



# Town of Newmarket Agenda

## Committee of the Whole - Electronic

Date: Monday, November 16, 2020  
Time: 1:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

### 1. Notice

At this time, the Municipal Offices remain closed to the public. This meeting will be streamed live at [newmarket.ca/meetings](http://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](mailto:clerks@newmarket.ca) by end of day on Wednesday, November 11, 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](mailto:clerks@newmarket.ca).

### 2. Additions & Corrections to the Agenda

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

### 3. Conflict of Interest Declarations

### 4. Presentations & Recognitions

### 5. Deputations

- \*5.1. Remote Deputation - Proposed Trail from Yonge Street to Rita's Avenue

**Note:** Melanie Bell will be in attendance to provide a deputation on this matter. This item is related to item 6.3.

1. That the remote deputation provided by Melanie Bell regarding the Proposed Trail from Yonge Street to Rita's Avenue be received.

## **6. Consent Items**

### **6.1. Amendments to Marianneville Inflow and Infiltration Reduction Agreement and Shining Hill Up-Fronting Servicing Allocation Agreement**

1. That the report entitled Amendments to Marianneville Inflow and Infiltration (I&I) Reduction Agreement and Shining Hill Servicing Allocation Agreement dated November 16, 2020 be received; and,
2. That Council authorize the Commissioner of Development and Infrastructure Services to amend the tri-party agreement made between the Regional Municipality of York, Town of Newmarket and Marianneville Developments Limited to include added lands and revised servicing capacity limits through I&I reduction as described in this report; and,
3. That Council delegate the authority to the Commissioner of Development and Infrastructure Services to make future amendments to the tri-party agreement made between the Regional Municipality of York, Town of Newmarket and Marianneville Developments Limited and provide a briefing to Council on the nature of the amendment(s); and,
4. That Council authorize the Commissioner of Development and Infrastructure Services to amend the agreement made between the Town of Newmarket and 16250 Yonge Street Inc. and Shining Hill (St. John's) Inc. by extending the repayment deadline from December 1, 2020 to December 1, 2021; and,
5. That this report be forwarded to the Regional Municipality of York, Marianneville Developments Limited, 16250 Yonge Street Inc. and Shining Hill Homes (St. John's) Inc.; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **6.2. Q3 Operating, Capital, Water and Wastewater, Stormwater and Investment Summary**

1. That the report entitled Q3 Operating, Capital, Water and Wastewater, Stormwater and Investment Summary Report dated November 16, 2020 be received; and,
2. That changes to the 2020 capital program, and additions to the 2021 capital program be made as detailed in this report; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

### **6.3. Proposed Trail from Yonge Street to Rita's Avenue**

1. That the report entitled Proposed Trail from Yonge Street to Rita's Avenue dated November 16, 2020 be received; and,
2. That the improvements to the existing trail and sidewalk connections as outlined in this report (Option 3) be approved as an alternative to a connection from Rita's Avenue to Yonge Street through the conveyed lands as previously presented (Options 1 and 2); and,
3. That the budget necessary to complete the improvements to the existing trail be considered as part of future budget considerations; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*6.3.1. Correspondence - Glen and Erlinda Sparkes

1. That the correspondence provided by Glen and Erlinda Sparkes regarding the Proposed Trail from Yonge Street to Rita's Avenue be received.

6.4. Asset Naming Recommendation - Frank Williams

1. That the report entitled Asset Naming Recommendation – Frank Williams Park dated November 16, 2020 be received; and,
2. That staff be directed to formally name the park Frank Williams Park (currently known as Poppy Lane Park) and advise the Crosby family who requested consideration of this naming opportunity; and,
3. That staff plan a park naming ceremony for spring of 2021; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*6.5. Updated Amendments to the Administrative Monetary Penalty System

**Note:** A revised version of Attachment 1 – Amended AMPS By-law 2019-62, Schedule A has been attached.

1. That the report entitled Updated Amendments to the Administrative Monetary Penalty System dated November 16, 2020 be received; and,
2. That Council amend AMPS By-law 2019-62; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*6.6. Service Delivery Responses in line with Provincial Covid-19 Guidelines

1. That the report entitled Service Delivery Responses in line with Provincial Covid-19 Responses dated November 16, 2020 be received; and,

2. That the recommendations included within the context of the report be approved, recognizing that budget impacts can be further examined through the budget process; and,
  3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.
- 6.7. Item 6.3 from the draft Central York Fire Service - Joint Council Committee meeting minutes of November 3, 2020: By-Law Authorizing Participation in the Province of Ontario Mutual Aid Plan

The Joint Council Committee recommends:

1. That Fire Services Report JCC-2020-09 be received for information; and,
  2. That Council enact a By-Law to authorize the participation of Central York Fire Services in the Province of Ontario Mutual Aid Plan.
- 6.8. Central York Fire Services – Joint Council Committee Meeting Minutes of September 1, 2020 and October 13, 2020
1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of September 1, 2020 and October 13, 2020 be received.
- 6.9. Audit Committee Meeting Minutes of July 14, 2020
1. That the Audit Committee Meeting Minutes of July 14, 2020 be received.
- 6.10. Main Street District Business Improvement Area Board of Management Meeting Minutes of March 11, 2020 and September 16, 2020
1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of March 11, 2020 and September 16, 2020 be received.
- 6.11. Newmarket Public Library Board Meeting Minutes of September 16, 2020
1. That the Newmarket Public Library Board Meeting Minutes of September 16, 2020 be received.

**7. Action Items**

**8. Notices of Motion**

**9. Motions Where Notice has Already been Provided**

**10. New Business**

**11. Closed Session (if required)**

11.1. Audit Committee Meeting (Closed Session) Minutes of July 14, 2020

1. That the Audit Committee Meeting (Closed Session) Minutes of July 14, 2020 be received.

11.2. Asset Naming Recommendation - Frank Williams

Personal matters about an identifiable individual, including municipal or local board employees as per Section 239 (2) (b) of the Municipal Act, 2001.

**12. Adjournment**





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## **Amendments to Marianneville Inflow and Infiltration (I&I) Reduction Agreement and Shining Hill Servicing Allocation Agreement Staff Report to Council**

Report Number: 2020-83

Department(s): Planning Services

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

Meeting Date: November 16, 2020

### **Recommendations**

1. That the report entitled Amendments to Marianneville Inflow and Infiltration (I&I) Reduction Agreement and Shining Hill Servicing Allocation Agreement dated November 16, 2020 be received; and,
2. That Council authorize the Commissioner of Development and Infrastructure Services to amend the tri-party agreement made between the Regional Municipality of York, Town of Newmarket and Marianneville Developments Limited to include added lands and revised servicing capacity limits through I&I reduction as described in this report; and,
3. That Council delegate the authority to the Commissioner of Development and Infrastructure Services to make future amendments to the tri-party agreement made between the Regional Municipality of York, Town of Newmarket and Marianneville Developments Limited and provide a briefing to Council on the nature of the amendment(s); and,
4. That Council authorize the Commissioner of Development and Infrastructure Services to amend the agreement made between the Town of Newmarket and 16250 Yonge Street Inc. and Shining Hill (St. John's) Inc. by extending the repayment deadline from December 1, 2020 to December 1, 2021; and,

5. That this report be forwarded to the Regional Municipality of York, Marianneville Developments Limited, 16250 Yonge Street Inc. and Shining Hill Homes (St. John's) Inc.; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## Purpose

The purpose of this report is to seek Council's direction to amend the following two agreements:

- Marianneville Developments Limited (Marianneville) Inflow and Infiltration (I&I) Reduction Pilot Project Agreement dated July 26, 2016, and
- Shining Hill Homes (St. John's) Inc. (Shining Hill) Up-Fronting Servicing Allocation Agreement dated August 8, 2019.

## Background

In 2015, Council received staff report [ES 2015-24](#) and it began the Inflow and Infiltration (I&I) Reduction Pilot Project in the Town. As outlined in Staff report ES 2015-24, I&I programs are intended to reduce the amount of "clean" water (i.e., not sanitary sewage) that enters the sanitary sewer or "wastewater" system during rain and snowmelt events, as well as seepage into the system from the surrounding groundwater. Inflow and infiltration of such water adds to the burden of sewage treatment plants, because it adds a significant volume of water into the plant that does not need to be treated.

As recommended in staff report ES 2015-24, the Town entered into the first I&I reduction agreement in 2016 with Marianneville Developments Limited and York Region. The tri-party agreement dated July 26, 2016 (Tri-party agreement) establishes 3800 persons as the maximum capacity assignment that could be earned through remedial works and identified developments known as Glenway East and Yonge and Millard as the subject lands (see Attachment 1 for location). Furthermore, the Tri-party agreement states that capacity earned through remedial works is shared between the Region and Marianneville on a 2:1 basis, whereby for every two persons capacity earned through remedial works, the Region gets one person capacity and Marianneville gets the other one person capacity. Of the one person capacity assigned to Marianneville, the Town receives 25% for its own use (up to 755 persons) and the remainder 75% goes towards Marianneville's developments (up to 2266 persons, which was based on proposed unit count at the time).

In [March 2018](#), Council authorized a second I&I project in the Town for Shining Hill. Subsequently, an agreement dated November 2, 2018 was executed between the Town, 16250 Yonge Street Inc. and Shining Hill Homes, and York Region. The development that is subject to this agreement is located at 16200 and 16250 Yonge

Street, also known as Shining Hill Phase 1 (see Attachment 1) and it involves a maximum of 647 persons of servicing capacity.

In [May 2019](#), Council granted 485 persons of servicing allocation to the Shining Hill Phase 1 project on the condition that the Town and Shining Hill enter into an agreement that establishes a timeframe and any other associated conditions / securities for the repayment of 647 persons of capacity (to account for the capacity that was up-fronted, plus the Town's 25% allocation for its own use in accordance with the Inflow and Infiltration Agreement dated November 2, 2018). The Up-Fronting Servicing Allocation Agreement dated August 8, 2019 states that Shining Hill shall repay 647 persons of servicing allocation to the Town by December 1, 2020.

## **Discussion**

The proposed amendments to the Marianneville Tri-party agreement and Shining Hill Up-Fronting agreement are discussed in the following subsections.

### **Marianneville Developments Limited Inflow and Infiltration (I&I) Reduction Agreement**

Marianneville is requesting to amend the Tri-party agreement as follows:

- Adding Glenway West and 600 Stonehaven Avenue developments as subject lands (see Attachment 1);
- Increasing the capacity assignment threshold from 3800 persons to 7686 persons; and,
- Removing the current cap of 755 persons of servicing capacity that the Town would receive through the I&I reduction program, but the Town will continue to receive 25% of every person of capacity assignment for the Town's own use.

Table 1 below provides a breakdown of what is being accounted for in the calculation of the proposed capacity assignment threshold of 7686 person. The servicing capacity used in the calculation for Glenway West and 600 Stonehaven Avenue are based on the proposed unit counts. It should be noted that this capacity assignment threshold calculation does not represent staff's support of these applications as filed or Council's approval of such developments. Both applications are currently being reviewed and Planning staff's recommendations for these applications will be provided to Council separately in future reports. Furthermore, the calculation included 1000 persons of servicing capacity to account for any future additions to Marianneville's landholdings.

*Table 1 Breakdown of Proposed Capacity Assignment Threshold*

Developments included in existing Tri-party Agreement
Glenway East (Phase 1)
Glenway East (Phases 2 and 3)
Yonge and Millard
Developments to be added to the proposed Amended Agreement
Glenway West (under review)
600 Stonehaven Avenue (former Police Association lands) (under review)
Future Development(s) should Marianneville acquire additional lands
25% to Town
20% Buffer to account for flexibility in final unit count
Proposed Capacity Assignment Threshold 7686 persons

## **Shining Hill Up-Fronting Servicing Allocation Agreement**

Shining Hill is required to repay a total of 647 persons of servicing capacity to the Town by December 1, 2020. The applicant has been working towards the repayment and is exploring options with the Region. The applicant has proposed potential remediation sources and a method to quantify and implement the I&I benefit. Regional staff has advised that the review and approval of the proposed method will involve a peer review by an expert consultant, which is a process that may take a few months, in addition to the actual remediation work. As such, the applicant is requesting an extension of the repayment deadline by one year to allow time for all parties to address this matter. Given the applicant has been actively working towards the repayment, Regional staff and Town staff have no objection to the extension.

## **Conclusion**

Staff have reviewed the request from Marianneville to amend its Tri-party I&I reduction agreement by adding additional developments to the I&I reduction program and support the proposed changes as outlined in this report. In addition, staff have also reviewed the request from Shining Hill to extend the repayment period from December 1, 2020 by one year and have no objections to the request.

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

None

## **Consultation**

This report has been prepared in consultation with the applicant, Regional staff and Town Development Engineering staff.

## **Human Resource Considerations**

None

## **Budget Impact**

None

## **Attachments**

Attachment 1 – Inflow and Infiltration Reduction Projects Location Map

## **Submitted by**

Phoebe Chow, Senior Planner – Policy

## **Approved for Submission**

Adrian Cammaert, Acting Manager, Planning Services

Jason Unger, Acting Director, Planning and Building Services

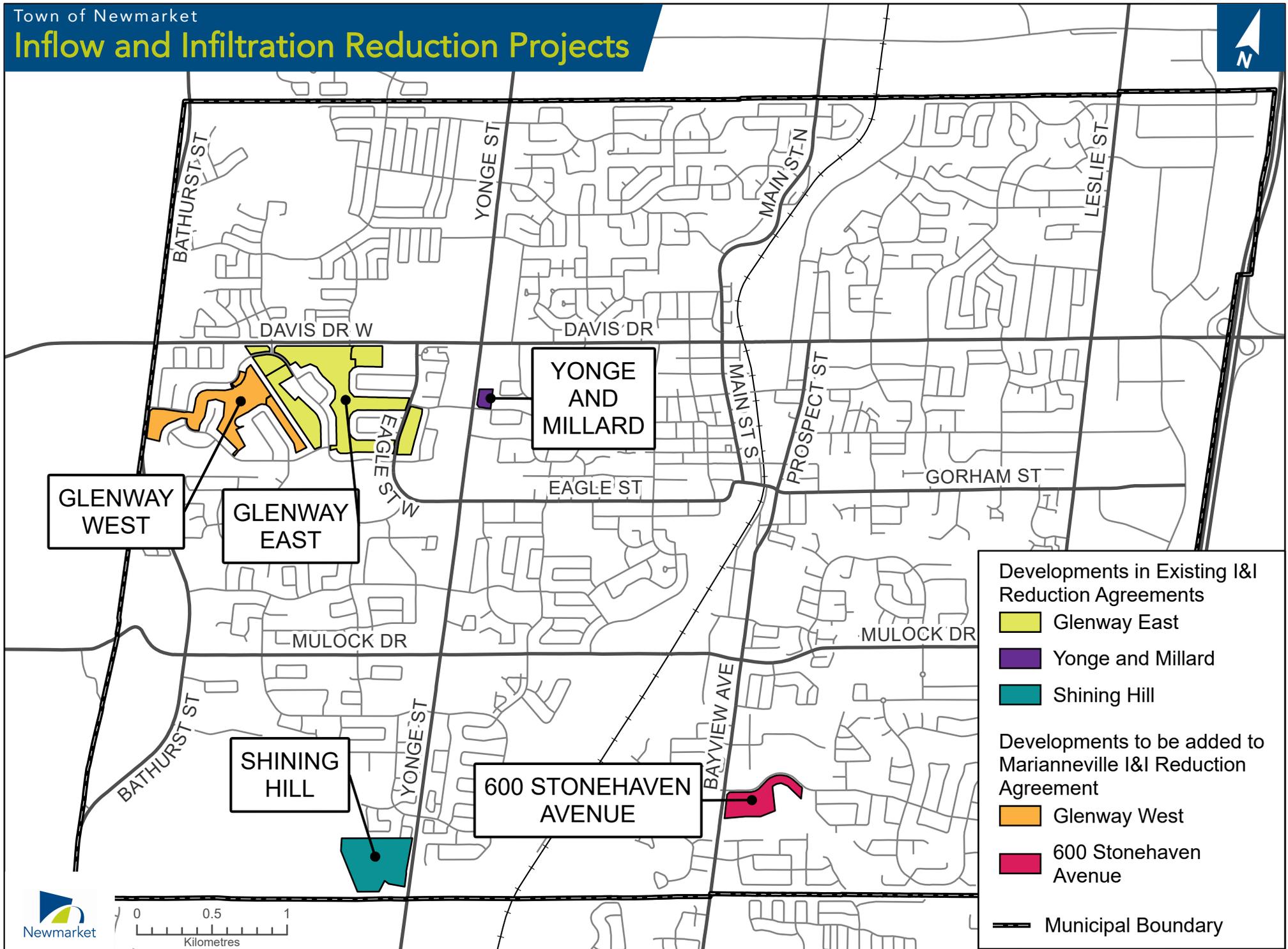
Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

Phoebe Chow, Senior Planner – Policy, [pchow@newmarket.ca](mailto:pchow@newmarket.ca)



# Inflow and Infiltration Reduction Projects



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.





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## **Q3 Operating, Capital, Water and Wastewater, Stormwater and Investment Summary Staff Report to Council**

Report Number: 2020-84

Department(s): Financial Services

Author(s): Dawn Schellenberg, Manager, Finance & Accounting

Meeting Date: November 16, 2020

### **Recommendations**

1. That the report entitled Q3 Operating, Capital, Water and Wastewater, Stormwater and Investment Summary Report dated November 16, 2020 be received; and,
2. That changes to the 2020 capital program, and additions to the 2021 capital spending authority be made as detailed in 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 advise on the results of the tax-supported operating, rate-supported operating (water, wastewater and stormwater), and capital budgets, as well as the investment summary at the end of September 30, 2020. The report serves the following purposes:

- Updates on year-to-date results and a projection of year-end results for:
  - The tax-supported operating budget
  - The rate-supported operating budgets (water, wastewater and stormwater)
  - The capital budget
- Treasurer's report on investments

The capital budget update will focus on changes to the capital program.

## **Background**

To provide information regarding third quarter results of 2020.

## **Discussion**

### **Tax-Supported Operating Budget**

At the end of the third quarter of 2020, revenues were lower than budget by \$6.2 million, while expenditures were lower than the budget by \$11.3 million.

Prior to any year-end allocations or adjustments, the projected tax-supported operating position is a deficit of \$1.6 million. A projected surplus of approximately \$200,000 will result thanks to the Phase 1 Safe Restart funding of \$1.8 million. Mitigating measures have been successful and the Town will not be applying for Phase 2 funding.

### **Corporate Services forecasts an unfavourable variance of \$1.2 million**

In Corporate Services, lower licensing fines and parking infraction revenues are responsible for the majority of the unfavorable revenue variance. On the expense side, Covid-19 related expenditures for the entire municipality in the amount of \$850,000 are included and more than offset lower spending in many departments.

### **Community Services forecasts an unfavourable variance of \$1.6 million**

In Community Services, revenues are substantially down, due to the facility closures associated with the pandemic. Programs, especially for children and youth, have been significantly impacted. Ice time and memberships were areas with particularly high unfavorable variances. The lower revenues were mitigated by some lower associated expenses. Casual wages and services and supplies associated with the camps, programs and events were not incurred. With restrictions on opening still in place, the revenue shortfalls partially offset by lower related expenditures is expected to continue to the end of the year.

### **Development & Infrastructure forecasts a favourable variance of \$3 million**

In Development & Infrastructure Services, there are favorable variances in many areas. Mitigation measures have been successfully implemented to reduce costs as a result of the pandemic. Annual program spending, as well as general consulting, contract and material costs for the maintenance of roads, parks and facilities account for approximately \$3 million of the lower expenditures to date. Utility and janitorial costs are below budget due to facility closures. Asset management costs are also below budget and lower salaries and work orders include 9 vacant positions and casual wage savings in Parks.

Building revenues are currently \$540,000 below budget. Any shortfall will be offset by reserve fund transfers at year-end.

**General Government is forecasted to have an unfavourable variance of \$1.3 million**

In General Government, the unfavorable revenue variance is mainly due to lower tax penalties and interest, as there were no charges levied after March as part of our financial relief program. Interest revenue on our bank balances is also significantly lower. On the expense side, tax rebates and adjustments are below budget at this point in the year. However, some tax adjustments are anticipated before year-end and will result in an unfavorable year-end variance of \$500,000.

**Debt Servicing is forecasted to have an unfavourable variance of \$300,000**

In Debt Servicing, lower recreation program revenues have resulted in lower Recommending a Strategy (RAS) surcharges. This has resulted in a corresponding decrease in debt servicing.

**Property Taxes are forecasted to have an unfavourable variance of \$200,000**

Property taxes are currently under budget by \$455,000. This is a timing difference which will be offset by year-end when the upcoming supplementary tax runs are processed. However, the budget, at \$570,000 for supplementary taxes, was aggressive and the full target will not be achieved.

**Central York Fire Services**

Savings due to gapping, \$907,639, have been transferred to a reserve fund as part of the strategy to fund the new fire station (see [Report 2019-28 – CYFS Reserve Fund](#)) in order to provide a more accurate picture of the interim operating results. The wellness program continues to be on hold and savings in this area have been included in the amount transferred to the Asset Replacement Fund. Vehicle repairs are lower due to more in-house mechanical work, as well as less wear and tear on the vehicles as a result of lower call volume. Training expenses are below budget due to the cancellation of programs and courses due to the pandemic.

More information is contained in [CYFS Budget Report – Third Quarter 2020-08](#), which was presented to the Joint council Committee (JCC) on November 3<sup>rd</sup>, 2020. **A year-end surplus of \$600,000 is anticipated.** Any surplus would be transferred to the asset replacement reserve fund to fund the new fire station, per policy.

**Newmarket Public Library**

The third quarter results will be presented to the Library Board on November 18, 2020. Revenues are below budget and this trend is expected to continue. Lower facility and equipment related expenses, as well as reduced materials and wage and benefit expenses are the result of the closure and modified opening protocols necessitated due to the pandemic.

**A year-end favourable variance of \$200,000 is projected.** Any surplus would be compared against target reserve levels and any excess would be returned to the Town.

## Summary of Projected Variances (Favorable/Unfavorable)

Corporate Services	(\$1,200,000)
Community Services	(\$1,600,000)
Development and Infrastructure Services	\$3,000,000
General Government	(\$1,300,000)
Debt Servicing	(\$300,000)
Property Taxes	(\$200,000)
<b>Year-end Deficit</b>	<b>(\$1,600,000)</b>
Safe Restart Phase 1 funding	\$1,800,000
<b>Revised Year-End Surplus</b>	<b>\$200,000</b>

As noted, anticipated surpluses for CYFS and the Library will be transferred to their reserve funds and are not available for general use.

### Rate-Supported Operating Budgets

The third quarter results for water, wastewater and stormwater do not indicate that there are any issues. Generally, expenses are lower than budget other than in wastewater where repairs and maintenance, notably the CCTV program, are higher.

A substantial rebate was received in July from York Region, as compensation for water flushing for residual maintenance. This had not been included in the budget.

Stormwater billing will be issued in November and added to the utility bills in December, 2020.

### Capital Plan

The COVID-19 pandemic has affected the delivery of the 2020 Capital Program. On a year-to-date basis, only \$7.7 million (24.8% of the revised 2020 Capital Program) has been spent.

In Corporate Services, costs have been incurred to replace the tax billing software, as well as to replace desktop computers and related equipment. The Theatre renovation attracted the largest portion of spending in Community Services. In Development & Infrastructure Services, the majority of the spending has been for roads projects, the bridges and culverts program, fleet replacements, and the Recreation Playbook implementation. Central York Fire Services' spending includes the replacement of personal protective equipment, 4 light prevention vehicles, and auto extrication equipment. Computer hardware and software has been purchased by the Library.

As a result of the challenges in delivering the Capital program, Council had previously approved the deferral of \$ 6,726,000 in capital expenditures to 2021 (see [Report 2020-62, Financial Update of August 24, 2020](#)).

Further changes to the Capital Spending Authority (CSA) are requested:

Project	Current CSA	Reason for change	Request
Mulock Park Concept Master Plan	\$300,000 in 2020	Ongoing project	Defer \$150,000 from 2020 to 2021
Land Use & Building Tracking System	\$100,000 for 2020	Additional testing required for data transfer issues	Increase CSA by \$30,000 in 2021
Design and Construction for Fire Station 4-5	\$12,453,402 split evenly between 2020 and 2021	Design and construction delays	Defer \$2.7 million from 2020 to 2022
2020 Municipal Infrastructure Projects	Includes \$2 million for Lorne Avenue reconstruction	Project has been delayed to 2021	No change – this is a 2021 program
Old Main Street Tertiary Plan	\$150,000 in 2020	Tenders are significantly higher and work will be done in 2021	Increase CSA by \$150,000 funded from DC's in 2021 Defer \$150,000 from 2020 to 2021
Harry Walker Parkway East Sidewalk	\$250,000 in 2020	Will not be completed in 2020	Defer \$100,000 from 2020 to 2021
Glenway Park Development	\$1,100,000 in 2020	Delayed by developer	Defer \$1,100,000 from 2020 to 2021
Sundial Park Development	\$230,020 in 2020	Delayed by developer	Defer \$230,020 from 2020 to 2021
Fernbank Farmhouse Maintenance	\$232,944 in 2020	Will cover share of tenant renovations when done.	Defer \$220,000 from 2020 to 2021
Hollingsworth Arena Demolition	\$440,000 in 2020	Project was to be \$700,000 but the 2021 portion was not included	Fix the error – add \$260,000 to the CSA in 2021 Defer \$10,000 from 2020 to 2021
South Stairs at the Old Town Hall	\$200,000 for 2020	Final decision has not been made yet	Defer \$200,000 from 2020 to 2021

Stormwater Management Pond Clean Outs and Retrofits	\$834,000 in 2020	Project not completed in 2020, contract awarded to start June 2021	Defer \$450,000 from 2020 to 2021
Community Energy Plan Implementation	\$100,000 for 2020	On-going project awaiting funding decision from FCM	Defer \$75,000 from 2020 to 2021
Urban Design Guideline	\$80,000 in 2020	Delayed by the pandemic, 1st PIC will be November, 2020	Defer \$78,000 from 2020 to 2021

As shown in Appendix D – Capital Spending Authority Revisions, these changes would result in the following changes to the Capital Programs:

- 2020 – a further reduction of \$7.5 million, bringing the total to \$14.1 million
- 2021 – a further increase of \$3.2 million, bringing the total to \$9.9 million, of which \$3.5 million is for major projects
- 2022 - \$2.7 million for major projects
- A net decrease in the Capital Spending Authority of \$1.6 million

There are no funding capacity issues as funds are either being reallocated or are from dedicated sources. Operational capacity would be an issue in 2021 and will be addressed in a proposed revision to the 2021 Draft Capital Budget.

## Investments

### Active investments

The Investment Summary for the nine months ended September 30, 2020 provides the details of all investments held during the period.

None of our investments is subject to any variance between initial cost and market value. The average weighted yield on our reserve fund investments was 3.68 % (2019 – 2.85%) compared to a weighted average benchmark of 1.35% for the nine month period. The incremental income earned, \$652,428, was significantly higher than the \$48,750 budgeted transfer to the Tax-Supported Operating Fund, as approved by Council in the 2020 budget. This is attributable to good investment returns on short and long-term investments combined with the lower benchmark. As part of the fiscal strategy, this budgeted allocation to subsidize operating has not been made; all investment returns have been and will continue to be allocated to reserves.

At the end of the third quarter, the reserve fund investment portfolio included:

- i) \$64,720,593 (83.4%) GIC's with major banks;
- ii) \$8,909,198 (11.5%) in non-traditional investments (internal loans)
- iii) \$4,000,000 (5.1%) principal protected notes;
- iv) \$8,977 (0.0%) loan to an external party (Newmarket Soccer Club)

The operating fund investment portfolio included an additional \$5,000,000 which contributed \$106,333 in investment income.

In the opinion of the Treasurer, all investments made were in line with the investment policies, strategies and goals adopted by the Town.

### Passive investments

We earned only \$104,000 in interest on our operating bank accounts, which was \$405,000 lower than the budget. Since the beginning of the year, we have seen the rate we earn on our bank balances decrease from 2.45% to 0.95%. The interest income budget of \$785,000 will not be achieved in 2020.

### Conclusion

Staff will continue to monitor our financial status, with an emphasis on pandemic related costs.

### Business Plan and Strategic Plan Linkages

This report supports the Council Strategic Priority of Long-Term Financial Sustainability. Consideration has been given to the recommendations of the Fiscal Strategy.

- The practice of allocating investment returns above benchmark to subsidize operating should be abandoned. Investment returns on reserves should be entirely allocated to reserves.
  - This has been applied retroactively for 2020

### Consultation

This report has been prepared from information provided by the Operational Leadership Team (OLT) and the Capital Project Delivery Task Force, and reviewed by the Strategic Leadership Team (SLT).

### Human Resource Considerations

Not applicable to this report.

## **Budget Impact**

The provincial and federal governments' funding of \$1.8 million will assist the municipality with the impact of the pandemic.

The impacts on the rate-supported and capital budgets are expected to be manageable.

The 2020 Capital Program is being reduced. The \$3.2 million increase to the 2021 Capital Program exceeds the \$3 million provision currently being considered as part of the 2021 Capital Budget.

## **Attachments**

Appendix A: Third Quarter Operating Results

Appendix B: Third Quarter Water, Wastewater, Stormwater Operating Results

Appendix C: Third Quarter Capital Expenditures

Appendix D: Capital Spending Authority (CSA) Revisions

Appendix E: Investment Summary for the Nine Months Ended September 30, 2020

## **Approval**

Dawn Schellenberg  
Manager, Finance & Accounting

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

Esther Armchuk, B.A. (Hons), LL.B  
Commissioner of Corporate Services

## **Contact**

For more information on this report, contact Dawn Schellenberg at 905-953-5300, ext. 2104 or via e-mail at [dschellenberg@newmarket.ca](mailto:dschellenberg@newmarket.ca)

**Town of Newmarket  
2020 Third Quarter  
OPERATING RESULTS**

Departments	Year-to-Date to September 30, 2020			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	\$	\$	\$	\$
<b>Members of Council</b>				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	883,273	944,964	61,691	1,294,168
<b>Net surplus/(deficit)</b>	<b>(883,273)</b>	<b>(944,964)</b>	<b>61,691</b>	<b>(1,294,168)</b>
<b>C.A.O. - Office</b>				
<i>Revenues</i>	11,200	203,776	(192,576)	271,705
<i>Expenditures</i>	2,931,900	3,203,771	271,871	3,676,155
<b>Net surplus/(deficit)</b>	<b>(2,920,700)</b>	<b>(2,999,995)</b>	<b>79,295</b>	<b>(3,404,450)</b>
<b>Corporate Services</b>				
<i>Revenues</i>	976,375	1,654,837	(678,462)	2,206,484
<i>Expenditures</i>	9,867,492	9,655,371	(212,121)	13,087,070
<b>Net surplus/(deficit)</b>	<b>(8,891,117)</b>	<b>(8,000,534)</b>	<b>(890,583)</b>	<b>(10,880,586)</b>
<b>Central York Fire Services</b>				
<i>Revenues</i>	261,630	269,626	(7,996)	359,503
<i>Expenditures</i>	10,207,254	10,699,956	492,702	15,722,470
<b>Net surplus/(deficit)</b>	<b>(9,945,624)</b>	<b>(10,430,330)</b>	<b>484,706</b>	<b>(15,362,967)</b>
<b>Community Services</b>				
<i>Revenues</i>	1,928,162	6,074,522	(4,146,360)	7,950,135
<i>Expenditures</i>	5,617,627	8,759,451	3,141,824	11,552,687
<b>Net surplus/(deficit)</b>	<b>(3,689,465)</b>	<b>(2,684,929)</b>	<b>(1,004,536)</b>	<b>(3,602,552)</b>
<b>Development &amp; Infra. Services</b>				
<i>Revenues</i>	4,480,041	4,554,772	(74,731)	6,310,438
<i>Expenditures</i>	20,256,948	26,991,376	6,734,428	36,654,209
<b>Net surplus/(deficit)</b>	<b>(15,776,907)</b>	<b>(22,436,604)</b>	<b>6,659,697</b>	<b>(30,343,771)</b>
<b>Library Services</b>				
<i>Revenues</i>	89,545	104,299	(14,754)	203,473
<i>Expenditures</i>	2,408,201	2,711,485	303,284	3,668,895
<b>Net surplus/(deficit)</b>	<b>(2,318,656)</b>	<b>(2,607,186)</b>	<b>288,530</b>	<b>(3,465,422)</b>
<b>General Government</b>				
<i>Revenues</i>	2,048,329	2,417,950	(369,621)	4,664,600
<i>Expenditures</i>	1,356,500	1,954,739	598,239	2,497,376
<b>Net surplus/(deficit)</b>	<b>691,829</b>	<b>463,211</b>	<b>228,618</b>	<b>2,167,224</b>
<b>Debt Servicing</b>				
<i>Revenues</i>	1,583,890	1,815,560	(231,670)	2,420,745
<i>Expenditures</i>	4,585,157	4,541,201	(43,956)	5,181,749
<b>Net surplus/(deficit)</b>	<b>(3,001,268)</b>	<b>(2,725,641)</b>	<b>(275,627)</b>	<b>(2,761,004)</b>
<b>Property Taxes</b>				
<i>Revenues</i>	65,869,129	66,324,845	(455,716)	66,324,845
<i>Expenditures</i>	-	-	-	-
<b>Net surplus/(deficit)</b>	<b>65,869,129</b>	<b>66,324,845</b>	<b>(455,716)</b>	<b>66,324,845</b>
<b>Allocations</b>				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	(1,967,302)	(1,967,301)	0	(2,622,851)
<b>Net surplus/(deficit)</b>	<b>1,967,302</b>	<b>1,967,301</b>	<b>0</b>	<b>2,622,851</b>
<b>GRAND-TOTAL</b>				
<i>Revenues</i>	77,248,301	83,420,187	(6,171,886)	90,711,928
<i>Expenditures</i>	56,147,050	67,495,012	11,347,962	90,711,928
<b>Net surplus/(deficit)</b>	<b>21,101,251</b>	<b>15,925,175</b>	<b>5,176,076</b>	<b>-</b>



# Town of Newmarket

## 2020 Third Quarter

### Water, Wastewater & Stormwater Operating Results

Area	Year-to-date (September 30, 2020)				Full Year Budget \$
	Actual	Budget	Variance		
	\$	\$	\$	%	
<b>Water Rate Group</b>					
<i>Revenues</i>	14,951,853	15,503,569	(551,716)	-3.6%	20,379,125
<i>Expenditures</i>	12,365,216	13,364,048	998,832	7.5%	17,587,314
<b>Net</b>	<b>2,586,637</b>	<b>2,139,521</b>	<b>447,116</b>	<b>17.3%</b>	<b>2,791,811</b>
<b>Wastewater Rate Group</b>					
<i>Revenues</i>	15,673,531	16,224,290	(550,759)	-3.4%	21,321,865
<i>Expenditures</i>	16,451,475	16,368,809	(82,666)	-0.5%	21,502,956
<b>Net</b>	<b>(777,944)</b>	<b>(144,519)</b>	<b>(633,425)</b>	<b>438.3%</b>	<b>(181,091)</b>
<b>Storm Water Rate Group</b>					
<i>Revenues</i>	(0)	-	(0)	0.0%	2,141,135
<i>Expenditures</i>	886,273	1,308,735	422,462	32.3%	1,775,552
<b>Net</b>	<b>(886,273)</b>	<b>(1,308,735)</b>	<b>422,462</b>	<b>-32.3%</b>	<b>365,583</b>
<b>Allocations</b>					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	1,956,000	1,955,991	(9)	0.0%	2,608,000
<b>Net</b>	<b>(1,956,000)</b>	<b>(1,955,991)</b>	<b>(9)</b>	<b>0.0%</b>	<b>(2,608,000)</b>
<b>Transfer To/ From Rate Stabilization Reserves</b>					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	-	276,242	276,242	100.0%	368,302
<b>Net</b>	<b>-</b>	<b>(276,242)</b>	<b>276,242</b>	<b>0.0%</b>	<b>(368,302)</b>
<b>GRAND-TOTAL</b>					
<i>Revenues</i>	30,625,384	31,727,859	(1,102,475)	-3.5%	43,842,125
<i>Expenditures</i>	31,658,964	33,273,826	1,614,861	4.9%	43,842,125
<b>Net</b>	<b>(1,033,580)</b>	<b>(1,545,967)</b>	<b>512,386</b>	<b>-33.1%</b>	<b>-</b>



# Town of Newmarket

## 2020 Third Quarter

### CAPITAL EXPENDITURES

Commission / Department / Area	Year-to-Date Actual (September 30, 2020) (\$)	Budget 2020 (\$)	% of Spending
<b><u>General Government</u></b>			
	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b><u>Corporate Services</u></b>			
Information Technology	382,252	1,394,237	27.4%
Legislative Services	15,514	89,058	17.4%
<b>Total</b>	<b>397,766</b>	<b>1,483,295</b>	<b>26.8%</b>
<b><u>Community Services</u></b>			
Recreation & Culture Services	363,574	622,906	58.4%
<b>Total</b>	<b>363,574</b>	<b>622,906</b>	<b>58.4%</b>
<b><u>Development &amp; Infrastructure Services</u></b>			
Planning & Building	686,129	690,000	99.4%
Roads	3,257,084	11,635,853	28.0%
Water	383,843	5,437,795	7.1%
Wastewater	2,400	-	0.0%
Storm Water	171,401	864,000	19.8%
Facilities	363,284	1,400,944	25.9%
Parks	1,374,044	5,493,931	25.0%
Trails	38	575,000	0.0%
Asset Mgmt	-	340,448	0.0%
Other	65,681	90,000	73.0%
<b>Total</b>	<b>6,303,904</b>	<b>26,527,971</b>	<b>23.8%</b>
<b><u>Library Services</u></b>			
	30,823	268,800	11.5%
<b>Total</b>	<b>30,823</b>	<b>268,800</b>	<b>11.5%</b>
<b><u>Central York Fire Services</u></b>			
	617,237	8,907,603	6.9%
<b>Total</b>	<b>617,237</b>	<b>8,907,603</b>	<b>6.9%</b>
<b>GRAND TOTAL</b>			
	<b>7,713,304</b>	<b>37,810,575</b>	<b>20.4%</b>



**APPENDIX D - Capital Spending Authority Revisions**

Number	Project	Current CSA			Revisions				Revised CSA			
		2020	2021	Total	2020	2021	2022	Total	2020	2021	2022	Total
1019001	Mulock Park Concept Master Plan	\$ 300,000	\$ -	\$ 300,000	-\$ 150,000	\$ 150,000		\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 300,000
1617012	Land Use & Building Tracking System	\$ 100,000		\$ 100,000		\$ 30,000		\$ 30,000	\$ 100,000	\$ 30,000	\$ -	\$ 130,000
2116074	Design & Construction of Fire Station 4-5	\$ 6,226,601	\$ 6,226,601	\$ 12,453,202	-\$ 2,700,000		\$ 2,700,000	\$ -	\$ 3,526,601	\$ 6,226,601	\$ 2,700,000	\$ 12,453,202
3219020	Municipal Infra. Projects	\$ 7,908,000		\$ 7,908,000	-\$ 2,000,000			-\$ 2,000,000	\$ 5,908,000	\$ -	\$ -	\$ 5,908,000
3220001	Old Main St. Tertiary Pla	\$ 150,000		\$ 150,000	-\$ 150,000	\$ 300,000		\$ 150,000	\$ -	\$ 300,000	\$ -	\$ 300,000
3220003	Harry Walker Parkway East Sidewalk	\$ 250,000		\$ 250,000	-\$ 100,000	\$ 100,000		\$ -	\$ 150,000	\$ 100,000	\$ -	\$ 250,000
5217034	Glenway Park Development	\$ 1,100,000		\$ 1,100,000	-\$ 1,100,000	\$ 1,100,000		\$ -	\$ -	\$ 1,100,000	\$ -	\$ 1,100,000
5218039	Sundial Park Development	\$ 230,020		\$ 230,020	-\$ 230,020	\$ 230,020		\$ -	\$ -	\$ 230,020	\$ -	\$ 230,020
5318055	Fernbank Farmhouse Maintenance	\$ 232,944		\$ 232,944	-\$ 220,000	\$ 220,000		\$ -	\$ 12,944	\$ 220,000	\$ -	\$ 232,944
5320001	Hollingsworth Arena Demolition	\$ 110,000	\$ 330,000	\$ 440,000	-\$ 10,000	\$ 270,000		\$ 260,000	\$ 100,000	\$ 600,000	\$ -	\$ 700,000
5320006	South Stairs - Old Town Hall	\$ 200,000		\$ 200,000	-\$ 200,000	\$ 200,000		\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
4019016	SWM Pond Clean Outs/Retrofits	\$ 834,000		\$ 834,000	-\$ 450,000	\$ 450,000		\$ -	\$ 384,000	\$ 450,000	\$ -	\$ 834,000
6818020	Community Energy Plan Implementation	\$ 100,000		\$ 100,000	-\$ 75,000	\$ 75,000		\$ -	\$ 25,000	\$ 75,000	\$ -	\$ 100,000
6819060	Urban Design Guidelines	\$ 80,000		\$ 80,000	-\$ 78,000	\$ 78,000		\$ -	\$ 2,000	\$ 78,000	\$ -	\$ 80,000
		\$ 17,821,565	\$ 6,556,601	\$ 24,378,166	-\$ 7,463,020	\$ 3,203,020	\$ 2,700,000	-\$ 1,560,000	\$ 10,358,545	\$ 9,759,621	\$ 2,700,000	\$ 22,818,166



## Investment Summary for the Nine Months Ended Sept 30, 2020

### Reserve Fund Investment Summary for the 9 Months Ended Sept 30, 2020

Description	Principal Amount		Starting Date	Term	January 1 to Sept 30, 2020			
	2020-01-01	2020-09-30			Interest Rate	Return on Investment	Benchmark Return	Incremental Income
Royal Bank	\$14,082,164	\$26,720,593	2017-09-21	Various	various	\$270,383	\$246,015	\$24,367
National Bank	\$10,000,000	\$10,000,000	2018-05-11	3 years	2.93%	\$219,350	\$101,066	\$118,284
NB Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	2 years	3.26%	\$146,433	\$60,639	\$85,793
NB Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	3 years	3.33%	\$149,577	\$60,639	\$88,938
NB Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	4 years	3.43%	\$154,069	\$60,639	\$93,430
CIBC	\$6,000,000	\$6,000,000	2018-12-10	5 years	3.55%	\$159,459	\$60,639	\$98,820
CIBC	\$2,000,000	\$2,000,000	2019-09-30	4 years			\$20,213	-\$20,213
CIBC	\$2,000,000	\$2,000,000	2019-09-30	5 years			\$20,213	-\$20,213
CIBC	\$4,000,000	\$4,000,000	2019-11-21	5 years	2.64%	\$79,056	\$40,426	\$38,630
RBC Dominion Sec Royal Bank	\$3,437,665		2019-04-29	441 Days	1.40%	\$53,670	\$24,726	\$28,944
RBC Dominion Securities BMO	\$3,448,431		2019-04-29	406 Days	1.40%	\$44,144	\$23,366	\$20,778
Loan - Newmarket Soccer Club Development Charges and Planning Fees	\$15,709	\$8,977	2011-09-30	10 years	4.00%	\$382	\$91	\$291
Internal Loan -Solar Panels (2013, Various Facilities)	\$199,149	\$190,396	2013-12-01	20 years	3.00%	\$4,360	\$1,924	\$2,436
Internal Loan - RJT Solar Panels (2014)	\$513,976	\$493,313	2015-01-01	20 years	3.00%	\$11,282	\$4,986	\$6,296
Internal Loan - Magna Solar Panels (2015)	\$1,250,831	\$1,203,303	2016-01-01	20 years	2.70%	\$24,744	\$12,161	\$12,583
Internal Loan - Honeywell Streetlights Retrofit Project	\$7,278,742	\$7,022,186	2013-12-10	20 years	2.70%	\$144,235	\$70,970	\$73,265
<b>Sub-Total</b>	<b>\$72,226,667</b>	<b>\$77,638,768</b>				<b>\$1,461,143</b>	<b>\$808,715</b>	<b>\$652,428</b>





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## **Proposed Trail from Yonge Street to Rita's Avenue Staff Report to Council**

Report Number: 2020-86

Department(s): Engineering Services; Planning Services

Author(s): Gord MacMillan, Adrian Cammaert

Meeting Date: November 16, 2020

### **Recommendations**

1. That the report entitled Proposed Trail from Yonge Street to Rita's Avenue dated November 16, 2020 be received; and,
2. That the improvements to the existing trail and sidewalk connections as outlined in this report (Option 3) be approved as an alternative to a connection from Rita's Avenue to Yonge Street through the conveyed lands as previously presented (Options 1 and 2); and,
3. That the budget necessary to complete the improvements to the existing trail be considered as part of future budget considerations; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

Staff has previously presented two design options (Options 1 and 2) to Council to implement a trail connection from Rita's Avenue to Yonge Street; more recently, Council directed staff to explore alternative trail options at a lower cost, including the use of existing facilities in this area of Town.

Limited opportunities exist to further reduce the cost of the two previously-presented options, however a third option (improving the existing trail network) may be feasible and can act as an alternative connection to Yonge Street from the residential developments in this area.

## **Purpose**

The purpose of this report is to provide Council with an alternate lower cost trail option in accordance with previous Council direction.

## **Background**

When the 2012 subdivision agreement between Landmark Estates (1209104 Ontario Limited) and the Town of Newmarket was executed (the “Subdivision Agreement”), a strip of land, measuring 9.2 metres in width stretching from Rita’s Avenue to Yonge Street was conveyed to the Town for the purposes of a trail connection intended to be constructed in 2015 (the “Proposed Trail”). The intention to convey these lands to the municipality had been contemplated since 1994 when the original draft plan was approved by the Region of York.

At the September 8, 2014 Council meeting, when considering this trail, the following recommendations were adopted:

THAT any construction plans and future work on the proposed walkway on Tom Taylor Crescent be immediately halted;

AND THAT staff explore all options associated with alternate treatments, including conveyance and naturalization for that area and report back to Committee of the Whole.

Staff brought forward a subsequent report (2015-12) to the April 13, 2015 Committee of the Whole meeting recommending Council direct staff to implement the Proposed Trail and organize the required Public Information Centre. Council received the report and ultimately adopted the below recommendation:

THAT Staff bring back a report with the intent of significantly reducing the impact that the trail will have on residents’ properties by lessening the size and right-of-way of the path, preserving existing trees, plantings, privacy fence and low impact lighting.

The Town’s engineering consultant was retained to prepare a study to assess the feasibility of developing the Proposed Trail, with the objective being to analyze the general physical conditions of the study area and recommend design options for a trail system that would have minimal impact while maintaining pedestrian safety and accessibility.

Staff brought forward a further report (2015-44) to the Committee of the Whole meeting on November 30, 2015 (the “November 2015 Report”) recommending that Council endorse Option 2 as contained in the report as being the preferred option for the proposed trail connection from Rita’s Avenue to Yonge Street. The Committee did not endorse the staff recommendations but, instead, directed staff to provide alternate trail options for the area at a lower cost.

Most recently, at the Council meeting of January 18, 2016, the matter was brought forward for reconsideration resulting in Council adopting the following recommendations:

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 THAT staff also include in the report the option of installing lighting along the George Luesby Park Trail.

## Discussion

The Town's Active Transportation Network Implementation Plan identifies a trail generally connecting Rita's Avenue to Yonge Street as part of an overall east-west trail connection from Bathurst Street to Yonge Street, and the two previous trail options (Options 1 and 2) provided for this direct connection.

### Options 1 and 2

Options 1 and 2 use the same location but differ in a range of other aspects. The complete list of differences are set out in the cost estimates which are included as Attachments 1 and 2, updated to reflect 2020 dollars. Option 1 is now estimated to cost approx. \$445,000 and Option 2 is now estimated to cost approx. \$787,000. It should be noted that this Option has been pared down to reduce costs, and therefore omits items such as placemaking features, seating, plantings and lighting.

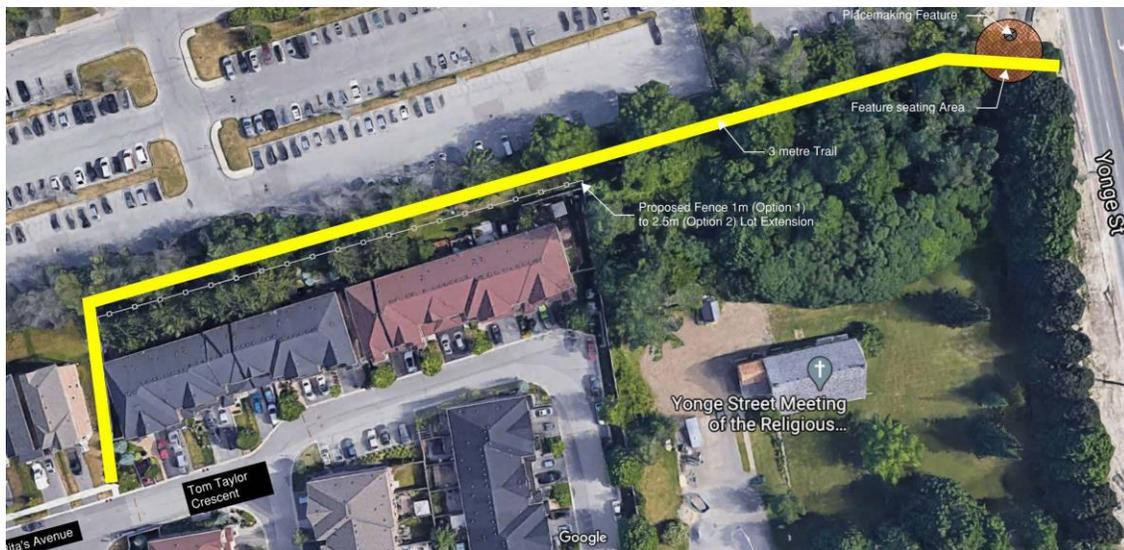


Figure 1 - Map showing Options 1 and 2 in yellow

As per Council direction, staff has again reviewed these two options with a view to reducing costs, and has determined that this could likely best be accomplished by

minimizing proposed planting additions and eliminating the proposed lighting, placemaking feature, and feature seating area. Changing the surface treatment from asphalt to granular and reducing the width of the trail to below Town standards could further reduce the costs of trail option 1 and 2 but with an impact to yearly trail maintenance standards, accessibility for residents with mobility issues, and cost. This has resulted in a third option (Option 3) for Council's consideration, as outlined below.

### Option 3

Option 3 involves using the existing trail infrastructure from Rita's Ave to Clearmeadow through the Hydro Corridor.

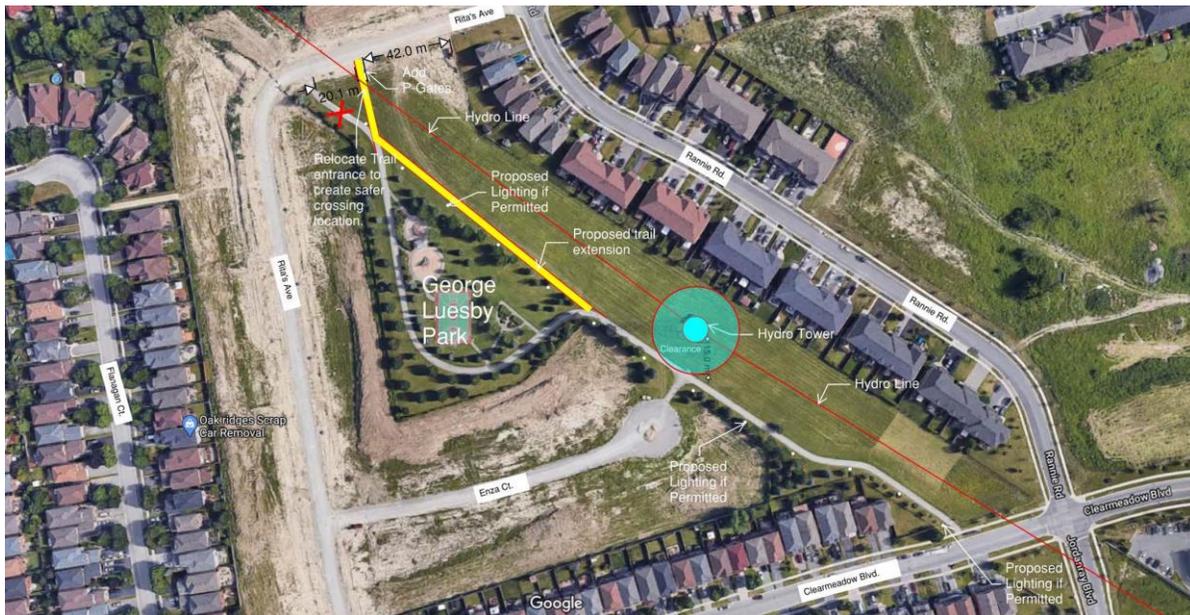


Figure 2 - Option 3 shown in yellow

**Cost** - The total cost for Option 3 is estimated to be approx. \$224,000. Please see Attachment 3 for the complete estimate. Again, it should be noted that this Option has been pared down to reduce costs, and therefore omits items such as plantings and lighting.

**Connectivity** - Although Option 3 does not increase connectivity to the intensification corridor or provide the direct connection to Yonge Street as contemplated in the Active Transportation Network Implementation Plan (that is, residents of Rita's Avenue and Tom Taylor Place would need to walk west before going south and then east again to Yonge Street), it is a less disruptive solution that would provide an improved connection to Yonge Street for people using the balance of the trail network from the west.

**Plantings** - In terms of plantings and lighting within the hydro corridor or adjacent to the trail, a limited list of shrubs are permitted but must remain outside of the 15m clearance area around any hydro tower and must not grow above 4m in height.

**Lighting** - Staff attempted to contact Hydro One regarding the provision of lights along the trail, however according to the guidelines, permanent structures are not permitted in the Hydro corridor, and Hydro One prefers to minimize the use of conductive (metallic) materials in the corridor. If feasible in option 3, lighting will be subject to the full review of, and approval by, Hydro One.

## Trail Network

Options 1, 2 and 3 all complete an east/west trail connection in this area of the Town between Bathurst Street and Yonge Street. The map included as Attachment 4 provides context for all three options, shown in blue, in the overall trail network.

## Use and Potential Conveyance of the Proposed Trail Land

The Subdivision Agreement provides for the conveyance of the Proposed Trail to the Town for a future public walkway. The Town's obligation in relation to the use and potential conveyance of the Proposed Trail land is set out in the *Planning Act* which provides that land conveyed to a municipality for park or other recreational purposes must be used for such purposes, but may be sold by the municipality at any time.

The Urban Centres Secondary Plan shows the area of the Proposed Trail as being a "Future Local Road". With this land secured by the Town, this area could be expanded over the long term into a full road, including active transportation accommodations. Additional land required for this road would be secured through the redevelopment of the abutting property to the north.



Figure 3 - Secondary Plan's "Future Local Road" in light blue

## Conclusion

Option 3, as described, provides an alternate lower cost trail option for Council's consideration. Although this option does not increase connectivity to the intensification corridor or provide the direct connection to Yonge Street, it is a less disruptive solution that would provide an improved connection to Yonge Street for people using the balance of the trail network from the west.

## Business Plan and Strategic Plan Linkages

- Safe Transportation (Streets)
- Vibrancy on Yonge, Davis and Mulock

## Consultation

Engineering Services, Planning Services and Legal Services were consulted during the preparation of this report.

## Human Resource Considerations

None.

## Budget Impact

Attachments 1, 2 and 3 provide full costing for the three options. These are summarized below:

Options	Capital Budget Impact (rounded)	Yearly Operational Budget Impact (rounded)
Option 1	\$445,000	\$10,300
Option 2	\$787,000	\$10,300
Option 3	\$224,000	\$4,600

Annual operation budget impact includes the following, where applicable:

- Tree Maintenance
- Garden bed maintenance
- Grass cutting
- Garbage pick-up
- Lighting inspection
- Trail sweeping
- Snow removal
- Salting

## Attachments

- Attachment 1 - Option 1 Cost Estimates
- Attachment 2 - Option 2 Cost Estimates
- Attachment 3 - Option 3 Cost Estimates
- Attachment 4 - Trail Network Map

## Submitted by

Gord MacMillan, Manager, Capital Projects, Engineering Service

Adrian Cammaert, Manager (Acting), Planning Services

## **Approved for Submission**

Rachel Prudhomme, Director, Engineering Services

Jason Unger, Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

## **Contact**

For further information regarding this report, please contact Gord MacMillan:

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



**Rita's Avenue Trail - Option #1**  
**Schedule of Items and Prices - Cost Estimate**

Item	Spec. No.	Description	Total Price
		Land Acquisition	\$10,000.00
		Feasibility Study	\$15,120.00
<b>1.0</b>		<b>Site Preparation</b>	
1.1		Siltation Control and Tree Preservation Fencing	\$ 13,750.00
		Rigid Metal Construction Fencing	\$ 15,000.00
1.2		Tree Removals and Pruning	\$ 11,000.00
1.3		Rough and fine Grading	\$ 17,000.00
		Debris and hard material removal	\$ 5,000.00
<b>2.0</b>		<b>Hardscape</b>	
2.1		3.0 metre Wide Asphalt Trail	\$ 60,000.00
2.2		Decorative Wood Fence (Rear Property of Tom Taylor Crescent)	\$ 67,200.00
<b>3.0</b>		<b>Softscape</b>	
3.1		Planting	\$ 20,000.00
3.2		Topsoil and Sodding	\$ 27,000.00
3.3		Terraseeding	\$ 2,500.00
<b>5.0</b>		<b>Miscellaneous</b>	
5.1		Placemaking feature at Yonge St.	
5.2		Feature Seating Area at Yonge St.	
5.3		Tricetacle	\$ 3,000.00
5.4		P-Gates	\$ 5,000.00
<b>6.0</b>		<b>Design, Contract Admin, Testing</b>	
6.1		Design	\$28,000.00
6.2		Contract Admin	\$50,000.00
6.3		Site Inspection	\$50,000.00
6.4		Geotechnical Testing and Survey	\$16,000.00
6.5		Tree inventory	\$7,000.00
<b>4.0</b>		<b>Lighting (PROVISIONAL)</b>	
4.1		Pedestrian Trail Lighting and all electrical works necessary.	
4.2		Feature Uplighting	
		<b>Subtotal</b>	<b>397,450.00</b>
		Contingency	\$39,745.00
		Tax (1.76%)	\$7,694.63
		<b>TOTAL PROJECT PRICE</b>	<b>\$ 444,889.63</b>



November 2, 2020

**Rita's Avenue Trail - Option #2  
Schedule of Items and Prices - Cost Estimate**

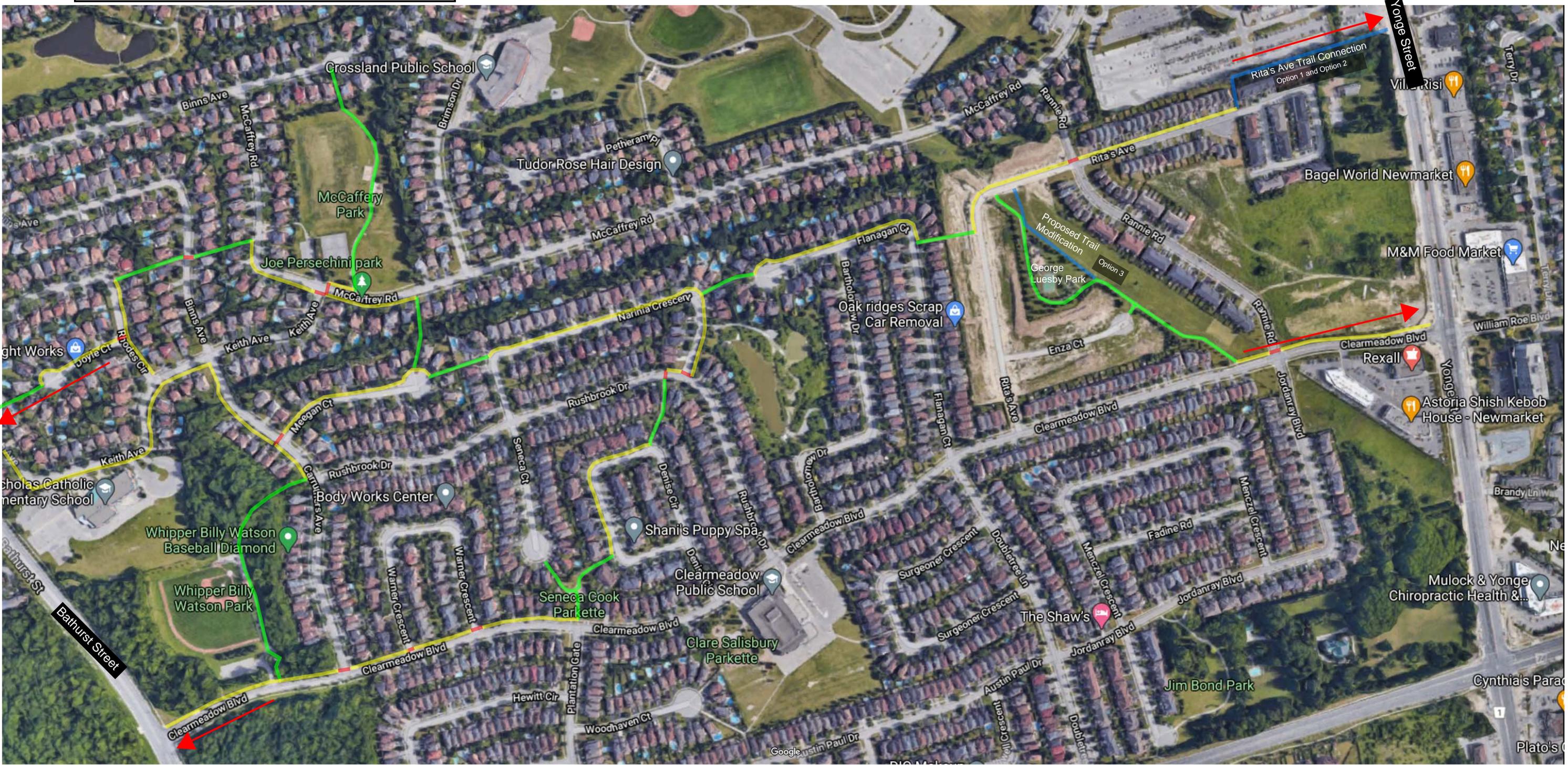
<b>Item</b>	<b>Description</b>	<b>Total Price</b>
	Land Acquisition	\$10,000.00
	Feasibility Study	\$15,120.00
<b>1.0</b>	<b>Site Preparation</b>	
1.1	Siltation Control and Tree Preservation Fencing	\$ 13,750.00
1.2	Rigid Metal Construction Fencing	\$ 15,000.00
1.3	Tree Removals and Pruning	\$ 17,000.00
1.4	Rough and fine Grading	\$ 28,000.00
1.5	Debris and hard material removal	\$ 5,000.00
<b>2.0</b>	<b>Hardscape</b>	
2.1	3.0 metre Porous Concrete Trail (Hydro-Media)	\$ 265,200.00
2.2	3.0 metre Asphalt Trail	\$ 10,080.00
2.3	Stormwater Storage Media (i.e. clearstone)	\$ 29,250.00
2.4	Decorative Wood Fence (Rear Property of Tom Taylor Crescent)	\$ 69,000.00
2.5	Perforated Weeping tile Drain along trail and connect to Catch Basin with Solid Pipe with Sock.	\$ 5,200.00
<b>3.0</b>	<b>Softscape</b>	
3.1	Planting	\$ 20,000.00
3.2	Topsoil and Sodding	\$ 27,000.00
3.3	Terraseeding	\$ 2,500.00
<b>5.0</b>	<b>Miscellaneous</b>	
5.1	Placemaking feature at Yonge St.	
5.2	Feature Seating Area at Yonge St.	
5.3	Tricestacle	\$ 3,000.00
5.4	P-Gates	\$ 5,000.00
<b>6.0</b>	<b>Design, Contract Admin, Testing</b>	
6.1	Design	\$30,000.00
6.2	Contract Admin	\$50,000.00
6.3	Site Inspection	\$60,000.00
6.4	Geotechnical Testing and Survey	\$16,000.00
6.5	Tree inventory	\$7,000.00
<b>4.0</b>	<b>Lighting (PROVISIONAL)</b>	
4.1	Pedestrian Trail Lighting and all electrical works necessary.	

4.2	Feature Uplighting		
	<b>Subtotal</b>		<b>\$ 703,100.00</b>
	Contingency		\$70,310.00
	Tax (1.76%)		\$13,612.02
	<b>TOTAL PROJECT PRICE</b>		<b>\$ 787,022.02</b>

**Rita's Avenue Trail - Option #3.  
Schedule of Items and Prices - Cost Estimate**

<b>Item</b>	<b>Description</b>	<b>Total Price</b>
	Feasibility Study	\$15,120.00
	Yearly Lease Increase/Hydro One	?
<b>1.0</b>	<b>Site Preparation</b>	
1.1	Siltation Control and Tree Preservation Fencing	\$ 13,750.00
	Rigid Metal Construction Fencing	\$ 12,000.00
1.2	Tree Removals and Pruning	\$ 5,000.00
1.3	Rough and fine Grading	\$ 5,000.00
<b>2.0</b>	<b>Hardscape</b>	
2.1	3.0 metre Wide Asphalt Trail	\$ 43,350.00
2.2	1.5m sidewalk	\$ 19,500.00
2.3	Tactile Plates	\$ 3,000.00
<b>3.0</b>	<b>Softscape</b>	
3.1	Planting	\$ _____
3.2	Topsoil and Sodding	\$ 7,500.00
<b>5.0</b>	<b>Miscellaneous</b>	
5.3	Tricceptacle	\$ 3,000.00
5.4	P-Gates	\$ 5,000.00
<b>6.0</b>	<b>Design, Contract Admin, Testing</b>	
6.1	Design	\$15,000.00
6.2	Contract Admin	\$15,000.00
6.3	Site Inspection	\$30,000.00
6.4	Geotechnical Testing and Survey	\$16,000.00
6.5	Tree inventory	\$7,000.00
<b>4.0</b>	<b>Lighting (PROVISIONAL)</b>	
4.1	Pedestrian Trail Lighting and all electrical works necessary.	_____
	<b>Subtotal</b>	<b>\$ 200,100.00</b>
	Contingency	\$20,010.00
	Tax (1.76%)	\$3,873.94
	<b>TOTAL PROJECT PRICE</b>	<b>\$ 223,983.94</b>





- Road Crossing
- Existing Trail Connections
- Existing Sidewalk Connections
- New Proposed Trail Connections
- Bathurst and Yonge Street Connection Points



Hello,

I am sending the e-mail regarding the Proposed Trail from Yonge Street to Rita's Avenue staff report # 2020-86.

I have been living at 280 Tom Taylor Cres for many years now, and we have been dealing with this backyard uncertainty since 2014 for something that no one wants. We have been maintaining the property for 13 years, perhaps the town could sell the homeowners this property and everyone moves forward.

From ALL our past petitions your know how we feel and what challenges this trail will bring to our backyards and our lives. Please have mercy and do the right thing.

Thanks.

Glen Sparkes  
Erlinda Sparkes.





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

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

## **Asset Naming Recommendation – Frank Williams Park Staff Report to Council**

Report Number: 2020-85

Department(s): Recreation & Council

Author(s): Rob Wilson

Meeting Date: November 16, 2020

### **Recommendations**

1. That the report entitled Asset Naming Recommendation – Frank Williams Park dated November 16, 2020 be received; and,
2. That staff be directed to formally name the park Frank Williams Park (currently known as Poppy Lane Park) and advise the Crosby family who requested consideration of this naming opportunity; and
3. That staff plan a park naming ceremony for spring of 2021; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

To provide information pertaining to Frank Williams such that Council may consider formally naming the park located at Poppy Lane and Wilbur Pipher Circle, in his honour.

### **Background**

A family member of Frank Williams submitted an asset naming request to the Recreation and Culture Department to keep on file.

The park currently known as Poppy Lane Park has never been formally named. Recognizing Mr. Williams with a park on his former family land would be a fitting tribute given his years of local public service.

## **Discussion**

Mr. Williams was born on the farmland located North of St. John's Sideroad, on the East side of Leslie Street (currently, the Copper Hills development). His family worked the land for more than 90 years. Throughout his life, Mr. Williams spent years dedicated to public service. For Whitchurch Stouffville, Mr. Williams served as a Councillor, Deputy Reeve and Reeve. He also represented Whitchurch Stouffville at County Council. Serving Newmarket and the surrounding areas, he sat on the board of directors for the Newmarket District Farmer's Co-Op and also on the S.S. 3 Public School Board.

The application is attached as an appendix for reference.

## **Conclusion**

The park currently known as Poppy Lane Park has never been formally named. Recognizing Mr. Williams with a park on his former family land would be a fitting tribute given his years of local public service.

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

Well-Balanced; Encouraging a sense of community by interweaving small town charm and big city conveniences.

Well-Planned & Connected; improving inter-connectivity and interaction between neighbours and neighborhoods.

Well-Respected; Honouring our past, while planning for the future.

## **Consultation**

The Information provided will be verified by Culture Services staff.

Parks and Property Services staff confirmed the park has not yet been formally named.

## **Human Resource Considerations**

None

## **Budget Impact**

Cost for a park sign and unveiling ceremony will be part of the 2021 Operational Budget

## **Attachments**

- Frank Williams Park Naming Application
- Location of Poppy Lane Park

## **Approval**

Colin Service, Director, Recreation & Culture

Ian McDougall, Commissioner, Community Services

Esther Armchuk, Commissioner, Corporate Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Jag Sharma, Chief Administrative Officer

## **Contact**

Colin Service Director, Recreation & Culture, 905 895 5193 ext. 2601

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









January 27, 2014

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

Re: Municipal Asset Naming Program for Frank Williams

Dear Ms. Bell

I am writing this letter to request that parkland, a sports field or outdoor spaces be named in honour of my grandfather, Frank Williams.

The Copper Hills Development is constructed on our old farmland that was in the family from 1896-1988. Those 92 years saw 4 generations work the land, beginning with the purchase by George (Frank's father), Frank, Garnet (Frank's son) and Howard (Frank's grandson).

My grandfather served as a councillor, deputy reeve and reeve for Whitchurch-Stouffville during the following years: 1955-1960 councillor, 1961 and 1962 Deputy Reeve, 1963 and 1964 Reeve and 1966-1967 Councillor. As stated in the attached newspaper clipping, my grandfather served 12 years on the public school board, as well as 6 years on the Farmer's Co-op board of directors.

Frank was born on the family farm, Lot 28 Concession 3 in Newmarket, (Copper Hills Development) on  He served the community in many capacities, from being involved in the political field to helping neighbours work their land.

If possible, I would like to see something named in my grandfather's honour on the farmland where he lived and worked for 85 years.

Thank you for considering my request.

Sincerely



# Form 1 MUNICIPAL ASSET NAMING PROGRAM

## REQUEST FOR INCLUSION OF NAME IN DATABANK

Name of Sponsor(s):

[REDACTED]

Mailing Address:

[REDACTED]

Contact Person Phone: Daytime:

[REDACTED]

Evening:

[REDACTED]

e-mail address:

[REDACTED]

Name of Individual Proposed:

FRANK WILLIAMS

Date of Death (if Applicable):

[REDACTED]

Request for Specific Use - Please check appropriate box(es):

- Parkland
- Outdoor Competitive Playing Surfaces and/or Park Amenities
- Other Outdoor Spaces
- Public Buildings

I herewith declare that the information contained herein is true and correct to the best of my belief and knowledge.

[REDACTED]

Date January 27, 2015

## Form 2 MUNICIPAL ASSET NAMING PROGRAM

### FAMILY/ESTATE CONSENT

I, [REDACTED] hereby declare that I am duly authorized by the Family/Estate of FRANK WILLIAMS to grant consent to [REDACTED] to submit the name of FRANK WILLIAMS for inclusion in the Database of Names maintained by the Town of Newmarket. It is my understanding that this Database is kept for the purpose of selecting names of individuals for use in the naming of parks, sports fields and recreation facilities in the Town of Newmarket. It is also understood that should the above name be approved by Council for the Corporation of the Town of Newmarket for inclusion in the Database no further permission beyond this consent must be sought from the family/estate with respect to its selection for use by the Town of Newmarket

Authorized Family/Estate Agent: [REDACTED]

Relationship to the Deceased Individual: SON

Agent's Address: [REDACTED]

Telephone: [REDACTED]

e-mail address: [REDACTED]

## Form 3 MUNICIPAL ASSET NAMING PROGRAM

### WRITTEN HISTORY

Individual Name: FRANK WILLIAMS

#### History:

- FRANK WILLIAMS WAS BORN ON [REDACTED] ON THE FAMILY FARM, LOT 28 CONC.3  
NEWMARKET, ON (NOW KNOWN AS COPPER HILLS DEVELOPMENT) HE LIVED AND WORKED ON THIS  
FARMLAND UNTIL 1988
- LOT 28 CONC 3 NEWMARKET WAS KNOWN AS THE WILLIAMS FAMILY FARM FOR  
92 YEARS - 1896 - 1988
- FRANK SERVED ON WHITCHURCH COUNCIL FROM 1955-1967 IN THE FOLLOWING  
CAPACITIES: 1955-1960 COUNCILLOR, 1961-1962 DEPUTY REEVE, 1963-1964 REEVE  
AND 1966-1967 COUNCILLOR.
- FRANK SERVED ON COUNTY COUNCIL FROM 1961-1964, AS A REPRESENTATIVE  
OF WHITCHURCH COUNCIL.
- HE SERVED 12 YEARS ON THE PUBLIC SCHOOL BOARD
- HE SERVED 6 YEARS ON THE BOARD OF DIRECTORS FOR THE NEWMARKET  
DISTRICT FARMERS CO-OP
- AS A COUNCILLOR HE HEADED UP THE INDUSTRIAL AND UTILITIES COMMITTEE
- HE SAT ON THE FOLLOWING COMMITTEES: FINANCE, HEALTH & WELFARE, PROPERTY  
AND POLICE
- HE WOULD REGULARLY TAKE HIS FARMING EQUIPMENT TO NEIGHBOURING  
FARMS TO HELP THEM WITH THEIR HARVEST.

(The Town also welcomes any additional information, photos, etc that will assist the Naming Committee to please be attached)

MY GRANDFATHER WAS PROUD OF THE PROGRESSIVE CHANGES HE WAS ABLE TO MAKE DURING HIS TENURE ON COUNCIL. HE INSTILLED IN US, HIS FAMILY, THE IMPORTANCE OF BEING INVOLVED IN YOUR COMMUNITY

## Whitchurch Personality—

# Deputy-Reeve Williams Has Much To His Credit

Deputy-reeve Frank Williams of Whitchurch Township continues to make a solid contribution to his section of society and the farmers in Whitchurch can be certain that in him they have a sound representative. Frank, besides being on council six years, runs a 165-acre farm, Lot 28, Concession 3. He was born there, and continues his agricultural business with his son Garnet, who is 25, with a growing assist from Garnet's two and one-half year old daughter.

Frank also has other credits as a community worker. He spent 12 years on the S. S. 3 Public School Board, and was on the board of directors of the Newmarket District Farmers Co-op for six years. "You're only allowed to be a director for six years," he explained. "Then after a year's absence you can be re-appointed. However, since council activities entered the picture I find my hands full."

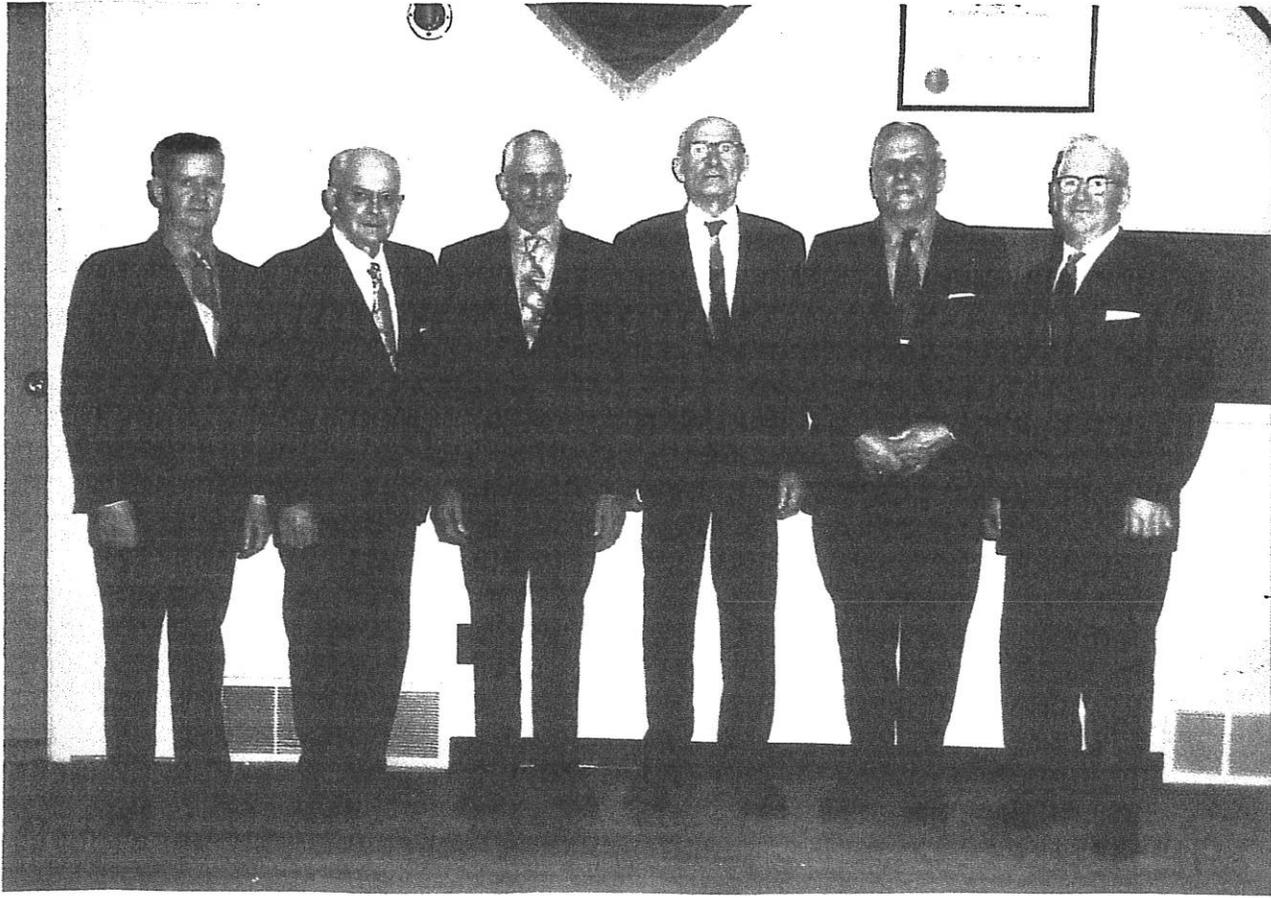
He is proud of the co-op. When he first joined the organization had 150 members. Now there is a membership of 450, and the at-

tribution is in a good financial position.

As a councillor Frank heads up the industrial and utilities committee and with his colleagues also sits on the finance committee. He is as well on the health and welfare and property and police committees.

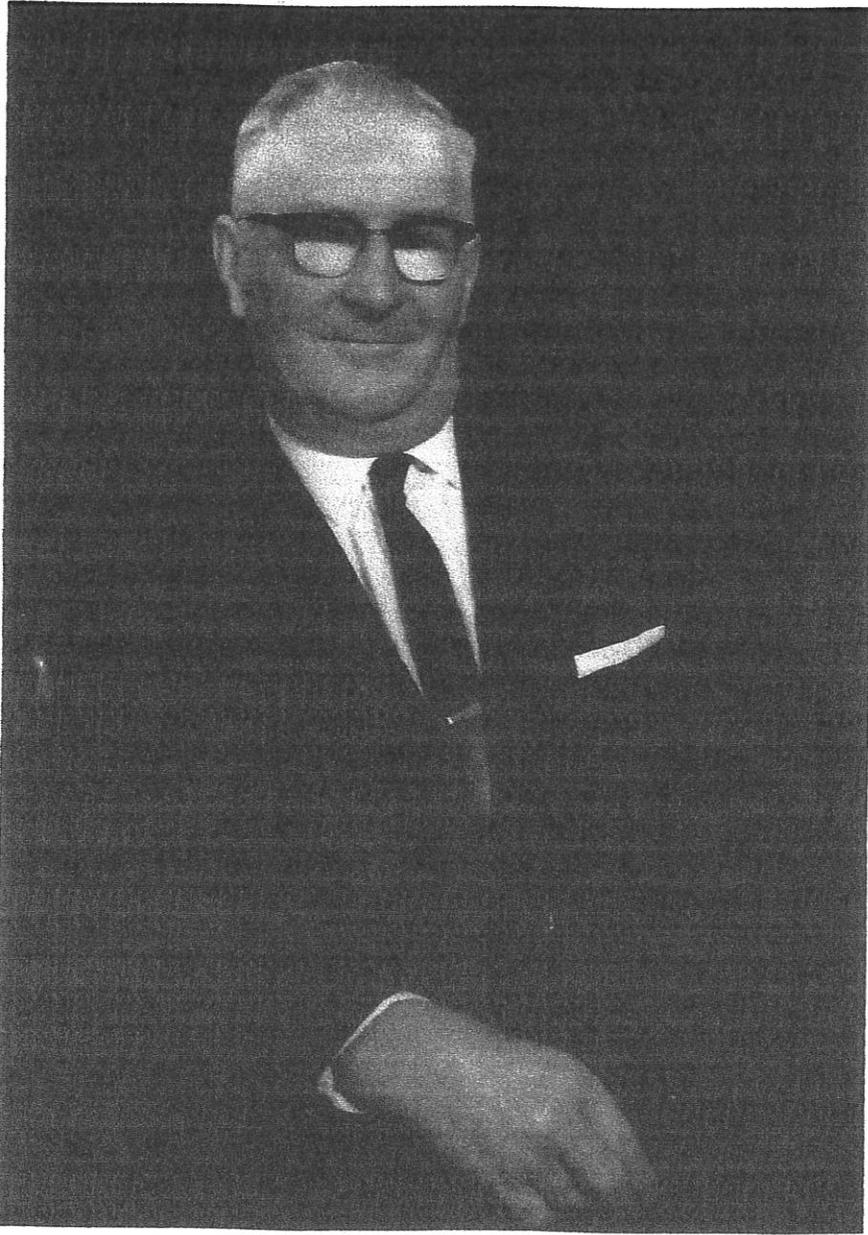
He is married to the former Jean Holmes, R.N., of Schomberg. First elected to council in 1955, he is serving his first term as deputy-reeve.

Frank is a cheery fellow. There's always a twinkle in his eye save when he gets a bug on him and then he can be quite assertive and strong willed. But he gives the impression of being willing to listen to the other fellow's side of the story too and it's difficult to imagine him carrying a grudge for longer than it takes to cool off. Whitchurch, he believes, has a good future but he doesn't think it will do any harm to make haste slowly. His yearly re-election to office indicates that in this respect he reflects the feeling of a large part of the voters.



1972 COUNCIL MEMBERS

L-R STEWART BURNETT, GEORGE RICHARDSON, SANDY (ERNEST) DAVIS  
CLIFF WALWORK, SID LEGGE, FRANK WILLIAMS



FRANK WILLIAMS REEVE OF WHITCHURCH (STUFFVILLE)



Representatives of several municipalities were guests of East Gwillimbury Township at a bowling night held at the Odeon Bowl last Tuesday. Shown here at the buffet prepared by the Odeon staff are, left to right, Deputy-Reeve Caroline Ion, Newmarket; Reeve Ken Rogers, E. Gwillimbury; Reeve Ray Jennings, King; Warden Clarence Davis, Aurora; Reeve Frank Williams, Whitechurch; Councillor Gladys Roling, E. Gwillimbury, and Mayor W. Kent, Newmarket.

Photo by McMorro



The agricultural committee of York County Council was in full strength at the luncheon tendered York 4-H Clubs the Downtown Kiwanis Club of Toronto at the Royal York Hotel Wednesday. Shown as they were introduced by committee chairman Jesse A. Bryson are (standing) Ken Rogers and Jack Rye, East Gwillimbury; Frank Williams, Whitechurch; Gordon Cook, King; and Charles Hooper, just rising. At extreme left is Angus Harrison, E. Gwillimbury and next to him (not shown) are Norn Garriock, Woodbridge; and E. J. Norris, Georgina township.

Shepherd-Staff

WILLIAMS FAMILY FARM  
LOT 28 CONC. 3  
NEW MARKET, ON



4 GENERATIONS WORKED THIS  
FARMLAND

L-R GEORGE WESLEY WILLIAMS  
GARNET FRANKLYN WILLIAMS  
HOLDING HOWARD GARNET WILLIAMS  
GEORGE FRANK WILLIAMS



FRANK WILLIAMS WORKING THE FARMLAND

Stouffville, Ont.  
TOWNSHIP OF WHITCHURCH

CONC. 3 LOT 28  
NEWMARKET, ON.  
(CURRENTLY KNOWN AS COPPER  
HILLS DEVELOPMENT)

# Tax Bill, 1924

Frank Sieckley, Collector, Stouffville P. O.

## RATE ON \$100 ASSESSMENT

County General Purpose .....	33 1/2c.	} 68c.
Industrial Home .....	2 1/2c.	
Court House Debture .....	1/4c.	
Co'y Highway, Construction, Maintenance, 31 1/4		
Township School Rates .....	51c.	} 90c.
Township General Purpose .....	39c.	

## TRUSTEE SCHOOL RATES

School Section No. 1 .....	5
School Section No. 2 .....	39
School Section No. 3 .....	31
School Section No. 4 .....	56
School Section No. 5 .....	32
School Section No. 6 .....	21
School Section No. 7 .....	33
School Section No. 8 .....	38
School Section No. 9 .....	Special 82 28
School Section No. 10 .....	40
School Section No. 11 .....	25
School Section No. 12 .....	52
Union with King No. 1 .....	Special 26 78
Union King No. 3 .....	7
Union East Gwillimbury .....	26
<del>Union Markham No. 2 .....</del>	<del>51</del>
Union Stouffville .....	Special 40 73
R.C. Separate School, Newmarket .....	1.06
Union East Gwillimbury, Scott and Uxbridge No. 4 .....	59

Mr. *Williams J W*

No. on Roll *735* Cont. *3 W.P.* Lot *28*

Amount of Assessments \$ *6.000*

Total County Rates .....	68	<i>40 80</i>
Township General Purpose .....	51	<i>54 00</i>
Township School Rates .....	39	
Statute Labor Rates .....		<i>4 00</i>
Dog and Buck tax .....		
Arrears of Taxes .....		<i>18 05</i>
Trustees' School Rate .....		
Trustees' Special Rate .....		<i>116 85</i>
Percentage .....		

RECEIVED  
THE BANK OF MONTREAL  
NEWARKET, ONT.  
Collector

5 PER CENT. WILL BE ADDED TO EVERY TAX  
NOT PAID BY DECEMBER 15, 1924

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### Whitchurch Township

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[Barkey, Jean, Whitchurch History Book Committee](#)

C. Municipal

#### APPENDIX C

## MUNICIPAL GOVERNMENT

#### WHITCHURCH TOWNSHIP OFFICIALS 1825-49

Note: Spelling used is that of original documents.

YEAR	WARDEN	ASSESSOR	COLLECTOR	TOWN CLERK
1825				
1826	Elz Goeham	Wm. Reader	Samuel Ball	Joseph Hewitt
1827	John Bogart Jr.	J. Hewitt		
1827	Elz Goeham	Wm. McCauley	Jas. Pearson	John Bogart Jr.
1828	John Bogart Jr.	Samuel Ball		
1828	Marin Bogart	James Pearson	Isaac Landy	John Bogart Jr.
1828	Jon. Bogart Sr.	Samuel Ball		
1829	Marin Bogart	Samuel Ball	J. Wilson Jr.	John Bogart Jr.
1830	Elz Goeham	Joseph Randall		
1830	James Faulster	Jobson Wilson Jr.	Isaac Playter	John Bogart Jr.
1831	T. McLeod	P. Bogart		
1831	Isaac Landy	Isaac Playter	J. Wilson Jr.	John Bogart Jr.
1832	Jacob Wiedman	Jon. Wilson		
1832	Jon. Salsford	J. Playter	James Harman	John Bogart Jr.
	Abraham Sover			

YEAR	COMMISSIONER	ASSESSOR	COLLECTOR	TOWN CLERK
1836	Jas. Pearson (C)	Isaac Haster	J. Playter	John Bogart Jr.
	S. Pearson	J. Bogart Jr.		
	Jobson Wilson			
	Lud. Wiedman			
1837	J. Pearson (C)	P. Bogart	Wm. Sten	John Bogart Jr.
	... Macklin			
	Elz Goeham			
	Jon. Pearson			

In 1838 there was no annual meeting held because the Rebellion was taking place. Township officers were to remain the same, except those that the commissioners knew to be under bond or implicated.

YEAR	WARDEN	ASSESSOR	COLLECTOR	TOWN CLERK
1839	Jon. Wilson	Daniel Harter	Thomas Roper	John Bogart Jr.
	Robert Fernon			
	J. Wilson			
	Isaac Landy			

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YEAR	WARDEN	ASSESSOR	COLLECTOR	TOWN CLERK
1840	Elz Goeham (C)	Ben Pearson	William Seaton	John Bogart Jr.
	Philip Bogart			
	Jon. Miller			
	Jon. Macklin			
1841	T. Wilson (C)	J. Playter	William Seaton	John Bogart Jr.
	P. Bogart			
	Benj. Boster			
	D. Harter			
1842	B. Boster	T. Chabine	William Seaton	John Bogart Jr.
	J. Dockler Sr.			
	T. Harter			
1843	T. Wilson (C)	William Seaton	... Wiedman	John Bogart Jr.
	T. W. Collins			
	Jacob Clark			
	T. Boster			
	W. Graham			
1844	P. Pearson (C)	Henry Wiedman	Henry Wiedman	John Bogart Jr.
	T. Macklin			
	J. Boster			
	T. Bonford			
1845	M.T. Enpy (C)		John Bogart Jr.	
	J. B. Colford			
	C. Souffer			
	H. Norman			
1846	M.T. Enpy (C)			John Bogart Jr.
	T. Bonford			
	H. Whitefield			
	William Seaton			
1847	M.T. Enpy (C)			John Bogart Jr.
	J. Cook			
	R.H. Smith			
	J. Patterson			
1848	J. Hewitt (C)			J. Hewitt
	T. Pearson			
	I. Doherty			
	J. Macklin			
1849	P. Pearson (C)			J. Hewitt
	J. Hunt			
	Nelson Scott			
	John Hill			

(SEE NEXT PAGE)

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### Whitchurch Township

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Barkev, Jean, Whitchurch History Book Committee

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WHITCHURCH TOWNSHIP				WHITCHURCH TOWNSHIP				
YEAR	REEVE	DEPUTY-REEVE	COUNCILLORS	TOWN CLERK	YEAR	DEPUTY-REEVE	COUNCILLORS	TOWN CLERK
1953	I. McLaughlin	F. Timbers	P.S. Legge E.L. McCarron Delos Graham	J.W. Crawford	1969	S. Barnett Lawrence C. Hennessey	Norman Barnard B. Van Nottand Robt. S. Lewis	Thos. Kerr
1954	I. McLaughlin	F. Timbers	P.S. Legge E.L. McCarron Delos Graham	J.W. Crawford	1970	S. Barnett	Norman Barnard Melvyn Paker Gordon Ratcliff B. Van Nottand	Thos. Kerr
1955	I. McLaughlin	P.S. Legge	G.E. Richardson C. Wallwork Delos Graham	J.W. Crawford	<b>VILLAGE OF STOUFVILLE OFFICIALS 1877-1970</b>			
1956	P.S. Legge	G.E. Richardson	C. Wallwork Frank Williams Delos Graham	J.W. Crawford	1877	James Dougherty		
1957	P.S. Legge	G.E. Richardson	F. Williams C. Wallwork J.C. Wyle	J.W. Crawford	1878	James Dougherty		
1958	P.S. Legge	G.E. Richardson	C. Wallwork F. Williams Elke Gibbs	J.W. Crawford	1879	E. Wheeler	H.W. Woodgate	
1959	G.E. Richardson	C. Wallwork	F. Williams Elke Gibbs R. Faquharson	J.W. Crawford	1880	E. Wheeler	H.W. Woodgate	
1960	G.E. Richardson	C. Wallwork	F. Williams I. McLaughlin R. Faquharson	J.W. Crawford	1881	James Dougherty	H.W. Woodgate	
1961	Clifford Wallwork	F. Williams	R. Faquharson Ivan McLaughlin Elke Gibbs	John W. Crawford	1882	James Dougherty	H.W. Woodgate	
1962	Clifford Wallwork	F. Williams	R. Faquharson Ivan McLaughlin Elke Gibbs	John W. Crawford	1883	W.R. Sanders	H.W. Woodgate	
1963	F. Williams	R. Faquharson	S. Burnett Ivan McLaughlin Alvin S. Farmer	John W. Crawford	1884	W.R. Sanders	H.W. Woodgate	
1964	F. Williams	R. Faquharson	S. Burnett Ivan McLaughlin Alvin S. Farmer	Thos. Kerr	1885	W.R. Sanders	H.W. Woodgate	
1965	R. Faquharson	S. Burnett	James P. Smith Ivan McLaughlin Frank Williams	Thos. Kerr	1886	W.R. Sanders	H.W. Woodgate	
1966	R. Faquharson	S. Burnett	Henry Natta Ivan McLaughlin Frank Williams	Thos. Kerr	1887	W.R. Sanders	H.W. Woodgate	
1967	R. Faquharson	S. Burnett	Henry Natta Ivan McLaughlin Frank Williams	Thos. Kerr	1888	W.R. Sanders	H.W. Woodgate	
1968	S. Barnett	Lawrence Hennessey	Norman Barnard Pety Van Nottand Robt. S. Lewis	Thos. Kerr	1889	W.R. Sanders	H.W. Woodgate	
					1890	R.J. Dale	H.W. Woodgate	
					1891	R.J. Dale	H.W. Woodgate	
					1892	R.J. Dale	H.W. Woodgate	
					1893	W.B. Sanders	H.W. Woodgate	
					1894	Hiram Johnson	H.W. Woodgate	
					1895	Hiram Johnson	H.W. Woodgate	
					1896	Hiram Johnson	H.W. Woodgate	
					1897	James Ritchie	H.W. Woodgate	
					1898	James Ritchie	H.W. Woodgate	
					1899	W.J. Stark	H.W. Woodgate	
					1900	W.J. Stark	H.W. Woodgate	
					1901	J.L. Baker	H.W. Woodgate	
					1902	J.L. Baker	H.W. Woodgate	
					1903	J.A. Todd	H.W. Woodgate	
					1904	R. Underhill	H.W. Woodgate	
					1905	R. Underhill	H.W. Woodgate	
					1906	James McCullough	H.W. Woodgate	
					1907	Dr. W.A. Sanger	J. Urquhart	
					1908	Dr. W.A. Sanger	J. Urquhart	
					1909	R.P. Coulson	J. Urquhart	
					1910	R.P. Coulson	J. Urquhart	
					1911	R.P. Coulson	J. Urquhart	
					1912	R.P. Coulson	J. Urquhart	

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## **Updated Amendments to the Administrative Monetary Penalty System Staff Report to Council**

Report Number: 2020-87

Department(s): Legislative Services

Author(s): Flynn Scott, Manager of Regulatory Services

Meeting Date: November 16, 2020

### **Recommendations**

1. That the report entitled Updated Amendments to the Administrative Monetary Penalty System dated November 16, 2020 be received; and,
2. That Council amend AMPS By-law 2019-62; 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 next steps regarding the transition of existing regulatory by-laws under the Administrative Monetary Penalty System (AMPS) By-law 2019-62.

### **Background**

In June 2018, Council directed staff to move forward with the implementation of the Administrative Monetary Penalty System (AMPS) for parking matters in Q1/Q2 of 2020. Since initial implementation, the Town has moved forward with integrating 19 regulatory by-laws under the AMPS model as follows:

- Accessory Dwelling Units By-law;
- Animal Control By-law;
- Business Licence By-law;

- Clean Yards By-law;
- Clothing Donation Bins By-law;
- Fence By-law;
- Fireworks By-law;
- Loitering By-law;
- Mobile Business Licence By-law;
- Noise By-law;
- Outdoor Serving Areas By-law;
- Parking By-law;
- Parks By-law;
- Property Standards By-law;
- Second Hand Goods Shops By-law;
- Sign By-law;
- Smoking By-law;
- Waste Collection By-law; and
- Emergency Measures By-law.

As Town by-laws are amended or new by-laws are proposed, Town staff will continue to recommend their alignment under the AMPS model.

## **Discussion**

Through the AMPS model, the Town of Newmarket has governance over ticket dispute processes. This model has been highly effective for the public receiving an enhanced response to disputes and increased customer service via Town processes that have been established in-house to replace the current process available through the provincial court system.

## **Proposed Changes to Schedule A of AMPS By-law 2019-62**

In order to maintain continuity with transitioning Town by-laws under the AMPS model, an amendment to Schedule A is required to establish set fines for existing regulations. Town staff are recommending that the following by-laws be added to the AMPS By-law:

- Pool Enclosure By-law 2008-18;
- Road Occupancy By-law 2018-31; and
- Site Alteration By-law 2016-58.

Regulatory Services has recently become more involved with proactive enforcement initiatives of the Road Occupancy Permit process, in addition to taking the lead on complaint files pertaining to the Site Alteration By-law. These regulatory amendments will allow staff to establish set fines for violations and any charges laid under the pre-established regulations will be processed outside of the provincial court system.

There are also several minor clerical amendments being proposed to Schedule A of the AMPS By-law, which includes establishing set fines for regulatory provisions previously

overlooked within the Parks and Property Standards By-laws. These additional provisions have been highlighted in yellow in **Attachment 1** of this report for Council's consideration.

## **Conclusion**

Town staff is recommending the adoption of the amended AMPS By-law 2019-62 in order to continue moving forward with transitioning Town by-laws under the AMPS model. In Q1 2021, Town staff will report to Council with a review of the AMPS model, which will include the successes the municipality has realized since reducing its reliance on the provincial court system for adjudicating all regulatory matters.

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

This report aligns with the Rev-It-Up recommendations for improving administration and service levels within the Town of Newmarket.

## **Consultation**

None.

## **Human Resource Considerations**

None.

## **Budget Impact**

Revenue is anticipated through any enforcement action taken using the AMPS model for the issuance of tickets.

## **Attachments**

**Attachment #1** – Amended AMPS By-law 2019-62, Schedule A

## **Approval**

Lisa Lyons, Director/Town Clerk, Legislative Services

Esther Armchuk, Commissioner, Corporate Services

## **Contact**

Flynn Scott, Manager of Regulatory Services

Legislative Services, [fscott@newmarket.ca](mailto:fscott@newmarket.ca)





# Corporation of the Town of Newmarket

## By-law 2020-XX

A By-law to amend By-law 2019-62 being a By-law to implement an Administrative Monetary Penalty System in the Town of Newmarket.

Whereas the Municipal Act, 2001 and Ontario Regulation 333/07 authorizes a municipality to require a Person to pay an Administrative Penalty for a contravention of any By-law respecting the parking, standing or stopping of vehicles; and,

Whereas the Municipal Act, 2001 authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; and,

Whereas Council enacted By-law 2019-62 to implement an Administrative Monetary Penalty System in the Town of Newmarket; and,

Whereas it is deemed necessary to amend the Schedule A of By-law 2019-62 as it relates to the Designated By-law Provisions.

Therefore be it enacted by the Municipal Council of the Corporation of the Town of Newmarket as follows:

1. That Schedule A to the By-law 2019-62 be repealed and replaced by the attached Schedule A.

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2020.

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John Taylor, Mayor

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Lisa Lyons, Town Clerk

## Schedule “A”

### Administrative Monetary Penalty System By-law 2019-62 Designated By-law Provisions

1. For the purposes of Section 3 of this By-law, Column A3 in the following table lists the provisions in the **Designated By-law** identified in the Schedule, as amended.
2. Column A4 in the following table sets out the short form wording to be used in a **Penalty Notice** for the contravention of the designated provisions listed in Column A3.
3. Column A6 in the following table set out the **Administrative Penalty** for the **Set Penalty Amount** in accordance with Section 5(5)(b) of this By-law that is payable for contraventions of the designated provisions listed in Column A3.
4. The penalties shown in Column A5 below include a twenty five percent (25%) discount for **Early Payment** in accordance with Section 5(5)(a) of this By-law that is payable for contraventions of the designated provisions listed in Column A3.
5. The penalties shown in column A7 below include a twenty five percent (25%) surcharge for **Late Payment** in accordance with Section 5(5)(c) of this By-law that is payable for contravention of the designated provisions listed in Column A3.

A1 By-law	A2 Item #	A3 Section	A4 Description	A5 Early Payment	A6 Set Penalty	A7 Late Payment
<b>Accessory Dwelling Units By-law 2013-13</b>						
<b>Accessory Dwelling Units By-law 2013-13, as amended</b>	1.	2	Operate or permit occupancy in unregistered two unit house	450.00	600.00	750.00
	2.	3(a)	Failure to register two-unit house	450.00	600.00	750.00
	3.	9(a)	Obstruct a Municipal Enforcement Officer	450.00	600.00	750.00
<b>Animal Control By-law 2020-30</b>						
<b>Animal Control By-law 2020-30, as amended</b>	4.	4(2)	Dog noise causing a disturbance	225.00	300.00	375.00
	5.	4(3)	Control more than the maximum permitted dogs/cats	225.00	300.00	375.00
	6.	4(4)	Keep more than the maximum permitted dog/cats	225.00	300.00	375.00
	7.	4(5)(a)	Permit Dangerous Dog in a leash-free park	225.00	300.00	375.00
	8.	4(6)	Failure to stoop and scoop	225.00	300.00	375.00
	9.	4(7)	Keep Animal contrary to Schedule A of this By-law	450.00	600.00	750.00
	10.	4(8)	Failure to provide proof of grandfathered animal	450.00	600.00	750.00
	11.	4(9)	Failure to comply with conditions of grandfathered animal	225.00	300.00	375.00
	12.	4(10)	Failure to provide Town with new address of grandfathered animal	225.00	300.00	375.00
	13.	5(3)	Leave Animal in Vehicle contrary to conditions	300.00	400.00	500.00
	14.	5(4)(a)	Failure to provide Animal sanitary environment	300.00	400.00	500.00
	15.	5(4)(b)	Failure to provide Animal adequate care	300.00	400.00	500.00
	16.	5(4)(c)	Failure to provide Animal adequate food and water	300.00	400.00	500.00
	17.	5(4)(d)	Failure to provide Animal shelter	300.00	400.00	500.00
	18.	5(4)(e)	Failure to provide Animal Veterinary care	300.00	400.00	500.00
	19.	5(5)	Keep Animal in a condition that causes a disturbance	300.00	400.00	500.00
	20.	5(6)	Keep Animal in a manner that endangers the health of others	300.00	400.00	500.00
	21.	6(1)(a)	Use tether less than 3m	300.00	400.00	500.00
	22.	6(1)(b)	Failure to allow tethered Animal unrestricted movement	300.00	400.00	500.00
	23.	6(1)(c)	Failure to constrain a tethered Animal to property	300.00	400.00	500.00
	24.	6(1)(d)	Failure to provide tethered animal water, food, shelter, or shade	300.00	400.00	500.00
	25.	6(2)	Tether Animal using prohibited device	300.00	400.00	500.00
	26.	6(3)	Tether Animal for more than 3 hours	300.00	400.00	500.00
	27.	7(1)	Feed or permit the feeding of wildlife	225.00	300.00	375.00
	28.	7(2)	Permit or cause a feeding device to be left outside	225.00	300.00	375.00

<b>Animal Control By-law 2020-30, as amended</b>	29.	8(1)	Failure to submit Urban Hens application	225.00	300.00	375.00
	30.	8(2)	Keep more than three Urban Hens	225.00	300.00	375.00
	31.	8(3)	Keep Urban Hen under the age of 4 months	225.00	300.00	375.00
	32.	8(4)	Keep Rooster on residential property	225.00	300.00	375.00
	33.	8(6)	Failure to keep Urban Hen in coop between 9:00pm and 6:00am	225.00	300.00	375.00
	34.	8(7)	Failure to keep Urban Hen in run	225.00	300.00	375.00
	35.	8(13)	Failure to maintain hen coop or hen run	225.00	300.00	375.00
	36.	8(14)	Permit the slaughter of hens	300.00	400.00	500.00
	37.	8(15)	Improper disposal of livestock	300.00	400.00	500.00
	38.	9(2)	Failure to comply with a Training Order	300.00	400.00	500.00
	39.	9(3)(a)	Failure to comply with Notice to Muzzle on owner's property	300.00	400.00	500.00
	40.	9(3)(b)	Failure to comply with Notice to Muzzle when off of owner's property	300.00	400.00	500.00
	41.	9(4)	Failure to prevent dog from engaging in a dangerous Act	450.00	600.00	750.00
	42.	9(7)	Failure to comply with a Dangerous Dog Order	450.00	600.00	750.00
	43.	12(1)	Failure to licence cat/dog	300.00	400.00	500.00
	44.	12(2)	Failure to affix licence to cat/dog	300.00	400.00	500.00
	45.	12(5)	Provide false information when licensing animal	300.00	400.00	500.00
	46.	13(1)	Permit dog at large	300.00	400.00	500.00
47.	13(3)	Permit dog in area contrary to posted signage	300.00	400.00	500.00	
48.	13(4)	Permit cat at large	300.00	400.00	500.00	
<b>Business Licence By-law 2020-31</b>						
<b>Business Licence By-law 2020-31, as amended</b>	49.	3(1)	Operate without a business licence	450.00	600.00	750.00
	50.	3(2)	Failure to comply with legislation	225.00	300.00	375.00
	51.	3(3)	Operate business at more than one premises	225.00	300.00	375.00
	52.	3(5)	Failure to display business licence	225.00	300.00	375.00
	53.	3(8)(a)	Advertising without a business licence	225.00	300.00	375.00
	54.	3(8)(b)	Improper business name advertised	225.00	300.00	375.00
	55.	3(8)(c)	Advertise products or services contrary to Town by-laws	225.00	300.00	375.00
	56.	3(9)	Carry on business on Town property without authorization	225.00	300.00	375.00
	57.	4(2)	Obstruct a Licensing Officer	450.00	600.00	750.00
	58.	7(9)	Operate business while licence is suspended	450.00	600.00	750.00
	59.	7(10)	Advertise business while licence is suspended	225.00	300.00	375.00
<b>Business Licence By-law 2020-31, as amended</b>	60.	7(12)	Remove posted notice of suspension	225.00	300.00	375.00
	61.	7(14)	Remove posted notice of no business licence	225.00	300.00	375.00
	62.	8.1(1)	Failure to maintain Pet Store	225.00	300.00	375.00
	63.	8.1(2)	Failure to keep animal or bird in adequate conditions	225.00	300.00	375.00
	64.	8.1(3)(a)	Failure to provide adequate cage size	225.00	300.00	375.00
	65.	8.1(3)(b)	Failure to keep or maintain bird cage	225.00	300.00	375.00
	66.	8.1(3)(c)	Improper cage construction	225.00	300.00	375.00
	67.	8.1(3)(d)	Improper food and water receptacles	225.00	300.00	375.00
	68.	8.1(3)(e)	Failure to provide undue physical contact with the public	225.00	300.00	375.00
	69.	8.1(4)	Failure to provide water	225.00	300.00	375.00
	70.	8.1(5)	Failure to provide food	225.00	300.00	375.00
	71.	8.1(6)(a)	Failure to provide health assessment	225.00	300.00	375.00
	72.	8.1(6)(b)	Source cat or dog for purpose of sale contrary to by-law	600.00	800.00	1000.00
	73.	8.1(6)(c)	Failure to provide cat or dog with reasonable exercise	225.00	300.00	375.00
	74.	8.1(6)(d)	Keep or sell sick, injured, or diseased animals	225.00	300.00	375.00
	75.	8.1(6)(e)	Display animal in exterior window display	225.00	300.00	375.00
	76.	8.1(6)(f)	Sell or offer for sale any animal prior to normal weaning age	225.00	300.00	375.00
	77.	8.1(6)(g)	Failure to provide descriptive receipt	225.00	300.00	375.00
	78.	8.1(7)	Failure to maintain or provide cat or dog registry	225.00	300.00	375.00
	79.	8.1(8)	No attendant present during business hours	225.00	300.00	375.00
	80.	8.1(9)	Sell or offer for sale animal listed on prohibited animals list	450.00	600.00	750.00
	81.	8.1(10)	Failure to disclose stolen or unlawfully obtained animal	450.00	600.00	750.00
	82.	8.1(11)	Failure to seek medical attention for animal as directed	450.00	600.00	750.00
	83.	8.2(1)	More than 1 STR on a lot	225.00	300.00	375.00

<b>Business Licence By-law 2020-31, as amended</b>	84.	8.2(2)	Operate STR in more than 1 dwelling unit	225.00	300.00	375.00	
	85.	8.2(3)	Failure to provide adequate parking for STR	225.00	300.00	375.00	
	86.	8.2(5)	Failure to notify Town of changes to STR operations	225.00	300.00	375.00	
	87.	8.2(6)(a)	Provide sleeping accommodations in vehicle, tent, or accessory building	450.00	600.00	750.00	
	88.	8.2(6)(b)	Exceed number of bedrooms permitted for STR	225.00	300.00	375.00	
	89.	8.2(6)(c)	Exceed number of guests permitted for STR	225.00	300.00	375.00	
	90.	8.2(6)(d)	Permit beds or bedrooms to be used contrary to licence	225.00	300.00	375.00	
	91.	8.2(7)	Failure to post or display business licence number on marketing	225.00	300.00	375.00	
	92.	8.2(9)	Failure to respond to STR concerns within 2 hours	225.00	300.00	375.00	
	93.	8.2(10)	Failure to provide contact information	225.00	300.00	375.00	
	94.	8.2(11)	Operate or market part of or whole dwelling unit without a licence	225.00	300.00	375.00	
	95.	8.2(12)	Failure to post sign for STR	225.00	300.00	375.00	
	96.	8.2(14)	Market STR on unlicensed STR Company platform	225.00	300.00	375.00	
	<b>Business Licence By-law 2020-31, as amended</b>	97.	8.3(1)	Operate STR Company without a licence	450.00	600.00	750.00
98.		8.3(2)	Advertise STR that has not obtained a licence	225.00	300.00	375.00	
99.		8.3(3)	Failure to remove listing or advertisement as requested by Town	225.00	300.00	375.00	
100.		8.3(7)	Failure to maintain records by STR Company	225.00	300.00	375.00	
101.		8.3(9)	Failure to provide records upon request	225.00	300.00	375.00	
102.		8.3(10)	Failure to create platform accounts upon request	225.00	300.00	375.00	
103.		8.3(11)	Obstruct access to platform accounts	225.00	300.00	375.00	
<b>By-law 2002-151 (Licensing)</b>							
<b>By-law 2002-151 Schedule 1 Adult Entertainment Parlours</b>	104.	1.2	Operate without an Adult Entertainment Parlour Owner's licence	450.00	600.00	750.00	
	105.	1.3	Operate without an Adult Entertainment Parlour Operator's licence	450.00	600.00	750.00	
<b>By-law 2002-151 Schedule 2 Adult Video Stores</b>	106.	2.2	Operate without an Adult Video Store licence	450.00	600.00	750.00	
	107.	2.25	Failure to post licence in premise	225.00	300.00	375.00	
	108.	2.28	Advertise business contrary to conditions	225.00	300.00	375.00	
<b>By-law 2002-151 Schedule 7 Body-rub Parlours</b>	109.	7.2	Operate without a body-rub parlour licence	450.00	600.00	750.00	
	110.	7.3	Failure to obtain an attendant's licence	450.00	600.00	750.00	
	111.	7.4(a)	Provide services designed to appeal to sexual appetites	450.00	600.00	750.00	
	112.	7.4(b)	Provide body-rubs to a person under 18 years of age	225.00	300.00	375.00	
	113.	7.4(c)	Failure to post sign restricting entry for under 18 years of age	225.00	300.00	375.00	
	114.	7.4(d)	Permit employee under 18 years of age	225.00	300.00	375.00	
	115.	7.4(e)	Business open without owner/operator onsite	225.00	300.00	375.00	
	116.	7.4(f)	Consume or be in possession of alcohol or drugs	450.00	600.00	750.00	
	117.	7.4(g)	Permit intoxicated person to remain in body-rub parlour	225.00	300.00	375.00	
	118.	7.4(l)	Failure to post licence	225.00	300.00	375.00	
	119.	7.4(o)	Failure to provide required documentation to Licensing Officer	225.00	300.00	375.00	
	120.	7.4(p)	Failure to provide copy of attendant licences	225.00	300.00	375.00	
	121.	7.4(s)	Use or permit any camera or recording device	225.00	300.00	375.00	
	122.	7.4(t)	Failure to post sign as directed by Town	225.00	300.00	375.00	
	123.	7.6	Prohibited sign	225.00	300.00	375.00	
	124.	7.7	Circulate, post, or distribute printed material	225.00	300.00	375.00	
	<b>By-law 2002-151 Schedule 7 Body-rub Parlours</b>	125.	7.9	Advertise unauthorized business name or logo	225.00	300.00	375.00
		126.	7.11(a)	Contravene approved floor plan	225.00	300.00	375.00
127.		7.11(b)	Locked or obstructed rooms	225.00	300.00	375.00	
128.		7.11(d)	Body-rub parlour used as a dwelling	225.00	300.00	375.00	
129.		7.11(e)	Room for body-rub not equipped with window	225.00	300.00	375.00	
130.		7.12	Operate business contrary to hours of 11:00am to 11:59pm	225.00	300.00	375.00	
131.		7.13(a)	Operate body-rub parlour within 500m of residential zone	225.00	300.00	375.00	
132.		7.13(b)	Operate body-rub parlour on or within 500m of restricted roadway	225.00	300.00	375.00	
133.		7.13(c)	Operate body-rub parlour within 500m of any school, church, or child day care	225.00	300.00	375.00	
134.		7.13(d)	Operate body-rub parlour within 1km of another body-rub parlour	225.00	300.00	375.00	
135.		7.47	Obstruct a Licensing Officer	450.00	600.00	750.00	
<b>By-law 2002-151</b>		136.	15.2	Failure to notify Town of newspaper box on Town property	450.00	600.00	750.00

<b>Schedule 15 Newspaper Boxes</b>	137.	15.8	Failure to maintain newspaper box	225.00	300.00	375.00
<b>Clean Yards By-law 2017-63</b>						
<b>Clean Yards By-law 2017-63, as amended</b>	138.	2.1	Failure to maintain property	150.00	200.00	250.00
	139.	2.2	Failure to provide ground cover	150.00	200.00	250.00
	140.	2.3	Failure to maintain natural garden in living condition	150.00	200.00	250.00
	141.	2.4	Unsightly growth	150.00	200.00	250.00
	142.	2.5	Noxious weeds	150.00	200.00	250.00
	143.	2.6	Grass/weeds exceeding 20cm in height	150.00	200.00	250.00
	144.	2.7	Failure to maintain trees on property	150.00	200.00	250.00
	145.	2.8	Spread dust or dirt onto neighbouring property	150.00	200.00	250.00
	146.	2.9	Failure to maintain pool in good repair	150.00	200.00	250.00
	147.	3.1(a)	Store or keep motor vehicle missing parts	150.00	200.00	250.00
	148.	3.1(b)	Unlicensed motor vehicle on property	150.00	200.00	250.00
	149.	3.1(c)	Store or keep motor vehicle parts	150.00	200.00	250.00
	150.	3.1(d)	Store or keep derelict motor vehicle	150.00	200.00	250.00
	151.	4.1	Permit composting contrary to by-law	150.00	200.00	250.00
	152.	4.2(a)	Failure to compost in rear yard	150.00	200.00	250.00
	153.	4.2(b)	Failure to compost in container	150.00	200.00	250.00
	154.	4.2(c)	Failure to cover compost	150.00	200.00	250.00
155.	4.2(d)	Animal feces in compost container	150.00	200.00	250.00	
156.	4.2(e)	Permit odour from composting	150.00	200.00	250.00	
157.	4.2(f)	Failure to maintain compost from attracting animals	150.00	200.00	250.00	
158.	4.2(g)	Failure to maintain composter setback requirements	150.00	200.00	250.00	
159.	5.1	Keep firewood contrary to by-law	150.00	200.00	250.00	
<b>Clean Yards By-law 2017-63, as amended</b>	160.	5.2(b)	Exceed 15% of total yard area for firewood storage	150.00	200.00	250.00
	161.	5.2(c)	Improper storage of firewood in rear yard	150.00	200.00	250.00
	162.	5.2(d)	Improper storage of firewood in side yard	150.00	200.00	250.00
	163.	5.2(e)	Pile firewood along fence	150.00	200.00	250.00
	164.	6.1	Place or permit Graffiti	150.00	200.00	250.00
	165.	6.2	Failure to maintain property free of graffiti	150.00	200.00	250.00
	166.	7.1	Permit standing water	150.00	200.00	250.00
	167.	8.1	Failure to maintain boulevard	150.00	200.00	250.00
	168.	8.2	Failure to maintain boulevard gardens	150.00	200.00	250.00
	169.	8.3	Failure to maintain plantings from encroachment	150.00	200.00	250.00
	170.	8.4	Failure to maintain sidewalk	150.00	200.00	250.00
	171.	11.5	Obstruct a Municipal Enforcement Officer	450.00	600.00	750.00
<b>Clothing Donation Bins By-law 2016-33</b>						
<b>Clothing Donation Bins By-law 2016- 33, as amended</b>	172.	2.1	Operate without a Clothing Donation Bin Operator licence	450.00	600.00	750.00
	173.	3.2	Clothing Donation Bin on Town property	450.00	600.00	750.00
	174.	3.3	Clothing Donation Bin located at unauthorized location	225.00	300.00	375.00
	175.	4.1(a)	Failure to display name on bin	225.00	300.00	375.00
	176.	4.1(d)	Failure to display pick-up schedule for donations	225.00	300.00	375.00
	177.	4.2(b)	Failure to properly affix sticker on bin	225.00	300.00	375.00
	178.	6.1	Obstruct a Municipal Enforcement Officer	450.00	600.00	750.00
<b>Fence By-law 2019-20</b>						
<b>Fence By-law 2019-20, as amended</b>	179.	3.1	Erect fence using improper material	150.00	200.00	250.00
	180.	3.2	Failure to construct water gate	150.00	200.00	250.00
	181.	3.3	Obstruct water gate	150.00	200.00	250.00
	182.	3.4	Obstruct access to meter	150.00	200.00	250.00
	183.	3.5	Fence greater than 20cm in width	150.00	200.00	250.00
	184.	3.6	Failure to maintain fence in good repair	150.00	200.00	250.00
	185.	4.1(a)	Rear yard fence exceeding permitted height	150.00	200.00	250.00
	186.	4.1(b)	Interior side yard fence exceeding 1.9m in height	150.00	200.00	250.00
	187.	4.1(c)	Front yard fence exceeding 1m in height	150.00	200.00	250.00
	188.	4.1 (d)	Exterior side yard fence exceeding 1.8m in height	150.00	200.00	250.00
<b>Fireworks By-law 2015-18</b>						
<b>Fireworks By-law 2015-18, as amended</b>	189.	3.1	Offer for sale, cause, or permit to be sold fireworks	450.00	600.00	750.00
	190.	3.2	Discharge any prohibited fireworks	450.00	600.00	750.00
	191.	3.3	Sell consumer fireworks 7 days prior to Victoria or Canada Day	225.00	300.00	375.00
	192.	3.6	Display in any store window any type of fireworks	450.00	600.00	750.00
	193.	3.8	Sell or offer for sale fireworks without a licence	450.00	600.00	750.00
	194.	3.10	Discharge fireworks on Town property without a permit	450.00	600.00	750.00
	195.	3.11	Discharge fireworks on private property without a permit	450.00	600.00	750.00
	196.	6.1	Discharge fireworks when prohibited	450.00	600.00	750.00

<b>Loitering By-law 1997-113</b>						
<b>Loitering By-law 1997-113, as amended</b>	197.	2	Loiter, disturb, or cause public nuisance on highway	150.00	200.00	250.00
	198.	3	Loiter, disturb, or cause public nuisance in public place	150.00	200.00	250.00
<b>Mobile Business Licence By-law 2020-07</b>						
<b>Mobile Business Licence By-law 2020-07</b>	199.	3(1)(a)	Operate without a business licence	450.00	600.00	750.00
	200.	3(1)(c)	Failure to comply with condition of licence	225.00	300.00	375.00
	201.	3(2)	Failure to comply with legislation	225.00	300.00	375.00
	202.	3(3)	Failure to display business licence	225.00	300.00	375.00
	203.	3(5)(a)	Advertising without a business licence	225.00	300.00	375.00
	204.	3(5)(b)	Improper business name advertised	225.00	300.00	375.00
	205.	3(6)	Carry on business on Town property without authorization	225.00	300.00	375.00
	206.	3(7)	Failure to possess business licence	225.00	300.00	375.00
	207.	3(8)	Smoke or permit smoking in business vehicle	225.00	300.00	375.00
	208.	4(2)	Obstruct a Licensing Officer	450.00	600.00	750.00
	209.	7(9)	Operate business while licence is suspended	450.00	600.00	750.00
	210.	7(10)	Advertise business while licence is suspended	225.00	300.00	375.00
	211.	7(12)	Remove posted notice of suspension	225.00	300.00	375.00
	212.	7(14)	Remove posted notice of no business licence	225.00	300.00	375.00
	213.	8.1(2)	Failure to comply with Taxicab Driver requirements	450.00	600.00	750.00
	214.	8.1(3)	Failure to display Taxicab Driver information	225.00	300.00	375.00
	215.	8.1(4)(b)	Failure to disclose Fare for Taxicab Trip	225.00	300.00	375.00
	216.	8.1(4)(c)	Failure to notify Town of Taxicab Driver	225.00	300.00	375.00
	217.	8.1(4)(d)	Failure to notify Town of Taxicab	225.00	300.00	375.00
	218.	8.1(5)(a)	Failure to provide required Taxicab Driver information	225.00	300.00	375.00
	219.	8.1(5)(b)	Failure to provide required Taxicab information	225.00	300.00	375.00
	220.	8.1(6)	Failure to maintain Taxicab Trip information	225.00	300.00	375.00
	221.	8.1(10)	Failure to remove Taxicab Driver	225.00	300.00	375.00
	222.	8.1(12)	Failure to comply with Taxicab requirements	225.00	300.00	375.00
	223.	8.1(13)	Permit unauthorized passenger(s) in Taxicab	225.00	300.00	375.00
	224.	8.2(2)	Failure to comply with TNC Driver requirements	225.00	300.00	375.00
	225.	8.2(3)(b)	Permit hail ride for TNC	225.00	300.00	375.00
226.	8.2(3)(c)	Failure to maintain Safety Standard Certificate in TNC Vehicle	225.00	300.00	375.00	
227.	8.2(4)(c)	Failure to provide third party audit records	225.00	300.00	375.00	
228.	8.2(6)(a)	Failure to disclose Fare for TNC Trip	225.00	300.00	375.00	
229.	8.2(6)(c)	Failure to charge proper Fare for TNC Trip	225.00	300.00	375.00	
230.	8.2(6)(d)	Failure to maintain TNC Trip information	225.00	300.00	375.00	
231.	8.2(7)	Failure to use GPS on TNC App	225.00	300.00	375.00	
232.	8.2(8)	Failure to provide TNC Driver information via TNC App	225.00	300.00	375.00	
233.	8.2(9)	Failure to provide electronic receipt via TNC App	225.00	300.00	375.00	
234.	8.2(10)(a)	Failure to provide required TNC Driver information	225.00	300.00	375.00	
235.	8.2(10)(b)	Failure to provide required TNC Vehicle information	225.00	300.00	375.00	
236.	8.2(11)	Failure to maintain TNC Trip records	225.00	300.00	375.00	
237.	8.2(15)	Failure to remove TNC Driver from TNC App	225.00	300.00	375.00	
238.	8.2(17)	Failure to comply with TNC Vehicle requirements	450.00	600.00	750.00	
239.	8.3(2)	Failure to comply with Refreshment Vehicle Operator requirements	225.00	300.00	375.00	
240.	8.3(3)	Failure to display Refreshment Vehicle Operator information	225.00	300.00	375.00	
241.	8.3(4)	Failure to comply with Refreshment Vehicle conditions	225.00	300.00	375.00	
242.	8.3(5)(a)	Permit amplified sounds	225.00	300.00	375.00	
243.	8.3(5)(b)	Unlawful seating for Refreshment Vehicle customers	225.00	300.00	375.00	
244.	8.3(6)(a)	Failure to maintain Refreshment Vehicle	225.00	300.00	375.00	
245.	8.3(6)(b)	Failure to clean up refuse from Refreshment Vehicle	225.00	300.00	375.00	
246.	8.3(6)(c)	Failure to notify the Town of Refreshment Vehicle Operator	225.00	300.00	375.00	
247.	8.3(7)	Failure to comply with Refreshment Vehicle – Type 1 conditions	225.00	300.00	375.00	
248.	8.3(8)	Failure to obtain Special Event Organizer Licence	225.00	300.00	375.00	
249.	8.3(9)	Operate Refreshment Vehicle contrary to conditions	450.00	600.00	750.00	
250.	8.4(3)	Failure to maintain Limousine documents	225.00	300.00	375.00	
251.	8.4(4)	Failure to comply with Limousine Driver requirements	225.00	300.00	375.00	
252.	8.4(5)	Failure to display Limousine Driver information	225.00	300.00	375.00	
253.	8.4(6)(a)	Failure to notify Town of Limousine Driver	225.00	300.00	375.00	

<b>Mobile Business Licence By-law 2020-07</b>	254.	8.4(7)(a)	Permit too many passengers in Limousine	225.00	300.00	375.00
	255.	8.4(7)(b)	Permit a Limousine to operate with obstructed view	450.00	600.00	750.00
	256.	8.4(8)	Failure to comply with Limousine requirements	450.00	600.00	750.00
	257.	8.5(4)(a)	Failure to provide MTO Driving Instructor's Licence	225.00	300.00	375.00
	258.	8.5(4)(b)	Failure to carry a valid driver's licence	225.00	300.00	375.00
	259.	8.5(4)(c)	Failure to provide driving instruction/test documentation	225.00	300.00	375.00
	260.	8.5(4)(d)	Failure to affix Sticker Plate on Driving School Instructor Vehicle	225.00	300.00	375.00
	261.	8.5(4)(e)	Failure to affix roof sign on Driving School Instructor Vehicle	225.00	300.00	375.00
	262.	8.5(5)	Operate in Restricted Area	450.00	600.00	750.00
	263.	8.6(2)(a)	Failure to maintain Tow Truck documents	225.00	300.00	375.00
	264.	8.6(2)(b)	Failure to remove debris prior to towing a vehicle	225.00	300.00	375.00
	265.	8.6(2)(c)	Failure to remove debris within 8hrs following investigation	450.00	600.00	750.00
	266.	8.6(3)	Failure to comply with Tow Truck Driver requirements	450.00	600.00	750.00
	267.	8.6(4)	Failure to display Tow Truck Driver information	225.00	300.00	375.00
	268.	8.6(5)	Failure to notify Town of Tow Truck Driver	225.00	300.00	375.00
	269.	8.6(6)(a)	Failure to maintain Tow Truck;	225.00	300.00	375.00
	270.	8.6(6)(b)	Interfere with Tow Truck Company's contract	225.00	300.00	375.00
	271.	8.6(6)(c)	Recommend tow location to customer	225.00	300.00	375.00
	272.	8.6(6)(d)	Accept gift or payment from facility in exchange for business	225.00	300.00	375.00
	<b>Mobile Business Licence By-law 2020-07</b>	273.	8.6(6)(e)	Accept Drop Fee	225.00	300.00
274.		8.6(6)(f)	Failure to obtain consent to connect or tow	225.00	300.00	375.00
275.		8.6(6)(g)	Stop, stand, or park within 200m of Collision Scene	225.00	300.00	375.00
276.		8.6(6)(h)	Remove vehicle from Collision Scene without permission	225.00	300.00	375.00
277.		8.6(6)(i)	Permit unauthorized passenger(s) in Tow Truck	225.00	300.00	375.00
278.		8.6(7)	Failure to provide or maintain Tow Truck Equipment	225.00	300.00	375.00
279.		8.6(8)(a)	Failure to comply with Tow Truck Vehicle requirements	225.00	300.00	375.00
280.		8.6(8)(b)	Failure to affix Sticker Plate on Tow Truck Vehicle	225.00	300.00	375.00
281.		8.6(9)	Failure to comply with towing rates	450.00	600.00	750.00
282.		8.6(10)	Failure to comply with Re-Tow towing rates	450.00	600.00	750.00
283.		8.6(11)(a)	Failure to maintain Tow Truck Driver information	225.00	300.00	375.00
284.		8.6(11)(b)	Failure to maintain Tow Truck information	450.00	600.00	750.00
285.		8.6(12)	Failure to maintain Tow Truck Trip information	225.00	300.00	375.00
286.		8.6(13)	Failure to maintain run sheets	225.00	300.00	375.00
287.		8.6(14)	Failure to provide affiliated Public Garage information	225.00	300.00	375.00
<b>Noise By-law 2017-76</b>						
<b>Noise By-law 2017-76, as amended</b>	288.	3.1	Make, cause or permit the emission of noise likely to disturb	150.00	200.00	250.00
	289.	3.2(a)	Make, cause or permit tires to squeal	150.00	200.00	250.00
	290.	3.2(b)	Operate a combustion engine without an effective exhaust or muffler	150.00	200.00	250.00
	291.	3.2(b)	Operate a pneumatic device without an effective exhaust or muffler	150.00	200.00	250.00
	292.	3.2(c)	Make, cause or permit the operation of a vehicle with a trailer to clank, squeal or other like noises	150.00	200.00	250.00
	293.	3.2(d)	Make, cause or permit the use of a horn, whistle, bell, or other	150.00	200.00	250.00
	294.	3.2(e)	Make, cause, or permit the operation of an air conditioner not in proper working order	150.00	200.00	250.00
	295.	3.2(e)	Make, cause or permit the operation of a pool pump or filter not in proper working order	150.00	200.00	250.00
	296.	3.2(e)	Make, cause or permit the operation of a heat	150.00	200.00	250.00

<b>Noise By-law 2017-76, as amended</b>	297.	3.2(f)	pump not in proper working order Make, cause or permit noise from false alarm in excess of 10 minutes	150.00	200.00	250.00
	298.	3.2(g)	Make, cause or permit the operation of a roof top unit not in proper working order	150.00	200.00	250.00
	299.	4.1	Make or permit noise during prohibited time	150.00	200.00	250.00
<b>Outdoor Serving Area By-law 2016-29</b>						
<b>Outdoor Serving Area By-law 2016-29, as amended</b>	300.	2.1	Operate an Outdoor Serving Area without a licence	450.00	600.00	750.00
	301.	4.3	Failure to post municipal regulations	150.00	200.00	250.00
<b>Parking By-law 2019-62</b>						
<b>Parking By-law 2019-62, as amended</b>	302.	5(2)	Interfere with Authorized Sign	30.00	40.00	50.00
	303.	5(3)	Obstruct Authorized Sign	30.00	40.00	50.00
	304.	6(1)(a)	Park facing wrong direction	30.00	40.00	50.00
	305.	6(1)(b)	Park more than 30cm from curb	30.00	40.00	50.00
	306.	6(1)(c)	Fail to park parallel to curb	30.00	40.00	50.00
	307.	7(1)(a)	Park within 9m of non-signalized intersection	37.50	50.00	62.50
	308.	7(1)(b)	Park within 15m of signalized intersection	37.50	50.00	62.50
	309.	7(1)(c)	Exceed posted time	30.00	40.00	50.00
	310.	7(1)(d)	Park contrary to traffic control device	30.00	40.00	50.00
	311.	7(1)(e)	Park causing obstruction	30.00	40.00	50.00
	312.	7(1)(f)	Park between 0200 and 0600 hrs	75.00	100.00	125.00
	313.	7(1)(g)	Park on boulevard	37.50	50.00	62.50
	314.	7(1)(h)	Park within 3m of hydrant	75.00	100.00	125.00
	315.	7(1)(i)	Park within 152m of firefighting apparatus	56.25	75.00	93.75
	316.	7(1)(j)	Park within 7m of fire hall entrance – same side	37.50	50.00	62.50
	317.	7(1)(k)	Park within 30m of fire hall entrance – opposite side	37.50	50.00	62.50
	318.	7(1)(l)	Park on a bridge	37.50	50.00	62.50
	319.	7(1)(m)	Park within 6m of bus stop	30.00	40.00	50.00
	320.	7(1)(n)	Park in a public laneway	30.00	40.00	50.00
	321.	7(1)(o)	Park on a median	37.50	40.00	50.00
	322.	7(1)(p)	Double park	37.50	50.00	62.50
	323.	7(1)(q)	Park within turning circle	30.00	40.00	50.00
	324.	7(1)(r)	Park displaying vehicle for sale	30.00	40.00	50.00
	325.	7(1)(s)	Park without valid registration	30.00	40.00	50.00
	326.	7(1)(t)	Parked while washing or repairing vehicle	30.00	40.00	50.00
	327.	7(1)(u)	Exceed 3 consecutive hours	30.00	40.00	50.00
	328.	7(1)(v)	Park within 0.6m of driveway	37.50	50.00	62.50
	329.	7(1)(w)	Park obstructing previously parked vehicle	30.00	40.00	50.00
	330.	7(1)(x)	Park on narrow roadway	30.00	40.00	50.00
	331.	7(1)(y)	Park alongside railway tracks	30.00	40.00	50.00
	332.	7(1)(z)	Park causing obstruction to building	30.00	40.00	50.00
	333.	7(1)(aa)	Park within 15m of Authorized Sign intersection	30.00	40.00	50.00
	334.	7(1)(bb)	Park within 30m of traffic signal intersection	37.50	50.00	62.50
335.	7(1)(cc)	Park within a turning basin	30.00	40.00	50.00	
336.	7(1)(dd)	Interfere with funeral procession	30.00	40.00	50.00	
337.	7(1)(ee)	Park within 15m of dead-end roadway	30.00	40.00	50.00	
338.	7(1)(ff)	Park within 3m of walkway	30.00	40.00	50.00	
339.	7(1)(gg)	Park within Unauthorized Area	75.00	100.00	125.00	
<b>Parking By-law 2019-62, as amended</b>	340.	7(2)	Park commercial vehicle on street	41.25	55.00	68.75
	341.	7(3)	Park trailer on street	41.25	55.00	68.75
	342.	7(4)(a)	Park within 15m of crosswalk – same side	37.50	50.00	62.50
	343.	7(4)(b)	Park within 30m of crosswalk – opposite side	37.50	50.00	62.50
	344.	7(5)(a)	Unauthorized parking on private property	30.00	40.00	50.00
	345.	7(5)(b)	Unauthorized parking on Town property	30.00	40.00	50.00
	346.	7(5)(c)	Park during restricted time	30.00	40.00	50.00
	347.	8(1)(a)	Stop within intersection	37.50	50.00	62.50
	348.	8(1)(b)	Stop within 9m of pedestrian crossover	37.50	50.00	62.50
	349.	8(1)(c)	Stop within 9m of School Crossing Guard	37.50	50.00	62.50
	350.	8(1)(d)	Stop causing obstruction	37.50	50.00	62.50
	351.	8(1)(e)	Stop contrary to traffic control device	30.00	40.00	50.00
	352.	8(1)(f)	Stop parallel to vehicle	30.00	40.00	50.00
	353.	8(1)(g)	Stop on a bridge	37.50	50.00	62.50
	354.	8(1)(h)	Stop within tunnel	37.50	50.00	62.50
	355.	8(1)(i)	Stop obstructing traffic	56.25	75.00	93.75
	356.	8(1)(j)	Stop within turning circle	37.50	50.00	62.50
	357.	8(1)(k)	Stop within Unauthorized Area	75.00	100.00	125.00
	358.	9(3)	Park within fire route	112.50	150.00	187.50
	359.	10(1)	Park contrary to No Parking sign	37.50	50.00	62.50
	360.	11(1)	Stop contrary to No Stopping sign	37.50	50.00	62.50
	361.	13(1)(a)	Park contrary to municipal parking area	30.00	40.00	50.00
	362.	13(1)(b)	Park in more than one space	30.00	40.00	50.00
	363.	13(1)(c)	Unauthorized parking in municipal parking area	30.00	40.00	50.00
	364.	14(1)(a)	Failure to display accessible permit	300.00	300.00	300.00

	365.	14(1)(b)	Unauthorized use of accessible permit	300.00	300.00	300.00
	366.	17(2)	Obstruct a Municipal Enforcement Officer	75.00	100.00	125.00
<b>Parks By-law 2013-14</b>						
<b>Parks By-law 2013-14, as amended</b>	367.	<b>2.1</b>	<b>Enter restricted area</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	368.	2.2.1(a)	Violent, threatening, or unlawful conduct	150.00	200.00	250.00
	369.	2.2.1(b)	Cast, throw, or propel object endangering person or property	150.00	200.00	250.00
	370.	2.2.1(c)	Create nuisance causing a disturbance	150.00	200.00	250.00
	371.	2.2.1(e)	Remove, relocate, or damage equipment or signage	150.00	200.00	250.00
	372.	<b>2.5.1(a)</b>	<b>Climb structure not intended to be climbed</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	373.	<b>2.5.1(b)</b>	<b>Damage or remove vegetation</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	374.	<b>2.5.1(c)</b>	<b>Damage or remove structure</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	375.	2.7	Consume, serve, or sell alcohol	150.00	200.00	250.00
	376.	2.9.1(a)	Remove, cut, or destroy tree on municipal property	150.00	200.00	250.00
	377.	3.1(a)	Access or occupy park for non-recreational use	150.00	200.00	250.00
	378.	3.1(b)	Enter or gather in park between 11:00pm and 5:00am	150.00	200.00	250.00
	379.	3.4	Operate loud speakers or amplified equipment in a park	150.00	200.00	250.00
	380.	3.5	Dwell, camp, or lodge in a park	150.00	200.00	250.00
	381.	3.6	Place, install, or erect a tent or structure in a park	150.00	200.00	250.00
	382.	<b>4.1.1(b)</b>	<b>Interfere with organized activity</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	383.	<b>4.5.1</b>	<b>Skate where not permitted</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	384.	4.8	Failure to comply with posted rules for tennis	150.00	200.00	250.00
	385.	<b>5.1.1(a)</b>	<b>Operate bicycle in prohibited area</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
386.	5.1.1(a)	Obstruct or endanger others while riding a bicycle	150.00	200.00	250.00	
387.	5.2	Ride, drive, or park motorized recreational vehicle in park	150.00	200.00	250.00	
<b>Pool Enclosure By-law 2008-18</b>						
<b>Pool Enclosure By-law 2008-18, as amended</b>	388.	9	Failure to obtain permit	225.00	300.00	375.00
	389.	10	Failure to construct pool enclosure	150.00	200.00	250.00
	390.	11	Failure to comply with pool enclosure requirements	150.00	200.00	250.00
	391.	13	Remove part of pool enclosure	150.00	200.00	250.00
	392.	14	Alter pool enclosure without permit	150.00	200.00	250.00
	393.	18	Construct pool causing obstruction to drainage	150.00	200.00	250.00
	394.	21	Permit discharge of water affecting neighbouring property	150.00	200.00	250.00
	395.	22	Failure to drain pool as required	150.00	200.00	250.00
<b>Property Standards By-law 2017-62</b>						
<b>Property Standards By-law 2017-62, as amended</b>	396.	<b>3.3</b>	<b>Failure to remediate to acceptable standards</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	397.	<b>3.4</b>	<b>Permit occupancy when standards not met</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	398.	<b>3.5</b>	<b>Failure to repair or demolish</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	399.	<b>3.7</b>	<b>Remove posted notice</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	400.	<b>3.9</b>	<b>Failure to post contact information</b>	<b>150.00</b>	<b>200.00</b>	<b>250.00</b>
	401.	6.1(9)	Dilapidated structure or accumulated materials causing a nuisance	150.00	200.00	250.00
	402.	6.1(10)	Failure to maintain yard from pests	150.00	200.00	250.00
	403.	6.1(12)	Unightly growth	150.00	200.00	250.00
	404.	6.1(15)	Construction bin in yard	150.00	200.00	250.00
	405.	6.1(17)	Interior furniture in yard	150.00	200.00	250.00
<b>Property Standards By-law 2017-62, as amended</b>	406.	6.3(1)	Recurrent ponding of storm water in yard	150.00	200.00	250.00
	407.	6.3(2)	Instability or erosion of soil in yard	150.00	200.00	250.00
	408.	6.3(5)	Failure to maintain drainage pattern	150.00	200.00	250.00
	409.	7.3	Failure to maintain conditions which prevent passage	150.00	200.00	250.00
	410.	8.3(2)	Discharge water on walkways, stairs, or neighbouring property	150.00	200.00	250.00
	411.	9.1	Failure to maintain exterior lighting	150.00	200.00	250.00
	412.	10.1(1)	Failure to maintain fence	150.00	200.00	250.00
	413.	10.1(2)	Failure to maintain fence in structurally sound condition	150.00	200.00	250.00
	414.	11.1	Failure to maintain retaining wall	150.00	200.00	250.00
	415.	12.1	Failure to maintain sign	150.00	200.00	250.00
	416.	13.1(2)	Failure to maintain accessory building	150.00	200.00	250.00
	417.	14.2	Failure to provide report from professional engineer	150.00	200.00	250.00
	418.	15.1	Failure to demolish or repair damaged structure	150.00	200.00	250.00
	419.	17.1(1)	Failure to maintain roof in watertight condition	150.00	200.00	250.00
	420.	17.1(2)	Failure to secure loose materials on roof	150.00	200.00	250.00
	421.	17.1(3)	Failure to remove snow or ice from roof	150.00	200.00	250.00
422.	17.2	Failure to maintain soffit or fascia	150.00	200.00	250.00	
423.	17.3	Failure to maintain eaves trough or downspout	150.00	200.00	250.00	
424.	18.1	Failure to maintain stairs, landings, guards, or handrails	150.00	200.00	250.00	
425.	18.2	Failure to provide handrail	150.00	200.00	250.00	
426.	18.4	Failure to secure fire escape	150.00	200.00	250.00	

<b>Property Standards By-law 2017-62, as amended</b>	427.	19.4	Failure to maintain fire protection requirements	150.00	200.00	250.00
	428.	20.5(5)	Failure to maintain chimney or gas vent	150.00	200.00	250.00
	429.	21.1	Failure to prevent nuisance	150.00	200.00	250.00
	430.	21.1(1)	Failure to prevent light into dwelling	150.00	200.00	250.00
	431.	21.1(2)	Failure to prevent debris onto adjacent property	150.00	200.00	250.00
	432.	21.1(3)	Failure to remove accumulated materials	150.00	200.00	250.00
	433.	21.2(1)	Failure to maintain place for storage of refuse	150.00	200.00	250.00
	434.	21.2(3)	Failure to screen place for storage of refuse	150.00	200.00	250.00
	435.	22.1	Unoccupied and unsecured property	150.00	200.00	250.00
	436.	22.2	Failure to board vacant building	150.00	200.00	250.00
	437.	22.3	Failure to disconnect or secure utilities for vacant building	150.00	200.00	250.00
	438.	24.1	Failure to clear debris or material from demolition	150.00	200.00	250.00
	439.	24.3	Failure to protect adjoining property from demolition	150.00	200.00	250.00
	440.	25.1(2)	Failure to maintain appliances	150.00	200.00	250.00
	441.	25.1(3)	Failure to keep exit unobstructed	150.00	200.00	250.00
	442.	26.1	Failure to maintain dwelling free from conditions encouraging infestation	150.00	200.00	250.00
	443.	26.3	Failure to maintain garbage disposal room	150.00	200.00	250.00
	444.	27.1	Use non-habitable room	300.00	400.00	500.00
	445.	27.9	Failure to maintain supplied appliance	150.00	200.00	250.00
	446.	27.10	Failure to equip carbon monoxide detector	150.00	200.00	250.00
	447.	27.11	Failure to equip smoke detector	150.00	200.00	250.00
	448.	28.2	Failure to provide or maintain mail box	150.00	200.00	250.00
	449.	29.1	Disconnect service or utility	150.00	200.00	250.00
	450.	30.2	Failure to install locking devices on doors	150.00	200.00	250.00
	451.	30.4	Failure to maintain wall or ceiling	150.00	200.00	250.00
	452.	31.1	Failure to provide adequate heating system	150.00	200.00	250.00
	453.	31.4	Failure to provide written report by certified heating contractor	150.00	200.00	250.00
	454.	33.1(2)	Failure to maintain plumbing or fixtures	150.00	200.00	250.00
	455.	33.2	Failure to provide potable running water	150.00	200.00	250.00
	456.	33.6	Failure to provide hot or cold running water	150.00	200.00	250.00
	457.	34.1	Failure to maintain structure from mould	150.00	200.00	250.00
	458.	35.1	Failure to connect dwelling unit to electrical supply system	150.00	200.00	250.00
	459.	35.2	Failure to maintain electrical in good working order	150.00	200.00	250.00
460.	35.6	Failure to maintain electrical fixtures	150.00	200.00	250.00	
461.	36.1(2)	Failure to maintain window in good repair	150.00	200.00	250.00	
462.	36.1(3)	Failure to maintain window locks	150.00	200.00	250.00	
463.	36.3	Failure to provide or maintain window screen	150.00	200.00	250.00	
464.	37.1(1)	Failure to provide natural or artificial ventilation	150.00	200.00	250.00	
465.	38.5	Failure to provide and maintain voice communication system	150.00	200.00	250.00	
466.	40.1	Failure to maintain elevating device	150.00	200.00	250.00	
467.	50.1(1)	Failure to maintain heritage property	450.00	600.00	750.00	
468.	50.1(3)	Failure to obtain heritage permit	450.00	600.00	750.00	
469.	53.1	Alter, remove, or demolish heritage property	450.00	600.00	750.00	
470.	54.1	Failure to maintain utilities to prevent damage to heritage property	450.00	600.00	750.00	
471.	54.2(1)	Failure to secure vacant heritage property	450.00	600.00	750.00	
<b>Road Occupancy By-law 2018-31</b>						
<b>Road Occupancy By-law 2018-31, as amended</b>	472.	3.3.1	Cause or permit material, waste, or sediment on highway	150.00	200.00	250.00
	473.	3.3.2	Deposit snow or ice on roadway, sidewalk, or boulevard	150.00	200.00	250.00
	474.	3.3.4	Alter grade on boulevard	150.00	200.00	250.00
	475.	3.3.8	Place debris on highway	150.00	200.00	250.00
	476.	3.3.9	Place landscape or construction material or bin on highway	150.00	200.00	250.00
	477.	4.1	Failure to obtain Road Occupancy Permit	225.00	300.00	375.00
<b>Second Hand Goods Shops and Dealers By-law 2008-79</b>						
<b>Second Hand Goods Shops and Dealers By-law 2008-79, as amended</b>	478.	3.1	Operate business without a licence	450.00	600.00	750.00
	479.	3.2(3)	Failure to post licence in premise	225.00	300.00	375.00
	480.	3.2(4)	Purchase second hand good with serial numbers removed or obstructed	225.00	300.00	375.00
	481.	4.1	Failure to record complete acquisition	225.00	300.00	375.00
	482.	5.1	Dispose of goods not in accordance with by-law	225.00	300.00	375.00
	483.	11.1	Failure to produce records	225.00	300.00	375.00
<b>Sign By-law 2017-73</b>						
<b>Sign By-law 2017- 73, as amended</b>	484.	3.1	Prohibited sign	225.00	300.00	375.00
	485.	3.2	Prohibited sign location	150.00	200.00	250.00
	486.	3.4	Sign causing obstruction	150.00	200.00	250.00
	487.	3.7	Flashing, animated, or noise emitting sign	150.00	200.00	250.00

<b>Sign By-law 2017-73, as amended</b>	488.	3.8	Sign on vehicle or trailer	150.00	200.00	250.00
	489.	3.10	Unlawful temporary sign	150.00	200.00	250.00
	490.	4.1	Failure to obtain a sign permit	150.00	200.00	250.00
	491.	4.2	Alter sign after approval	150.00	200.00	250.00
	492.	7.3	Failure to removed expired sign	150.00	200.00	250.00
	493.	10.1(c)	Failure to maintain sign	150.00	200.00	250.00
	494.	11.2	Erect, post, or display sign on Town property	150.00	200.00	250.00
	495.	11.6	Erect, post, or display sign on private property	150.00	200.00	250.00
	496.	22.2	New home development sign displayed during prohibited time	150.00	200.00	250.00
<b>Site Alteration By-law 2016-58</b>						
<b>Site Alteration By-law 2016-58, as amended</b>	497.	4.1	Carry out site alteration without a permit	225.00	300.00	375.00
	498.	5.1	Permit site alteration for storage	150.00	200.00	250.00
	499.	5.2(a)	Permit site alteration without owner permission	150.00	200.00	250.00
	500.	5.2(b)	Permit site alteration with non-clean fill	150.00	200.00	250.00
	501.	5.2(c)	Permit site alteration contrary to drainage requirements	150.00	200.00	250.00
	502.	5.2(d)	Permit site alteration contrary to ESC requirements	150.00	200.00	250.00
	503.	5.3	Carry out site alteration during wind warning	150.00	200.00	250.00
	504.	5.4	Carry out site alteration in special area without a permit	150.00	200.00	250.00
	505.	5.5	Alter grade contrary to approved application	225.00	300.00	375.00
	506.	10.1	Obstruct a Municipal Enforcement Officer	450.00	600.00	750.00
<b>Smoking By-law 2019-31</b>						
<b>Smoking By-law 2019-31 as amended</b>	507.	3.1	Smoke in public place	150.00	200.00	250.00
	508.	3.2	Permit smoking on Town property	150.00	200.00	250.00
<b>Waste Collection By-law 2017-19</b>						
<b>Waste Collection By-law 2017-19, as amended</b>	509.	4.1	Failure to set out refuse in accordance with by-law	150.00	200.00	250.00
	510.	4.2	Deposit refuse on private or public property	150.00	200.00	250.00
	511.	4.3	Place or permit refuse causing a nuisance	150.00	200.00	250.00
	512.	4.4	Refuse placed for collection on improper date or time	150.00	200.00	250.00
<b>Emergency Measures By-law 2020-20</b>						
<b>Emergency Measures By-law 2020-20, as amended</b>	513.	3(1)	Permit or gather with more than the number of individuals prescribed by an Emergency Order	450.00	600.00	750.00
	514.	3(2)	Enter or remain in any park deemed closed	450.00	600.00	750.00
	515.	3(3)	Failure to maintain a 2m physical distance	450.00	600.00	750.00
	516.	3(4)	Guardian permits or allows individual to not maintain 2m physical social distance	450.00	600.00	750.00
	517.	3(5)	Permit more than the number of individuals prescribed by an Emergency Order to enter premise at one time	450.00	600.00	750.00
	518.	3(6)	Failure to restrict access to enter premise	450.00	600.00	750.00
	519.	3(7)	Failure to maintain 2m physical distance of customers within premise	450.00	600.00	750.00
	520.	3(8)	Failure to comply with any order made during a declared emergency	450.00	600.00	750.00
	521.	5(3)	Obstruct a municipal enforcement officer	450.00	600.00	750.00

**Schedule “B”**

**Administrative Monetary Penalty System By-law  
Administrative Fees**

1. The table below lists the **Administrative Fees** as defined in Section 2 of this By-law.

<b>Administrative Fee Description</b>	<b>Fee Amount</b>
<b>Adjudication Fee</b>	\$25.00
<b>Fee – Hearing No-Show</b>	\$100.00
<b>Fee – MTO Plate Denial</b>	\$20.00
<b>Fee – MTO Search</b>	\$10.00
<b>Fee – Screening No-Show</b>	\$50.00

Note: Fees listed in Schedule “B” to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.



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## **Service Delivery Responses in line with Provincial Covid-19 Responses Staff Report to Council**

Report Number: 2020-87

Department(s): Operational Leadership Team

Author(s): Colin Service, Director Recreation & Culture; Mark Agnoletto, Director Public Works

Meeting Date: November 16, 2020

### **Recommendations**

1. That the report entitled Service Delivery Responses in line with Provincial Covid-19 Responses dated November 16, 2020 be received; and,
2. That the recommendations included within the context of the report be approved, recognizing that budget impacts can be further examined through the budget process; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

The Province of Ontario has adopted a new framework in response to the Covid-19 pandemic. This new colour coded system provides greater clarity in the decision making of the province around restrictions and enables the Town to better plan and prepare for the next few months.

This report provides Council with a series of recommendations around the following services and amenities in consideration of the new provincial framework to address the Covid-19 Pandemic: Riverwalk Commons; Outdoor Community Rinks; Bobby Forhan Olympic Ice Pad; Magna Centre Gymnasium and Multipurpose Spaces; Magna Fitness Centre; Ray Twinney Pool; Ray Twinney Lounges/Multipurpose Space; Expanded Use of Youth Centre; Newmarket Community Centre & Lions Hall; Old Town Hall; NewRoads Performing Arts Centre; Elman Campbell Museum; Service Delivery at 395 Mulock

Service Delivery Responses in line with Provincial Covid-19 Guidelines

Drive; Council/Committee Meetings at 395 Mulock Drive; Meetings involving Public and Staff at 395 Mulock Drive; Overnight Parking Considerations; Town Run Special Events; Community Run Special Events on Town Property; Seniors/Older Adult Programming;

## **Purpose**

The purpose of this report is to advise Council of the new provincial protocols with respect to Covid-19 and to seek Council approval in adopting a framework for resumption of services in line with the provincial protocols.

## **Background**

On Tuesday, November 3, Premier Ford announced a new provincial framework for responding to the Covid-19 pandemic. Attached to this report (Appendix 1) is a guideline outlining the new framework.

The new guidelines set out 5 distinct, colour coded, levels of restrictions:

- Green: Prevent (Least stringent level of restrictions)
- Yellow: Protect
- Orange: Restrict
- Red: Control
- Grey: Lockdown (most stringent)

There are now key indicators that will define in which zone a region will reside. Those indicators will be readily available for viewing by the public, on a dashboard. This will remove some of the guess work as to when we can anticipate changes.

The Town of Newmarket (along with all of York Region) is currently in the Restrict Zone (Orange) under the provincial framework.

As the Town responds to the new provincial protocols set forth, decisions will continue to be guided by the following principles:

- People first – the driving force for all of our actions will prioritize safety for our staff, residents and patrons
- Responsibility – we will strive to ensure that all measures are prudent, placing the safety of those most vulnerable at the forefront, and demonstrating strong fiscal stewardship
- Evidence-informed - emerging scientific knowledge, public health data and consistent measure will inform our actions
- Clarity – our actions will be clear and well communicated
- Flexibility – we will adapt to changing information and be responsive to the advice and direction of all levels of government

- **Courage and Creativity** – demonstrate these traits as municipal leaders who serve as a model to other municipalities, while balancing strong commitment to provincial directives and best practices developed by our colleagues

There is significant confusion across the province with regards to what is and is not open, and what public health measures are required. This coupled with a long period of family or individual isolation is leading many to disregard important public health measures. It is anticipated that this new provincial framework will assist in addressing the confusion and lack of overall clarity.

## **Discussion**

The new approach adopted by the province has significant impact on how the Town of Newmarket responds and considers service delivery moving forward. Various amenities and services are highlighted below. Under each section is a brief background, a better understanding of public health measures in line with the new provincial framework, and financial implications that should also be carefully considered.

Please note that the recommendations put forth are reflective of our current reality – that we are operating in the Orange Zone. The Red Zone does represent more significant restrictions and would essentially see many of the services outlined below restricted significantly.

All recommendations put forth have also been considered within a context of how neighbouring municipalities are operating within this new framework as well.

## **Riverwalk Commons**

Riverwalk Commons traditionally opens in the second half of November. The unseasonal warm temperatures this November have delayed the opening time frame. Traditionally, the rink operates with minimal staff on a first come, first served basis with no real monitoring of how many use the surface at any given time.

### Public Health Measures

In both the Yellow and Orange Zones, appointment and scheduled entry is required for use of any recreation amenity. This facilitates better management of participants and readily available contact tracing. Participants must be screened in advance of participation. Additionally, physical distancing requirements should be enforced.

### Town Implementation

In order to accommodate this, the ice at Riverwalk would need the following operational changes:

- i) The ice surface must be fenced (with event fencing) to allow for one point of entry and one point of exit.
- ii) A maximum of 50 people can be permitted on the ice at one time.

- iii) While open, a staffing model will need to be put in place that monitors entry and exit, and behavior of participants (ie. maintaining appropriate physical distancing)
- iv) Participants will be asked to prebook. Blocks will be offered on the hour.
- v) Overnight security should be considered to assist in managing after hour hockey play that has traditionally occurred (though not permitted).

### Financial Considerations

The financial impact represented by the above noted measures represent approximately \$3,500 per week in additional staffing costs (excluding security costs). Should Security be required, this would increase the weekly cost by approximately \$2,000 per week. Note that an operating season could last up to 15 weeks. Should staffing and security be required for that entire period, it represents a potential additional expense of \$82,500. The Town currently has the necessary amount of fencing required. The cost for staffing is reflected in the overall expenses shown in the budget impacts section as a direct program expense.

### Recommendation

It is recommended that we delay the opening of Riverwalk Commons to Friday, December 18<sup>th</sup>, to minimize financial impacts and ensure that appropriate staff can be hired and trained. Further, it is recommended that the Town monitor after hours use and only engage in additional security should the need arise.

## **Outdoor Community Rinks**

There are currently three outdoor rinks that operate annually by volunteer lead groups, on Town owned property. These rinks are located at Lions Park (Ward 5), Ken Sturgeon Park (Ward 1), and Whipper Watson Park (Ward 6).

### Public Health Measures

The measures noted for Riverwalk Commons would also be required for all community run outdoor rinks.

### Financial Considerations

There would be no significant financial impact to operate the outdoor rinks given that they are completely maintained and monitored by volunteers. Some staff time would be involved in working with the community groups to better understand the public health requirements.

### Recommendation

It is recommended that staff work closely with volunteer groups, advising them of all necessary public health measures. Volunteer groups would then be required to sign off on operating guidelines. If they are unable to implement the operating guidelines, the outdoor rink would not be opened for the season.

## **Bobby Forhan Olympic Ice Pad (at Magna Centre)**

The Town currently has four ice pads in operation. The Bobby Forhan Olympic Ice Pad has remained closed, pending the installation of a new cooling tower at Magna Centre. Council was previously updated that the Bobby Forhan ice pad would be opened upon completion of the cooling tower work. That work has now been completed. Production of the ice has commenced.

### Public Health Measures

The public health measures would follow the same measures currently in place for all other ice pads, specifically:

- i) No more than 50 individuals in an ice rink at one time (including participants, coaches, spectators/caregivers)
- ii) Participants should practice physical distancing wherever possible
- iii) Masks must be worn at all times, excluding time when on ice

### Town Implementation

The Town is well positioned to open the Bobby Forhan Ice Pad following the already established protocols in place at all other ice pads.

### Financial Considerations

Maintenance and cleaning related expenses do increase in this pandemic environment. However, all of these additional expenses are covered by projected revenues that will be achieved by operation of the ice pad. This is reflected in the financial forecast provided in the budget impact section.

### Recommendation

That the Bobby Forhan Olympic Ice Pad be opened effective November 30, 2020.

## **Magna Centre – Gymnasium and Multipurpose Spaces**

The gymnasium has been opened previously for group fitness classes and some small sports team rentals.

### Public Health Measures

The new provincial framework provides for a maximum facility capacity within the various zones. The Orange Zone stipulates that a facility have a maximum capacity of 50 individuals (excluding ice rinks and pools). Therefore, all other spaces (fitness centre, gymnasium, multipurpose spaces) can collectively have no more than 50 individuals. Additionally, individuals must prebook participation and be screened upon entry.

### Town Implementation

In order to implement these measures, it is necessary that a maximum number of participants be established. This will ensure that programming and participation can occur while still complying with provincial regulations.

### Financial Considerations

There are additional implications on cleaning and programming staff. Cleaning and facility staff are operating at capacity. Additional programming will necessitate bringing in additional staff cleaning support. Revenues achieved through programming will partially offset expenses – the expenses will exceed any revenues earned. These expenses and revenues are factored into the forecast provided in the budget impact section.

### Recommendation

It is recommended that staff proceed slowly with programming within the gymnasium and group fitness studio, capping the total number of participants at 20 between these spaces. Further it is recommended that we limit use of all other spaces at Magna outside of the Fitness Centre and Studio, Gymnasium, Pool and Ice Rinks until such time as the restrictions are lifted to accommodate more individuals.

## **Fitness Centre at Magna**

The Fitness Centre is currently operational, located on a dry ice pad at the Magna Centre. This additional space has enabled all equipment to be operational, ensuring that there is ample space between each piece of equipment.

### Public Health Measures

There are a variety of public health measures required to safely operate a fitness facility. These include: prebooking of workout to allow for contact tracing and participant management; participants must wear a mask at all times excluding while on a piece of cardio equipment; the maximum occupancy, combined with all other amenities excluding pools and ice, is 50 individuals; equipment being used must be at least 9 feet away from other pieces of equipment; the duration of visits should be limited to 60 minutes.

### Town Implementation

The Town had already developed opening protocols when the fitness centre was opened as part of the previous Stage 3. These protocols already aligned with all new provincial guidelines. By operating on an ice pad, the amount of space has facilitated a maximum number of participants able to use all pieces of equipment.

### Financial Considerations

In order to maximize the number of members we are able to serve (and thus the number of members who are willing to pay), it is imperative that ample space provided on a dry ice pad continue to be provided. Further, staff believe that all ice requests for the 2020-

2021 season (due to Covid-19 related restrictions) can be accommodated on the remaining 5 ice pads, so there is no anticipated lost ice revenue by keeping one ice pad out of circulation this season.

### Recommendation

It is recommended that a cap of 30 participants per time slot be permitted to book at this time. Further, it is recommended that the Fitness Centre remain in the current location on a dry ice pad until at least June, 2021.

## **Ray Twinney Pool**

Ray Twinney Pool has remained closed. There have been requests from users and user groups to consider reopening the facility. Traditional swimming lessons cannot be offered at this time with the current restrictions. Magna Pool has been opened since September – use of the pool has been limited to lane swims (capped at 8 participants), aquafitness (capped at 15 participants), public swim (capped at 15 participants), and rentals to user groups.

### Public Health Considerations

Pool operations include a number of considerations that have been accommodated within the operations at Magna. These include: reduced capacities; use of change rooms only upon exit; wearing masks until in the water; restrictions on how instructional programs take place (restrictions that are extremely challenging to meet).

### Town Implementation

The Town has established protocols in place for the operation of Magna that can be applied at Ray Twinney when we are ready to open the facility.

### Financial Considerations

Pools represent a significant operating expense. Traditionally pools operate a net deficit. This is further compounded during Covid-19 as the services that drive most significant revenues (ie. swimming lessons) cannot be offered at this time. As such, opening Ray Twinney would represent a significant expense and would only marginally increase the number of individuals who benefit. The financial forecast provided assumes an opening of Ray Twinney Pool toward the end of March 2021. There could be additional savings realized if the pool were kept closed for a longer period of time.

### Recommendation

It is recommended that the Ray Twinney Pool remain closed until York Region is in the Yellow Zone for a minimum of 4 weeks. Preference would be given to waiting until York Region is in the Green Zone. Once in the Green Zone, the Town can start resuming more of the programs traditional to pool operations.

## **Ray Twinney Lounge/Multipurpose Spaces**

These spaces are currently closed. Rentals have not yet been accommodated as the situation and corresponding restrictions have been fluid and unpredictable. The Town has also not yet offered any registered program in these spaces.

### Public Health Measures

All multipurpose spaces are subject to a capacity of 50 people collectively within the entire facility. Additionally, attendees of the facility must be screened and logged for contact tracing purposes.

### Town Implementation

The multipurpose and lounge spaces available at Ray Twinney are not needed for Town programming. However, under the current set of restrictions, these spaces could be made available for small rentals. Community based organizations will be given priority for bookings, ensuring that optimum community benefit (ie. service club collection/distribution style events, etc) is achieved. Private bookings that foster social gathering (ie. family parties, celebratory events, etc.) will not be booked at this time.

### Financial Considerations

Carefully managed bookings can facilitate additional revenue without incurring significant additional expenses. For example, establishing booking parameters of no more than one booking per day, per space, can allow for booking revenue to be achieved with no significant additional expenses. These additional revenues are included within the forecast provided within the budget impact section.

### Recommendation

It is recommended that bookings be permitted in the lounges and multipurpose spaces effective Jan 4<sup>th</sup>, 2020. Further, it is recommended that bookings be limited to one per day until the Town of Newmarket is at minimum in the Green Zone for a period of 4 weeks.

## **Expanded Use of Youth Centre**

The Youth Centre Skate Park has been open for limited participation since the summer. There are additional spaces, including the gymnasium and multipurpose spaces that could be utilized to accommodate programming opportunities.

### Public Health Measures

The Youth Centre is subject to the current restrictions of a maximum capacity of 50 individuals for the entire facility. The Skate Park is presently operating with a capacity of 15. All individuals who enter the facility must prebook space and be screened upon entry. Participants must also wear a mask.

### Town Implementation

The current staffing model and screening processes are sufficient to allow additional programming opportunities within the other spaces within the facility.

### Financial Considerations

Facility cleaning is currently being met by contract cleaners. Any increase in total amount spent on cleaning would be recouped by revenue generated through programming. No additional screening staff would be required. This is reflected in the overall financial forecast provided within the budget impact section.

### Recommendation

It is recommended that additional programming (primarily Seniors daytime programming) be added to the current offerings at the Youth Centre. It is further recommended that this additional programming begin gradually, effective Nov 30, 2020.

## **Newmarket Community Centre & Lions Hall**

The Newmarket Community Centre & Lions Hall has remained closed. It is primarily used as a rental facility. As stated previously, the Town has not yet started renting out these types of spaces, as regulations and public health requirements have been in flux.

### Public Health Measures

All multipurpose spaces and halls are subject to a capacity of 50 people collectively within the facility. Additionally, attendees of the facility must be screened and logged for contact tracing purposes.

### Town Implementation

The spaces available at Newmarket Community Centre & Lions Hall are not needed for Town programming at this time. However, under the current set of restrictions, these spaces could be made available for small rentals. Community based organizations will be given priority for bookings, ensuring that optimum community benefit is achieved. Private bookings that foster social gathering for select individuals will not be booked at this time.

### Financial Considerations

Carefully managed bookings can facilitate additional revenue without incurring significant additional expenses. For example, establishing booking parameters of no more than one booking per day, per space, can allow for booking revenue to be achieved with no additional expenses.

### Recommendation

It is recommended that bookings be permitted in the halls effective Jan 4<sup>th</sup>, 2021. Further, it is recommended that bookings be limited to one per day until the Town of Newmarket is in the Green Zone for at least 4 weeks.

## **Old Town Hall**

The Old Town Hall has remained closed. Traditionally, it is primarily used as a rental facility. As stated previously, the Town has not yet started renting out these types of spaces, as regulations and public health requirements have been in flux.

### Public Health Measures

All multipurpose spaces and halls are subject to a capacity of 50 people collectively within the facility. Live performance spaces are subject to very stringent criteria, including presence of an impermeable barrier separating the audience from performers. These public health measures are prohibitive for indoor live performances at this time. Additionally, attendees of the facility must be screened and logged for contact tracing purposes. All patrons must also wear a mask.

### Town Implementation

The spaces available at Old Town Hall are not needed for Town programming at this time. However, under the current set of restrictions, these spaces could be made available for small rentals. It should be noted that there are currently no staff working out of Old Town Hall. Community based organizations will be given priority for bookings, ensuring that optimum community benefit is achieved. Private bookings that foster social gathering for select individuals will not be booked at this time.

### Financial Considerations

Carefully managed bookings can facilitate additional revenue without incurring significant additional expenses. For example, establishing booking parameters of no more than one booking per day, per space, can allow for booking revenue. However, either additional staff or contract cleaners would need to be hired to facilitate any bookings.

### Recommendation

It is recommended that Old Town Hall remain closed until the Town of Newmarket is in the Green Zone for at least 4 weeks. It is further recommended that booking be considered in special circumstances, on a one off basis. In these special circumstances rental fees will include cost for additional cleaning.

## **NewRoads Performing Arts Centre**

The NewRoads Performing Arts Centre has remained closed with the exception of a few virtual events where performers utilized the stage.

### Public Health Measures

All performing arts spaces and halls are subject to a capacity of 50 people collectively within the facility. Live performance spaces are subject to very stringent criteria, including presence of an impermeable barrier separating the audience from performers. These public health measures are prohibitive for indoor live performances at this time.

Additionally, attendees of the facility must be screened and logged for contact tracing purposes. Participants should also wear a mask.

#### Town Implementation

This facility is maintained and cleaned by the York Region District School Board. Any uses must be coordinated with their cleaning staff. The newly finished lobby space can be utilized as a rental venue for small gatherings. Community based organizations will be given priority for bookings, ensuring that optimum community benefit is achieved. Private bookings that foster social gathering for select individuals will not be booked at this time.

#### Financial Considerations

Carefully managed bookings can facilitate additional revenue without incurring significant additional expenses. For example, establishing booking parameters of no more than one booking per day can allow for booking revenue to be achieved with no additional expenses subject to school board agreement for cleaning.

#### Recommendation

It is recommended that rentals be allowed effective Jan 4<sup>th</sup>, 2021. Further, it is recommended that bookings be limited to one per day until the Town of Newmarket is at minimum in the Green Zone for at least 4 weeks.

### **Elman Campbell Museum**

The Elman Campbell Museum is able to open under current guidelines. However, the Town has elected to keep the facility closed at this time. The facility is small – accommodating physical distancing would severely limit the number of individuals permitted in the space at any given time. The decision to remain closed has also been driven by the need to utilize the staffing resources associated with the facility to support the already opened facilities.

#### Public Health Measures

All museum space are subject to a capacity of 50 people collectively within the facility. However, physical distancing must be maintained. This limits the number of individuals allowed within the space at any given time. Additionally, attendees of the facility must be screened and logged for contact tracing purposes. All patrons must wear a mask at all times.

#### Town Implementation

The facility continues to remain closed at this time.

### Financial Considerations

The staff who operate the facility are currently supporting other facilities. Additional part time staff, totaling \$1,100 per week would need to be hired to fulfill the support they are providing in other facilities.

### Recommendation

It is recommended that the Elman Campbell Museum remain closed until at least June 30, 2021.

## **Service Delivery at 395 Mulock Drive**

The Town Office has remained closed. However, the vast majority of services have continued to be offered through alternative service delivery approaches, including online and via telephone. Cash payments have not been accepted.

### Public Health Measures

The most significant applicable measures that would need to be applied upon opening of the Town Office include: all patrons must wear masks; those who enter the building will need to be screened and logged for contact tracing; there cannot be more than 50 people in the entire building (excluding staff). These measures apply in the orange, yellow and green zones.

### Town Implementation

Given the specific public health measures, the following implementation strategies could be adopted: pre-scheduled meeting with staff that comply with physical distancing measures and occupancy limits can commence as soon as possible; customer service to allow in person interactions only within the customer service area in January, 2021; initial opening of in person customer interactions with respective departments excluding customer service to happen after a minimum of 4 weeks presence within the yellow zone; initial opening must be by appointment that is prebooked; two work stations will be installed in the front foyer, so that individuals who have booked an appointment with a specific department will be served at these temporary work stations; once we have been in the green zone for a minimum of four weeks, the temporary work stations could be removed and appointments could be taken at the respective department desks. Service delivery within neighbouring municipalities will also be considered in terms of timing.

### Financial Considerations

There may be some nominal costs in creating the temporary work stations.

### Recommendation

It is recommended that the Town Office reopen for pre-scheduled meetings with public and staff as soon as possible; by appointment only for the customer service area in January 2021 and after four consecutive weeks in the yellow zone customer service offered by individual departments begin by appointment only.

## **Hybrid Council Meetings at 395 Mulock Drive**

On October 13, 2020 Council approved consideration the below motion as part of staff report 2020-69, [Electronic Participation in Meetings and 2021 Council/Committee of the Whole Schedule](#).

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.

### Public Health Measures

In the above-noted report, staff advised that York Region Public Health continued to be consulted for guidance on how to safely re-open the Council Chambers to Members of Council, staff and the public.

Staff have received preliminary advice from York Region Public Health on recommendations; however, it should be noted that this advice was received prior to the province announcing the colour-coded restrictions. As such, staff will continue to consult the public health officials on whether the advice has changed given the province's new framework.

### Town Implementation

As part of report 2020-69, staff advised that the Town continues to work with the vendor to facilitate the necessary hardware and software upgrades in the Council Chambers, and that it was scheduled to be completed by end of November 2020. At the time this report was written, the target completion remains as is.

### Financial Considerations

Funding for the Council Chambers upgrades were funded from the COVID-19 expense account as these costs would have not otherwise been incurred by the Town, and a portion was also funded from previously approved 2020 capital funding.

### Recommendation

That staff continue to work with the Mayor and CAO to determine a suitable date to proceed with hybrid Council, Committee of the Whole, and Site Plan Review Committee meetings.

## **Civil Wedding Services**

The Town contracts out services for civil wedding ceremonies.

### Public Health Measures

The services for these resumed in September 2020 for any couple to book a ceremony, and the contracted officiants have been required to adhere to the provincial guidelines

for the same. Staff continue to monitor the changes and ensure that the wedding officiants are aware of the same.

#### Town Implementation

Health and safety protocols have been established for conducting civil ceremonies and have been approved for use since September 2020.

#### Financial Considerations

This is a service provided by the Town and generates revenue.

#### Recommendation

It is recommended that the Town continue providing civil ceremonies so long as the wedding officiants are comfortable providing the service, continue to adhere to health and safety guidelines, and gathering restrictions in accordance with the provincial requirements.

### **Overnight Parking Restrictions**

Overnight parking restrictions for on-street parking came into effect on November 1<sup>st</sup> and the parking exemption permit program was ended. However, Regulatory Services continues to accept specific requests for temporary on-street parking on a case-by-case basis. Any residents that identify increased vehicles in residential areas due to Covid-19 (ie. more persons required to be at home without adequate parking) will be provided with an exemption as Town staff work to identify a long-term solution. This includes a comprehensive review of Town-owned parking lots that may be utilized for off-street parking during the winter season.

In order to prepare for the overnight parking restrictions coming into effect, the Town's Corporate Communications department conducted a proactive social media blitz one month prior to educate the public on the upcoming changes to parking restrictions. As an additional layer of education, Municipal Enforcement Officers handed out information buck slips to all vehicles parked on roadways two weeks prior to November 1<sup>st</sup>.

Overnight parking restrictions are now being fully enforced by officers to support the Town's Winter Maintenance By-law and the necessity for snow plows to properly access and clear the Town's roadways during the winter season.

#### Public Health Measures

Recognizing that residents may have additional vehicles in residential neighbourhoods due to provincial and public health restrictions relating to Covid-19, consideration should be given on how best to address on-street parking restrictions during the winter season.

#### Town Implementation

In order to mitigate on-street parking concerns, the Town could explore options for providing off-street parking to residents that are experiencing a surplus of vehicles within

their households during the winter season and in conjunction with the COVID-19 pandemic. The Town will need to consider:

- impacts to operational resources for clearing and maintaining any Town-owned lots proposed;
- risk and liability for authorizing Town-owned lots to be used as off-street parking; and
- introducing a permit process for allowing residents to park within any Town-owned lots.

### Financial Considerations

The financial impacts for consideration of utilizing Town-owned lots to permit off-street parking includes:

- Operational staff resources for maintaining these lots; and
- Staff time and resources for developing and administering a permit process.

### Recommendation

It is recommended that Town staff explores any opportunities to convert Town-owned lots into temporary off-street parking for residents experiencing increased vehicles at home due to the Covid-19 pandemic.

It is further recommended that Town staff explores a permit process for any vehicles authorized to park in Town-owned lots during the winter season.

## **Town Run Special Events**

The Town has run a few very small events over the last few months. Events have been run in accordance with all public health regulations.

### Public Health Measures

Special events have specific measures that are required including: participants should prebook for contact tracing; participants should be screened where possible; all indoor events participants must wear masks; events should not exceed 50 people indoors and 100 people outdoors. These health measures are consistent across green, yellow and orange zones. In red zone the size of gathering is reduced to 10 indoors and 25 outdoors. In the grey zone, all events are prohibited.

### Town Implementation

The Town is minimizing the number of events due to the restrictions and financial implications of running events. Planning is proceeding for a small scale, reverse Santa Claus Parade and a drive in fireworks show on New Year's Eve.

### Financial Considerations

Events can be very costly to run. There is no revenue generated through events typically. As such, only events that are funded through grants are being considered at this time. Potential event cancellations are reflected in the financial forecast contained in the budget impact section.

### Recommendation

It is recommended that all events, with the exception of a small reverse Santa Claus Parade and a New Year's Eve fireworks display be cancelled until York Region has been in the Yellow Zone for a minimum of 4 weeks. Larger events planned for the time period between now and March, 2021 will have to be cancelled as lead time to secure vendors, performers and contractors is significant. A further report will be brought forward to Council in consideration of potential Spring Events. Please note, this does represent cancellation of the Nativity Pageant, First Night, Mayor's Levee, Frozen Friday's and Winterfest.

### **Community Run Special Events on Town Property**

The Town has not permitted any events on Town owned property at this time. Most event organizers have elected to cancel events given the uncertainty of public health measures and restrictions. There have been continued requests for events, particularly holiday related events.

### Public Health Measures

The Public Health measures are the same as noted in the town run special events section.

### Town Implementation

The spaces available at Town facilities can be made available for small events as rental opportunities. Event bookings will be focused on supporting community based organizations and events that provide opportunity for our community.

### Financial Considerations

Carefully managed bookings can facilitate additional revenue without incurring significant additional expenses. For example, establishing booking parameters of no more than one booking per day, per space as identified in the specific sections, can allow for booking revenue to be achieved with no additional expenses. These special events are reflected as room bookings in the financial forecast provided in the budget impact section.

### Recommendation

It is recommended that bookings for small events be permitted in Town facilities as per what has been identified under the specific sections on these facilities. Outdoor events can also be permitted. Further, it is recommended that bookings be limited to one per day per venue until the Town of Newmarket is at minimum in the Green Zone for at least 4 weeks.

### **Seniors/Older Adults Programs**

The Newmarket Seniors Meeting Place has remained closed. The Town recently entered into an agreement with Southlake Regional Health Centre to convert NSMP to

an assessment centre. The agreement spans terms of six months that can be renewed after each period depending upon need.

This population continues to express need for programming. Isolation and loneliness are serious issues for older adults in normal circumstances. This is compounded by a pandemic where public health measures enforce the very behaviours that can contribute to these feelings.

### Public Health Measures

Organized in person programs can have a maximum of 10 participants in both orange and yellow zones. Additionally, program participants need to prebook spots for contact tracing and programs should not exceed one hour in length. Physical distancing and wearing of masks is also required.

### Town Implementation

A suite of virtual programs are now being offered. But there is still a desire to see some in person programming available. In person programs can be offered at Youth Centre and Magna Centre while complying with all the public health measures.

### Financial Considerations

Programs will be offered on a cost recovery basis. This is reflected in the forecast provided in the budget impact section.

### Recommendation

It is recommended that we proceed slowly with in person programs beginning November 30<sup>th</sup>. Programs will be small in numbers of participants and will fully comply with all public health measures.

## **Conclusion**

These recommendations represent a continued cautious approach that recognizes the need of our community to engage in meaningful experiences for their own mental and physical health, while complying with all public health measures and balancing the fiscal realities that we now face in responding to this pandemic.

Should Council wish to see greater fiscal restraint, then less services can be considered. Should Council wish to see more opportunities for residents to engage, then there will be greater financial implications to the organization. Regardless of which direction, the Town must legally comply with all public health measures set both regionally and provincially.

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

The strategic vision of the Town of Newmarket is rooted in the concept of being Well Beyond the Ordinary – this vision is achieved through focus on the well being of our

community. The wellness of our community has at all times been first and foremost in the actions taken to date.

## Consultation

This report has been prepared from a cross corporate lens with all departments having had opportunity to provide feedback.

## Human Resource Considerations

There are a number of human resource considerations. The plan as outlined is produced with the following key assumptions:

- Full time staff within Recreation & Culture are redeployed frequently as screeners and for facility supervision to minimize need for additional part time/casual staff
- Facility use by programs and rentals must be balanced with ensuring that we minimize exposure for staff working in the facilities and we are at all times maintaining a safe environment for our employees
- Additional part time staff and external contractors are needed on occasion to ensure that services can be offered while meeting public health guidelines

## Budget Impact

There have been a number of financial considerations outlined through the body of the report. It is important to recognize these financial considerations in the context of what is going to be a much larger financial challenge in 2021. Budgeted revenue targets will not be achieved. Some expense savings can be realized in not achieving certain revenues – but it is important to note that these savings will be coupled with increased costs to deliver services to meet established provincial protocols.

The following table outlines a broad picture of the financial implications of the Covid-19 pandemic for the first half of 2021:

	<b>Current Budget (Jan 1 - June 30, 2021)</b>	<b>Forecast</b>	<b>Variance</b>
Program Revenue	<b>\$1,303,000</b>	<b>\$450,000</b>	<b>-\$853,000</b>
Fitness Membership Revenue	<b>\$415,000</b>	<b>\$300,000</b>	<b>-\$115,000</b>
Ice Rental Revenue	<b>\$900,000</b>	<b>\$750,000</b>	<b>-\$150,000</b>
Room Rental Revenue	<b>\$125,000</b>	<b>\$40,000</b>	<b>-\$85,000</b>
NewRoads Performing Arts Centre	<b>\$188,000</b>	<b>\$16,000</b>	<b>-\$172,000</b>
<b>TOTAL REVENUE</b>	<b>\$2,931,000</b>	<b>\$1,556,000</b>	<b>-\$1,375,000</b>
Direct Program Expenses	<b>\$1,010,000</b>	<b>\$500,000</b>	<b>\$510,000</b>
Direct Fitness Expenses	<b>\$263,700</b>	<b>\$250,000</b>	<b>\$13,700</b>
NRPAC Expenses	<b>\$203,000</b>	<b>\$15,000</b>	<b>\$188,000</b>
Special Event Expenses	<b>\$150,000</b>	<b>\$15,000</b>	<b>\$135,000</b>
Facility Cleaning & Maintenance	<b>\$5,718,000</b>	<b>\$5,820,000</b>	<b>-\$102,000</b>

TOTAL EXPENSES	\$7,344,700	\$6,600,000	\$744,700
NET POSITION	-\$4,413,700	-\$5,044,000	-\$630,300

The above table reflects the financial implications of offering the services as outlined through out the report. Revenue targets will fall short of what is currently in the draft budget being considered for 2021. Program expense controls will be implemented to reduce the overall impact of the revenue shortfalls. Please note that reference is made only to the delivery of services to the community – there may be other costs resulting from the Covid-19 pandemic.

The cost to clean and maintain facilities is higher when meeting the necessary public health standards. However, the strategic slow and gradual reopening of spaces as outlined in the report mitigates much of these cost increases through savings achieved by closures.

As such, it is expected that loss of traditional services and provision of the services outlined in the report represent a deficit of approximately \$630,000 from what is currently budgeted.

## Attachments

Appendix A – Covid-19 Response Framework: Keeping Ontario Safe and Open

## Approval

Colin Service, Director, Recreation & Culture

Mark Agnoletto, Director, Public Works

Lisa Lyons, Director, Legislative Services

Ian McDougall, Commissioner, Community Services

Peter Noehammer, Commissioner, Development & Infrastructure

Esther Armchuk, Commissioner, Corporate Services

Jag Sharma, CAO

## Contact

Colin Service, [cservice@newmarket.ca](mailto:cservice@newmarket.ca) or Mark Agnoletto, [magnoletto@newmarket.ca](mailto:magnoletto@newmarket.ca)



# COVID-19 Response Framework: Keeping Ontario Safe and Open

November 3, 2020

# Ontario's Priorities

## Limit the Transmission of COVID-19

Put measures in place that work to limit transmission and sickness, and prevent death.

## Avoid Closures

Enable businesses to sustain operations while reducing the risk of transmission.

## Keep Schools and Childcare Open

Enable schools across the province to sustain a safe environment for classroom learning.

## Maintain Health Care and Public Health System Capacity

Ensure the health care and public health system are meeting the needs of their communities.

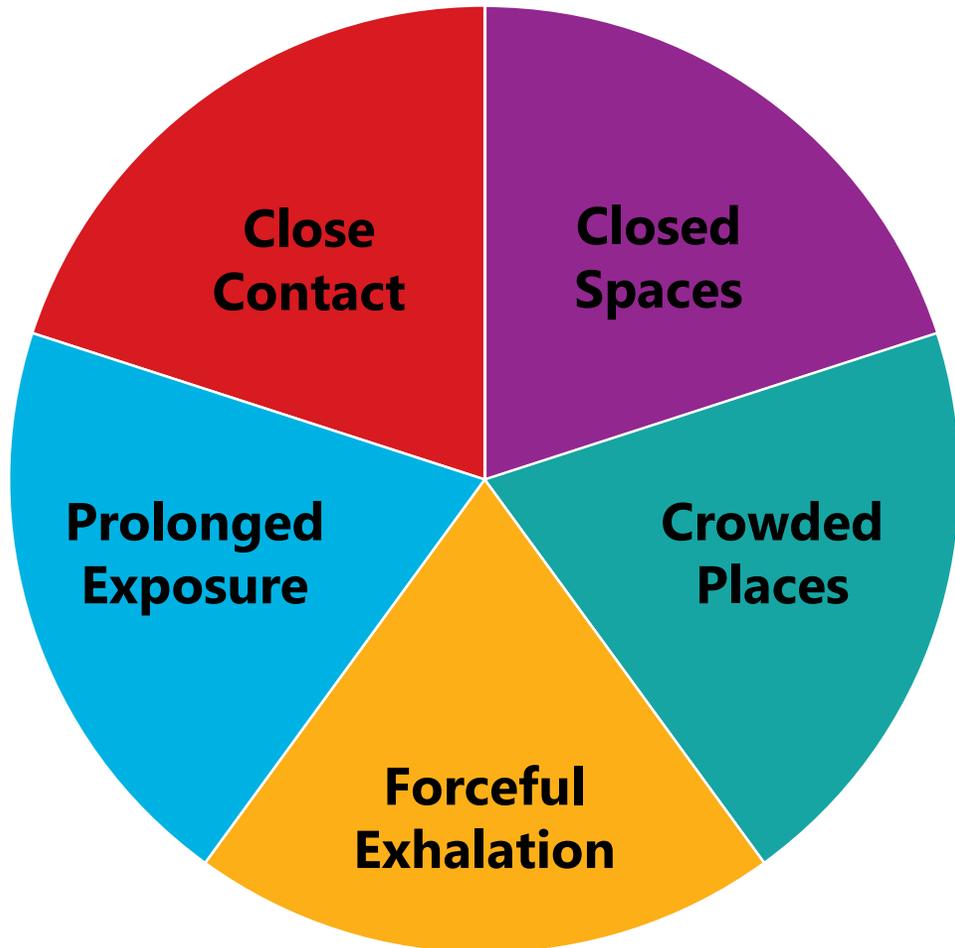
## Protect Vulnerable Populations

Put measures in place to protect those most vulnerable to COVID-19.

## Provide Additional Supports Where Possible

Develop equitable responses, including financial tools for groups and sectors disproportionately affected by the pandemic.

# Key Risk Factors of Potential Transmission



There are several risk factors that help drive transmission of COVID-19. ***Close contact is the highest risk.*** Limiting these risks is critical to keeping Ontario open and safe.

Personal and public health measures — such as physical distancing, staying home when ill even with mild symptoms, frequent handwashing and surface cleaning — have significant benefits and have been proven to limit COVID-19 transmission.

It is critical the people of Ontario understand the risks of gatherings (crowds) in close contact in enclosed/indoor spaces to understand how to mitigate those and make informed choices.

# Principles for Keeping Ontario Safe and Open



**Responsible:** Protecting the **health and safety of the people of Ontario**, especially those who are most vulnerable. Keeping child care centres and schools open are priorities.



**Proactive, graduated, and responsive:** Proactive measures, including enforcement, will work to prevent transmission, thereby protecting our health care system and helping businesses stay open. **Graduated measures should be targeted and informed by regional circumstances.**



**Evidence-informed: Best-available scientific knowledge,** public health data, defined criteria and consistent measures will inform public health advice and government decisions.



**Clear:** Plans and responsibilities for individuals, businesses and organizations (employers) will **be clear and outline what happens at each level.**

# Outbreaks and Community Transmission

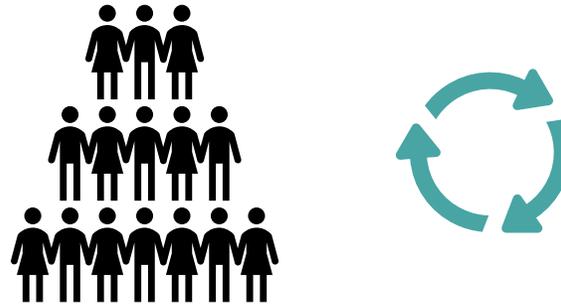
Outbreaks can start in a variety of places including workplaces, institutions, and other settings.



When there are a few or small number of outbreaks, public health units can undertake aggressive outbreak management, **at each setting**, to contain virus spread.

This may include rapid case and contact management, enforcement of measures, and strengthening measures where the outbreak is occurring, etc.

If spread of the virus is not contained, it often results in **widespread community transmission**.



Widespread community transmission requires **broader scale responses**. A response would include broad scale public health measures, restrictions to limiting/restricting access to control transmission, as well as testing, and case and contact tracing.

**Community transmission can result in further outbreaks**, including in vulnerable settings.



When this occurs, targeted actions, particularly in vulnerable settings such as long-term care homes, retirement homes, child care centres and schools, are required to prevent illness and death.

**These outbreaks can also lead to further community transmission.**

# A Comprehensive, Whole-of-Government Response to Keeping Ontario Safe and Open

## Actions and sustained efforts to limiting transmission and moving regions out of modified Stage 2...

<b>Case and Contact Management</b>	<ul style="list-style-type: none"><li>• Almost 4,000 case management and contact tracing staff province-wide undertake outreach to support isolation and testing to prevent further spread</li><li>• Established target = 90% of cases and contacts followed up within 24 hours</li></ul>
<b>Testing</b>	<ul style="list-style-type: none"><li>• Capacity to process over 50,000 tests/day; building to capacity of 100,000 tests/day by December 2020.</li><li>• Established target of 60% of tests turned around within 1 day, and 80% within 2 days</li><li>• Established benchmark of maintaining test positivity under 3%</li></ul>
<b>Public Health Measures</b>	<ul style="list-style-type: none"><li>• Framework to progressively adjust public health measures to respond to the pandemic</li></ul>
<b>Education, Compliance &amp; Enforcement</b>	<ul style="list-style-type: none"><li>• Proactive education and outreach to businesses and organizations</li><li>• Compliance checks, inspection, paired with education; monitoring, and Provincial Offences Act (POA) Part I or related tools to improve outcomes (e.g., warnings and fines)</li><li>• Multi-ministry COVID-19 safety blitzes coordinated with local by-law and police services<ul style="list-style-type: none"><li>○ Includes fines and prosecution for blatant and/or repeated non-compliance; results shared with local officials and media, POA Part III or related tools (e.g., appear before court, potential for significant fine and/or jail time)</li></ul></li></ul>
<b>Targeted Supports</b>	<ul style="list-style-type: none"><li>• Additional supports provided for vulnerable populations, communities, and impacted businesses</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• Complementary communications plan supporting broad public education and awareness</li></ul>

# Framework: Adjusting and Tightening Public Health Measures

Act earlier by implementing measures to protect public health and prevent closures

Gradually loosen measures as trends in public health indicators improve

Objective



**PREVENT**  
(Standard Measures)



**PROTECT**  
(Strengthened Measures)



**RESTRICT**  
(Intermediate Measures)



**CONTROL**  
(Stringent Measures)



**LOCKDOWN**  
(Maximum Measures)

Tactics

Focus on education and awareness of public health and workplace safety measures in place.

Enhanced targeted enforcement, fines, and enhanced education to limit further transmission.

Implement enhanced measures, restrictions, and enforcement avoiding any closures.

Implement broader-scale measures and restrictions, across multiple sectors, to control transmission (Return to modified Stage 2).

Implement widescale measures and restrictions, including closures, to halt or interrupt transmission (Return to modified Stage 1 or pre-Stage 1).

Restrictions reflect broadest allowance of activities in Stage 3 absent a widely available vaccine or treatment.

Apply public health measures in high risk settings.

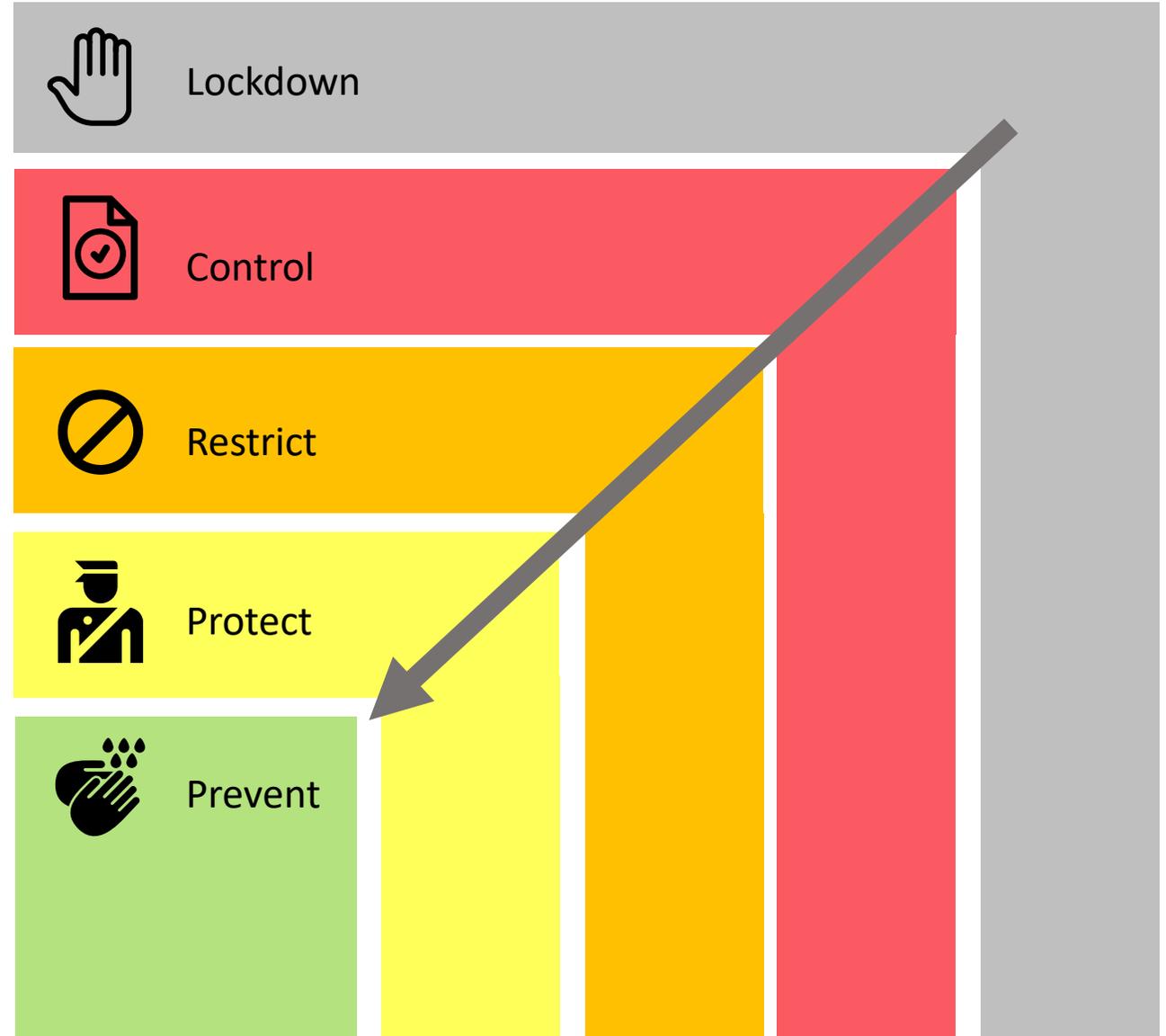
Restrictions are the most severe available before widescale business or organizational closure.

Consider declaration of emergency.

Highest risk settings remain closed.

# Framework: Adjusting and Tightening Public Health Measures

- The goal is to have every public health unit region in the “Prevent” level.
- Framework is designed to ‘stack’ or ‘ladder down or up.’
- Measures are scaled back or implemented progressively, level by level.
- If trends are improving, measures are dropped cautiously, level by level, to ensure there are no significant community or public health impacts with the rollback of measures.



# Indicators: Adjusting and Tightening Public Health Measures

 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)	 <b>LOCKDOWN</b> (Maximum Measures)
<p><b>Epidemiology</b></p> <ul style="list-style-type: none"> <li>Weekly incidence rate is &lt; 10 per 100,000</li> <li>% positivity is &lt; 1</li> <li>Ro &lt; 1</li> <li>Outbreak trends/ observations</li> <li>Level of community transmission/non-epi linked cases stable</li> </ul> <p><b>Health System Capacity</b></p> <ul style="list-style-type: none"> <li>Hospital and ICU capacity adequate</li> </ul> <p><b>PH System Capacity</b></p> <ul style="list-style-type: none"> <li>Case and contact follow up within 24 hours adequate</li> </ul>	<p><b>Epidemiology</b></p> <ul style="list-style-type: none"> <li>Weekly incidence rate is 10 to 39.9 per 100,000</li> <li>% positivity is 1-2.5%</li> <li>Ro is approximately 1</li> <li>Repeated outbreaks in multiple sectors/settings OR increasing/# of large outbreaks</li> <li>Level of community transmission/non-epi linked cases stable or increasing</li> </ul> <p><b>Health System Capacity</b></p> <ul style="list-style-type: none"> <li>Hospital and ICU capacity adequate</li> </ul> <p><b>PH System Capacity</b></p> <ul style="list-style-type: none"> <li>Case and contact follow up within 24 hours adequate</li> </ul>	<p><b>Epidemiology</b></p> <ul style="list-style-type: none"> <li>Weekly incidence rate is 40 to 99.9 per 100,000</li> <li>% positivity is 2.5-9.9%</li> <li>Ro is approximately 1 to 1.2</li> <li>Repeated outbreaks in multiple sectors/settings, increasing/# of large outbreaks</li> <li>Level of community transmission/non-epi linked cases stable or increasing</li> </ul> <p><b>Health System Capacity</b></p> <ul style="list-style-type: none"> <li>Hospital and ICU capacity adequate or occupancy increasing</li> </ul> <p><b>PH System Capacity</b></p> <ul style="list-style-type: none"> <li>Case and contact follow up within 24 hours adequate or at risk of becoming overwhelmed</li> </ul>	<p><b>Epidemiology</b></p> <ul style="list-style-type: none"> <li>Weekly incidence rate <math>\geq</math> 100 per 100,000</li> <li>% positivity <math>\geq</math> 10%</li> <li>Ro <math>\geq</math> 1.2</li> <li>Repeated outbreaks in multiple sectors/settings, increasing/# of large outbreaks</li> <li>Level of community transmission/non-epi linked cases increasing</li> </ul> <p><b>Health System Capacity</b></p> <ul style="list-style-type: none"> <li>Hospital and ICU capacity at risk of being overwhelmed</li> </ul> <p><b>PH System Capacity</b></p> <ul style="list-style-type: none"> <li>Public health unit capacity for case and contact management at risk or overwhelmed</li> </ul>	<p>Trends continue to worsen after measures from Control level are implemented.</p>

**NOTES:**

- Indicators will generally be assessed based on the previous two weeks of information. However, movement to apply measures will be considered sooner than two weeks if there is a rapidly worsening trend.
- Local context and conditions will inform movement, including potential regional application of measures.
- Thresholds within a region may not all be met at the same time; decisions about moving to new measures will require overall risk assessment by government.

# Proposed\* Classification of Public Health Unit Regions

 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)	
<ul style="list-style-type: none"> <li>• Algoma Public Health</li> <li>• Chatham-Kent Public Health</li> <li>• Grey Bruce Health Unit</li> <li>• Kingston, Frontenac and Lennox &amp; Addington Public Health</li> <li>• Haliburton, Kawartha, Pine Ridge District Health Unit</li> <li>• Haldimand-Norfolk Health Unit</li> <li>• Hastings Prince Edward Public Health</li> <li>• Huron Perth Public Health</li> <li>• Lambton Public Health</li> <li>• Leeds, Grenville &amp; Lanark District Health Unit</li> <li>• Middlesex-London Health Unit</li> <li>• Niagara Region Public Health</li> <li>• North Bay Parry Sound District</li> <li>• Northwestern Health Unit</li> <li>• Peterborough Public Health</li> <li>• Porcupine Health Unit</li> <li>• Public Health Sudbury &amp; Districts</li> </ul>	<ul style="list-style-type: none"> <li>• Region of Waterloo Public Health and Emergency Services</li> <li>• Renfrew County and District Health Unit</li> <li>• Simcoe-Muskoka District Health Unit</li> <li>• Southwestern Public Health</li> <li>• Thunder Bay and District Health Unit</li> <li>• Timiskaming Health Unit</li> <li>• Wellington-Dufferin-Guelph Public Health</li> <li>• Windsor-Essex County Health Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Brant County Health Unit</li> <li>• City of Hamilton Public Health Services</li> <li>• Durham Region Health Department</li> <li>• Halton Region Public Health</li> </ul>	<ul style="list-style-type: none"> <li>• Eastern Ontario Health Unit</li> <li>• Ottawa Public Health</li> <li>• Peel Public Health</li> <li>• Toronto Public Health</li> <li>• York Region Public Health</li> </ul>	<div data-bbox="1972 753 2453 908" style="background-color: #cccccc; padding: 10px; text-align: center;">  <b>LOCKDOWN</b>            (Maximum Measures)         </div>

\*Proposed classifications based on data for week of Oct 26th. Updated data will be used for final review by the CMOH and approval by Cabinet\*

# **Sector-Specific Public Health and Workplace Safety Measures**

# Proposed General Public Health Measures (Gatherings, Workplace Requirements and Face Coverings)



**PREVENT**  
(Standard Measures)



**PROTECT**  
(Strengthened Measures)



**RESTRICT**  
(Intermediate Measures)



**CONTROL**  
(Stringent Measures)

<p><b>Current Restrictions and Guidance</b></p>	<ul style="list-style-type: none"> <li>Gathering limit for select organized public events and social gatherings (e.g., private gatherings at home, in parks, etc., barbeques):             <ul style="list-style-type: none"> <li>10 people indoors</li> <li>25 people outdoors</li> </ul> </li> <li>Gathering limit for organized public events and social gatherings:             <ul style="list-style-type: none"> <li>50 people indoors</li> <li>100 people outdoors</li> </ul> </li> <li>Gathering limit for religious services, rites or ceremonies, including weddings and funerals:             <ul style="list-style-type: none"> <li>30% capacity of the particular room, subject to physical distancing, indoors</li> <li>100 people, subject to physical distancing, outdoors</li> </ul> </li> <li>Requirement for workplace screening</li> <li>Requirement for face coverings at indoor workplaces and public spaces, with limited exemptions</li> <li>Advice to restrict non-essential travel from areas of high-transmission to areas of low transmission</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Gathering limit for all public events and social gatherings:             <ul style="list-style-type: none"> <li>10 people indoors</li> <li>25 people outdoors</li> </ul> </li> </ul>
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<p><b>Proposed</b></p>	<p>Gathering limit for certain organized public events and social gatherings (e.g. barbeques):</p> <ul style="list-style-type: none"> <li>10 people indoors</li> <li>25 people outdoors</li> </ul> <p>Gathering limit for organized public events and gatherings:</p> <ul style="list-style-type: none"> <li>50 people indoors</li> <li>100 people outdoors</li> </ul>	<p>Measure from previous level</p>	<p>Measure from previous level</p>	<p>Gathering limit for all organized public events and social gatherings:</p> <ul style="list-style-type: none"> <li>10 people indoors</li> <li>25 people outdoors</li> </ul>
<p>Gathering limit for religious services, weddings and funerals:</p> <ul style="list-style-type: none"> <li>30% capacity indoors</li> <li>100 people outdoors</li> </ul>				
<p>Requirement for workplace screening Requirement for face coverings at indoor workplaces</p>				
<p>Requirement for face coverings in indoor public spaces, with limited exemptions Worker protections such as eye protection where patrons without face coverings are within two metres of workers</p>				
<p>Development and implementation of a communication/public education plan (highlighting risk)</p>				
<p>Advice to restrict non-essential travel from areas of high-transmission to areas of low transmission</p>				

**LOCKDOWN**  
 Stage 1 / Pre-Stage 1



# Proposed Measures for Restaurants, Bars and Food or Drink Establishments

 <p><b>PREVENT</b> (Standard Measures)</p>	 <p><b>PROTECT</b> (Strengthened Measures)</p>	 <p><b>RESTRICT</b> (Intermediate Measures)</p>	 <p><b>CONTROL</b> (Stringent Measures)</p>
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<b>Current Restrictions</b>	<ul style="list-style-type: none"> <li>Limit operating hours; establishments must close at midnight</li> <li>Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>Require patrons to be seated; 2m between tables</li> <li>Dancing, singing and performing music is permitted, with restrictions</li> <li>Karaoke permitted, with restrictions (including no private rooms)</li> <li>Require patron contact info (one per group)</li> <li>No buffet style service</li> <li>Face coverings except when eating or drinking</li> <li>Night clubs only permitted to operate as restaurant or bar</li> <li>Strip clubs are closed</li> </ul>			<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Indoor dining not permitted, outdoor dining, take out, drive through, and delivery permitted</li> <li>Limit of 6 people may be seated together</li> <li>No line-ups or patron congregations outside venues, unless they maintain 2m distance and wear a face covering</li> <li>Require patron contact info from all seated patrons</li> <li>Dancing, singing and the live performance of brass or wind instruments are prohibited</li> </ul>
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<b>Proposed</b>	<ul style="list-style-type: none"> <li>Require patrons to be seated; 2m minimum between tables</li> <li>Dancing, singing and performing music is permitted, with restrictions</li> <li>Karaoke permitted, with restrictions (including no private rooms)</li> <li>Require patron contact info (one per group)</li> <li>No buffet style service</li> <li>Night clubs only permitted to operate as restaurant or bar</li> <li>Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required</li> <li>Face coverings except when eating or drinking only</li> <li>Eye protection where patrons without face coverings are within two metres of workers</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Limit operating hours, establishments must close at midnight</li> <li>Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>Require contact information for all seated patrons</li> <li>Limit of 6 people may be seated together</li> <li>Limit volume of music (e.g., to be no louder than the volume of a normal conversation)</li> <li><a href="#">Safety plan</a> available upon request</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>50 person indoor capacity limit</li> <li>Limit operating hours, establishments close at 10 p.m.</li> <li>Liquor sold or served only between 9 a.m. to 9 p.m.</li> <li>No consumption of liquor between 10 p.m. and 9 a.m.</li> <li>Require screening of patrons (e.g., questionnaire)</li> <li>Limit of 4 people may be seated together</li> <li>Closure of strip clubs</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>10 person indoor capacity limit</li> <li>Outdoor dining, take out, drive through, and delivery permitted</li> <li>Dancing, singing and the live performance of brass or wind instruments are prohibited</li> </ul>
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# Proposed Measures for Sports and Recreational Fitness

	 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)
<b>Current Restrictions</b>	Limits: <ul style="list-style-type: none"> <li>• 50 people indoors (classes)</li> <li>• 100 people outdoors (classes)</li> <li>• 50 people indoors (area with weights or exercise equipment)</li> <li>• Spectators allowed (50 indoors and 100 outdoors)</li> <li>• Limit of 50 people per room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health (Guidance for Facilities for Sport and Recreational Activities)</li> <li>• Team sports must be modified to avoid physical contact; 50 people per league</li> </ul>			<ul style="list-style-type: none"> <li>• Gyms and fitness studios closed</li> <li>• Fitness classes not permitted</li> <li>• Other classes in facilities have maximum of 10 patrons</li> <li>• Outdoor class, organized program or organized activity have maximum of 25 patrons</li> <li>• Team sports must not be practiced or played except for training (no games or scrimmage). No contact permitted.</li> </ul>
<b>Proposed</b>	<ul style="list-style-type: none"> <li>• 50 people indoors (classes)</li> <li>• 100 people outdoors (classes)</li> <li>• 50 people indoors (area with weights or exercise equipment)</li> <li>• Spectators allowed (50 indoors and 100 outdoors)</li> <li>• Limit of 50 people per room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health (Guidance for Facilities for Sport and Recreational Activities)</li> <li>• Team or individual sports must be modified to avoid physical contact; 50 people per league</li> <li>• Exemption for high performance athletes and parasports</li> <li>• Limit volume of music (e.g., conversation level)/require use of microphone for instructor where needed to avoid shouting</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• Face coverings required except when exercising</li> <li>• Increase spacing between patrons to 3m for areas of a sport or recreational facility where there are weights/weight machines and exercise/fitness classes</li> <li>• Recreational programs limited to 10 people per room indoors and 25 outdoors</li> <li>• Require contact information for all patrons and attendance for team sports</li> <li>• Require appointments for entry; one reservation for teams</li> <li>• <a href="#">Safety plan</a> available upon request</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• Maximum 50 people per facility (revoke CMOH approved plan) in all combined recreational fitness spaces or programs (not pools, rinks at arenas, community centres, and multi-purpose facilities)</li> <li>• Require screening of patrons, including spectators (e.g., questionnaire)</li> <li>• Limit duration of stay (e.g. 60 minutes); exemption for sports</li> <li>• No spectators permitted (exemption for parent/guardian supervision of children)</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• Gyms and fitness studios permitted to be open:                             <ul style="list-style-type: none"> <li>• 10 people indoors (classes)</li> <li>• 25 people outdoors (classes)</li> <li>• 10 people indoors (areas with weights or exercise equipment)</li> </ul> </li> <li>• All sports and recreational programs in other facilities (arenas and multiplexes) limited to 10 people per room indoors and 25 outdoors.</li> <li>• Team sports must not be practiced or played except for training (no games or scrimmage).</li> <li>• No contact permitted for team or individual sports.</li> </ul>

# Proposed Measures for Meeting and Event Spaces



**PREVENT**  
(Standard Measures)



**PROTECT**  
(Strengthened Measures)



**RESTRICT**  
(Intermediate Measures)



**CONTROL**  
(Stringent Measures)

<p><b>Current Restrictions</b></p>	<p>Limits:</p> <ul style="list-style-type: none"> <li>• 50 people indoors</li> <li>• 100 people outdoors</li> </ul> <p>*exception for court/government services, weddings, funerals</p> <ul style="list-style-type: none"> <li>• As of August 21, 2020, if operating in compliance with a plan approved by the OCMOH: 50 persons per room, subject to conditions in the plan</li> </ul>			<p>Limits:</p> <ul style="list-style-type: none"> <li>• 10 people per facility indoors</li> <li>• 25 people outdoors</li> <li>• 6 people per table</li> </ul>
<p><b>Proposed</b></p>	<p>Limits:</p> <ul style="list-style-type: none"> <li>• 50 people indoors</li> <li>• 100 people outdoors</li> </ul> <p>*exception for court/government services, weddings, funerals</p> <ul style="list-style-type: none"> <li>• Booking multiple rooms for the same event not permitted</li> <li>• As of August 21, 2020, OCMOH plan: 50 persons per room, where physical distancing can be maintained, subject to conditions in the plan</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>• Limit operating hours, establishments must close at midnight</li> <li>• Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>• No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>• Require contact information for all seated patrons</li> <li>• Limit of 6 people may be seated together</li> <li>• Limit volume of music (e.g., to be no louder than the volume of a normal conversation)</li> <li>• <a href="#">Safety plan</a> available upon request</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>• Maximum of 50 people per facility (revoke capacity limit on a per room basis as per CMOH plan)</li> <li>• Limit operating hours, establishments close at 10 p.m.</li> <li>• Liquor sold or served only between 9 a.m. to 9 p.m.</li> <li>• No consumption of liquor between 10 p.m. and 9 a.m.</li> <li>• Limit of 4 people may be seated together</li> <li>• Require screening of patrons (e.g., questionnaire)</li> </ul>	<p>Measures from previous levels and:</p> <p>Limits:</p> <ul style="list-style-type: none"> <li>• 10 people per facility indoors</li> <li>• 25 people outdoors</li> </ul>

**LOCKDOWN**  
 Stage 1 / Pre-Stage 1



# Proposed Measures for Retail

	 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)
<b>Current Restrictions</b>	<ul style="list-style-type: none"> <li>Fitting rooms must be limited to non-adjacent stalls</li> </ul>			Measure from previous levels and: <ul style="list-style-type: none"> <li>Interior dining spaces closed (tables/seating in food courts) in shopping malls.</li> </ul>
<b>Proposed</b>	<ul style="list-style-type: none"> <li>Fitting rooms must be limited to non-adjacent stalls</li> <li>Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required</li> </ul>	Measure from previous level and: <ul style="list-style-type: none"> <li>Limit volume of music (e.g., to be no louder than the volume of a normal conversation)</li> <li>For malls - <a href="#">safety plan</a> available upon request</li> </ul>	Measures from previous level and: <ul style="list-style-type: none"> <li>Require screening of patrons at mall entrances (e.g., questionnaire)</li> </ul> For consideration during winter: <ul style="list-style-type: none"> <li>Limit capacity in retail stores and in shopping malls</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>Interior dining spaces closed (tables/seating in food courts) in shopping malls.</li> </ul> For consideration during winter holiday season: <ul style="list-style-type: none"> <li>Limit capacity in retail stores and in shopping malls</li> </ul>
	<ul style="list-style-type: none"> <li>Guidance for mall operators and retail stores</li> </ul>			

LOCKDOWN  
 Stage 1 / Pre-Stage 1



# Proposed Measures for Personal Care Services

	 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)
<b>Current Restrictions</b>	<ul style="list-style-type: none"> <li>Persons who provide services must wear appropriate PPE</li> <li>Masks must be worn except for receiving services that tend to an area of the face that a mask would cover</li> <li>Oxygen bars, steam rooms, saunas, whirlpools and bathhouses closed</li> </ul>			Measures from previous level and: <ul style="list-style-type: none"> <li>Services requiring mask removal prohibited</li> <li>Change rooms &amp; showers closed (some exceptions)</li> <li>Baths, hot tubs, floating pools and sensory deprivation pods closed (some exceptions)</li> </ul>
<b>Proposed</b>	<ul style="list-style-type: none"> <li>Oxygen bars, steam rooms, saunas, and whirlpools closed</li> </ul>	Measures from previous level and: <ul style="list-style-type: none"> <li>Require contact information from all patrons</li> <li><a href="#">Safety plan</a> available upon request</li> </ul>	Measures from previous level and: <ul style="list-style-type: none"> <li>Services requiring removal of face coverings prohibited</li> <li>Change rooms &amp; showers closed</li> <li>Bath houses, other adult venues, hot tubs, floating pools and sensory deprivation pods closed (some exceptions)</li> <li>Require screening of patrons (e.g., questionnaire)</li> </ul>	Measures from previous level <ul style="list-style-type: none"> <li>Services requiring removal of face coverings prohibited</li> </ul>

LOCKDOWN  
 Stage 1 / Pre-Stage 1

# Proposed Measures for Casinos, Bingo Halls and Gaming Establishments



**PREVENT**  
(Standard Measures)



**PROTECT**  
(Strengthened Measures)



**RESTRICT**  
(Intermediate Measures)



**CONTROL**  
(Stringent Measures)

**Current Restrictions**

- Capacity cannot exceed 50 persons.
- Table games are prohibited.
- **OR** casinos, bingo halls, and gaming establishments operate in accordance with a plan approved by the Office of the Chief Medical Officer of Health.
- Liquor sold or served only between 9 a.m. to 11 p.m.
- No consumption of liquor permitted between 12 a.m. to 9 a.m.

- Casinos, bingo halls and other gaming establishments are closed.

**Proposed**

- Capacity cannot exceed 50 persons.
- Table games are prohibited.
- **OR** casinos, bingo halls, and gaming establishments operate in accordance with a plan approved by the Office of the Chief Medical Officer of Health.

- Measures from previous level and:
- Liquor sold or served only between 9 a.m. to 11 p.m.
  - No consumption of liquor permitted between 12 a.m. to 9 a.m.
  - Require contact information from all patrons
  - [Safety plan](#) available upon request

- Measures from previous levels, and:
- Liquor sold or served only between 9 a.m. to 9 p.m.
  - No consumption of liquor between 10 p.m. and 9 a.m.
  - Require screening of patrons (e.g., questionnaire)

- Measures from previous levels and:  
Limits:
- 10 people per facility indoors
  - 25 people outdoors

LOCKDOWN  
Stage 1 / Pre-Stage 1



# Proposed Measures for Cinemas

	 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)
<b>Current Restrictions</b>	In facility/area <ul style="list-style-type: none"> <li>• 50 indoors</li> <li>• 100 outdoors</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• 50 indoor per auditorium if cinema operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health</li> <li>• Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>• No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>• Drive-in cinemas permitted to operate, subject to restrictions</li> </ul>			<ul style="list-style-type: none"> <li>• Cinemas are closed.</li> </ul>
<b>Proposed</b>	In facility/area <ul style="list-style-type: none"> <li>• 50 indoors</li> <li>• 100 outdoors</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• 50 indoor per auditorium if cinema operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health</li> <li>• Face coverings except when eating or drinking only</li> <li>• Drive-in cinemas permitted to operate, subject to restrictions</li> </ul>	Measures from previous level and: <ul style="list-style-type: none"> <li>• Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>• No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>• Require contact information from all patrons</li> <li>• <a href="#">Safety plan</a> available upon request</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>• 50 per facility (revoke OCMOH approved plan)</li> <li>• Liquor sold or served only between 9 a.m. to 9 p.m.</li> <li>• No consumption of liquor between 10 p.m. and 9 a.m.</li> <li>• Require screening of patrons (e.g., questionnaire)</li> </ul>	Closed, except for: <ul style="list-style-type: none"> <li>• Drive-in cinemas</li> <li>• Rehearsal or performing a recorded or broadcasted event remains permitted</li> <li>• Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or other impermeable barrier</li> </ul>


**LOCKDOWN**  
 Stage 1 / Pre-Stage 1

# Proposed Measures for Performing Arts Facilities



**PREVENT**  
(Standard Measures)



**PROTECT**  
(Strengthened Measures)



**RESTRICT**  
(Intermediate Measures)



**CONTROL**  
(Stringent Measures)

**Current Restrictions**

- 50 spectators indoors and 100 spectators outdoors with 2m physical distance maintained
- Singers and players of wind or brass instruments must be separated from spectators by plexiglass or some other impermeable barrier
- Performers and employees must maintain 2m physical distance except for purposes of the performance
- Liquor sold or served only between 9 a.m. to 11 p.m.
- No consumption of liquor permitted between 12 a.m. to 9 a.m.

- Spectators not permitted; rehearsal or performing a recorded or broadcasted event permitted
- Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or other impermeable barrier

**Proposed**

- 50 spectators indoors and 100 spectators outdoors with 2m physical distance maintained
- Singers and players of wind or brass instruments must be separated from spectators by plexiglass or some other impermeable barrier
- Rehearsal or performing a recorded or broadcasted event permitted
- Performers and employees must maintain 2m physical distance except for purposes of the performance
- Drive-in performances permitted

- Measures from previous level and:
- Liquor sold or served only between 9 a.m. to 11 p.m.
  - No consumption of liquor permitted between 12 a.m. to 9 a.m.
  - Require contact information from all patrons
  - [Safety plan](#) available upon request

- Measures from previous levels and:
- Liquor sold or served only between 9 a.m. to 9 p.m.
  - No consumption of liquor between 10 p.m. and 9 a.m.
  - Require screening of patrons (e.g., questionnaire)

- Measures from previous levels and:
- Closed to spectators
  - Rehearsal or performing a recorded or broadcasted event remains permitted
  - Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or other impermeable barrier

LOCKDOWN  
Stage 1 / Pre-Stage 1





# CENTRAL YORK FIRE SERVICES

November 3, 2020

## **FIRE SERVICES REPORT JCC-2020-09**

To: Joint Council Committee

Origin: Central York Fire Services - Deputy Chief Rocco Volpe

Subject: By-Law Authorizing Participation in the Province of Ontario Mutual Aid Plan

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### **RECOMMENDATIONS**

1. THAT Fire Services Report JCC-2020-09 be received for information.
2. AND THAT Council enact a By-Law to authorize the participation of Central York Fire Services in the Province of Ontario Mutual Aid Plan.

### **PURPOSE**

The purpose of this report is to provide information regarding the participation of Central York Fire Services in the Province of Ontario Mutual Aid Plan on a reciprocal basis.

### **BACKGROUND**

"Mutual Aid" is a provision under the *Fire Protection and Prevention Act, 1997* that allows fire departments to share resources during a major emergency when one municipality has committed all of its fire protection resources and/or cannot control the situation with its own available resources.

Mutual Aid is provided on a reciprocal basis between municipalities, and no fees are charged to the fire department needing assistance. Mutual Aid is provided on a request basis only through the Regional Fire Coordinator appointed by the Office of the Fire Marshal and Emergency Management, and is not automatic.

Generally, the requirements for participation in a regional Mutual Aid plan stipulate that each municipality must own or operate a fire department that is adequate to meet its day-to-day fire protection obligations. Fire departments must be established by by-law or agreement, and must have by-laws or similar authorization permitting the fire departments to leave their jurisdiction to participate in the Mutual Aid plan.

Responding fire departments must meet the requirements of the Occupational Health and Safety Act and maintain a first priority to emergencies in their own municipality or jurisdiction, and a second priority to mutual aid calls. A Fire Chief may deny a request to provide assistance under a Mutual Aid plan if the requested resources are required in the home municipality.

Central York Fire Services has participated in the Mutual Aid Plan for many years. The Office of the Fire Marshal and Emergency Management initiated a revision to the Province of Ontario Mutual Aid Plan in 2018. As a result, a revised and updated York Region Mutual Aid Plan was released by the York Region Fire Coordinator to the local area municipalities.

As such, staff is seeking authorization from Council for Central York Fire Services to participate in the Mutual Aid Plan so that it may continue to leave the limits of the municipality, at the discretion of the Fire Chief or designate, to respond to requests for assistance from other municipal fire departments authorized to participate in the Mutual Aid Plan or another Regional or Municipal Mutual Aid System on a reciprocal basis.

## **FINANCIAL IMPACT**

Mutual Aid is a reciprocal arrangement with no fees involved for providing or receiving assistance.

## **CONCLUSION**

Staff recommends that JCC approve the following By-Law 2020-XX be enacted.

## **CONSULTATION**

The Senior Fire Management Team consulted with the Town of Newmarket Legal Department.

## **IMPACT ON THE MASTER FIRE PLAN**

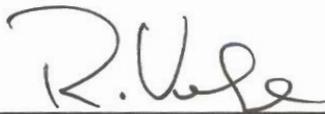
This report has no impact on the Master Fire Plan.

## CONTACT

For more information regarding this report contact Deputy Chief Rocco Volpe at [rvolpe@cyfs.ca](mailto:rvolpe@cyfs.ca)

## ATTACHMENTS

1. Province of Ontario Mutual Aid Plan, 2018 - 2022.
2. Draft By-Law (2020-XX) to authorize the participation of Central York Fire Services in the York Region Mutual Aid Plan which is part of the Province of Ontario Mutual Aid Plan.



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Rocco Volpe, Deputy Chief  
Central York Fire Services





# Province of Ontario Mutual Aid Plan

2018 - 2022

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## FOREWORD

Mutual Aid is most frequently described as the reciprocal of providing assistance between groups of people or organizations. The concept of neighbours helping neighbours or others in need is not a new concept and has been practiced for centuries. In Ontario, fire departments have participated in organized assistance through a formalized Mutual Aid Plan since the 1950's.

The Province of Ontario Mutual Aid Plan herein after referred to as "MAP", has many times demonstrated its value to communities. Large fires, hazardous material incidents, as well as wind and ice storms, are some examples of where emergency events have had the effect of overwhelming resources of *fire departments*, and where mutual aid was called upon to assist in mitigating the incident.

The fire services in Ontario are leaders in the provision of mutual aid. The MAP has a historical impact and is enshrined in the daily activities and approach of firefighters. As well, many other provincial emergency plans have components which are tied to the MAP.

Ontario is the most populous province in Canada, with diverse demographics and various physical geographies. While instructed by the Office of the Fire Marshal, Fire Co-ordinators from across the province have assisted, and continue to assist, in the development and revision of the MAP. These individuals represent fire service responders ranging from single-to multi-station fire departments. Large or small, all fire departments in Ontario have a significant role in the operational processes of the MAP. The success of the MAP relies directly on their collaborative contributions and involvement.

The 2018 version of the MAP has seen a significant revision. The result is a dynamic program that will serve the residents of Ontario for years.

Note: Mutual Aid Associations which do not relate to the duties of *fire departments* may be in place in counties, districts and regions. It is to be clearly understood that they do not have any connection relating to the operation of municipal fire departments that are participants in the MAP.

## THE PRINCIPLES OF OPERATION OF MAPs IN ONTARIO

To promote, and ensure adequate and coordinated efforts to minimize loss of human life and property, as well as damage to the environment through the efficient utilization of fire department and provincial resources in the event of a *mutual aid activation* during times of natural or human-made emergencies.

To provide the organizational framework necessary to effectively manage *mutual aid* resources within an incident management system.

To provide authority and general direction to *fire co-ordinators* for the coordination of a *MAP* and associated *fire protection services* activated within the local county, district or region, as well as with neighbouring counties, districts or regions, inter-provincially and/or internationally, as requested by the Fire Marshal or designate.

To provide advice and direction for the activation of *mutual aid* assistance.

To ensure all *participants* and *non-municipal participants* adhere to their prescribed roles and responsibilities with respect to *mutual aid*.

To provide roles and responsibilities for *fire co-ordinators* appointed by the Fire Marshal or designate, as well as OFM staff.

To provide other emergency management agencies with an understanding of the *fire co-ordinator's* role within the *MAP*.

## AUTHORITY

*Fire department* personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (*Fire Protection and Prevention Act 1997, Section 7*).

### ***Fire co-ordinators***

7. (1) *The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

### ***Duties***

(2) *A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*  
(a) *establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and*  
(b) *perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1*

## DEFINITIONS

In this document,

**Acceptable\*** - means acceptable to the *fire co-ordinator* and participating *fire chiefs* in consultation with the Office of the Fire Marshal.

**Alternate Fire Co-ordinator\*** - means the person appointed by the Fire Marshal, or designate, under the authority of the *Fire Protection and Prevention Act, 1997* to act in the absence of the *fire co-ordinator* and may also co-ordinate a geographic portion of a county, region, or district under the direction of the fire co-ordinator.

**Automatic Aid agreements<sup>1</sup>** - For the purposes of the Fire Protection and Prevention Act, 1997 an automatic aid agreement means any agreement under which

(a) a *municipality* agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of responding more quickly than any *fire department* situated in the other *municipality*; or

(b) a *municipality* agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another *municipality* where a fire department situated in the *municipality* is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other *municipality*. 1997, c. 4, s. 1 (4).

A mutual aid plan established under section 7 does not constitute an automatic aid agreement for the purposes of subsection (4). 1997, c. 4, s. 1 (5).

**Backfill\*** – means when a participant in the MAP is deployed into a station to assist by providing coverage while the receiving participant’s resources are committed to an emergency. The participants that are providing the backfill may be required to assist at that emergency or respond to other alarms.

**Council\***- means the *council* of a *municipality* participating in the *MAP*.

**Fire Chief<sup>2</sup>**– means a *fire chief* appointed under subsection 6 (1), (2) or (4) of the *Fire Protection and Prevention Act, 1997*; (“chef des pompiers”)

**Fire Co-ordinator\*** - means the person appointed by the Fire Marshal, or designate under the authority of the *Fire Protection and Prevention Act, 1997* to establish and maintain the *mutual aid plan*, and perform other duties as may be assigned by the Fire Marshal or designate.

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\*Mutual Aid Re-Write Committee

1 Fire Protection and Prevention Act, 1997, c. 4, s. 1 (4), (5).

2 Fire Protection and Prevention Act, 1997

**Fire Department**<sup>3</sup> - means a group of firefighters authorized to provide *fire protection services* by a *municipality*, group of municipalities or by an agreement made under Section 3 of the *Fire Protection and Prevention Act, 1997*.

**Note:** includes *non-municipal participants*.

**Fire Protection Services**<sup>4</sup> - includes,

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e);

**First Nation Community**<sup>5</sup> - means a community that is part of, or that is a reserve, as that term is defined in the Indian Act (Canada).

**Help Call**\* - means the *participant or non-municipal participant* that is called to assist another *participant or non-municipal participant* in the event of a MAP activation.

**Home Fire Chief**\* - means the *fire chief* of the *municipality*, non-municipal community or area experiencing a *major emergency*.

**Home Fire Department**\* - means the *fire department* of the *municipality*, non-municipal community or area experiencing a *major emergency*.

**Incident Command System (ICS)**<sup>6</sup> – means the first and primary organizational component of the IMS, which is responsible for managing all responses to an incident and to which all other functions report, and which may consist of a single person or a team.

**Incident Management System (IMS)**<sup>7</sup> – means a standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out, regardless of the number of persons who are available or involved in the emergency response.

**Major Emergency**\* – means a situation that, in the opinion of the fire chief, constitutes a danger of major proportions to life, property and/or the environment.

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<sup>3</sup> Fire Protection and Prevention Act, 1997

\*Mutual Aid Re-Write Committee

<sup>4</sup> Fire Protection and Prevention Act, 1997

<sup>5</sup> OFMEM Legal Department

<sup>6</sup> IMS-100 Introduction to the Incident Management System (IMS) for Ontario, December 2008

<sup>7</sup> Emergency Management Ontario: Glossary of Terms

**Municipality**<sup>8</sup> – means a single-tier or lower-tier municipality.

**Mutual Aid** \* – means a program:

- to provide / receive assistance in the case of a *major emergency* in a *municipality*, non-municipal community or area; and
- to provide a mechanism that can be used to activate reciprocal responses to incidents that exceed the capability of the *participant* or *non-municipal participant*

**Mutual Aid Advisory Committee**\* – means a committee that is made up of Fire Co-ordinators from across Ontario and OFM staff.

**Non-Municipal Participant**\* – means a fire brigade or fire service that is not within an organized *municipality*, such as an industrial fire brigade or a fire service within a federal jurisdiction, or outside the province of Ontario or in a territory without municipal organization, other than the Northern Fire Protection Program, that is accepted into the plan by the participating fire chiefs and by the Fire Marshal.

**Participant**\* - means an organization, or a *municipality*, approved by the Fire Marshal, or designate which operates or manages a *fire department* that meets and maintains the requirements for participation in the *MAP*.

**PEOC** – means the Provincial Emergency Operations Centre.

**Operations Manager**\* – means the person appointed by the Fire Marshal to manage OFM resources within the Field and Advisory Services Section under the direction of the Fire Marshal.

**Running Assignment**\*- means the agreed-upon arrangements to be used as a guideline by the *Fire Co-ordinator* when sending resources to assist other participants or *non-municipal participants* who are requesting help.

**Significant Event**\* – means a *mutual aid* activation where the *home fire department* requests the assistance of two or more *fire departments*, for an emergency identified as an event of provincial interest.

**Stand-by**\* – means when a *participant* or *non-municipal participant* is put on notice that they will be the first response to incoming emergency calls for help within another participant's jurisdiction while their resources are committed to an emergency. The department on standby provides coverage without physically moving resources until requested.

**Territory without municipal organization**\* - means a geographic area without *municipal* organization.

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<sup>8</sup> Municipal Act, 2017

\*Mutual Aid Re-Write Committee

## MUTUAL AID PLAN COMPONENTS

MAP's shall adopt all mandatory appendices and any applicable optional appendices, based on their local needs and circumstances. The appendices are intended to provide a local county, district or region with the ability to attach additional information to the MAP base document that they feel will assist local *participants* and *non-municipal participants* in the application and use of the MAP.

The following appendices are mandatory components of the MAP and should be reviewed on an annual basis by December 31 of every year:

**Appendix A-** Running Card Assignment

**Appendix B & C** – Emergency contact information and Mutual Aid

**Appendix B & C** – For Non-Municipal Participants

**Appendix D-** Additional Local minimum requirements

**Appendix E-** Interoperability Border Crossing Coupling Locations and Quantities

**Appendix F-** Minimum Conditions for Participation in Programs *2.0 Automatic Aid*

**Appendix G-** Minimum Conditions for Participation in Programs *3.0 County, District or Region Hazardous Materials Response Support*

**Appendix H-** Minimum Conditions for Participation in Programs *4.0 County, District or Region Extrication Response Support*

**Appendix I** - Minimum Conditions for Participation in Programs *5.0 County, District or Region Specialized Rescue Support*

**Appendix J-** Sample By-Law Authorizing Participation in the Mutual Aid Plan

**Appendix K-** links to Firefighter Guidance Notes, Occupational Health and Safety Act (OHSA) and Section 21 Guidance Notes, OHSA, OAFC website

**Appendix L-**Process for Addressing Known Contraventions of the Minimum Conditions for Participation in the Mutual Aid Plan

**Appendix M-** Access to Provincial Resources for CBRNE Response and HUSAR- *Communiqué 2016-05*

**Appendix N-** Office of the Fire Marshal Resources for Major Incidents- *Communiqué 2005-29*

**Appendix O-** Significant Event Report Form

**Appendix P-** Request for Replacement

**Appendix Q-** Request for Temporary Appointment

**Appendix R-** Expense Account Guidelines

**Appendix S-** Form for Proposal to Change Provincial Mutual Aid Plan

**Appendix T-** Plan Acceptance Form

**Appendix U-** List of Agreements

**Appendix V-** Non-Municipal Participant Agreement

## **MINIMUM CONDITIONS FOR PARTICIPATION IN MAPs**

### ***1.0 Mutual Aid***

- 1.1 A request for assistance by a *participant* in the MAP takes priority over any other non-emergency response *fire protection services* agreements entered into by another *participant*, except as noted in 1.2.
- 1.2 Despite 1.1, the *fire chief*, or designate, may refuse to supply a requested response to an occurrence if such response personnel, apparatus or equipment are required to provide emergency responses in the local *municipality*. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is operational at, the scene of a MAP activation if it is required to provide emergency responses in the local *municipality*. In such cases the *fire chief* must notify the *fire coordinator* or designate of his/her actions.
- 1.3 A by-law must be passed by *council* authorizing its *fire department's* participation in the MAP. A by-law/alternative authorization is required after a significant revision or change to the MAP or as requested by the OFM (See appendix J for a sample by-law authorizing participation in the *mutual aid plan*).
  - Note- Despite bullet 1.3 NFPP fire departments must be authorized by the Fire Marshal or designate to participate in the MAP.
- 1.4 A *participant* and *non-municipal participant* must have sufficient resources to handle the needs and circumstances of their own jurisdiction. Reference Appendix B and C, Non-Municipal Participants.

- 1.5 The providing and receiving *fire chiefs* and the *fire co-ordinator* must agree to the help call, backfill, and standby assignments.
- 1.6 The *fire co-ordinator* and the participating *fire departments* must agree to the resources that will form part of the MAP.

Note: *For example, this does not mean a municipality with an aerial ladder truck is obligated to make it available to a municipality that does not have one to reciprocate the service. Municipalities may enter into agreements for apparatus or other services.*

- 1.7 The *home fire department* shall maintain responsibility for the overall command of a mutual aid activation throughout the incident; except the command function by mutual agreement may be temporarily assigned to a qualified responding *participant*.
- 1.8 Participants in the MAP shall adopt and implement the provincial incident management system and implement an *incident command system* that is fully inter-operable with other participants in the MAP.
- 1.9 *Fire chiefs and non-municipal participants* shall notify the *fire co-ordinator* of all significant changes, as they occur, regarding stations, personnel, apparatus and/or equipment and/or their ability to meet the minimum conditions for participation.
- 1.10 Radio communication procedures shall be established to ensure seamless communication between participants during MAP activations.
- 1.11 All participants shall comply with all applicable laws.
- 1.12 *Fire chiefs* shall submit copies of automatic aid and fire protection agreements pertaining to emergency response that their *fire department* has entered into with the *fire co-ordinator*.
- 1.13 MAP assistance is to be provided to *participants* on a reciprocal basis (i.e. no costs involved).
- 1.14 *Participants and non-municipal participants* that provide *fire protection services* under a *fire protection services* agreement to a *municipality, territory without municipal organization, First Nations community* or other organization that do not have a *fire department* can activate *mutual aid*.

Note: The *municipality, territory without municipal organization, First Nations community* or other organization that do not have a *fire department* and are receiving emergency response services should ensure that agreements for resources are in place to handle their own emergency response needs.

- 1.15 The training level of *participants* should be maintained in accordance with their own core services as declared annually in the municipal profiles submitted to the OFM (see

appendix B and C and the applicable legislated standard, NFPA standard and/or equivalent as a minimum).

1.16 *Non-municipal participants* that do not have an establishing and regulating by-law/agreement will be required to provide to the OFM, a modified municipal profile-type document indicating an ability to meet the minimum requirements for participation in the MAP. **Reference Appendix V for non-municipal participant agreement.**

- **Note:** There should be no boundaries within the MAP when considering mutual aid assistance. As an example: help call, backfill or stand-by may be from any other county, region, or district. And a *fire co-ordinator* can request resources from any *participant* or *non-municipal participant* in the plan.

### ***Provincial CBRNE and HUSAR Resources***

The Province operates a system, which provides response support for chemical, biological, radiological, nuclear and explosion (CBRNE) and heavy urban search and rescue (HUSAR) incidents, to local communities. The system operates under the following conditions:

- Initial response to CBRNE and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *MAP* or a contracted service provider, which includes contracted support from another *municipality* through a *fire protection services agreement* or an *automatic aid agreement* and contracted support from a commercial provider.
- It is intended that CBRNE teams and the HUSAR team, strategically located in designated cities, and operating under a memorandum of understanding with the Province of Ontario, is available to support local responders.
- The expectations and capabilities of responding CBRNE Teams shall be based on the National Fire Protection Association Standard 1072: Professional Competence of Responders to Hazardous Materials Incidents. That standard provides for the following response levels:
  - Level 1: **Awareness** of what constitutes a hazardous materials incident
  - Level 2: **Operations or mission specific** has the capacity to carry out limited response activities
  - Level 3: **Technician** has the capacity to mitigate hazardous materials incidents
- The expectations and capabilities of the responding HUSAR team shall be based on the National Fire Protection Association Standard 1670: Operations and Training for Technical Rescue Incidents. That standard provides for the following response levels:
  - Level 1: **Awareness** of what constitutes a technical rescue incident
  - Level 2: **Operations** has the capacity to carry out limited response activities
  - Level 3: **Technician** has the capacity to mitigate technical rescue incidents

**Step 1:** Requesting fire department contacts the *fire co-ordinator*.

**Step 2:** Fire coordinator assesses the situation and contacts the *PEOC* as necessary.

**Step 3:** OFM staff will contact the incident commander directly, keeping the *fire co-ordinator* informed. If the incident meets the response criteria OFM staff will deploy the appropriate resources.

### **Activation of CBRNE and HUSAR resources:**

Refer to Appendix M and Appendix N for the activation of resources.

## **ACTIVATION OF MAP**

### ***2.0 Requesting Fire Department***

The incident commander, or the communications facility currently serving the incident commander, will communicate directly with the first *help call*.

- 2.1 Identify who you are.
- 2.2 Briefly describe the nature of the incident/emergency.
- 2.3 Describe what is needed (equipment, staffing, apparatus, etc.).
- 2.4 Provide the status of the *mutual aid* response (who's been called already, *automatic aid* activations that have been initiated).
- 2.5 Give the location of the incident (coordinates, address and landmarks).
- 2.6 Give information on what is the best route and approach to the site.
- 2.7 Provide details on command and its designation.
- 2.8 Advise who, and on what radio frequency or talk group, to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available direct the responding *mutual aid* companies to a specific location and advise them whom to contact on arrival.

### ***3.0 First Help Call***

- 3.1 Evaluate ability to respond considering local capacity.
- 3.2 Dispatch resources to respond to the incident.
- 3.3 Contact and notify the *fire co-ordinator* of the incident, your response and any other relevant information (such as cross-border activations, nature, size, and extent of the incident). This could be done by text, phone call or e-mail with the form to follow.
- 3.4 The dispatch centre or first call *fire department* shall notify the *fire coordinator* of the incident/emergency.

## **4.0 Fire Co-ordinator**

- 4.1 Arrange for the backfill or standby for home and assisting *fire departments* as required.
- 4.2 Be notified of all *mutual aid* activations and additional assistance as required. There should be no boundaries within the Province when considering mutual aid assistance. As an example, *help call*, *backfill*, or *stand-by* may be from another County, Region, or District. A *fire co-ordinator* can request resources from any *participant* or *non-municipal participant* in the MAP.
- 4.3 Notify the Provincial Emergency Operations Centre for all *significant events* involving two or more fire departments or incidents of identified provincial interest.
- 4.4 Provide field guide to the dispatch centre, and update as needed.

## **5.0 Termination of the Incident**

- 5.1 The incident commander will determine when assisting resources are no longer required.
- 5.2 The incident commander will release resources as soon as possible.
- 5.3 Assisting *fire department(s)* will notify the *fire co-ordinator* when they are back in service in their local community.

## **6.0 CRITERIA FOR APPOINTMENT AS FIRE CO-ORDINATOR OR ALTERNATE**

- 6.1 *Fire chief*, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the plan.
- 6.2 Willingness to fulfill the role of *fire co-ordinator* or *alternate(s)*.
- 6.3 Agreement of the employer that the Fire Marshal, or designate may request or require a *fire co-ordinator* or *alternate(s)* to fill the role.
- 6.4 Have technical ability to communicate with *participants* and *non-municipal participants* within the county, district or region and between other counties, districts and/or regions.
- 6.5 Understand the requirements and implementation of the MAP.
- 6.6 Advise *participants* or *non-municipal participants* in the MAP where the OFM or *fire co-ordinator* are made aware of an impending or actual vacancy of a *fire co-ordinator* or *alternate* to be given the opportunity to provide input into the new nomination of a *fire co-ordinator* or *alternate* .

## **7.0 APPOINTMENT PROCESS FOR FIRE CO-ORDINATORS AND ALTERNATES**

- 7.1 At his/her earliest convenience, the *fire co-ordinator* notifies the OFM of a pending resignation or vacating of their position. OFM staff shall complete Appendix P – Request for Co-ordinator. (Appendix Q – Request for Temporary Appointment can be used to appoint an interim *fire co-ordinator/alternate* for a defined time period).
- 7.2 OFM staff member, in conjunction with the *fire co-ordinator*, makes a recommendation to the *Operations Manager* for appointment, based on selection criteria.
- 7.3 The *Operations Manager* reviews the recommendation in consultation with the OFM staff member.
- 7.4 The OFM staff member confirms the approval and understanding of the duties and responsibilities of the fire co-ordinator role with the CAO, employer or council and obtains a letter of support for the appointment (including a jpeg photo of the individual preferably in uniform from shoulders up).
- 7.5 Fire Marshal, or designate makes the appointment.
- 7.6 Access is provided to the Office of the Fire Marshal *fire co-ordinators'* website.
- 7.7 OFM staff member delivers the appointment letter, USB with the current plan on file, identification card and wallet badge.
- 7.8 OFM staff member reviews the roles and responsibilities with the newly appointed *fire co-ordinator*.
- 7.9 OFM staff member in conjunction with the *fire coordinator*, informs local *fire departments* of the appointment (as required).

## **ROLES AND RESPONSIBILITIES**

### **8.0 Office of the Fire Marshal**

- 8.1 Develops and monitors the MAP and appendices in consultation with *fire co-ordinators*.
- 8.2 Reviews and monitors the MAP and appendices every 4 years, or as needed.
- 8.3 Reviews and monitors the MAP and notifies the *participants / non-municipal participants* that the *MAP* has been accepted (Appendix T).
- 8.4 Maintains a centralized inventory of current *MAP*.
- 8.5 Provides support through specialized resources and equipment, as available.

- 8.6 Appoints *fire co-ordinators* for such areas as may be designated in the appointment under the *Fire Protection and Prevention Act, 1997, c.4, s.7(1)*.
- 8.7 Appoints the *fire chief* of a *fire department* established for an unincorporated area that is to participate in the MAP.
- 8.8 Authorizes *fire departments* serving unincorporated areas to participate in the MAP through an agreement signed by the Office of the Fire Marshal.
- 8.9 Monitors activations and any known contraventions of the *MAP* and addresses these as required.
- 8.10 Maintains the *fire co-ordinators* website and provides regular communications and updates to the *fire co-ordinators*.
- 8.11 Organizes and conducts the *fire co-ordinators* annual meeting and learning symposium and other such meetings as may be scheduled.
- 8.12 Monitors the operations and performance of the MAP.
- 8.13 In *significant events* or as requested, provides advice and assistance to the *fire co-ordinators* or fire departments dealing with the incident.
- 8.14 Provides advice and assistance to the *fire co-ordinator* or *participants* or *non-municipal participants*.
- 8.15 Attends meetings dependant on availability as requested by the *fire co-ordinator*.
- 8.16 Provides training sessions for the *fire co-ordinators / alternates*.
- 8.17 Coordinates meetings of the *Mutual Aid Advisory Committee* with the Fire Marshal on a semi-annual basis or as needed.
- 8.18 May choose to co-ordinate *mutual aid* activations involving two or more county/region/district *MAP*.
- 8.19 The Office of the Fire Marshal may deliver to the *participant* or *non-municipal participant* a written notice (copying the *fire co-ordinator*) directing them to have the deficiencies corrected. Failure to maintain the established criteria to the satisfaction of the OFM shall result in removal from the program. See Appendix L for process flow chart.
- 8.20 Maintains confidentiality of the information collected and uses only for the intended purpose of administering MAP.

## **9.0 Participants**

*Participants* in the MAP are responsible to ensure there is a by-law, agreement or alternative *acceptable* authorization to:

- 9.1 Establish and regulate their *fire department*.
- 9.2 Appoint the *fire chief* of the *fire department*, and,
- 9.3 Authorize participation in the MAP.

- 9.4 Meet minimum conditions for participation.
- 9.5 Attend meetings as called by the *fire co-ordinator* or Office of the Fire Marshal.
- 9.6 Notify the *fire co-ordinator* of issues which preclude meeting the minimum conditions for participation in the MAP.
- 9.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

## ***10.0 Non-Municipal Participants***

*Non-Municipal Participants* in the MAP are responsible for, in addition to meeting the minimum conditions for participants:

- 10.1 Provide and maintain a list of levels of services that the *fire department* will provide.
- 10.2 Obtain authorization to participate in the MAP from the participating *fire chiefs* and the Office of the Fire Marshal.
- 10.3 Authority having jurisdiction to authorize participation in the MAP.
- 10.4 Submitting any information (i.e. asset lists, contact information) that is required in the administration of the MAP or as deemed necessary by the *fire co-ordinator*.
- 10.5 Ensuring that all minimum requirements for participation in the MAP are met or that there are *acceptable* equivalencies in place.

## ***11.0 Fire Co-ordinator***

*Fire department* personnel appointed by the Fire Marshal, or designate as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal, or designate (*Fire Protection and Prevention Act, 1997, Section 7*).

Roles and responsibilities of the *fire co-ordinator* and, in the absence of the *fire co-ordinator*, the *alternate co-ordinator*, for the purposes of this MAP include:

- 11.1 In co-operation with the *participants* and *non-municipal participants*, develop, review and maintain an up-to-date MAP, under the instructions of the Fire Marshal or designate.
- 11.2 Submit the MAP to the Office of the Fire Marshal for approval.
- 11.3 Review the MAP annually or more often if required, with the *participants*, *non-municipal participants* and OFM staff and update the MAP *by April 1 of every year*.

- 11.4 Coordinate/monitor activations of the MAP.
- 11.5 Consider requests and recommend to the Provincial Emergency Operations Centre the deployment of provincial and regional assets and/or resources as per the notification process for requesting provincial resources.
- 11.6 Provide advice and assistance to the Fire Marshal, or designate upon request.
- 11.7 Provide assistance and guidance to *participants* and *non-municipal participants* during *mutual aid* activations.
- 11.8 In the case of *significant events*, the *fire co-ordinator* will notify the PEOC at their first opportunity in order to provide a verbal synopsis of the event and determine whether the Office of the Fire Marshal involvement is required. The *fire co-ordinator* will also be required to forward an email to [ofmem.map@ontario.ca](mailto:ofmem.map@ontario.ca) within 2 business days providing a written synopsis of the *significant event*.
- 11.9 Attend the *fire co-ordinators* annual meeting and learning symposium, and other meetings as may be required from time to time by the Office of the Fire Marshal.
- 11.10 Submit expense reports to the Office of the Fire Marshal *Operations Manager responsible for the MAP* for approval twice yearly, and more frequently if required, and before March 1st of each year (see appendix R for expense account guidelines).
- 11.11 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 11.12 Maintain confidentiality of the information collected and use only for the intended purpose of administering the MAP.
- 11.13 Other duties as may be assigned by the Fire Marshal, or designate in relation to the support of *mutual aid* activations.
- 11.14 The *fire co-ordinator* shall notify the OFM when a *participant* or *non-municipal participant* fails to maintain the established criteria for participation in the MAP.

**Roles and responsibilities of the *fire co-ordinator* for the purposes of the *mutual aid plan* do not include:**

- In a territory without municipal organization where there are no agreements made pursuant to the *Fire Protection and Prevention Act, 1997* to provide *fire protection services*, there is ordinarily no role for the *fire co-ordinator* to play. The role of the *fire co-ordinator* is to coordinate MAP and to perform related duties. The MAP are plans developed between *fire departments/non-municipal participants*. *Fire departments* exist only in municipalities, or pursuant to an agreement in a *territory without municipal organization*.

## ***12.0 Zone Fire Co-ordinators***

*Zone fire co-ordinators* are appointed to act on behalf of the *fire co-ordinator* in a defined geographic area of the MAP. Responsibilities include:

- 12.1 Co-ordinate/monitor zone *mutual aid* activations.
- 12.2 Ensure district plan revisions received from *fire co-ordinator* are copied and distributed to zone *fire chiefs* for updating their *fire department* plan.
- 12.3 Co-ordinate regular zone meetings each year.
- 12.4 Attend county/district/region MAP meetings to provide zone activation updates and share zone initiatives being implemented.
- 12.5 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 12.6 Attend the annual *fire co-ordinators'* conferences, zone meetings and such other meetings as may be convened from time to time by the Office of the Fire Marshal.
- 12.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

## ***13.0 Participating Fire Departments***

- 13.1 Ensure members of the *fire department* are aware of the intent and operational components of the MAP.
- 13.2 Notify the *fire co-ordinator* of all significant changes as they occur, regarding levels of service or modification to their establishing and regulating by-law and *agreements*.
- 13.3 Report *mutual aid* activations to the *fire co-ordinator* at the first opportunity.
- 13.4 Complete and submit all required documentation as prescribed by the MAP.

- 13.5 Attend or ensure there is representation at every meeting(s) as called by the *fire co-ordinator* / Office of the Fire Marshal.
- 13.6 Advise the *fire co-ordinator* of any municipal re-alignments / amalgamations or any change that will affect the MAP.
- 13.7 Provide a copy of the MAP to their municipal council and clerk.
- 13.8 Participate in the submission or updating of the MAP, to be completed by April 1<sup>st</sup> of every year.
- 13.9 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

## **PROTECTION FROM PERSONAL LIABILITY AND INDEMNIFICATION**

*Fire co-ordinators* are protected from personal liability and indemnification pursuant to sections 74. (1), (2) and 75. (1) of the *Fire Protection and Prevention Act, 1997*.

## **RISK EXPOSURE OF NON-MUNICIPAL PARTICIPANTS**

*Non-Municipal Participants* are encouraged to review all of the conditions for participation, their authorization (internal Policy/ Band Council/ Federal law/ State Law, etc.), insurance coverage and seek legal counsel on the level of risk exposure related to participation in this plan. While the authorization to participate is obtained from the Participants and the Office of the Fire Marshal, the choice to participate lies with the individual organization.

## CONTACTING THE OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

The *Operations Manager* assigned to the MAP is the point of contact for *fire co-ordinators* to forward:

- current copies of MAPs
- updates to MAP resources and contact lists, and
- original copies of expense claims – faxed copies not *acceptable* for approved government procedures

Original copies of the above are to be mailed to:  
Office of the Fire Marshal

2284 Nursery Road  
Midhurst, ON  
L9X 1N8

In those instances when a *fire co-ordinator* or *alternate fire co-ordinator* has a question about the expected roles and responsibilities he/she may contact the Advice and Assistance phone line **1-844-638-9560** or the appropriate *Operations Manager* of the Office of the Fire Marshal.

During non-business hours contact may be arranged through the Provincial Emergency Operations Centre by calling **1-866-314-0472** and asking to be put in contact with the on-call manager for Field and Advisory Services who will address the concern directly and/or place you in contact with the appropriate *Operations Manager*.

Any issues that are encountered while trying to access provincial resources should be brought to the attention of the *Operations Manager*.

Proposals to change provincial MAP can be forwarded to the OFMEM using Appendix S.

THE CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NO. 2020-XX

A BY-LAW AUTHORIZING PARTICIPATION IN THE  
REGION OF YORK MUTUAL AID PROGRAM

WHEREAS Section 7 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, provides that a fire coordinator shall, subject to the instructions of the Fire Marshal, establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency;

AND WHEREAS the Region of York Fire Coordinator has established the Region of York Mutual Aid Plan to provide and receive assistance on a reciprocal basis to major emergencies within the Towns of Newmarket, Aurora and other municipalities, and to incidents that exceed the capability of a local fire department;

AND WHEREAS the Council of the Town of Newmarket deems it necessary, desirable and expedient to participate in the Region of York Mutual Aid Plan;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET HEREBY ENACTS AS FOLLOWS:

1. Central York Fire Services, being a fire department for the Town of Newmarket and Aurora, shall be authorized to participate in the York Region Mutual Aid Plan and to leave the limits of the municipality or fire area, at the discretion of the Fire Chief or designate and under the direction of the York Region Fire Coordinator, to respond to calls for assistance from other fire departments authorized to participate in the York Region Mutual Aid Plan or any other County, District or Regional Mutual Aid Plan on a reciprocal basis.
2. This By-Law shall come into force and take effect on the day on which it is passed.

ENACTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

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MAYOR: John Taylor

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CLERK: Lisa Lyons





# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Tuesday, September 1, 2020  
Time: 9:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Councillor Gallo, Town of Aurora  
Councillor Gilliland, Town of Aurora  
Councillor Thompson, Town of Aurora  
Councillor Bisanz, Town of Newmarket  
Councillor Broome, Town of Newmarket  
Deputy Mayor & Regional Councillor Vegh, Town of Newmarket

Staff Present: I. Laing, Fire Chief, Central York Fire Services  
R. Volpe, Deputy Chief, Central York Fire Services  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
A. Downey, Director of Operations, Town of Aurora  
R. Wainwright van Kessel, Director of Finance – Treasurer,  
Town of Aurora  
I. McDougall, Acting Chief Administrative Officer, Town of  
Newmarket  
L. Georgeff, Director of Human Resources, Town of Newmarket  
M. Mayes, Director of Financial Services/Treasurer, Town of  
Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of  
Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket  
J. Grossi, Legislative Coordinator

The meeting was called to order at 9:34 AM.  
Councillor Bisanz in the Chair.

**1. Notice**

Councillor Bisanz advised that the Municipal Offices were closed to the public and that this meeting was available via ZOOM at [www.newmarket.ca/meetings](http://www.newmarket.ca/meetings).

**2. Additions & Corrections to the Agenda**

None.

**3. Conflict of Interest Declarations**

None.

**4. Presentations**

**4.1 2019 Central York Fire Services Annual Report**

Chief Laing provided a presentation regarding the 2019 Central York Fire Services Annual Report which outlined the key findings related to emergency response, fire trends, and major fire investigations. He reviewed the annual statistics regarding station response times, and training program opportunities. Chief Laing concluded the presentation with an overview of the 2019 budget and future projects.

Joint Council Committee members queried Chief Laing regarding call volumes, budget discrepancies in surplus for the 2018 and 2019 budgets, and the effects of COVID-19 on emergency services.

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

Moved by: Councillor Thompson

Seconded by: Deputy Mayor & Regional  
Councillor Vegh

1. That the presentation provided by Chief Ian Laing regarding the 2019 Central York Fire Services Annual Report be received; and,
2. **That the 2019 Central York Fire Services Annual Report be received.**

**Carried**

**5. Deputations**

None.

## **6. Approval of Minutes**

### **6.1 Central York Fire Services – Joint Council Committee Meeting Minutes of March 3, 2020**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Broome

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of March 3, 2020 be approved.

**Carried**

## **7. Items**

### **7.1 Introduction of New Deputy Chief Jeremy Inglis**

Chief Laing provided an introduction to the new Deputy Chief, Jeremy Inglis who is a certified Incident Safety Officer, a Director with the Ontario Association of Fire Chiefs and presently serves as an alternate CEMC (Community Emergency Management Coordinator). Academically, he holds a Mechanical Engineering Technology Diploma, numerous qualifications and certificates in various NFPA disciplines and leadership training. He is also presently completing his Bachelors Degree in Business Administration.

Deputy Inglis has experience in career, composite and volunteer fire departments, most recently coming from Fort Erie where he has reflected an unmatched commitment to serving the community and its most vulnerable citizens. Given his experience with both the suppression division and support services, he will initially join us in the Support Services portfolio. He will be leading the Fire Prevention Division and be heavily involved with the construction of our new Fire Station (Station 4-5), budget process, fleet, equipment, facility procurement and maintenance.

### **7.2 Mid-term Appointment of Chair and Vice-Chair**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Broome

1. That Councillor Thompson be appointed as Vice Chair for the Central York Fire Services-Joint Council Committee for the remainder of the 2018-2022 term.

**Carried**

### **7.3 2019 Central York Fire Services Annual Report**

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

### **7.4 Letter from Town of Aurora (Budget Reduction)**

Moved by: Councillor Thompson

Seconded by: Councillor Broome

1. That the letter from the Town of Aurora regarding Budget Reduction be received for information purposes.

**Carried**

### **7.5 Fire Chief response on the amalgamation of Fire Departments in York Region**

Chief Laing reviewed the Newmarket staff report which was considered in May 2020, entitled Regional Fire Services Study and advised that Markham, Vaughan and King did not support the amalgamation of Fire Services at this time. Therefore, York Region did not receive the triple majority which was necessary to move forward with this item.

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That the Regional Fire Services Study be received for information purposes.

**Carried**

### **7.6 Fire Services Headquarters Station 4-5**

The Director of Operations, Town of Aurora, provided an update on Station 4-5 which included a review of the background information on the project, current budget projections, and proposed timeframes.

Moved by: Councillor Thompson

Seconded by: Councillor Gallo

- 1. That Report No. OPS19-014 be received for information.

**Carried**

**7.7 Cost Recovery Program (Expansion)**

Deputy Chief Volpe provided an update on the current Cost Recovery Program which began in January 2020, and outlined the options for expansion.

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

Moved by: Councillor Gilliland

Seconded by: Councillor Broome

- 1. That Fire Services Report JCC-2020-03 Cost Recovery Program (Expansion) dated 2020-09-01 be received; and,
- 2. That the Joint Council Committee (JCC) approve this report and authorize staff to implement the updated Town of Newmarket User Fees – Schedule A (see attachment); and,
- 3. That JCC authorize a 12-month pilot of the expanded services within the cost recovery program, with phase 1 to include
  - **natural gas leaks,**
  - **drug labs/grow ops & clandestine labs,**
  - **post fire investigations,**
  - **extraordinary expenses,**
  - **hydro incidents (down wires) and;**
  - Phase 2 (after the 12 month pilot program) to include
    - **multi-purpose smoke alarms and carbon monoxide alarms**

- **elevator rescues (non-emergency); and,**
4. That JCC approve an additional 7 hours for the Accounts Administrator permanent part time position which is an increase from 21 hours (FTE 0.6) to 28 hours (FTE 0.8) per week.

**Carried**

**7.8 CYFS Final Budget – Fourth Quarter 2019**

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. That the report entitled CYFS Final Budget Report – Fourth Quarter dated September 1, 2020 be received for information purposes.

**Carried**

**7.9 CYFS Budget Report – Second Quarter 2020**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Thompson

1. That the report entitled CYFS Preliminary Budget Report – Second Quarter dated September 1, 2020 be received for information purposes.

**Carried**

**7.10 CYFS Draft 2021 Operating and Capital Budgets**

Moved by: Councillor Gilliland

Seconded by: Councillor Broome

1. That Joint CYFS/Corporate Services – Financial Services Report dated September 1, 2020 regarding the Draft 2021 Operating and Capital Budgets be received; and,

2. That the Joint Council Committee (JCC) receive the draft budgets;  
and,
3. That the JCC establish a date to discuss the draft budgets prior to the next scheduled JCC meeting on November 3, 2020.

**Carried**

**8. New Business**

None.

**9. Closed Session**

Councillor Bisanz advised that Closed Session was not required.

**10. Adjournment**

Moved by: Councillor Gallo

Seconded by: Councillor Gilliland

1. That the meeting be adjourned at 12:10 PM.

**Carried**

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Councillor Bisanz, Chair

---

Date





# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Tuesday, October 13, 2020  
Time: 9:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Councillor Bisanz, Town of Newmarket  
Councillor Gallo, Town of Aurora  
Councillor Broome, Town of Newmarket  
Councillor Gilliland, Town of Aurora  
Councillor Thompson, Town of Aurora

Members Absent: Deputy Mayor & Regional Councillor Vegh, Town of Newmarket

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora  
R. Volpe, Deputy Chief, Central York Fire Services  
J. Inglis, Deputy Chief, Central York Fire Services  
C. Duval, Assistant Deputy Chief, Central York Fire Services  
M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket

The meeting was called to order at 9:35 AM. Councillor Bisanz in the Chair.

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

There were no additions or corrections to the agenda.

**2. Conflict of Interest Declarations**

None.

**3. Presentations**

**3.1 CYFS Draft 2021 Budget**

The Director of Financial Services/Town Treasurer and Manager of Finance and Accounting provided a presentation. The presentation detailed budget requests for 2021, the capital program for 2021, funding for fire station 4-5, new revenue opportunities and a staffing strategy. Members queried staff with respect to the wellness program, cost recovery program, and the options for a staffing strategy, which were delivered as part of the presentation. Discussion ensued on delaying staffing until such time as a new Fire Master Plan has been completed.

**4. Deputations**

None.

**5. Items**

**5.1 CYFS Draft 2021 Budget Update Report**

Alternate motions were presented and are noted below in bold

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. **That the presentation regarding the CYFS Draft 2021 Budget be received; and,**
2. That Joint CYFS/Financial Services Report dated October 13, 2020 regarding the Draft 2021 Budget Update be received and the following recommendations be adopted:
  - a. That the Joint Council Committee (JCC) receive the draft budgets presented on September 1, 2020; and,
  - b. That the JCC make a recommendation to Aurora Council, as per the Joint Services Agreement, and then send to Newmarket Council for approval.

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Broome

- 3. That the hiring of new firefighters to increase the current staff complement be deferred until the completion of a new Fire Master Plan.**

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Gallo

- 4. That the budgeted contributions to the Asset Replacement Fund be maintained at the 2020 level and there be no change to the budget for the Wellness program.**

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Gilliland

- 5. That some of the anticipated additional revenues being generated from the new cost recovery program be included as part of the 2021 budget.**

**Carried**

## **6. Adjournment**

Moved by: Councillor Gallo

Seconded by: Councillor Broome

1. That the Joint Council Committee meeting be adjourned at 10:48 AM.

**Carried**

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Councillor Bisanz, Chair

---

Date



# **Town of Newmarket**

## **Minutes**

### **Audit Committee**

Date: Tuesday, July 14, 2020  
Time: 2:00 PM  
Location: Electronic VIA ZOOM

Members Present: Michael Tambosso, Chair  
Deputy Mayor & Regional Councillor Vegh, Vice-Chair  
Councillor Bisanz  
Councillor Morrison  
Rebecca Mathewson  
Tom Mungham

Staff Present: J. Sharma, Chief Administrative Officer  
E. Armchuk, Commissioner of Corporate Services  
M. Mayes, Director of Financial Services/Treasurer  
D. Schellenberg, Manager of Finance & Accounting  
K. Saini, Deputy Clerk  
A. Walkom, Legislative Coordinator  
T. Kyle, Chief Executive Officer, Newmarket Public Library

The meeting was called to order at 2:00 PM.  
Michael Tambosso in the Chair.

**1. Additions and Corrections to the Agenda**

None.

**2. Conflict of Interest Declarations**

None.

**3. Deputations**

None.

#### **4. Approval of Minutes**

##### **4.1 Audit Committee Meeting Minutes of January 27, 2020**

Michael Tambosso requested the minutes for sub-item 4.3.2 be amended to reflect the discussion regarding a process to involve the Audit Committee if the Town were to deviate from a decision being made by the N6 with respect to the selection of the auditor.

Moved by: Tom Mungham  
Seconded by: Deputy Mayor & Regional  
Councillor Vegh

1. That the Audit Committee Meeting Minutes of January 27, 2020 be approved as amended.

**Carried**

#### **5. Items**

##### **5.1 Review of 2019 Financial Statements**

The Manager of Finance & Accounting provided a presentation regarding the 2019 Financial Statements. The presentation included an overview of the internal controls and significant events, and the measures to perform the audit virtually due to the COVID-19 pandemic.

##### **5.2 Report to the Audit Committee by the External Auditor**

Pina Colavecchia of Deloitte Canada provided a presentation to the Audit Committee regarding the 2019 audit. The Committee advised that although the external auditor's review includes Newmarket Public Library, the Audit Committee does not conduct a review of these statements.

Moved by: Councillor Morrison  
Seconded by: Tom Mungham

1. That the presentation provided by Dawn Schellenberg, Manager of Finance & Accounting regarding the 2019 Financial Statements be received; and,
2. That the presentation provided by Pina Colavecchia of Deloitte Canada regarding the Report to the Audit Committee by the External Auditor be received.

**Carried**

### **5.3 Town of Newmarket Consolidated Financial Statements**

Moved by: Rebecca Mathewson

Seconded by: Councillor Bisanz

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

**Carried**

5.3.1 Town of Newmarket Consolidated Financial Statements Report

5.3.2 Town of Newmarket Main Street District Business Improvement Area Financial Statements

5.3.3 Financial Statement Discussion and Analysis (FSD&A)

### **5.4 Oral Observations from Management and the Auditors regarding the Effects of COVID-19 on the Town of Newmarket's Internal Controls Over Financial Reporting**

Staff provided an update on the effects of the COVID-19 pandemic on the Town's operations and financial reporting. Pina Colavecchia provided an update with regards to the effects of the pandemic on the audit and the transition from paper-based to electronic record keeping.

## **6. New Business**

(1) Michael Tambosso requested that a list of outstanding items be maintained.

(2) Michael Tambosso requested an update on the auditor selection process. Staff advised that an update was not available and would be forthcoming.

(3) Michael Tambosso queried staff on the public distribution of draft financial statements as part of the meeting agenda. Staff advised that the draft financial statements are public documents and are distributed publicly as part of an open meeting.

**7. Closed Session**

Moved by: Councillor Bisanz

Seconded by: Tom Mungham

1. That the Audit Committee resolve into a Closed Session to discuss personal matters about identifiable individuals in accordance with Section 239 (2) (b) of the Municipal Act, 2001.

**Carried**

**7.1 Personal Matters**

Moved by: Tom Mungham

Seconded by: Councillor Morrison

1. That the Audit Committee request that the Chief Administrative Officer meet with the Auditor, one citizen member and one Council member of the Audit Committee to discuss matters related to the management letter.

**Carried**

**8. Adjournment**

The meeting adjourned at 4:01 PM.

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Michael Tambosso, Chair

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Date



**Town of Newmarket**  
**Minutes**  
**Main Street District Business Improvement Area**  
**Board of Management**

Date: Wednesday, March 11, 2020

Time: 8:00 AM

Location: Council Chambers  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Tom Hempen, Chair  
Allan Cockburn, Vice Chair  
Councillor Twinney  
Rob Clark  
Debbie Hill  
Mark Iacovetta  
Jennifer McLachlan (8:07 AM - 9:55 AM)  
Ken Sparks

Members Absent: Councillor Kwapis  
Omar Saer

Staff Present: E. Bryan, Business Development Specialist  
J. Grossi, Legislative Coordinator

Others Present Rob Dale, Master Coach, Rhapsody Strategies

The meeting was called to order at 8:07 AM.

Tom Hempen in the Chair.

**1. Additions and Corrections to the Agenda**

None.

**2. Conflict of Interest Declarations**

None.

**3. Presentations & Recognitions**

**3.1 Main Street District Business Improvement Area Board of Management Strategic Priority Development Workshop**

Rob Dale, Rhapsody Strategies, provided an introduction to the Main Street District Business Improvement Area Board of Management Strategic Priority Development Workshop and asked the Board Members to provide a brief introduction of themselves. The Members participated in a workshop that helped to identify the positive about Main Street including some of the various events and recreational activities available to residents, and identified several wins experienced over the last year regarding parking, garbage, and the vibrancy on the street.

Rob Dale further explained that many Business Improvement Areas (BIA) express confusion regarding their purpose or mandate, and he assisted in the identification of values and areas of interest for the Main Street BIA specifically. The Board Members discussed potential changes to the election process and the levy to align with these values.

**4. Adjournment**

Moved by: Allan Cockburn

Seconded by: Ken Sparks

- 1. That the meeting be adjourned at 11:47 AM.

**Carried**

\_\_\_\_\_  
Tom Hempen, Chair

\_\_\_\_\_  
Date



# Town of Newmarket

## Minutes

### Main Street District Business Improvement Area Board of Management

Date: Wednesday, September 16, 2020  
Time: 8:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Allan Cockburn, Vice Chair  
Tom Hепен, Chair (8:44 AM - 9:57 AM)  
Councillor Kwapis  
Councillor Twinney  
Debbie Hill  
Jennifer McLachlan  
Ken Sparks

Members Absent: Rob Clark  
Mark Iacovetta  
Omar Saer

Staff Present: C. Kallio, Economic Development Officer  
E. Bryan, Business Development Specialist  
J. Grossi, Legislative Coordinator

The meeting was called to order at 8:38 AM.  
Al Cockburn in the Chair.

#### 1. Notice

Al Cockburn advised that the Municipal Offices remain closed to the public. This meeting was available VIA ZOOM at [newmarket.ca/meetings](https://newmarket.ca/meetings).

#### 2. Additions and Corrections to the Agenda

None.

**3. Conflict of Interest Declarations**

None.

**4. Presentations & Recognitions**

None.

**5. Deputations**

None.

**6. Approval of Minutes**

Moved by: Jennifer McLachlan

Seconded by: Councillor Twinney

1. That sub-items 6.1, 6.2, 6.3, and 6.4, being the Main Street District Business Improvement Area Board of Management Minutes of February 19, 2020, June 2, 2020, June 12, 2020 and June 23, 2020 be approved.

**Carried**

**6.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2020**

**6.2 Main Street District Business Improvement Area Board of Management Special Meeting Minutes of June 2, 2020**

**6.3 Main Street District Business Improvement Area Board of Management Special Meeting Minutes of June 12, 2020**

**6.4 Main Street District Business Improvement Area Board of Management Special Meeting Minutes of June 23, 2020**

**7. Items**

**7.1 Enhanced 2020 Patio Program Discussion**

The Economic Development Officer and Business Development Specialist advised that a report would be going to Council in the coming months to extend the Town-Wide Patio Program and that the extension would be reviewed in Q1 2021 again. They advised that all business owners would

be given the opportunity to provide feedback to Staff prior to the report being presented to Council.

## **7.2 BIA Strategy Planning**

The Business Development Specialist reviewed the process for the strategic planning and advised that potential dates for the next three meetings would be circulated to the Board Members.

## **7.3 BIA Annual General meeting and BIA Budget Report to Council**

The Legislative Coordinator reviewed the timeline for the remainder of 2020 with the Board Members and discussed possible dates for the 2020 Annual General Meeting. The Business Development Specialist advised that potential dates would be circulated to the Members.

## **7.4 COVID-19 Marketing & Advertising Sub-Committee Update**

The sub-committee advised that they have not spent any of their budget yet, and will schedule a meeting prior to the next Main Street District Business Improvement Area Board of Management Meeting to provide an update.

## **7.5 Garbage Update**

The Economic Development Officer provided an update on the garbage bins installed and advised that a new locking system is being implemented within the next month to rectify the known issues.

## **7.6 Parking Update**

Councillor Kwapis provided an update on the Downtown Parking Review Staff Report that was presented to Council at the August 24, 2020 Committee of the Whole - Electronic Meeting. The Members queried Staff regarding By-law Enforcement on Main Street.

## **7.7 Staff Update**

### **7.7.1 Financial Update**

The Business Development Specialist provided a financial update to the Board and advised that about \$5,300 had been spent this year to date.

### **7.7.2 Financial Incentive Program Staff Working Group Update**

The Economic Development Officer provided an update on the Financial Incentive Program Staff Working Group and reviewed the

major projects that had been supported. Members queried him regarding the current budget and type of projects that were included in the application.

## **8. New Business**

### **8.1 Councillor Updates**

Councillor Kwapis provided an update on the following matters:

- He advised that the Town of Newmarket By-law Officers have been working with York Regional Police regarding the Homeless population that is congregating at Riverwalk Commons.
- He advised that he presented a Notice of Motion to Committee of the Whole at their September 14, 2020 Meeting regarding Commercial Rooftop Patios and that additional information would be shared after a future Council Meeting.
- He queried the Board of Management on the plans for Halloween this year, to ensure that all business owners were aware of the arrangements. The Members agreed to consult with Town Staff to ensure that this was completed in a safe manner.

Moved by: Tom Hепен

Seconded by: Councillor Twinney

1. That up to \$2000 be allocated toward the Halloween marketing, advertising, and purchasing of treats for the business owners to distribute.

**Carried**

## **9. Closed Session**

The Chair advised that there was no requirement for Closed Session.

## **10. Adjournment**

Moved by: Jennifer McLachlan

Seconded by: Councillor Kwapis

1. That the meeting be adjourned at 9:57 AM.

**Carried**

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Al Cockburn, Vice Chair

---

Date





# Newmarket Public Library Board

## Minutes

Date: Wednesday, September 16, 2020  
Time: 5:45 PM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Darcy McNeill, Chair  
Kelly Broome  
Darryl Gray  
Leslee Mason  
Art Weis (arrived at 5:50 pm)  
Victor Woodhouse

Absent: Jane Twinney, Vice Chair

Staff Present: Linda Peppiatt, Deputy CEO  
Todd Kyle, CEO  
Lianne Bond, Administrative Coordinator  
Jennifer Leveridge, Manager, Library Services  
Benjamin Shaw, Manager, Library Operations

### 1. Meeting to be held through live video interface via Zoom

The C.E.O. introduced the Library's new Leadership Team and advised that the Deputy C.E.O. will be retiring at the end of the month.

The Chair called the meeting to order at 5:40 pm

### 2. Adoption of Agenda Items

- 2.1 Adoption of the Regular Agenda
- 2.2 Adoption of the Closed Session Agenda
- 2.3 Adoption of the Consent Agenda Items

#### **Motion 20-09-128**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

That items 2.1 to 2.3 be adopted as presented.

**Carried**

**3. Declarations**

None were declared.

**4. Consent Agenda Items**

- 4.1 Adoption of the Regular Board meeting minutes for Wednesday, June 17, 2020
- 4.2 Strategic Operations Report for June, July and August, 2020
- 4.3 Second Quarter Statistical Data
- 4.4 Second Quarter Financial Statements
- 4.5 Library Bank Account Transfer
- 4.6 Health and Safety Policy Renewals
- 4.7 Temporary Policy: Face Coverings during COVID-19 Emergency

**Motion 20-09-129**

**Moved by** Kelly Broome

**Seconded by** Victor Woodhouse

**That** 4.1 to 4.7 be approved and adopted as presented.

**Carried**

**5. Reports**

- 5.1 Recovery and Re-opening Update Report for Library

A report on the recovery and re-opening of the Library was reviewed. The current limited Library services will continue at this time. At the recommendation of the Town of Newmarket's Health and Safety Specialist the introduction of browsing services will be delayed until there is more evidence of a reduction in COVID-19 cases.

**Motion 20-09-130**

**Moved by** Darryl Gray

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Recovery and Re-opening Update for the Library, and ratify the operational decisions taken as described.

**Carried**

## **6. Business Arising**

### **6.1 2021 Capital Budget Submission**

The Draft 2021 Capital Budget was presented to the Library Board.

**Motion 20-09-131**

**Moved by** Leslee Mason

**Seconded by** Darryl Gray

**That** the Library Board approve the Draft 2021 Capital Budget for submission to the Town of Newmarket Council.

**Carried**

### **6.2 Library Board Action List Review**

The Library Action list was revised to ensure important administrative and strategic priorities were included. The Board reviewed the revisions and recommended some changes to the Action List.

**Motion 20-09-132**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board receive the report on Action Tracking List Review and approve the revisions as amended.

**Carried**

## **7. New Business**

### **7.1 Temporary Contact Tracing Policy**

A Temporary Contact Tracing Policy has been implemented to outline the protocols and procedures required for the collection of personal contact information of users who enter the library building.

**Motion 20-09-133**

**Moved by** Leslee Mason

**Seconded by** Art Weis

**That** the Library Board approved the Temporary Contact Tracing Policy as presented.

**Carried**

**8. Closed Session (If Required)**

**9. Dates of Future Meetings**

9.1 The next Regular Board meeting is scheduled for Wednesday, October 21, 2020 at 5:30 pm. Location electronic via Zoom.

The start time for Library Board meetings will move to 5:30 pm.

**10. Adjournment**

**Motion 20-09-134**

**Moved by** Kelly Broome

**Seconded by** Darryl Gray

**That** there being no further business the meeting adjourn at 7:12 pm.

**Carried**

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Darcy McNeill, Chair

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Todd Kyle, Secretary/Treasurer