



Town of Newmarket

Agenda

Council - Electronic

Date: Monday, November 23, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

1. Public Notice

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

Public Input

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

1. Email your correspondence to clerks@newmarket.ca by end of day on Sunday, November 22, 2020. Written correspondence received by this date will form part of the public record; or,
2. Make a live remote deputation by joining the virtual meeting using the Town's videoconferencing software and verbally provide your comments over video or telephone. To select this option, you are strongly encouraged to pre-register by emailing your request and contact information to clerks@newmarket.ca.

2. Additions & Corrections to the Agenda

Note: Additional items are marked by an asterisk*.

3. Conflict of Interest Declarations

4. Public Hearing Matter(s)

How to get involved with planning applications (item 4.1)

Newmarket Council will not be making any final decisions at this meeting in relation to item 4.1, all written and verbal comments will be given to Planning staff to consider in a future

report. A report will then be provided to Council at a future Committee of the Whole or Council Meeting.

Residents are encouraged to get involved in the public planning process by submitting written comments or participating in a live deputation through video conferencing during the meeting. To learn more about how to get involved, please email clerks@newmarket.ca and include your contact information (name and phone number).

4.1. Official Plan Amendment and Zoning By-law Amendment - 201 Davis Drive

Note: Nick Pileggi, Macaulay Shiomi Howson Ltd., will be in attendance to provide a presentation on this matter.

The Notice of Statutory Public Meeting has been attached for information purposes only.

4.1.1. Correspondence - Howard Friedman, HBR Planning Centre

*4.1.2. Correspondence - James and Agnes Wagstaff

*4.1.3. Correspondence - Claudia Gligor

*4.1.4. Correspondence - Gerald Fox

5. Presentations & Recognitions

6. Deputations

7. Minutes

7.1. Council - Electronic Meeting Minutes of November 2, 2020

1. That the Council - Electronic Meeting Minutes of November 2, 2020 be approved.

8. Reports by Regional Representatives

9. Consent Items and Recommendations from Committees

9.1. Special Committee of the Whole - Electronic Meeting Minutes of November 9, 2020

Note: This meeting dealt with Fiscal Strategy - Next Steps and the 2021 Preliminary Draft Tax-Supported Operating Budget.

1. That the Special Committee of the Whole - Electronic Meeting Minutes of November 9, 2020 be received and the recommendations noted within be adopted.

9.1.1. Presentation - Fiscal Strategy - Next Steps

Note: See sub-item 9.1.3 below.

9.1.2. Presentation - 2021 Preliminary Draft Tax-Supported Operating Budget

Note: See sub-item 9.1.4 below.

9.1.3. Fiscal Strategy - Next Steps

1. That the presentation provided by the Director of Financial Services/Treasurer regarding Fiscal Strategy - Next Steps be received; and,
2. That the report entitled Fiscal Strategy – Next Steps dated November 9, 2020 be received; and,
3. That Council endorse the implementation plan for the Fiscal Strategy as outlined in this report; and,
4. That the Treasurer be authorized and directed to do all things necessary to give effect to this resolution.

9.1.4. 2021 Preliminary Draft Tax-Supported Operating Budget

1. That the presentation provided by the Director of Financial Services regarding the 2020 Preliminary Draft Tax-Supported Operating Budget be received; and,
2. That the report entitled 2021 Preliminary Draft Tax-Supported Operating Budget Report dated November 9, 2020 be received; and,
3. That subject to any additional direction from Committee, that the proposed budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
4. That Staff report back to Council with an additional option to reduce the 2021 tax increase by 1%; and,
5. That the Treasurer be authorized and directed to do all things necessary to give effect to this resolution.

9.2. Committee of the Whole - Electronic Meeting Minutes of November 16, 2020

1. That the Committee of the Whole - Electronic Meeting Minutes of November 16, 2020 be received and the recommendations noted within be adopted.

9.2.1. Remote Deputation - Proposed Trail from Yonge Street to Rita's Avenue

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

9.2.2. 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.

9.2.3. 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.

9.2.4. Proposed Trail from Yonge Street to Rita's Avenue

1. That the correspondence provided by Glen and Erlinda Sparkes regarding the Proposed Trail from Yonge Street to Rita's Avenue be received; and,
2. That the report entitled Proposed Trail from Yonge Street to Rita's Avenue dated November 16, 2020 be received; and,
3. That the location of 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,
4. That the budget necessary to complete the improvements to the existing trail be considered as part of future budget considerations; and
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.2.4.1. Correspondence - Glen and Erlinda Sparkes

9.2.5. 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.

9.2.6. Updated Amendments to the Administrative Monetary Penalty System

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.

9.2.7. 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.

9.2.8. 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

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.

9.2.9. 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.

9.2.10. Audit Committee Meeting Minutes of July 14, 2020

1. That the Audit Committee Meeting Minutes of July 14, 2020 be received.

9.2.11. 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.

9.2.12. 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.

9.2.13. New Business - COVID-19 Pandemic Financial Relief

Whereas staff reported on Financial Relief Measures due to COVID-19 Pandemic in staff report 2020-28, and Council adopted these measures on

April 27, 2020; and,

Whereas Council has waived penalty and interest charges on property tax accounts until January 1, 2021; and,

Whereas the COVID-19 Pandemic continues to create financial challenges for residents; and,

Whereas an extension of the Financial Relief Measures until January 31, 2021 may provide interim support to residents; and,

Whereas this matter is time sensitive due to notification requirements to affected residents seeking financial relief under the Town's current program; and,

Now therefore be it resolved that the Council of the Corporation of the Town of Newmarket:

1. That staff be directed to present financial impacts to the Town regarding waiving penalty and interest charges for an additional month, and that this information be presented to Committee of the Whole on December 7, 2020 for consideration as part of the 2021 budget process.

9.3. Council Workshop - Electronic Meeting Minutes of November 17, 2020

Note: This meeting dealt with an Educational Session regarding the Southwest Quadrant of Town and Surrounding Lands.

1. That the Council Workshop - Electronic Meeting Minutes of November 17, 2020 be received.

10. By-laws

2020-59 A By-law to appoint Deputy Fire Chiefs and an Assistant Deputy Fire Chief for the amalgamated fire and emergency services department, Central York Fire Services

2020-60 A By-Law Authorizing Participation in the Region of York Mutual Aid Program

2020-61 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

1. That By-laws 2020-59, 2020-60, and 2020-61 be enacted.

11. Notices of Motions

12. Motions Where Notice has Already been Provided

13. New Business

14. Closed Session (if required)**14.1. Council - Electronic Meeting (Closed Session) Minutes of November 2, 2020**

1. That the Council - Electronic Meeting (Closed Session) Minutes of November 2, 2020 be approved.

14.2. Items from Committee of the Whole - Electronic Meeting Minutes of November 16, 2020**14.2.1. 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.

14.2.2. 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.

15. Confirmatory By-law**2020-62 A By-law to Confirm the Proceedings of the November 23, 2020 Council meeting**

1. That By-law 2020-62 be enacted.

16. Adjournment

OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT

PLAN 492, PT LOTS 253, 254, 255, 256, 257, 258 (201 Davis Drive)

APPLICANT: MOSAIC DAVIS INC.

FILE NUMBER: D09NP2014 (OPA), D14NP2014 (ZBA), D11NP2014 (SPA)

Take notice that the Council of the Corporation of the Town of Newmarket will hold an electronic Public Meeting on:

Monday, November 23rd 2020 at 1:00 PM

By way of an electronic meeting using **video conferencing (Zoom)** to consider a proposed Official Plan Amendment and Zoning By-law Amendment under Section 17 and 34 of the Planning Act, RSO 1990, c. P. 13, as amended.

The application is proposing to amend the Official Plan and rezone the subject lands to permit:

- One (1) six-storey mid-rise residential apartment building, consisting of 147 apartment units



To find out more information on the application, or to view the site plan in full size, visit the Town's website at newmarket.ca and look under the 'Current Applications' section, Ward 4, File Numbers D14NP2014 (ZBA), D09NP2014 (OPA), or send an email to planning@newmarket.ca

Purpose of public meeting:

The purpose of the public meeting is to hear from any person who has an interest in the above noted applications. On November 23rd, 2020, **Council will not be making a final decision** regarding these applications, but will refer all written and verbal comments to Planning Staff to consider and return with a report to a future Committee of the Whole or Council meeting.

How to get involved:

As the Municipal Offices remain closed to the public, this meeting will be streamed live on November 23rd at 1:00 PM at newmarket.ca/meetings. The video will also be made available after the meeting and archived on the Town's website. If there are any technical difficulties during the live stream, the Town will attempt to post the archived video after the meeting.

You can get involved with this application in the following ways:

Submit written comments

Written comments may be emailed to clerks@newmarket.ca.

In order for comments to be received by Council at the statutory public meeting, written comments must be submitted to clerks@newmarket.ca by end of day November 22nd, 2020.

Written comments will also continue to be received after the public meeting has concluded, after the meeting written comments can be sent to planning@newmarket.ca.

Speak to Council during the live meeting through video conferencing (Zoom)

Individuals who wish to provide verbal representation may provide a remote (live) deputation through the Zoom platform during the Council meeting. Due to the technical requirements of joining an electronic meeting, residents are strongly encouraged to pre-register for a remote (live) deputation by completing the form provided at newmarket.ca/meetings or by providing their full name and contact information by registering via clerks@newmarket.ca or by calling 905-953-5300 extension 2203.

Personal information collected in response to the planning application will be used to assist Town staff and Council to process this application and will be made public.

Any person may verbally address Council during the live meeting through Zoom and/or submit written comments either in support of or against the proposed Official Plan Amendment and Zoning By-law Amendment.

Any person may send written comments to the Town of Newmarket at 395 Mulock Drive, P.O. Box 328, STN MAIN Newmarket, ON, L3Y 4X7 or via email at planning@newmarket.ca, or by calling 905-953-5321.

If you wish to be notified of the decision of the proposed Official Plan Amendment and Zoning By-law Amendment, you must make a written request to Planning Services at the Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN MAIN Newmarket, ON L3Y 4X7 or by emailing planning@newmarket.ca

If a person or public body does not make verbal submissions at the public meeting or make written submissions to the Town of Newmarket Council before the by-law is passed, the person or public body is not entitled to appeal the decision of the Town of Newmarket to the Local Planning Appeal Tribunal.

If a person or public body does not make verbal submissions at the (namely, the electronic meeting) public meeting, or make written submissions to the Town of Newmarket Council before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Local Planning Appeal Tribunal, there is reasonable grounds to do so.

Additional information relating to the proposed Official Plan Amendment and Zoning By-law Amendment is available by contacting Planning Services by email at planning@newmarket.ca or by telephone at 905-953-5321. Please refer to the file numbers noted above.

**Dated October 28th, 2020
Planning Services**

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side and bottom of the slide, creating a modern, dynamic feel.

Mosaik Davis Inc.

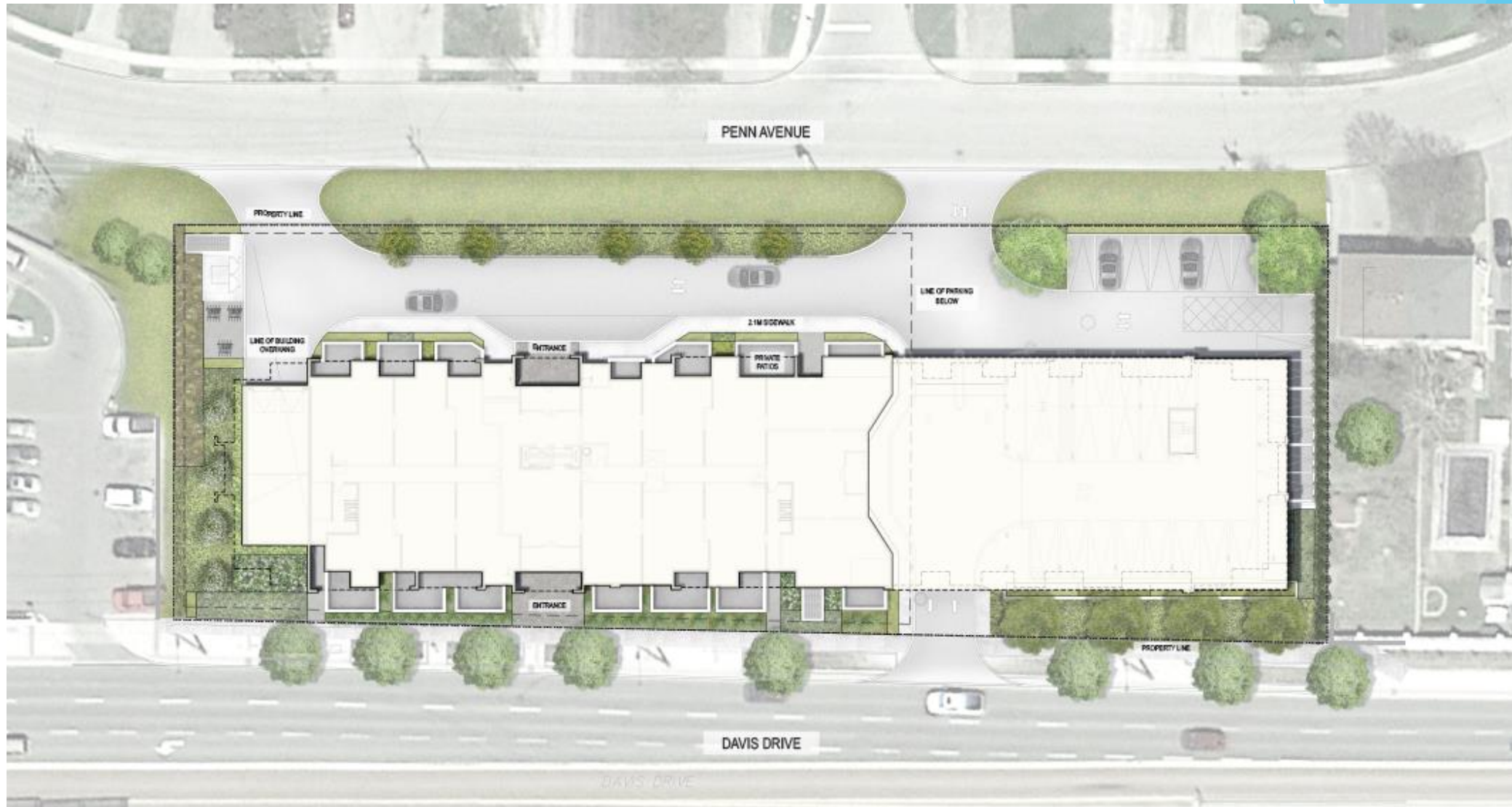
201 Davis Drive, Town of Newmarket

November 23, 2020

Site and Area Context



Proposed Site Plan



Proposed Building Elevations

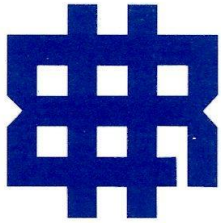


EAST AND WEST COLOURED ELEVATIONS
SCALE: 1:100



SOUTH COLOURED ELEVATION (DAVIS DRIVE)
SCALE: 1:100





HBR PLANNING CENTRE

CONSULTANTS IN URBAN PLANNING AND DEVELOPMENT

30 Waymount Avenue
Richmond Hill, Ontario
L4S 2G5

(416) 993-2297
howard@hbrplanning.com
stacey.williams@rogers.com

October 29, 2020

Jason Unger, MCIP, RPP
Director of Planning & Building Services
Town of Newmarket
395 Mulock Drive
P. O. Box 328, Stn. Main
Newmarket, Ontario
L3Y 4X7

VIA EMAIL

Dear Mr. Unger:

**RE: PROPOSED DEVELOPMENT AT
201 DAVIS DRIVE
TOWN OF NEWMARKET
(FILE NOS. D09NP2014 (OPA),
D14NP2014 (ZBA) AND D11NP2014 (SPA))**

We are the planning consultants for 1344459 Ontario Limited, the owners of the lands identified as 191 Davis Drive. We are in receipt of a Notice of Electronic Public Meeting to be held Monday November 23, 2020 in regards to the above captioned lands.

Our client's lands are currently occupied by a Tim Horton's restaurant, and are located immediately to the west of, and directly abut the subject lands. It is our understanding that the subject lands, being 201 Davis Drive, is currently proposed to be developed for a six storey residential apartment building, consisting of 147 apartment units.

On behalf of our client, we have reviewed the application and documents that have been submitted to the Town of Newmarket in support of the proposed development at 201 Davis Drive, and our client has some concerns that will need to be addressed with the proposed development. These concerns are outlined below.

1. ACCESS

The apartment development proposes three (3) access points for their site, being a right turn in, right turn out from Davis Drive, and two full movement accesses from Penn Ave. Any traffic from the development that wants to go east on Davis Drive would have to use the intersection at Longford and Davis Drive, due to the Centre median related to the VIVA bus lanes. In addition, if the Region does not support the intended access to Davis Drive, then all of the traffic from the proposed development will filter out of the site using the Penn Ave accesses, and will likely proceed to the intersection at Longford and Davis Drive.

According to traffic report submitted in support of the proposed development, the intersection of Longford/Davis/Parkside operates at a level C, although some functions of the intersection such as **southbound left turns** and through-traffic are rated as D and E. The applicant's traffic report indicates that the development will generate an additional 53 auto trips in the morning and 65 trips in the afternoon/evening peak periods. This will be in addition to the 177 cars already going south on Longford. Our client is concerned that all of this traffic will back up at the traffic light at Longford and Davis Drive, and therefore impede egress from his lands at 191 Davis Drive. While our client's lands have a right turn in access into the site from Davis Drive, there is only one exit from the site which is located in the vicinity of the southbound left turn lane on Longford. In addition, any back up at the traffic light at Davis Drive will also impede access into his lands from the north. With the additional growth, over time, the intersection delay is expected to increase 5 to 6 seconds per vehicle according to the Traffic report. Our client's concern is that his tenant's customers who exit 191 Davis Drive (particularly those using the drive-thru) will not continue to enjoy the current level of service, as cars will back up on Longford to make a left turn on to Davis Drive, at the traffic lights.

We would request that the Town conduct a peer review of the submitted traffic report, and that the applicant's consultant be requested to provide us with a response to the matters raised above, and indicate how these concerns can be resolved.

2. PARKING

Parking for the proposed apartment building is provided at 1 space/dwelling unit with only 30 visitor spaces provided for the 147 residential units contemplated (0.2 spaces/unit). Our client is concerned that the 30 visitor parking spaces proposed may not be sufficient to service the 147 units, particularly at peak times, i.e., weekends and holidays etc. and that the overflow of visitor parking could end up spilling over onto the 191 Davis lands, i.e., Tim Horton's customer parking lot. We would request that the Town and the applicant examine this issue more carefully and work with our client and their tenant to ensure that this adverse impact will not occur, through the implementation of the appropriate measures.

3. **IMPACT ON EXISTING BUILDING**

The Geo-technical report that was prepared for the subject lands recommends the monitoring of vertical and lateral movement of the shoring wall to ensure excavation does not adversely affect the structural stability of the adjacent buildings. They also recommend that a pre-construction survey of the condition of the adjacent properties be undertaken.

We agree with this recommendation, and would request that the Town ensure that this pre-construction survey be undertaken, and include our client's lands. However, the requirement should be expanded to include a post-construction report. Having this base-line pre-construction data, will allow for a determination that if any damage is done to our client's property or building, the prior condition would be well documented. We would request that the Town ensure that our client be provided with proof of this undertaking, and also be given the opportunity to review both the before and after results, of the pre-construction and post-construction survey.

In addition, the Hydro-geologic report states that there is groundwater seepage on the development lands, and de-watering of the site will be required for the underground parking structure they are proposing. We would recommend that the Town provide confirmation, that proper precautions will be put in place to ensure and guarantee that the de-watering process will be done in a manner that will not adversely impact our client's lands or building, both during the construction process and in the future, with respect to the soil stability of the existing structures and parking area.

Having regard for the above, we would request that the recommendations of the Town's **Construction Vibration Issues Staff Report No. 2019-29**, dated March 18, 2019, be applied to the subject lands. This is particularly with respect to requiring vibration monitoring to be undertaken during excavation and construction. This will ensure it is within the limits established by the Town, as well as containing any other measures the Town deems necessary to ensure there are no adverse impacts on adjacent properties due to construction activities on the subject lands. This should be incorporated into any Official Plan policy amendment and to the conditions of approval relating to the site plan, if the subject development is to be approved.

4. **NOISE STUDY**

The Noise Study submitted in support of the proposed development recommends that warning clauses be placed in offers of purchase and sale advising of noise from adjacent commercial buildings i.e., mechanical equipment, drive thru speaker etc.. Our client would like the Town to provide assurance that this will be carried out, as part of the plan of a condominium process and/or site plan approval process, in order to protect our client's lands and his long established tenant from potential noise complaints from future residents of the apartment building.

5. **PHASE ONE ESA**

The Phase One ESA report that was undertaken for the proposed development identified some possible contaminants on the subject lands and recommended that a Phase Two ESA study be undertaken. This Phase Two study was not included in the package of documents that was posted on the Town's Website. We would request that the Town follow-up on the status of this report, and that it be made available for public review when available.

6. **3:1 SLOPE.**

There is a 3:1 slope currently proposed on site, adjacent to the mutual property line with our client's lands. While it appears to slope away from our client's lands, our client is concerned that such a steep slope so close to the property line could adversely impact the existing opaque fence that currently exists along the mutual property line. We would request that the Town's engineers review this matter prior to Site Plan Approval, to ensure that there will be no adverse impact.

7. **CONSTRUCTION MANAGEMENT PLAN**

We would request that the Town allow our client and/or their consultants to review the construction management plan (CMP) for the proposed development in order to ensure that there will be no disturbance to the 191 Davis lands or the Tim Horton's business during the construction period.

8. **CONCLUSION**

- a) We respectfully request that the Town, prior to any recommendation on the applications as part of the application review process, undertake peer reviews of the various reports submitted, in support of the proposed apartment building development, including the Traffic Report, Geotechnical, Hydrogeologic, Phase One ESA, and Phase Two ESA (when submitted). Further. We would ask that these Peer reviews of the reports be made available to our client and/or their consultants.
- b) In addition, as part of the Traffic study review, the Town should require that the applicant's Traffic consultant provide a response to our client's concerns related to both increased traffic on Longford Avenue, and the impact it will have on the ability to egress from 191 Davis Drive, and also ingress our client's lands from the north. In addition, we would request that they respond to the concern of potential visitors to the site using our client's lands for overflow parking.

- c) We would also request that the Town ensure vibration monitoring is undertaken during construction, and that the level of vibration is within the Town's established limits and guidelines.
- d) We would also request that the Town ensure that our client is provided with satisfactory evidence that the Pre-Construction Survey and Post-Construction report discussed above is carried out and includes our client's lands. As well, we would ask that our client and/or his consultants also be given the opportunity to review both the before and after results, of the Pre-Construction, Post-Construction Survey.
- e) We would also request that the Town provide confirmation, that proper precautions will be put in place to ensure and guarantee that the de-watering process to be undertaken by the applicant will be done in a manner that will not adversely impact our client's lands or existing building.
- f) We would request that the Town allow our client to review the construction management plan (CMP) in order to review the protective measures to be put in place during the construction period, and thereby ensure that there will be no disturbance to his lands or his tenant's business during the construction period.
- g) Our client would like the Town to provide assurance that the implementation of the suggested warning clauses will be carried out, as part of the plan of a condominium process and/or site plan approval process, in order to protect our client's lands and his tenant from potential noise complaints from the future residents of the apartment building.
- h) Finally, we would ask that any measures or recommendations resulting from carrying out the items listed above, be incorporated into the policies of the OPA and provisions of the Site Plan Agreement.

Please take this letter as our client's formal notice of interest in the three applications relating to this matter, and request to be kept informed of any future proceedings pertaining to the applications.

We thank you for you're the opportunity of providing comments on this matter and look forward to your anticipated cooperation and resolution of our client's concerns in this regard, prior to adoption and or approval of the Official Plan Amendment, Zoning Bylaw Amendment, and Site Plan.

Yours very truly,
HBR PLANNING CENTRE

A handwritten signature in blue ink, appearing to read "Howard Friedman".

Howard Friedman, M.C.I.P., R.P.P.
Director of Planning

HF/SW:sw

cc: Clerk's Office
cc: Adrian Cammaert
cc: Alannah Slattery
cc: 1344459 Ontario Limited

To the Council of the Corporation of the Town of Newmarket,

For the Council meeting on Monday, November 23rd 2020 at 1:00 PM

We, oppose the construction of the six story, mid-rise apartment building on the property. We the residents and owners, of Penn avenue petition the town of Newmarket, not to approve the zoning changes proposed by *Mosaik Davis Inc.* on the property located at 201 Davis Drive, Newmarket ON: FILE NUMBER: D09NP2014 (OPA), D14NP2014 (ZBA), D11NP2014 (SPA).

Receiving word of the proposed build was troubling, to say the least. And the more we learned about it, the more we felt that this project is completely out of sync with the neighbourhood around it.

A 6-storey, 147 unit, building with such a modern aesthetic would completely dominate the otherwise small, single-family homes around it.

1. The proposed construction is far too large for the neighborhood, 147 units will cause an assured decrease in quality of life for the existing residents of the neighborhood. The six-story height the building will overlook the neighborhood causing privacy issues as downward looking units of the building will have visibility into the back yards and upper windows of the existing houses. It is a reasonable expectation giving the age of the neighborhood that privacy be maintained to the existing dwellings.

2. The building with its proposed lack of setback will over shadow the existing houses, causing a claustrophobic effect on the Penn Avenue. The six-story building will cause shadows on existing homes during winter months when the depressive effects of lack sunlight is at its worse. It is well documented that sunlight in the winter time is essential for mental health. The building shadows will certainly cause a deterioration of the mental health of the current residences.

Ref:

SUN & SHADOW STUDY

**PROPOSED MID-RISE RESIDENTIAL DEVELOPMENT LOCATED AT
201 DAVIS DRIVE
NEWMARKET, ONTARIO**

3. Traffic on Penn Avenue will worsen to an unacceptable degree. On Davis drive the Viva bus-lane will restrict the proposed Davis Drive entrance to the build to west bound traffic only. This is not reflected sufficiently in the 'Transportation Mobility Plan' documented in the proposal. All east bound Davis Drive traffic will need to enter the building through Penn avenue. Further, all west bound exiting traffic will have to use Penn Avenue as well. The traffic increase on Penn avenue will cause an assured safety issue on Penn avenue. Adding the traffic of 147 new units will cause an intolerable amount of traffic on a residential street impeding the mobility and walkability of the existing residents.

4. The intersection of Davis drive and Longford drive will become a traffic nightmare. There is currently a Tim Hortons with a drive-thru that already increases the traffic at the intersection. Further they are two new developments (212 David Drive and 219 Davis Drive) with over 200 units each. The 'Transportation Mobility Plan' does address the increased traffic in the due to the new building development. Pedestrian crossing on Davis and Longford will become an even more dangerous endeavour.

5. There is a number of informal foot-paths crossing the property that are widely used by the neighborhood residents. There has been an implied easement concerning foot paths across the property as these foot paths are vital for reasonable access to Davis Drive. These foot paths have existed for over 50 years and need to be maintained. The proposal will in many cases add a 200-400m increase to walking distance to reach the same point in Davis Drive. This will impede walkability and access to all amenities for the existing residents.

6. A new 147-unit 6 story building will cause a parking issue on Penn and Lindsay Avenues. The underground garage parking in the proposal will not be sufficient to accommodate all the future residents parking needs. The proposal contains drawings of the parking facility but does not contain a quantitative analysis of the parking needs of the future residents, especially guest parking. The drawings indicate they will not be enough parking for the future residents. This analysis is needed for the existing residents to evaluate the impact of the parking in the neighborhood and refute the proposal. We believe the onus is on the developer to provide this analysis.

In summary, there are many seniors in the neighborhood that the above-mentioned points will cause irreparable harm to the quality of their lives, including our own. A six-story building is simply far too large for the neighbourhood.

Going forward we would propose:

1. Further review and in person public consultations when it is feasible as all the issues with the building and property cannot be addressed in online format. Further, with the number of Seniors in the neighborhood access to the Zoom conferencing is limited due to technology constraints.
2. There is a need for a formal design review in consultation with the area residents starting from scratch to ensure that any development on the property fits with the character of the current neighborhood.
3. We feel, construction on the property should continue with single family homes to address the many concerns of a 6-storey, 147-unit, building.
4. The height of any project should not exceed the two-story character of the existing neighbourhood.

James and Agnes Wagstaff
187 Penn Avenue
Newmarket ON



Petitions

message

Claudia Gligor

Saturday, Nov. 21, 2020 at 3:20 p.m.

Oppose Construction of a six- story, mid- rise, 147 apartments units Building

we, the residents and /property owners, of Penn Ave respectfully petition that the Town of Newmarket NOT approve the proposal of the Plan 492, PT Lots 253,254,255,256,257,258 Davis Drive, because it is inconsistent with the neighbourhood of scale - and - character guidelines, Penn Ave (North side of Davis Drive) for the following reason:

- 1 . The proposed building is overly large and it replaces 3 lots of semidetached houses with a six- storey mid-rise residential apartment building, consisting of 147 apartment units. This will disrupt the privacy of neighboring homes, and negatively impact the property value of the houses in the area.
2. The building is far too tall, exceeding the height of the tallest existing building which are bungalow or 2 storey building. None should be taller than neighboring two -story buildings, with the two story being set back to minimize the bulk facing the street.
3. Street traffic is already heavy and after the Town build the 15 Story building 212 Davis Drive with 250 units and one more in construction, 219,The Davis Condos with other 200 residential units.
Adding this mid- rise building with 147 units imply at least 250+200+147 more cars on the intersection Davis Drive and Longford Drive street will unreasonably worsen the traffic.

We know that the Town of Newmarket had widening Davis Drive but not for residential purpose the Town just add a line for the viva blue bus. We used to have 2 line east and 2 line west so practically the traffic is not better than before.

This new building will influence our privacy being so tall and so closed to our houses, backyard, influencing negatively the natural light.

4. The six - story building is very close to our backyard's and does not blend in our neighborhood of bungalow and semi detach houses.

The City is required not to approve an applicant simply because it meets technical requirement when it is demonstrated that its fulfilment will unreasonably diminish the quality of life in the neighborhood . The "lower income housing" loophole should not be utilized to profit developers in detriment of residents. Any development should enhance residents' lives, not merely the developer's wallet.

We, the undersigned want the Council of the Town of Newmarket to:

1. Reconsider approval of six - story mid - rise residential apartment building, until a complete study/ review of infrastructure, parking, **building shadows**, outside lighting and traffic reports are complete.
2. The Town of Newmarket to partner with the community to identify a vision that will shape growth and guide new development in Penn Ave.
3. Appoint real neighborhood voices to the neighborhood Design Review Boards.
4. To encourage better design and site planning that enhances the character of the city and ensure that new development fits into neighborhoods.
5. To improve communication and participation among developers, neighbors and the town of Newmarket in the early design. Signature : residents/owner of

We have an affordable housing crisis in Canada - in Ontario - in York Region - in Newmarket.

The Planning Justification Report filed in support of this development application acknowledges the lands at 201 Davis Drive are subject to the Urban Centres Secondary Plan.

Section 6.4.3 of the Urban Centres Secondary Plan begins with the following:

6.4.3 Affordable Housing

- i. A minimum of 35% of new housing units in the Provincial Urban Growth Centre and a minimum of 25% of new housing units elsewhere in the Urban Centres shall be affordable to low and moderate income households.
- ii. Affordable housing benchmark prices for ownership and rental housing will be determined by the Regional Municipality of York on an annual basis.
- iii. Affordable housing shall comprise a range and mix of housing forms, unit sizes and tenure and include a significant number of dwelling units which may accommodate households with children, larger families, people with special needs, and rental households.

Yet the Planning Justification Report makes no mention of affordable housing.

Council needs to get serious about requiring developers to include meaningful provision for affordable housing in their development applications.

Gerald Fox



Town of Newmarket

Minutes

Council - Electronic

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

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh
Councillor Simon
Councillor Woodhouse
Councillor Twinney
Councillor Morrison
Councillor Kwapis
Councillor Broome (2:21 PM - 2:36 PM)
Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
P. Noehammer, Commissioner of Development & Infrastructure Services
I. McDougall, Commissioner of Community Services
L. Lyons, Director of Legislative Services/Town Clerk
K. Saini, Deputy Town Clerk
F. Scott, Manager of Regulatory Services
W. Bennett, Director of Corporate Communications
J. Unger, Director of Planning & Building Services
A. Walkom, Legislative Coordinator
J. Grossi, Legislative Coordinator

The meeting was called to order at 1:00 PM.
Mayor Taylor in the Chair.

1. Public Notice

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

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

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Public Hearing Matter(s)

None.

5. Presentations & Recognitions

None.

6. Deputations

None.

7. Minutes

7.1 Council - Electronic Meeting Minutes of October 13, 2020

Moved by: Councillor Twinney

Seconded by: Councillor Morrison

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

Carried

8. Reports by Regional Representatives

Deputy Mayor & Regional Councillor Vegh advised of the Regional Council meeting held on November 2, 2020, which included an update from York Region Public Health regarding COVID-19 potential re-opening of businesses within York Region.

Mayor Taylor advised that at the upcoming Regional Committee of the Whole meeting, reports concerning long-term care and seniors' housing implications would be considered.

9. Consent Items and Recommendations from Committees

9.1 Memorandum - Established Neighbourhood Compatibility Study

Moved by: Councillor Kwapis

Seconded by: Councillor Woodhouse

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

Carried

9.2 Memorandum - Construction Vibration

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

Moved by: Councillor Bisanz

Seconded by: Councillor Morrison

1. That the memorandum dated November 2, 2020 regarding Construction Vibration be received; and,
2. That the report entitled Construction Vibration dated October 26, 2020 be received; and,
3. **That Staff be directed to prepare an amended version of Noise By-law 2017-76 to include provisions relating to vibration (Option #3) for non-Planning Act development, for Council's consideration at a later date; and,**
4. **That Staff be directed to develop a permit process to address vibration complaints for significant non-Planning Act construction; and,**
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

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

Moved by: Councillor Woodhouse
Seconded by: Councillor Morrison

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

Carried

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

Moved by: Councillor Woodhouse
Seconded by: Councillor Kwapis

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

Carried

9.4.1 Presentation - State of the Infrastructure Report Cards

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

9.4.2 Presentation - 2021 Draft Capital and Rate-Supported Budgets

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

9.4.3 State of the Infrastructure Report and Report Cards

Note: See sub-item 9.4.1 above.

9.4.4 2021 Preliminary Draft Capital Budget Report

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

9.4.5 2021 Preliminary Draft Rate-Supported Operating Budgets Report

1. That the report entitled 2021 Preliminary Draft Rate-Supported Operating Budgets dated October 19, 2020 be received; and,
2. That subject to any additional direction from Committee, the proposed Water and Wastewater budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,

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

9.4.6 10-Year Stormwater Financial Plan

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

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

Moved by: Councillor Twinney

Seconded by: Councillor Kwapis

1. That the Committee of the Whole - Electronic Meeting Minutes of October 26, 2020 be received and the recommendations noted within be adopted with the exception of sub-items 9.5.6, 9.5.7, 9.5.8 and 9.5.10. See following sub-items 9.5.6, 9.5.7, 9.5.8 and 9.5.10 for motions.

Carried

9.5.1 Presentation - Established Neighbourhood Compatibility Study

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

9.5.2 Remote Deputation - Established Neighbourhood Compatibility Study and Policy Recommendations

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

9.5.3 Remote Deputation - Established Neighbourhood Compatibility Study and Policy Recommendations

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

9.5.4 Remote Deputation - Community Support

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

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

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

9.5.6 Established Neighbourhood Compatibility Study and Policy Recommendations

Note: This item was dealt with under sub-item 9.1. Please see sub-item 9.1 for motion.

9.5.6.1 Correspondence - Humphries Planning Group Inc.

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

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

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

Moved by: Councillor Morrison

Seconded by: Councillor Twinney

1. That the amendments concerning the lands located at 460 Davis Drive be referred back to staff for further discussions between staff and the owners of the property; and,
2. That the report entitled Urban Centres Secondary Plan and Zoning By-law Technical Amendments - Final

Recommendations dated October 26, 2020 be referred to staff for notification of the property owners as identified by Committee of the Whole, **to be brought back to Committee of the Whole on December 7, 2020.**

Carried

9.5.8 Construction Vibration

Note: This item was dealt with under sub-item 9.2. Please see sub-item 9.2 for motion.

9.5.8.1 Correspondence - Stuart Hoffman

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

9.5.9 Zoning By-law Amendment - 1250 Gorham Street

1. That the report entitled Zoning By-law Amendment - 1250 Gorham Street dated October 26, 2020 be received; and,
2. That the application for Zoning By-law Amendment, as submitted by 2011378 Ontario Limited (Cummins Hydraulics Ltd.), for lands known municipally as 1250 Gorham Street, be approved, and that staff be directed to present the Zoning By-law amendment to Council for approval, substantially in accordance with Attachment 1; and,
3. That Howard Friedman, of HBR Planning Centre, 30 Waymount Avenue, Richmond Hill, ON, L4S 2G5, be notified of this action; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.5.10 Third Quarterly Update to the Outstanding Matters List for 2020

Note: This item was dealt with under sub-item 9.3. Please see sub-item 9.3 for motion.

9.5.11 Parking Petition - Clematis Drive

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

9.5.12 Appointment Committee Meeting Minutes of January 15, 2020

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

9.5.13 Accessibility Advisory Committee Meeting Minutes of January 16, 2020

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

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

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

9.5.15 New Business - Traffic Calming Measures on Stonehaven Avenue

1. That Council direct Staff to review and report back to Council with options for temporary and permanent traffic calming measures or features to be added to Stonehaven Avenue; and,
2. That Council direct Staff to review and report back to Council regarding a three way stop to be added to the west side of Best Circle and Stonehaven Avenue.

10. By-laws

Moved by: Councillor Woodhouse

Seconded by: Deputy Mayor & Regional
Councillor Vegh

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

Carried

11. Notices of Motions

None.

12. Motions Where Notice has Already been Provided

None.

13. New Business

13.1 Public Education regarding Building Permit Process

Councillor Woodhouse inquired if there were any opportunities for greater public education regarding the building permit process. The Commissioner of Development and Infrastructure advised of existing public education and the materials which are available on the Town's website. The Director of Corporate Communications advised the department will look for ways of advanced messaging regarding the building permit process.

14. Closed Session

Moved by: Councillor Kwapis

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That Council resolve into Closed Session to discuss the following matters:

- a. Property in Ward 5 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose as per Section 239(2)(f) of the Municipal Act, 2001.

Carried

Council resolved into Closed Session at 1:45 PM.

Council (Closed Session) Minutes are recorded under separate cover.

Council resumed into Open Session at 2:35 PM

14.1 Property in Ward 5

Moved by: Councillor Kwapis

Seconded by: Councillor Broome

1. That Closed Session Report CL-2020-05 dated November 2, 2020 be received; and
2. That the recommendations in Closed Session Report CL-2020-05 dated November 2, 2020 be adopted.

Carried

15. Confirmatory By-law

Moved by: Councillor Twinney

Seconded by: Councillor Morrison

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

Carried

16. Adjournment

Moved by: Councillor Simon

Seconded by: Councillor Bisanz

1. That the meeting be adjourned at 2:36 PM.

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk



Town of Newmarket

Minutes

Special Committee of the Whole - Electronic

Date: Monday, November 9, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh
Councillor Simon
Councillor Woodhouse
Councillor Twinney
Councillor Morrison
Councillor Kwapis
Councillor Broome
Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
P. Noehammer, Commissioner of Development & Infrastructure Services
I. McDougall, Commissioner of Community Services
L. Lyons, Director of Legislative Services/Town Clerk
M. Mayes, Director of Financial Services/Treasurer
A. Walkom, Legislative Coordinator
J. Grossi, Legislative Coordinator

For consideration by Council on November 23, 2020.
The meeting was called to order at 1:00 PM.
Mayor Taylor in the Chair.

1. Notice

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

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations

4.1 Fiscal Strategy - Next Steps

Note: This item was dealt with under item 6.1. Please see item 6.1 for motion.

The Chief Administrative Officer provided an introduction to the Fiscal Strategy presentation and the Director of Financial Services/Treasurer.

The Director of Financial Services/Treasurer outlined the link between the fiscal strategy and Council's strategic priority pillar entitled Long-term Financial Sustainability. He further reviewed the comparative fiscal diagnostics including a report card addressing the Town of Newmarket's fiscal capacity, infrastructure density, and reserve balances. The Director of Financial Services/Treasurer provided an overview of the fiscal strategy recommendations provided by Bill Hughes, the consultant present at the Council Workshop on September 28, 2020. Lastly, he presented the proposed implementation targets for the remainder of 2020 and through 2023, and outlined how specific recommendations would be addressed with policy and future staff reports.

Members of Council queried Staff regarding the impact on future capital projects in relation to the fiscal strategy recommendations, the fiscal strategy report card, and possible asset replacement fund uses.

4.2 2021 Preliminary Draft Tax-Supported Operating Budget

The Chief Administrative Officer provided an introduction to the 2021 preliminary draft tax-supported operating budget presentation.

The Director of Financial Services/Treasurer outlined the updates to budget considerations since the October 5, 2020 Committee of the Whole Meeting including the fiscal strategy recommendations, Central York Fire Services (CYFS) 2021 draft budget, and capital spending authority. He further reviewed the impacts that COVID-19 has had on the 2020 budget and advised that it will have no direct impact on the 2021 budget. The Director of Financial Services/Treasurer outlined the budget impact on an average residential property regarding the proposed property tax increase, water and wastewater fees, and stormwater charges. He provided an overview of the tax-supported operating budget by governance body and their allocation of budget increase including growth. The decision packages included in the base budget were reviewed, and the decision packages included in the growth budget were further explained.

The Director of Financial Services/Treasurer provided Council with options to consider regarding the base tax rate, COVID-19 related contingencies, and the asset replacement fund (ARF). He concluded the presentation by outlining the next steps in the 2021 budget process and highlighted important future dates.

Members of Council queried staff regarding the CYFS draft 2021 budget, options to reduce ARF contributions, and the base tax increase. They further discussed the fiscal strategy recommendations, Provincial funding opportunities related to property taxes, and best practices in other municipalities.

5. Deputations

None.

6. Items

6.1 Fiscal Strategy - Next Steps

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

Moved by: Councillor Kwapis

Seconded by: Councillor Bisanz

1. **That the presentation provided by the Director of Financial Services/Treasurer regarding Fiscal Strategy - Next Steps be received; and,**
2. That the report entitled Fiscal Strategy – Next Steps dated November 9, 2020 be received; and,
3. That Council endorse the implementation plan for the Fiscal Strategy as outlined in this report; and,
4. That the Treasurer be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.2 2021 Preliminary Draft Tax-Supported Operating Budget

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

Moved by: Councillor Twinney

Seconded by: Councillor Broome

1. **That the presentation provided by the Director of Financial Services regarding the 2020 Preliminary Draft Tax-Supported Operating Budget be received; and,**
2. That the report entitled 2021 Preliminary Draft Tax-Supported Operating Budget Report dated November 9, 2020 be received; and,
3. That subject to any additional direction from Committee, that the proposed budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
4. **That Staff report back to Council with an additional option to reduce the 2021 tax increase by 1%; and,**
5. That the Treasurer be authorized and directed to do all things necessary to give effect to this resolution.

Carried

7. Closed Session

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

8. Adjournment

Moved by: Councillor Woodhouse

Seconded by: Councillor Bisanz

1. That the meeting be adjourned at 3:31 PM.

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk

Fiscal Strategy – Next Steps

Presenter: Mike Mayes

Date: November 9, 2020



Agenda

1. Strategic Plan Linkages
2. Council Workshop
3. Comparative Fiscal Diagnostics
4. Fiscal Strategy Recommendations
5. Implementation
6. Considerations
7. Measuring the progress of effective implementation



Strategic Plan Linkage

Under the Pillar of Long-term Financial Sustainability, Council has the following Strategic Priority:

*Ensure ongoing continuous improvement and a service level analysis for consideration. Utilize both internal and external resources to complete **an assessment of the Town's overall financial health** to support effective and efficient long-term planning*



Council Workshop



The Fiscal Strategy was presented at a Council Workshop on September 28, 2020

- Report and presentation are on our website:
Town Government/Budgets and Finances/Fiscal Strategy

Staff has a blueprint for next steps:

- Implementation
- Measurement of progress.



Comparative Fiscal Diagnostics

- Data for comparator municipalities was drawn from their 2018 Financial Information Return (FIR) and Statistics Canada's 2016 Census.
- Comparative charts developed for fiscal capacity, infrastructure intensity, reserves, debt, revenues and expenditures.
- Recommendations were derived from the key findings.



Comparative Fiscal Diagnostics – report card

Fiscal Capacity	moderately high
Infrastructure Intensity	average to slightly below average
Reserve Balances	below average
Overall financial position	good



Fiscal Strategy Recommendations

The 79 recommendations summarized:

- Refine the capital budget process
- Revise the development charge (DC) by-law to incorporate legislative changes
- Prepare a community benefits charge (CBC) strategy and by-law
- Accelerate work on asset management plans (AMP) and integrate them with the budget process and DC Study update (Item 2)



Recommendations cont'd

- Increase spending on infrastructure rehabilitation and replacement
- Carry out a comprehensive rate setting study that covers water, wastewater and stormwater rates
- Employ strategies to increase contributions to reserves to build them to more appropriate levels. This includes the Asset Replacement Fund, Rate Stabilization, Contingency and Growth.



Recommendations cont'd

- Review our investment strategy and practices to increase returns
- Update policies that support the Fiscal Strategy
- The Treasurer should provide an annual update of the fiscal strategy to Council

The Town agrees with all of the recommendations



Implementation 2020-2021

Activity/initiative	Description
2020	
2021 budget process	Preliminary Draft Budget, presented on October 5
2021	
Reserve Fund review	Updates to our existing Reserves and Reserve Funds, and Asset Replacement Funds Policies and related strategies
Asset Management Plans (AMP)	Development and refinement of AMP's
DC update and CBC study	Revisiting our 2019 Development Charges (DC) and simultaneously initiating a Community Benefits Charge (CBC) study



Implementation 2021-2022

Activity/initiative	Description
2021-2023	
Annual reporting	Enhancements to our current annual reporting
Future budget processes	Deferred as there was insufficient time to incorporate them into the 2021 process
2022	
Rate-supported Financial Plans	Updates of the 2017 Water, Wastewater and Stormwater 9-year Plans



Implementation 2022-2023

Activity/initiative	Description
2022-2023	
Budget Policy	Formalization and expansion of our current practices.
Debt Policy update	Revision of our existing Debt Policy and practices.
Investment Strategy update	Revision of our existing Investment Policy, strategy and practices.



Considerations

1. Council direction is required
2. The Capital Budget will undergo significant changes
3. Asset Management will be integrated into the budget process
4. There is an opportunity for growth studies to be done



Council direction is required



These will be addressed in separate reports to Council in the future.

1. Uploading local water and wastewater services to the Region (#44)
2. Reviewing our investments in Newmarket-Tay Power and ENVI (#72, 73)



The Capital Budget will undergo significant changes

Changes made in 2020 to the Capital Budget

- elimination of capital carryovers (#7)

Changes to be included in future budgets.

- Pre-construction and construction expenditures are to be split (#8) and approved separately by Council (#9)
- Shovel-ready approach to approval (#10)
- Asset Replacement Fund (ARF) is to be only used to fund replacements (#52)



Asset Management will be integrated into the budget process



Including the Asset Management team in the 2021 budget process provided a better result.

- To be included in the process from the beginning (#30)

However, not interfere with:

- To expedite development of the Asset Management Plans (#28)



There is an opportunity for growth studies to be done

There have been major changes resulting from the COVID-19 Economic Recovery Act 2020.

- Discount removed on Development Charge - DC soft-services; recreation, library (#26)
- Regulations allowing the creation of a Community Business Charge - CBC (#27)

Opportunities:

- Efficiency of combining DC & CBC studies
- Review and revise growth numbers



Measuring the progress of effective implementation

Fiscal Strategy Elements	Key Performance Indicators (KPI's)
Capital Management	<ul style="list-style-type: none">• Condition rating• Delivery – capital expenditures as a % of budget• Funding – reinvestment ratio
Debt Management	<ul style="list-style-type: none">• Debt servicing costs as a % of own source revenue
Revenue Enhancement	<ul style="list-style-type: none">• Taxes - levy per capita• Water and wastewater – average annual residential cost• Diversification – tax revenue as a % of total revenue• Return on investment
Reserve Management	<ul style="list-style-type: none">• Discretionary reserves - % of own source revenue• Capital reserves - % of accumulated amortization



2021 Draft Tax-supported Budget

Presenter: Mike Mayes

Date: November 9, 2020



Agenda

1. Updates
2. COVID-19
3. Overview
4. Tax-supported Operating
5. Options
6. Next Steps



Updates

What has changed since October 5



Budget considerations

Fiscal Strategy Workshop, September 28

- Report and presentation to Council

CYFS budget reviewed by JCC, October 13

- No additional staffing
- ARF contributions maintained at 2020 level
- Inclusion of new revenues

Financial Update – 3rd Quarter, November 16

- Adjustments to Capital Spending Authority require changes to Capital Program



Budgeting in a COVID-19 world

Influence on the 2021 budget



Pandemic will have no direct impact on the 2021 budget

- **Based on what we currently know** and the \$1.8 million Safe Restart grant, it appears that the 2020 budget will be manageable
- In that case, the pandemic may not directly factor into the 2021 budget
 - no deficit carryover
 - no additional tax increase



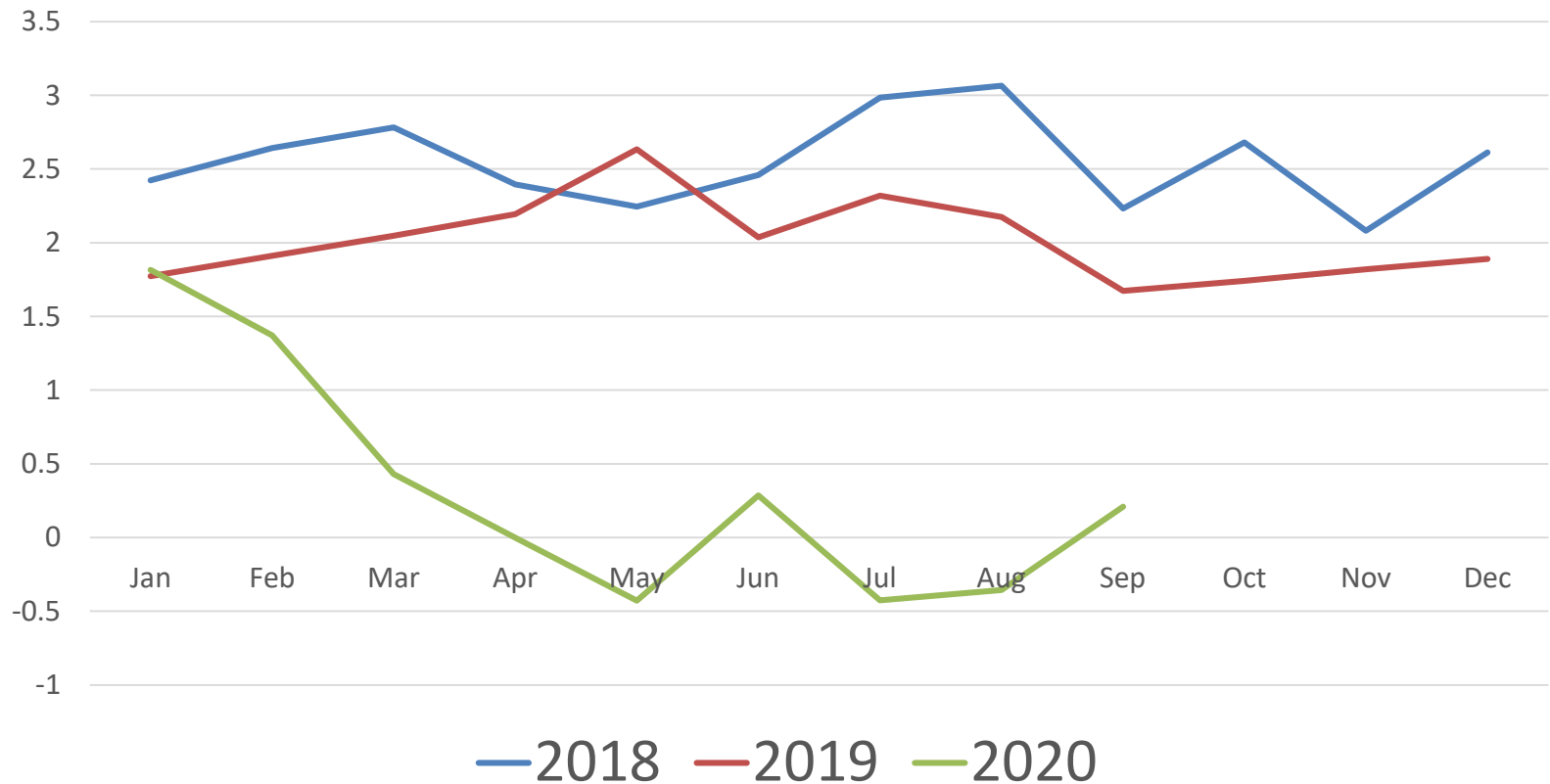
However, the pandemic does have an indirect impact

- Uncertainty about how long the pandemic will last and what the “new normal” will look like
 - 1% Tax Levy for a contingency
- Slower economy:
 - Inflation is assumed to be 0% to 1%
 - Growth reduced to 0.65% - half of normal



Inflation 2018 to 2020

Toronto CPI



Overview

2021 budget at a glance



There are many budgets:

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



Budget Impact on Average Residential Property

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

Based on an average single detached home with an assessment value of \$700,000, on a 465 square metre lot, using 200 cubic metres of water per year



Overview of tax-supported operating budget increase



	Tax %	\$
Base	0.99%	\$ 618,750
COVID contingency	1.00%	625,000
ARF	1.00%	625,000
Tax levy	2.99%	\$ 1,868,750



Tax-supported Operating

Roads, recreation, fire, library, by-laws
and more



Tax-supported operating budget by governance

	Town	CYFS	Library	Total
	In \$ millions			
Expenses	\$ 62.1	\$ 17.2	\$ 3.4	\$ 82.7
Reserve transfers	6.6	1.4	0.3	8.3
	\$ 68.7	\$ 18.6	\$ 3.7	\$ 91.0
Non-tax revenues	- 22.2	- 0.4	- 0.4	- 23.0
Tax levy	\$ 46.5	\$ 18.2	\$ 3.3	\$ 68.0



Tax-supported operating budget increase allocation



	Base	Growth	ARF	Total
Town	\$ 338,750	\$ 384,000	\$ 625,000	\$ 1,347,750
CYFS	280,000			280,000
Library		22,000		22,000
BIA (net)	0			0
COVID	625,000			625,000
Total	\$1,243,750	\$ 406,000	\$ 625,000	\$ 2,274,750



Decision Packages included in the Base Budget



Ref	Description	Staffing	Net Impact
HR1	Health & Safety Risk Management	1 FTE	\$ 42,312
CFYS7	CYFS Accounts Administrator for Cost-Recovery Program	0.2 FTE	0
IT3	Redundant Internet Connection		1,800
COMM2	Digital Engagement - Hey Newmarket		25,000
PLN1	Cultural Heritage Planning		5,000
ISI1	Electric Vehicle Charging Stations		9,000
IT5	Video Conferencing Licensing		10,000
		1.2 FTE's	\$ 93,112



Growth revenues applied to growth expenses

Allocations	
CYFS	\$ 0
Library	22,000
Incremental growth	50,000
2021 capital – operating expenses	67,500
Fiscal Strategy - Growth Reserve	151,000
Available for Decision Packages	115,500
Assessment growth	\$ 406,000



Decision Packages included in the Growth Budget



Ref	Description	Staffing	Net Impact
ROAD1	Records Management And Asset Tracking For Fleet Area	1 FTE	\$ 27,736
CS2	Increase Customer Service staff complement by .5 FTE (1.5 to 2)	0.5 FTE	49,906
FIN1	Meet the needs of increased volumes due to P-card best practices and Prompt Payment requirements	0.4 FTE	35,760
		1.9 FTE's	\$ 113,402
CYFS6	2 Additional Firefighters	2 FTE's	151,000
LIB4	Electronic Materials		22,000
		3.9 FTE's	\$ 286,402



Staffing Requests

The budget contains requests for 5.1 full-time equivalents – 1.2 in the base budget and 3.9 in growth

- 0.2 FTE's for CYFS Accounts Administrator for Cost-Recovery Program (CYFS7) was approved by Council on September 21
- The remaining are provisions in the budget with hiring on hold until approved by Council
 - A similar approach was taken in 2020



Options

For Council's consideration



Council budget direction

*That endorsement be given to staff to proceed with preparation of the 2021 budgets employing the structure and targets as amended, **with options for reductions around Asset Replacement Fund contributions and Consumer Price Index as decision points for Council** and a tax levy increase target of 2.99% consisting of:*

- a. 0.99% base rate;*
- b. 1.00% COVID-19 related contingencies;*
- c. 1.00% Asset Replacement Fund contributions*



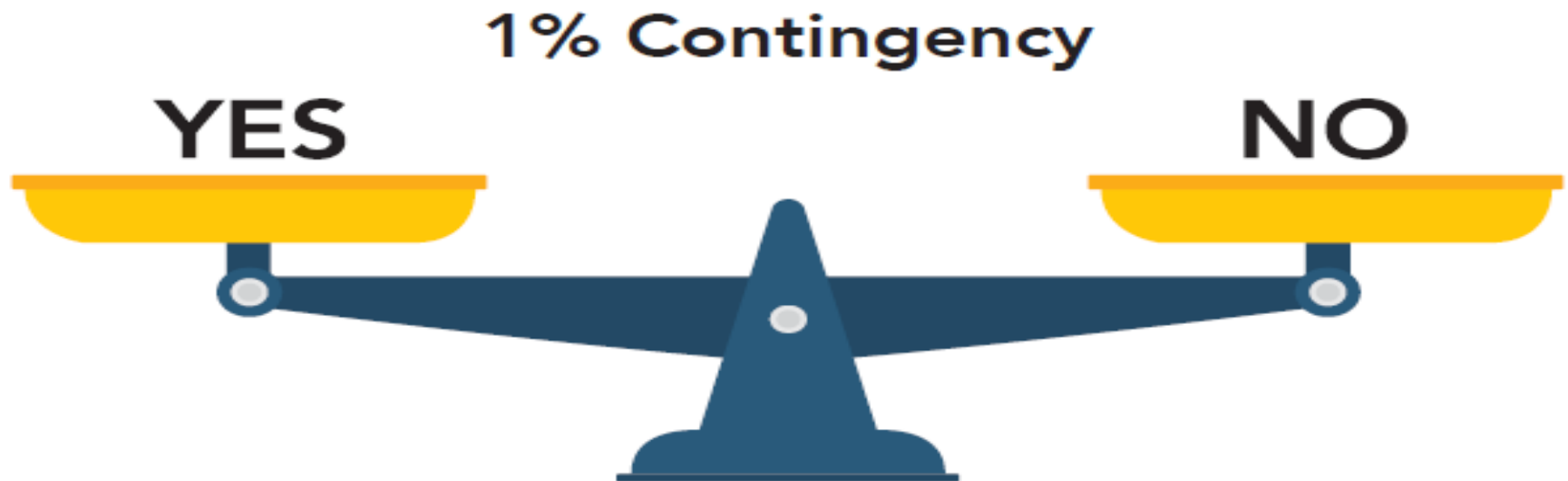
2021 – A Little Different

Balancing the economic impact of COVID-19 with fiscal responsibility and planning for the future



How do we manage the effects of COVID?

THE BALANCING ACT: Proposed Ideas & Solutions



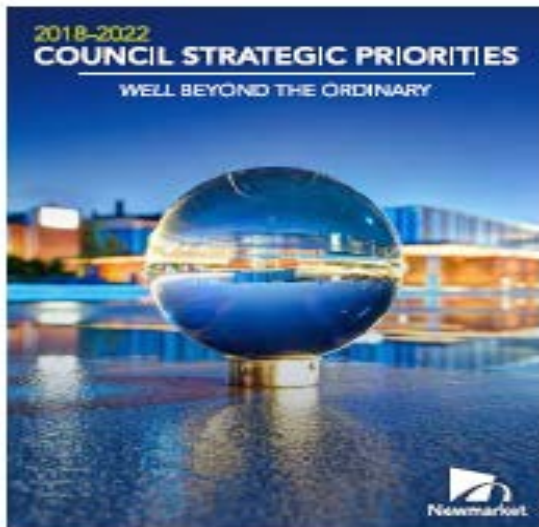
Fiscal Strategy and Asset Replacement



Do we pay
now or do we
pay later?



Council Strategic Priorities



**Do we move
ahead or put
on hold?**



Next Steps

Schedule of upcoming meetings



Important future dates

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



Community Engagement



GET INVOLVED

Fill out the budget survey (beginning week of November 9):
newmarket.ca/2021budget





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

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

Fiscal Strategy – Next Steps Staff Report to Council

Report Number: 2020-82

Department(s): Financial Services

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

Meeting Date: November 9, 2020

Recommendations

1. That the report entitled Fiscal Strategy – Next Steps dated November 9, 2020 be received; and,
2. That Council endorse the implementation plan for the Fiscal Strategy as outlined in this report; and,
3. That the Treasurer be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Fiscal Strategy was presented at a Council Workshop held on September 28, 2020. Overall, in comparison to other Ontario municipalities, the Town's financial position is good. Some areas were identified for improvement, which can be addressed over the next three years.

Purpose

The purpose of this report is to set out a blueprint for next steps and set out the development of an ongoing methodology to measure progress.

Background

In line with a number of our core values including accountability, accessibility, courage and creativity – the Town has proactively created a fiscal strategy to ensure our future sustainability as a community. This was presented to Council on September 28, 2020.

The Fiscal Strategy Report and Presentation can be found on the Town's website:

<https://www.newmarket.ca/TownGovernment/Pages/Budgets%20and%20Finances/Fiscal-Strategy.aspx>

Overall, in comparison to other Ontario municipalities, our financial position is good. The comparative fiscal diagnostics demonstrated that Newmarket has a moderately high fiscal capacity with an average to slightly below average infrastructure intensity. The main concern was the Town's below average reserve balances.

The Fiscal Strategy also identified some areas where there is work to do. Appendix A has a full list of the 79 recommendations. They can be summarized as:

1. Refine the capital budget process
2. Revise the development charge (DC) by-law to incorporate legislative changes
3. Prepare a community benefits charge (CBC) strategy and by-law
4. Accelerate work on asset management plans (AMP) and integrate them with the budget process and DC Study update (Item 2)
5. Increase spending on infrastructure rehabilitation and replacement
6. Carry out a comprehensive rate setting study that covers water, wastewater and stormwater rates
7. Employ strategies to increase contributions to reserves and build them to more appropriate levels. This includes the Asset Replacement Fund, Rate Stabilization, Contingency and Growth.
8. Review our investment strategy and practices to increase returns
9. Update policies that support the Fiscal Strategy
10. The Treasurer should provide an annual update of the fiscal strategy to Council

This review was pursuant to the Council Priority "...to complete an assessment of the Town's overall financial health to support effective and efficient long-term planning."

Discussion

Appendix A includes all 79 Fiscal Strategy Recommendations, and provides for each of them the Town's position and an implementation timeline.

References in this report will indicate the specific recommendation in brackets, e.g. (#x).

Town staff agrees with all of the recommendations

22 recommendations are shown as “current practice”. These are not yet in a formal policy or are not applied consistently. Inclusion in the recommendations confirms these initiatives and provides additional insight.

Two recommendations have a “maybe” position:

- Before the Town considers a non-residential development charge structure that parallels the Region, it should ensure that there are benefits in doing so (#25).
- Uploading water and wastewater services to the Regional Municipality of York could have operational and other impacts beyond efficiency gains that should also be considered before moving forward with this item (#44).

There is no disagreement with any of the recommendations.

Implementation can be lined to activities and initiatives

The implementation timelines include the following Town activities and initiatives that could include execution of the recommendations:

Activity/Initiative	Description	Recommendations addressed
2021 budget process	Preliminary Draft Budget, presented on October 5	5
Future budget processes	Relates to the budget process, but there is insufficient time to incorporate them into the 2021 process	21
Reserve Fund review	Updates to our existing Reserves and Reserve Funds, and Asset Replacement Funds Policies and related strategies	5
Asset Management Plans (AMP)	Development and refinement of AMP's	4
DC update and CBC study	Revisiting our 2019 Development Charges (DC) and simultaneously initiating a Community Benefits Charge (CBC) study	6
Rate-Supported Financial Plans	Updates of the 2017 Water, Wastewater and Stormwater 6-year Plans	10
Annual reporting	Enhancements to our current annual reporting	5
Budget Policy	Formalization and expansion of our current practices	15
Debt Policy update	Revision of our existing Debt Policy and practices	4
Investment Strategy update	Revision of our existing Investment Policy, strategy and practices	1

Please note that some of the recommendations relate to more than one activity. For purposes of this report, they have been allocated to the activity where it is most likely that the change will occur.

Council direction is required

There are 3 recommendations, not included in the table above, which will require Council direction. Authorization would be required as there are operational, service level and other implications other than financial.

- Uploading local water and wastewater services to the Region (#44)

It is possible that there may be efficiencies gained if the Region were to consolidate the water and wastewater services; however, we would not be the ones benefitting from these savings. In addition, it is possible that the disentanglement of operations could result in additional costs.

- Reviewing our investments in Newmarket-Tay Power and ENVI (#72, #73)

Part of the reason that the Town has comparably lower reserve balances is that it still owns the local utility. While this can be part of the reconciliation of the discrepancy, the Town has been applying the proceeds from this investment to supplement the operating budget: it is recommended that the dividends should be allocated to reserves (#60). In addition, the review would look for ways to increase these dividends.

These will be addressed in separate reports to Council in the future.

The Capital Budget will undergo significant changes

In addition to the changes made in 2020 for the Capital Budget – elimination of carryovers (#7) – the Fiscal Strategy recommends further segregations in the Capital budget.

Pre-construction and construction expenditures are to be split (#8) and approved separately by Council (#9). In addition, with some exceptions, construction costs should only be approved after pre-construction activities have been completed (#10). This “shovel-ready” approach can be managed through the interim Capital Program reviews that were started in 2020.

To allow the build-up of the Asset Replacement Fund (ARF), it is only to be used to fund replacements (#52), with rehabilitation work for infrastructure funded on a pay-as-you-go basis (#48). Based on our current capital expenditure projections, 75 to 80% of the Capital Budget that would normally be funded by ARF, is for rehabilitation. This transition will require significant analysis.

These are major changes to be included in future budgets.

Asset Management will be integrated into the budget process

Including the Asset Management team in the 2021 budget process provided a better result. Building upon this, it is recommended (#30) that to be more efficient, they will be included in the process from the beginning.

However, care must be taken not to interfere with the expedited development of the Asset Management Plans (#28).

There is an opportunity for growth studies to be done

The current Development Charges (DC) by-law was adopted in 2019 and will not expire for another 4 years. However, there have been major changes resulting from the COVID-19 *Economic Recovery Act, 2020*.

- Elimination of the mandatory 10% discount on soft-services; such as Recreation and Library (#26)
- Regulations allowing the creation of a Community Benefits Charge (#27)

The Community Benefits Charge is a new land value based charge that can be used to pay for growth-related capital costs. Municipalities are now allowed to impose a CBC for the capital costs of facilities, services and matters required because of development or redevelopment.

There are parallels between the two studies – DC and CBC. It is recommended that they both be done at the same time. This would be a more efficient process, preventing overlaps and eliminating gaps between the two.

There is an opportunity to review and revise the growth numbers. There is uncertainty over the employment numbers which were used in the previous DC Background Study. Consideration should also be given to non-traditional places of employment; such as working from home and remote workplaces.

Measuring the progress of effective implementation

The Fiscal Strategy used comparative fiscal diagnostics to put Newmarket's financial situation in perspective. Data was drawn from comparator municipalities' 2018 Financial Information Return (FIR) and from Statistics Canada's 2016 Census. Comparative charts were then developed for fiscal capacity, infrastructure intensity, reserves, debt, revenues and expenditures. The recommendations were derived from key findings.

It is not necessary to repeat this process on an annual basis to measure progress.

- It is extensive and would require internal resources or retaining a consultant
- The data is dated and lends itself more to longer term analysis
- The process is not transparent and can be perceived to not be impartial

Progress can be measured in two ways:

1. Workflow – the status of the 79 recommendations as they are being completed – essentially a report card
2. Financial KPI's – key performance indicators can be chosen that demonstrate the effectiveness of the strategy

Both of these methodologies could be displayed on a dashboard and reported to Council on an annual basis (#77). The KPI's would track progress in the 4 elements of the Fiscal Strategy, which are very similar to our 5 elements of a Sustainable Financial Strategy.

Fiscal Strategy Elements	Sustainable Financial Strategy Elements	Key Performance Indicators (KPI's)
Capital Management	Asset management	<ul style="list-style-type: none">• Condition rating• Delivery – capital expenditures as a percentage of budget• Funding – reinvestment ratio
Debt Management	Debt	<ul style="list-style-type: none">• Debt servicing costs as percentage of own source revenue
Revenue Enhancement	Revenue	<ul style="list-style-type: none">• Taxes - levy per capita• Water and wastewater – average annual residential cost• Diversification – property tax revenue as a percentage of total revenue
	Investment strategy	<ul style="list-style-type: none">• Return on investment
Reserve Management	Reserves and Reserve Funds	<ul style="list-style-type: none">• Discretionary reserves - percentage of own source revenue• Capital reserves - percentage of accumulated amortization

Where possible, the KPI's are taken from the annual municipal study provided by BMA Management Consulting Inc. or are industry standards.

All of the proposed KPI's can be calculated as required, and therefore can be used to support budget and other financial planning.

They may be compared to other municipalities, industry standards, historical trends or targets.

Implementation Schedule

Implementation of the recommendations will depend upon the timing of the activities and initiatives, and the availability of resources.

Activity/Initiative	Implementation Timing	Comments
2021 budget process	2020	“Low hanging fruit”
Reserve Fund review	2021 – 2 nd quarter	This is a high priority as it addresses the primary fiscal concern
Asset Management Plans (AMP)	May 2021	Led by the Asset Management team
DC update and CBC study	2021	Using resources from the Strategic Initiatives department
Rate-Supported Financial Plans	2022	Using resources from the Strategic Initiatives department
Annual reporting	2021 to 2022	Two year phase-in
Future budget processes	2021 to 2023	Phase into budgets, coordinating with other activities and initiatives
Budget Policy	2022 to 2023	Dependent upon the availability of resources
Debt Policy update		
Investment Strategy update		

External consulting may be required for some of these initiatives, such as the DC Update and CBC Study. In others, such as policy work, a peer review would be useful.

Investing in additional resources – staffing or consulting – could expedite implementation of the Fiscal Strategy recommendations.

Conclusion

This report sets out a blueprint for implementation of the Fiscal Strategy over the next three years.

It could take decades to fully realize the effectiveness of the Fiscal Strategy. For this reason, monitoring of progress is essential.

Business Plan and Strategic Plan Linkages

The recommendations of the Fiscal Strategy are supportive of Long-Term Financial Sustainability and furthers all of Council Priorities under that pillar:

1. Utilize ongoing community engagement to help inform program, services and financial planning.

Enhances the quality of the information being presented to the public.

2. Develop a multi-year operating and capital budget that aligns with budget policies.

Integrates Asset Management Plans, rate setting studies, capital budgets on fiscal policies.

3. Ensure ongoing continuous improvement and a service level analysis for consideration. Utilize both internal and external resources to complete an assessment of the Town's overall financial health to support effective and efficient long-term planning.

Evaluated the Town's fiscal capacity and compared it to other Ontario municipalities.

4. Complete a comprehensive and up-to-date Asset Management Plan that reflects a Corporate Risk Strategy and continued investment into the Asset Replacement Fund.

Accelerates the development and application of Asset Management Plans and reserve fund contributions to support them.

Consultation

These recommendations have been reviewed and are supported by the Strategic Leadership Team. (SLT).

Members of Council were presented with an overview of the Fiscal Strategy at a workshop held on September 28, 2020. Their comments and questions have been incorporated into this report.

Human Resource Considerations

If Council decides to accelerate implementation of the Fiscal Strategy, additional resources would be required. This could be the addition of a Financial Business Analyst on a contract or permanent basis.

Budget Impact

If Council decides to accelerate implementation of the Fiscal Strategy, additional resources would be required either for staffing or consulting.

The proposed 2021 Capital program includes a Development Charges (DC) update and the development of a Community Benefits Charge (CBC).

Attachments

Appendix A – Fiscal Strategy Recommendations

Approval

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

Esther Armchuk
Commissioner, Corporate Services

Contact

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

APPENDIX A - Fiscal Strategy Recommendations

Managing the Capital Plan		Town's Position	Implementation Timeline
1	Council approval of Capital Spending Authority in the budget should constitute the authority to spend on a capital project	Current process	Budget policy
2	In the case of multi-year projects, Capital Spending Authority can extend for the full term of the project. Normally this would involve multi-year contracts	Current process	Budget policy
3	Capital Spending Authority for multi-year projects should automatically be built into the budget if the projects are already in progress	Current process	Budget policy
4	Council should approve both the annual capital budget and Capital Spending Authority each year	Current process	Budget policy
5	Council should publish a ten-year capital plan with complete project-by project funding sources as part of the budget process	Agree	Future budget processes
6	Staff should maintain an internal 20-year capital plan (and longer for asset management purposes)	Agree	Future budget processes
7	Capital carryovers should be eliminated (achieved in the 2020 budget process but needs to be continued). If a project has not been started, it should go through the budget process again	Current process	Budget policy
8	Capital projects should be divided into pre-construction and construction components wherever appropriate (i.e., where environmental assessments, land acquisition, engineering design and so on are required)	Agree	Future budget processes
9	Council should approve pre-construction and construction activities separately for the same project	Agree	Future budget processes
10	Construction of a capital project should only be approved once preconstruction activities and approvals are complete. Both pre-construction and construction can be approved for the same budget year if there is a solid expectation that pre-construction activities will be completed during the year and the project will start construction	Agree	Future budget processes
11	Business cases should be required for projects over \$100,000. These could be incorporated in the Town's decision packages	Agree	Future budget processes
12	The capital budget should include breakdowns of growth versus rehabilitation	Current process	2021 budget process
13	The budget process should include an analysis of the factors affecting capital priority setting and a discussion of the rationale for the capital projects selected for both Capital Spending Authority and the Ten-year Plan	Current process	2021 budget process
14	As part of the budget process, Council should see a "best estimate" of year-end capital spending, showing the portion expected to be delivered by functional area/priority, pre-construction versus construction, growth versus rehabilitation and anything else that would help with priority-setting	Current process	Annual reporting
15	The capital budget overview should include both a departmental and a functional/sectoral breakdown	Current process	2021 budget process
16	The budget and the actuals from the previous year should be presented on a consistent basis	Agree	Annual reporting

Growth Capital		Town's Position	Implementation Timeline
17	Staff should monitor residential versus non-residential development charge collections and compare the results to expected ratios from the Development Charge Background Study	Agree	Annual reporting
18	The annual development charges report should include a breakdown of residential versus non-residential collections and disbursements	Agree	Annual reporting
19	If the results of the residential compared to non-residential analysis show that non-residential development charge collections continue to lag, the Town should shift costs to residential in the next Development Charge Background Study to the extent that is fair and reasonable	Agree	DC update and CBC study
20	Recognizing that non-residential development charge collections may be permanently impaired, the Town should develop a plan to address the tax levy impact of the shortfall, either by constraining the capital program or raising additional revenue to compensate for the shortfall	Agree	Future budget processes
21	Staff should prepare forecasts of development charge collections and present them as part of the budget process	Agree	Future budget processes
22	In the next development charges update, the Town should require a reconciliation of post-period benefits identified in the 2019 Development Charge Background Study with the new development charge to ensure that previously identified post-period benefits are being appropriately captured in the new bylaw	Agree	DC update and CBC study
23	In the next development charges study, the Town should require Townwide engineered services to be calculated separately (roads and associated infrastructure, water, sewer, stormwater)	Current process	DC update and CBC study
24	The Town should monitor growth trends and adjust the capital plan so that it is reasonably commensurate with the rate of growth	Agree	Future budget processes
25	The Town should consider a non-residential development charge structure that parallels the Region's	Maybe	DC update and CBC study
26	As soon as is practicable, Newmarket should revise its development charge bylaw to incorporate the beneficial changes with respect to the elimination of the 10% discount for soft services, adjust the services eligible for DC recovery and introduce a class-based approach to DCs	Agree	DC update and CBC study
27	Staff should prepare a community benefits charge strategy and bylaw for Council's consideration	Agree	DC update and CBC study
Asset Management		Town's Position	Implementation Timeline
28	The Project Management Office should accelerate work on asset management planning so that initial integrated versions of all asset management plans are available for consideration in the 2023 budget cycle (beginning in Fall 2022)	Current process	Asset Management Plans
29	Asset management plans should include level of service considerations and a funding plan from the beginning so that appropriate tradeoffs can be made	Current process	Asset Management Plans
30	The funding strategy embedded in asset management plans should be integrated with the budget process and the next update of the Development Charges Background Study	Agree	Future budget processes
31	Staff should carefully review and update current asset replacement values and the current long-term estimates of funding needs as part of the asset management planning process	Agree	Asset Management Plans
32	The funding plan should include estimates of the asset management costs associated with infrastructure for future growth	Agree	Asset Management Plans
33	The Town should plan to increase future spending on infrastructure rehabilitation and replacement and incorporate steady increases for that purpose in the capital budgeting process	Agree	Future budget processes

Water, Wastewater & Stormwater		Town's Position	Implementation Timeline
34	Set water rates according to Newmarket's needs	Current process	Rate-supported financial plans
35	Commission or carry out a comprehensive rate-setting study that covers water, wastewater and stormwater rates	Current process	Rate-supported financial plans
36	Ensure that the rate-setting study considers long-term asset management funding needs, inter-generational equity, water demand (impact of conservation), the cost of climate change adaptation, increased costs due to intensification, and a contingency factor for yet-to-be identified costs such as regulatory changes	Agree	Rate-supported financial plans
37	Investigate the reasons for Newmarket's historically higher than average rates and address controllable factors	Agree	Rate-supported financial plans
38	Develop 80- to 100-year asset management plans for water, wastewater and stormwater, and firm ten-year capital plans with funding sources identified	Agree	Rate-supported financial plans
39	Integrate the rate plan with the ten-year capital plan and long-term asset management plans	Agree	Rate-supported financial plans
40	Increase rate stabilization reserves to allow for economic as well as weather-related variations in revenues	Agree	Future budget processes
41	Develop a detailed financial plan for water and wastewater that includes an analysis and forecast of capital and operating costs and incorporates the results of the rate-setting study	Agree	Rate-supported financial plans
42	Extend the time horizon of the water and wastewater financial plans to ten years	Agree	Rate-supported financial plans
43	Develop a financial plan for stormwater comparable to the plans for water and wastewater	Agree	Rate-supported financial plans
44	Consider working together with the other "Northern Six" municipalities in York Region to investigate the benefits and costs of transferring local water and wastewater responsibility to the Region or cooperating in other ways	Maybe	TBD

Building Reserves		Town's Position	Implementation Timeline
45	A new Contingency Reserve should be established to provide support for unforeseen and currently unquantifiable needs (e.g., pandemic, climate change, disasters, emergencies, changes in Provincial funding)	Agree	Future budget processes
46	A new Growth Reserve should be established to fund shortfalls in development charge collections and non-DC-eligible growth infrastructure	Current process	Budget policy
47	The new Growth Reserve should be funded by a budgetary allocation each year corresponding to a minimum of the avoided cost of the 10% development charge discount for planned growth projects that year plus an allocation from the annual surplus	Agree	Future budget processes
48	A separate pay-as-you-go reserve should be established for ongoing rehabilitation spending to give the Asset Replacement Reserves time to build	Agree	Future budget processes
49	The pay-as-you-go capital reserve should be funded by allocations in the budget process	Agree	Future budget processes
50	The Asset Replacement Reserve should be restructured according to the estimated needs identified in preliminary asset management plans	Agree	Reserve fund review
51	Future contributions to the various sectors in the Asset Replacement Fund should be based on needs identified in asset management plans	Agree	Reserve fund review
52	The only draws from the Asset Replacement Reserve for the next ten years should be for replacement spending	Agree	Future budget processes
53	The contribution to the Asset Replacement Fund should be increased by a minimum of 1% per year for the next ten years	Current process	Budget policy
54	Each year's incremental contribution should add to the base contribution to the Asset Replacement Fund	Current process	Budget policy
55	The contributions to the Asset Replacement Fund should be in addition to the funding needed for capital rehabilitation projects	Agree	Future budget processes
56	After ten years, the contributions to the Asset Replacement Fund should be reassessed	Agree	Budget policy
57	After ten years, the condition of the Asset Replacement Fund should be evaluated in relation to then current asset management plans with a view to determining whether draws for rehabilitation purposes are feasible	Agree	Budget policy
58	The current internal loan between the rate- and tax-supported portions of the Asset Replacement Fund should be eliminated	Agree	Reserve fund review
59	The policy of pooling rate- and tax-supported Asset Replacement Fund reserves should be dropped, and intra-reserve borrowing between tax and rate-supported reserves should not be permitted	Current process	Reserve fund review
60	Over the next five years, the Hydro dividend should be transitioned to a contribution split 75:25 between the tax-supported Asset Replacement Fund and the new Contingency Reserve	Agree	Budget policy
61	Over the next five years, the annual surplus should be transitioned to a contribution split: <ul style="list-style-type: none"> o 50% to the new tax-supported Growth Reserve o 25% to the new Contingency Reserve o 25% to other reserves that are below target, and if none, to the Asset Replacement Fund 	Agree	Budget policy
62	Finance staff should prepare long-term reserve forecasts and present them to Council as part of the fiscal strategy update during the budget process	Agree	Future budget processes
63	The Town's Reserve Policy should be amended to reflect the recommended changes in this report	Agree	Reserve fund review
64	The Town's Surplus Policy should be updated to reflect the recommended changes in this report	Agree	Budget policy

Managing Debt		Town's Position	Implementation Timeline
65	The Town should stay on its current trajectory to pay off its debt by 2026, save for the Mulock Farm debt	Current process	Debt Policy update
66	The internal borrowing provisions of the debt management policy should be tightened with respect to payback period, interest rate earned, and portion of the reserve fund balance available for internal borrowing	Agree	Debt Policy update
67	Although the 10% limit on debt servicing costs as a share of own source revenue is reasonable, in practice the Town should strive to keep it below 5%	Agree	Debt Policy update
68	The Town should consult with York Region with respect to the potential for refinancing its Mulock Farm debt at a shorter term and a lower rate	Agree	Debt Policy update
Enhancing Revenue		Town's Position	Implementation Timeline
69	The Town should consider moderate increases in property taxes to support infrastructure investment, primarily asset management, after economic conditions have improved	Agree	Future budget processes
70	The current policy governing the use of assessment growth revenue should be retained	Current process	Budget policy
71	Any portion of assessment growth revenue not needed for growth purposes in the budget should be allocated to the new Growth Reserve	Current process	Budget policy
72	The Town should request an analysis of the corporate strategy and financial situation and prospects of both NT Power and Envi Networks from these companies	Agree	TBD
73	Depending on the results of the self-analysis, the Town should consider commissioning independent analyses of both companies with a view towards maximizing the value of NT Power and increasing the dividend it provides and assessing the market positioning of ENVI	Agree	TBD
74	The practice of allocating investment returns above benchmark to subsidize operating should be abandoned. Investment returns on reserves should be entirely allocated to reserves	Agree	2021 budget process
75	The Town should consider allocating a portion of its investments to ONE Investment, either through the Legal List or prudent investor	Agree	Investment Strategy update
76	The Treasurer should provide a stand-alone investment report to Council annually, including both realized and mark-to-market returns	Agree	Annual reporting
Conclusion		Town's Position	Implementation Timeline
77	The Treasurer should provide an annual update of the fiscal strategy to Council as part of the budget process, and a detailed review of the strategy at the beginning of each Council's term	Agree	Future budget processes
78	The budget process should include an introductory overview presentation of the entire budget in an integrated fashion—operating, capital and rates supported	Agree	2021 budget process
79	The Town should extend the time frames for its financial planning—multiyear operating budget, ten-year capital plan, long-term reserve and debt forecasts, DC revenue forecasts, and long-term asset management plans	Current process	Rate-supported financial plans



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

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

2021 Preliminary Draft Tax-Supported Operating Budget Staff Report to Council

Report Number: 2020-81

Department(s): Financial Services

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

Meeting Date: November 9, 2020

Recommendations

1. That the report entitled 2021 Preliminary Draft Tax-Supported Operating Budget Report dated November 9, 2020 be received; and,
2. That subject to any additional direction from Committee, that the proposed budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 7, 2020; and,
3. That the Treasurer be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Tax-supported Budget endeavors to maintain existing service levels for the Town's existing population (base budget) and future population (growth). The preliminary draft budget proposes a 2.99% tax increase which equates to approximately \$64.79 for the average residential property.

Council must balance the competing priorities of the economic impact of the pandemic with fiscal responsibility in the 2021 budget. Reduction options have been presented for Council to consider.

Wherever possible, Fiscal Strategy recommendations have been implemented.

Purpose

The purpose of this report is to obtain Council's direction on the Tax-Supported Operating Budget.

Background

Report 2020-35, 2021 Budget Process and Target set out the structure for the Tax-Supported Operating Budgets. It was presented at the Special Council Meeting – Electronic on May 19, 2020. The following is an excerpt from the adopted motion:

That endorsement be given to staff to proceed with preparation of the 2021 budgets employing the structure and targets as amended, with options for reductions around Asset Replacement Fund contributions and Consumer Price Index as decision points for Council and a tax levy increase target of 2.99% consisting of:

- a. 0.99% base rate;*
- b. 1.00% COVID-19 related contingencies;*
- c. 1.00% Asset Replacement Fund contributions.*

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

Council Workshop on the Fiscal Strategy

Council was presented a report and presentation on September 28, 2020. This included comparative diagnostics on Newmarket's financial sustainability, and made 79 recommendations resulting from that analysis.

As noted in the accompanying report, Fiscal Strategy – Next Steps, some of the recommendations have been included in the 2021 budget. The Strategy provides a larger context to be considered when making budget decisions.

Budgeting in a COVID-19 world

Although the COVID-19 pandemic appears to have no direct budget impact on the 2021 budget, there are indirect impacts:

- Uncertainty about how long the pandemic will last and what the “new normal” will look like
 - Council has directed a 1% Tax Levy for a contingency

- Slower economy
 - Inflation is assumed to be in the 0% to 1% range
 - Growth has been reduced to 0.65% - half of what we would normally expect

The CYFS budget has been reviewed by JCC

The Newmarket / Aurora Joint Council Committee (JCC) met on October 13, 2020 to review and make recommendations on the Central York Fire Services (CYFS) budgets. Three changes were made to the operating budget submission.

1. No additional staffing until supported by a recommendation from the new Fire Master Plan.
2. Asset Replacement contributions to be maintained at the 2020 level.
3. Increase in the revenue budget to include new revenues.

As per the Joint Services Agreement, the CYFS budget has been forwarded to Aurora Council for review and comment. After that, it will come back to Newmarket Council for approval.

Discussion

THE TAX-SUPPORTED OPERATING BUDGET IS \$91 MILLION

The Tax-supported Operating Budget is \$91 million allocated according to governance consisting of the following:

	Town	CYFS	Library	Total
	In \$ millions			
Expenses	\$ 62.1	\$ 17.2	\$ 3.4	\$ 82.7
Reserve transfers	6.6	1.4	0.3	8.3
	\$ 68.7	\$ 18.6	\$ 3.7	\$ 91.0
Non-tax revenues	- 22.2	- 0.4	- 0.4	- 23.0
Tax levy	\$ 46.5	\$ 18.2	\$ 3.3	\$ 68.0

These numbers have been updated to reflect the changes to the CYFS budget recommended by JCC.

The tax levy funds 75% of these budgets. Non-tax, or ancillary revenues fund the remainder, of which user fees and charges are 13% of the budget.

Reserve transfers are net of transfers to and from reserves and reserve funds, and include direct transfers to the Capital budget. The largest component of these transfers is contributions to the Asset Replacement Fund (ARF) - \$6.5 million.

The requested increase has been allocated as follows:

	Base	Growth	ARF	Total
Town	\$ 338,750	\$ 384,000	\$ 625,000	\$ 1,347,750
CYFS	280,000			280,000
Library		22,000		22,000
BIA (net)	0			0
COVID	625,000			625,000
Total	\$1,243,750	\$ 406,000	\$ 625,000	\$ 2,274,750

For 2021, a 1% tax increase will generate property tax revenues of approximately \$625,000.

The Base Budget is defined to be the net cost to maintain the Town's service levels for a stable population. This is net of ancillary revenues and efficiencies. Tax-supported operating budgets have property taxation as a primary funding source and are further divided according to governance such as the Central York Fire Services (CYFS), the Town of Newmarket Public Library Board (Library) and the Town of Newmarket Downtown District BIA (BIA). The Town's budget covers all of the other municipal services, including the internal support services.

Decision Packages included in the Base Budget are listed in Appendix A. There have been no changes to this list.

Growth expenses are the incremental expenses necessary to maintain service levels for a growing population. The Town uses the sustainable practice of applying growth revenues only to growth expenses, and, to date, has been successful in limiting growth expenses to the available growth revenues.

Assessment growth revenues will be applied against growth expenditures

Assessment growth for 2021 of 0.65% (\$406,000) appears to be achievable. The following is the revised allocation of tax-supported growth revenue:

Allocations	
CYFS	\$ 0
Library	22,000
Incremental growth	50,000
2021 capital – operating expenses	67,500
Fiscal Strategy - Growth Reserve	151,000
Available for Decision Packages	115,500
Assessment growth	\$ 406,000

JCC removed the requirement for a CYFS allocation. To confirm with the recommendations of the Fiscal Strategy, these funds can be diverted to the Growth Reserve Fund. Council could take this opportunity to start providing for the Mulock Park: a strategic decision to build a fund for capital expenditures, and to build room in the base budget to avoid the need for a future tax increase.

The operating impact of 2021 capital projects is based on the current capital requests.

Decision Packages proposed for in the Growth Budget are listed in Appendix B. This has been updated to reflect JCC's recommendations.

Appendix C lists the Decision Packages that have been deferred for consideration in future years.

Council has asked for options to reduce the tax increase

Council's endorsement of the 2021 budget target included direction for staff to provide "options for reductions around Asset Replacement Fund contributions and Consumer Price Index ..."

In this budget, Council must balance the competing priorities of the economic impact of the pandemic with fiscal responsibility in the 2021 budget. This can be split into 7 issues for their consideration.

1. Budgeting in a COVID world

The pandemic and resulting restrictions have had a major financial impact. There is uncertainty about the extent – both in terms of duration and cost. Revenue targets may not be achievable. Additional financial relief may be required for residents; support may be required for local businesses. At this time it is difficult to project what the future may hold.

For this reason, a 1% tax levy is proposed, as a prudent measure. It would generate \$625,000 and would address a Fiscal Strategy recommendation.

Doing otherwise would risk having to make service level adjustments. This would be similar to what we did for 2020, but unlike 2020 there may not be additional funding from the provincial or federal governments.

2. Asset Replacement Fund (ARF)

The Fiscal Strategy introduced the concept of intergenerational equity – that financial responsibility should be shared fairly between current and future residents. In simpler terms, the question is do we pay now or later?

Not only does paying later have the potential to increase costs, it also does not match costs with benefits. As much of our current infrastructure was provided by developers, current residents are paying a minimal cost if they do not contribute towards the cost of replacement. Depreciation is a normal cost of doing business.

For this reason, the Town has been targeting annual tax levy increases of 1% to enhance contributions to the Asset Replacement Fund. Doing so narrows the infrastructure funding gap and ensures that we can maintain our service levels by replacing capital assets when required.

Deferring this increase in whole or in part would result in larger increases in the future.

3. Council Strategic Priorities

Council has established its strategic priorities for this term of Council and grouped them under 6 pillars. To move forward with Council's vision, to deliver on these priorities, expenditures have been included in the proposed 2021 budgets; \$99,000 in the Tax-supported Operating Budget and \$635,000 in the Capital Budget.

Operating Budget	• Digital Engagement – Hey Newmarket	\$ 25,000	
	• Eliminating transfer of investment returns from the reserve fund	\$ 65,000	
	• Electric Vehicle Charging Station	<u>\$ 9,000</u>	\$ 99,000
Capital Budget	• DC update and CBC Study	\$ 100,000	
	• Mulock Drive Multi-Use Path Feasibility Design Study	\$ 200,000	
	• Active Transportation Implementation Plan	\$ 175,000	
	• Trails & Multi-Use Path	\$ 100,000	
	• Stormwater Wet Pond Bathymetric Surveys	<u>\$ 60,000</u>	\$ 635,000

Conclusion

Upcoming dates:

- December 7 – Committee of the Whole - Presentation of the Draft Budgets and remaining Fees & Charges for approval
- December 14 – this is the target date for approval of the 2021 budget and remaining Fees & Charges

Council may choose to extend this time for further deliberations.

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

Reserve and Reserve Fund Budgets

Contributions to and from Reserve Funds are derived from the Operating and Capital Budgets. After they have been approved, the Reserves and Reserve Funds Budget can be compiled.

Business Plan and Strategic Plan Linkages

This 2021 Budget is supportive of Long-Term Financial Sustainability and furthers all of Council's Priorities under that pillar:

1. Ongoing community engagement
 - Conduct ongoing public engagement related to financial planning
2. Develop a multi-year operating and capital budget that aligns with budget policies
 - Develop a comprehensive budget policy
3. Ensure ongoing continuous improvement
 - Advance REV It Up recommendations
4. Complete Asset Management Plans
 - Update the capital financing sustainability strategy

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
 - Transfer of \$65,000 of investment returns in the reserve fund has been eliminated

- A new Contingency Reserve should be established to provide support for unforeseen and currently unquantifiable needs (e.g., pandemic, climate change, disasters, emergencies, changes in Provincial funding)
 - The budget includes a 1% tax levy for COVID-19 related contingencies
- The contribution to the Asset Replacement Fund should be increased by a minimum of 1% per year for the next ten years
 - The budget includes a 1% tax levy for an increase in contributions to the Asset Replacement Fund
- The Town should consider moderate increases in property taxes to support infrastructure investment, primarily, asset management after economic conditions have improved
 - A tax levy increase is recommended for 2021
- The current policy governing the use of assessment growth revenue should be retained
 - Assessment growth revenue has not been applied as general revenues
- Any portion of assessment growth revenue not needed for growth purposes in the budget should be allocated to the new Growth Reserve
 - On this basis, the funds not required by CYFS should be transferred to the Growth Reserve Fund, or to a growth-related reserve fund such as the Mulock Park Reserve.

Consultation

This report builds on the presentation of the Preliminary Draft Budgets to Committee of the Whole on October 5, 2020.

At the time of writing this report, the following question has been submitted regarding the Tax-supported Operating Budget.

- Reconsideration of the deferral of \$20,000 for eSignature Software (IT4)

Human Resource Considerations

The preliminary draft budgets include adding 3.1 full time equivalent (FTE's) positions to the staffing complement. These are new staff:

- Convert the Fleet Administrative contract position to permanent full-time (1 FTE – ROAD1)
- Convert the Health & Safety Specialist contract position to permanent full-time (1 FTE – HR1)

Also additional hours for regular part-time staff:

- 7 hours per week for the CYFS Accounts Administrator for Cost-Recovery Program (0.2 FTE - CYFS7). This was approved by [Council on September 21, 2020 \(item 9.1.2.](#)
- Convert 2 part-time positions in Customer Service to full-time (0.5 FTE – CS2)
- Convert a part-time position in Financial Services to full-time (0.4 FTE – FIN1)

In consideration of the uncertainty around COVID and the economic climate, it is recommended that a similar approach to last year's deferral of staffing requests be taken - that a provision be made in the budget for the requests but that **hiring for these positions remain on hold until approved by Council**. The exception would be the pre-approved additional hours for the CYFS Accounts Administrator.

Budget Impact

The Preliminary Draft Tax-supported Operating Budget provides for \$91 million in expenditures. Funding would be provided from property taxes - \$68 million, and ancillary revenues - \$23 million.

For an average residential property with an assessed value of \$700,604, this would mean a property tax increase of 2.99% or \$64.79.

Attachments

Appendix A – Summary of Tax-Supported Operating Budget Decision Packages, Base

Appendix B - Summary of Tax-Supported Operating Budget Decision Packages, Growth

Appendix C – Summary of Deferred Tax-Supported Operating Budget Decision Packages

Approval

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

Esther Armchuk
Commissioner, Corporate Services

Contact

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

Appendix A – Summary of Tax-supported Operating Budget Decision Packages, Base									
Form #	STATUS	FTE	Initiative Name	Area Responsible	Category	Revised Score	Operating Cost	Revenue / Recovery /	Net Impact on Tax
HR1	Recommend	1	Health & Safety Risk Management	Human Resources	Mandatory	22	42,312		42,312
CYFS 7	Approved	0.2	Accounts Administrator for Cost-Recovery Program	CYFS	Service Level Change	14	45,652	45,652	0
IT3	Recommend		Redundant Internet Connection	Information Technology	Service Level Change	11	1,800		1,800
COMM2	Recommend		Digital Engagement - HeyNewmarket	Communications	Maintenance/Replacement	9	25,000		25,000
PLN 1	Recommend		Cultural Heritage Planning	Planning	Service Level Change	9	5,000		5,000
ISI1	Recommend		Electric Vehicle Charging Stations	Innovation & Strategic Initiatives	Service Level Change	8	15,000	6,000	9,000
IT5	Recommend		Video Conferencing Licensing	Information Technology	Service Level Change	8	10,000		10,000
Total		1.2					144,764	51,652	93,112

Appendix B - Summary of Tax-supported Operating Budget Decision Packages, Growth									
Form #	STATUS	FTE	Initiative Name	Area Responsible	Category	Revised Score	Operating Cost	Revenue / Recovery /	Net Impact on Tax
ROAD 1	Recommend	1	Records Management And Asset Tracking For Fleet Area	PWS - Roads	Growth	16	38,522	10,786	27,736
CS2	Recommend	0.5	Increase staff complement by .5 FTE (1.5 to 2)	Customer Service Department	Growth	13	158,257	108,351	49,906
FIN 1	Recommend	0.4	Meet the needs of increased volumes due to Pcard best practices and Prompt Payment requirements	Finance	Growth	12	77,186	41,426	35,760
LIB 4	Recommend		Electronic Materials	Library	Growth	9	22,000		22,000
Total		1.9					295,965	160,563	135,402

Appendix C – Summary of Deferred Tax-supported Operating Budget Decision Packages									
Form #	STATUS	FTE	Initiative Name	Area Responsible	Category	Revised Score	Operating Cost	Revenue / Recovery /	Net Impact on Tax
CYFS 6	Deferred	2	2 Additional Firefighters	CYFS	Growth	17	257,280	106,280	151,000
PARK 2	Deferred	2	Parks, Open Space and Forestry Maintenance	PWS - Parks	Growth	16	155,617	126,922	28,695
ROAD 2	Deferred	1	Roads Maintenance	PWS - Roads	Growth	16	77,510	55,898	21,612
PARK 3	Deferred	1	Marianneville Maintenance	PWS - Parks	Growth	13	77,809		77,809
LS3	Deferred	0.5	Conversion of Claims and Risk Analyst position to FTE	Legislative Services	Service Level Change	12	108,892	56,466	52,426
CS1	Deferred	1	Staff resources for increasing volumes & decreasing service levels	Customer Service Department	Growth	11	72,595		72,595
LS2	Deferred	1	Full-time permanent Records Management Specialist position	Legislative Services	Service Level Change	11	82,724	31,347	51,377
FAC 1	Deferred	2	Operations and Maintenance of Facilities for Recreational Programming in Youth Centre, Museum and Gorman Pool	PWS - Facilities	Growth	10	118,016	35,208	82,808
FAC 2	Deferred		Monthly HVAC Inspections and Preventative Maintenance Services	PWS - Facilities	Maintenance/Replacement	10	60,000		60,000
IT4	Deferred		eSignature Software	IT	Service Level Change	7	20,000		20,000
Total		10.5					1,030,443	412,121	618,322



Town of Newmarket

Minutes

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

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh
Councillor Simon
Councillor Woodhouse
Councillor Twinney
Councillor Morrison
Councillor Kwapis
Councillor Broome
Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
P. Noehammer, Commissioner of Development & Infrastructure Services
I. McDougall, Commissioner of Community Services
L. Lyons, Director of Legislative Services/Town Clerk
K. Saini, Deputy Town Clerk
F. Scott, Manager of Regulatory Services
J. Unger, Director of Planning & Building Services
R. Prudhomme, Director of Engineering Services
C. Service, Director of Recreation & Culture
A. Walkom, Legislative Coordinator
J. Grossi, Legislative Coordinator

For consideration by Council on November 23, 2020.

The meeting was called to order at 1:00 PM.

Mayor Taylor in the Chair.

Deputy Mayor & Regional Councillor Vegh in the Chair from 1:58 PM - 2:00 PM.

1. Notice

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

2. Additions & Corrections to the Agenda

The Clerk advised of the following addition to the agenda:

- Item 5.1: Remote Deputation provided by Melanie Bell, regarding the Proposed Trail from Yonge Street to Rita's Avenue.

Moved by: Councillor Broome

Seconded by: Councillor Twinney

1. That the addition to the agenda be approved.

Carried

3. Conflict of Interest Declarations

None.

4. Presentations & Recognitions

None.

5. Deputations

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

Melanie Bell provided a remote deputation which outlined her opposition to the proposed trail and support for the alternate approach provided by staff.

Moved by: Councillor Broome

Seconded by: Councillor Bisanz

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

Carried

6. Consent Items

Moved by: Councillor Woodhouse

Seconded by: Councillor Morrison

1. That sub-items 6.2, 6.7, 6.8, 6.9, 6.10, and 6.11 be adopted on consent. See following sub-items 6.1, 6.3, 6.4, 6.5, and 6.6 for motions.

Carried

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

Moved by: Councillor Bisanz

Seconded by: Councillor Morrison

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.

Carried

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

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

Moved by: Councillor Broome

Seconded by: Councillor Twinney

1. **That the correspondence provided by Glen and Erlinda Sparkes regarding the Proposed Trail from Yonge Street to Rita's Avenue be received;** and,
2. That the report entitled Proposed Trail from Yonge Street to Rita's Avenue dated November 16, 2020 be received; and,
3. That **the location** of 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,
4. That the budget necessary to complete the improvements to the existing trail be considered as part of future budget considerations; and
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.3.1 Correspondence - Glen and Erlinda Sparkes

6.4 Asset Naming Recommendation - Frank Williams

Moved by: Councillor Simon

Seconded by: Councillor Woodhouse

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.

Carried

6.5 Updated Amendments to the Administrative Monetary Penalty System

Moved by: Councillor Simon

Seconded by: Councillor Woodhouse

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.

Carried

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

Moved by: Councillor Simon

Seconded by: Councillor Kwapis

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.

Carried

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

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

None.

8. Notices of Motion

None.

9. Motions Where Notice has Already been Provided

None.

10. New Business

10.1 Retail Cannabis Stores

Councillor Twinney inquired as to an update on retail cannabis stores in Newmarket. The Director of Legislative Services/Town Clerk advised that staff had reported back to Council on the issue through an Information Report in late 2019. She advised that since retail cannabis stores have been open in other communities for a short amount of time, there is currently little data for staff to base further reporting to Council on at this time.

10.2 COVID-19 Pandemic Financial Relief

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Councillor Kwapis

Whereas staff reported on Financial Relief Measures due to COVID-19 Pandemic in staff report 2020-28, and Council adopted these measures on April 27, 2020; and,

Whereas Council has waived penalty and interest charges on property tax accounts until January 1, 2021; and,

Whereas the COVID-19 Pandemic continues to create financial challenges for residents; and,

Whereas an extension of the Financial Relief Measures until January 31, 2021 may provide interim support to residents; and,

Whereas this matter is time sensitive due to notification requirements to affected residents seeking financial relief under the Town's current program; and,

Now therefore be it resolved that the Council of the Corporation of the Town of Newmarket:

1. That staff be directed to present financial impacts to the Town regarding waiving penalty and interest charges for an additional month, and that this information be presented to Committee of the Whole on December 7, 2020 for consideration as part of the 2021 budget process.

Carried

11. Closed Session

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

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

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

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

Carried

11.2 Asset Naming Recommendation - Frank Williams

Note: This item was dealt with under sub-item 6.4. Please see sub-item 6.4 for motion.

12. Adjournment

Moved by: Councillor Simon

Seconded by: Councillor Twinney

1. That the meeting be adjourned at 2:37 PM.

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk



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

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

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

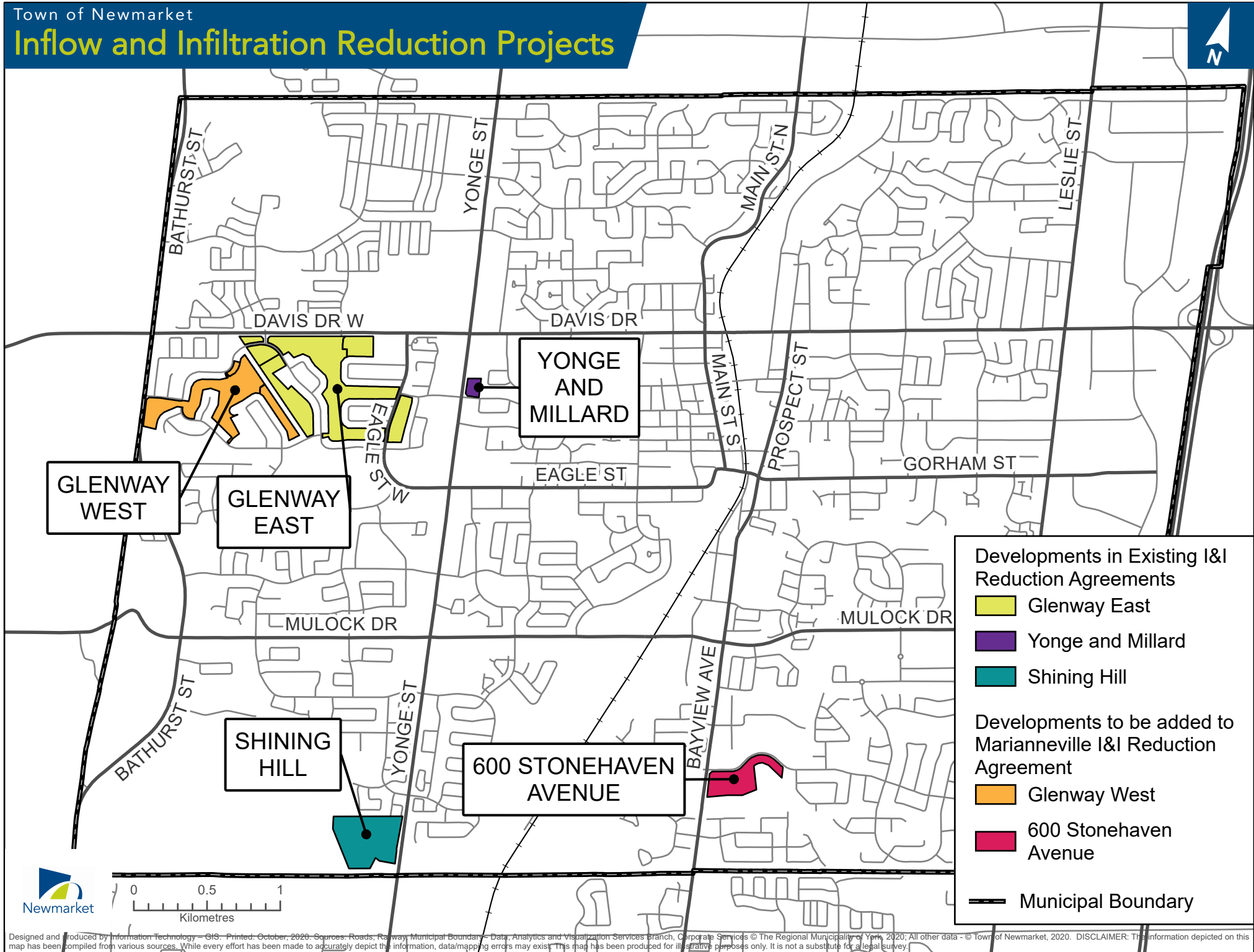
Jason Unger, Acting Director, Planning and Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

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

Inflow and Infiltration Reduction Projects





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

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

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 3rd, 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)
Year-end Deficit	(\$1,600,000)
Safe Restart Phase 1 funding	\$1,800,000
Revised Year-End Surplus	\$200,000

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

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

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

Town of Newmarket

2020 Third Quarter

Water, Wastewater & Stormwater Operating Results

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

Town of Newmarket

2020 Third Quarter

CAPITAL EXPENDITURES

Commission / Department / Area	Year-to-Date Actual (September 30, 2020) (\$)	Budget 2020 (\$)	% of Spending
<u>General Government</u>			
	-	-	0.0%
Total	-	-	0.0%
<u>Corporate Services</u>			
Information Technology	382,252	1,394,237	27.4%
Legislative Services	15,514	89,058	17.4%
Total	397,766	1,483,295	26.8%
<u>Community Services</u>			
Recreation & Culture Services	363,574	622,906	58.4%
Total	363,574	622,906	58.4%
<u>Development & Infrastructure Services</u>			
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%
Total	6,303,904	26,527,971	23.8%
<u>Library Services</u>			
	30,823	268,800	11.5%
Total	30,823	268,800	11.5%
<u>Central York Fire Services</u>			
	617,237	8,907,603	6.9%
Total	617,237	8,907,603	6.9%
GRAND TOTAL	7,713,304	37,810,575	20.4%

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 Implmentation	\$ 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
Sub-Total	\$72,226,667	\$77,638,768				\$1,461,143	\$808,715	\$652,428



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

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

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.

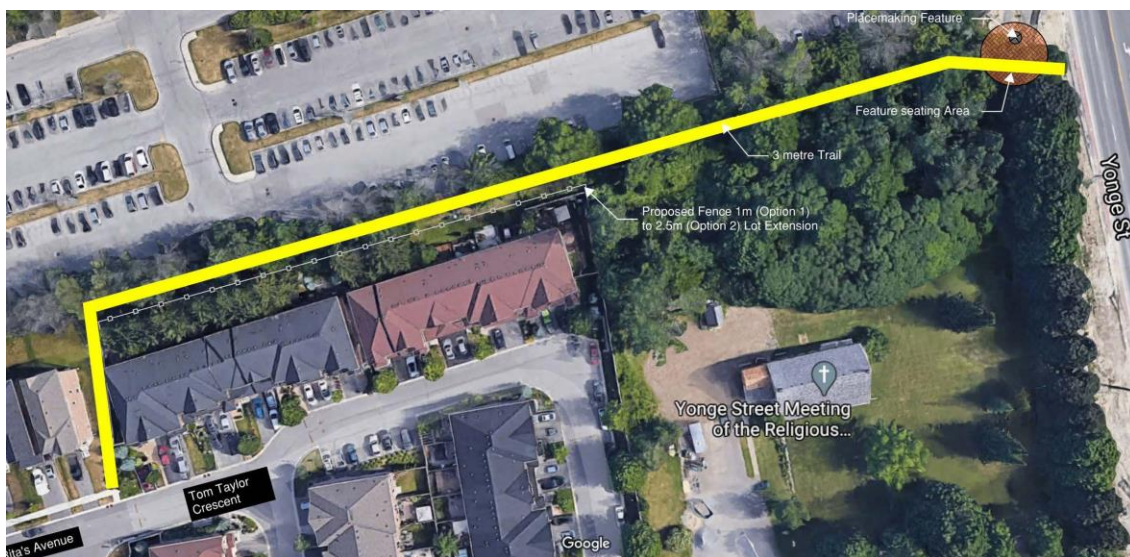


Figure 1 - Map showing Options 1 and 2 in yellow

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.

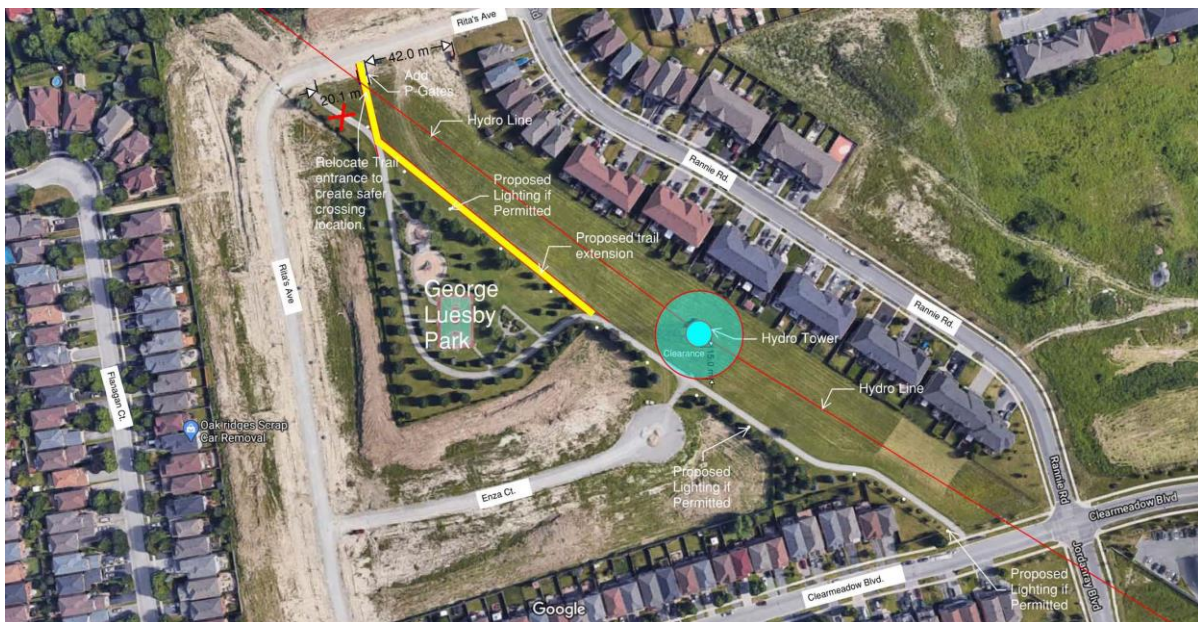


Figure 2 - Option 3 shown in yellow

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

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
1.0		Site Preparation		
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
2.0		Hardscape		
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
3.0		Softscape		
3.1		Planting	\$	20,000.00
3.2		Topsoil and Sodding	\$	27,000.00
3.3		Terraseeding	\$	2,500.00
5.0		Miscellaneous		
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
6.0		Design, Contract Admin, Testing		
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
4.0		Lighting (PROVISIONAL)		
4.1		Pedestrian Trail Lighting and all electrical works necessary.		
4.2		Feature Uplighting		
Subtotal				397,450.00
Contingency				\$39,745.00
Tax (1.76%)				\$7,694.63
TOTAL PROJECT PRICE			\$	444,889.63

November 2, 2020

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

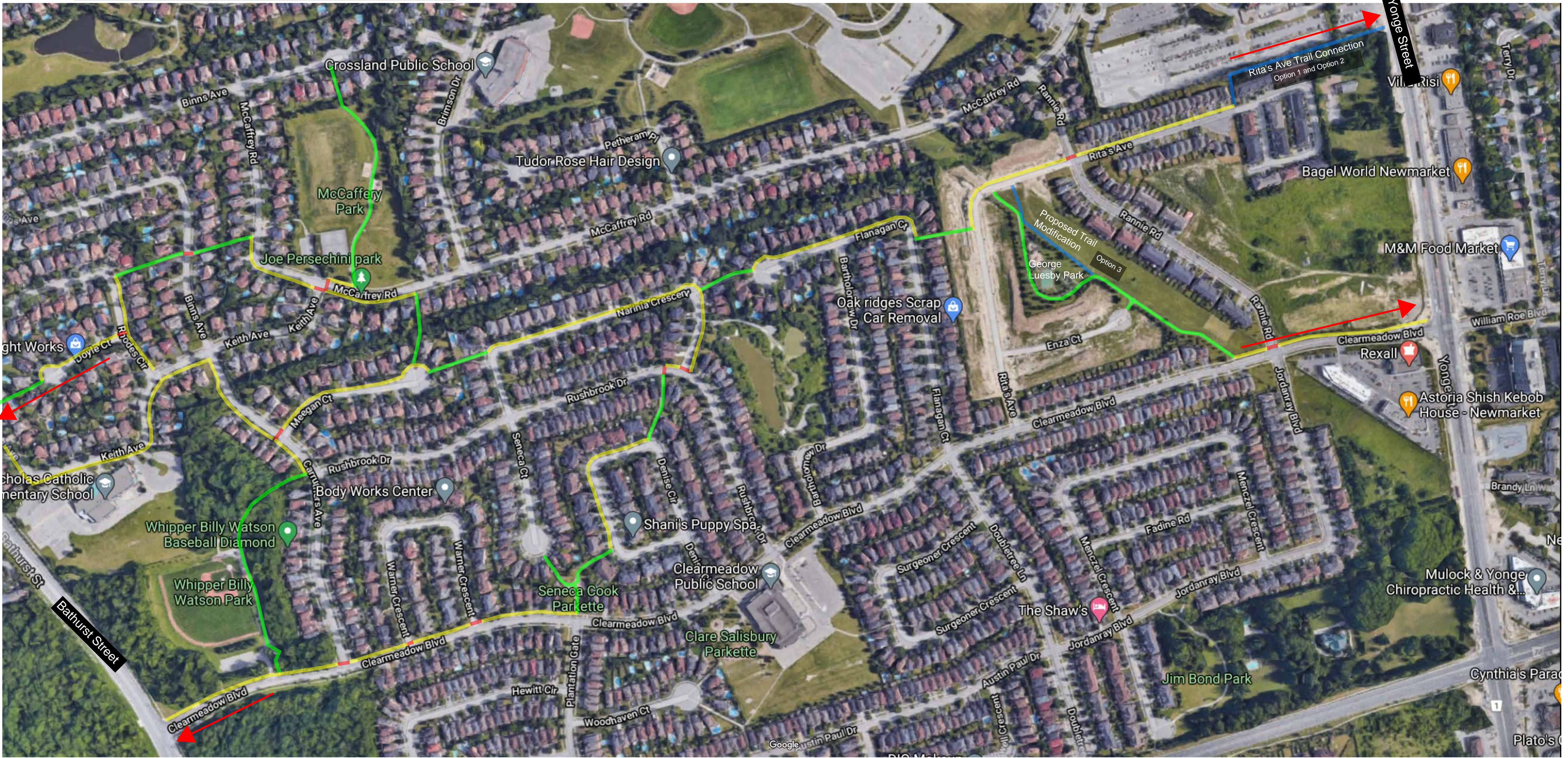
Item	Description		Total Price
	Land Acquisition		\$10,000.00
	Feasibility Study		\$15,120.00
1.0	Site Preparation		
1.1	Siltation Control and Tree Preservation Fencing		\$ 13,750.00
1.2	Rigid Metal Construction Fencing		\$ 15,000.00
1.3	Tree Removals and Pruning		\$ 17,000.00
1.4	Rough and fine Grading		\$ 28,000.00
1.5	Debris and hard material removal		\$ 5,000.00
2.0	Hardscape		
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
3.0	Softscape		
3.1	Planting		\$ 20,000.00
3.2	Topsoil and Sodding		\$ 27,000.00
3.3	Terraseeding		\$ 2,500.00
5.0	Miscellaneous		
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
6.0	Design, Contract Admin, Testing		
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
4.0	Lighting (PROVISIONAL)		
4.1	Pedestrian Trail Lighting and all electrical works necessary.		

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

Novvember 2, 2020

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

Item	Description		Total Price
	Feasibiltiy Study		\$15,120.00
	Yearly Lease Increase/Hydro One		?
1.0	Site Preparation		
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
2.0	Hardscape		
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
3.0	Softscape		
3.1	Planting		\$ _____
3.2	Topsoil and Sodding		\$ 7,500.00
5.0	Miscellaneous		
5.3	Tricceptacle		\$ 3,000.00
5.4	P-Gates		\$ 5,000.00
6.0	Design, Contract Admin, Testing		
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
4.0	Lighting (PROVISIONAL)		
4.1	Pedestrian Trail Lighting and all electrical works necessary.		_____
Subtotal			\$ 200,100.00
Contigency			\$20,010.00
Tax (1.76%)			\$3,873.94
TOTAL PROJECT PRICE			\$ 223,983.94



Imagery ©2020 Google, Imagery ©2020 CNES / Airbus, First Base Solutions, Maxar Technologies, Map data ©2020 100 m

- 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 | Website: 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

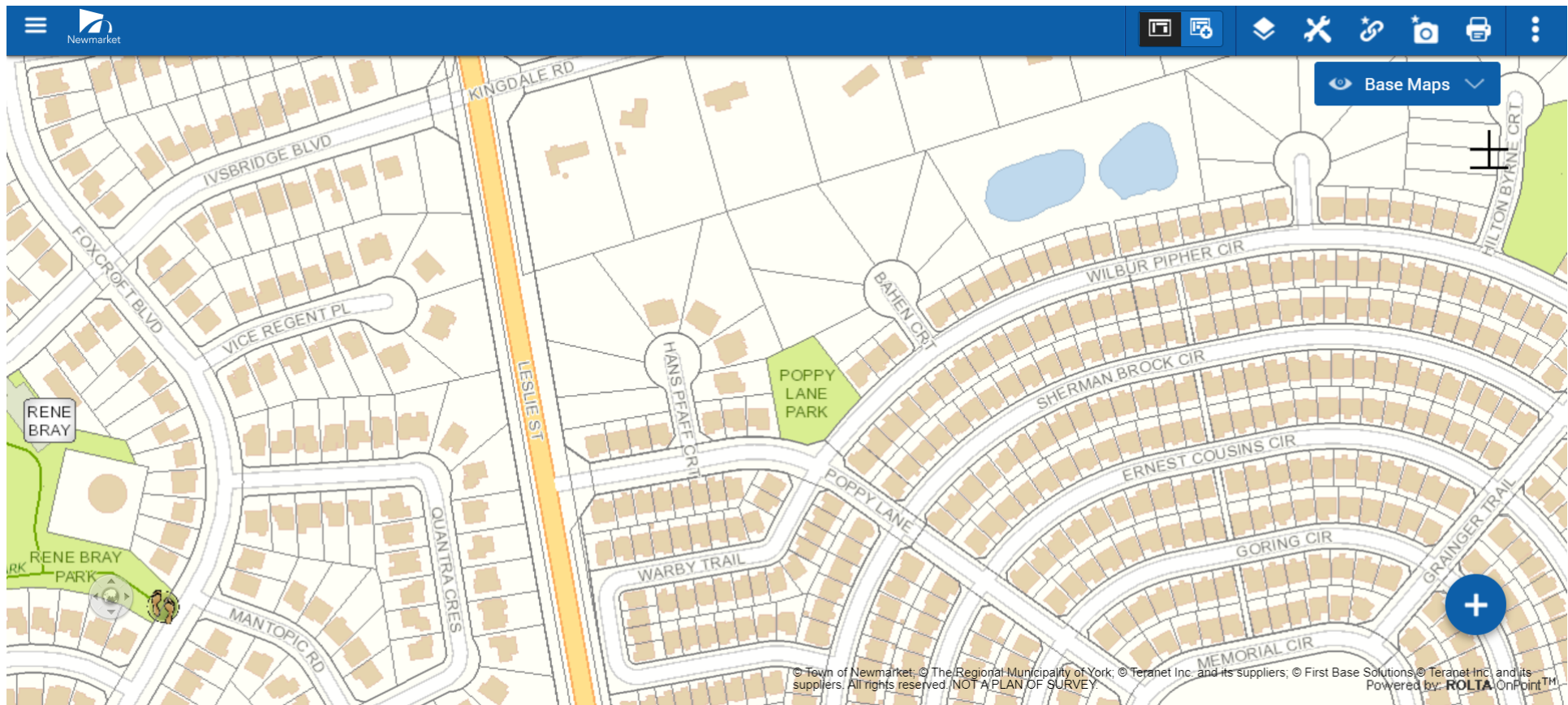
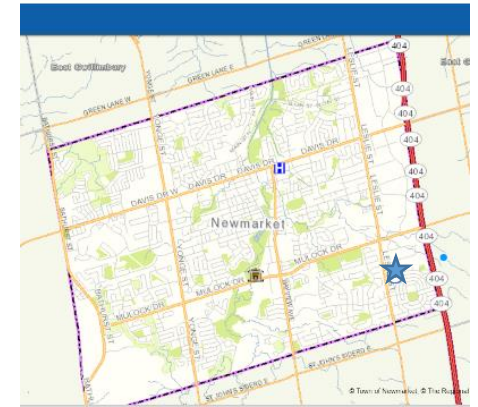
Jag Sharma, Chief Administrative Officer

Contact

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


cservice@newmarket.ca

**Location of Poppy Lane Park, Recommendation to Be
Formally Named Frank Williams Park - Ward 1**



Location – East of Leslie Street, at the corner of Poppy Lane and Wilbur Pipher Circle.





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 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."

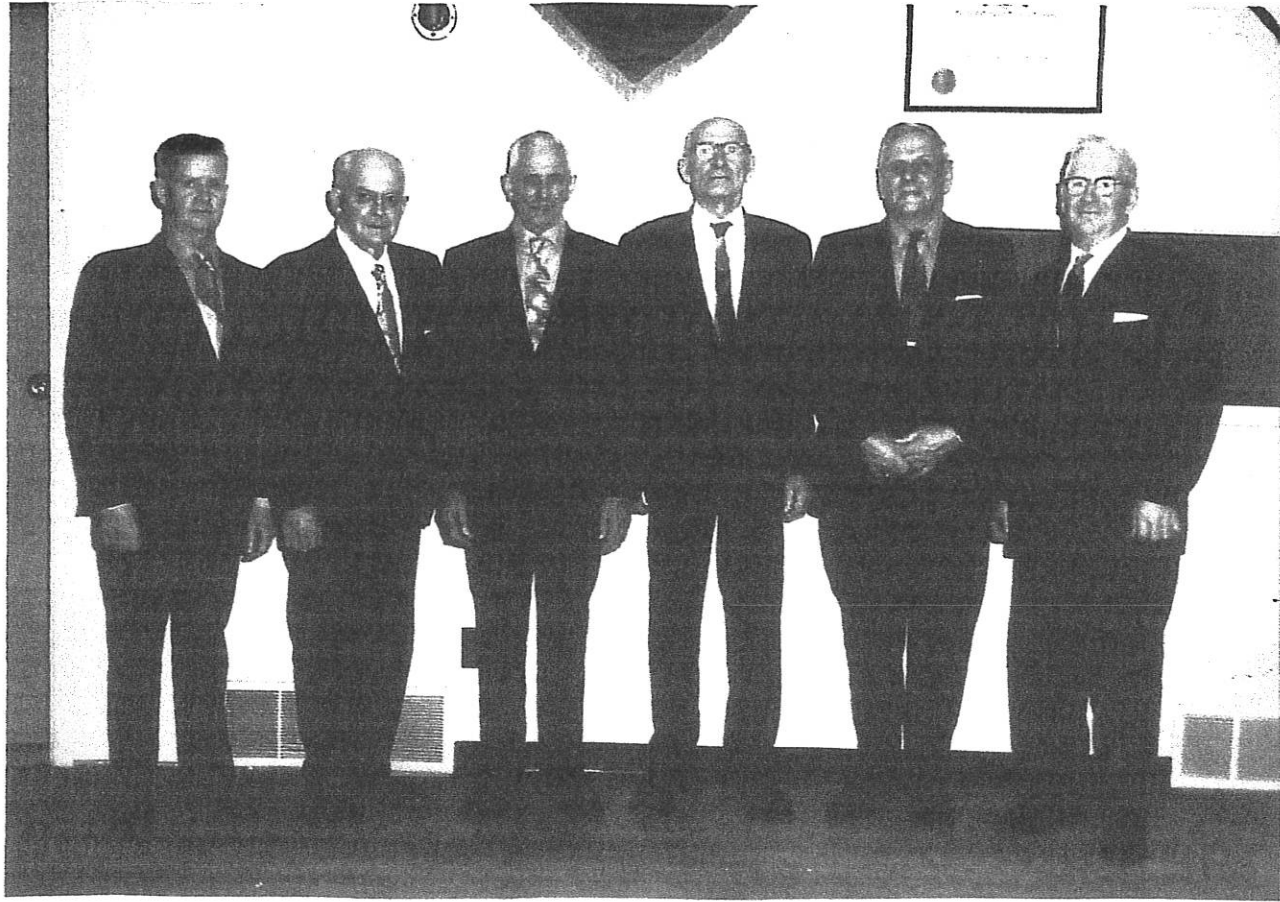
He is proud of the co-op. When he first joined the organization had 150 members. Now there is a membership of 450, and the at-

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.

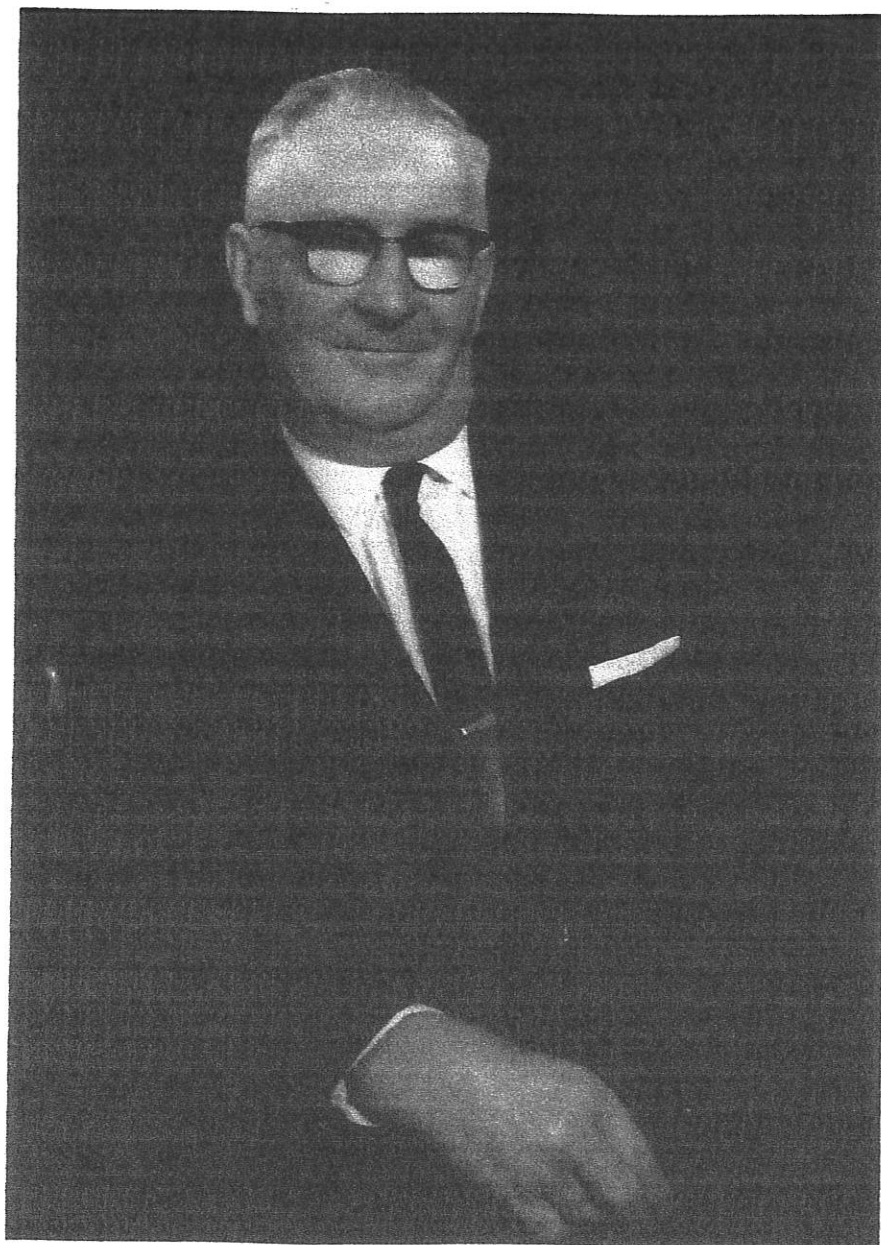
He is married to the former Jean Holmes, R.N., of Schomberg. First elected to council in 1955, he is serving his first term as deputy-reeve.

Frank is a cheery fellow. There's always a twinkle in his eye save when he gets a bug on 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 (STOUFFVILLE)



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

Tax Bill, 1924

Frank Sieckley, Collector, Stouffville P. O.

RATE ON \$100 ASSESSMENT

County General Purpose	33 1/2 c.	68c.
Industrial Home	2 1/2 c.	
Court House & Jail	1/4 c.	
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
Union Markham No. 2	51
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* Com. *3 W.P.* Lot *28*

Amount of Assessments \$ *6.00*

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

RECEIVED



Collector

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

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

Type size:

Whitchurch Township

[\(permalink\)](#)
[home](#) [search](#) [browse](#) [feedback](#) [about us](#)

AA

[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 Gosham	Wm. Reader	Samuel Ball	Joseph Hewitt
	John Bogart Jr.	J. Hewitt		
1827	Elz Gosham	Wm. McCauley	Jas. Pearson	John Bogart Jr.
	John Bogart Jr.	Samuel Ball		
1828	Marin Bogart	James Pearson	Isaac Landy	John Bogart Jr.
	Jon. Bogart Sr.	Samuel Ball		
1829	Marin Bogart	Samuel Ball	J. Wilson Jr.	John Bogart Jr.
	Elz Gosham	Joseph Randall		
1830	James Faulkner	Joshua Wilson Jr.	Isaac Playter	John Bogart Jr.
	T. Milled	P. Bogart		
1831	Isaac Landy	Isaac Playter	J. Wilson Jr.	John Bogart Jr.
	Jacob Windman	Jon. Wilson		
1832	Jon. Salsford	J. Playter	James Hartman	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.		
	Joshua Wilson			
	Lud. Windman			
1837	J. Pearson (C)	P. Bogart	Wm. Seton	John Bogart Jr.
	Macklin			
	Elz Gosham			
	Jon. Pearson			

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

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

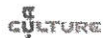
YEAR	WARDEN	ASSESSOR	COLLECTOR	TOWN CLERK
1840	Elz Gosham (C)	Ben Pearson	William Seaton	John Bogart Jr.
	Philip Bogart			
	Jos. Miller			
	Jos. Macklin			
1841	T. Wilson (C)	J. Playter	William Seaton	John Bogart Jr.
	P. Bogart			
	Borz. Boster			
	D. Hunter			
1842	B. Boster	T. Chabine	William Seaton	John Bogart Jr.
	J. Dockler Sr.			
	T. Hunter			
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. Boster			
1845	M.T. Enpy (C)		John Bogart Jr.	
	J. B. Colford			
	C. Souffler			
	H. Newman			
1846	M.T. Enpy (C)		John Bogart Jr.	
	T. Boster			
	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			
	J. Doherty			
	J. Macklin			
1849	P. Pearson (C)		J. Hewitt	
	J. Hart			
	Nelson Scott			
	John Hill			

134

(SEE NEXT PAGE)

C. Municipal

Copyright 2006 University of Calgary, Université Laval



Type size:

Whitchurch Township

(perma)link
home search browse feedback about us

AA

Barkey, Jean, Whitchurch History Book Committee

138

WHITCHURCH TOWNSHIP

YEAR REEVE DEPUTY-REEVE COUNCILLORS TOWN CLERK

1953 I. McLaughlin F. Timbers P.S. Legge J.W. Crawford
E.L. McCarron

1954 I. McLaughlin F. Timbers P.S. Legge J.W. Crawford
E.L. McCarron
Doris Graham

1955 I. McLaughlin P.S. Legge J.W. Crawford
G.E. Richardson
C. Wallwork
Doris Graham

1956 P.S. Legge G.E. Richardson J.W. Crawford
C. Wallwork

1957 P.S. Legge G.E. Richardson J.W. Crawford
F. Williams
C. Wallwork

1958 P.S. Legge G.E. Richardson J.W. Crawford
J.C. Wyle
C. Wallwork
F. Williams

1959 G.E. Richardson C. Wallwork J.W. Crawford
Elvie Gibbs
F. Williams

1960 G.E. Richardson C. Wallwork J.W. Crawford
R. Faughanston
F. Williams

1961 Clifford Wallwork F. Williams John W. Crawford
R. Faughanston
Ivan McLaughlin

1962 Clifford Wallwork F. Williams John W. Crawford
R. Faughanston
Ivan McLaughlin
Elvie Gibbs

1963 F. Williams R. Faughanston John W. Crawford
S. Barnett
Alvin S. Farmer
Ivan McLaughlin

1964 F. Williams R. Faughanston Thos. Kerr
S. Barnett
Alvin S. Farmer
Ivan McLaughlin

1965 R. Faughanston S. Barnett Thos. Kerr
James P. Smith
Ivan McLaughlin
Frank Williams

1966 R. Faughanston S. Barnett Thos. Kerr
Henry Nauta
Ivan McLaughlin
Frank Williams

1967 R. Faughanston S. Barnett Thos. Kerr
Henry Nauta
Norman Barnett
Perry Van Nottand
Robt. S. Lewis

1968 S. Barnett Lawrence Thos. Kerr
Hennsey

YEAR REEVE DEPUTY-REEVE COUNCILLORS TOWN CLERK

1969 S. Barnett Lawrence C. Norman Barnett Thos. Kerr
Hennsey B. Van Nottand

1970 S. Barnett Norman Barnett Thos. Kerr
Melvyn Paker
Gordon Ratcliff
B. Van Nottand

VILLAGE OF STOUFVILLE OFFICIALS 1877-1970

1877 James Dougherty

1878 James Dougherty H.W. Woodgate

1879 E. Wheeler H.W. Woodgate

1880 E. Wheeler H.W. Woodgate

1881 James Dougherty H.W. Woodgate

1882 James Dougherty H.W. Woodgate

1883 W.B. Sanders H.W. Woodgate

1884 W.B. Sanders H.W. Woodgate

1885 W.B. Sanders H.W. Woodgate

1886 W.B. Sanders H.W. Woodgate

1887 W.B. Sanders H.W. Woodgate
(Warden York Co.)

1888 W.B. Sanders H.W. Woodgate

1889 W.B. 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 James McCullough H.W. Woodgate

1906 Dr. W.A. Sanger J. Upsham

1907 Dr. W.A. Sanger J. Upsham

1908 R.P. Coulson J. Upsham

1909 R.P. Coulson J. Upsham

1910 R.P. Coulson J. Upsham

1911 R.P. Coulson J. Upsham

1912 R.P. Coulson J. Upsham

138

138

138

Copyright 2006 University of Calgary, Université Laval





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

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

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



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.

John Taylor, Mayor

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
Accessory Dwelling Units By-law 2013-13						
Accessory Dwelling Units By-law 2013-13, as amended	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
Animal Control By-law 2020-30						
Animal Control By-law 2020-30, as amended	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

Animal Control By-law 2020-30, as amended	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
Business Licence By-law 2020-31						
Business Licence By-law 2020-31, as amended	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
Business Licence By-law 2020-31, as amended	59.	7(10)	Advertise business while licence is suspended	225.00	300.00	375.00
	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

Business Licence By-law 2020-31, as amended	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
Business Licence By-law 2020-31, as amended	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
By-law 2002-151 (Licensing)						
By-law 2002-151 Schedule 1 Adult Entertainment Parlours	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
By-law 2002-151 Schedule 2 Adult Video Stores	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
By-law 2002-151 Schedule 7 Body-rub Parlours	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
	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
By-law 2002-151	136.	15.2	Failure to notify Town of newspaper box on Town property	450.00	600.00	750.00

Schedule 15 Newspaper Boxes	137.	15.8	Failure to maintain newspaper box	225.00	300.00	375.00
Clean Yards By-law 2017-63						
Clean Yards By-law 2017-63, as amended	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
Clean Yards By-law 2017-63, as amended	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
	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
Clothing Donation Bins By-law 2016-33						
Clothing Donation Bins By-law 2016- 33, as amended	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
Fence By-law 2019-20						
Fence By-law 2019-20, as amended	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
Fireworks By-law 2015-18						
Fireworks By-law 2015-18, as amended	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

Loitering By-law 1997-113						
Loitering By-law 1997-113, as amended	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
Mobile Business Licence By-law 2020-07						
Mobile Business Licence By-law 2020-07	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
Mobile Business Licence By-law 2020-07	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

Mobile Business Licence By-law 2020-07	254.	8.4(7)(a)	Permit too many passengers in Limousine	225.00	300.0 0	375.00
	255.	8.4(7)(b)	Permit a Limousine to operate with obstructed view	450.00	600.0 0	750.00
	256.	8.4(8)	Failure to comply with Limousine requirements	450.00	600.0 0	750.00
	257.	8.5(4)(a)	Failure to provide MTO Driving Instructor's Licence	225.00	300.0 0	375.00
	258.	8.5(4)(b)	Failure to carry a valid driver's licence	225.00	300.0 0	375.00
	259.	8.5(4)(c)	Failure to provide driving instruction/test documentation	225.00	300.0 0	375.00
	260.	8.5(4)(d)	Failure to affix Sticker Plate on Driving School Instructor Vehicle	225.00	300.0 0	375.00
	261.	8.5(4)(e)	Failure to affix roof sign on Driving School Instructor Vehicle	225.00	300.0 0	375.00
	262.	8.5(5)	Operate in Restricted Area	450.00	600.0 0	750.00
	263.	8.6(2)(a)	Failure to maintain Tow Truck documents	225.00	300.0 0	375.00
	264.	8.6(2)(b)	Failure to remove debris prior to towing a vehicle	225.00	300.0 0	375.00
	265.	8.6(2)(c)	Failure to remove debris within 8hrs following investigation	450.00	600.0 0	750.00
	266.	8.6(3)	Failure to comply with Tow Truck Driver requirements	450.00	600.0 0	750.00
	267.	8.6(4)	Failure to display Tow Truck Driver information	225.00	300.0 0	375.00
	268.	8.6(5)	Failure to notify Town of Tow Truck Driver	225.00	300.0 0	375.00
	269.	8.6(6)(a)	Failure to maintain Tow Truck;	225.00	300.0 0	375.00
	270.	8.6(6)(b)	Interfere with Tow Truck Company's contract	225.00	300.0 0	375.00
	271.	8.6(6)(c)	Recommend tow location to customer	225.00	300.0 0	375.00
	272.	8.6(6)(d)	Accept gift or payment from facility in exchange for business	225.00	300.0 0	375.00
	273.	8.6(6)(e)	Accept Drop Fee	225.00	300.0 0	375.00
Mobile Business Licence By-law 2020-07	274.	8.6(6)(f)	Failure to obtain consent to connect or tow	225.00	300.0 0	375.00
	275.	8.6(6)(g)	Stop, stand, or park within 200m of Collision Scene	225.00	300.0 0	375.00
	276.	8.6(6)(h)	Remove vehicle from Collision Scene without permission	225.00	300.0 0	375.00
	277.	8.6(6)(i)	Permit unauthorized passenger(s) in Tow Truck	225.00	300.0 0	375.00
	278.	8.6(7)	Failure to provide or maintain Tow Truck Equipment	225.00	300.0 0	375.00
	279.	8.6(8)(a)	Failure to comply with Tow Truck Vehicle requirements	225.00	300.0 0	375.00
	280.	8.6(8)(b)	Failure to affix Sticker Plate on Tow Truck Vehicle	225.00	300.0 0	375.00
	281.	8.6(9)	Failure to comply with towing rates	450.00	600.0 0	750.00
	282.	8.6(10)	Failure to comply with Re-Tow towing rates	450.00	600.0 0	750.00
	283.	8.6(11)(a)	Failure to maintain Tow Truck Driver information	225.00	300.0 0	375.00
	284.	8.6(11)(b)	Failure to maintain Tow Truck information	450.00	600.0 0	750.00
	285.	8.6(12)	Failure to maintain Tow Truck Trip information	225.00	300.0 0	375.00
	286.	8.6(13)	Failure to maintain run sheets	225.00	300.0 0	375.00
	287.	8.6(14)	Failure to provide affiliated Public Garage information	225.00	300.0 0	375.00
Noise By-law 2017-76						
Noise By-law 2017-76, as amended	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

Noise By-law 2017-76, as amended			pump not in proper working order			
	297.	3.2(f)	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
Outdoor Serving Area By-law 2016-29						
Outdoor Serving Area By-law 2016-29, as amended	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
Parking By-law 2019-62						
Parking By-law 2019-62, as amended	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
Parking By-law 2019-62, as amended	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
Parks By-law 2013-14						
Parks By-law 2013-14, as amended	367.	2.1	Enter restricted area	150.00	200.00	250.00
	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.	2.5.1(a)	Climb structure not intended to be climbed	150.00	200.00	250.00
	373.	2.5.1(b)	Damage or remove vegetation	150.00	200.00	250.00
	374.	2.5.1(c)	Damage or remove structure	150.00	200.00	250.00
	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.	4.1.1(b)	Interfere with organized activity	150.00	200.00	250.00
	383.	4.5.1	Skate where not permitted	150.00	200.00	250.00
	384.	4.8	Failure to comply with posted rules for tennis	150.00	200.00	250.00
	385.	5.1.1(a)	Operate bicycle in prohibited area	150.00	200.00	250.00
	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
Pool Enclosure By-law 2008-18						
Pool Enclosure By-law 2008-18, as amended	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
Property Standards By-law 2017-62						
Property Standards By-law 2017-62, as amended	396.	3.3	Failure to remediate to acceptable standards	150.00	200.00	250.00
	397.	3.4	Permit occupancy when standards not met	150.00	200.00	250.00
	398.	3.5	Failure to repair or demolish	150.00	200.00	250.00
	399.	3.7	Remove posted notice	150.00	200.00	250.00
	400.	3.9	Failure to post contact information	150.00	200.00	250.00
Property Standards By-law 2017-62, as amended	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)	Unsightly 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
	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

Property Standards By-law 2017-62, as amended	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
Property Standards By-law 2017-62, as amended	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
Road Occupancy By-law 2018-31						
Road Occupancy By-law 2018-31, as amended	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
Second Hand Goods Shops and Dealers By-law 2008-79						
Second Hand Goods Shops and Dealers By-law 2008-79, as amended	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
Sign By-law 2017-73						
Sign By-law 2017- 73, as amended	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

Sign By-law 2017-73, as amended	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
Site Alteration By-law 2016-58						
Site Alteration By-law 2016-58, as amended	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
Smoking By-law 2019-31						
Smoking By-law 2019-31 as amended	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
Waste Collection By-law 2017-19						
Waste Collection By-law 2017-19, as amended	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
Emergency Measures By-law 2020-20						
Emergency Measures By-law 2020-20, as amended	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.

Administrative Fee Description	Fee Amount
Adjudication Fee	\$25.00
Fee – Hearing No-Show	\$100.00
Fee – MTO Plate Denial	\$20.00
Fee – MTO Search	\$10.00
Fee – Screening No-Show	\$50.00
Note: Fees listed in Schedule “B” to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.	



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

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

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 18th, 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 4th, 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 4th, 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 4th, 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 1st 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 1st.

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 30th. 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:

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

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 or Mark Agnoletto, 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.

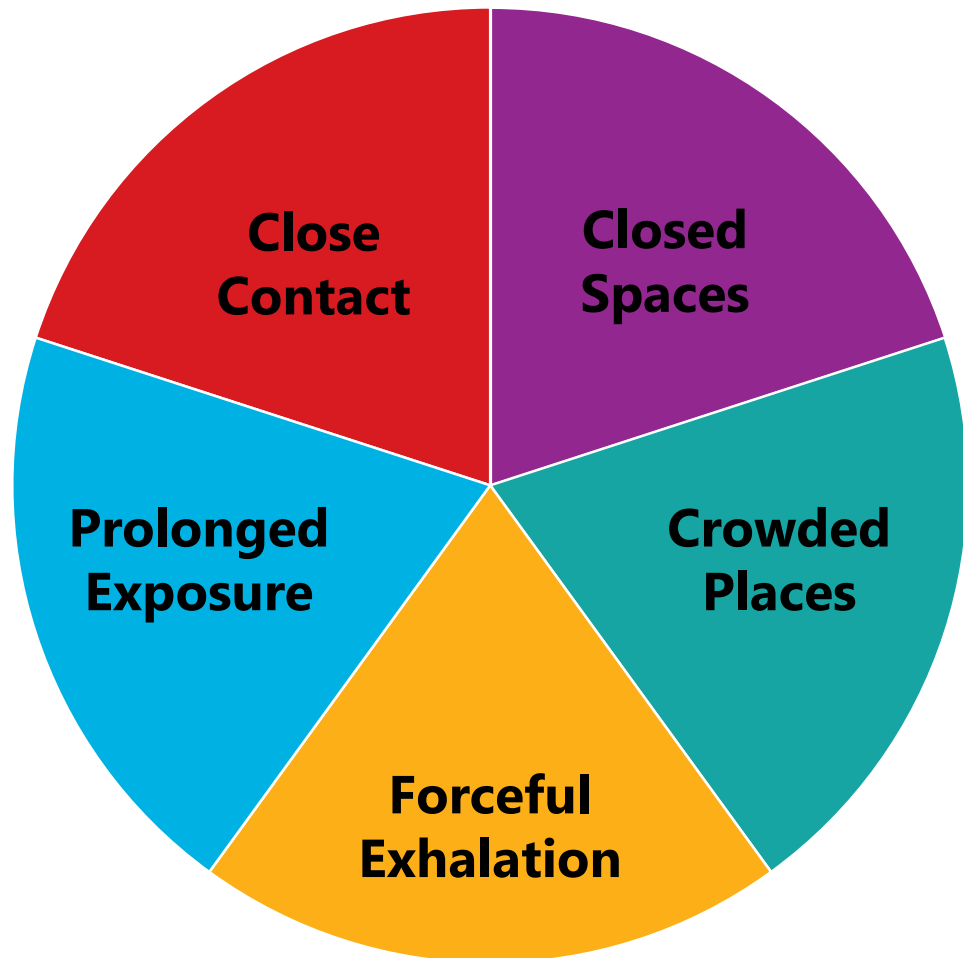
Protect Vulnerable Populations

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

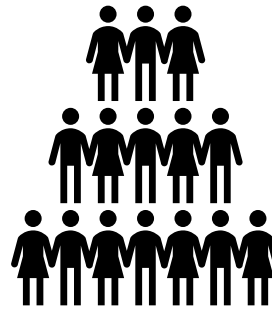
Outbreaks can start in a variety of places including workplaces, institutions, and other settings.



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 **broad 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...

Case and Contact Management	<ul style="list-style-type: none">• Almost 4,000 case management and contact tracing staff province-wide undertake outreach to support isolation and testing to prevent further spread• Established target = 90% of cases and contacts followed up within 24 hours
Testing	<ul style="list-style-type: none">• Capacity to process over 50,000 tests/day; building to capacity of 100,000 tests/day by December 2020.• Established target of 60% of tests turned around within 1 day, and 80% within 2 days• Established benchmark of maintaining test positivity under 3%
Public Health Measures	<ul style="list-style-type: none">• Framework to progressively adjust public health measures to respond to the pandemic
Education, Compliance & Enforcement	<ul style="list-style-type: none">• Proactive education and outreach to businesses and organizations• 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)• Multi-ministry COVID-19 safety blitzes coordinated with local by-law and police services<ul style="list-style-type: none">○ 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)
Targeted Supports	<ul style="list-style-type: none">• Additional supports provided for vulnerable populations, communities, and impacted businesses
Communications	<ul style="list-style-type: none">• Complementary communications plan supporting broad public education and awareness

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.

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

Highest risk settings remain closed.

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

Apply public health measures in high risk settings.

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).

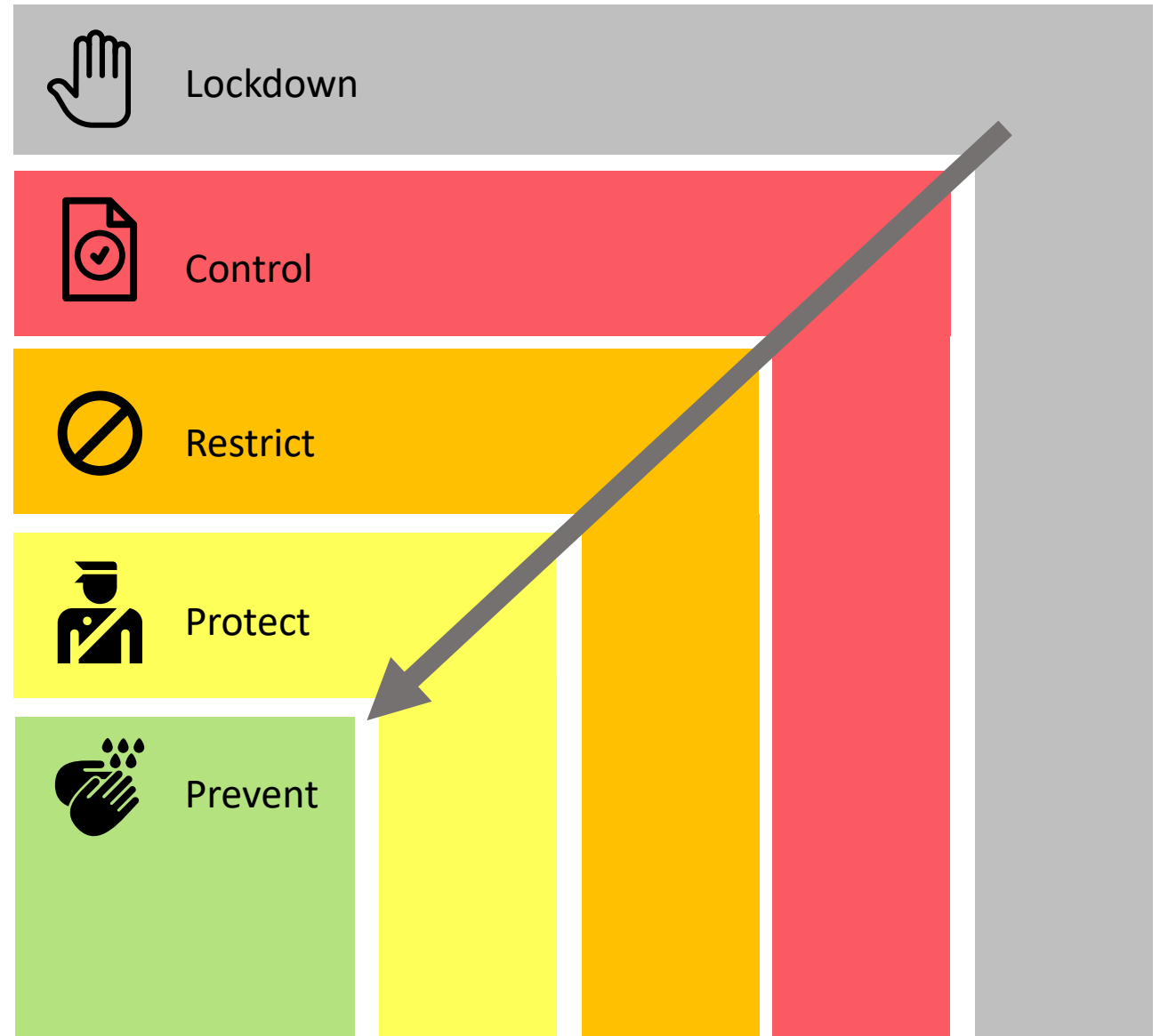
Restrictions are the most severe available before widescale business or organizational closure.

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






Consider declaration of emergency.

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

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

<div>  <div> PREVENT (Standard Measures) </div> </div>		<div>  <div> PROTECT (Strengthened Measures) </div> </div>	<div>  <div> RESTRICT (Intermediate Measures) </div> </div>	<div>  <div> CONTROL (Stringent Measures) </div> </div>
<ul style="list-style-type: none"> Algoma Public Health Chatham-Kent Public Health Grey Bruce Health Unit Kingston, Frontenac and Lennox & Addington Public Health Haliburton, Kawartha, Pine Ridge District Health Unit Haldimand-Norfolk Health Unit Hastings Prince Edward Public Health Huron Perth Public Health Lambton Public Health Leeds, Grenville & Lanark District Health Unit Middlesex-London Health Unit Niagara Region Public Health North Bay Parry Sound District Northwestern Health Unit Peterborough Public Health Porcupine Health Unit Public Health Sudbury & Districts 	<ul style="list-style-type: none"> Region of Waterloo Public Health and Emergency Services Renfrew County and District Health Unit Simcoe-Muskoka District Health Unit Southwestern Public Health Thunder Bay and District Health Unit Timiskaming Health Unit Wellington-Dufferin-Guelph Public Health Windsor-Essex County Health Unit 	<ul style="list-style-type: none"> Brant County Health Unit City of Hamilton Public Health Services Durham Region Health Department Halton Region Public Health 	<ul style="list-style-type: none"> Eastern Ontario Health Unit Ottawa Public Health Peel Public Health Toronto Public Health York Region Public Health 	
				<div>  <div> LOCKDOWN (Maximum Measures) </div> </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)
Current Restrictions and Guidance	<ul style="list-style-type: none"> 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"> 10 people indoors 25 people outdoors Gathering limit for organized public events and social gatherings: <ul style="list-style-type: none"> 50 people indoors 100 people outdoors Gathering limit for religious services, rites or ceremonies, including weddings and funerals: <ul style="list-style-type: none"> 30% capacity of the particular room, subject to physical distancing, indoors 100 people, subject to physical distancing, outdoors Requirement for workplace screening Requirement for face coverings at indoor workplaces and public spaces, with limited exemptions Advice to restrict non-essential travel from areas of high-transmission to areas of low transmission 			Measures from previous levels and: <ul style="list-style-type: none"> Gathering limit for all public events and social gatherings: <ul style="list-style-type: none"> 10 people indoors 25 people outdoors
Proposed	Gathering limit for certain organized public events and social gatherings (e.g. barbeques): <ul style="list-style-type: none"> 10 people indoors 25 people outdoors Gathering limit for organized public events and gatherings: <ul style="list-style-type: none"> 50 people indoors 100 people outdoors Gathering limit for religious services, weddings and funerals: <ul style="list-style-type: none"> 30% capacity indoors 100 people outdoors Requirement for workplace screening Requirement for face coverings at indoor workplaces	Measure from previous level	Measure from previous level	Gathering limit for all organized public events and social gatherings: <ul style="list-style-type: none"> 10 people indoors 25 people outdoors
	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			
	Development and implementation of a communication/public education plan (highlighting risk)			
	Advice to restrict non-essential travel from areas of high-transmission to areas of low transmission			

LOCKDOWN

Stage 1 / Pre-Stage 1







Proposed Measures for Restaurants, Bars and Food or Drink Establishments





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







Proposed Measures for Sports and Recreational Fitness

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





Proposed Measures for Meeting and Event Spaces

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Current Restrictions	Limits: <ul style="list-style-type: none"> • 50 people indoors • 100 people outdoors *exception for court/government services, weddings, funerals <ul style="list-style-type: none"> • 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 			Limits: <ul style="list-style-type: none"> • 10 people per facility indoors • 25 people outdoors • 6 people per table
Proposed	Limits: <ul style="list-style-type: none"> • 50 people indoors • 100 people outdoors *exception for court/government services, weddings, funerals <ul style="list-style-type: none"> • Booking multiple rooms for the same event not permitted • As of August 21, 2020, OCMOH plan: 50 persons per room, where physical distancing can be maintained, subject to conditions in the plan 	Measures from previous levels and: <ul style="list-style-type: none"> • Limit operating hours, establishments must close at midnight • 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 for all seated patrons • Limit of 6 people may be seated together • Limit volume of music (e.g., to be no louder than the volume of a normal conversation) • Safety plan available upon request 	Measures from previous levels and: <ul style="list-style-type: none"> • Maximum of 50 people per facility (revoke capacity limit on a per room basis as per CMOH plan) • Limit operating hours, establishments close at 10 p.m. • 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. • Limit of 4 people may be seated together • Require screening of patrons (e.g., questionnaire) 	Measures from previous levels and: Limits: <ul style="list-style-type: none"> • 10 people per facility indoors • 25 people outdoors





Proposed Measures for Retail

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

Proposed Measures for Personal Care Services

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





Proposed Measures for Casinos, Bingo Halls and Gaming Establishments

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Current Restrictions	<ul style="list-style-type: none">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.			<ul style="list-style-type: none">Casinos, bingo halls and other gaming establishments are closed.
Proposed	<ul style="list-style-type: none">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.	<p>Measures from previous level and:</p> <ul style="list-style-type: none">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 patronsSafety plan available upon request	<p>Measures from previous levels, and:</p> <ul style="list-style-type: none">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)	<p>Measures from previous levels and:</p> <p>Limits:</p> <ul style="list-style-type: none">10 people per facility indoors25 people outdoors





LOCKDOWN
Stage 1 / Pre-Stage 1



Proposed Measures for Cinemas

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Current Restrictions	In facility/area <ul style="list-style-type: none"> • 50 indoors • 100 outdoors OR <ul style="list-style-type: none"> • 50 indoor per auditorium if cinema operates in accordance with the approved plan from 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. • Drive-in cinemas permitted to operate, subject to restrictions 			<ul style="list-style-type: none"> • Cinemas are closed.
Proposed	In facility/area <ul style="list-style-type: none"> • 50 indoors • 100 outdoors OR <ul style="list-style-type: none"> • 50 indoor per auditorium if cinema operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health • Face coverings except when eating or drinking only • Drive-in cinemas permitted to operate, subject to restrictions 	Measures from previous level and: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 50 per facility (revoke OCMOH approved plan) • 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) 	Closed, except for: <ul style="list-style-type: none"> • Drive-in cinemas • 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

Proposed Measures for Performing Arts Facilities

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Current Restrictions	<ul style="list-style-type: none"> 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. 			<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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



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

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

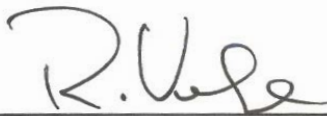
This report has no impact on the Master Fire Plan.

CONTACT

For more information regarding this report contact Deputy Chief Rocco Volpe at rvolpe@cyfs.ca

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.

A handwritten signature in black ink, appearing to read 'R. Volpe', is written over a horizontal line.

Rocco Volpe, Deputy Chief
Central York Fire Services



Province of Ontario Mutual Aid Plan

2018 - 2022

TABLE OF CONTENTS

FOREWORD	3
THE PRINCIPLES OF OPERATION OF MAPs IN ONTARIO	4
AUTHORITY	4
DEFINITIONS	5
MUTUAL AID PLAN COMPONENTS	8
MINIMUM CONDITIONS FOR PARTICIPATION IN MAPs	9
<i>1.0 Mutual Aid</i>	9
ACTIVATION OF MAP	12
<i>2.0 Requesting Fire Department</i>	12
<i>3.0 First Help Call</i>	12
<i>4.0 Fire Co-ordinator</i>	13
<i>5.0 Termination of the Incident</i>	13
6.0 CRITERIA FOR APPOINTMENT AS FIRE CO-ORDINATOR OR ALTERNATE	13
<i>7.0 APPOINTMENT PROCESS FOR FIRE CO-ORDINATORS AND ALTERNATES</i>	14
ROLES AND RESPONSIBILITIES	14
<i>8.0 Office of the Fire Marshal</i>	14
<i>9.0 Participants</i>	15
<i>10.0 Non-Municipal Participants</i>	16
<i>11.0 Fire Co-ordinator</i>	16
<i>12.0 Zone Fire Co-ordinators</i>	18
RISK EXPOSURE OF NON-MUNICIPAL PARTICIPANTS	19

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 agreements¹ - 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 Chief²– 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.

*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 Department³ - 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 Services⁴ - 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 Community⁵ - 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)⁶ – 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)⁷ – 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.

³ Fire Protection and Prevention Act, 1997

*Mutual Aid Re-Write Committee

⁴ Fire Protection and Prevention Act, 1997

⁵ OFMEM Legal Department

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

⁷ Emergency Management Ontario: Glossary of Terms

Municipality⁸ – 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.

⁸ 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 co-ordinator* 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 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 1st 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.

MAYOR: John Taylor

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.

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

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

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.

Michael Tambosso, Chair

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 Hempen, 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.

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 Hempen

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

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

Darcy McNeill, Chair

Todd Kyle, Secretary/Treasurer



Town of Newmarket

Minutes

Council Workshop - Electronic

Date: Tuesday, November 17, 2020
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
Deputy Mayor & Regional Councillor Vegh (1:02 PM - 1:30 PM)
Councillor Simon
Councillor Woodhouse
Councillor Twinney
Councillor Kwapis
Councillor Broome
Councillor Bisanz

Members Absent: Councillor Morrison

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

The meeting was called to order at 1:02 PM.
Mayor Taylor in the Chair.

1. Notice

Mayor Taylor advised that the Municipal Offices were closed to the public and that this meeting was streamed live at Newmarket.ca/meetings.

Mayor Taylor advised that in accordance with the Town's Procedure By-law, no decisions are to be made but rather this meeting was an opportunity for Council to have informal discussion regarding various matters.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Items

4.1 Educational Session regarding the Southwest Quadrant of Town and Surrounding Lands

The Director of Planning & Building Services provided a presentation regarding the southwest quadrant of Newmarket, which included an overview of the area and the background concerning the lands. The presentation provided the provincial policy context, including Places to Grow, the Greenbelt Plan and the Oak Ridges Moraine Conservation Plan, as well as Regional and Town official plans. The presentation continued with an overview of the areas with applications currently under consideration. The presentation concluded with next steps in the planning process for the southwest quadrant area.

Members of Council queried staff regarding the history of the designation of the area, the planning process involved in the current applications and clarification regarding the next steps for Council and the public.

Moved by: Councillor Broome

Seconded by: Councillor Woodhouse

1. That the presentation provided by the Director of Planning & Building Services regarding the Southwest Quadrant of Town and Surrounding Lands be received.

Carried

5. Closed Session

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

6. Adjournment

Moved by: Councillor Simon

Seconded by: Councillor Bisanz

1. That the meeting be adjourned at 2:03 PM.

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk

Corporation of the Town of Newmarket

By-law 2020-59

A By-law to appoint Deputy Fire Chiefs and an Assistant Deputy Fire Chief for the amalgamated fire and emergency services department, Central York Fire Services.

Whereas the Town of Newmarket and the Town of Aurora have approved the establishment of one consolidated Fire and Emergency Service to service both municipalities; and,

Whereas Section 6 of the *Fire Protection and Prevention Act, 1997*, states that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the Council of the municipality or the Councils of the municipalities, as the case may be, shall appoint a Fire Chief for the Fire Department; and,

Whereas Section 6 of the *Fire Protection and Prevention Act, 1997*, further states that the Fire Chief may delegate his or her powers or duties under Sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation.

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

1. That Rocco Volpe be and is hereby appointed Deputy Fire Chief for the Consolidated Fire and Emergency Services for the Town of Aurora and the Town of Newmarket and a “member” of the Fire Services as that term is defined in the *Fire Protection and Prevention Act, 1997*; and,
2. That Jeremy Inglis be and is hereby appointed Deputy Fire Chief for the Consolidated Fire and Emergency Services for the Town of Aurora and the Town of Newmarket and a “member” of the Fire Services as that term is defined in the *Fire Protection and Prevention Act, 1997*; and,
3. That Claude Duval be and is hereby appointed Assistant Deputy Fire Chief for the Consolidated Fire and Emergency Services for the Town of Aurora and the Town of Newmarket and a “member” of the Fire Services as that term is defined in the *Fire Protection and Prevention Act, 1997*; and,
4. That Rocco Volpe, Jeremy Inglis and Claude Duval are hereby authorized and required to carry out the duties and actions required in relation to the position of Deputy Fire Chief pursuant to the Town of Newmarket by-laws and Acts of the Legislature; and,
5. That such appointments be retroactive to the date that each assumed their respective roles; and,
6. That By-laws 2008-52 and 2016-54 be repealed.

Enacted this 23rd day of November, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Corporation of the Town of Newmarket

By-law 2020-60

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;

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

1. That 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; and,
2. That this By-Law shall come into force and take effect on the day on which it is passed.

Enacted this 23rd day of November, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Corporation of the Town of Newmarket

By-law 2020-61

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 23rd day of November, 2020.

John Taylor, Mayor

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
Accessory Dwelling Units By-law 2013-13						
Accessory Dwelling Units By-law 2013-13, as amended	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
Animal Control By-law 2020-30						
Animal Control By-law 2020-30, as amended	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

Animal Control By-law 2020-30, as amended	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
Business Licence By-law 2020-31						
Business Licence By-law 2020-31, as amended	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
Business Licence By-law 2020-31, as amended	59.	7(10)	Advertise business while licence is suspended	225.00	300.00	375.00
	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

Business Licence By-law 2020-31, as amended	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
Business Licence By-law 2020-31, as amended	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
By-law 2002-151 (Licensing)						
By-law 2002-151 Schedule 1 Adult Entertainment Parlours	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
By-law 2002-151 Schedule 2 Adult Video Stores	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
By-law 2002-151 Schedule 7 Body-rub Parlours	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
	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
By-law 2002-151 Schedule 7 Body-rub Parlours	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
By-law 2002-151	136.	15.2	Failure to notify Town of newspaper box on Town property	450.00	600.00	750.00

Schedule 15 Newspaper Boxes	137.	15.8	Failure to maintain newspaper box	225.00	300.00	375.00
Clean Yards By-law 2017-63						
Clean Yards By-law 2017-63, as amended	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
Clean Yards By-law 2017-63, as amended	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
	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
Clothing Donation Bins By-law 2016-33						
Clothing Donation Bins By-law 2016- 33, as amended	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
Fence By-law 2019-20						
Fence By-law 2019-20, as amended	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
Fireworks By-law 2015-18						
Fireworks By-law 2015-18, as amended	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

Loitering By-law 1997-113						
Loitering By-law 1997-113, as amended	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
Mobile Business Licence By-law 2020-07						
Mobile Business Licence By-law 2020-07	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
Mobile Business Licence By-law 2020-07	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

Mobile Business Licence By-law 2020-07	254.	8.4(7)(a)	Permit too many passengers in Limousine	225.00	300.0 0	375.00
	255.	8.4(7)(b)	Permit a Limousine to operate with obstructed view	450.00	600.0 0	750.00
	256.	8.4(8)	Failure to comply with Limousine requirements	450.00	600.0 0	750.00
	257.	8.5(4)(a)	Failure to provide MTO Driving Instructor's Licence	225.00	300.0 0	375.00
	258.	8.5(4)(b)	Failure to carry a valid driver's licence	225.00	300.0 0	375.00
	259.	8.5(4)(c)	Failure to provide driving instruction/test documentation	225.00	300.0 0	375.00
	260.	8.5(4)(d)	Failure to affix Sticker Plate on Driving School Instructor Vehicle	225.00	300.0 0	375.00
	261.	8.5(4)(e)	Failure to affix roof sign on Driving School Instructor Vehicle	225.00	300.0 0	375.00
	262.	8.5(5)	Operate in Restricted Area	450.00	600.0 0	750.00
	263.	8.6(2)(a)	Failure to maintain Tow Truck documents	225.00	300.0 0	375.00
	264.	8.6(2)(b)	Failure to remove debris prior to towing a vehicle	225.00	300.0 0	375.00
	265.	8.6(2)(c)	Failure to remove debris within 8hrs following investigation	450.00	600.0 0	750.00
	266.	8.6(3)	Failure to comply with Tow Truck Driver requirements	450.00	600.0 0	750.00
	267.	8.6(4)	Failure to display Tow Truck Driver information	225.00	300.0 0	375.00
	268.	8.6(5)	Failure to notify Town of Tow Truck Driver	225.00	300.0 0	375.00
	269.	8.6(6)(a)	Failure to maintain Tow Truck;	225.00	300.0 0	375.00
	270.	8.6(6)(b)	Interfere with Tow Truck Company's contract	225.00	300.0 0	375.00
	271.	8.6(6)(c)	Recommend tow location to customer	225.00	300.0 0	375.00
	272.	8.6(6)(d)	Accept gift or payment from facility in exchange for business	225.00	300.0 0	375.00
	273.	8.6(6)(e)	Accept Drop Fee	225.00	300.0 0	375.00
Mobile Business Licence By-law 2020-07	274.	8.6(6)(f)	Failure to obtain consent to connect or tow	225.00	300.0 0	375.00
	275.	8.6(6)(g)	Stop, stand, or park within 200m of Collision Scene	225.00	300.0 0	375.00
	276.	8.6(6)(h)	Remove vehicle from Collision Scene without permission	225.00	300.0 0	375.00
	277.	8.6(6)(i)	Permit unauthorized passenger(s) in Tow Truck	225.00	300.0 0	375.00
	278.	8.6(7)	Failure to provide or maintain Tow Truck Equipment	225.00	300.0 0	375.00
	279.	8.6(8)(a)	Failure to comply with Tow Truck Vehicle requirements	225.00	300.0 0	375.00
	280.	8.6(8)(b)	Failure to affix Sticker Plate on Tow Truck Vehicle	225.00	300.0 0	375.00
	281.	8.6(9)	Failure to comply with towing rates	450.00	600.0 0	750.00
	282.	8.6(10)	Failure to comply with Re-Tow towing rates	450.00	600.0 0	750.00
	283.	8.6(11)(a)	Failure to maintain Tow Truck Driver information	225.00	300.0 0	375.00
	284.	8.6(11)(b)	Failure to maintain Tow Truck information	450.00	600.0 0	750.00
	285.	8.6(12)	Failure to maintain Tow Truck Trip information	225.00	300.0 0	375.00
	286.	8.6(13)	Failure to maintain run sheets	225.00	300.0 0	375.00
	287.	8.6(14)	Failure to provide affiliated Public Garage information	225.00	300.0 0	375.00
Noise By-law 2017-76						
Noise By-law 2017-76, as amended	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

Noise By-law 2017-76, as amended			pump not in proper working order			
	297.	3.2(f)	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
Outdoor Serving Area By-law 2016-29						
Outdoor Serving Area By-law 2016-29, as amended	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
Parking By-law 2019-62						
Parking By-law 2019-62, as amended	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
Parking By-law 2019-62, as amended	339.	7(1)(gg)	Park within Unauthorized Area	75.00	100.00	125.00
	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
Parks By-law 2013-14						
Parks By-law 2013-14, as amended	367.	2.1	Enter restricted area	150.00	200.00	250.00
	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.	2.5.1(a)	Climb structure not intended to be climbed	150.00	200.00	250.00
	373.	2.5.1(b)	Damage or remove vegetation	150.00	200.00	250.00
	374.	2.5.1(c)	Damage or remove structure	150.00	200.00	250.00
	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.	4.1.1(b)	Interfere with organized activity	150.00	200.00	250.00
	383.	4.5.1	Skate where not permitted	150.00	200.00	250.00
	384.	4.8	Failure to comply with posted rules for tennis	150.00	200.00	250.00
	385.	5.1.1(a)	Operate bicycle in prohibited area	150.00	200.00	250.00
	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
Pool Enclosure By-law 2008-18						
Pool Enclosure By-law 2008-18, as amended	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
Property Standards By-law 2017-62						
Property Standards By-law 2017-62, as amended	396.	3.3	Failure to remediate to acceptable standards	150.00	200.00	250.00
	397.	3.4	Permit occupancy when standards not met	150.00	200.00	250.00
	398.	3.5	Failure to repair or demolish	150.00	200.00	250.00
	399.	3.7	Remove posted notice	150.00	200.00	250.00
	400.	3.9	Failure to post contact information	150.00	200.00	250.00
Property Standards By-law 2017-62, as amended	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)	Unsightly 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
	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

Property Standards By-law 2017-62, as amended	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
Property Standards By-law 2017-62, as amended	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
Road Occupancy By-law 2018-31						
Road Occupancy By-law 2018-31, as amended	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
Second Hand Goods Shops and Dealers By-law 2008-79						
Second Hand Goods Shops and Dealers By-law 2008-79, as amended	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
Sign By-law 2017-73						
Sign By-law 2017- 73, as amended	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

Sign By-law 2017-73, as amended	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
Site Alteration By-law 2016-58						
Site Alteration By-law 2016-58, as amended	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
Smoking By-law 2019-31						
Smoking By-law 2019-31 as amended	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
Waste Collection By-law 2017-19						
Waste Collection By-law 2017-19, as amended	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
Emergency Measures By-law 2020-20						
Emergency Measures By-law 2020-20, as amended	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.

Administrative Fee Description	Fee Amount
Adjudication Fee	\$25.00
Fee – Hearing No-Show	\$100.00
Fee – MTO Plate Denial	\$20.00
Fee – MTO Search	\$10.00
Fee – Screening No-Show	\$50.00
Note: Fees listed in Schedule “B” to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.	

Corporation of the Town of Newmarket

By-law 2020-XX

A By-law to confirm the proceedings of a meeting of Council - Electronic – November 23, 2020

Whereas s. 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that the powers of a municipal corporation shall be exercised by its Council; and,

Whereas s. 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and,

Whereas the Council of the Town of Newmarket deems it advisable to pass such a by-law;

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

1. That subject to Section 3 of this by-law, every decision of Council, as evidenced by resolution or motion, taken at the meeting at which this by-law is passed, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted;
2. And that the execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized;
3. And that nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied;
4. And that any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

Enacted this 23rd day of November, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk