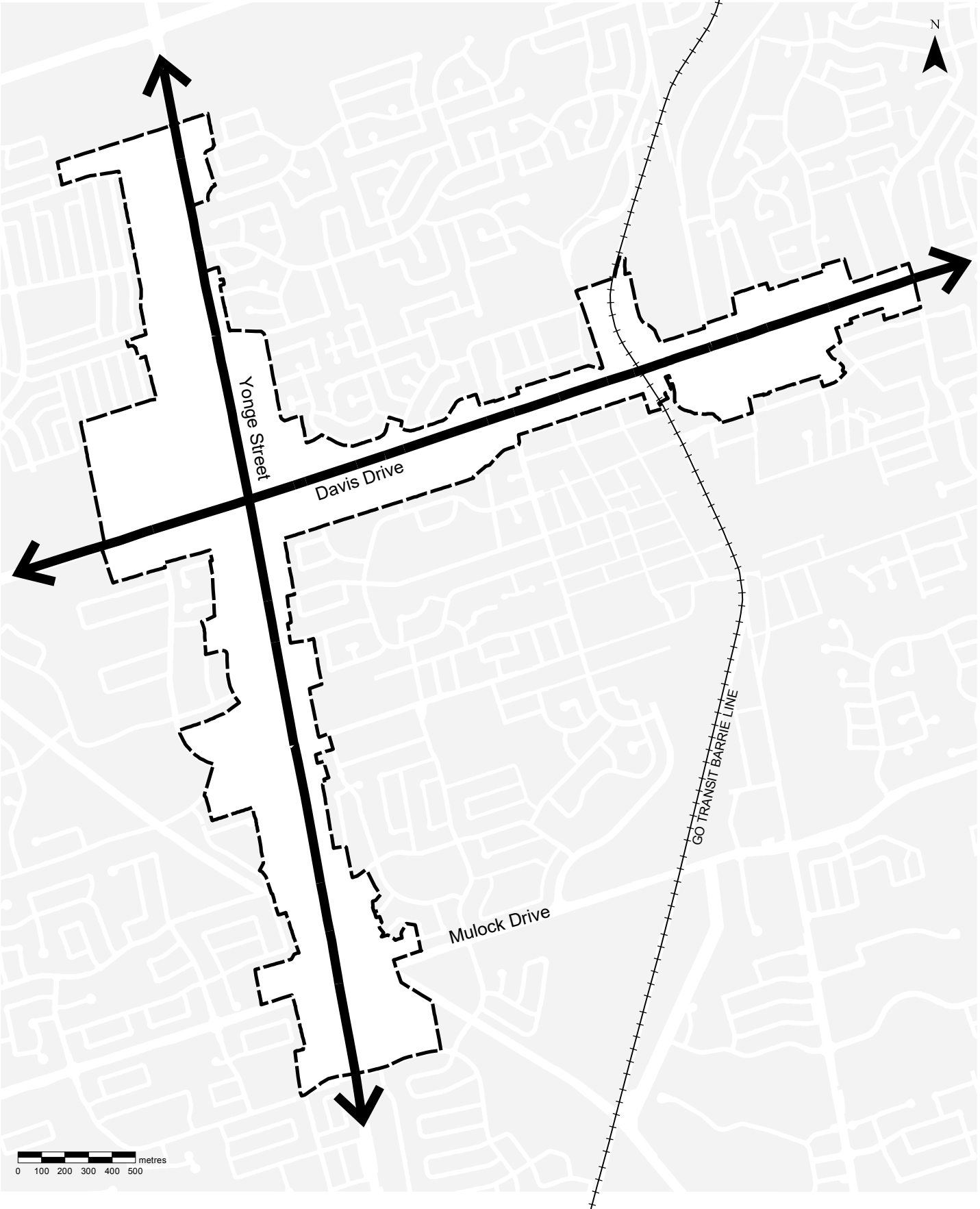


SCHEDULE 6: PARKS, OPEN SPACE & NATURAL HERITAGE



Appendix to OPA No. 25

Map 1 - Location Map





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

Construction Vibration Staff Report to Council

Report Number: 2020-74

Department(s): Legislative Services and Planning and Building Services

Author(s): Flynn Scott, Manager of Regulatory Services and Patricia Cho, Planner

Meeting Date: October 26, 2020

Recommendations

1. That the report entitled Construction Vibration dated October 26, 2020 be received;
2. That Council directs staff to prepare an amended version of Noise By-law 2017-76 to include provisions relating to vibration (Option #3) for non-Planning Act development, for Council's consideration at a later date;
3. That direction be provided to staff to revise the Town's current Vibration Policy's sections specifically dealing with maximum vibration limits, zones of influence, and applicability only to Planning Act developments; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution

Executive Summary

Impact of vibrations emanating from construction sites in or adjacent to residential areas has been identified by Council as a concern. Report 2019-29 proposed an approach to address vibration impacts during Planning Act development applications. Council directed staff to further investigate options to address vibration impacts for non-Planning Act development (e.g. driveway or parking lot paving).

This report recommends that Council amend the Town's current Noise By-law to include provisions relating to vibration. In addition, staff intend to make technical revisions to the Town's existing Vibration Policy for greater clarity.

Purpose

The purpose of this report is to provide options for Council's consideration in regard to how best to address issues relating to vibration impacts from non-Planning Act developments (e.g. repaving of driveways or parking lots).

Background

On March 18, 2019, [Report 2019-19](#) was presented to Committee of the Whole related to Construction Vibration Issues. The report laid out a proposed approach to assessing the potential impact of vibration during construction by requiring vibration assessments as part of complete Planning Act applications for development proposals. This report will refer to this approach as the "Vibration Policy".

Following adoption, staff began to implement the Vibration Policy. However, alongside this implementation, staff pursued Council's direction to further investigate the regulation of construction vibrations for non-Planning Act developments. After extensive research and review, there are several options available to Council to further mitigate concerns relating to vibration from these specific developments.

Discussion

Vibrations emanate from two general types of development: i) development that is permitted under the Planning Act (e.g., residential subdivisions and any other large developments), and ii) non-Planning Act development (e.g., driveway repaving, parking lot repaving).

The Town currently has a Vibration Policy to address vibration issues from Planning Act developments. However, the Town does not currently have means to address vibration from non-Planning Act developments.

The following outlines three options for consideration to address vibration from non-Planning Act developments.

Options for Council's consideration relating to non-Planning Act Development:

Options 1: Take no action and continue to monitor vibration complaints

Customer Service Vibration Complaint Data

The Town's Customer Services department compiled data on the number and description of complaints received related to vibrations from 2016 to 2020. There had been roughly 52 complaints received since January 1, 2016, equating to roughly 15 formal complaints per year. Of these, the vast majority were for private developments under the Planning Act, with numerous complaints lodged against one specific

development. However, we now have the Vibration Policy to address these types of complaints. The remaining, a minority number of complaints, were for public works projects commenced by either the Town or the Region, such as road repaving on Yonge Street and Eagle Street and sewer replacement. Most of the complaints on vibrations are tied with noise as being the offending element.

Due to the low number of vibration complaints received for non-Planning Act developments, no further action may be necessary from the Town at this time. Town staff would continue to monitor complaints received in relation to vibration for non-Planning Act developments and assess the need to report back with proposed changes. Staff would continue to take an educational approach to vibration complaints to achieve voluntary compliance with contractors or property owners directly. In the event that damage is sustained to an adjacent property due to vibration, property owners would have an opportunity to pursue civil litigation for remediation or financial recovery.

Option 2: Increase enforcement through monitoring devices and training for Property Standard Officers (not recommended)

For Planning Act developments, vibration assessments are conducted by the developer's consulting engineer, who has noise and vibration monitoring devices available and has the expertise to read these meters correctly.

Non-Planning Act developments could require a similar level of monitoring to ensure vibration levels are in order to accurately monitor the levels of vibration. In order to properly enforce vibration levels, vibration monitoring devices would be required to be obtained. Vibration monitoring devices cost approximately \$1,000 - \$2,000 per device. Along with equipment to be purchased, there will be training requirements for officers to be certified to read these meters correctly. Training for each officer will be approximately \$750 - \$1,000, with a requirement to renew certifications on an annual basis.

It is relevant to note that there will also be a significant service level change, as Property Standards Officers do not currently monitor or enforce vibration complaints to this extent. Under this option, Property Standard Officers would be required to be on-site more frequently and for a longer duration, which will ultimately have service level interruptions to other residents' complaints received.

Considering the complaint data received from Customer Service, with the low number of vibration complaints related to non-Planning Act developments, Town staff do not believe this would be the best use of resources available to the Town.

Option 3: Amend Noise By-law 2017-76 (Recommended)

Jurisdictional Scan of York Region Municipalities

Over the course of the review, staff researched numerous municipalities to determine how they deal with vibration issues from construction activities on non-Planning Act developments within their communities. The following municipalities regulate sound,

vibration, or nuisance that cause disturbance to residents directly through their Noise By-laws:

Municipal Comparison of Vibration in Non-Planning Act Developments		
Municipality	Noise By-law	Other
City of Vaughan	•	
Township of King	•	
Town of Aurora		N/A
City of Richmond Hill	•	
City of Markham	•	
Town of Whitchurch-Stouffville	•	
Town of East Gwillimbury	•	

Additionally, the City of Toronto has established a Vibration Control Bylaw 514-2008, Chapter 363 – Building Construction and Demolition, enacted under the Toronto Municipal Code, which requires a Vibration Control Form as part of the building permit application package. However, speaking with the Deputy Chief Building Official and Director at Toronto Building – Scarborough District, the Vibration Control Form is primarily for building and structures from construction and demolition and does not address vibration impacts from non-Planning Act development (e.g. driveway or parking lot paving). For residential driveway/parking lot repaving, a paving permit is required to be obtained from Transportation Services, to ensure that the driveway width complies with zoning regulations but does not deal with construction vibrations.

Other municipalities, such as Toronto, Markham, and Vaughan directly licence driveway paving contractors through their business licensing divisions. Any driveway paving work is required to be completed by a licensed contractor, where they have regulations to properly control the work they complete in terms of insurance, noise monitoring, etc. This is an additional tool used to further mitigate or prevent the potential for vibration or noise complaints that relate to paving or repaving directly.

Overall, By-law Enforcement Officers at the Township of King and City of Vaughan were able to provide insight on how they regulate vibrations. Vibration complaints they received were generally correlated to noise and the permitted construction time which was resolved through the Noise By-law. Concerns about the impact of vibration, such as structural damage to the foundation of adjacent properties, are considered a civil matter

and recourse for damage is pursued by private landowner against the other property owner. If the complaint is part of a Planning Act development or building permit process, the matter gets referred to the Engineering Department.

Amending the Town's Noise By-law

In accordance with the Municipal Act, Council adopted [Noise By-law 2017-76](#). This by-law is designed to regulate noises and sounds that disturb residents of the Town. The definition of "sound" within the by-law is, "the sensation produced by stimulation of the organs of hearing by vibrations transmitted through the air or other medium." In order to properly enforce vibration under the Noise By-law, an amendment to the definition of "sound" will be required. In addition to this amendment, new regulations will need to be proposed to meet the compliance objectives of the by-law.

If Council elects this option, the Noise By-law will be amended to mirror the existing practices that Property Standards Officers follow in relation to noise. This process includes the following:

- A formal complaint is received in relation to vibration;
- Complainants will be provided a Noise/Vibration Log to monitor these occurrences;
- A Property Standards Officer will review the complainant's log to determine if the reported vibrations are in contravention of the Noise By-law (e.g. time of day, length of time, and location of where the vibration is occurring);
- If a violation is confirmed, Property Standards Officers will take an education-first approach to resolve any complaints; and
- If voluntary compliance cannot be reached, an AMPS ticket will be issued and further action may be taken.

Under this option, Council would also have an opportunity to increase regulations specifically pertaining to vibration. This could include by-law provisions which requires vibration to be monitored on large sites that employ construction methods which can result in vibrations being transmitted to neighbouring properties. Other vibration-producing activities (e.g. pile driving) on smaller residential sites could also be clearly established within the regulations of the by-law.

It is relevant to note that the process for measuring noise within Newmarket is currently subjective, as the Property Standards Officer enforces the Noise By-law by considering the logs that are provided by the resident. However, the noise level is not being measured (i.e. decibel readings) as the appropriate tools are not available and the by-law does not specifically identify measurable restrictions. Should Council wish to establish more objective standards for measuring noise or vibration, then Option #2 would be the proposed solution for doing so.

Should Option #3 be pursued as per the recommendations of this report, an updated Noise By-law would be prepared and presented to Council at a future date.

Planning Act Applications: The Vibration Policy (already in place)

The Town's Vibration Policy applies only to Planning Act development. It discusses the activities that can cause vibrations, the impacts that vibrations can have, the challenges of regulating vibrations, and the range of sensitivity to vibration that people can experience. The Policy sets vibration limits depending on the types of structures that may be impacted by the anticipated vibrations.

Under this Policy, proponents of development applications are required to provide a "Vibration Impact Assessment", prepared by a professional engineer. Based on the construction methods that would be employed, this assessment estimates the vibrations that would be caused. The assessment would demonstrate what vibrations might be expected within a "zone of influence".

According to the Vibration Policy, when complaints regarding vibration are received, development applicants are required to cease construction, measure vibrations, meet with complainants, and reduce the vibration-causing activities to below the thresholds of the Vibration Policy.

The Policy sets limits on vibration as set out in Table 1, which varied depending on whether the vibrations caused were expected to impact buildings which are considered more sensitive to vibration impacts.

Type of Structure	Vibration limit at the foundation
1. Dwelling with concrete foundations, wood framed, drywall finish or equivalent	5 mm/sec
2. Structures that are particularly sensitive to vibrations due to their age or construction technique	3 mm/sec

Proposed Revisions to the Vibration Policy

At this time, staff are taking the opportunity to update specific parts of our current Vibration Policy in order to strengthen policies associated with maximum vibration limits and zones of influence, as well as further clarify the Policy's applicability only to Planning Act developments. These changes are technical in nature and are intended to result in greater clarity and ease of implementation.

Conclusion

To address the issue of the impact of vibrations on properties arising from non-Planning Act developments, Town staff has provided three (3) options within this report for Council's consideration. In addition, staff intend to make technical revisions to the Town's existing Vibration Policy for greater clarity.

Business Plan and Strategic Plan Linkages

- Extraordinary Places and Spaces

Consultation

- Building Services
- Legal Services

Human Resource Considerations

If Council elects to introduce vibration monitoring equipment (Option #2), there will be significant impacts to service levels pertaining to Regulatory Services and the availability of staff to respond to other complaints received. Again, this is largely due to the necessity for staff to remain onsite and monitor vibration levels during construction projects.

If regulatory amendments are made to the Noise By-law (Option #3), Regulatory Services will have greater responsibility for investigating and enforcing complaints relating to vibration.

Budget Impact

If Council directs staff to move forward with Option #2, there will be budget implications for purchasing vibration monitoring devices and training costs associated for proper certifications to be obtained.

Attachments

None.

Submitted by

Patricia Cho, Planner, Planning Services

Flynn Scott, Manager of Regulatory Services

Approved for Submission

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Esther Armchuk, Commissioner, Corporate Services

Contact

For more information, please contact Patricia Cho, Planner, Planning Services, at pcho@newmarket.ca

Thanks you for sending this notice and Vibration report. I would like to state that although it is discussed in the report that any damage resulting from vibrations within a zone of influence are dealt with in civil remedies, the fact is that without a prior "home inspection report" detailing the before shape of a property it is almost impossible to ever prove causation due to vibration. The cost of such a before and after for a homeowner wanting to protect their homes is approximately \$3,000-\$3,500. In a report provided and done by the builder on the glenway lands in my deposition of this matter confirmed that it is impossible to tell causation without such a report. It is extremely unfair and inequitable for the town to expect each homeowner within a zone of influence to incur this cost which would not be incurred but for the town's approval and the builders actions. Without this report a homeowner really has no provable remedy to prevent possible damage.

regards

Stuart Hoffman



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Zoning By-Law Amendment – 1250 Gorham Street Staff Report to Council

Report Number: 2020-73

Department(s): Planning and Building Services

Author(s): Patricia Cho

Meeting Date: October 26, 2020

Recommendations

1. That the report entitled Zoning By-law Amendment - 1250 Gorham Street dated October 26, 2020 be received; and,
2. That the application for Zoning By-law Amendment, as submitted by 2011378 Ontario Limited (Cummins Hydraulics Ltd.), for lands known municipally as 1250 Gorham Street, be approved, and that staff be directed to present the Zoning By-law amendment to Council for approval, substantially in accordance with Attachment 1; and,
3. That Howard Freidman, of HBR Planning Centre, 30 Waymount Avenue, Richmond Hill, ON, L4S 2G5, be notified of this action; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

Staff have reviewed the application to amend Zoning By-law 2010-40 to permit the development of a rear addition to the existing one-storey industrial building and an outdoor storage area on the subject lands known municipally as 1250 Gorham Street.

Staff have reviewed the development proposal against the relevant Provincial, Regional and local policy documents and have concluded that the proposal is in general conformity with the policy frameworks.

This report provides (1) the context of the site, (2) the details of the proposal, (3) a discussion of the relevant planning policies and how the application addresses them, and (4) an outline of feedback received.

Purpose

This report serves to provide information and recommendations on the application for Zoning By-law Amendment for subject property 1250 Gorham Street.

This report discusses the application as it has been received and reviewed by staff from the Town and its development review partners, along with members of Council and the public. The recommendations of the report, if adopted, would result in amendments to Zoning By-law 2010-40 to permit the proposed development.

Background

Subject Lands

The subject lands are located along Gorham Street, east of Leslie Street and west of Harry Walker Parkway South. The subject lands currently contain a one-storey industrial building. The lands have an area of approximately 6,184 square metres and a lot frontage of approximately 90.57 square metres along Gorham Street. The surrounding land uses are as follows:



North: General Employment

East: General Employment – currently York Region District School Board (YRDSB) – Facilities Management Centre/Plant Services

South: General Employment – currently YRDSB – Centre for Leadership and Learning

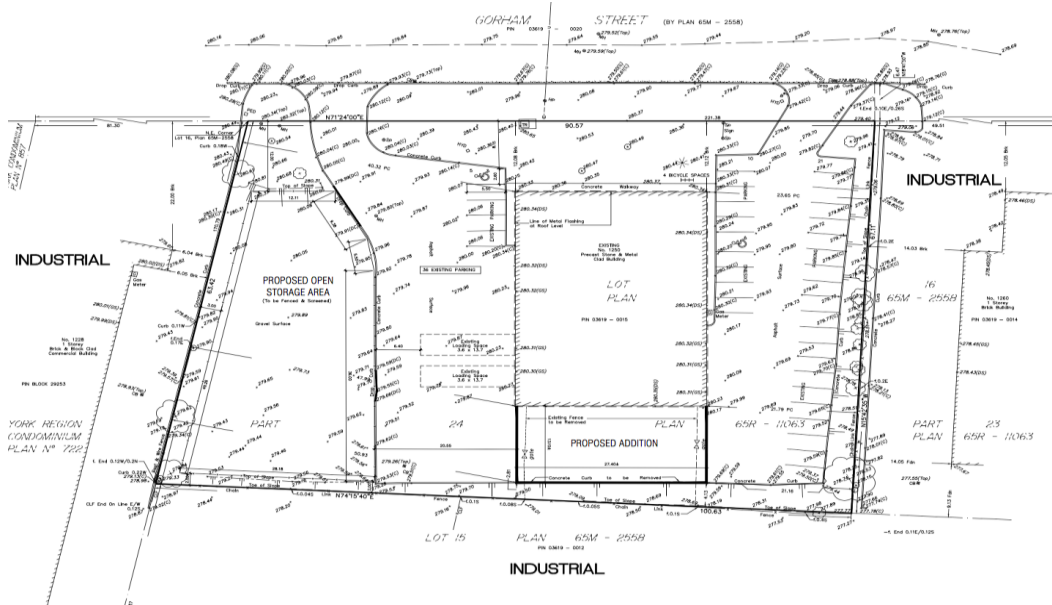
West: General Employment

The subject lands are currently zoned General Employment Exception 12 (EG-12) Zone under Zoning By-law 2010-40, and are designated Business Park – General Employment under the Town's Official Plan.

Proposal

The applicant is proposing to amend the zoning from the General Employment Exception 12 (EG-12) Zone to facilitate the expansion of the existing industrial building and an outdoor storage area. The proposed rear addition is approximately 359 square metres and will have a rear yard setback of 2.0 metres, whereas the By-law requires a rear yard setback of 12.0 metres. Additionally, the existing EG-12 Zone does not allow outdoor storage and the applicant is proposing to add Open Storage as a permitted use.

A future application for site plan approval will be required, should the application for rezoning be approved.



Discussion

The following section will review the development proposal against applicable planning policy.

Provincial Policy Statement

The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest related to land use planning and development. The PPS sets the policy foundation for regulating the development and use of land.

The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment.

The PPS promotes efficient development and the accommodation of an appropriate range and mix of residential, employment, recreation, park and open space and other uses to meet long term goals.

The Town of Newmarket is considered a “Settlement Area” within the PPS, which is a focus area for growth and development. The PPS indicates that land use patterns within settlement areas shall be based on densities and a mix of land uses which include efficiently use of land and resources.

The proposed development is consistent with the PPS as it supports the efficient use of land and resources through the use of existing infrastructure and services, and supports the mix of land use by strengthening employment base and helping to achieve a complete community.

A Place to Grow – Growth Plan for the Greater Golden Horseshoe

The Growth Plan for the Greater Golden Horseshoe 2019 (Growth Plan) provides a framework for implementing the Government of Ontario’s vision for building stronger, prosperous communities by managing growth throughout the Greater Golden Horseshoe. It demonstrates the ways in which our cities, suburbs, towns and villages will grow over the long term. The Growth Plan guides decisions on a wide range of issues, including transportation, infrastructure planning, land-use planning, urban form, housing, natural heritage and resource protection.

Within the Growth Plan, one of the guiding principles is to provide flexibility to capitalize on new economic and employment opportunities as they emerge, while providing certainty for traditional industries. Also, the Growth Plan indicates that applying the policies of this Plan will support the achievement of complete communities that feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services and public service facilities.

The proposed development is consistent with the Growth Plan as it supports the growth of the existing business and retaining the business within the local community.

York Region Official Plan

The York Region Official Plan (YROP) designates the subject lands as part of the “Urban Area”, which is the primary area for accommodating growth and diverse mix of land uses. The mix of land uses includes providing for employment lands. The proposed

development is consistent with the YROP by supporting the growth of the existing local business.

Newmarket Official Plan

The subject property is designated Business Park – General Employment on Schedule A – Land Use Plan of the Town’s Official Plan. The main objectives of the Business Park designation is to encourage the provision of an adequate and appropriate supply of employment lands to accommodate opportunities for economic development, contribute to the Town’s population to employment ratio target of 2:1, and support and encourage a wide range of industrial operations.

Section 16.1.1 of the Official Plan discusses the items that need to be considered by Council when considering an amendment to the Zoning By-law:

a. the proposed change is in conformity with this Plan;

The General Employment designation permits manufacturing, processing, assembling, storage, warehousing, fabricating and wholesaling (except to the general public) of goods and materials. Also, outdoor storage of goods, materials and equipment may be permitted in accordance with the following policies:

- i. all storage areas shall be located away from adjacent designated residential areas, or have adequate buffering;
- ii. all buffering, fencing and screening shall visually enhance the site and be of a permanent nature; and,
- iii. where natural landscaping is utilized as part of the buffering, it shall be adequate in size and nature to screen the outdoor storage.

The proposed use of the subject lands conforms to the Official Plan. The outdoor storage area is not located near any residential areas and will be fenced around its perimeter with visual screening. Due to the height of the fence, landscaping is not proposed as a screen for the open storage area and instead, a fence screen will be constructed. The proposal of a rear addition to the existing industrial building and the outdoor storage area is in-keeping within the General Employment designation.

b. the proposed uses are compatible with adjacent uses, and where necessary, buffering is provided to ensure visual separation and compatibility between uses;

The existing industrial use is similar to the surrounding land uses. The proposed outdoor storage area will be fenced with visual screening to ensure compatibility between uses.

c. potential nuisance effects upon adjacent uses are mitigated;

The adjacent uses (general employment/industrial) are similar to those currently on the subject lands and thus nuisance effects are expected to be minimal.

d. adequate municipal services are available;

The applicant has provided a functional servicing report that has been reviewed by Engineering Services, and this report concluded that there are no issues from a servicing standpoint.

e. the size of the lot is appropriate for the proposed uses;

The subject lot is approximately 6,184 square metres and will be sufficient to accommodate the proposed rear addition to the existing building and outdoor storage area without affecting the functionality of the existing business or surrounding land uses. The maximum lot coverage of 50% will not be exceeded.

f. the site has adequate road access and the boundary roads can accommodate the traffic generated;

The site has two existing driveway access points onto Gorham Street that have adequately served the use to date, no additional access onto the street is required.

g. the on-site parking, loading and circulation facilities are adequate; and,

The existing on-site parking will sufficiently meet the zoning requirements, no additional parking spaces are required for the proposed addition. In addition, there are two (2) existing loading space and four (4) proposed bicycle parking spaces to service the site, which meets the requirements of the zoning by-law. The proposed addition will have an entrance from the east side which vehicles will be able to flow through to the west side of the proposed addition to exit.

h. public notice has been given in accordance with the Planning Act.

Notice has been provided in accordance with the Planning Act.

The proposed development would meet the relevant provisions of the official Plan, including Section 16.1.1 as analyzed above.

Zoning By-law Considerations

The subject property is currently zoned General Employment Exception 12 (EG-12) Zone. The General Employment zone permits the Manufacturing and Light Manufacturing uses, and the Exception 12 permits a maximum building height of fifteen (15) metres. The applicant is proposing a 9.5 metres high rear addition to the existing building and an outdoor storage area. Site-specific zoning is required for 1) the reduced rear yard setback, and b) the outdoor storage component.

Below is a summary of the required and proposed zoning standards applicable to the site:

Zone Standard	General Employment Zone (EG)	Proposed	Complies?
Min. Lot Area	2787 m ²	6,184.23 m ²	Yes
Min. Lot Frontage	45.0 m	90.57m	Yes
Min. Front Yard	12.0 m	12.08 m	Yes
Min. Rear Yard	12.0 m	2.81 m (addition) 2.0 m (outdoor storage area)	No
Min. Side Yard			
One Side	3.0 m	21.16 m	Yes
Other Side	6.0 m	34.12 m	Yes
Max. Lot Coverage	50%	22.2%	Yes
Max. Building Height	15m By-law 1986-117 and By-law 1986-118	9.50 m	Yes

Agency and Public Comments

The development proposal has been circulated to the public and the Town's internal and external review partners.

York Region

Staff from the Regional Municipality of York note that they have no objections on the proposed Zoning By-law Amendment.

Central York Fire Services

Central York Fire Services have reviewed the application and stated they have no objection to the proposed application.

Engineering Services

The Town's Greenspace Coordinator has reviewed the application and stated that they have no comments to the proposed application.

Lake Simcoe Region Conservation Authority

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the application in accordance with the Natural Heritage and Natural Hazard policies of the Provincial Policy Statement (PPS), the Greenbelt Plan, the Lake Simcoe Protection Plan (LSPP), and Ontario Regulation 179/06 under the Conservation Authorities Act, and have provided the following comments:

- The subject property is currently outside of an area that is regulated by the LSRCA under Ontario Regulation 179/06. Accordingly, a permit from the LSRCA under Ontario Regulation 179/06 will not be required prior to any development taking place.
- The proposal is generally consistent and in conformity with the applicable Provincial Plans. As such, they have no further requirements related to the approval of the application.

Other Review Partners

- Canada Post has advised that no changes are required for mail delivery for this application.
- Rogers Communications has advised that they do not have any comments or concerns on this application.
- The Southlake Regional Health Centre has advised that they do not have any comments on this application.

Effect of Public Input

A virtual/electronic statutory public meeting was held in September of 2020. Comments were received at the statutory public meeting and the comments centered on the following themes:

- Reduced Rear Yard Setback
 - A review has been completed by staff relative to reduced rear yard setbacks for other industrial buildings in the general area of the subject site. There are numerous examples of properties in the employment lands that have reduced rear yard setbacks in order to maximize efficiency of such development and serve specific business needs. In addition, many existing properties do not have drive aisles all the way around the building, similar to what is being proposed. On the proposed addition, there will be an entrance on the east side which vehicles will be able to flow through to the west side of the addition to exit.
 - The proposed reduced rear yard setback does not appear to have any significant impacts on the property to the south, as it is currently a parking lot and the adjacent building is located approximately sixty (60) metres away from the property line. Any future use of the south adjacent lands, would need to meet the zone standard for the interior side yard of the zone, which is currently 3.0 metres. These collective setbacks would

provide sufficient building separation distance and allow access for maintenance, and airflow.

- Landscaping
 - The applicant has provided a Tree Preservation, Protection, Replacement Plan and Landscape Plan that has been reviewed by the Engineering Department. The report identified a total of eighteen (18) existing trees on and within six (6) metres of the subject property. The removal of trees will not be required to accommodate the proposed development and tree protection measures will be implemented prior to construction.
 - The outdoor storage area is not located near any residential areas and will be fenced around its perimeter with visual screening. New coniferous and deciduous trees will be planted along the front of the subject property to screen the outdoor storage area from the street.
- Outdoor Storage Area – Size and Environmental Concerns
 - A review of the general area of the subject site has been completed by staff relative to the size of the outdoor storage area. The size is relatively smaller than those that already exist in the surrounding area.
 - The applicant has provided a Phase 1 Environmental Site Assessment (ESA) that has been reviewed by the Engineering Department. This report concluded that actual or potential contamination is not present on the subject property and that a Phase 2 ESA is not required.
 - Given appropriate screening and limits on the nature of outdoor storage to limit it to materials related to the principal use on the lot, outdoor storage is compatible with the area, and is currently a permitted use on many properties in the nearby area.
 - Screening, fencing, landscaping and material permitted to be stored within the outdoor storage area will be addressed through the Site Plan Approval Process.

Conclusion

The zoning by-law amendment application meets the intent of, and is consistent with, the Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, York Region Official Plan and Town's Official Plan.

Staff recommend approval of the application. Further refinement of the application will take place as part of the site plan approval application.

Business Plan and Strategic Plan Linkages

- Economic Leadership and Job Creation

Consultation

As detailed in this report, public and agency notice was completed as per the requirements of the Planning Act.

Notice has been provided to persons and bodies as required by Ontario Regulation 545/06 of the Planning Act.

A statutory public meeting was held in September of 2020.

Human Resource Considerations

N/A

Budget Impact

The appropriate planning application fees have been received for the Zoning By-law Amendment. The Town will also receive increased assessment revenue with the development of this proposal in the event the application is approved.

Attachments

- Zoning By-law Amendment
- Location Map
- Proposed Site Plan

Submitted by

Patricia Cho, BHA, MSc (Pln.)
Planner, Planning Services

Approved for Submission

Adrian Cammaert, MCIP, RPP, CNU-A
Acting Manager, Planning Services

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

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

Contact

For more information, please contact Patricia Cho, Planner, Planning Services, at pcho@newmarket.ca.



Corporation of the Town of Newmarket
By-law 2020-XX

A By-law to Amend Zoning By-law 2010-40, with respect to the lands located at 1250 Gorham Street, Newmarket.

Whereas the Council of the Town of Newmarket has the authority pursuant to Section 34, of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, to pass this By-law; and

Whereas the Council of the Town of Newmarket has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*; and

Whereas it is deemed advisable to amend By-law Number 2010-40;

Therefore be it enacted by the Municipal Council of the Corporation of the Town of Newmarket as follows:

1. That the lands subject to this amendment are illustrated on Schedule 1 attached hereto.
2. Amending Section 8.1.1 List of Exceptions as it relates to lands located at 1250 Gorham Street by adding the following regulations relating to the EG-12 Zone:

Exception 12	Zoning EG-12	Map 15	By-Law Reference 1986-117; 1986-118; 2020-XX	File Reference D14-NP-2010
<p>i) Location: 1250 Gorham Street</p> <p>ii) Legal Description: Part Lot 16, Plan 65M-2558, Town of Newmarket</p> <p>iii) Notwithstanding any other provision of the by-law to the contrary, the following provisions shall apply to the lands located at 1250 Gorham Street shown on Schedule 1 attached hereto.</p> <p>Uses permitted in addition to uses otherwise permitted by the EG Zone:</p>				

- Outdoor open storage.

iv) Development Standards:

- (a) Building Height (maximum): 15 m
- (b) Rear yard building setback (south lot line): 2.0 m (minimum)

Enacted this ____ day of ____ 2020.

John Taylor, Mayor

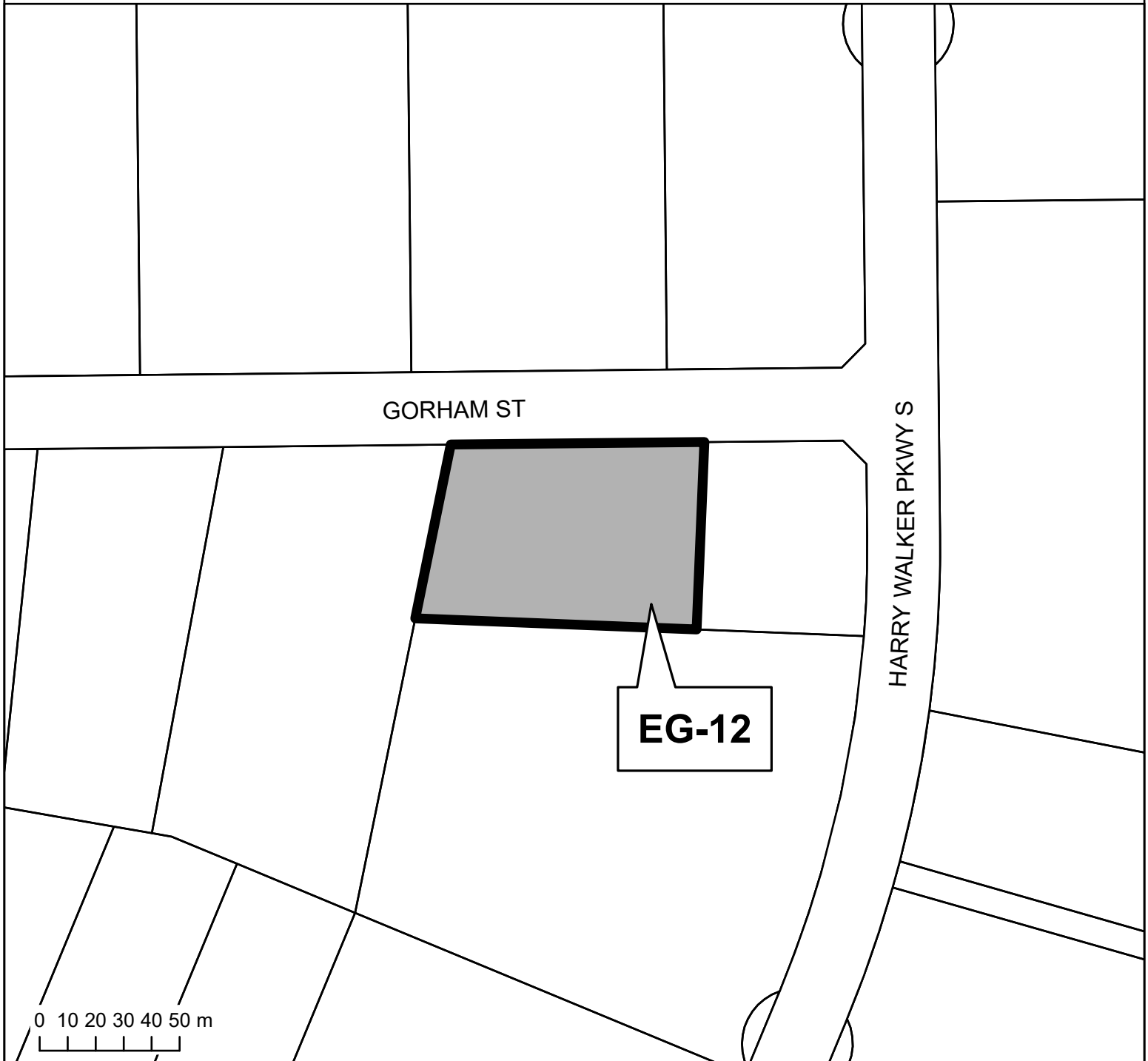
Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
REGIONAL MUNICIPALITY OF YORK
1250 GORHAM ST
PLAN 65M2558 PT LOT 16
RS65R11063 PT 24

This is Schedule '1'
To Bylaw 2020-
Passed this _____ Day
of _____, 2020.

MAYOR

CLERK



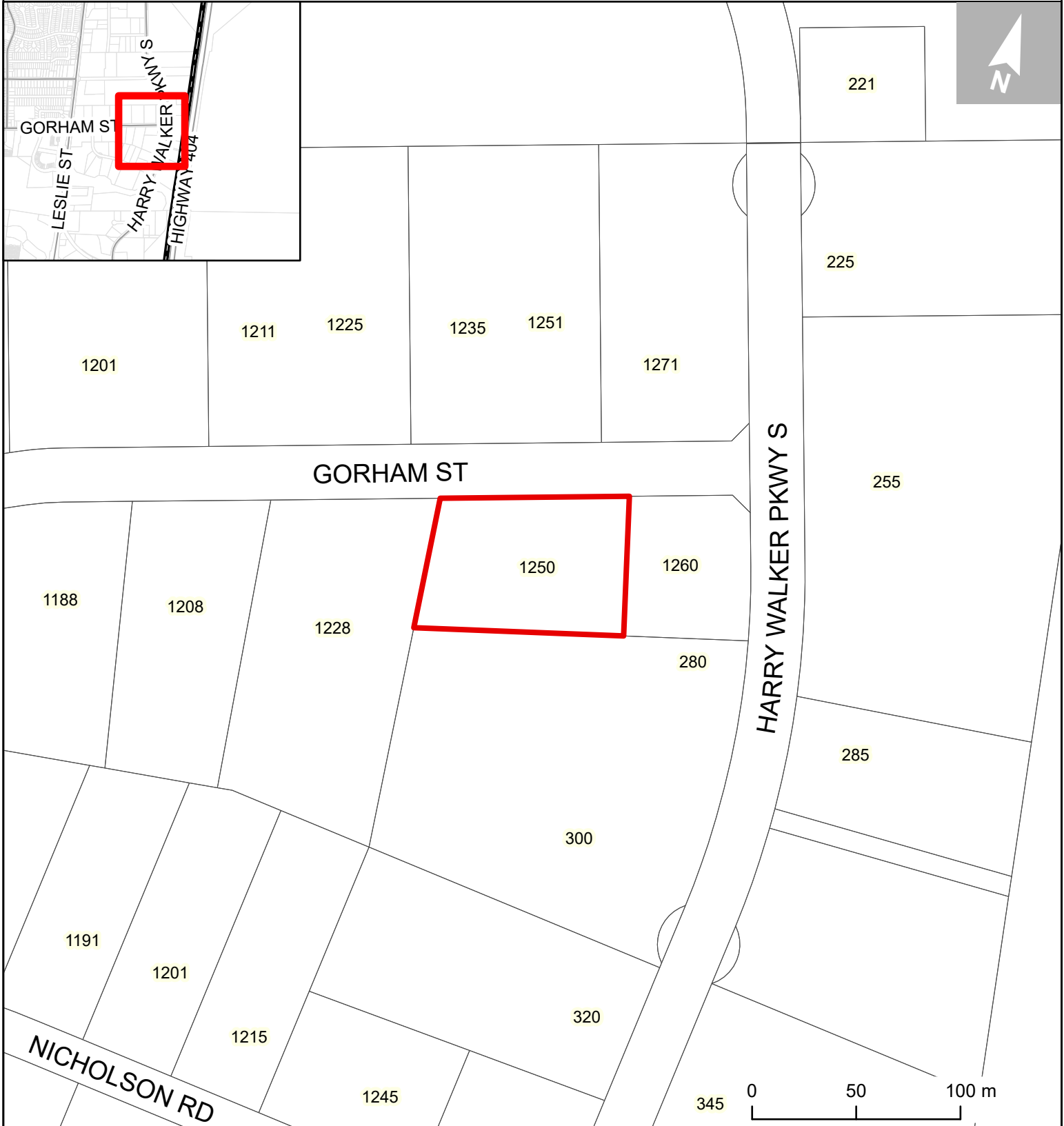
SCHEDULE "1" TO BY-LAW 2020-
TOWN OF NEWMARKET PLANNING DEPARTMENT



Designed & Produced by Information Technology – GIS Printed: October, 2020. Land Parcel Boundaries - © Teranet Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. 2020, Zoning - Town of Newmarket, 2020. DISCLAIMER: This mapping is based on the POLARIS parcel fabric product compiled using Land Registry System records and recent surveys and control points where available. This mapping is a representation of the earth's surface and provides estimates of area and distance. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.

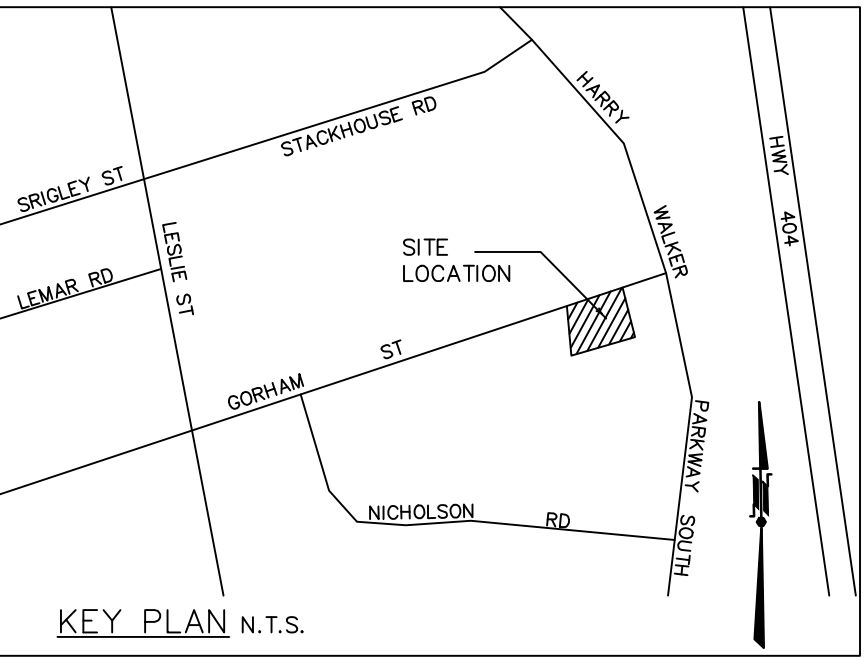
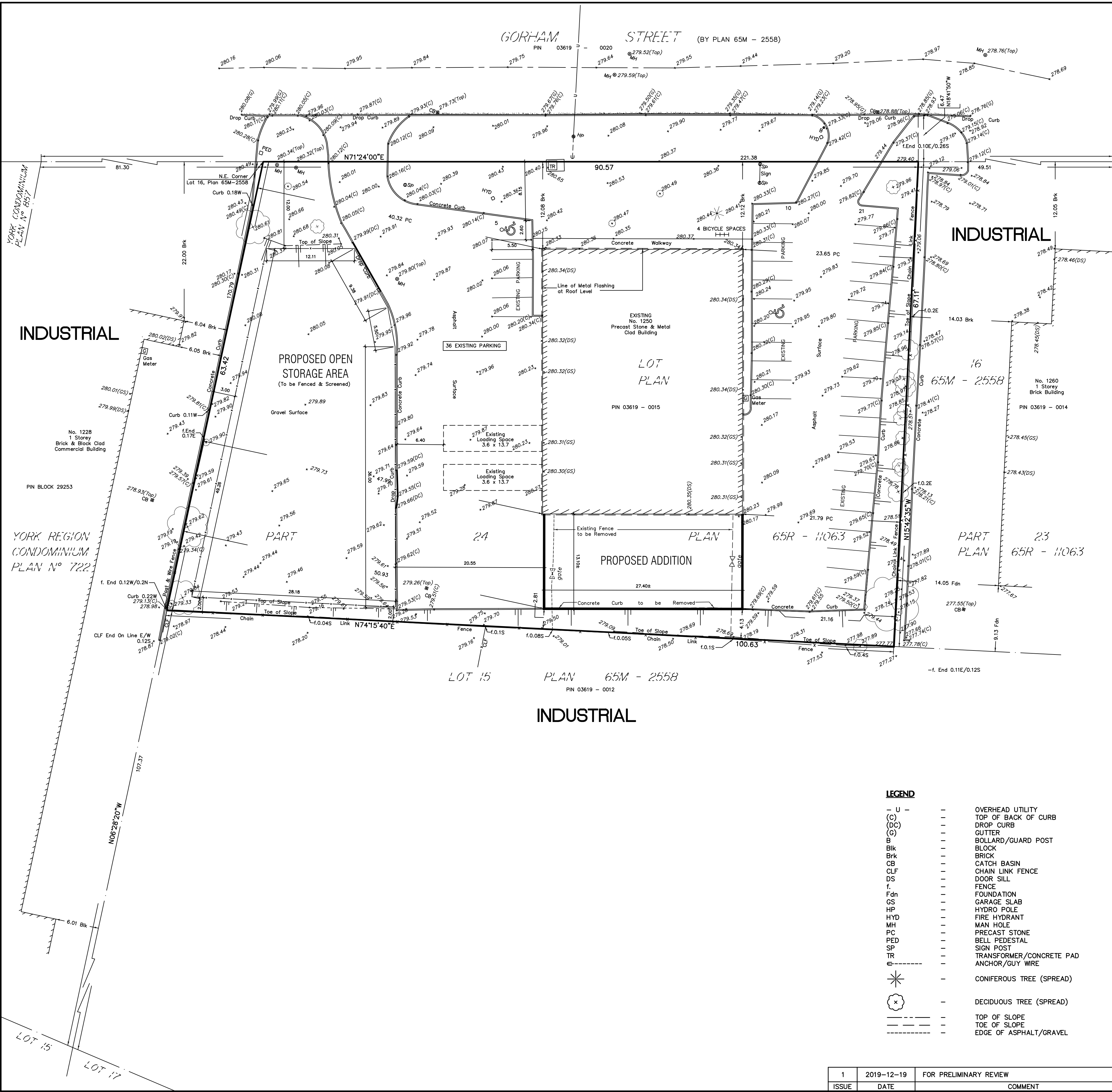
G:\Projects_PRO\Development_InfrastructureServices\Planning\MapProjects\Zoning\ZBL_Schedule\ZBL_Schedule.aprx\ZBA2020_Block164_Block165_Glenway

Location Map 1250 Gorham Street



 Subject Lands

Designed & Produced by
Information Technology - GIS
Printed: 2020-07-20.



SITE PLAN CONCEPT FOR 1250 GORHAM STREET

SCALE 1:300
5 2.5 0 5 10 15 Metres
LLOYD & PURCELL A DIVISION OF SCHAEFFER DZALDOV BENNETT LTD.

GEOGRAPHIC NOTE
PART OF LOT 16
REGISTERED PLAN 65M-2558
TOWN OF NEWMARKET
REGIONAL MUNICIPALITY OF YORK

BENCH MARK
ELEVATIONS SHOWN HEREON ARE GEODETIC AND ARE REFERRED TO THE TOWN OF NEWMARKET BENCHMARK N° 8 HAVING A PUBLISHED ELEVATION OF 262.50 METRES.

METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SITE STATISTICS
THIS PROPERTY IS ZONED EG-12 (GENERAL EMPLOYMENT ZONE) UNDER BY-LAW 2010-40

FRONTAGE	±90.57m
LOT AREA	±6,184.23m ²
EXISTING GROSS FLOOR AREA	±1,118.16m ²
PROPOSED GROSS FLOOR AREA (ADDITION)	±358.94m ²
TOTAL GROSS FLOOR AREA PROPOSED	±1,477.10m ²
EXISTING GROUND FLOOR AREA	±1,011.14m ²
PROPOSED GROUND FLOOR AREA	±358.94m ²
TOTAL GROUND FLOOR AREA PROPOSED	±1,370.08m ²
LOT COVERAGE	22.2%
(MAX LOT COVERAGE 50%)	
PROPOSED OPEN STORAGE AREA	±1,094.51m ²

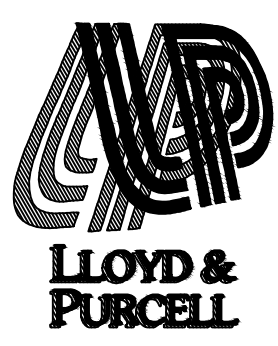
PARKING	
PARKING REQUIREMENT	1 SPACE / 45m ² OF GFA (GROSS FLOOR AREA)
TOTAL PARKING REQUIRED	33 SPACES
EXISTING PARKING PROVIDED	36 SPACES (INCLUDES 2 BARRIER FREE SPACES)
LOADING SPACES PROVIDED	2 SPACES
BICYCLE PARKING PROVIDED	4 SPACES

BUILDING SETBACKS	BY-LAW	PROPOSED
FRONT	12.00m	12.08m
SIDE	3.00m	21.16m
REAR	6.00m	34.12m
HEIGHT	15.00m	±9.50m

NOTE
DESCRIPTION OF LAND: PART OF LOT 16, PLAN 65M-2558, BEING PART 24 ON PLAN 65R-11063. ALL OF PIN 03619-0015.
REGISTERED EASEMENTS AND/OR RIGHTS OF WAY: NONE ON TITLE.
BOUNDARY FEATURES: NOTE THE LOCATION OF THE FENCING IN RELATION TO THE PROPERTY BOUNDARY.

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CAD: DL	PC: GQ	JOB: 19-223
CALC: RMCK	CHK'D: RMCK	FILE: N1-M2558-16-1

1	2019-12-19	FOR PRELIMINARY REVIEW
ISSUE	DATE	COMMENT



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

Third Quarterly Update to the Outstanding Matters List for 2020 Staff Report to Council

Report Number: 2020-77

Department(s): Legislative Services

Author(s): Jaclyn Grossi, Legislative Coordinator

Meeting Date: October 26, 2020

Recommendations

1. That the report entitled Third Quarterly Update to the Outstanding Matters List for 2020 dated October 26, 2020 be received; and,
2. That Council adopt the updated Outstanding Matters List, included as **Attachment 1** to this report; 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 present Council with the third quarterly update to the Outstanding Matters List in 2020.

Background

Council adopted the [first quarterly](#) update at their May 19, 2020 Special Council – Electronic meeting, and the [second quarterly](#) update at their August 31, 2020 Council – Electronic meeting. This report serves to present the third quarterly report.

Discussion

An updated Outstanding Matters List (**Attachment 1**) has been provided and is presented to Council for adoption. As a reminder, the items included in Attachment 1 are only items from the Outstanding Matters List, which require Council decision or

consideration. The chart does not depict other projects or work that staff continue to dedicate resources towards. It also does not include the Council-approved action items contained in the REV it Up Campaign or within Council's Strategic Priorities.

Corresponding item numbers have been enumerated to ensure that Council has ease of reference for specific matters should there be questions about associated timeframes or the subject matter itself.

Items Removed from the Outstanding Matters List

The following items have been removed from the List:

(1) Downtown Parking Report - 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot)

Recommendation:

That the Community Centre Lands Task Force work form the basis of a report back to Council, to be brought forward in Q1/Q2, 2019.

This item was removed as Council endorsed Downtown Parking options at its meeting Council Meeting - Electronic on August 31, 2020, and further directed Staff to report back in Q1 2021 regarding the 30 Minute Parking on Main Street, and in Q2 2021 regarding Parking Wayfinding.

(2) Financial Update

Recommendations:

That staff be directed to further investigate mitigating measures to lessen the financial impact of the pandemic on the Town, and to report back on the results.

This item was removed as Council received a Financial Update at their August 31, 2020 Council Meeting - Electronic.

(3) Derelict Properties

Recommendations:

That Staff circulate an information report related to derelict properties, including information regarding demolition requirements and any impediments that may apply.

This item was removed as an Information Report was distributed to Council on September 11, 2020, and Mayor Taylor requested that this item be placed on the October 5, 2020 Committee of the Whole Meeting - Electronic. At their Council Meeting -

Electronic on October 13, 2020, Council directed Staff to report back with options for a Vacant Building Registry Program by Q1 2021.

(4) Community Support

Recommendations:

That Council direct Staff to provide further information related to other gaps in meeting community needs and the potential role of the Town in addressing those.

This item was removed as a detailed summary and update was provided to Council via email on June 23, 2020 (**Attachment 2**).

Conclusion

Staff will continue to provide Council with an updated List quarterly to reflect the current status of items which Staff have been directed to report back to Council on.

Business Plan and Strategic Plan Linkages

As this report highlights an updated Outstanding Matters List for the Corporation, this report aligns with all six pillars of Council's Strategic Priorities.

Consultation

Members of the Strategic Leadership Team and Operational Leadership Team were consulted in this report.

Human Resource Considerations

There are no human resource considerations specific to this report. However, individual projects within the List may have associated human resources impacts, and any such considerations will be noted in the individual reports on those matters.

Budget Impact

There are no budget impacts specific to this report. However, individual projects within the List may have associated budget impacts, and any such considerations will be noted in the individual reports on those matters.

Attachments

Attachment 1 – Third Quarterly Update to the Outstanding Matters List for 2020

Attachment 2 - Email to Council dated June 23, 2020 regarding the Item Removed from the Outstanding Matters List entitled (4) Community Support

Approval

Kiran Saini, Deputy Clerk

Esther Armchuk, Commissioner, Corporate Services

Ian McDougall, Commissioner, Community Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Jag Sharma, Chief Administrative Officer

Contact

For more information about individual projects contained in Attachment 1, please contact the responsible Department Director or respective Commissioner.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
1.	Construction Vibration Issues	Meeting Date: Committee of the Whole – March 18, 2019 Recommendations: 5. That staff investigate options for existing sites where construction activity will cause significant vibrations. Responsible Departments: <ul style="list-style-type: none"> Planning and Building Services Engineering Services 	October 5 th CoW September 14 th CoW Q3 2020 Q2 2020	October 26 th CoW	Additional time needed to liaise with Legal Services and Legislative Services to ensure there is a legal means to require/enforce the recommended measures.
2.	Established Neighbourhoods Compatibility Study	Meeting Date: Committee of the Whole - September 23, 2019 Recommendations: Established Neighbourhoods Compatibility Study Responsible Department: <ul style="list-style-type: none"> Planning and Building Services 	Q4 2020 Q1 2020	October 26 CoW	Special Committee of the Whole held January 20, 2020. Public Meeting was scheduled for April 14, 2020 but was cancelled due to Pandemic. Public Meeting has been rescheduled to August 31, 2020 Council Workshop scheduled for September 22, 2020. Final recommendations to follow in Q4 2020, targeted for October.
3.	Asset Replacement Fund Strategy	Meeting Date: Committee of the Whole - April 30, 2018 Recommendation: 1. That the Asset Replacement Fund Strategy be referred to staff for further information and be brought back to Council for consideration at a later date. Responsible Departments: <ul style="list-style-type: none"> Financial Services 	Q2 2020 June 2020	November 9 th SpCoW	An Asset Replacement Fund (ARF) will be presented with the Tax-Supported Operating Budget at a Special Committee of the Whole meeting.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
4.	Motion - Commerical Rooftop Patios	<p>Meeting Date: Committee of the Whole - September 14, 2020</p> <p>Recommendation:</p> <ol style="list-style-type: none"> That staff be directed to schedule a Statutory Public Meeting for the purpose of outlining specific use permissions related to 'Commercial Rooftop Patios', addressing matters such as: <ul style="list-style-type: none"> maximum size (percentage of rooftop or gross floor area) associated uses for which a 'Commercial Rooftop Patio' may be permitted design (i.e. site plan) requirements compliance with licensing and noise by-laws <p>Responsible Department:</p> <ul style="list-style-type: none"> Planning & Building Services 		November 2020	Staff are preparing for a Public Meeting regarding Commerical Rooftop Patios in November 2020.
5.	Multi Use Pathways	<p>Meeting Date: Committee of the Whole – November 4, 2019</p> <p>Recommendation:</p> <ol style="list-style-type: none"> That Council direct Staff to report back in 2020 regarding the best practices and options for improving the signage and markings on the Tom Taylor Trail system. <p>Responsible Departments:</p> <ul style="list-style-type: none"> Public Works Services 	Q4 2020	December 7 CoW	<p>Staff are currently undertaking research and establishing a field inventory.</p> <p>An information report will be issued in Q4 of 2020.</p>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
6.	Proposed Trail from Yonge Street to Rita's Avenue	<p>Meting Date: Council – January 18, 2016 – Item 35</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That staff provide alternate trail options for this area at a lower cost. 2. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, 3. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, 4. That staff also include in the report the option of installing lighting along the George Luesby Park Trail. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services • Engineering Services 	<p>September 14th CoW</p> <p>August 24th CoW</p> <p>Q3 2020</p> <p>2021</p>	November 16 th CoW	With the Yonge Street Viva Bus Rapid Transit complete, staff can now proceed.
7.	Hollingsworth Arena and Future Ice Allocation Considerations	<p>Meeting Date: Committee of the Whole – April 8, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 3. That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and 6. That within six months staff bring back a report on any plans for public amenity use at this location; <p>Responsible Department:</p> <ul style="list-style-type: none"> • Recreation and Culture Services 	Q1 & Q3 2020	Q4 2020	<p>Staff will provide two information reports on this item 1) regarding the public amenity use of this facility; and 2) regarding the status of ice allocations after the needs of the organizations for the 2020-2021 season have been identified.</p> <p>The information reports were delayed due to operational disruptions caused by the Pandemic.</p>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
8.	Residential Parking	<p>Meeting Date: (1) Committee of the Whole - November 6, 2017</p> <p>(2) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)</p> <p>Recommendations: (1) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:</p> <p style="padding-left: 40px;">c. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report.</p> <p>(2) 5. That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services • Legislative Services 	Q3 2020	Q4 2020	Additional time needed to scope issues and confirm enforcement matters with By-laws.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q4 2020					
9.	Recognition of the Widdifield Family	<p>Meeting Date: Committee of the Whole – February 25, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That staff be directed to investigate options that will recognize the area east of the river and west of Doug Duncan Drive, that lies between Timothy and Water St to be recognized in some format by a commemorative plaque or other option that acknowledges and demonstrates the background and history of an area known to be Widdifield Park; and, 2. That Mike Widdifield of Newmarket be notified of any proposals. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Recreation and Culture Services • Public Works Services 	Q1 2020	Q4 2020	Plaque wording under final review and sign off with anticipated sign installation anticipated by end of Q4, 2020.
10.	Protection of Trees on Private Property	<p>Meeting Date: Committee of the Whole - June 17, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 4. That following the internal and public consultation, issues identified in this report, together with comments from the public, and Committee, be addressed by staff in a comprehensive report to the Committee of the Whole with a draft by-law; and, <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 	Q1 2020	Q4 2020/ Q1 2021	<p>PIC at the iWonder Event completed in Fall 2019.</p> <p>Re-prioritized due to staff resource constraints and Pandemic.</p>

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
11.	Single Use Plastics	<p>Meeting Date: Committee of the Whole – June 17, 2019</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council direct staff to bring back a report which outlines the roles and responsibilities of the Province, the Region and the Town in relation to recycling and diversion and provides the following: <ol style="list-style-type: none"> a. information on what work is currently being done to address the reduction and eventual elimination of single use plastics; and, b. clear options for Council to consider to ensure the town is taking steps within its jurisdiction to reduce and eventually eliminate single use plastics. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Public Works Services 	<p>Q3 2020</p> <p>Q2 2020</p>	Q1 2021	Staff distributed an information report on September 10, 2020 which provided an explanation as to amending the proposed reporting timeframe.
12.	Town-Wide Mitigation Strategy - Traffic Calming Policy Public Consultation Report	<p>Meeting Date: Committee of the Whole - September 23, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That Staff report back to Council in up to 12 months regarding various initiatives raised in this report. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services 	Q4 2020	Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
13.	City of Markham Resolution - Single Use Plastic Reduction Strategy - Phase 1	Meeting Date: Committee of the Whole - Electronic - June 22, 2020 Recommendation: 1. That the Resolution from the City of Markham regarding the Single Use Plastic Reduction Strategy - Phase 1 be received for information and referred to Staff. Responsible Department: <ul style="list-style-type: none"> Public Works Services 	September 14 th CoW	Q1 2021	This item will be included/referenced in the Single Use Plastics Staff Report (item 13). Staff distributed an information report on September 10, 2020 which provided an explanation as to amending the proposed reporting timeframe.
14.	Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard	Meeting Date: Committee of the Whole – November 4, 2019 Recommendation: 1. That the petition regarding Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard be referred to Staff. Responsible Departments: <ul style="list-style-type: none"> Engineering Services 	Q3 2020	Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.
15.	Extending the 30 Minute Downtown Parking Restrictions on Main Street	Meeting Date: Committee of the Whole - September 14, 2020 Recommendations: 4. That staff report back on the findings of the public consultation, and any recommendations to further amend Main Street parking restrictions by Q1 2021; and, Responsible Departments: <ul style="list-style-type: none"> Engineerings Services Legislative Services 		Q1 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
16.	Atkins Drive and Quick Street All-way Stop Request	Meeting Date: Committee of the Whole – February 24, 2020 Recommendation: 6. That the Town continue to apply Category 1 traffic calming measures to educate motorists to comply with the speed limits and that Staff explore options for Category 2 traffic calming measures; and, 7. That Staff provide Council with data regarding All-Way Stop warrants related to Bob Gapp Drive and Atkins Drive, including modelling the anticipated near-term growth; and, Responsible Departments: <ul style="list-style-type: none"> Engineering Services 	Q4 2020	Q1 2021	<p>Staff require time to complete the fieldwork and measurements for this study.</p> <p>The timing of this report will depend on when traffic patterns resume back to normal after the Pandemic (i.e., if school returns to normal in September 2020). Traffic measurements will need to be a true representation of the traffic patterns to correct the field situation.</p> <p>As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.</p>
17.	Traffic & Parking Petitions	Meeting Date: Committee of the Whole - August 26, 2019 Recommendations: 1. That the petition regarding Traffic Calming Measures/Speed Mitigation on Flagstone Way be referred to Staff; and, 2. That the petition regarding Traffic Calming Measures/Speed Mitigation on Simcoe Street be referred to Staff. Responsible Departments: <ul style="list-style-type: none"> Engineering Services 	Q1 2020	Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.
18.	Traffic & Parking Petitions	Recommendation: 1. That the Helmer Avenue Parking Review be referred back to Staff. Responsible Departments: <ul style="list-style-type: none"> Engineering Services 		Q1 2021	As schools are returning in the Fall, Staff will conduct appropriate studies in Q3 & Q4 of 2020, as the weather allows. A Staff Report will be issued in Q1 2021.

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
19.	Ranked Ballots	Meeting Date: Special Committee of the Whole – May 14, 2019 Recommendation: 3. That Staff report back to Council with respect to referendum questions for the 2022 Municipal Election; and, Responsible Department: <ul style="list-style-type: none"> Legislative Services 	Q3 2020	Q1 2021	Staff are part of a Greater Toronto Hamilton Area working group that is organizing an election vendor fair to learn about changes/updates in the election technology industry. The fair was postponed from May 2020, and is now tentatively scheduled for December 2020. A report back on an election model for the 2022 municipal election is anticipated in Q1 2021.
20.	Alex Doner Drive Traffic Mitigation Request	Meeting Date: Committee of the Whole - Electronic - July 22, 2020 Recommendation: 1. That the request for a review of traffic control and traffic calming measures on Alex Doner Drive between Sykes Road and Kirby Crescent be referred to Staff. Responsible Department: <ul style="list-style-type: none"> Engineering Services 		Q1 2021	
21.	INFO-2020-32: Vacant/Derelict Buildings	Meeting Date: Council - October 13, 2020 Recommendations: 1. That Council direct staff to report back to Council with options for a Vacant Building Registry Program by Q1 2021. Responsible Department: <ul style="list-style-type: none"> Legislative Services Planning & Building Services 		Q1 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
22.	Heritage Designations - York Region Administrative Building and Newmarket Canal System	<p>Meeting Date: Committee of the Whole - April 30, 2018</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 2. The Strategic Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report: <ol style="list-style-type: none"> a. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect; and, b. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 	<p>Q3 2020</p> <p>Q1 2020</p>	<p>Q1 2021</p>	<p>Additional time was needed to retain Cultural Heritage Consultant via Procurement process.</p> <p>Consultant retained and Designation Reports are now being prepared.</p> <p>This item must first go to Heritage Newmarket, so it is tied to timing of that Committee resuming their meeting schedule. Staff are prepared to bring a report to a Heritage Newmarket Committee Meeting in September 2020.</p> <p>Staff distributed an information report on September 10, 2020 which provided an explanation as to amending the proposed reporting timeframe.</p>
23.	Downtown Parking Review	<p>Meeting Date: Council Meeting - August 31, 2020</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 6. That staff be directed to consult with the BIA and report to Council by Q1 2021 on potential permanent 30 minute parking restrictions on Main Street including a review of other options; and, 8. That Council direct staff to present a report on parking wayfinding in the downtown area for Council consideration in Q2 2021; and, <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Innovation & Strategic Initiatives 		<p>Q1 & Q2 2021</p>	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in 2021					
24.	Youth Engagement, Diversity and Inclusivity, and Consultation on the Environment	<p>Meeting Date: Committee of the Whole – June 17, 2019</p> <p>Recommendation:</p> <p>3. That staff be directed to plan a Climate Change Open House for Fall 2019 (completed) and a Spring 2020 e-Waste Collection event as part of a one-year pilot environmental consultation program and report back in 2020 with a review of this program;</p> <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services • Public Works Services 	Q1 2020	Q2 2021	The fall e-Waste Collection event has been postponed due to the pandemic. Staff will plan to complete a Spring 2021 e-Waste Collection with the consideration for the current state of the Pandemic at that time.
25.	Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule	<p>Meeting Date: Council Meeting - October 13, 2020</p> <p>Recommendations:</p> <p>4. That electronic participation by Council members be permitted until the end of 2021 and that staff be directed to report to Council with a revised electronic participation policy prior to this date; and,</p> <p>8. That staff be directed to report to Council in April/May 2021 on a Policy for Electronic Participation in hybrid meetings, establishing start times for Council and Committee of the Whole meetings for July to December 2021 and resumption of hybrid meetings for Advisory Committees;</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Legislative Services 		Q2 & Q4 2021	

Item	Subject Matter	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items with a date to be determined					
28.	Council Remuneration	Meeting Date: Committee of the Whole – April 9, 2018 Recommendations: 1. That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary. Responsible Department: <ul style="list-style-type: none"> Office of the CAO/Human Resources 	Q1 2020	To be determined – see additional comments	Staff will present a report on Council remuneration once the Pandemic is declared over.
29.	Newmarket Public Library Study Implementation	Meeting Date: Committee of the Whole - February 26, 2018 Recommendations: 2. That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process. Responsible Department: <ul style="list-style-type: none"> Community Services/Newmarket Public Library 	Q3 2020	To be determined – see additional comments	Procurement & process planning delayed as a result of Pandemic.

From: Service, Colin
Sent: June 23, 2020 8:29 AM
Subject: Lunch and Food Distribution Program Update

Hello Mayor Taylor and Members of Council:

Council provided staff with an initial sum of \$25,000 and an additional sum of up to \$25,000 to ensure that we could provide support to those most vulnerable in our community. As we transition into reopening, the various agencies who normally perform these important functions are able to get volunteers and are able to start to provide some of these services again. So, I wanted to take this opportunity to update you on what has transpired and how those funds were used.

An operating grant of \$5,000 was provided to the Newmarket Food Pantry to help with purchase of food. The Food Pantry switched to a hamper program where hampers of food and essential items were assembled and delivered to families in need. Three to four times a week, a staff member from the Recreation & Culture Department utilized our Community Cruiser to deliver these hampers – over 400 hampers have been delivered by Town staff.

The Newmarket Co-Op Housing was in dire need of baby supplies and essential items. Recreation & Culture staff went and purchased the necessary supplies (totalling \$1,000) and delivered them to their doors (again using the Community Cruiser).

Since late March we have been serving a daily lunch program at the front of the Town Office. Over 4,250 meals were served to those most vulnerable within our community. The lunches were provided daily by The Pickle Barrel at a significantly reduced cost. Just over \$25,000 was spent on providing these lunches. We will be wrapping up the lunch distribution program on Friday, June 26th. A meal is now available daily in Newmarket. Staff have been distributing information about where food is available all week.

A grant of \$2,000 will be provided to the Rose of Sharon to help them provide essential items to young mothers.

At this point, approximately \$33,000 has been spent or committed. More importantly, hundreds of members of our community who are most vulnerable have had access to food and essential items during very difficult times.

Staff will continue to monitor the situation and will continue dialogue with the various agencies to ensure that services continue to be available within the community.

If you have any further questions, please don't hesitate to give me an email or phone call.

Take care,



Colin Service

Director, Recreation and Culture

905-953-5300, ext. 2601

905-953-5113 (fax)

cservice@newmarket.ca

www.newmarket.ca

Follow us on [Twitter](#) @townofnewmarket

Newmarket: A Community *We// Beyond the Ordinary*

Petition for No Parking Signs

Clematis Road

Ward 3

September 2020

We the undersigned residents of Clematis Road are hereby petitioning the Ward 3 Councillor of the Town of Newmarket to install **"No Parking 8 a.m. to 4 p.m."** signs. *Monday - Friday*

Due to the change in the schooling format at St. Elizabeth Seton Catholic Elementary School to a French immersion school, there has been an increase in students traveling to the school outside of the community. As a result, parents are parking on Clematis Road and accessing the school via the walkway at the end of the street. The increase of parking has caused access problems to driveways, including the complete blockage by parked cars. Parking Enforcement has not eradicated the problem.

PLEASE PRINT

NAME	ADDRESS	SIGNATURE
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Note: Personal information redacted. Original contains 6 signatures.



Town of Newmarket

Minutes

Appointment Committee

Date: Wednesday, January 15, 2020
Time: 1:00 PM
Location: Mulock Room
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Councillor Twinney, Chair
Deputy Mayor & Regional Councillor Vegh, Vice Chair
Mayor Taylor

Staff Present: K. Saini, Deputy Town Clerk

The meeting was called to order at 1:02 PM.
Councillor Twinney in the Chair.

1. Additions and Corrections

None.

2. Declarations of Pecuniary Interest

None.

3. Presentations and Deputations

None.

4. Approval of Minutes

4.1 Appointment Committee Meeting Minutes of October 9, 2019

Moved by: Mayor Taylor

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the Appointment Committee Meeting Minutes of October 9, 2019 be approved.

Carried

4.2 Appointment Committee Meeting (Closed) Minutes of October 9, 2019

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Mayor Taylor

1. That the Appointment Committee Meeting (Closed) Minutes of October 9, 2019 be approved.

Carried

5. Items for Discussion

None.

6. Closed Session

6.1 Personal matters about an identifiable individual, including municipal or local board employees, as per Section 239 (2) (b) of the Municipal Act, 2001 - Applications to the Newmarket Accessibility Advisory Committee (AAC)

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Mayor Taylor

1. That the Appointment Committee resolve into a Closed Session for the purpose of discussing personal matters about identifiable individuals as per Section 239 (2) (b) of the Municipal Act.

Carried

The Appointment Committee resolved into Closed Session at 1:03 PM.

The Appointment Committee (Closed Session) Minutes are recorded under separate cover.

The Appointment Committee resumed into Open Session at 1:12 PM.

7. New Business

None.

8. Adjournment

Moved by: Mayor Taylor

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the meeting be adjourned at 1:13 PM.

Carried

Councillor Twinney, Chair

Date



Town of Newmarket

Minutes

Accessibility Advisory Committee

Date: Thursday, January 16, 2020
Time: 10:30 AM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Steve Foglia, Chair
Linda Jones
Patricia Monteath
Lawrence Raifman
Councillor Simon

Members Absent: Jeffrey Fabian

Staff Present: P. McIntosh, Recreation Programmer - Seniors & Special Needs
S. Marcoux, Project Consultant Facility Maintenance
Elizabeth Hawkins
J. Grossi, Legislative Coordinator

The meeting was called to order at 10:37 AM.
Steve Foglia in the Chair.

1. Additions & Corrections to the Agenda

None.

2. Declarations of Pecuniary Interest

None.

3. Presentations & Deputations

None.

4. Approval of Minutes

4.1 Accessibility Advisory Committee Meeting Minutes of November 21, 2019

Moved by: Lawrence Raifman

Seconded by: Linda Jones

1. That the Accessibility Advisory Committee Meeting Minutes of November 21, 2019 be approved.

Carried

5. Items

5.1 Financial Incentive Program Staff Working Group - Accessibility Inclusion

The Business Development Specialist provided an update regarding the Financial Incentive Program Staff Working Group focused on the inclusion of accessibility projects in the application process. She advised that Staff is currently working to allow funding for accessibility projects and conducting research regarding the AODA & Building Code requirements.

5.2 Stickwood Walker Farmhouse Site Plan Update

The Business Development Specialist provided an update regarding the Stickwood Walker Farmhouse and advised that another site plan would be circulated to the Accessibility Advisory Committee when the proponent provided it to Staff. She answered questions regarding the accessible washroom, entrances to the building, and the parking lot.

5.3 Main Street Accessibility Discussion

5.3.1 Stickers and Award Program for Accessible Stores Discussion

Steve Foglia discussed initiatives run by the Rick Hansen Foundation in Vancouver such as the Rick Hansen Foundation Accessibility Certification (RHFAC), and discussed the possibility of a similar initiative for Main Street businesses.

5.3.2 Deputation/Presentation to the Main Street District Business Improvement Area Board of Directors

The Members discussed various improvements that businesses on Main Street could implement to increase the accessibility of their stores. They discussed ways in which the Accessibility Advisory Committee could educate the Main Street District Business Improvement Area Board of Management through a deputation at a future meeting, providing handouts, and potential solutions to identified issues.

5.4 2020 National Access Awareness Week

The Recreation Programmer - Seniors & Special Needs provided an update on the 2020 National Access Awareness Week (NAAW) occurring from June 1, 2020 to June 8, 2020. The Members discussed ideas for the 2020 event including a Farmer's Market booth, Sports for Everyone events, guide dogs, social media presence, and closed captioning availability.

The NAAW sub-committee agreed to meet with the Recreation Programmer - Seniors & Special Needs regarding the 2020 event prior to the March Accessibility Advisory Committee Meeting.

Moved by: Patricia Monteath

Seconded by: Lawrence Raifman

1. That the Accessibility Advisory Committee form a National Access Awareness Week (NAAW) sub-committee composed of Steve Foglia and Pat McIntosh.

Carried

5.5 Chair Updates

- Steve Foglia shared a story regarding his experience voting for the Federal election and the issues with the accessible voting location provided by Elections Canada.
- Steve Folgia discussed the need for an accessible washroom at Fairy Lake and asked Staff continue to look for improvements of the current structure and available grants.

5.6 Accessibility Advisory Committee Member Recruitment Update

The Legislative Coordinator advised that the two vacancies on the Accessibility Advisory Committee had been advertised and numerous applications were received and reviewed. She advised that the two new Members would be appointed prior to the March 19, 2020 Accessibility Advisory Committee meeting.

6. New Business

6.1 Patterson Sidewalk Update

Steve Foglia provided an update on a capital project on Patterson that he attended to assist with an accessibility audit of the sidewalk. He asked Staff to provide an update on the project at the next meeting.

6.2 Accessibility Advisory Committee Membership

The Members discussed amending their terms of reference to increase their membership by two due to the interest during the last recruitment and the current issues with achieving quorum.

Moved by: Patricia Monteath

Seconded by: Lawrence Raifman

1. That the Accessibility Advisory Committee recommend to Council that the Terms of Reference be amended to increase the membership to 10 members.

Carried

6.3 Wheelchair Basketball

The Recreation Programmer, Inclusion & Leisure Services asked the Members to share with the residents that the Wheelchair Basketball program was currently running on Saturdays from 11:30 AM to 1:00 PM at the Recreation Youth Centre and Sk8Park (56 Charles Street).

7. Adjournment

Moved by: Patricia Monteath

Seconded by: Lawrence Raifman

1. That the meeting be adjourned at 11:38 AM.

Carried

Steven Foglia, Chair

Date



Town of Newmarket

Minutes

Newmarket Economic Development Advisory Committee

Date: Thursday, February 6, 2020

Time: 5:00 PM

Location: Cane Room
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Donna Fevreau, Chair
Carin Binder
Steven Bruno
Robert Bull (5:04 PM - 6:41 PM)
Marek Dabrowski
Beric Farmer
Patrick Horgan
Brian Johns
Jessica Rawlley
Darryl Sills
Mayor Taylor (5:56 PM - 7:02 PM)
Deputy Mayor & Regional Councillor Vegh
Edmund Yeung

Members Absent: Rod Scotland
Beth Stevenson
Bri-Ann Stuart
Peter McKinnon

Staff Present: I. McDougall, Commissioner, Community Services
C. Kallio, Economic Development Officer
E. Hawkins (Bryan), Business Development Specialist
J. Grossi, Legislative Coordinator

The meeting was called to order at 5:04 PM.
Donna Fevreau in the Chair.

1. Additions & Corrections to the Agenda

None.

2. Declarations of Pecuniary Interest

Jessica Rawlley declared a conflict regarding Item 5.1: 2020-2024 Economic Development Strategy, specifically related to the identified strategy 3 entitled Community Development.

3. Presentations & Deputations

None.

4. Approval of Minutes

4.1 Newmarket Economic Development Advisory Committee Meeting Minutes of December 3, 2019

Moved by: Edmund Yeung

Seconded by: Carin Binder

1. That the Newmarket Economic Development Advisory Committee Meeting Minutes of December 3, 2019 be approved.

Carried

5. Items

5.1 2020-2024 Economic Development Strategy

The Commissioner of Community Services, Economic Development Officer, and Business Development Specialist introduced the presentation and outlined the brand development that the Town of Newmarket has undertaken thus far.

The Business Development Specialist provided an analysis of the three identified strategies entitled Attraction & Marketing, Building an Entrepreneurial Ecosystem, and Community Development. For each strategy she reviewed the feedback that was received from the

Newmarket Economic Development Advisory Committee through previous meetings that led to the development of the specific strategies. The Business Development Specialist provided an analysis with an evaluation matrix, and identified key performance indicators to recognize what success for each strategy would look like by 2024.

The Members of the Newmarket Economic Development Advisory Committee provided the Economic Development Staff with feedback on all three strategies regarding the identification of specific actionable targets, design related to distinct sectors, relationship to the 2018-2022 Council Strategic Priorities, and the wording of the third strategy.

Jessica Rawlley took no part in the discussion related to the identified strategy 3 entitled Community Development due to a declared conflict.

5.2 Results of Marketing the Corridor Media Relations

The Business Development Specialist reviewed the results of the Marketing the Corridor Media Relations campaign over the last 18 months. She provided an overview of the marketing programs used, the total impressions received, and highlighted some featured articles and segments that covered the Town of Newmarket. The Business Development Specialist further explained that this marketing will continue as relationships are built with the media and stories continue to be picked up.

6. Closed Session

Donna Fevreau advised that there was no requirement for a Closed Session.

7. New Business

None.

8. Next Meeting

9. Adjournment

Moved by: Edmund Yeung

Seconded by: Robert Bull

1. That the meeting be adjourned at 7:05 PM.

Carried

Donna Fevreau, Chair

Date



Town of Newmarket
Minutes (Special Meeting)
Newmarket Economic Development Advisory
Committee

Date: Tuesday, June 30, 2020
Time: 11:30 AM
Location: Electronic VIA ZOOM
See How to Login Guide

Members Present: Donna Fevreau, Chair
Carin Binder
Steven Bruno (11:30 AM - 1:14 PM)
Robert Bull (12:21 PM - 1:32 PM)
Marek Dabrowski
Beric Farmer
Patrick Horgan
Brian Johns
Jessica Rawlley
Darryl Sills
Beth Stevenson
Bri-Ann Stuart (11:30 AM - 11:59 AM)
Mayor Taylor
Deputy Mayor & Regional Councillor Vegh
Edmund Yeung

Members Absent: Peter McKinnon
Rod Scotland

Staff Present: C. Kallio, Economic Development Officer
E. Bryan, Business Development Specialist
J. Grossi, Legislative Coordinator
A. Walkom, Legislative Coordinator

The meeting was called to order at 11:30 AM.
Donna Fevreau in the Chair.

1. Notice

Donna Fevreau advised that all Town facilities were closed to the public, and that members of the public were encouraged to attend an electronic Advisory Committee or Board Meeting by joining through the ZOOM information provided with the agenda or by emailing clerks@newmarket.ca.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Items

4.1 York Region 2019 Employment Survey: Newmarket Results

The Economic Development Officer provided an overview of the York Region 2019 Employment Survey results related to the Town of Newmarket. He outlined the job growth trends, the growth of labour force major sectors from 2006 to 2019, and compared the retail job growth with the healthcare and social assistance job growth numbers.

4.2 Economic Resiliency Action Plan Update and Next Steps

The Business Development Specialist provided a presentation regarding the Economic Resiliency Action Plan Update and the COVID-19 response to Supporting Newmarket Businesses. She provided an overview of the Economic Development Resiliency Action Plan which included the redeployment of Staff to assist the Economic Development department, the Business Assistance Concierge (BAC) partnership with the Newmarket Chamber of Commerce, and the Mentorship Access Program.

The Business Development Specialist analyzed data collected related to businesses who accessed the BAC program and provided next steps. She outlined the collaboration opportunities with the Northern 6 (N6) Municipalities, York Region, Newmarket Chamber of Commerce, and York University for sector specific round tables.

The Economic Development Officer provided an overview of the Temporary Patio Access Program which was launched by Town Staff to

allow business to open outdoor patios as of June 19, 2020, when Newmarket entered stage 2 of the Provincial reopening plan.

The Members of the Newmarket Economic Development Advisory Committee queried Staff on the availability of additional statistics related to the BAC program, tax reduction opportunities for vacant properties, and future marketing and advertising opportunities in relation to businesses reopening.

4.3 2020-2024 Economic Development Strategy Status Update

The Business Development Specialist provided a brief update on the 2020-2024 Economic Development Strategy and advised that the final strategy was expected to be presented to Council by the end of 2020.

Donna Fevreau asked the Members of the Newmarket Economic Development Advisory Committee to provide any ideas or comments to the Economic Development Staff related to how the Town of Newmarket can further support local businesses.

Moved by: Carin Binder

Seconded by: Edmund Yeung

1. That the presentation regarding the York Region 2019 Employment Survey, Economic Resiliency Action Plan Update, and 2020-2024 Economic Development Strategy Status Update provided by the Economic Development Officer and Business Development Specialist, be received.

Carried

5. Adjournment

Moved by: Patrick Horgan

Seconded by: Beric Farmer

1. That the meeting be adjourned at 1:32 PM.

Carried

Donna Fevreau, Chair

Date



Corporation of the Town of Newmarket

By-law 2020-57

A By-law to Amend Zoning By-law 2010-40, with respect to the lands located at 1250 Gorham Street, Newmarket.

Whereas the Council of the Town of Newmarket has the authority pursuant to Section 34, of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, to pass this By-law; and

Whereas the Council of the Town of Newmarket has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*; and

Whereas it is deemed advisable to amend By-law Number 2010-40;

Therefore be it enacted by the Municipal Council of the Corporation of the Town of Newmarket as follows:

1. That the lands subject to this amendment are illustrated on Schedule 1 attached hereto.
2. Amending Section 8.1.1 List of Exceptions as it relates to lands located at 1250 Gorham Street by adding the following regulations relating to the EG-12 Zone:

Exception 12	Zoning EG-12	Map 15	By-Law Reference 1986-117; 1986-118; 2020-XX	File Reference D14-NP- 2010
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- i) Location: 1250 Gorham Street
- ii) Legal Description: Part Lot 16, Plan 65M-2558, Town of Newmarket
- iii) Notwithstanding any other provision of the by-law to the contrary, the following provisions shall apply to the lands located at 1250 Gorham Street shown on Schedule 1 attached hereto.

Uses permitted in addition to uses otherwise permitted by the EG Zone:

- Outdoor open storage.

iv) Development Standards:

- (a) Building Height (maximum): 15 m
- (b) Rear yard building setback (south lot line): 2.0 m (minimum)

Enacted this 2nd day of November 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk

Corporation of the Town of Newmarket

By-law 2020-58

A By-law to confirm the proceedings of a meeting of Council - Electronic – November 2, 2020

Whereas s. 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that the powers of a municipal corporation shall be exercised by its Council; and,

Whereas s. 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and,

Whereas the Council of the Town of Newmarket deems it advisable to pass such a by-law;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That subject to Section 3 of this by-law, every decision of Council, as evidenced by resolution or motion, taken at the meeting at which this by-law is passed, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted;
2. And that the execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized;
3. And that nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied;
4. And that any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

Enacted this 2nd day of November, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk