



# Town of Newmarket

## Agenda

### Committee of the Whole - Electronic

Date: Monday, March 22, 2021  
Time: 1:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

#### 1. Notice

At this time, the Municipal Offices remain closed to the public. This meeting will be streamed live at [newmarket.ca/meetings](http://newmarket.ca/meetings).

#### Public Input

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

1. Email your correspondence to [clerks@newmarket.ca](mailto:clerks@newmarket.ca) by end of day on Wednesday, March 17, 2021. Written correspondence received by this date will form part of the public record; or,
2. Make a live remote deputation by joining the virtual meeting using the Town's videoconferencing software and verbally provide your comments over video or telephone. To select this option, you are strongly encouraged to pre-register by emailing your request and contact information to [clerks@newmarket.ca](mailto:clerks@newmarket.ca).

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

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

#### 3. Conflict of Interest Declarations

#### 4. Presentations & Recognitions

##### 4.1. Single-use Plastics

**Note:** Amanda Romano, Waste Program Administrator, will be in attendance to provide a presentation on this matter. This item is related to item 6.1.

1. That the presentation provided by the Waste Program Administrator regarding Single Use Plastics be received.

## 5. Deputations

### 5.1. Newmarket Lions Club 90th Anniversary

**Note:** Rick Metcalfe will be in attendance to provide a deputation on this matter.

1. That the deputation provided by Rick Metcalfe regarding the Newmarket Lions Club 90th Anniversary be received.

### \*5.2. Online and Telephone Voting in the 2022 Municipal Election

**Note:** Tom Grimes will be in attendance to provide a deputation on this matter.

1. That the deputation and correspondence provided by Tom Grimes regarding Online and Telephone Voting in the 2022 Municipal Election be received.

## 6. Consent Items

### 6.1. Single-use Plastics

1. That the report entitled Single-use Plastics, dated March 22, 2021 be received; and,
2. That the Town of Newmarket continue to support federal and provincial commitments to develop policies and action plans to curb the use of single-use plastics (SUPs) in Canada; and,
3. That plastic cutlery, plastic straws, stir sticks, black plastic, and single-serve milk and cream containers available for staff use within Town facilities be eliminated by July 1, 2021; and,
4. That staff conduct a comprehensive review of current municipal practices at Town facilities to identify additional opportunities to further reduce, replace, or eliminate municipally supplied SUPs; and,
5. That the same items identified to be eliminated at Town facilities also be eliminated for Town events by July 1, 2021; and,
6. That staff identify additional opportunities to further reduce or eliminate the use of non-essential SUP products sold or distributed to the public by the Town and third-party vendors at Town events with exceptions for accessibility; and,
7. That a public education program on reducing or eliminating SUPs be implemented; and,

8. That staff be authorized and directed to do all things necessary to give effect to this resolution.

6.2. Height and Density Bonusing Implementation Guidelines Update

1. That the report entitled Height and Density Bonusing Implementation Guidelines Update, dated March 22, 2021 be received; and,
2. That the proposed revision to the Height and Density Bonusing Implementation Guidelines as discussed in this report be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.3. 2020 Annual Water Quality Summary Report

1. That the report entitled 2020 Annual Water Quality Summary Report dated 22 March 2021 be received; and,
2. That the Town of Newmarket 2020 Annual Water Quality Summary Report, and its associated attachments, referenced herein be posted online at [newmarket.ca](http://newmarket.ca), and be made available by request at the customer service counter, 395 Mulock Drive, as well as at the Newmarket Operations Centre, 1275 Maple Hill Court; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution

6.4. Online and Telephone Voting in the 2022 Municipal Election

1. That the report entitled Online and Telephone Voting in the 2022 Municipal Election dated March 22, 2021 be received; and,
2. That Council approve the use of online and telephone voting for use in the 2022 Municipal Election and any by-elections for the 2022-2026 term of Council (Attachment 1); and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*6.4.1. Correspondence - Mike Murphy

1. That the correspondence provided by Mike Murphy regarding Online and Telephone Voting in the 2022 Municipal Election be received.

6.5. Economic Development Financial Update and Future Strategic Direction

1. That the report entitled Economic Development Financial Update and Future

Strategic Direction dated March 22, 2021 be received; and,

2. That the 2021 – 2024 Draft Economic Development Strategy reflect a balance between a continuance of pandemic related support programs and draft strategy directions developed pre-pandemic, with the amended strategy coming forward for approval in principle at the April Committee of the Whole; and
3. That Staff pursue partnerships with York Region, the Chamber of Commerce and other community partners to support the most efficient and effective continuance of the new programs developed during the pandemic to support the local business community in their recovery efforts; and,
4. That Staff utilize the funds earmarked in the 2021 budget process for business support to offset 2021 patio set up/take down logistics, waive patio fees, licensing fees, other related business support fees throughout the community as identified, support continuance of the Shop Local program, and provide non-retail businesses with consulting advisory services that identify senior government funding programs to support their business growth; and,
5. That the CAO be authorized to approve the hiring of a paid placement from a recognized graduate level program or equivalent if determined necessary to support economic development efforts over the next 12 months, to be funded from the existing economic development reserve fund.

6.6. Audit and Accountability Fund Round 2 – Funding Update

1. That the report entitled Audit and Accountability Fund Round 2 –Funding Update dated March 22, 2021 be received; and,
2. That Council supports the Audit and Accountability Fund grant funding; and,
3. That Staff be authorized to sign funding contracts and are directed to do all things necessary to give effect to this resolution.

6.7. Newmarket Energy Efficiency Retrofit Program (NEER) – Program Status and Funding Update

1. That the report entitled Newmarket Energy Efficiency Retrofit Program (NEER) – Program Status and Funding Update dated March 22, 2021 be received; and,
2. That the new grant funding approved by the Federation of Canadian Municipalities (FCM) to support the NEER program be accepted; and,
3. That staff execute the transfer payment agreement with FCM; and,
4. That Staff be authorized and directed to do all things necessary to give effect

to this resolution.

\*6.8. 2021 Six-Year Water and Wastewater Financial Plan Report

1. That the report entitled 2021 Six-Year Water & Wastewater Financial Plan dated March 22, 2021 be received; and,
2. That Council adopt the proposed Six-Year Water & Wastewater Financial Plan; and,
3. That the Six-Year Water & Wastewater Financial Plan will be updated to incorporate significant changes prior to the expiry date; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.9. Newmarket-Tay Power Distribution Ltd. (NT Power) Director Recruitment and Nomination Process

Whereas section 3.03(2) of the Newmarket-Tay Power Distribution Ltd. Shareholders Agreement provides a specific process for nominating candidates and making a selection from a recommended list of candidates in order to fill vacancies on the board of directors of the Corporation for election by the Shareholders at the general meeting of shareholders of the Corporation; and,

Whereas there is currently a vacancy on the board of directors of Newmarket-Tay Power Distribution Ltd. (NT Power) and the Shareholders have agreed to forego the formal process contemplated by section 3.03(2) of the Agreement;

Therefore, be it resolved by the Municipal Council of the Corporation of the Town of Newmarket:

1. That the requirement in the Shareholders Agreement, Article 3, Section 3.03, Paragraph (2) in connection with identifying, nominating and selecting from a recommended list of candidates in order to fill the current vacancy on the board of directors of the Corporation and putting forward for election by the Shareholders at the next general meeting of shareholders of the Corporation to be held in 2021 following the Corporation's 2020 fiscal year end (the "2020 AGM"), be waived for this appointment; and,
2. That the waiver granted does not constitute a waiver of any other provision of the Shareholders Agreement or an agreement to otherwise modify any term of the Agreement.

6.10. Newmarket-Tay Power Distribution Ltd. (NT Power) Dissolution of Affiliate Companies

Whereas it has been recommended by Newmarket-Tay Power Distribution Ltd.'s ("NT Power") legal counsel that the NT Power group of companies be restructured in a much more efficient and cost-effective manner;

Therefore be it resolved by the Municipal Council of the Corporation of the Town of Newmarket:

1. That the authority to execute the dissolution resolution of each of 1402318 Ontario Inc., 1443393 Ontario Inc., 1443396 Ontario Inc., 1443397 Ontario Inc. and 1443398 Ontario Inc., and Unipower Holdings Ltd. be granted to the Chief Administrative Officer for the Corporation of the Town of Newmarket; and,
2. That the authority to execute the dissolution resolution of Upper Canada Energy Alliance Inc. be granted to the sole director of Newmarket HoldCo; and,
3. That the dissolution of said companies proceed accordingly.

6.11. Appointment Committee Meeting Minutes of October 6, 2020

1. That the Appointment Committee Meeting Minutes of October 6, 2020 be received.

6.12. Central York Fire Services – Joint Council Committee Meeting Minutes of November 3, 2020 and November 24, 2020

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of November 3, 2020 and November 24, 2020 be received.

6.13. Newmarket Public Library Board Meeting Minutes of January 20, 2021

1. That the Newmarket Public Library Board Meeting Minutes of January 20, 2021 be received.

6.14. Main Street District Business Improvement Area Board of Management Meeting Minutes of February 3, 2021

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of February 3, 2021 be received.

**7. Action Items**

**8. Notices of Motion**

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

**10. New Business**

**11. Closed Session**

11.1. Local Planning Appeal Tribunal Matter - Property in Ward 5

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

11.2. Proposed Disposition of Land - Property in Ward 6

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

**12. Adjournment**





# **Committee of the Whole Meeting Single-use Plastics (SUPs)**

**Public Works Services**

March 22, 2021

# Purpose of Report



Provide an overview on the single-use plastics (SUPs) issue



Highlight how other governments are addressing SUPs



Provide options and recommendations to help reduce SUPs

# Types of SUPs

- Single-use plastics (SUPs) are plastic items that are normally used once and then discarded. They are not typically designed for durability, reuse, or recyclability.
- **SUP items include:**
  - Straws, stir sticks, cutlery
  - Plastic bags
  - Take-out cups
  - Foam food and beverage containers
  - Water bottles intended for single-use



# Environmental Impacts of SUPs

- Approximately 10,000 tonnes of plastic debris enter the Great Lakes annually
- More than 80% of litter collected during volunteer clean ups along the Great Lakes shorelines is plastic
- Can cause harm to fish and wildlife through entanglement or consumption, as plastic can be mistaken for food
- Takes a long time to decompose and creates microplastics as it breaks down, which has been found entering the food web
- Often becomes litter found on roadways and in parks and waterways

# Federal Government Action

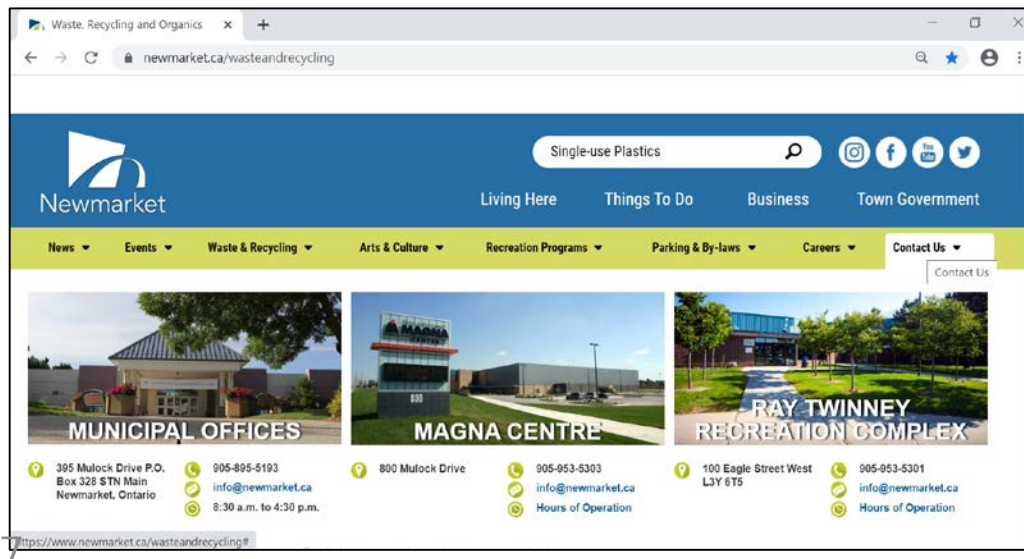
- June 2018 - the Federal Government uses its presidency of the G7 to push the creation of the **Ocean Plastics Charter**, committing signatories towards a more resource-efficient and sustainable approach to the management of plastics
- Commitment made to **diverting at least 75% of plastic waste by 2030 from federal operations** and eliminating the unnecessary use of single-use plastics in government operations, events and meetings
- June 2019 - the Federal Government announces their plan to implement a **ban on SUPs by 2021** under the *Canadian Environmental Protection Act, 1999 (CEPA)*

# Provincial Government Action

- March 2019 - *Single-Use Plastics Ban Act, 2019*, aims to eliminate the distribution and supply of SUPs in Ontario by 2025
- March 2019 - the Provincial Government releases a discussion paper on reducing litter and waste which lists a number of commitments including reducing plastic waste and litter in our neighbourhoods and parks

# Options for Eliminating SUPs

1. Eliminate SUPs at Town facilities
2. Eliminate SUPs at Town events
3. Public education program



@TownofNewmarket



# 1. Eliminate SUPs at Town Facilities

## **Actions already taken:**

- Replacing plastic stir sticks with wooden alternatives
- Banning the provision of bottled water at the municipal offices
- Providing all staff with reusable beverage containers
- Replacing plastic cutlery with reusable cutlery at the R.N. Shelton Operations Centre and Municipal Offices

The elimination of municipally supplied SUPs from Town facilities publicly demonstrates the importance the Town places on environmental stewardship, aligning with Council's Strategic Priority

# 1. Eliminate SUPs at Town Facilities Continued

## Recommendations:



Eliminate the following municipally supplied SUP items available for staff use within Town facilities by July 1, 2021 to coincide with Plastic Free July, a global movement focused on reducing plastic pollution:

- Plastic cutlery
- Plastic straws
- Stir sticks
- Black plastic
- Single-serve milk and cream containers



Conduct a comprehensive review of current municipal practices at Town facilities to identify additional opportunities to further reduce, replace, or eliminate municipally supplied SUPs.

# Plastic Free July – A Global Movement



**Plasticfreejuly.org**

## 2. Eliminate SUPs at Town Events

### **Touch-a-Truck 2019**

- Compostable plates provided by event sponsor Wolfpack Packaging Inc.
- Paper napkins provided to guests disposed of in green bin program
- Beverages provided to guests (bottles, cans, tetra packs) disposed of in recycling program

SUP items at Town events could be replaced with compostable or recyclable alternatives

## 2. Eliminate SUPs at Town Events Continued

### Recommendations:



The same items identified to be eliminated at Town facilities to also be eliminated at Town events by July 1, 2021:

- Plastic cutlery
- Plastic straws
- Stir sticks
- Black plastic
- Single-serve milk and cream containers



Identify additional opportunities to further reduce or eliminate the use of non-essential SUP products sold or distributed to the public by the Town and third-party vendors at Town events with exceptions for accessibility.

# 3. Public Education Program

- Would raise awareness on SUPs issue and promote options to reduce SUP use
- Utilize the Town's website and social media channels to provide educational information to the public
- Use existing communication platforms to recognize local organizations and businesses that have taken action towards reducing or eliminating their use of SUPs
- Provide educational information to staff to raise awareness on the Town's SUP reduction initiatives and encourage individual action

Helps prepare residents for potential regulations being brought forward by the Federal and Provincial governments

# Conclusion

- Both the Provincial and Federal governments have made strong commitments to banning SUPs
- Many municipalities across Canada are taking steps towards addressing SUPs within their communities
- Important to recognize that many businesses are already leading by example, having voluntarily implemented changes within their establishments to reduce or substitute SUPs
- Recommended actions provide an opportunity for the Town of Newmarket to become a part of this movement and implement measures that will support the reduction and elimination of SUPs

# Report Recommendations

1. That the report titled “Single-use Plastics” be received for information; and,
2. That the Town of Newmarket continue to support federal and provincial commitments to develop policies and action plans to curb the use of single-use plastics (SUPs) in Canada; and,
3. That plastic cutlery, plastic straws, stir sticks, black plastic, and single-serve milk and cream containers available for staff use within Town facilities be eliminated by July 1, 2021; and,
4. That staff conduct a comprehensive review of current municipal practices at Town facilities to identify additional opportunities to further reduce, replace, or eliminate municipally supplied SUPs; and,
5. That the same items identified to be eliminated at Town facilities also be eliminated for Town events by July 1, 2021; and,
6. That staff identify additional opportunities to further reduce or eliminate the use of non-essential SUP products sold or distributed to the public by the Town and third-party vendors at Town events with exceptions for accessibility; and,
7. That a public education program on reducing or eliminating SUPs be implemented; and,
8. That staff be authorized and directed to do all things necessary to give effect to this resolution.



**From:** T grimes [REDACTED]

**Sent:** May 4, 2020 2:21 PM

**To:** Lyons, Lisa <[llyons@newmarket.ca](mailto:llyons@newmarket.ca)>

**Subject:** 2018 Newmarket election recap, Dr. Goodman report, and 2022 election planning

Ms Lisa Lyons:

I recently viewed the council meeting of May 14, 2019 dealing with the post election review, the report from Dr. Goodman from Centre for e-Democracy, and ranked ballots. I wish to provide my comments on these subjects and Dr. Goodman's report. I would like my comments to be incorporated into whatever taxpayer feedback you provide to council on these subjects.

Please confirm when my comments are presented to council.

As I am sure you recall, I had considerable verbal and email communications with my councillor, Councillor Twinney, expressing my displeasure with being disenfranchised last election by Newmarket's decision to only provide online voting.

Post 2018 election review

Democracy, by definition, implies franchising the broadest number of voters possible and not limiting this right to the privileged. Newmarket's decision to go all in and stream voting only through your online portal last time disenfranchised many residents who felt the online system was inappropriate for them.

In Newmarket's haste to become an early adopter and trailblazer, by refusing to include the option of paper voting, Newmarket failed to address the most important function of council- to provide meaningful service to all your taxpayers and citizens. Council fixed a problem that did not exist.

I have yet to see, or hear, any councillor provide a lucid, adequate answer to a simple question. What significant benefit does the Newmarket taxpayer/ citizen receive from this change? I am still waiting.

It might have been exciting for council to lead the way with this change. As someone who works hard to pay my taxes and who became disenfranchised through this process, I found it senseless to disenfranchise those of us who do not want to jeopardize personal information just to satisfy council's quest to be the first at something.

Including paper voting would have hurt nobody, and it would have given council a benchmark to honestly compare voter preference.

It appears quite evident from what I observed from your meeting that council is determined to continue with online voting only. If that is the case, then council must

address the glaring error of requiring citizens to provide their personal information on line. I am talking about birth dates.

If Newmarket is not capable of creating a security system that protects the voting documents without jeopardizing voter personal information, then Newmarket should wait until such a process exists before converting to online voting.

Just because other municipalities do the same thing is not a reason. It is an excuse.

Too much concern is raised about the possible occasional theft of pin numbers in the mail, and not enough concern is raised about the dangerous and needless practice requiring thousands of voters to enter personal information on line.

Any responsible organization never requests a person to provide their birth date online. In fact, responsible organizations specifically instruct people not to provide personal information online. Yet, Newmarket steadfastly demanded this information to allow people to vote.

Out of 56,748 eligible voters registered last election, only 34.65 % ( 19,662) voted. As a taxpayer, it is a poor turnout to rationalize such a dramatic procedural change with no predetermined and announced measure of success. Taxpayers have no way to value council's decision to go only online. There are many ways to peel an onion. Council merely replaced one with another without providing taxpayers with any measurable benefits. What did the taxpayer gain from this change?

Dr. Goodman report

I have observations on Dr. Goodman's report that I believe are worth raising. For clarity, I will refer to her page numbers in her slide presentation when I make my comments. My criticisms are not against her personally. Her goal was to rationalize online voting. I question if this is best for taxpayers and electors of Newmarket.

It is important to note almost all of Dr. Goodman's assumptions are based on feedback from online voters. Feedback from the disenfranchised is not included.

In my opinion, the entire tone of the doctor's presentation is slanted toward the online option. That is her job, but council's responsibility includes considering the opinions and concerns of the disenfranchised paper voters.

Page 8 Current Context

This slide highlights the municipalities that are moving towards online voting. The unstated fact is the vast majority of municipalities have not eliminated paper voting.

Page 11 Context - Data

This slide indicates feedback from well over 30,090 online voters and only 1,766 paper voters. This skews the findings towards the online voters, and I believe results must

be interpreted accordingly. No parallel study occurred with Newmarket paper voters because there was no paper voting.

#### Page 15 Information about survey completion

The slide indicated out of 17,871 online voters 7,048, or 39.43%, completed the survey.

It also means most voters, 60.57%, did not respond, which means this report and its recommendations do not include input from 10,823 actual Newmarket voters.

Disgruntled people rarely waste their time completing questionnaires.

#### Page 17 Voter Satisfaction

This is an overly simplistic question. 94% of respondents in Newmarket are satisfied with online voting. Satisfied compared to what? People wanted to vote and they voted. If that was the plan, 100% of respondents should have been satisfied. Is it better than paper voting? What would make them dissatisfied? It was a meaningless question that 94% of respondents said was satisfactory.

#### Page 19 Comparing satisfaction ( Newmarket) with IVS Data (paper)

Another questionable piece of data slanted towards the Newmarket online option; however, after reviewing the data and stated another way, there is very little difference between satisfaction levels of IVS (paper) data and Newmarket data.

#### Page 20 Rationale for use and Page 21 Voter satisfaction & rationale

I question the rationale and actual value of the questions.

64.71% of users said they found online voting convenient. Anyone knows pushing a button is obviously more convenient than going to a polling booth; although it is interesting to note 35.29% did not cite convenience as a factor. What was the purpose of this series of questions? Is convenience the overriding reason council converted to only online voting?

Democracy is not always convenient, nor is a convenient vote necessarily an educated vote. Which vote is more important?

Of more significance is the fact 14% said they did it because it was the only option. That is a meaningful percentage that warrants further analysis.

The questions comparing online voting and phone voting on page 21 would have been more useful if the comparison was to paper voting; however, it was interesting to see less than 10% found internet voting more secure or private than telephone voting. I am sure if the question had been directed at paper voting the response would have been even more overwhelming.

Again, the survey was already slanted to favour online voting, so the emphasis and focus in this slide reflected this bias.

## Page 27 Public Attitudes

More simplistic questions garnering confusion.

Elections with paper ballots are just as risky as elections where voting is electronic.

Risky for whom? The ballot process or the voters' personal information? Even with the ambiguity, less than half the online voters surveyed agreed with the supposition.

A more appropriate question would be do you feel your personal information (birth date) is secure on the internet?

The second survey item was- paper voting is not needed in municipal elections where internet voting is available. Surprisingly, only 50.34% agreed. The only people taking the survey were people using online voting. If such a poor response from a stacked audience occurred, what would the result be if paper voters were allowed to comment? Very telling.

## Page 28 Concerns

Again, Dr. Goodman's message does not reflect the results. The pitch was 39.12% said they had no concerns about voting on the internet. This means 60.88% had concerns.

This is a red flag, not acceptance by the general voting public of internet voting.

The tone of the entire report de-emphasises security of voter data and emphasises the esoteric value of convenience.

## Page 31 Voter profile

This very telling slide compares the profile of the paper voter and Newmarket's online voters. This is shocking. By prohibiting paper voting, Newmarket disenfranchised electors in this category. Unless it is Newmarket council's intent to winnow down the electorate in Newmarket, voters with the paper profile have been unfairly disenfranchised. In the US, this is referred to as Voter Suppression.

Furthermore, the slide implies that the IVS (paper) voter was a more consistent voter than the Newmarket online voter. Why disenfranchise such as voter?

## Ranked Ballots

I am amazed this dead horse is still in the race.

According to what I heard in your meeting, one municipality in Canada uses ranked ballots. It cost London's taxpayers hundreds of thousands of dollars more than a conventional vote, and the results would have been the same. I wonder if London council clearly advised taxpayers before the election what this new voting method cost them and what they got for their money.

No federal or provincial government to my knowledge is currently actively even considering this as an option. Why would anyone think ranked ballots with all its complexity has application now for a small municipality such as Newmarket?

Newmarket is only 38.25 square kilometers. It has seven wards, a deputy mayor, and a Mayor. Newmarket has a ward system to further divide the duties of a councillor. Quite basic.

Most councillors have been in office for years. Changes seem to only happen if someone quits or dies.

Each ward has less than 10,000 eligible voters. Last election no ward had more than 3,600 votes cast. Two wards were won by acclamation. The only contests that showed any semblance of a close race were the 2 wards and deputy mayor positions that were vacant. New competitors were vying for the open positions.

I do not believe Newmarket is a hotbed of discontented voters pressing for ranked ballot elections.

What tangible benefit would residents in Newmarket gain by changing to the convoluted ranked ballot system? Remember, some taxpayers/voters actually prefer the existing first past the post system.

How many voters of Newmarket even care about the differences between first past the post and ranked ballots in a municipal election? Only 34.65% of the eligible voters even bothered to turn out last election.

Let other municipalities walk through this minefield and spend their hard earned taxpayer money to determine if it is even a worthwhile alternative.

Newmarket just converted to online voting. Newmarket taxpayers do not need to go through more expensive gyrations next election just to be another trailblazer.

## Conclusions

If you still choose to have only an online election in 2022, as a disenfranchised taxpayer, I expect council to provide me with an explanation confirming the meaningful benefit to taxpayers.

More important, use of personal, confidential voter information online should stop. There are many ways voter accuracy can be provided without requiring voters to jeopardize their confidential information. Newmarket should use an alternate method of confirming voter credibility rather than voter birthday information.

In case I was not clear, as a taxpayer, I believe council is wasting time and money analyzing ranked ballots. Wait for the federal and provincial governments to test drive this one and sort out the kinks. There is no hurry, and as London proved, it is a very expensive experiment.

There are many, many more pressing issues for council to consider than ranked ballots. Look for ways to improve the environment, make services more streamlined and efficient. It cost a fortune in time and money for the Davis Drive and Yonge st.corridor expansions. Use your time to sell the benefits of these improvements to prospective businesses. Find ways to attract these businesses and jobs, not just condominiums, to Newmarket, This unfortunate covid-19 situation has created very real problems and needs for Newmarket residents and businesses. Council and staff should focus time and attention on these things, not ranked ballots.

I also believe soliciting input from voters at this time on this very complex and potentially contentious issue of ranked ballots can only waste more time and money. There is not even consensus within Canadian politicians on ranked ballots. Asking open ended questions of the voting public now will serve no useful purpose.

In addition, a telephone survey of a few hundred residents does not properly determine a consensus when there are almost 57,000 eligible voters. A true referendum would be required to determine if the electoral base in Newmarket was as interested in this experiment as council appears to be. Not one family member, friend, or neighbor has even mentioned ranked ballots to me. I know of no groundswell of Newmarket residents pushing for this change. Pursuing this political dream would waste of a lot of time and taxpayer money that could be better spent on important issues.

Wait until there is a clear, successful, logical, proven process by other governments and municipalities, with obvious benefits to electors, before Newmarket considers this concept. Newmarket voters do not need to be Guinea pigs again.

As one voter and taxpayer who was disenfranchised last election, I hope you consider my suggestions and agree with my conclusions.

Thank You

Tom Grimes

# Current context

- 209 municipalities used online voting in 2019.
  - 176 (179 before acclamations and unexecuted contracts)
- Many of them (100+) eliminated paper voting.
- Newmarket one of the early adopters of digital election model

# Context: Data

Where relevant, this report compares survey results with findings from two sources of data:

1. 2018 Internet Voting Study data from 31 municipalities.
2. The 2014 Internet Voting Project (IVP) surveys of online voters in 43 municipalities and paper voters in 4 communities.
  - 30,090 online voters completed a survey.
  - 1,766 paper voters completed surveys in the municipalities of Guelph, Markham, Springwater and Sudbury referred to as 'IVP data' in the report.

# Information about survey completion

- 52,914 surveys completed.
  - Largest voting study ever carried out in Canada.
- 7,048 of these were completed in Newmarket out of 17,871 online voters.

| 2018 Newmarket response rate |
|------------------------------|
| 39.43%                       |

- Extremely high response rate.
- Open for completion in Newmarket from October 13<sup>th</sup> to 22<sup>nd</sup>.
- Average length of time to complete a survey was 8 minutes.

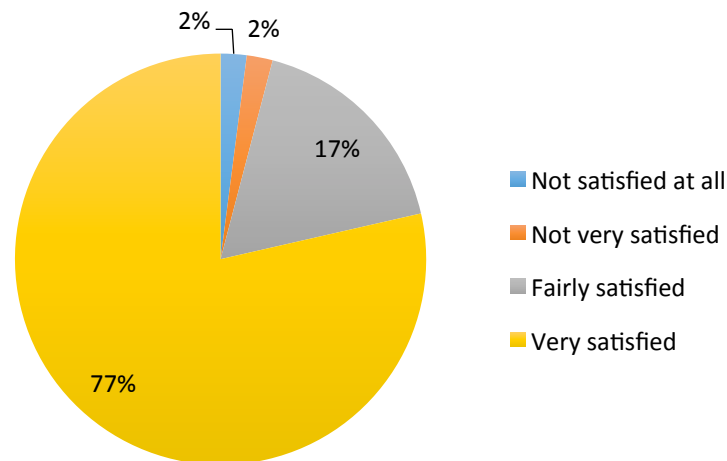
# Voter satisfaction

94% of respondents in Newmarket are satisfied with online voting.

- 77% are 'very satisfied'

This is comparable to data from other Ontario municipalities.

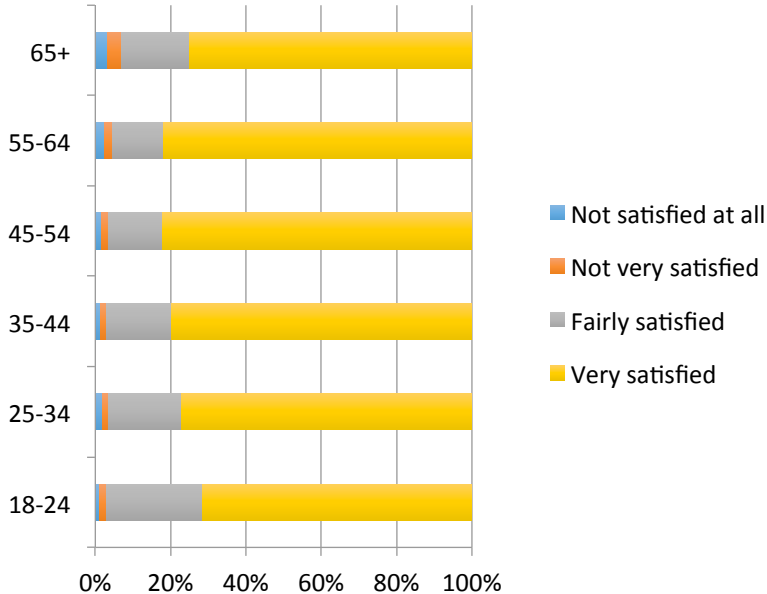
Of the 31 communities that took part the 96% of voters report being satisfied.



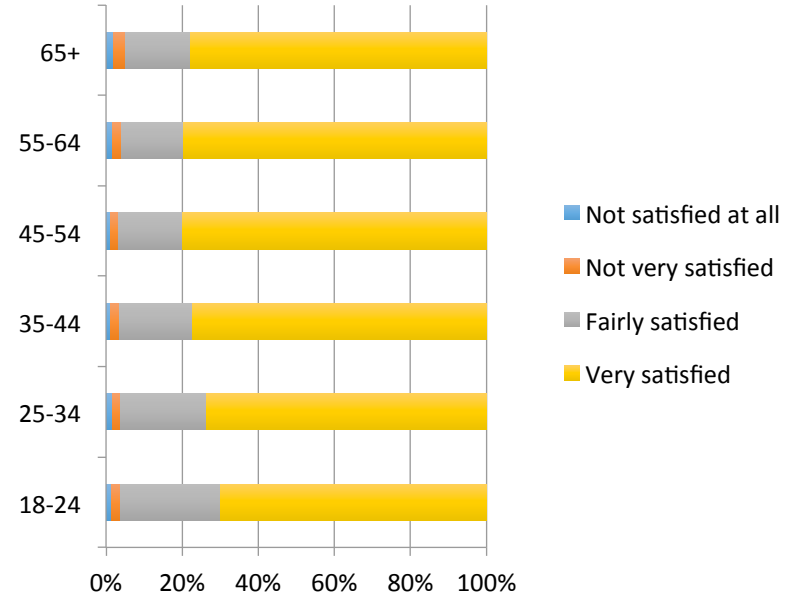
# Comparing satisfaction with IVS data

Newmarket respondents under 64 report being slightly more satisfied than the rest of the sample.

## Newmarket 2018



## IVS data



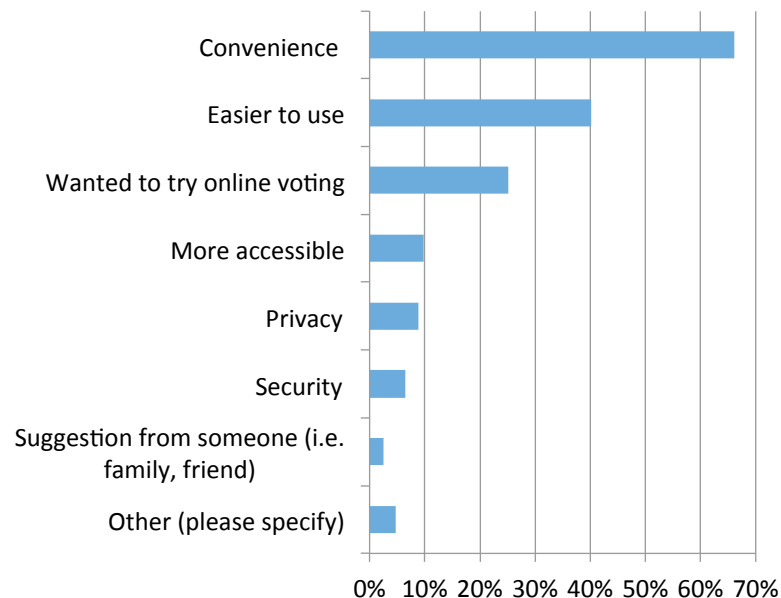
# Rationale for use

| Rationale  | Newmarket 2018 | IVS 2018 |
|--|----------------|----------|
| Convenience  | 64.71%         | 69.02%   |
| Accessibility  | 5.58%          | 6.69%    |
| Found it interesting/wanted to try something new               | 8.51%          | 6.78%    |
| Suggestion from friend(s) or family member(s)                  | 1.57%          | 1.09%    |
| Suggestion from a candidate                                    | 0.34%          | 0.31%    |
| Positive past experience with voting online                    | 0.70%          | 2.07%    |
| Privacy  | 1.73%          | 1.21%    |
| Internet and telephone voting were my only choices             | 10.13%         | 7.27%    |
| Internet voting was the only method offered in my municipality | 3.58%          | 2.59%    |
| Other (please specify)   | 3.15%          | 2.97%    |

# Voter satisfaction & rationale

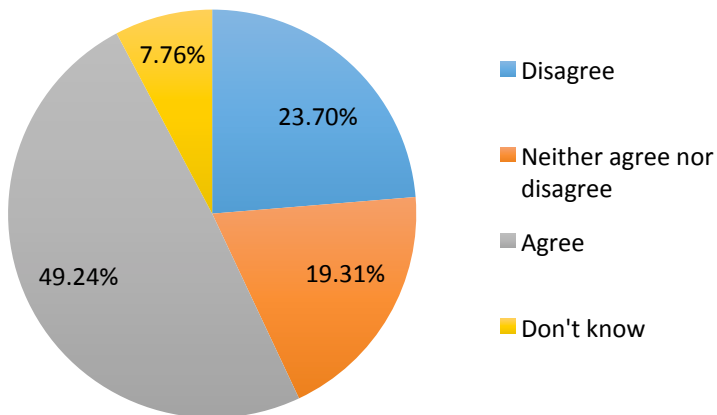
- Online voter satisfaction in Newmarket is strong.
  - Younger voters more satisfied than the IVS average.
- Online voting model changes well received by these voters.
  - There is a small group, 14%, who says this was their only option.
- Convenience main reason for use.
- Convenience, ease of use and interest main reasons for choosing online over telephone.

## What made you decide to vote online instead of by phone?

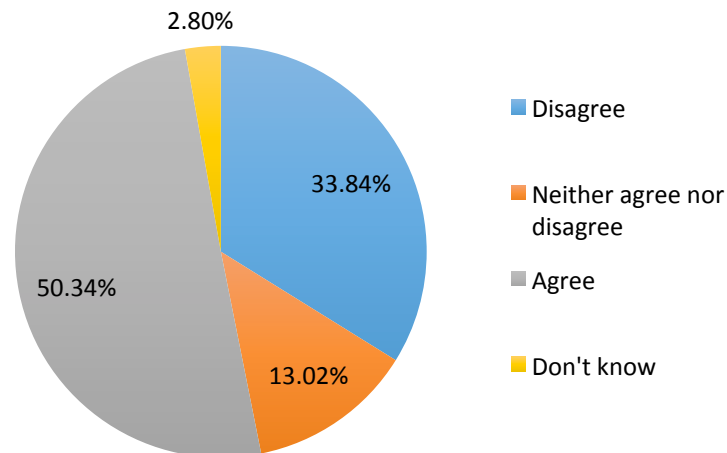


# Public attitudes

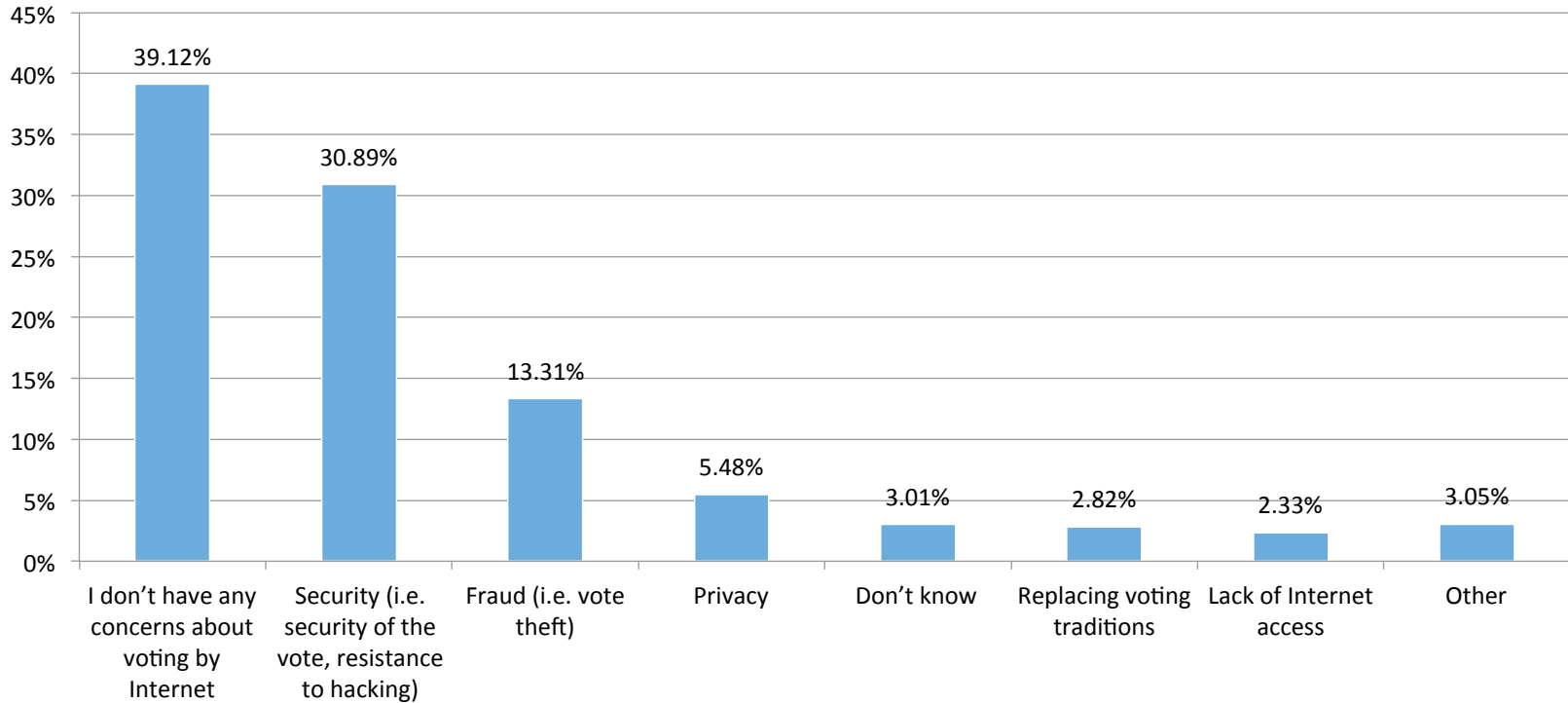
**Elections with paper ballots are just as risky as elections where voting is electronic.**



**Paper voting is not needed in municipal elections where internet voting is available.**



# Concerns



# Voter profile

| Profile           | Characteristics            | Online voter<br>Newmarket, 2018      | Paper voter<br>IVP data, 2014             |
|-------------------|----------------------------|--------------------------------------|---|
| Socio-demographic | Age                        | 52 years                             | 44 years                                  |
|                   | Annual household income    | \$75,000 to \$99,999<br>before taxes | \$60,000 to \$79,999<br>before taxes      |
|                   | Community density          | Urban to Suburban                    | Urban to Suburban                         |
|                   | Education                  | Some university                      | Completed technical,<br>community college |
| Attitudes         | Voting history             | Habitual                             | Very habitual                             |
|                   | Interest level in politics | Moderate                             | Moderate                                  |



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## **Single-use Plastics Staff Report to Council**

Report Number: 2021-18

Department(s): Public Works Services

Author(s): Amanda Romano, Waste Program Administrator

Meeting Date: March 22, 2021

### **Recommendations**

1. That the report entitled Single-use Plastics, dated March 22, 2021 be received; and,
2. That the Town of Newmarket continue to support federal and provincial commitments to develop policies and action plans to curb the use of single-use plastics (SUPs) in Canada; and,
3. That plastic cutlery, plastic straws, stir sticks, black plastic, and single-serve milk and cream containers available for staff use within Town facilities be eliminated by July 1, 2021; and,
4. That staff conduct a comprehensive review of current municipal practices at Town facilities to identify additional opportunities to further reduce, replace, or eliminate municipally supplied SUPs; and,
5. That the same items identified to be eliminated at Town facilities also be eliminated for Town events by July 1, 2021; and,
6. That staff identify additional opportunities to further reduce or eliminate the use of non-essential SUP products sold or distributed to the public by the Town and third-party vendors at Town events with exceptions for accessibility; and,
7. That a public education program on reducing or eliminating SUPs be implemented; and,
8. That staff be authorized and directed to do all things necessary to give effect to this resolution.

## Executive Summary

Single-use plastics (SUPs) such as bags and straws are difficult for recycling facilities to manage and can contaminate other recycling streams. With end-markets in countries like China prohibiting the import of 24 categories of recyclable material, including eight categories of plastic from Canada due to high levels of contamination, managing these materials has become a burden on many waste management systems. Furthermore, growing public concerns around how plastic waste is polluting the environment, harming wildlife, and entering the food web has prompted action among all levels of government for change.

## Purpose

At the June 2019 Committee of the Whole meeting, the following motion was approved:

1. That Council direct staff to bring back a report which outlines the roles and responsibilities of the Province, the Region and the Town in relation to recycling and diversion and provides the following:
  - a. information on what work is currently being done to address the reduction and eventual elimination of single use plastics; and,
  - b. clear options for Council to consider to ensure the town is taking steps within its jurisdiction to reduce and eventually eliminate single use plastics.

## Background

Single-use plastics (SUPs) are plastic items that are typically used once and then discarded. Not typically designed for durability, reuse or recyclability, SUPs include items such as straws and stir sticks, cutlery, bags, take-out cups, and foam food and beverage containers.

Both the Provincial and Federal governments have made strong commitments to banning SUPs. The Federal Government plans to ban SUPs in 2021 under the *Canadian Environmental Protection Act, 1999 (CEPA)* and the Provincial Government enacted Bill 82, *Single-Use Plastics Ban Act, 2019*, an Act to amend the *Resource Recovery and Circular Economy Act, 2016 (RRCEA)*. This Act aims to eliminate the distribution and supply of SUPs in Ontario by 2025 and passed first reading at the Ontario Legislature on March 18, 2019.

In March 2019, the Ontario Government released their *Reducing Litter and Waste in Our Communities: Discussion Paper*. According to the discussion paper, almost 10,000 tonnes of plastic debris enter the Great Lakes every year and more than 80 per cent of litter collected during volunteer cleanups along the shorelines of the Great Lakes is

plastic<sup>1</sup>. Furthermore, the current Blue Box program in Ontario only recovered approximately 28 per cent of all plastic packaging generated in 2017. The remaining plastic packaging goes to landfill or becomes litter. Much of that plastic waste is from SUPs.

Once in the natural environment, SUPs take a very long time to decompose. As the plastic breaks down, it disintegrates into smaller and smaller pieces of plastic known as micro-plastics, making them ingestible by small organisms and enabling micro-plastics to enter the food chain. Micro-plastics have been found entering the food web in the Great Lakes and abroad with fish and insects found with micro-plastics in their stomachs.

In addition to ingestion, SUPs can also harm wildlife through entanglement. The impacts to the natural environment can be reduced by replacing SUPs with alternative items that are paper-based or compostable, or with more durable materials that can be reused, or are more cost-effective to recycle.

Furthermore, due to the COVID-19 pandemic, there has been a dramatic increase in the use of SUPs. This is primarily due to the perception that SUP items are a safer alternative to reusable items. Many of these items are not always disposed of properly and end up as litter in the community, polluting our parks and waterways.

In response to the growing concern and impact plastic waste is having on the environment, many municipalities across Canada are taking steps towards addressing SUPs within their communities.

## Discussion

### Federal Government Announces Single-use Plastics Ban

In June 2018, the Federal Government used its presidency of the G7 to push the creation of the Ocean Plastics Charter. The Charter obligates signatories to commit towards a more resource-efficient and sustainable approach to the management of plastics, avoid the unnecessary use of plastics and prevent waste, and to ensure that plastics are designed for recovery, reuse, recycling and end-of-life management<sup>2</sup>.

The Federal Government also committed to diverting at least 75% of plastic waste by 2030 from federal operations as well as eliminating the unnecessary use of single-use plastics in government operations, events and meetings<sup>3</sup>.

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<sup>1</sup> Ministry of the Environment, Conservation and Parks, "Reducing Litter and Waste in Our Communities: Discussion Paper", March 6, 2019, [https://prod-environmental-registry.s3.amazonaws.com/2019-03/Reducing%20Litter%20and%20Waste%20in%20Our%20Communities%20Discussion%20Paper\\_0.pdf](https://prod-environmental-registry.s3.amazonaws.com/2019-03/Reducing%20Litter%20and%20Waste%20in%20Our%20Communities%20Discussion%20Paper_0.pdf)

<sup>2</sup> Government of Canada, "Ocean Plastics Charter", June 19, 2020, <https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/international-commitments/ocean-plastics-charter.html>

<sup>3</sup> Government of Canada, "Government of Canada actions on plastic waste in federal operations", June 15, 2020, <https://www.canada.ca/en/treasury-board-secretariat/services/innovation/greening-government/government-canada-actions-plastic-waste-federal-operations.html>

On June 10, 2019, Prime Minister Justin Trudeau announced the Federal Government's plan to implement a ban on SUPs by 2021 under the *Canadian Environmental Protection Act, 1999 (CEPA)*. This decision follows the ban made by the European Union's parliament on a wide-range of SUPs by 2021. The Federal Government will work with provinces and territories to introduce standards and targets for plastics manufacturers and retailers so they become more responsible for their plastic waste<sup>4</sup>. Items identified under the ban will be based on scientific evidence that indicates those particular plastics are harmful to the environment and human health.

In January 2020, the Federal Government published their *Draft Science Assessment of Plastic Pollution*, which looks at the presence and effects of plastic pollution on the environment and human health.

The report identified that macro-plastics (plastic debris larger than 5 mm) can physically harm wildlife and negatively affect habitat integrity<sup>5</sup>. The negative effects of micro-plastic pollution on wildlife and the environment are also highlighted in the report as well as uncertainties regarding the potential for effects on humans, noting that more research is needed.

The report is being used to help inform the Federal Government's actions and policies as it continues to follow through on its commitment on banning SUPs<sup>6</sup>.

Because of COVID-19, environmental initiatives such as the Federal Government's plan to ban SUPs by 2021 were hindered as resources were redirected towards addressing challenges caused by the pandemic.

Action towards eliminating plastic pollution in Canada resumed in October 2020 when the Federal Government released their discussion paper, *Proposed Integrated Management Approach to Plastic Products to Prevent Waste and Pollution*, which seeks input on a proposed integrated management approach to plastics<sup>7</sup>.

A central part of the plan is a ban on harmful SUPs based on certain criteria such as: evidence that they are found in the environment; are often not recycled; and there are readily available alternatives. Based on those criteria, the six items proposed to be banned are: plastic checkout bags, straws, stir sticks, six-pack rings, cutlery, and food ware made from hard-to-recycle plastics.

The Federal Government is also proposing to establish recycled content requirements in products and packaging and improvements to recover and recycle plastic.

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<sup>4</sup> Prime Minister of Canada, "Government of Canada taking action to reduce plastic pollution", June 10, 2019, <https://pm.gc.ca/en/news/backgrounders/2019/06/10/government-canada-taking-action-reduce-plastic-pollution>

<sup>5</sup> Government of Canada, "Draft Science Assessment of Plastic Pollution", January 30, 2020, <https://www.canada.ca/content/dam/eccc/documents/pdf/pded/plastic-pollution/Science%20Assessment%20Plastic%20Pollution.pdf>

<sup>6</sup> Government of Canada, "Draft Science Assessment of Plastic Pollution confirms negative impact of plastic pollution on the environment in Canada", January 30, 2020, <https://www.canada.ca/en/environment-climate-change/news/2020/01/draft-science-assessment-of-plastic-pollution-confirms-negative-impact-of-plastic-pollution-on-the-environment-in-canada.html>

<sup>7</sup> Government of Canada, "Discussion paper: A proposed integrated management approach to plastic products to prevent waste and pollution", October 7, 2020, <https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/plastics-proposed-integrated-management-approach.html#toc1>

The proposed approach was posted online for public feedback with comments due by December 9, 2020. Regulations will be finalized by the end of 2021.

## **Province Amends Act to Include Single-Use Plastic Ban**

In March 2019, Bill 82, *Single-Use Plastics Ban Act, 2019*, passed first reading at the Legislative Assembly of Ontario. The Act, an amendment to the *Resource Recovery and Circular Economy Act, 2016 (RRCEA)*, aims to eliminate the distribution and supply of SUPs in Ontario by 2025. The Act requires the immediate elimination of the following SUP items within one year after receiving Royal Assent:

- a) plastic straws and drink stirrers;
- b) expanded polystyrene foam food and beverage containers;
- c) plastic bags;
- d) items made from oxo-degradable or oxo-fragmentable plastics;
- e) disposable coffee cups;
- f) plastic water bottles intended for a single-use; and
- g) any other single-use plastics that, in the opinion of the Minister, should be eliminated.

## **Province Moves towards Full Producer Responsibility**

In June 2013, the Province introduced Bill 91, *Proposed Waste Reduction Act*, as a first step toward shifting more diversion obligations onto producers. Recognizing waste diversion deficiencies in the existing *Waste Diversion Act, 2002 (WDA)*, the proposed legislation recognized the role of municipalities in the integrated waste management system. However in May 2014, Bill 91 failed to pass. Following the 2014 Provincial election, the Premier of Ontario's mandate letter to the Minister included a goal of re-introducing waste reduction legislation. In April 2015, the draft Waste Reduction and Resource Recovery Policy Framework was released which focuses on making producers fully accountable for the proper end-of-life management of their products and packaging.

## **Provincial Government Releases Discussion Paper**

On March 6, 2019, the Provincial Government released a discussion paper on reducing litter and waste. The paper identifies the need to reduce plastic waste going into landfills or waterways, which is listed as one of the eight key areas for action<sup>8</sup>. A number of commitments aimed at reducing litter and waste in Ontario communities includes:

- Reducing and diverting food and organic waste from households and businesses.
- Reducing plastic waste.
- Reducing litter in our neighbourhoods and parks.

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<sup>8</sup> Ministry of the Environment, Conservation and Parks, "Reducing Litter and Waste in Our Communities: Discussion Paper", March 6, 2019, [https://prod-environmental-registry.s3.amazonaws.com/2019-03/Reducing%20Litter%20and%20Waste%20in%20Our%20Communities%20Discussion%20Paper\\_0.pdf](https://prod-environmental-registry.s3.amazonaws.com/2019-03/Reducing%20Litter%20and%20Waste%20in%20Our%20Communities%20Discussion%20Paper_0.pdf)

- Increasing opportunities for the people of Ontario to participate in waste reduction efforts.

## Province Releases Draft Blue Box Regulation

The Ontario Government unveiled their draft Blue Box regulation on October 19, 2020, that will transition the current blue box program to a producer responsibility model. The proposed regulation was posted on the Environmental Registry of Ontario for public feedback with comments due by December 3, 2020<sup>9</sup>.

The proposed regulation, under the *RRCEA*, would make producers of paper products and packaging fully responsible for the waste they create. Producers would be responsible for collecting and managing items made from paper, metal, glass, plastic, or any combination of these materials.

The proposed regulation would also expand collection requirements to include additional materials commonly put in blue boxes by residents such as single-use packaging-like products (e.g. foils, wraps, trays, boxes, bags) and single-use items supplied with food and beverage products (e.g. straws, cutlery, plates, stir sticks).

## Canada-wide Strategy on Zero Plastic Waste

In November 2018, the Canadian Council of Ministers of the Environment (CCME) approved, in principal, the Canada-wide Strategy on Zero Plastic Waste which aims to reduce the harmful environmental impacts of plastic waste through greater prevention, collection, and value recovery to achieve a more circular plastics economy. To facilitate action on SUP waste, CCME will develop an approach to strengthen management of single-use, disposable plastics which will involve defining and identifying single-use items most likely to be released into the environment or pose other end-of-life management challenges. CCME will also be working with stakeholders to promote solutions to single-use and disposable plastic items as well as identify sustainable alternatives to their use. Work on this component of the Strategy is expected to be completed by the end of 2021<sup>10</sup>.

## Action Taken Across Canada

As part of an update to the SM4RT Living Plan 2020, York Region has committed to working with local municipalities to “implement an “Ask First” voluntary program across the Region to reduce single-use items, and show leadership by reducing consumption at their own facilities”.<sup>11</sup>

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<sup>9</sup> Ministry of the Environment, Conservation and Parks, “A proposed regulation, and proposed regulatory amendments, to make producers responsible for operating blue box programs”, October 19, 2020, <https://ero.ontario.ca/notice/019-2579>

<sup>10</sup> Canadian Council of Ministers of the Environment, “Canada-Wide Action Plan on Zero Plastic Waste: Phase 1”, June 27, 2019, [https://www.ccme.ca/files/Resources/waste/plastics/1289\\_CCME%20Canada-wide%20Action%20Plan%20on%20Zero%20Plastic%20Waste\\_EN\\_June%2027-19.pdf](https://www.ccme.ca/files/Resources/waste/plastics/1289_CCME%20Canada-wide%20Action%20Plan%20on%20Zero%20Plastic%20Waste_EN_June%2027-19.pdf)

<sup>11</sup> York Region, “Update to SM4RT Living The York Region Waste Management Master Plan”, January 28, 2021, <https://www.york.ca/wps/wcm/connect/yorkpublic/6f3f1734-1d45-4322-8903-ca7354a2db50/The+York+Region+Waste+Management+Master+Plan+2020.pdf?MOD=AJPERES&CVID=n50.7-p>

Across Canada, many municipalities and some provinces have implemented programs targeting SUPs. A list of summarized actions taken by other municipalities is provided in Attachment 1.

## **Types of Approaches to Addressing Single-Use Plastics**

Mandatory, voluntary, or a combination of mandatory and voluntary approaches can be used to address the issue of SUPs. Mandatory approaches include implementing fees, bans, or signage with or without enforcement and voluntary approaches include incentives or reward programs or education and promotion campaigns.

Examples of mandatory approaches include, but are not limited to:

- A "By-Request" By-law - upon request from the customer, commercial establishments would distribute SUPs such as straws or cutlery.
- A Signage By-law – commercial establishments are asked to post information for customers on how to reduce their use of takeaway items.
- A Fee By-law – requires commercial establishments to charge customers a fee per single-use item (e.g. for a hot/cold beverage cup or plastic bag).

Examples of voluntary approaches include, but are not limited to:

- Voluntary posting of signage to encourage the use of reusable items, or information on how to reduce the use of SUPs is provided to customers.
- Continued advocacy and support for strong Provincial and Federal legislation aimed at reducing and/or eliminating SUPs.
- SUP waste reduction plans for commercial establishments.
- Greater promotion, education, and outreach campaigns targeting SUPs.

## **City of Markham Implements Styrofoam Ban**

On October 19, 2020, coinciding with Waste Reduction Week, the City of Markham banned packaging Styrofoam from curbside collection however, the ban does not include Styrofoam food containers (e.g. meat trays, take-out containers, cups and plates). Residents can drop this material off at one of four local recycling depots to be recycled provided the item is clean. Soiled items can still go in the garbage.

Markham has a well-established densification program whereby clean residential Styrofoam collected at all Markham recycling depots are compacted into bricks for transportation and recycled into new products such as picture frames and building materials. Markham also has a clear bag program in place for garbage which supports enforcement of the ban at the curb by waste collection staff.

A ban on Styrofoam at the curb is not recommended at this time as the Town does not have the required infrastructure in place that would offer convenient drop-off locations for residents, processing, or enforcement. Currently, Newmarket residents can place

Styrofoam in their garbage or take this material to select York Region waste depots for recycling, however, due to COVID-19, this program has been temporarily suspended.

Furthermore, in light of pending Provincial and Federal Government regulations to address SUPs, implementing regulatory measures such as bans or fees are not recommended at this time. A nation- or province-wide regulatory approach would be more effective and make a meaningful difference. Having a multitude of differing local government regulations would make it difficult for businesses operating in more than one jurisdiction to adjust and comply and could potentially conflict with upcoming Federal and Provincial regulations. Staff can provide Council with an update to this report when details of the finalized regulations are known.

## **Opportunities to Eliminate SUPs at Town Facilities and Events**

### **1. Eliminate SUPs at Town Facilities**

As a means of exemplifying the Town of Newmarket's commitment and leadership in reducing SUPs, the Town has already taken steps to reduce the use of SUPs at Town facilities including: replacing plastic stir sticks with wooden alternatives; banning the provision of bottled water at the municipal offices and providing all staff with reusable beverage containers; and replacing plastic cutlery with reusable cutlery at the R.N. Shelton Operations Centre and Municipal Offices.

The reduction or elimination of municipally supplied SUPs from Town facilities would publicly demonstrate the importance the Town places on environmental stewardship, aligning with Council's Strategic Priority regarding environmental stewardship through leading proactive planning and action related to climate change and other environmental initiatives.

Staff recommend supporting existing initiatives by eliminating the following municipally supplied SUP items available for staff use within Town facilities by July 1, 2021 to coincide with the start of Plastic Free July, a global movement focused on reducing plastic pollution:

- plastic cutlery;
- plastic straws;
- stir sticks;
- black plastic; and
- single-serve milk and cream containers.

Staff also recommends conducting a comprehensive review of current municipal practices at Town facilities to identify additional opportunities to further reduce, replace, or eliminate municipally supplied SUPs. For example, working with existing vendors to amend contracts that would eliminate the provision or sale of SUP items. Staff recommend taking a phased approach when eliminating SUPs at Town facilities recognizing that there are financial and operational considerations.

## **2. Eliminate SUPs at Town Events**

SUPs are commonly used at public events and the Town not only hosts public events, but also provides facilities where others are able to host events. SUP items at Town events could be replaced with compostable or recyclable alternatives. For example, at the Town's 2019 Touch-a-Truck event, compostable plates were supplied by event sponsor Wolfpack Packaging Inc. Paper napkins provided at the event were compostable and beverages were provided in juices boxes, bottles and cans, materials that are accepted in the facility's waste diversion programs.

Staff recommend that the same items identified to be eliminated at Town facilities also be eliminated for Town events by July 1, 2021.

Staff also recommends identifying additional opportunities to further reduce or eliminate the use of non-essential SUP products sold or distributed to the public by the Town and third-party vendors at Town events with exceptions for accessibility. As an example, SUPs provided by food and drink vendors such as plastic cutlery and polystyrene foam food containers could be prohibited and vendors required to provide sustainable alternatives.

## **3. Public Education Program**

In order to raise awareness on SUPs and promote options available to reduce SUP use, staff recommend the Town initiate a public education program. The Town's website and social media channels would be used to provide educational information to the public on SUPs. These communication platforms could also be used to recognize local organizations and businesses that have taken action towards reducing or eliminating SUPs from their operations. An education program would also help prepare residents for potential regulations being brought forward by the Federal and Provincial Governments.

Additionally, educational information on SUPs would be provided to Town employees to raise awareness on the Town's SUP reduction initiatives as well as encourage action individually and within the Corporation.

## **Conclusion**

The negative environmental impacts associated with SUPs has ignited governmental action across Canada. The recommendations in this report provide an opportunity for the Town of Newmarket to become a part of this movement and continue to implement measures that supports the reduction and elimination of SUPs.

With both the Federal and Provincial governments having announced regulatory approaches to ban certain SUPs, staff recommend the Town continue to support these commitments while pursuing public education initiatives that further promotes the reduction and elimination of SUPs in our community.

Additionally, it is important to recognize that many businesses are already leading by example and have voluntarily implemented changes within their establishments to reduce or substitute SUPs.

While most SUP items are items of convenience, consideration must also be included to not restrict access to products for those who require them for daily living. SUPs are often used in products that provide assistance to those with disabilities.

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

This report aligns with Council's Strategic Priority regarding environmental stewardship through leading proactive planning and action related to climate change and other environmental initiatives.

## **Consultation**

Eliminating SUPs at Town facilities would require further consultation with staff from other departments including Corporate Communications, Recreation and Culture, and Facilities. Developing and implementing a public education program would require consultation with staff from Corporate Communications as well as staff from York Region.

Any type of by-law or ban would require consultation with the public, affected businesses, community health groups as well as staff from By-laws and Corporate Communications and York Region.

## **Human Resource Considerations**

Recommendations in this report, if approved by Council, would require a commitment of staff resources from other departments, including Corporate Communications, Facilities, Recreation and Culture, and potentially By-laws.

## **Budget Impact**

Budgetary impacts would need to be further investigated as eliminating or reducing SUPs at Town facilities will require sustainable alternatives to be supplied. Council direction to implement a public education program will require additional staff resources.

## **Attachments**

Attachment 1 – Summary of actions taken by municipalities regarding single-use plastics.

## **Approval**

Amanda Romano, Waste Program Administrator, Public Works Services

Mark Agnoletto, Director, Public Works Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

For more information on this report, contact Mark Agnoletto, Director, Public Works Services, at 905-953-5300, ext. 2581 or by email at [magnoletto@newmarket.ca](mailto:magnoletto@newmarket.ca).



## Attachment #1

### Summary of actions taken by municipalities regarding single-use plastics

| Municipality:                | Action(s) Taken:   |
|------------------------------|--|
| <b>City of Toronto</b>       | <p>In 2009, the City of Toronto required retailers to charge customers five cents for plastic bags. However, in 2012, the “bag tax” was repealed and a motion to ban plastic bags was passed. Due to legal challenges, Council later voted against the ban before it was due to come into force.</p> <p>In 2012, the sale or distribution of bottled water at all City of Toronto facilities and operations was prohibited.</p> <p>In July 2018, Toronto City Council passed a motion directing staff to develop a policy to restrict plastic straws in the City as well as develop a work plan aimed at reducing the use of single-use or take-away packaging or products. Consultations were held in two phases; phase 1 identified top priority single-use or takeaway items to reduce and the preferred approaches to reduce these items; and the objective of phase 2 was to gather feedback that will help the City create a Single-Use and Takeaway Item Reduction Strategy. The results will be presented by staff to the Infrastructure and Environment Committee in 2020.</p>  |
| <b>City of Richmond Hill</b> | <p>In May 2019, Richmond Hill Council adopted a motion directing staff to report back to council on practical and feasible strategies to reduce single-use plastics within their own corporation and within the municipality.</p> <p>On November 25, 2020, staff presented a report to Council with recommendations to: develop and implement a corporate policy to reduce single-use plastics and increase waste diversion at City facilities, functions and events; implement a public education campaign focused on raising awareness about options to reduce single-use plastics; and develop a program, in partnership with York Region, to recognize local businesses reducing their use of single-use plastics through voluntary initiatives.</p>   |
| <b>Town of Aurora</b>        | <p>In September 2018, Town of Aurora Council directed staff to develop a report providing information on banning plastic straws. Staff reported back to Council recommending the Town implement an Offer-First policy, where a plastic straw is offered when required, rather than automatically handed out at all Town Facilities and Town operated events.</p>   |
| <b>City of Markham</b>       | <p>At the October 7, 2019, City of Markham General Committee Meeting, a motion was introduced regarding a declaration for immediate action on single-use plastics and litter. Presented at the October 22, 2019, General Committee Meeting, the motion declares that, within three months of the adoption of this declaration, certain single-use plastics must not be used by businesses serving consumers in Markham. The motion was deferred to staff to report back on the concerns identified by the Committee.</p> <p>At the May 4, 2020, General Committee Meeting, staff presented a report recommending the following actions to address single-use plastics (SUPs) in the community: a review of all municipal facilities for opportunities to eliminate or reduce non-essential single use plastics (SUPs); implementation of a community-wide education program to raise awareness and provide options for SUP reduction; and ban Styrofoam packaging from curbside collection. Actions will be phased in and staff will report back on the results of Phase 1 and outline Phase 2 recommendations regarding the implementation of a potential municipal</p> |

|  |   |
|--|---|
|  | by-law or other methods to reduce plastic retail shopping bags and polystyrene convenience food containers from distribution in Markham.  |
| <b>City of Kawartha Lakes</b>              | In May 2019, a resolution was made requesting that staff review the feasibility of a single-use plastics and Styrofoam ban. In November 2019, staff reported back to Council and recommended implementing a voluntary ban focused on plastic shopping bags, Styrofoam and plastic straws as well as reducing or eliminating Styrofoam and single-use plastics from City buildings and facilities and the municipality's recycling program.  |
| <b>City of Woodstock</b>                   | In August 2019, the City of Woodstock Council approved a ban on single-use shopping bags in principal, but asked for a staff report on the logistics of implementing the ban.<br><br>In December 2019, a report was presented by staff to seek Council's direction regarding a ban of single-use plastic handled shopping bags.   |
| <b>City of Brantford</b>                   | On March 26, 2019, Brantford City Council adopted a motion directing staff to analyse the impacts of single-use plastic straws in the municipality and how to reduce those impacts through the regulation and prohibition of single-use plastic straws. On April 30, 2019, Brantford Council agreed to phase out single-use plastics such as straws, cutlery and plates at City Hall and replace them with reusable dishware and cutlery.   |
| <b>City of St. Catharines</b>              | In January 2019, St. Catharines City Council passed a ban on plastic straws and stir sticks for sale and use in city facilities, parks, city-run events and public spaces and requires non-plastic, compostable alternatives be used when necessary. In July 2018, the City implemented a ban on the sale of plastic bottled water in municipal facilities.   |
| <b>City of Niagara Falls</b>               | On April 9, 2019, Niagara Falls City Council unanimously approved eliminating the use and distribution of plastic straws and plastic stir sticks in all city-owned facilities and at city events to complement the existing plastic beverage bottle ban implemented May 1, 2009.  |
| <b>Municipality of Clarington</b>          | On October 7, 2019, Clarington council voted to ban all single-use plastics in all municipal buildings and recreation facilities.   |
| <b>Town of Fort Frances</b>                | On January 13, 2020, a resolution to adopt a Single-use Plastics By-law was unanimously passed by Town of Fort Frances Council. The by-law will come into effect on January 1, 2021, and will prohibit the distribution of single-use plastic bags and Styrofoam food containers.   |
| <b>York Region</b>                         | York Region has communicated their intent to explore ways to reduce single-use plastics as part of the update to the Regional Waste Master Plan (SM4RT Living Plan).  |
| <b>Durham Region</b>                       | In April 2019, Durham Region Council took steps to eliminate single-use plastics at its own headquarters. Bottled water is no longer available for purchase and take out containers from its food service areas are fully compostable, and plastic straws have been replaced with compostable paper straws.   |
| <b>City of Vancouver, British Columbia</b> | The City of Vancouver's Single-Use Item Reduction Strategy, approved by Council on June 5, 2018, included a proposed ban on plastic straws and foam cups and containers. The ban on foam cups and foam take-out containers took effect on January 1, 2020. Effective April 22, 2020, single-use utensils can only be provided upon customer request, flexible plastic straws individually wrapped in paper must be stocked and provided to customers upon request, and other plastic straws, including plastic labeled or described as compostable, degradable, or made from plants are banned. Beginning January 1, 2021, there will be a ban on plastic shopping bags, required fees on paper and reusable shopping bags, and |

|   |   |
|---|---|
|   | a minimum fee of \$0.25 must be charged for each single-use beverage cup distributed.   |
| <b>City of Victoria, British Columbia</b> | On July 1, 2018, the Checkout Bag Regulation By-law came into effect and businesses in Victoria were no longer allowed to provide customers with single-use plastic checkout bags. In January 2018, the Canadian Plastic Bag Association (CPBA) challenged the by-law in BC Supreme Court and the Court ruled in favour of the City. However, in July 2019, the BC Court of Appeal overturned the BC Supreme Court decision and struck down the by-law. The City will ask the Supreme Court of Canada to review the decision. |
| <b>City of Richmond, British Columbia</b> | In May 2019, Richmond City Council directed staff to bring forward appropriate by-law amendments to ban the commercial use or commercial distribution of foam cups, foam plates and foam take-out containers effective January 1, 2020. The proposed by-law is pending approval by the BC Ministry of Environment and Climate Change.   |
| <b>Newfoundland</b>                       | In April 2019, the Province amended the Environmental Protection Act and began drafting regulations to ban the distribution of retail plastic bags. A provincial ban on the distribution of retail plastic bags came into force on July 1, 2020.  |
| <b>Prince Edward Island</b>               | On July 1, 2019, the Plastic Bag Reduction Act came into effect, prohibiting businesses from providing plastic checkout bags to customers.  |
| <b>Montréal, Quebec</b>                   | On August 23, 2016, the City of Montréal adopted a by-law prohibiting the distribution of certain types of shopping bags in retail stores including conventional plastic shopping bags and oxo-degradable, oxo-fragmentable, and biodegradable shopping bags. The ban took effect January 1, 2018. In 2020, additional bans will be looked into for other single-use plastic items such as straws, Styrofoam cups, disposable cutlery and grocery-store food packaging for meat, fish and vegetables.                         |





Town of Newmarket  
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# **Height and Density Bonusing Implementation Guidelines Update Staff Report to Council**

Report Number: 2021-17

Department(s): Planning and Building Services

Author(s): Phoebe Chow, Senior Policy Planner

Meeting Date: March 22, 2021

## **Recommendations**

1. That the report entitled Height and Density Bonusing Implementation Guidelines Update, dated March 22, 2021 be received; and,
2. That the proposed revisions to the Height and Density Bonusing Implementation Guidelines as discussed in this report be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## **Purpose**

The purpose of this report is to seek Council's approval of an updated lift value and transition policies for the purpose of calculating the required Height and Density Bonusing contributions for applicable developments in the Urban Centres.

## **Background**

Prior to the *COVID-19 Economic Recovery Act 2020* (Bill 197) coming into effect, Section 37 of the *Planning Act* provided municipalities with the ability to authorize additional height and density to a development in exchange for community benefits, provided there were policies in the Official Plan that authorize the increase in height and density (Section 37 bonusing). With this authority, Council adopted the [Height and Density Bonusing Implementation Guidelines](#) (Bonusing Guidelines) in November 2017, which implements the Urban Centres Secondary Plan Section 37 bonusing policies. The

Bonusing Guidelines set out, amongst other things, a formula that determines the monetary value of public benefit(s) that a developer has to provide in exchange for additional height and density for its development. The Bonusing Guidelines also set out that the first review of the Bonusing Guidelines was to be three years after the initial approval.

## Discussion

At the July 27, 2020 Council meeting, Council directed staff to review the existing UCSP bonusing policies and to review the Bonusing Guidelines. The review of the UCSP bonusing policies was to consider narrowing the scope of matters that could be considered for bonusing, while the review of the Bonusing Guidelines was to ensure that the amount collected is aligned with that from other municipalities. As such, the following subsections discuss two matters: 1) reasons to hold off the review of the Town's bonusing policies at this time, and 2) proposed changes to the Bonusing Guidelines.

### **Reasons to Hold Off the Review of the Town's Bonusing Policies Pending Future Section 37 Community Benefits Charges (CBC) By-law**

On September 18, 2020, a new Section 37 under the *Planning Act* (Community Benefits Charges) came into force, as per Bill 197. This new Section 37 replaced the former Section 37 bonusing. In accordance with the transition clauses under the *Planning Act*, municipalities have until September 18, 2022 to transition to the Community Benefits Charges (CBC) framework. Prior to Council passing a CBC by-law, the municipality must prepare a strategy that addresses the prescribed requirements as outlined in [Ontario Regulation 509/20](#). As stated in [staff report 2020-82 Fiscal Strategy – Next Steps](#), Town staff will begin undertaking the Development Charges Study Update and preparing a CBC By-law and strategy this year. Given the CBC strategy and by-law will replace the Bonusing Guidelines by September 2022, staff do not recommend reviewing or amending the Section 37 bonusing policies in the Urban Centres Secondary Plan at this time for the following reasons:

- Resource intensive for short term benefit before the policies get replaced by new CBC by-law and strategy - any revisions to the bonusing policies will require an Official Plan Amendment, which involves a public process and may be subject to Regional approval;
- Duplication of work - the work involved in reviewing the bonusing policies is intended to be covered by the CBC strategy; therefore, staff resources can be better utilized by focusing on the CBC strategy and by-law, which has longer term benefits, and
- While the current list of matters to be considered for bonusing may be large until the CBC strategy is completed, staff and Council can negotiate with developers on which item(s) may be of greater interests/importance to the Town depending on the location of the development.

Notwithstanding the reasons above, staff find it appropriate to review the Guidelines, which will be discussed further in this report.

### **Review of the Guidelines**

Overall, the Bonusing Guidelines have worked as intended under the former Section 37 bonusing regime. The process and methodology are similar to a number of municipalities' Height and Density Bonusing Implementation Guidelines. The Council adopted methodology in determining the quantitative public benefits is calculated as follows:

#### **Step 1: Determine the increase in land value**

$$\begin{array}{rcccl} \text{Total Land Value} & & \text{Total Land Value} & & \text{Increase in} \\ \text{under the Proposed} & - & \text{under the Base (permitted)} & = & \text{Land Value} \\ \text{Density} & & \text{Density} & & \end{array}$$

#### **Step 2: Determine Section 37 Contribution or Cash-In-Lieu Value**

$$\begin{array}{rcccl} \text{Increase in} & & \text{Percentage of Increase} & & \text{Section 37 Contribution} \\ \text{Land Value} & \times & \text{in Land Value (25\%)} & = & \text{or Cash-In-Lieu Value} \end{array}$$

The 25% noted in the above formula is the “lift value”, being the percentage of the rise in increased land value that arose from granting the additional height and/or density. This percentage varies amongst municipalities, as discussed below.

### **Jurisdictional Scan of Percentage of Increased Land Value**

As part of the review, staff conducted a jurisdictional scan of municipalities that have a height and density bonusing framework. While some municipalities use the same methodology as the Town's and have established a lift value or range of lift values, others such as the City of Toronto rely completely on negotiation when determining the amount of community benefits contribution.

Another approach adopted by the City of Ottawa is instead of using a percentage, the City establishes lift rates on an annual basis in determining the amount of contribution. The lift rates are monetary amounts per square metre of gross floor area (\$/sq. m) and there are two lift rates in the City depending on the location. For example, the lift rate for Zone One is \$575 per square metre of gross floor area versus \$250 per square metre in Zone Two. City of Ottawa's Section 37 bonusing only applies to proposed buildings of at least 7,000 square metres and the requested density represents a minimum of 25% increase from the permitted zoning regulation. The amount of Section 37 bonusing contribution is then determined by multiplying the lift rate by the increase of gross floor area between the permitted zoning and the proposed zoning, then drawn down by draw down factors deemed appropriate by the City on a case by case basis. Draw down factors include:

- Conformity of the proposed zoning to the applicable policies of the Official Plan, Secondary Plan or Community Design Plan, which is not reflected in the as-of-right zoning;
- Restoration of a designated cultural heritage resource;
- Preservation or restoration of a non-designated cultural heritage resource;
- Publicly accessible lands with public easements granted to the City;
- The construction of a park not already listed in the Development Charges by-law;
- Implementation of public realm improvements above and beyond what is normally required through the development application review process, and
- Implementation of publicly accessible benefits incorporated in the proposed development such as daycare space or public art.

As mentioned above, a number of municipalities have adopted the same methodology as the Town's when determining community benefit contributions. Staff have compared those municipalities' percentages of increased land value to Newmarket's 25%. Table 1 below shows the results of the various percentages being used in other municipalities.

Table 1 Other Municipalities' Lift Value

|                     | <b>Percentage of Increased Land Value<br/>(Lift Value)</b> |
|---------------------|--|
| Town of Aurora      | 25%-35%  |
| Town of Grimsby     | Approximately 30%  |
| Town of Innisfil    | 25%  |
| City of Mississauga | 20%-40%  |
| City of Pickering   | 20%-40%  |
| City of Vaughan     | 20%-30%  |

Staff have considered alternative approaches such as City of Toronto's and City of Ottawa's and would recommend that the current methodology continue to be used until the CBC strategy and by-law are established.

## **Proposed Changes to the Bonusing Guidelines**

### **Increasing the Current Lift Value**

When the Town's Bonusing Guidelines were approved in 2017, the focus was to incentivize redevelopment along the Yonge and Davis corridors. While that is still very much the focus, a growing number of applications in these areas suggests that a certain level of traction has been achieved in this regard and it is justifiable to moderately

increase the Town's lift value. Based on the research above, staff recommend increasing the current lift value by 10%, from 25% to 35%, which is within the ranges of lift value used in the researched municipalities.

Staff note that the majority of the researched municipalities use a range as their lift value, which allows for flexibility, but it also gives less certainty on the final amount of contribution as it may vary case by case depending on negotiation (i.e. 20% versus 40%). Having a single percentage in the formula provides clarity. Staff recommend to continue with this approach, albeit increased moderately, until the future CBC strategy is completed as discussed above.

### **Transition Section**

Should Council adopt a new lift value, it is recommended that a Transition Section be added to the Bonusing Guidelines to clarify that the current lift value of 25% shall continue to apply to any *Planning Act* applications that are deemed complete before Council's adoption of the new lift value.

### **Conclusion**

Staff have reviewed the Height and Density Implementation Guidelines and recommend increasing the percentage of increase in land value from 25% to 35% for the purpose of determining the amount of community benefit contribution.

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

- Vibrancy on Yonge, Davis and Mulock

### **Consultation**

None

### **Human Resource Considerations**

None

### **Budget Impact**

None

### **Attachments**

None

### **Submitted by**

Phoebe Chow, Senior Planner – Policy

## **Approved for Submission**

Adrian Cammaert, Manager, Planning Services

Jason Unger, Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

## **Contact**

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



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## **2020 Annual Water Quality Summary Report Staff Report to Council**

Report Number: 2021-19

Department(s): Water/Wastewater

Author(s): Manager, Water/Wastewater

Meeting Date: March 22, 2021

### **Recommendations**

1. That the report entitled 2020 Annual Water Quality Summary Report dated 22 March 2021 be received; and,
2. That the Town of Newmarket 2020 Annual Water Quality Summary Report, and its associated attachments, referenced herein be posted online at [newmarket.ca](http://newmarket.ca), and be made available by request at the customer service counter, 395 Mulock Drive, as well as at the Newmarket Operations Centre, 1275 Maple Hill Court; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution

### **Executive Summary**

This information contained within this Staff Report, and its associated attachments, are intended to satisfy the annual reporting requirements stipulated within the O.Reg 170/03 of the *Ontario Safe Drinking Act, 2002*.

This Staff Report, and its associated attachments, contains information with respect to the Town's drinking water system as well as the primary legislative and regulatory requirements that are applicable to the Town's drinking water system.

This Staff Report, and its associated attachments also contains information pertaining to adverse water quality incidents (AWQI's); the annual Ministry of Environment Conservation and Parks (MECP) inspection results; water quantity and flow rate data; as well as water quality data; as it relates to the Town of Newmarket's drinking water

system for the 2020 reporting period which covers January 1<sup>st</sup> to December 31<sup>st</sup> of the 2020 calendar year.

## **Purpose**

The purpose of the 2020 Drinking Water Summary Report, and its associated attachments, is to satisfy the annual reporting requirements stipulated within the O.Reg 170/03 of the *Ontario Safe Drinking Act, 2002*; specifically the requirements specified within Section 11 and Schedule 22 of O.Reg. 170/03. The information contained within this Information Report, and its associated attachments, pertains to the Town of Newmarket's drinking water system for the 2020 reporting period which covers January 1<sup>st</sup> to December 31<sup>st</sup> of the 2020 calendar year. The information contained within this Information Report and its associated attachments can assist the Mayor and Council, as the Owners of the Town's drinking water system, in meeting their respective Standard of Care requirements as identified within the *Safe Drinking Water Act, 2002*.]

## **Background**

### **Drinking Water System Description**

A detailed description of the Town's drinking water system can be located within the "Drinking Water System Description" section of the attached "Town of Newmarket 2020 Drinking Water Summary Report"

### **Drinking Water System Monetary Expenses**

Information regarding the major expenses incurred by the Town during the period associated with this report to install, repair and/or replace drinking water system infrastructure can be found within "Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report".

### **Legislative & Regulatory Requirements**

The primary legislative and regulatory requirements that directly affect the operation of the Town's drinking water distribution system can be located within the "Legislative & Regulatory Requirements" section of the attached "Town of Newmarket 2020 Drinking Water Summary Report". Please note that the information contained within this attachment is not an exhaustive list of legislative and regulatory requirements applicable to the operation of a large municipal residential drinking water system.

## **Discussion**

### **2020 Adverse Water Quality Incidents (AWQI's)**

In 2020 a total of 99 AWQI events occurred, 97 were related to low chlorine residuals, 1 (one) was related to the presence of Total Coliform and 1 (one) was related to the Presence of E.coli and Total Coliform.

The AWQI involving E.Coli and Total Coliform was an isolated incident and associated with 1 (one) specific sample station. The corrective actions necessary to resolve this AWQI were completed by the Town in a timely fashion once the Town was informed of this AWQI. All the necessary corrective actions and reporting were completed, with respect to this AWQI, to the satisfaction of the local Medical Officer of Health (MOH) and Ministry of Environment Conservation and Parks (MECP).

The AWQI involving Total Coliform was an isolated incident and associated with 1 (one) specific sample location. The corrective actions necessary to resolve this AWQI were completed by the Town in a timely fashion once the Town was informed of this AWQI. All the necessary corrective actions and reporting were completed, with respect to this AWQI, to the satisfaction of the local Medical Officer of Health (MOH) and Ministry of Environment Conservation and Parks (MECP).

Additional information regarding the AWQI's that occurred in 2020 can be located within the "2020 Adverse Water Quality Incidents (AWQI's)" section of the "Town of Newmarket 2020 Drinking Water Summary Report" as well as "Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report"

## **2020 Annual MECP Inspection Results**

The Town undergoes an annual inspection of its drinking water system by the MECP. The primary focus of the annual MECP drinking water system inspection is to confirm the Town is complying with applicable legislative and regulatory requirements that fall under the jurisdiction of the MECP.

During the 2020 inspection the MECP identified 2 (two) incidents of non-compliance with regulatory requirements. Schedule 22 of O.Reg. 170/03 requires that all non-compliance(s) with applicable legislation be documented within the Summary Report; "Table One: Incidents of Regulatory Non-Compliance and Actions Required" describes in detail the regulatory non-compliances identified during the 2020 MECP inspection.

Table One: Incidents of Regulatory Non-Compliance and Actions Required

| <b>Non-Compliance</b>  | <b>MECP Observation</b>   | <b>Action(s) Required</b>  | <b>Additional Information</b>  |
|--|---|--|--|
| 1. The Owner/ Operating Authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water | Seven (7) Form 1 documents were provided by the Town, regarding new watermain installations in May 2019 and March 2020. Part 4 of the forms were observed to be missing | A draft procedure is currently undergoing review to ensure forms include all required information. No further action required. | The Town is in the process of creating a procedure/process to ensure that this regulatory requirement is better adhered to moving forward in order to prevent repeat occurrences of this |

|   |   |  |  |
|---|---|--|--|
| Works Permit during the inspection period.  | information, such as the date and the Owners signature. This was discussed with the Town, who advised it has been flagged internally as an issue. |  | regulatory non-compliance.   |
| 2. All changes to the system registration information were not provided within ten (10) days of the change. | The Town underwent recent staffing changes, which are not reflected in the system registration information.                                       | An email dated September 28 <sup>th</sup> , 2020 was sent to <a href="mailto:waterforms@ontario.ca">waterforms@ontario.ca</a> to update the contacts in the system registration information to reflect the recent staffing changes. No further actions required. | The Town plans on creating a procedure/ process to ensure that this regulatory requirement is better adhered to moving forward in order to prevent repeat occurrences of this regulatory non-compliance. |

The Town received a final inspection rating of 97.57% as a result of the 2020 MECP inspection. The final inspection rating received during the 2020 MECP inspection was an improvement over the final inspection rating of 91.39% received in relation to the 2019 MECP Inspection. The full details regarding the 2020 MECP inspection are located within “Attachment One: 2020 MECP Newmarket Distribution System Inspection Report”.

### **2020 Water Quantity & Flow Rate Data**

The 2020 water quantity and flow rate data is located within “Attachment Three: 2020 Town of Newmarket Water Quantity & Flow Rate Data”.

### **2020 Water Quality Data**

The 2020 water quality data is located within “Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report”.

Specific Information regarding the summary of the most recent water testing results that occurred during the reporting period associated with this report, as required under O.Reg. 170/03 and the Town’s respective Municipal Drinking Water License, can be found within “Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report”.

Specific information regarding any lead sampling that took place during the reporting period associated with this report can also be found within “Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report”.

In 2020 nine (9) exceedances were observed by the Town with respect to sodium concentrations in drinking water samples that were collected from the distribution system; based upon the 2020 drinking water sample results the sodium concentrations within the Town’s distribution system ranged from 14.1 – 24.8 mg/L. A drinking water sample with a result indicating that the concentration of sodium exceeds 20 mg/L is prescribed as an adverse result of a drinking water test for the purpose of Section 18 of the SDWA, 2002; and must therefore be reported accordingly. A result indicating that the concentration of sodium exceeds 20 mg/L in a drinking water sample must be reported under Section 18 of the SDWA, 2002 if a report has not been made in respect to sodium in the preceding 57 months. The last report that the Town made with respect to a sodium exceedance was April 11th, 2016, therefore the next reporting date with respect to an adverse result for sodium in the Town’s drinking water is January 7th, 2021. Any sodium exceedances that may be observed by the Town in the future will be reported and responded to in accordance with all applicable legislative and regulatory requirements. The Town continues to meet all legislative and regulatory response obligations with respect to sodium exceedances identified within drinking water samples, no further actions are required by the Town at this time in relation to this subject matter.

Sodium is a natural occurring element in the environment that may be present naturally in both groundwater and surface water sources. Sodium levels in groundwater and surface water sources may also be influenced by road salt application practices. Sodium levels within municipal drinking water may also be influenced by the addition of water treatment/conditioning chemicals, such as sodium silicate and sodium hypochlorite; both of which are added to the drinking water supplied to the Town by York Region. Additional information regarding sodium in drinking water can be located on the “Drinking Water Quality and Monitoring” page of York Regions website.

## **Conclusion**

The 2020 Drinking Water Summary Report, and its associated attachments, satisfies the applicable annual reporting requirements stipulated within O.Reg. 170/03 of the *Safe Drinking Water Act, 2002*.

The information contained within this Information Report and its associated attachments can assist the Mayor and Council, as the Owners of the Town’s drinking water system, in meeting their respective Standard of Care requirements as identified within the *Safe Drinking Water Act, 2002*.

The Town’s drinking water system, as well as the Owner and Operating Authority, are subject to strict legislative and regulatory requirements to keep drinking water safe.

Results from the 2020 reporting year help to demonstrate the Town's commitment to the consistently delivery of safe drinking water through compliance with applicable legislative and regulatory requirements.

Copies of the Town of Newmarket 2020 Drinking Water Summary Report have been made available to the public at:

- Robert N. Shelton Operations Centre (1275 Maple Hill Court)
- Newmarket Municipal Offices, Customer Service Counter (395 Mulock Drive)
- Online at [www.newmarket.ca](http://www.newmarket.ca)

Please note that Newmarket's 2020 Annual Water Quality Summary Report will only be available to the public at the Robert N. Shelton Operations Centre and Newmarket Municipal Offices (Customer Service Counter) once public access has been permitted to these locations.

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

The 2018-2022 Council Strategic Priorities identifies "Environmental Stewardship" as strategic priority. The 2020 Town of Newmarket Drinking Water Summary Report and its associated attachments have linkages to this strategic priority by 'supporting highly effective partnerships with the MECP and York Region'.

## **Consultation**

Key stakeholders that contributed to the content of this Staff Report and its associated attachments include:

- Operating Authority Personnel
- The Ministry of Environment, Conservation and Parks
- The Regional Municipality of York

## **Human Resource Considerations**

No human resource considerations are directly associated with this Staff Report and its associated attachments.

## **Budget Impact**

No budget impacts are directly associated with this Staff Report and its associated attachments.

## **Attachments**

This Staff Report includes the following attachments:

- Town of Newmarket 2020 Annual Water Quality Summary Report
- Attachment One: 2020 MECP Newmarket Distribution System Inspection Report
- Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report

- Attachment Three: 2020 Town of Newmarket Water Quantity & Flow Rate Data

## **Approval**

Rob Gillis, Manager, Water/Wastewater

Mark Agnoletto, Director, Public Works Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

For more information regarding this report, please contact Rob Gillis, Manager of Water/Wastewater, at 905-953-5300 ext. 2553 or by email at [rgillis@newmarket.ca](mailto:rgillis@newmarket.ca).



Ministry of the Environment,  
Conservation and Parks  
*Drinking Water and Environmental  
Compliance Division*

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York Durham District Office  
230 Westney Road South, 5<sup>th</sup> Floor  
Ajax, ON L1S 7J5  
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Ministère de l'Environnement, de la  
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Région du Centre  
Bureau de district de York Durham  
230 route Westney sud, 5<sup>e</sup> étage  
Ajax, ON L1S 7J5  
Sans frais : 1-800-376-4547  
Téléphone : 905 427-5600  
Télécopieur : 905 427-5602

September 29, 2020

The Town of Newmarket  
1275 Maple Hill Ct.  
[Newmarket, ON](#), L3Y 9E8

Attention: Mr. Brett Bloxam, Manager, Water/Wastewater (Acting)

**RE: Newmarket Distribution System  
Drinking Water Inspection Report # 1-NU8IP**

**File: SI YO NE MA 540**

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Please find attached the Ministry of the Environment, Conservation and Parks inspection report for the above facility. The report details the findings of the inspection that began on May 5, 2020.

The Appendix section of the inspection includes the Stakeholder Appendix A with links to key reference and guidance materials available on the Ministry of the Environment Conservation and Parks (MECP) website. Appendix B contains the inspection rating record.

In the inspection report, any “*Actions Required*” are linked to incidents of non-compliance with regulatory requirements contained within the Act, a regulation, or site-specific approvals, licenses, permits, orders or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry’s Investigations and Enforcement Branch.

“*Recommended Actions*” convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

I would like to thank the Town of Newmarket staff for the assistance afforded to me during this compliance assessment. If you have any questions or concerns please contact myself or Demetra Koros, Water Compliance Supervisor, Central Region at 905-409-0496.

Yours truly,

Jennifer Faria  
Provincial Officer  
Ministry of the Environment, Conservation and Parks  
Drinking Water and Environmental Compliance Division  
Central Region  
Office: (905) 426-0857

cc:

Mr. Tyler Adamson, Compliance & Training Coordinator, Water/Wastewater, Town of Newmarket  
York Public Health Inspector  
Demetra Koros, Water Compliance Supervisor, York Durham District Office



**Ministry of the Environment, Conservation and Parks**

**NEWMARKET DISTRIBUTION SYSTEM**

**Inspection Report**

|                            |                |
|----------------------------|----------------|
| <b>Site Number:</b>        | 260003188      |
| <b>Inspection Number:</b>  | 1-NU8IP        |
| <b>Date of Inspection:</b> | May 05, 2020   |
| <b>Inspected By:</b>       | Jennifer Faria |



Ministry of the Environment, Conservation and Parks  
Drinking Water Inspection

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1. Drinking Water System Owners Information
2. Drinking Water System Inspection Report

### **Appendix:**

- A. Stakeholders Appendix**
- B. Inspection Rating Record**

## OWNER INFORMATION:

|                       |   |                         |         |
|-----------------------|---|-------------------------|---------|
| <b>Company Name:</b>  | NEWMARKET, THE CORPORATION OF THE TOWN OF |                         |         |
| <b>Street Number:</b> | 395                                       | <b>Unit Identifier:</b> |         |
| <b>Street Name:</b>   | MULOCK Dr                                 |                         |         |
| <b>City:</b>          | NEWMARKET                                 |                         |         |
| <b>Province:</b>      | ON  | <b>Postal Code:</b>     | L3Y 4X7 |

## CONTACT INFORMATION

## INSPECTION DETAILS:

|                                     |  |
|-------------------------------------|--|
| <b>Site Name:</b>                   | NEWMARKET DISTRIBUTION SYSTEM              |
| <b>Site Address:</b>                | 1275 MAPLE HILL Court NEWMARKET ON L3Y 9E8 |
| <b>County/District:</b>             | NEWMARKET                                  |
| <b>MECP District/Area Office:</b>   | York-Durham District                       |
| <b>Health Unit:</b>                 | YORK REGION HEALTH SERVICES DEPARTMENT     |
| <b>Conservation Authority:</b>      |  |
| <b>MNR Office:</b>                  |  |
| <b>Category:</b>                    | Large Municipal Residential                |
| <b>Site Number:</b>                 | 260003188                                  |
| <b>Inspection Type:</b>             | Announced                                  |
| <b>Inspection Number:</b>           | 1-NU8IP                                    |
| <b>Date of Inspection:</b>          | May 05, 2020                               |
| <b>Date of Previous Inspection:</b> |  |

## COMPONENTS DESCRIPTION

|                     |                   |                  |
|---------------------|-------------------|------------------|
| <b>Site (Name):</b> | MOE DWS Mapping   | <b>Sub Type:</b> |
| <b>Type:</b>        | DWS Mapping Point |                  |

|                     |                               |                  |
|---------------------|-------------------------------|------------------|
| <b>Site (Name):</b> | Newmarket Distribution System | <b>Sub Type:</b> |
| <b>Type:</b>        | Other                         |                  |

### Comments:

The Newmarket Distribution System is owned and operated by the Town of Newmarket (The Town) and serves approximately 84,000 residents. The System receives treated water from the York Drinking Water System - Newmarket, which is owned and operated by The Regional Municipality of York (The Region).

The Region is responsible for the supply, production, treatment, and storage of the water and the Town owns and operates the distribution system that delivers the water from the regional watermain to homes in Newmarket. The Town owns and maintains approximately 300 km of watermain, 3,000 mainline valves, 2,500 fire hydrants, 25 sampling stations and 25,900 metered water services.

The Newmarket Well Supply System, owned and operated by the Region, consists of five production wells that draw water from the Yonge St. Aquifer and six water storage facilities. Chloramination (adding chlorine and ammonia) is the disinfection process used for the Newmarket production wells. The Newmarket Well Supply System also receives treated water from the Queensville Water Supply System, the Aurora Well Supply System, and two pipelines that

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supply water from the Region of Peel and the City of Toronto.

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## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The Town of Newmarket (the Town) owns and operates the Newmarket Distribution System (the System), which serves a population of about 84,227. On May 4, 2020, Environmental Officer (EO) Jennifer Faria with the Ministry of the Environment, Conservation and Parks (the MECP)'s York Durham District Office began a desktop inspection of the Newmarket Distribution System (the System). Due to COVID-19, a remote inspection via telephone was conducted on August 25, 2020 with Mr. Tyler Adamson of the Town.

Information and assistance with the inspection was provided by Mr. Tyler Adamson of the Town. Documents reviewed in association with this report included, but were not limited to:

1. Ministry of the Environment, Conservation and Parks Drinking Water Works Permit (DWWP), No.124-201, Issue Number: 2, dated May 19, 2016.
2. Ministry of the Environment, Conservation and Parks Municipal Drinking Water Licence (MDWL), No.124-101, Issue Number: 6, dated November 15, 2019.
3. Other documents maintained by the owner/operating authority for the inspection review period of April 17, 2019 through to May 4, 2020, were also reviewed in conjunction with this inspection.

The Newmarket Well Supply System is owned and operated by the Regional Municipality of York (the Region) and is inspected separately.

This inspection was conducted under the authority of Section 81 (1) of the Safe Drinking Water Act, 2002.

### Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

Schedule A of the DWWP indicates that watermains in the distribution system consists of approximately 300 km of distribution watermains, 2,500 fire hydrants, 3,000 mainline valves, 25,900 metered water services. Schedule C authorizes proposed alterations that are in accordance with the applications, plans and supporting documentation listed in the letter dated August 13, 2012 prepared by the Town. Temporary operational alterations can also occur

## Treatment Processes

subject to the conditions listed in Schedule C.

At the time of the inspection, all watermain projects were conducted in accordance with Section 3.0 of the DWWP, therefore no updates were required.

- **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Section 3.0 of the DWWP outlines the requirements for watermain additions, modifications, replacements and extensions. A Form 1 document is required to be completed by a Professional Engineer and the System's owner prior to the change being placed into service. Form 1 is to be retained for ten years, as per Condition 3.3.

Seven (7) Form 1 documents were provided by the Town, regarding new watermain installations in May 2019 and March 2020. Part 4 of the forms were observed to be missing information, such as the date and Owner's signature. This was discussed with the Town, who advised it has been flagged internally as an issue. A draft SOP is currently undergoing an internal review to ensure forms include all required information.

- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

Section 4.0 of the DWWP outlines the requirements for minor modifications to the System. A Form 2 document is required to be completed by the System's owner prior to the modified or replaced components being placed into service. Form 2 is to be retained for a period of ten (10) years, as per Condition 4.6.

Two (2) Form 2 documents were provided by the Town, regarding the installation of a new 6" valve, and the installation of a new 6" gate valve. Both forms were completed, signed, and dated by Town staff.

- **Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**

The Town's Operations and Maintenance Manual (O&M Manual) includes the Emergency Watermain Break Repair and Response procedure document to ensure that responses to watermain breaks and repairs are in accordance with the requirements stipulated in the Ontario Watermain Disinfection Procedure, listed in Schedule B, Condition 2.3 of the DWWP.

The directions provided in the Town's O&M are similar to those outlined in the MECP's procedure. Water main break reports were provided for review, which indicate disinfection of the pipe and repair parts took place during the repair work.

According to the Town, an SOP has been drafted to clarify when a watermain break should be reported to SAC. This SOP will help to ensure consistent reporting when required.

- **The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.**

Section 14.0 of the MDWL outlines the requirements for chemicals and materials that come into contact with drinking water. Condition 14.3 outlines the exemptions, which includes chemicals/materials acceptable for use within the drinking water system.

According to the Town, the only chemical used in relation with the System includes a sodium hypochlorite disinfectant for use during watermain breaks. These chemicals are kept in a central inventory store where staff can purchase products as needed. The Town retains documentation for the chemical purchases.

- **Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking**

### Treatment Processes

**water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.**

Updated plans are kept in the Town's internal GIS, which is readily accessible to staff. Hard copies are kept with the Town's engineering staff and can be accessed if requested.

### Treatment Process Monitoring

- **The secondary disinfectant residual was measured as required for the distribution system.**

Ontario Regulation 170/03, Schedule 7-2 (3) requires the owner of a large municipal residential system that provides secondary disinfection, to take at least seven (7) distribution samples each week and test immediately for:

- a) Free chlorine residual, if the system provides chlorination and does not provide chloramination, or
- b) Combined chlorine residual, if the system provides chloramination.

Four (4) of the samples must be taken on one day of the week, and three (3) of the samples are to be taken on a second day of the week, at least 48 hours after the last sample was taken.

According to the Operations & Maintenance Manual (O&M Manual), primary disinfection is achieved using free chlorine and is continuously monitored by the Region. Secondary disinfection is achieved using chlorine and ammonia to produce a chloramine residual within the System. The Town records free, total and combined chlorine residuals during their microbiological sampling, dead-end flushing, unidirectional flushing, and water quality sampling/monitoring testing. According to SOP – Element 16 – Sampling, Testing and Monitoring, wherever possible, the Town collects chlorine residuals every day of the week. At least 4 (four) chlorine residuals are collected each day, one (1) for each pressure zone.

According to information provided by the Town, chlorine residuals are taken everyday. This information is kept in a Water Quality Data spreadsheet, maintained by the Water Quality Analyst (WQA). The information for this spreadsheet is taken from the Town's daily operational monitoring logs.

Beginning in the fall of 2009, the System has experienced chlorine residual decay in areas which has resulted in numerous AWQI incidents of low chlorine residuals, with approximately 137 AWQIs in the inspection review period. The Town continues to work collaboratively with the Region of York, as well as industry experts to help with data analysis, system maintenance recommendations, flow monitoring and modelling water quality trends.

A review of information provided by the Town demonstrates the sampling requirements are being met.

- **Samples for chlorine residual analysis were tested using an acceptable portable device.**

The Town uses a Hach Pocket Chlorimeter 2 and a HACH SL1000 to monitor chlorine residual within the System. The equipment is calibrated monthly by staff and verified annually by manufacturer.

### Distribution System

- **The owner had up-to-date documents describing the distribution components as required.**
- **There is a backflow prevention program, policy and/or bylaw in place.**

A Backflow Prevention By-law (By-law 2019-36) was enacted on May 27, 2019 for all industrial, commercial & institutional, and multi-residential properties.

- **The owner had implemented a program for the flushing of watermain as per industry standards.**

The Town's O&M Manual includes a procedure for the flushing of the System. This occurs annually in predetermined sections, with additional flushing where needed (determined through monitoring and/or customer complaints).

### Distribution System

Flushing is done with a mixture of permanent, seasonal and temporary auto-flushers. Four permanent auto-flushers are anticipated to be set up with auto-monitoring for chlorine.

- **Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.**

The Town's O&M Manual includes a procedure to flush dead-end water mains. Dead-ends are flushed at a minimum of once a year or as determined through system monitoring to help prevent chlorine residual decay. Residual samples are taken twice as part of the flushing procedure.

According to the 2019 Annual Water Quality Report, 77 dead-end locations were flushed on a monthly basis and 55 dead-end locations were flushed on a quarterly basis. The Water Quality Data spreadsheet kept by the Town identifies all chlorine residuals taken, including those taken during dead-end flushing.

- **A program was in place for inspecting and exercising valves.**

The Town's O&M Manual includes an Operational Plan document that outlines the System. Duties performed by the Town's certified operation staff include inspecting and exercising valves.

According to the 2019 Annual Water Quality Report, valves are routinely inspected and cycled as part of the regular System operations, including uni-directional flushing, swabbing, watermain commissioning and watermain break repairs. According to information provided by the Town, there is no formalized valve maintenance program as these are done on an as-needed basis. However, the Town is currently looking into implementing a formalized schedule.

- **There was a program in place for inspecting and operating hydrants.**

The Town's O&M Manual includes an Operational Plan document that outlines the System. Duties performed by the Town's certified operation staff include hydrant inspections.

According to the 2019 Annual Water Quality Report, hydrants are required to be inspected annually under the Ontario Fire Code (O. Reg. 388/97). The Town uses the services of a contractor, Canadian Hydrant Technologies (CHT) to perform annual inspections. The Town receives and retains inspection reports prepared by CHT.

- **There was a by-law or policy in place limiting access to hydrants.**

By-law # 2017-49 includes Section 26, which only allows access to hydrants by authorized persons where a permit is issued prior to the use of any fire hydrant.

Another by-law 2017-49 – to regulate water meters not posted on website – includes Section 26 (take water from hydrants – only authorized ppl can take water with permit)/27 (fire hydrant permits) includes provision regarding access to hydrants.

- **The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.**

The Town's Operational Plan indicates the System is comprised of three pressure districts ranging from 40 – 100 psi.

According to the 2019 Annual Water Quality Report, water pressure is periodically monitored throughout the Town's System. In 2019, water pressures within the System ranged between approximately 35-100 psi. Under the Ontario Design Guidelines for Drinking Water System, normal operating pressures within distribution systems should be approx. 50-70 psi and not less than 40 psi.

### Distribution System

The Region of York has a SCADA integration system, and the Town has implemented remote pressure monitoring devices in areas of the System with higher rates of pressure complaints. Information from these monitoring devices is shared and discussed with the Region for possible pressure remedies.

- **The donor had provided an Annual Report to the receiver drinking water system.**

The Town receives a notification from the Region of York and provided a hyperlink to the Annual Report. The Town's Annual Report and the Region's Annual Report are made available to the public.

### Operations Manuals

- **Operators and maintenance personnel had ready access to operations and maintenance manuals.**

All staff are assigned tablets and are provided links to the documents that satisfy the conditions of the O&M manual. Any updates to procedure documents are provided electronically to staff through email. The Town is looking into compiling the documents into one manual.

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Plans, drawings and process descriptions are available in the Town's internal GIS portal. All operators have been assigned a tablet which provides access to the Town's GIS application. Any hard copies are maintained by the Town's engineering department and made available to operators when needed.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Section 16.0 of the MDWL outlines the requirements of the O&M Manual. The Town currently keeps documents and procedures to meet the O&M manual requirements. The Town is looking into compiling all documents with the required information into one O&M Manual.

### Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Every water operator, including the 2 Lead Hands, complete Daily Work Logs. Information within the daily work logs indicate operational testing is done by certified operators. Individual daily work orders are completed by all staff and tailboard logs are completed by the Overall Responsible Operator (ORO).

Staff will soon be required to maintain individual logbooks and complete daily work orders.

- **For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.**

A review of the sampling records indicate the required information is documented. The Water Quality Data spreadsheet provided also includes the required information.

- **The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.**
- **Logs or other record keeping mechanisms were available for at least five (5) years.**

The Town is also looking to implement a draft procedure to outline detailed record retention and record-keeping requirements.

## Logbooks

### Contingency/Emergency Planning

- **Spill containment was provided for process chemicals and/or standby power generator fuel.**

The Town does not perform any water treatment and therefore doesn't store/work with many process chemicals.

Any sodium hypochlorite bottles (2L) used for watermain disinfection are kept within the waste/waste water operation's storage, which is secured in the operator's centre bay. Storage is located on a concrete pad, and any spills would enter the grit separator associated with sanitary treatment. No chemical storage occurs outside and no spill would be able to enter the natural environment.

- **Clean-up equipment and materials were in place for the clean up of spills.**

The Town keeps absorbent materials onsite in the event of any spills to asphalt.

### Security

- **The owner had provided security measures to protect components of the drinking water system.**

The majority of the System's components are located underground, providing security. The Town's Operations Centre is located in a gated compound area, only open during regular business hours. Any spare parts for the System are stored within the gated area, within a sea can container, providing an additional level of security.

### Consumer Relations

- **The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.**

The Town has implemented a smart meter project, which includes the replacement of all residential and ICI meters. Remote monitoring provides the capability to identify water losses and backflow. The Town also has an Outdoor Water Conservation By-law Water, which outlines standard watering restrictions as well as water use during advisories or bans.

### Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

Ontario Regulation 128/04 (O. Reg. 128/04) requires the owner/operating authority of a municipal residential subsystem to designate an Overall Responsible Operator (ORO). The ORO shall be an operator who holds a certificate for that type of subsystem and is of the same class as, or high than, the class of the subsystem.

Based on information provided by the Town, the ORO meets the regulatory requirements. The ORO is identified on the Daily Work Logs. The Town is also implementing an SOP to ensure that the applicable ORO and OIC requirements are met.

- **Operators-in-charge had been designated for all subsystems which comprised the drinking water system.**

O. Reg. 128/04 states that the owner or operating authority of a subsystem shall designate one or more operators as operators-in-charge (OIC) of the subsystem. As per O. Reg. 128/04, a person who holds an operator-in-training (OIT) certificate shall not be designated as an OIC. Duties of the OIC are listed in Section 26 of O. Reg. 128/04.

According to information provided by the Town, Lead Hands are the designated OIC during business hours. On-call operators act as OIC for after-hours shifts. The Town is also implementing an SOP to ensure that the applicable OIC and ORO requirements are met.

### Certification and Training

- **All operators possessed the required certification.**

The Town provided a list of valid operators' licences. All operators appeared to be licensed appropriately for the Class 1 System.

- **An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act**

If the ORO is unable to act, the Town's water/wastewater manager is designated the ORO. If the manager is unable to act, the ORO responsibility defaults to the Lead Hands. An email is provided to staff detailing the reason for the ORO's absence.

### Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

The System serves a population of 84,227, therefore a minimum of 92 microbiological samples (E. coli and total coliform) must be taken each month from the distribution system, with at least one of the samples being taken in each week. Additionally, 23 of these must also be tested for general bacteria, expressed as colony counts on heterotrophic plate count (HPC), in accordance with Schedule 10-2 (1) of O. Reg. 170/03.

Based on a review of the sampling information available, it appears the microbiological sampling requirements are being met.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

Schedule 13-6.1 (1) of O. Reg. 170/03 requires large municipal residential systems to take a haloacetic acid (HAA) distribution sample at least once in a calendar quarter. Results indicate there were no exceedances during the inspection period.

Based on a review of the sampling information available, it appears the HAA sampling requirements are being met.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Schedule 13-6. (1) of O. Reg. 170/03 requires large municipal residential systems to take at least one trihalomethane distribution sample in each calendar quarter. Results indicate there were no exceedances during the inspection period.

Based on a review of the sampling information available, it appears the trihalomethane sampling requirements are being met.

- **The owner ensured that water samples were taken at the prescribed location.**

Water samples appear to be taken throughout the distribution system to ensure an accurate reflection of the conditions of the System.

- **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

Lead sampling requirements are outlined in Schedule 15.1-4 of O. Reg. 170/03. The number of samples to be taken depends on criteria such as population served by the drinking water system, number of sampling points in plumbing that serves private residences, number of sampling points in plumbing that does not serve private residences and the number of sampling points in distribution systems.

Reduced sampling can be granted for a drinking water system if they meet the criteria outlined in Schedule 15.1-5

### Water Quality Monitoring

of O. Reg. 170/03. The Town received regulatory relief from the lead sampling requirements and are now required to collect eight (8) lead samples from the System. Samples are to be taken from December 15 – April 15 and June 15 – October 15 each year, as outlined in Condition 1 of Schedule D of the MDWL.

A review of sampling data indicates the Town is meeting these reduced sampling requirements.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**
- **The owner indicated that the required records are kept and will be kept for the required time period.**

### Water Quality Assessment

- **Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Exceedances of the standards for sodium and total coliform (TC) were observed during the inspection review period. Sodium exceedances were last reported in 2016. TC exceedances were reported and addressed in accordance with O. Reg. 170/03.

### Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

A review of all AWQI Incidents occurring during the inspection review period was conducted. Most of the incidents were due to low chlorine residuals (free and/or combined). Corrective actions included flushing and restoring secondary disinfection to ensure chlorine residuals meet the requirements of O. Reg. 170/03. Other AWQIs included exceedances of sodium and TC standards. Corrective actions as directed by the Medical Officer of Health were taken.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

A review of the AWQI Incidents occurring during the inspection period indicated verbal notifications were immediately provided.

- **All required written notices of adverse water quality incidents were provided as per O. Reg. 170/03 16-7.**

A review of the AWQI Incidents occurring during the inspection period indicated written notices were provided.

- **In instances where written notice of issue resolution was required by regulation, the notice was provided as per O. Reg. 170/03 16-9.**

A review of the AWQI Incidents occurring during the inspection period indicated written notices of issue resolution were provided.

- **Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.**

An Annual Water Quality Summary Report was prepared to satisfy the annual reporting requirements stipulated in O. Reg. 170/03. The 2019 report dated February 28, 2020 and is available on the Town's website for public access. According to information provided by the Town, the report is provided to the council via email.

- **All changes to the system registration information were not provided within ten (10) days of the change.**

### **Reporting & Corrective Actions**

The Town underwent recent staffing changes, which are not reflected in the system registration information. Please refer to the Non-Compliance with Regulatory Requirements and Actions Required section at the back of this report.

- **The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.**

The owners have been made aware of the requirements of the MDWL and the DWWP. According to information provided by the Town, training sessions are provided to new council members, which includes knowledge of the MDWL and DWWP.

## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

### Action(s) Required:

Section 3.0 of the DWWP outlines the requirements for watermain additions, modifications, replacements and extensions. A Form 1 document is required to be completed by a Professional Engineer and the System's owner prior to the change being placed into service. Form 1 is to be retained for ten years, as per Condition 3.3.

Seven (7) Form 1 documents were provided by the Town, regarding new watermain installations in May 2019 and March 2020. Part 4 of the forms were observed to be missing information, such as the date and Owner's signature. This was discussed with the Town, who advised it has been flagged internally as an issue. A draft SOP is currently undergoing an internal review to ensure forms include all required information.

No further action is required.

2. **All changes to the system registration information were not provided within ten (10) days of the change.**

### Action(s) Required:

The Town underwent recent staffing changes, which are not reflected in the system registration information

An email dated September 28, 2020 was sent to [waterforms@ontario.ca](mailto:waterforms@ontario.ca) to update the contacts in the system registration information to reflect the recent staffing changes. No further action is required.

## **SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES**

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

**Not Applicable**

## SIGNATURES

Inspected By:

Jennifer Faria

Signature: (Provincial Officer)



Reviewed & Approved By:

Demetra Koros

Signature: (Supervisor)



Review & Approval Date:

September 29, 2020

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



# **APPENDIX A**

## **STAKEHOLDER APPENDIX**

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or [waterforms@ontario.ca](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



| PUBLICATION TITLE  | PUBLICATION NUMBER                  |
|--|-------------------------------------|
| <b>FORMS:</b><br>Drinking Water System Profile Information<br>Laboratory Services Notification<br>Adverse Test Result Notification | 012-2149E<br>012-2148E<br>012-4444E |
| Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils  | Website                             |
| Procedure for Disinfection of Drinking Water in Ontario  | Website                             |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids   | Website                             |
| Filtration Processes Technical Bulletin  | Website                             |
| Ultraviolet Disinfection Technical Bulletin  | Website                             |
| Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments  | Website                             |
| Certification Guide for Operators and Water Quality Analysts   | Website                             |
| Guide to Drinking Water Operator Training Requirements   | 9802E                               |
| Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption                               | Website                             |
| Drinking Water System Contact List   | 7128E01                             |
| Ontario's Drinking Water Quality Management Standard - Pocket Guide  | Website                             |
| Watermain Disinfection Procedure   | Website                             |
| List of Licensed Laboratories  | Website                             |

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à [waterforms@ontario.ca](mailto:waterforms@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable)

| TITRE DE LA PUBLICATION   | NUMÉRO DE PUBLICATION |
|---|-----------------------|
| Renseignements sur le profil du réseau d'eau potable  | 012-2149F             |
| Avis de demande de services de laboratoire  | 012-2148F             |
| Avis de résultats d'analyse insatisfaisants et de règlement des problèmes   | 012-4444F             |
| Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux  | Site Web              |
| Marche à suivre pour désinfecter l'eau potable en Ontario   | Site Web              |
| Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection                          | Site Web              |
| Filtration Processes Technical Bulletin (en anglais seulement)  | Site Web              |
| Ultraviolet Disinfection Technical Bulletin (en anglais seulement)  | Site Web              |
| Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable                  | Site Web              |
| Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable | Site Web              |
| Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable   | 9802F                 |
| Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption     | Site Web              |
| Liste des personnes-ressources du réseau d'eau potable  | Site Web              |
| L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche  | Site Web              |
| Procédure de désinfection des conduites principales   | Site Web              |
| Laboratoires autorisés  | Site Web              |



**APPENDIX B**

**INSPECTION RATING RECORD**

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2020-2021)

**DWS Name:** NEWMARKET DISTRIBUTION SYSTEM  
**DWS Number:** 260003188  
**DWS Owner:** Newmarket, The Corporation Of The Town Of  
**Municipal Location:** Newmarket

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Standalone  
**Inspection Date:** May 5, 2020  
**Ministry Office:** York-Durham District

**Maximum Question Rating:** 329

| Inspection Module              | Non-Compliance Rating |
|--------------------------------|-----------------------|
| Treatment Processes            | 4 / 55                |
| Distribution System            | 0 / 4                 |
| Operations Manuals             | 0 / 42                |
| Logbooks                       | 0 / 26                |
| Certification and Training     | 0 / 35                |
| Water Quality Monitoring       | 0 / 71                |
| Reporting & Corrective Actions | 4 / 67                |
| Treatment Process Monitoring   | 0 / 29                |
| <b>TOTAL</b>                   | <b>8 / 329</b>        |

**Inspection Risk Rating** 2.43%

**FINAL INSPECTION RATING:** 97.57%

**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2020-2021)**

|                            |   |
|----------------------------|---|
| <b>DWS Name:</b>           | NEWMARKET DISTRIBUTION SYSTEM             |
| <b>DWS Number:</b>         | 260003188                                 |
| <b>DWS Owner:</b>          | Newmarket, The Corporation Of The Town Of |
| <b>Municipal Location:</b> | Newmarket                                 |
| <b>Regulation:</b>         | O.REG 170/03                              |
| <b>Category:</b>           | Large Municipal Residential System        |
| <b>Type Of Inspection:</b> | Standalone                                |
| <b>Inspection Date:</b>    | May 5, 2020                               |
| <b>Ministry Office:</b>    | York-Durham District                      |

| Non-compliant Question(s)   | Question Rating |
|---|-----------------|
| <b>Reporting &amp; Corrective Actions</b>   |                 |
| Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?   | 4               |
| <b>Treatment Processes</b>  |                 |
| Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit? | 4               |
| <b>TOTAL QUESTION RATING</b>  | <b>8</b>        |

**Maximum Question Rating:** 329

|                               |              |
|-------------------------------|--------------|
| <b>Inspection Risk Rating</b> | <b>2.43%</b> |
|-------------------------------|--------------|

|                                 |               |
|---------------------------------|---------------|
| <b>FINAL INSPECTION RATING:</b> | <b>97.57%</b> |
|---------------------------------|---------------|



## 2019 ONTARIO DRINKING WATER SYSTEMS REGULATION ANNUAL REPORT

|  |  |
|--|--|
| <b>Drinking-Water System Number:</b>   | 260003188  |
| <b>Drinking-Water System Name:</b>     | Town of Newmarket Water Distribution System                        |
| <b>Drinking-Water System Owner:</b>    | The Corporation of the Town of Newmarket                           |
| <b>Drinking-Water System Category:</b> | Large Municipal Residential  |
| <b>Period being reported:</b>          | January 1 <sup>st</sup> , 2020 to December 31 <sup>st</sup> , 2020 |

### Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes ☒ No ☐

Is your annual report available to the public at no charge on a web site on the Internet? Yes ☒ No ☐

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

- Newmarket Operations Centre, 1275 Maple Hill Court, Newmarket, ON
- Newmarket Municipal Offices, Customer Service Counter, 395 Mulock Drive, Newmarket, ON
- Online at newmarket.ca

### Complete for all other Categories.

Number of Designated Facilities served:

N/A

Did you provide a copy of your annual report to all Designated Facilities you serve?

Yes ☐ No ☐ N/A ☒

Number of Interested Authorities you report to:

N/A

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?

Yes ☐ No ☐ N/A ☒

**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

| Drinking Water System Name | Drinking Water System Number |
|----------------------------|------------------------------|
| N/A                        | N/A                          |

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes ☐ No ☐ N/A ☒



Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ Public access/notice via the web  
☐ Public access/notice via Government Office  
☐ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☐ Public access/notice via a Public Library  
☐ Public access/notice via other method \_\_\_\_\_

## Describe your Drinking-Water System

The Newmarket Water Distribution System is a Class I Distribution Subsystem. The Town's Distribution System Infrastructure services approximately 84,224 people within the Town of Newmarket.

The Newmarket DWS is comprised of approximately:

- 26,668 metered water services;
- 2758 mainline valves;
- 2,355 municipally owned fire hydrants;
- 309 kilometers of municipally owned watermain;
- 28 sample stations and autoflushers;
- 6 Air/vacuum relief combo valves;
- 4 pressure zones;
- 4 air relief valves; and
- 2 pressure reducing valves

## List all water treatment chemicals used over this reporting period

Water treatment is the responsibility of York Region. Chlorine is added to provide primary disinfection, and chloramine (addition of ammonia) provides a secondary residual in the distribution system. Sodium silicate is added to sequester naturally occurring iron and manganese in the groundwater supply(ies) associated with the York Region drinking water system(s).

## Were any significant expenses incurred to?

- ☒ Install required equipment  
☒ Repair required equipment  
☒ Replace required equipment

## Please provide a brief description and a breakdown of monetary expenses incurred

Drinking Water System Capital Improvements: \$ 805,000 (approx.)

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

| Incident | AWQI | Parameter | Result | Corrective | Resolution |
|----------|------|-----------|--------|------------|------------|
|----------|------|-----------|--------|------------|------------|



| <b>Date</b> | <b>Number</b> |                   | <b>(mg/L or Present)</b> | <b>Action(s)</b>    | <b>Date</b> |
|-------------|---------------|-------------------|--------------------------|---------------------|-------------|
| 2020-01-06  | 149379        | Combined chlorine | 0.18 mg/L                | Flush and re-sample | 2020-01-06  |
| 2020-01-27  | 149495        | Combined chlorine | 0.20 mg/L                | Flush and re-sample | 2020-01-27  |
| 2020-02-24  | 149631        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-02-24  |
| 2020-03-02  | 149669        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-03-02  |
| 2020-03-09  | 149717        | Combined chlorine | 0.23 mg/L                | Flush and re-sample | 2020-03-09  |
| 2020-03-23  | 149781        | Combined chlorine | 0.16 mg/L                | Flush and re-sample | 2020-03-23  |
| 2020-03-30  | 149804        | Combined chlorine | 0.23 mg/L                | Flush and re-sample | 2020-03-30  |
| 2020-04-01  | 149812        | Combined chlorine | 0.12 mg/L                | Flush and re-sample | 2020-04-01  |
| 2020-04-14  | 149866        | Combined chlorine | 0.19 mg/L                | Flush and re-sample | 2020-04-14  |
| 2020-04-27  | 149922        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-04-27  |
| 2020-04-28  | 149931        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-04-28  |
| 2020-05-19  | 149985        | Combined chlorine | 0.19 mg/L                | Flush and re-sample | 2020-05-19  |
| 2020-06-01  | 150089        | Combined chlorine | 0.19 mg/L                | Flush and re-sample | 2020-06-01  |
| 2020-06-08  | 150172        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-06-08  |
| 2020-06-15  | 150246        | Combined chlorine | 0.17 mg/L                | Flush and re-sample | 2020-06-15  |
| 2020-06-22  | 150321        | Combined chlorine | 0.17 mg/L                | Flush and re-sample | 2020-06-22  |
| 2020-06-23  | 150332        | Combined chlorine | 0.23 mg/L                | Flush and re-sample | 2020-06-23  |
| 2020-06-24  | 150359        | Combined chlorine | 0.18 mg/L                | Flush and re-sample | 2020-06-24  |
| 2020-06-25  | 150382        | Combined chlorine | 0.05 mg/L                | Flush and re-sample | 2020-06-25  |
| 2020-06-26  | 150405        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-06-26  |
| 2020-06-29  | 150416        | Combined chlorine | 0.22 mg/L                | Flush and re-sample | 2020-06-29  |
| 2020-06-30  | 150436        | Combined chlorine | 0.14 mg/L                | Flush and re-       | 2020-06-30  |



|            |        |                         |           | sample              |            |
|------------|--------|-------------------------|-----------|---------------------|------------|
| 2020-07-06 | 150515 | Combined chlorine       | 0.21 mg/L | Flush and re-sample | 2020-07-06 |
| 2020-07-07 | 150530 | Combined chlorine       | 0.11 mg/L | Flush and re-sample | 2020-07-07 |
| 2020-07-13 | 150622 | Combined chlorine       | 0.08 mg/L | Flush and re-sample | 2020-07-13 |
| 2020-07-15 | 150680 | Combined chlorine       | 0.16 mg/L | Flush and re-sample | 2020-07-15 |
| 2020-07-15 | 150683 | Combined chlorine       | 0.19 mg/L | Flush and re-sample | 2020-07-15 |
| 2020-07-20 | 150810 | Combined chlorine       | 0.10 mg/L | Flush and re-sample | 2020-07-20 |
| 2020-07-21 | 150816 | Combined chlorine       | 0.21 mg/L | Flush and re-sample | 2020-07-21 |
| 2020-07-21 | 150823 | Combined chlorine       | 0.24 mg/L | Flush and re-sample | 2020-07-21 |
| 2020-07-22 | 150862 | Combined chlorine       | 0.19 mg/L | Flush and re-sample | 2020-07-22 |
| 2020-07-27 | 150953 | Combined chlorine       | 0.07 mg/L | Flush and re-sample | 2020-07-27 |
| 2020-07-28 | 150965 | Combined chlorine       | 0.20 mg/L | Flush and re-sample | 2020-07-28 |
| 2020-07-31 | 151036 | Combined chlorine       | 0.17 mg/L | Flush and re-sample | 2020-07-31 |
| 2020-08-04 | 151082 | Combined chlorine       | 0.20 mg/L | Flush and re-sample | 2020-08-04 |
| 2020-08-04 | 151083 | Combined chlorine       | 0.18 mg/L | Flush and re-sample | 2020-08-04 |
| 2020-08-05 | 151102 | Combined chlorine       | 0.06 mg/L | Flush and re-sample | 2020-08-05 |
| 2020-08-05 | 151103 | Combined chlorine       | 0.21 mg/L | Flush and re-sample | 2020-08-05 |
| 2020-08-04 | 151105 | E.Coli & Total Coliform | Present   | Flush and re-sample | 2020-08-11 |
| 2020-08-06 | 151186 | Combined chlorine       | 0.14 mg/L | Flush and re-sample | 2020-08-06 |
| 2020-08-06 | 151262 | Combined chlorine       | 0.13 mg/L | Flush and re-sample | 2020-08-10 |
| 2020-08-10 | 151263 | Combined chlorine       | 0.16 mg/L | Flush and re-sample | 2020-08-10 |
| 2020-08-11 | 151310 | Combined chlorine       | 0.20 mg/L | Flush and re-sample | 2020-08-11 |
| 2020-08-13 | 151348 | Combined chlorine       | 0.07 mg/L | Flush and re-sample | 2020-08-13 |



|            |        |                   |           |                     |            |
|------------|--------|-------------------|-----------|---------------------|------------|
| 2020-08-17 | 151408 | Combined chlorine | 0.19 mg/L | Flush and re-sample | 2020-08-17 |
| 2020-08-18 | 151423 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-08-18 |
| 2020-08-18 | 151428 | Combined chlorine | 0.09 mg/L | Flush and re-sample | 2020-08-18 |
| 2020-08-24 | 151542 | Combined chlorine | 0.17 mg/L | Flush and re-sample | 2020-08-24 |
| 2020-08-25 | 151550 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-08-25 |
| 2020-08-31 | 151694 | Combined chlorine | 0.22 mg/L | Flush and re-sample | 2020-08-31 |
| 2020-09-01 | 151732 | Combined chlorine | 0.06 mg/L | Flush and re-sample | 2020-09-01 |
| 2020-09-01 | 151733 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-09-01 |
| 2020-09-02 | 151742 | Combined chlorine | 0.15 mg/L | Flush and re-sample | 2020-09-02 |
| 2020-09-02 | 151744 | Combined chlorine | 0.12 mg/L | Flush and re-sample | 2020-09-02 |
| 2020-09-04 | 151816 | Combined chlorine | 0.11 mg/L | Flush and re-sample | 2020-09-04 |
| 2020-09-08 | 151893 | Combined chlorine | 0.06 mg/L | Flush and re-sample | 2020-09-08 |
| 2020-09-10 | 151927 | Combined chlorine | 0.22 mg/L | Flush and re-sample | 2020-09-10 |
| 2020-09-10 | 151929 | Combined chlorine | 0.15 mg/L | Flush and re-sample | 2020-09-10 |
| 2020-09-14 | 152015 | Combined chlorine | 0.09 mg/L | Flush and re-sample | 2020-09-14 |
| 2020-09-17 | 152061 | Combined chlorine | 0.21 mg/L | Flush and re-sample | 2020-09-17 |
| 2020-09-18 | 152096 | Combined chlorine | 0.19 mg/L | Flush and re-sample | 2020-09-18 |
| 2020-09-21 | 152146 | Combined chlorine | 0.19 mg/L | Flush and re-sample | 2020-09-21 |
| 2020-09-22 | 152156 | Combined chlorine | 0.17 mg/L | Flush and re-sample | 2020-09-22 |
| 2020-09-22 | 152158 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-09-22 |
| 2020-09-25 | 152218 | Combined chlorine | 0.24 mg/L | Flush and re-sample | 2020-09-25 |
| 2020-09-28 | 152281 | Combined chlorine | 0.15 mg/L | Flush and re-sample | 2020-09-28 |
| 2020-09-29 | 152300 | Combined chlorine | 0.24 mg/L | Flush and re-       | 2020-09-29 |



|            |        |                   |           | sample              |            |
|------------|--------|-------------------|-----------|---------------------|------------|
| 2020-09-29 | 152303 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-09-29 |
| 2020-10-02 | 152388 | Combined chlorine | 0.10 mg/L | Flush and re-sample | 2020-10-02 |
| 2020-10-05 | 152414 | Combined chlorine | 0.22 mg/L | Flush and re-sample | 2020-10-05 |
| 2020-10-06 | 152437 | Combined chlorine | 0.14 mg/L | Flush and re-sample | 2020-10-06 |
| 2020-10-07 | 152447 | Combined chlorine | 0.18 mg/L | Flush and re-sample | 2020-10-07 |
| 2020-10-13 | 152555 | Combined chlorine | 0.22 mg/L | Flush and re-sample | 2020-10-13 |
| 2020-10-14 | 152564 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-10-14 |
| 2020-10-19 | 152611 | Combined chlorine | 0.20 mg/L | Flush and re-sample | 2020-10-19 |
| 2020-10-21 | 152636 | Combined chlorine | 0.18 mg/L | Flush and re-sample | 2020-10-21 |
| 2020-10-26 | 152702 | Combined chlorine | 0.11 mg/L | Flush and re-sample | 2020-10-26 |
| 2020-10-29 | 152738 | Combined chlorine | 0.14 mg/L | Flush and re-sample | 2020-10-29 |
| 2020-11-02 | 152794 | Combined chlorine | 0.14 mg/L | Flush and re-sample | 2020-11-02 |
| 2020-10-31 | 152797 | Total Coliform    | Present   | Flush and re-sample | 2020-11-05 |
| 2020-11-09 | 152874 | Combined chlorine | 0.16 mg/L | Flush and re-sample | 2020-11-09 |
| 2020-11-10 | 152882 | Combined chlorine | 0.17 mg/L | Flush and re-sample | 2020-11-10 |
| 2020-11-11 | 152901 | Combined chlorine | 0.06 mg/L | Flush and re-sample | 2020-11-11 |
| 2020-11-16 | 152970 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-11-16 |
| 2020-11-16 | 152972 | Combined chlorine | 0.12 mg/L | Flush and re-sample | 2020-11-16 |
| 2020-11-19 | 153011 | Combined chlorine | 0.23 mg/L | Flush and re-sample | 2020-11-19 |
| 2020-11-23 | 153059 | Combined chlorine | 0.14 mg/L | Flush and re-sample | 2020-11-23 |
| 2020-11-23 | 153060 | Combined chlorine | 0.19 mg/L | Flush and re-sample | 2020-11-23 |
| 2020-11-24 | 153066 | Combined chlorine | 0.24 mg/L | Flush and re-sample | 2020-11-24 |

|            |        |                   |           |                     |            |
|------------|--------|-------------------|-----------|---------------------|------------|
| 2020-11-24 | 153069 | Combined chlorine | 0.07 mg/L | Flush and re-sample | 2020-11-24 |
| 2020-11-30 | 153108 | Combined chlorine | 0.13 mg/L | Flush and re-sample | 2020-11-30 |
| 2020-12-01 | 153117 | Combined chlorine | 0.12 mg/L | Flush and re-sample | 2020-12-01 |
| 2020-12-04 | 153160 | Combined chlorine | 0.13 mg/L | Flush and re-sample | 2020-12-04 |
| 2020-12-07 | 153185 | Combined chlorine | 0.15 mg/L | Flush and re-sample | 2020-12-07 |
| 2020-12-14 | 153233 | Combined chlorine | 0.14 mg/L | Flush and re-sample | 2020-12-14 |
| 2020-12-15 | 153246 | Combined chlorine | 0.21 mg/L | Flush and re-sample | 2020-12-15 |
| 2020-12-21 | 153300 | Combined chlorine | 0.17 mg/L | Flush and re-sample | 2020-12-21 |
| 2020-12-23 | 153320 | Combined chlorine | 0.10 mg/L | Flush and re-sample | 2020-12-23 |
| 2020-12-29 | 153332 | Combined chlorine | 0.19 mg/L | Flush and re-sample | 2020-12-29 |

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

|                     | Number of Samples | Range of E.Coli Or Fecal Results (min #)-(max #) | Range of Total Coliform Results (min #)-(max #) | Number of HPC Samples | Range of HPC Results (min #)-(max #) |
|---------------------|-------------------|--|---|-----------------------|--------------------------------------|
| <b>Raw</b>          | N/A               | N/A  | N/A   | N/A                   | N/A                                  |
| <b>Treated</b>      | N/A               | N/A  | N/A   | N/A                   | N/A                                  |
| <b>Distribution</b> | 1352 (approx.)    | 1 "Present" sample                               | 2 "Present" samples                             | 650 (approx.)         | 0 – 740 CFU/mL                       |

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

|  | Number of Grab Samples | Range of Results (min #)-(max #)        | Unit of Measure | <b>NOTE:</b> For continuous monitors use 8760 as the number of samples. |
|--|------------------------|---|-----------------|---|
| <b>Turbidity</b>                                   | N/A                    | N/A                                     | N/A             |   |
| <b>Chlorine</b>                                    | 5752                   | 0.05 - 3.42 (combined Cl <sub>2</sub> ) | mg/L            |   |
| <b>Fluoride</b> (If the DWS provides fluoridation) | N/A                    | N/A                                     | N/A             |   |

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**



| Date of legal instrument issued | Parameter | Date Sampled | Result | Unit of Measure |
|---------------------------------|-----------|--------------|--------|-----------------|
| N/A                             | N/A       | N/A          | N/A    | N/A             |
| N/A                             | N/A       | N/A          | N/A    | N/A             |

## Summary of Inorganic parameters tested during this reporting period or the most recent sample results

| Parameter | Sample Date         | Result Value | Unit of Measure | Exceedance   |
|-----------|---------------------|--------------|-----------------|--|
| Sodium    | Jan 1 - Dec 31 2020 | 14.1 – 24.8* | mg/L            | *Yes - Next required reporting date is January 7 <sup>th</sup> , 2021 or later |
| Fluoride  | Jan 1 - Dec 31 2020 | 0.15 – 0.60  | mg/L            | No   |
| Nitrite   | Jan 1 - Dec 31 2020 | 0.05 – 0.05  | mg/L            | No   |
| Nitrate   | Jan 1 - Dec 31 2020 | 0.50 – 0.78  | mg/L            | No   |

## Summary of lead testing under Schedule 15.1 during this reporting period

| Location Type | Number of Samples | Range of Lead Results (min#) – (max #) | Unit of Measure | Number of Exceedances |
|---------------|-------------------|--|-----------------|-----------------------|
| Plumbing      | 2                 | 0.0005 - 0.0005                        | mg/L            | 0                     |
| Distribution  | 19                | 0.0005 - 0.0006                        | mg/L            | 0                     |

**Note:** The Town of Newmarket possesses Lead Regulatory Relief under Schedule D of Municipal Drinking Water License 124-101; and is only required to sample “8” (eight) points in our respective distribution system during each of the sampling periods identified within O.Reg 170/03 and our respective Municipal Drinking Water License. All other lead sampling that is completed is above the requirements stipulated within the above referenced license and regulation and is done at the sole discretion of the Town of Newmarket.

## Summary of Organic parameters sampled during this reporting period or the most recent sample results

| Parameter   | Sample Date         | Result Value     | Unit of Measure | Exceedance |
|---|---------------------|------------------|-----------------|------------|
| HAA (Total)<br>(NOTE: show latest annual average) | Jan 1 - Dec 31 2020 | Q4 RAA<br>0.0080 | mg/L            | No         |
| THM (Total)<br>(NOTE: show latest annual average) | Jan 1 - Dec 31 2020 | Q4 RAA<br>0.0159 | mg/L            | No         |



**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

| Parameter | Result Value | Unit of Measure | Date of Sample |
|-----------|--------------|-----------------|----------------|
| N/A       | N/A          | N/A             | N/A            |



***Town of Newmarket***  
***Monthly Water 2020***  
***Date: 1/29/2021***



| Newmarket                               | January | February | March   | April   | May     | June    | July    | August  | September | October | November | December | Year to Date Total |
|---|---------|----------|---------|---------|---------|---------|---------|---------|-----------|---------|----------|----------|--------------------|
| Aurora Ballymore (Aurora) m3            | 0       | 0        | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 0       | 0        | 0        | 0                  |
| Aurora Ballymore (Newmarket) m3         | 48,362  | 44,826   | 46,831  | 46,943  | 52,147  | 62,516  | 60,295  | 31,646  | 13,774    | 12,896  | 26,188   | 27,578   | 474,002            |
| Aurora West 12" (Aurora) m3             | -6      | -1       | -1      | -1      | -1      | -1      | -12     | -27     | -9        | -1      | -77      | -4       | -141               |
| Aurora West 12" (Newmarket) m3          | 164,973 | 155,892  | 157,492 | 175,191 | 195,358 | 214,898 | 229,377 | 208,387 | 219,795   | 216,091 | 207,100  | 216,723  | 2,361,277          |
| Aurora West 8" (Aurora) m3              | 0       | 0        | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 0       | 0        | 0        | 0                  |
| Aurora West 8" (Newmarket) m3           | 0       | 0        | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 0       | 0        | 0        | 0                  |
| Davis Drive/Hwy. 404 m3                 | -5,185  | -5,551   | -5,061  | -5,560  | -6,251  | -7,007  | -7,685  | -10,319 | -14,637   | -12,514 | -6,558   | -6,030   | -92,358            |
| EG Leslie Street MC 12" Fwd to NW m3    | 0       | 53,615   | 57,104  | 50,576  | 37,115  | 44,115  | 63,448  | 63,416  | 67,978    | 51,592  | 41,626   | 40,245   | 570,830            |
| EG Leslie Street MC 12" Rev to EG m3    | 0       | -13,182  | -15,038 | -30,708 | -38,798 | -18,149 | -10,712 | -9,664  | -6,432    | -10,657 | -6,700   | -5,211   | -165,252           |
| EG Leslie Street MC 22" Fwd to NW m3    | 63,871  | 5,324    | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 0       | 0        | 0        | 69,195             |
| EG Leslie Street MC 22" Rev to EG m3    | -10,331 | -2,215   | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 0       | 0        | 0        | -12,546            |
| Leslie/Broughton (Aurora) m3            | -3      | -4       | -1      | -4      | -3      | -8      | -7      | -11     | -17       | -24     | -16      | -14      | -112               |
| Leslie/Broughton (Newmarket) m3         | 185,146 | 188,195  | 195,352 | 204,227 | 264,375 | 280,314 | 321,736 | 277,281 | 266,514   | 260,097 | 192,080  | 195,413  | 2,830,727          |
| Newmarket Well No. 1 m3                 | 29,299  | 52,414   | 51,646  | 25,080  | 29,166  | 26,998  | 23,215  | 24,322  | 21,003    | 24,328  | 20,465   | 23,457   | 351,392            |
| Newmarket Well No. 13 m3                | 68,779  | 64,748   | 74,152  | 31,521  | 53,776  | 74,532  | 90,747  | 74,837  | 29,754    | 31,759  | 28,232   | 22,960   | 645,797            |
| Newmarket Well No. 15 m3                | 0       | 0        | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 1       | 0        | 0        | 1                  |
| Newmarket Well No. 16 m3                | 3,377   | 2,630    | 1,342   | 32,494  | 7,822   | 659     | 377     | 274     | 27,423    | 16,655  | 33,759   | 36,964   | 163,776            |
| Newmarket Well No. 2 m3                 | 58,532  | 4,129    | 10,451  | 54,166  | 64,176  | 61,670  | 66,693  | 63,588  | 50,118    | 51,849  | 50,537   | 50,148   | 586,057            |
| Newmarket/Aurora (Aurora) m3            | 0       | -3       | 0       | 0       | 0       | 0       | 0       | 0       | 0         | 0       | 0        | -4       | -8                 |
| Newmarket/Aurora (Newmarket) m3         | 66,811  | 91,577   | 99,839  | 57,168  | 75,711  | 93,940  | 119,562 | 80,715  | 50,750    | 41,940  | 51,198   | 58,091   | 887,301            |
| Woodspring Avenue (East Gwillimbury) m3 | -14,690 | -14,150  | -15,206 | -14,099 | -15,777 | -12,948 | -14,686 | -12,317 | -10,269   | -9,407  | -9,260   | -10,300  | -153,107           |
| Woodspring Avenue (Newmarket) m3        | 1       | 2        | 2       | 1       | 1       | 0       | 0       | 0       | 0         | 10      | 0        | 0        | 16                 |
| Yonge/Aspenwood (East Gwillimbury) m3   | 0       | 0        | 0       | 0       | -144    | -3,589  | -6,628  | -5,869  | -4,155    | -2,935  | -2,188   | -1,743   | -27,251            |
| Yonge/Aspenwood (Newmarket) m3          | 0       | 0        | 0       | 0       | 0       | 8       | 8       | 0       | 1         | 336     | 2        | 0        | 355                |
| Yonge/Bristol (East Gwillimbury) m3     | -5,474  | -5,862   | -4,352  | -787    | -1,159  | -4,765  | -5,734  | -6,972  | -6,090    | -1,992  | -2,091   | -3,703   | -48,982            |
| Yonge/Bristol (Newmarket) m3            | 12      | 7        | 14      | 16      | 18      | 19      | 14      | 7       | 9         | 95      | 15       | 11       | 237                |
| Total Water Consumption m3              | 653,474 | 622,389  | 654,564 | 626,225 | 717,530 | 813,202 | 930,006 | 779,295 | 705,510   | 670,117 | 624,311  | 644,581  | 8,441,204          |

Town of Newmarket

Monthly Water 2020

Date: 1/29/2021



|                       | January     | February    | March       | April       | May         | June        | July        | August      | September   | October     | November    | December    | Total  |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|
| Maximum Daily Flow m3 | 23,793      | 23,264      | 23,259      | 23,662      | 32,531      | 33,141      | 38,348      | 29,849      | 27,682      | 26,982      | 23,805      | 24,240      | 38,348 |
| Maximum Date          | 04-Jan-2020 | 05-Feb-2020 | 18-Mar-2020 | 08-Apr-2020 | 25-May-2020 | 16-Jun-2020 | 07-Jul-2020 | 14-Aug-2020 | 01-Sep-2020 | 22-Oct-2020 | 09-Nov-2020 | 08-Dec-2020 |        |
| Minimum Daily Flow m3 | 18,490      | 19,485      | 18,983      | 18,034      | 18,352      | 21,960      | 19,290      | 19,292      | 20,162      | 18,173      | 17,648      | 18,519      | 17,648 |
| Minimum Date          | 10-Jan-2020 | 28-Feb-2020 | 29-Mar-2020 | 11-Apr-2020 | 15-May-2020 | 11-Jun-2020 | 11-Jul-2020 | 02-Aug-2020 | 12-Sep-2020 | 10-Oct-2020 | 21-Nov-2020 | 25-Dec-2020 |        |
| Average Daily Flow m3 | 21,080      | 21,462      | 21,115      | 20,874      | 23,146      | 27,107      | 30,000      | 25,139      | 23,517      | 21,617      | 20,810      | 20,793      | 23,055 |

# ANNUAL WATER QUALITY SUMMARY REPORT - FINAL.DOCX

2020 Annual Water  
Quality Summary Report



## Abstract

This report contains the information necessary to satisfy the annual reporting requirements stipulated within the Ontario Safe Drinking Act, 2002, and its associated regulations.

Prepared by: Water/Wastewater Services  
February 28th, 2021

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## Attachments:

There are a number of attachments associated with this report, these attachments consist of the following:

- Attachment One: 2020 MECP Newmarket Distribution System Inspection Report
- Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report
- Attachment Three: 2020 Town of Newmarket Water Quantity & Flow Rate Data

# Background

## Purpose

The purpose of this Annual Drinking Water Summary Report, and its associated attachments, is to satisfy the annual reporting requirements stipulated within O.Reg 170/03 of the *Safe Drinking Water Act, 2002*. This report, and its associated attachments, also contains information pertaining to the 2020 Annual MECP Inspection so that the Owner and Public may stay abreast of the Operating Authorities compliance with applicable legislative and regulatory requirements.

## Scope

This Annual Drinking Water Summary Report includes reportable information stipulated within O.Reg 170/03 of the *Safe Drinking Water Act, 2002*; that pertains to the Town of Newmarket's drinking water system for the January 1 to December 31, 2020 reporting period.

## Reporting Requirements under the Ontario Safe Drinking Water Act, 2002

This Annual Drinking Water Summary Report satisfies the requirements of the O.Reg. 170/03 of the *Safe Drinking Water Act, 2002 (SDWA, 2002)*; the requirements for which are identified below:

Section 11 of O. Reg. 170/03 states that the Annual Report must include:

- a brief description of the Drinking Water System, including a list of water treatment chemicals used by the system;
- a summary of adverse test results and other observations that were reported to the MECP during the reporting period;
- A description of any corrective actions that were taken in response to any adverse test results and other observations that were encountered during the reporting period;
- a summary of the most recent water testing results, required under O. Reg. 170/03 and our respective Municipal Drinking Water License (MDWL), that occurred during the reporting period;
- a description of the major expenses incurred during the reporting period to install, repair, or replace required equipment/infrastructure;

- a statement identifying the locations where the annual report will be made available for the public; and,
- the specific number of points sampled during the lead sampling periods identified within O. Reg. 170/03 as well as the total number of samples taken and the number of points where a sample exceeded the prescribed standard for lead.

Please note that the Town does not utilize any water treatment chemicals as the Town's drinking water system is strictly a drinking water distribution system.

Schedule 22 of O. Reg. 170/03 states that Summary Reports for Municipalities must also:

- List the requirements of the *SDWA, 2002* the regulations, the system's approval, Drinking Water Works Permit (DWWP), MDWL, and any orders applicable for the system that were not met at any time during the period covered by the report;
- Identify each requirement that was not met, the duration of the failure and the measures that were taken to correct the failure;
- Provide a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the above summary against the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water license; or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5(4) of O.Reg. 170/03, to the flow rates specified in this written agreement

Please note that the Town of Newmarket does not have any rated capacities identified within its respective Municipal Drinking Water License or Drinking Water Works Permit as it is strictly a drinking water distribution system. Similarly no agreement, under subsection 5(4) of O.Reg. 170/03, is in place between the Regional Municipality of York and the Town of Newmarket; therefore the above stipulated O.Reg. 170/03 Schedule 22 requirement is not applicable to the Town of Newmarket.

The Town of Newmarket 2020 Drinking Water Summary report satisfies all the above regulatory reporting requirements that are applicable to the Town of Newmarket.

O.Reg. 170/03 requires that a copy of the annual report be provided, without charge, to every person who requests a copy, and that a copy of the annual report be available to the public at no charge on the Town's website. O.Reg. 170/03 also requires that the Owner of a drinking water system take effective steps to advise users of the drinking water system that the annual report is available, at no cost, and how to obtain a copy of the annual report. Additionally, O.Reg. 170/03 requires that the annual report be provided

to members of council by no later than March 31<sup>st</sup> of the year following the associated reporting period.

Copies of the 2020 Annual Water Quality Summary Report are available to the public at:

- Robert N. Shelton Operations Centre (1275 Maple Hill Court)
- Newmarket Municipal Offices, Customer Service Counter (395 Mulock Drive)
- Online at [www.newmarket.ca](http://www.newmarket.ca)

Please note that Newmarket's 2020 Annual Water Quality Summary Report will only be available to the public at the Robert N. Shelton Operations Centre and Newmarket Municipal Offices (Customer Service Counter) once public access has been permitted to these locations.

## **Drinking Water System Description**

The Newmarket Water Distribution System is a Class I Distribution Subsystem. From January 1, 2020 to December 31, 2020, eighteen (18) water operators and staff were certified to operate/maintain the system.

The Town of Newmarket purchases water from York Region, which in turn purchases it from the City of Toronto and Peel Region. York Region also operates and maintains groundwater wells located in the Yonge Street Aquifer that service the Town of Newmarket. The integrated system includes Newmarket's local distribution watermains and York Region's transmission watermains, pumping stations, storage facilities and groundwater treatment facilities. Treated water from the Region supply network is monitored by York Region staff through the Regional SCADA (Supervisory Control and Data Acquisition) system.

The Town and York Region work closely to deliver source to tap drinking water in this complex integrated system.

The Region also produces Annual Drinking Water Summary Report(s) summarizing applicable drinking water system(s) information for the preceding year; these are also made available to the public. More information, as well as electronic version(s) of these report(s) are found on their website at [york.ca](http://york.ca).

The Town's Distribution System Infrastructure services approximately 84,224 people within the Town of Newmarket.

The Newmarket DWS is comprised of approximately:

- 26,668 metered water services;
- 2758 mainline valves;
- 2,355 municipally owned fire hydrants;
- 309 kilometers of municipally owned watermain;

- 28 sample stations and autoflushers;
- 6 Air/vacuum relief combo valves;
- 4 pressure zones;
- 4 air relief valves; and
- 2 pressure reducing valves

## **Drinking Water System Monetary Expenses**

Information regarding the major expenses incurred by the Town during the period associated with this report to install, repair and/or replace drinking water system infrastructure can be found within “Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report”.

## **Legislative & Regulatory Requirements**

The following are the primary legislative and regulatory requirements that directly affect the operation of the Town’s drinking water distribution system; please note that this is not an exhaustive list of legislative and regulatory requirements applicable to the operation of a Town’s large municipal residential drinking water system.

### **Safe Drinking Water Act, 2002**

The Ontario *Safe Drinking Water Act, 2002* (SDWA, 2002) protects human health through the control and regulation of drinking-water systems and drinking-water testing, among other things. The Act also contains all the regulations relating to the treatment and distribution of drinking water.

Highlights of the Act address:

- Accreditation of operating authorities
- Municipal drinking water systems
- Drinking water testing
- Inspections, Compliance and Enforcement
- Standard of Care

The Town is required to maintain compliance with all applicable *SDWA, 2002* requirements at all times and adequately address any identified incidents of non-compliance.

## **Standard of Care, Section 19, *Safe Drinking Water Act, 2002***

The Standard of Care is the legal responsibility of the Owner and applicable Operating Authority personnel for a municipal drinking water system. It requires municipal drinking water system Owners and applicable Operating Authority personnel to exercise the level of care, diligence and skill in regards to the system that a reasonably prudent person would be expected to exercise in a similar situation. Municipal drinking water system Owners and applicable Operating Authority personnel must act honestly, competently and with integrity with a view of ensuring the protection and safety of the users of the system. Within the Town's Drinking Water Quality Management Standard Operational Plan, the Mayor and Council are identified as the Owner of the Town's drinking water distribution system; Public Works Services is identified as the Operating Authority for the Town's drinking water distribution system.

The information contained within this report, and its associated attachments, can assist the Owner and applicable Operating Authority personnel in meeting their respective Standard of Care requirements as identified within the Ontario *Safe Drinking Water Act, 2002*.

## **Ontario Regulation 169/03: Ontario Drinking Water Quality Standards**

The Ontario Drinking Water Quality Standards (O.Reg. 169/03) regulates the maximum allowable concentration of specific parameters in drinking water. This regulation contains microbiological standards, chemical standards and radiological standards for drinking water. Compliance with O. Reg. 169/03 is partially determined through system inspections conducted annually by Ministry of the Environment, Conservation and Parks (MECP) Inspectors.

## **Ontario Regulation 170/03: Drinking Water Systems Regulation**

The Drinking Water Systems Regulation (O. Reg. 170/03) regulates municipal drinking water systems. This regulation stipulates requirements for operational checks and sampling, chemical and microbiological testing requirements, reporting adverse test results, corrective actions, and reporting; among many other things. Compliance with O. Reg. 170/03 is determined partially through system inspections conducted annually by the Ministry of the Environment, Conservation and Parks (MECP). The annual reporting requirements for drinking water systems is also stipulated within O.Reg. 170/03 under Section 11 (Annual Reports) and Schedule 22 (Report). The Town is required to maintain compliance with all applicable O.Reg. 170/03 requirements at all times and adequately address any identified incidents of non-compliance.

## **Ontario Regulation 128/04: Certification of Drinking Water System Operators and Water Quality Analysts**

The Certification of Drinking Water Operators and Water Quality Analyst Regulation (O. Reg. 128/04) establishes the training and certification requirements for Operators of regulated drinking water systems in Ontario. Operators are required to achieve and maintain compliance with these training and certification requirements in order to be able to legally operate drinking water systems regulated under O.Reg. 128/04 and the *Safe Drinking Water Act, 2002*. O. Reg 128/04 also specifies overall responsible operator (ORO) requirements, operator in charge (OIC) responsibilities, record keeping requirements, and operations/maintenance manuals requirements; among other things. Compliance with O. Reg. 128/04 is determined partially through system inspections conducted annually by the Ministry of the Environment, Conservation and Parks (MECP). The Town is required to maintain compliance with all applicable O.Reg. 128/04 requirements at all times and adequately address any identified incidents of non-compliance.

## **Ontario Regulation 453/07: Financial Plans**

The Financial Plans Regulation (O. Reg. 453/07) requirements dictate that all owners of municipal residential drinking water systems prepare a Financial Plan that detail the drinking water system's six year projected financial information. O.Reg. 453/07 also specifies what needs to be included in these Financial Plans. As part of the process identified within O.Reg. 453/07, Financial Plan's must be formally approved and acknowledged by the Owner of the drinking water system through a resolution of the municipal council. The Financial Plan requirements specified within O.Reg. 453/07 are one of the components associated with the provincial drinking water system approvals framework that is applicable to the Town and must be complied with at all times. The O.Reg. 453/07 Financial Plan is also associated with the Operating Authorities respective Municipal Drinking Water License and must be updated in accordance with O.Reg. 453/07 Financial Plan requirements as part of the provincial Municipal Drinking Water License renewal process. The Town is required to maintain compliance with all applicable O.Reg. 453/07 requirements at all times and adequately address any identified incidents of non-compliance.

## **Drinking Water Quality Management Standard (DWQMS)**

The Drinking Water Quality Management Standard (DWQMS) sets out the framework for Operating Authorities and Owners of Drinking Water Systems to develop and maintain a Quality Management System (QMS) that is relevant and appropriate for their respective

drinking water system. The DWQMS is the approved QMS under the *SDWA, 2002*. The purpose of a QMS is to establish policy and objectives, achieve those objectives as well as direct and control an organization with regards to quality. To adhere to the DWQMS requirements the Town has developed a DWQMS Operational Plan that is relevant and appropriate for the Town, this DWQMS Operational Plan is the QMS associated with the Town's drinking water system. The Town's QMS is subject to annual internal and external audits as part of the on-going Operating Authority accreditation process. The DWQMS, and associated QMS requirements, is one of the components associated with the provincial drinking water system approvals framework that is applicable to the Town. The Town is required to maintain compliance with all applicable DWQMS requirements at all times and adequately address any identified incidents of non-compliance.

### **Drinking Water System Licence and Permit**

- Municipal Drinking Water License (MDWL) number: 124-101 (Issue Number 6)
- Drinking Water Works Permit (DWWP) number: 124-201 (Issue Number 2)

The Town's MDWL and the DWWP describe system-specific requirements in addition to those included in provincial regulations. These documents outline detailed conditions and regulatory requirements in regards to the operation, maintenance, and monitoring of the drinking water system; among many other things. The MDWL and DWWP are two of the components associated with the provincial drinking water system approvals framework that are applicable to the Town and must be complied with at all times. The MDWL is valid for a period of five (5) years and must be renewed every five (5) years in accordance with Ministry of Environment, Conservation and Parks requirements; the Drinking Water Works Permit is also renewed on this frequency as part of the Municipal Drinking Water License renewal process. The Town is required to maintain compliance with all applicable Municipal Drinking Water License and Drinking Water Works Permit requirements at all times and adequately address any identified incidents of non-compliance.

## **Regulatory Compliance and MECP Inspections**

### **2020 Adverse Water Quality Incidents (AWQI's)**

In 2020 a total of 99 AWQI events occurred, 97 were related to low chlorine residuals, 1 (one) was related to the presence of Total Coliform and 1 (one) was related to the presence of E.coli and Total Coliform.

The AWQI involving E.Coli and Total Coliform was an isolated incident and associated with 1 (one) specific sample station. The corrective actions necessary to resolve this AWQI were

completed by the Town in a timely fashion once the Town was informed of this AWQI. All the necessary corrective actions and reporting were completed, with respect to this AWQI, to the satisfaction of the local Medical Officer of Health (MOH) and Ministry of Environment Conservation and Parks (MECP).

The AWQI involving Total Coliform was an isolated incident and associated with 1 (one) specific sample location. The corrective actions necessary to resolve this AWQI were completed by the Town in a timely fashion once the Town was informed of this AWQI. All the necessary corrective actions and reporting were completed, with respect to this AWQI, to the satisfaction of the local Medical Officer of Health (MOH) and Ministry of Environment Conservation and Parks (MECP).

All applicable AWQI's must be reported to the MECP as well as the local Medical Officer of Health (MOH) in accordance with *SDWA, 2002* and O.Reg. 170/03 requirements. Based upon the information possessed by the Operating Authority, in 2020 all AWQI's were reported in accordance with *SDWA, 2002* and O.Reg. 170/03 requirements. Additionally, any corrective actions that must be taken to resolve an AWQI must be completed in accordance with O.Reg. 170/03, our respective MDWL as well as any additional instruction provided by the MOH. Based upon the information possessed by the Operating Authority, all corrective actions that were necessary to resolve the AWQI's that occurred in 2020 were completed in accordance with the requirements stipulated within O.Reg. 170/03, our respective MDWL as well as any additional instruction provided by the MOH. More Specific information regarding the AWQI's that occurred in 2020, as well as any corrective actions that were taken, can be found within "Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report".

## **2020 Annual MECP Inspection Results**

The Town undergoes an annual inspection of its drinking water system by the MECP. The primary focus of the annual MECP drinking water system inspection is to confirm the Town is complying with applicable legislative and regulatory requirements that fall under the jurisdiction of the MECP.

During the 2020 inspection the MECP identified 2 (two) incidents of non-compliance with regulatory requirements. Schedule 22 of O.Reg. 170/03 requires that all non-compliance(s) with applicable legislation be documented within the Summary Report; "Table One: Incidents of Regulatory Non-Compliance and Actions Required" describes in detail the regulatory non-compliances identified during the 2020 MECP inspection.

### **Table One: Incidents of Regulatory Non-Compliance and Actions Required**

| Non-Compliance  | MECP Observation  | Action(s) Required   | Additional Information  |
|---|---|--|---|
| 1. The Owner/ Operating Authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period. | Seven (7) Form 1 documents were provided by the Town, regarding new watermain installations in May 2019 and March 2020. Part 4 of the forms were observed to be missing information, such as the date and the Owners signature. This was discussed with the Town, who advised it has been flagged internally as an issue. | A draft procedure is currently undergoing review to ensure forms include all required information. No further action required.   | The Town is in the process of creating a procedure/process to ensure that this regulatory requirement is better adhered to moving forward in order to prevent repeat occurrences of this regulatory non-compliance. |
| 2. All changes to the system registration information were not provided within ten (10) days of the change.   | The Town underwent recent staffing changes, which are not reflected in the system registration information.   | An email dated September 28 <sup>th</sup> , 2020 was sent to <a href="mailto:waterforms@ontario.ca">waterforms@ontario.ca</a> to update the contacts in the system registration information to reflect the recent staffing changes. No further actions required. | The Town intends to create a procedure/ process to ensure that this regulatory requirement is better adhered to moving forward in order to prevent repeat occurrences of this regulatory non-compliance.            |

The Town received a final inspection rating of 97.57% as a result of the 2020 MECP inspection. The final inspection rating received during the 2020 MECP inspection was an improvement over the final inspection rating of 91.39% received in relation to the 2019 MECP Inspection. The full details regarding the 2020 MECP inspection are located within “Attachment One: 2020 MECP Newmarket Distribution System Inspection Report”.

## 2020 Water Quantity & Flow Rate Data

The 2020 water quantity and flow rate data is located within “Attachment Three: 2020 Town of Newmarket Water Quantity & Flow Rate Data”

## 2020 Water Quality Data

The applicable 2020 water quality data is located within “Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report”.

Specific Information regarding the summary of the most recent water testing results that occurred during the reporting period associated with this report, as required under O.Reg. 170/03 and the Town's respective Municipal Drinking Water License, can be found within "Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report".

Specific information regarding any lead sampling that took place during the reporting period associated with this report can be found within "Attachment Two: 2020 Ontario Drinking Water Systems Regulation Annual Report".

In 2020 nine (9) exceedances were observed by the Town with respect to sodium concentrations in drinking water samples that were collected from the distribution system; based upon the 2020 drinking water sample results the sodium concentrations within the Town's distribution system ranged from 14.1 – 24.8 mg/L. A drinking water sample with a result indicating that the concentration of sodium exceeds 20 mg/L is prescribed as an adverse result of a drinking water test for the purpose of Section 18 of the *SDWA, 2002*; and must therefore be reported accordingly. A result indicating that the concentration of sodium exceeds 20 mg/L in a drinking water sample must be reported under Section 18 of the *SDWA, 2002* if a report has not been made in respect to sodium in the preceding 57 months. The last report that the Town made with respect to a sodium exceedance was April 11<sup>th</sup>, 2016 therefore the next reporting date with respect to an adverse result for sodium in the Town's drinking water is January 7<sup>th</sup>, 2021; any sodium exceedances that may be observed by the Town in the future will be reported and responded to in accordance with all applicable legislative and regulatory requirements. The Town continues to meet all legislative and regulatory response obligations with respect to sodium exceedances identified within drinking water samples, no further actions are required by the Town at this time in relation to this subject matter.

Sodium is a naturally occurring element in the environment that may be present in both groundwater and surface water sources. Sodium levels in groundwater and surface water sources may also be influenced by road salt application practices. Sodium levels within municipal drinking water may also be influenced due to the addition of water treatment/conditioning chemicals, such as sodium silicate and sodium hypochlorite; both of which are added to the drinking water supplied to the Town by York Region. Additional information regarding sodium in drinking water can be located on the "Drinking Water Quality and Monitoring" page of York Regions website.



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## Online and Telephone Voting in the 2022 Municipal Election

### Staff Report to Council

Report Number: 2021-20

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: March 22, 2021

### Recommendations

1. That the report entitled Online and Telephone Voting in the 2022 Municipal Election dated March 22, 2021 be received; and,
2. That Council approve the use of online and telephone voting for use in the 2022 Municipal Election and any by-elections for the 2022-2026 term of Council (**Attachment 1**); 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 seek Council's approval to use online and telephone voting for the 2022 Municipal Election.

### Background

As part of the 2022 Municipal Election planning process Council is required to pass a by-law to determine its voting method (**Attachment 1**). This report provides information on why Town Staff are recommending the use of online and telephone voting for the 2022 Municipal Election, and any by-elections for the 2022-2026 term of Council.

## Discussion

### Online and Telephone Voting were used in the 2018 Municipal Election

For the 2018 Municipal Election Newmarket was the first community in York Region to adopt a fully electronic model during an election. This was the first time Newmarket voters used a method other than paper to vote during a Municipal Election, and 19,992 voters successfully cast their ballots electronically (91% used online and 9% used telephone). Following the 2018 Municipal Election, staff [reported to Council](#) on the successes, challenges and future improvements during a special Committee of the Whole meeting.

### Survey to Understand Online Voting

To understand how online and telephone voting was received by voters in 2018, the Town partnered with Dr. Nicole Goodman to undertake a survey. The survey results were also [presented](#) to Newmarket Council at the special Committee of the Whole meeting. Dr. Goodman is working on developing a comprehensive report on the analysis of the 2018 election with the municipalities who participated in the Internet Voting Study in the coming months.

### Online Voting Survey Highlights

Highlights from the 2018 Newmarket survey included:

- The Town received an extremely high response rate of 39.43% (7,048 of 17,871 online voters);
- 94% of survey respondents were 'satisfied' with online voting and of that 77% were 'very satisfied';
- The majority of respondents cited 'convenience' as the rationale for having used online voting.

These highlights align with increasing accessibility in the Municipal Election.

### Complaints received in 2018 regarding Online and Telephone Voting

Between August and October 2018, the Town received a total of 80 complaints, and of that:

- 34 in relation to telephone voting including low volume, bad audio connections, or not understanding how to use the system.
- 24 general complaints that included matters related to disenfranchisement, privacy concerns, or that the voter did not like the voting methods offered.
- 18 complaints related to the internet voting process, which included those who felt the system was not secure, they were not comfortable with technology, process was tedious, or their date of birth was incorrect.
- 5 complaints including where to find candidate's information, automated telephone calls, and where to vote in person.

As part of the planning process for 2022, the Town will use the concerns and complaints to make continuous improvements for the next Municipal Election. Privacy and security were the main concerns that were identified and staff have been working on ways to address these accordingly.

### **Addressing privacy and security concerns**

As part of the 2018 Municipal Election [report to Council](#) in May 2019, staff identified a number of future considerations in relation to online and telephone voting. One such area was regarding security and privacy of voter information. Town Staff are in the process of completing a Privacy Impact Assessment of the software used to store voter information in collaboration with the other Greater Toronto Area municipalities. It is expected that this Assessment will be completed by the end of the year. Additionally, the group is investigating the completion of a Security Assessment of the software used to store voter information.

Support legislative reform for operational and technical standards for online voting was another area identified by Town Staff as a future consideration. The Municipal Elections Act does not have any standards, and in the absence of any standards, it means many municipalities rely heavily on vendors and best practices learned from other municipalities to create the voter experience.

Dr. Nicole Goodman, an e-democracy academic, and Dr. Aleksander Essex, an academic in cybersecurity, cryptography and secure computation are leading the development of technical standards for online voting. Their draft series of standards supporting the implementation of online electoral voting in Canada has been submitted to the Standards Policy Committee of the CIO Strategy Council (“CIO”), a group of Chief Information Officers and Executive Technology Leaders across Canada. The CIO’s mandate is “to focus on collectively transforming, shaping, and influencing the Canadian information and technology ecosystem”<sup>1</sup>. The Standards Policy Committee is comprised of volunteer technical and subject matter experts and are responsible for: “1) Developing and approving a standard or standards assigned to it, including requests to revise or amend existing standards; 2) Interpreting the standard; and, 3) Reviewing standard(s) to ensure they are kept current.”<sup>2</sup> Once the standards are reviewed and established, they will act as guidelines to assist municipalities in developing their online voting models. It is anticipated that the standards will be published by the end of the year.

### **Town Staff will continue to support voters without technology**

As with the 2018 Municipal Election, Town Staff will implement a model to support and provide access to voters without technology. A Voter Assistance Centre equipped with technology for voters to vote online will be established. The Town will also spend more time promoting the ‘election street team’, which was a service Staff provided upon

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<sup>1</sup> CIO Strategy Council. Retrieved March 3, 2021, from <https://ciostrategycouncil.com/about/>

<sup>2</sup> Ibid. Retrieved March 10, 2021, from <https://ciostrategycouncil.com/standards/#how>

request of a voter who wanted Staff to visit their home and provide technology for them to vote. Town Staff will once again support long-term care and retirement homes to assist voters by providing access to technology. Another successful aspect of the Town's administration of the 2018 Municipal Election was in relation to the dedicated call centre which provided voters with over the telephone assistance.

## **Uncertainty resulting from the COVID-19 Pandemic**

The COVID-19 Pandemic has created new challenges in which the way elections are administered. As many services and institutions shifted their services online during the Pandemic, it resulted in many more individuals being required to conduct business online. The Municipal Election is in October 2022, however, there is significant planning including vendor selection that is completed in the year prior. At this time we are not able to predict the continuing impact of COVID-19 and what restrictions may still need to be in place in 2022. To support a voting model that has the potential to significantly reduce the number of in-person contacts, Town Staff recommend that Newmarket Council approve the use of online and telephone voting for the 2022 Municipal Election, and any by-elections for the 2022-2026 term of Council.

## **Conclusion**

Following Council's approval for the use of online and telephone voting, Town Staff will work on securing a vendor through the Request for Proposal process.

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

This report aligns with the Town's mission of making Newmarket *even* better by implementing accessible voting solutions.

## **Consultation**

Finance was consulted as part of this report.

## **Human Resource Considerations**

None.

## **Budget Impact**

The election will be delivered within the 2022 operating budget allotment.

## **Attachments**

**Attachment 1** – Online and Telephone Voting By-law

## **Approval**

Lisa Lyons, Director of Legislative Services/Town Clerk

Esther Armchuk, Commissioner of Corporate Services

Jag Sharma, Chief Administrative Officer

## **Contact**

For more information contact Kiran Saini, Deputy Town Clerk at [ksaini@newmarket.ca](mailto:ksaini@newmarket.ca)  
or Lisa Lyons, Director of Legislative Services/Town Clerk at [llyons@newmarket.ca](mailto:llyons@newmarket.ca)





# Corporation of the Town of Newmarket

## By-law 2021-XX

A By-law to authorize the use of online and telephone voting for the 2022 Municipal Election and any by-elections for the 2022-2026 term of Council.

Whereas the Municipal Elections Act, S.O. 1996 as amended, (hereinafter referred to as the "Municipal Elections Act") provides that a municipal council may pass a by-law authorizing alternative voting methods, which includes internet (also known as "online") and telephone voting; and,

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

1. That the alternative voting methods, online and telephone, are hereby authorized pursuant to the provisions of the Municipal Elections Act for the 2022 Municipal Election and any by-elections for the 2022-2026 term of Council.

Enacted this 29<sup>th</sup> day of March, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Thank you for the opportunity to make a submission regarding the 2022 municipal election.

Rather than use my previous correspondence with the council and town employees, I would like to submit new comments in this email below to be used as my submission.

I am opposed to the electronic voting system that Newmarket used in the 2018 municipal election for the following reasons:

1. It is no longer a secret ballot. When I vote online or over the phone, the voting software knows who I am and how I voted because I have to enter a PIN number which identifies me. Yes, the software later allegedly "shakes the ballots" to remove personal information from the voting information, but up to that point, my vote is known and that information can be abused. Which brings me to my 2nd point:

2. The voting software is proprietary, not open source. This means that we cannot examine the source code to see for ourselves what it does. This in turn means that we just have to trust that they are telling us the truth about how their software works. And I know that Newmarket hired an outside company to audit the voting software, but again, did they examine the source code?

3. There is no paper ballot backup. In the recent U.S. presidential election, we saw a situation occur in the state of Georgia where recounts were done twice. The initial voting was done with marked paper ballots, then placed in a scanner and electronically tabulated (sounds like the system Newmarket once used).

However, due to the controversy surrounding the election, a statewide audit was performed by hand of the millions of ballots, then later a recount was done by re-scanning the ballots.

Neither of those methods of verifying the results is available with the Newmarket voting system. There is no way to do an independent recount.

I recall seeing an interview on CNN after the Georgia results were verified. A Georgia state official was asked what the key is to ensuring a reliable electronic voting system. His response was, "Always have a paper ballot backup."

4. As we see repeatedly, systems connected to the Internet are hacked. Not just small companies, but the giants of the web - Apple, Google, Facebook etc. If they can be hacked, a small software company from Spain or the Town of Newmarket can be hacked. A report on the CBS program "60 Minutes" prior to the U.S. election documented that voting systems throughout the U.S. were under constant attack from hackers.

5. I understand one of the reasons for going to electronic-only voting was to encourage a higher voter turnout. From what I have read, this did not happen and in fact the voter turnout was less in 2018 than in 2014. So introducing an all-electronic voting system to encourage more people to vote was not successful.

In conclusion, the electronic voting system using scanned paper ballots was a far more secure, robust and verifiable method of tabulating votes. And just because something *can* be done over the Internet does not mean that it *should* be.

Thank you,

Mike Murphy  
Newmarket



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## **Economic Development Financial Update and Future Strategic Direction Staff Report to Council**

Report Number: 2021-14

Department(s): Economic Development

Author(s): Chris Kallio, Economic Development Officer

Meeting Date: March 22, 2021

### **Recommendations**

1. That the report entitled Economic Development Financial Update and Future Strategic Direction dated March 22, 2021 be received; and,
2. That the 2021 – 2024 Draft Economic Development Strategy reflect a balance between a continuance of pandemic related support programs and draft strategy directions developed pre-pandemic; with the amended strategy coming forward for approval in principle at the April Committee of the Whole; and
3. That Staff pursue partnerships with York Region, the Chamber of Commerce and other community partners to support the most efficient and effective continuance of the new programs developed during the pandemic to support the local business community in their recovery efforts; and,
4. That Staff utilize the funds earmarked in the 2021 budget process for business support to offset 2021 patio set up/take down logistics, waive patio fees, licensing fees, other related business support fees throughout the community as identified, support continuance of the Shop Local program, and provide non-retail businesses with consulting advisory services that identify senior government funding programs to support their business growth; and,
5. That the CAO be authorized to approve the hiring of a paid placement from a recognized graduate level program or equivalent if determined necessary to support economic development efforts over the next 12 months, to be funded from the existing economic development reserve fund.

## **Purpose**

This report provides an update on the approved 2021 budget amount of \$50,000-\$100,000 to support small business in Newmarket. Related to this, it offers recommendations for continuing a level of micro and small support services implemented by Economic Development during Covid-19, resourcing requirements, and impact on the 2021-2024 Economic Development Strategy.

## **Background**

Economic Development's overall work plan is guided by Council's Strategic Priorities as well as the Economic Development Strategy, the latest covering the 2016-2020 time period. Since the fall of 2019, staff worked closely with NEDAC, Council, and the business community to begin the process of developing a 2021-2024 Economic Development strategy, which is expected to be presented to Council shortly.

Core staff complement within Economic Development consists of the Economic Development Officer, Business Development Specialist, and Administrative Assistant, all under the direction of the Commissioner of Community Services. Pre-Covid 19, staff focused on a range of activities including investment attraction, developer/ICI realtor and Foreign Trade office liaison, local and external partnership development, Business retention and expansion (BRE) including an ongoing corporate visitation program, and over the past 3 years, an ambitious "Marketing the corridors" campaign intended to raise the profile of Newmarket as a preferred destination for residential and commercial intensification within the GTA. The department also allocates significant resources to downtown development, including management of the successful Financial Incentive Program and staff support for the Main Street District BIA.

While the above provide descriptions of general focus areas within Economic development, they do not capture the scope of work required to successfully advance each of these, and which keeps the department working at full capacity. Covid-19 added a new and unexpected element to existing workloads, and forced a major pivot of department focus towards servicing the micro and small business community being impacted by the pandemic.

Since March 2020, the Economic Development Resiliency Action Plan (EDRAP), which included the Business Assistance Concierge (BAC) program, the Mentorship Access program (MAP), Choose Local directory, an expanded patio program, and other initiatives intended to support local businesses was launched. Redeployment of staff resources on a part-time basis from other departments to meet these challenges was welcome, but the singular focus required to support small and micro businesses over the past year meant existing "macro-economic" initiatives, as indicated above, were mostly deferred.

The micro and small business support service established within Economic Development has provided local businesses with an information/referral point of contact to help them navigate the pandemic, in particular during the first six months when senior government programs were being continually introduced and/or modified. As programs stabilized, local businesses became more familiar with their funding eligibility and application requirements. This, combined with the emergence of several external organizations providing similar information referral services, resulted in declining but still notable demand in the latter half of the year, which has continued into the first quarter of 2021.

In summary, the quick mobilization of the EDRAP provided many local businesses a much needed point of contact during the most challenging times of the pandemic, with Economic Development directly assisting over 100 local businesses through this program. The department also established a current email distribution list of over 1,500 businesses through the use of our internal CRM, which enables us to effectively communicate with the business community on a wide range of issues as we move forward.

## **Discussion**

Economic development could not have met the challenge of responding to the pandemic without the support of part-time redeployed staff made available to the department. Several staff remain engaged in a number of ongoing programs/marketing campaigns, but they will no longer be available to Economic Development as they transition back to regular duties to meet growing needs within their respective departments.

Maintaining connections through pro-active follow up with micro and small businesses should also continue, and staff are exploring opportunities to free up resources by fully or partially offload these services to external partners with a specific mandate to deliver small business services.

Reverting back to Economic Development core staffing levels will strain our ability to deliver, on an ongoing basis, successful “legacy” programs created during the pandemic. For example, in 2020, the Town’s Economic Development, GIS and Communications teams came together to launch the #ChooseNewmarket campaign and contest. The campaign was incredibly well received by both businesses and the community. The total campaign cost to Economic Development was \$7,500 including two photoshoots, all media buys and the prizes.

Planning is underway to build on the Choose Local campaign success by continuing it throughout 2021. In doing so, staff intend to strike a balance that amplifies the economic impact while maintaining a responsible approach to Town resources. Programming in 2021 will include on-going social media advertising throughout the year, and creating blog posts highlighting “Choose Newmarket Champions” that feature residents and organizations prioritizing local spending during the pandemic.

Staff will also run two Choose Newmarket social media contests similar to the one run for the 2020 holiday season. The first is targeted for the May long weekend to highlight patio season, taking advantage of the expanding opportunities to support local, and the second, during the holiday gift giving season beginning in November.

An Augmented Reality project is also underway in the downtown core that will require staff marketing resources once launched later this spring.

Concurrently, staff also need to re-engage on the pre-pandemic macro-economic initiatives that took a back seat to the new pandemic support activities of the past year. Business, developer and ICI realtor inquiries are rebounding as some semblance of economic normalcy appears on the horizon. Our extensive network of partner organizations and agencies are also becoming more active. Additional staff time commitments are required to re-establish our presence within the global community and build upon our growing reputation as a great place to live and work within the GTA.

Finally, Economic Development has been preparing a 2021-2024 Economic Development strategy that will be presented to Council this spring. Based on consultations with Council, NEDAC, and the business community via the Community Economic Development summit held the first week of March, 2020, staff intended to deliver the new strategy by mid-year, 2020. Covid derailed our planned schedule while also forcing staff to review the initiatives proposed within the draft strategy for relevancy in today's business climate and ability to deliver.

Three main themes are featured in the 2021-2024 Economic Development strategy: Attraction and Marketing, Building an Entrepreneurial Ecosystem, and Community Vibrancy. Subject to Council endorsement once the entire plan is presented, these will remain the primary focus areas moving forward. Early drafts of the strategy propose numerous initiatives to advance each of these over the next four years, however, some items will need to be reduced in scope or removed from this planning period to better align with resourcing capabilities. The ultimate goal is to balance the delivery of new, high-value projects emanating from the EDRAP, re-establishing pre-pandemic macro-economic development initiatives, and new action items proposed in the upcoming Economic Development strategy.

During 2021 budget deliberations, Council also approved a financial contribution of \$50,000-\$100,000 for direct small business support, to be funded from the Economic Development reserve. Staff have identified a number of areas where these funds might be allocated and which do not contravene the bonusing provisions of the Municipal Act. These include marketing support for the expanded, year-round Choose Local program, offsetting Town costs for the 2021 patio program, waiving of various permit fees and charges, and specialized consulting support for non-retail businesses to advance their growth. Staff continue to explore additional supports that maximize benefits to small businesses.

Delivering the existing pre-pandemic program, legacy pandemic-related projects, and new Economic Development strategy-related initiatives, will be an ambitious undertaking. It is therefore recommended that if necessary, core staff be supplemented by the addition of a one year, senior level post-secondary placement position to alleviate some of the expected work pressures.

## **Conclusion**

This report addresses a number of inter-related items intended to advance the economic progress of Newmarket. Subject to Council's direction on the recommendations proposed, staff intend to present the 2021-2024 Economic Development Strategy at the April 12, 2021 Committee of the Whole meeting.

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

This report aligns with the Town's "Well Beyond the Ordinary" Mission and the recommendations contained within it specifically advance three Council Strategic Priorities:

- Economic Leadership and Job Creation
- Extraordinary Places and Spaces
- Vibrancy on the Yonge, Davis and Mulock

## **Consultation**

Members of Council, the Newmarket Economic Development Advisory Committee (NEDAC) and representatives from the business and development community were consulted during the development of the 2021-2024 Economic Development strategy and were kept apprised of Covid-related initiatives implemented.

## **Human Resource Considerations**

Ongoing review of the work plan and resourcing will be conducted, with the potential that a senior-level post secondary student may be hired for up to one year to support implementation.

## **Budget Impact**

Any funding required for recommendations contained in this report will come from the Economic Development reserve and therefore have no impact on the operating budget.

## **Attachments**

None

## **Approval**

Chris Kallio, Economic Development Officer, Community Services

Ian McDougall, Commissioner, Community Services

## **Contact**

Chris Kallio, Economic Development Officer, [ckallio@newmarket.ca](mailto:ckallio@newmarket.ca)



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## **Audit and Accountability Fund Round 2 – Funding Update Staff Report to Council**

Report Number: 2021-15

Department(s): Innovation and Strategic Initiatives

Author(s): Brett Morrow

Meeting Date: March 22, 2021

### **Recommendations**

1. That the report entitled “Audit and Accountability Fund Round 2 –Funding Update” dated March 22, 2021 be received; and,
2. That Council supports the Audit and Accountability Fund grant funding; and,
3. That Staff be authorized to sign funding contracts and are directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this Staff Report is to obtain Council approval to execute the new Audit and Accountability Fund grant contract to support the Newmarket Digital Transformation Study Project.

### **Background**

Council has approved its 2018-2022 Strategic Priorities with “Financial Sustainability” representing a central pillar of the strategy. The Province of Ontario created the Audit and Accountability Fund in 2019 which will fund 100% of project costs for eligible municipalities that plan to undertake third-party expenditure reviews with the goal of finding administrative and service delivery efficiencies

To advance objectives within the “Financial Sustainability” pillar staff applied to the Audit and Accountability Fund in December 2020 to request funding for a Newmarket Digital Transformation Project. On February 27, 2021 the Town was notified it was approved for up to \$300,000 in funding through the Audit and Accountability Fund.

## Discussion

### I. Audit and Accountability Fund

The Audit and Accountability Fund grant will fund 100% of project costs for eligible municipalities that plan to undertake third-party expenditure reviews with the goal of finding administrative and service delivery efficiencies. Below are the additional project eligibility criteria that all municipal audit/review projects must follow:

1. Review municipal service delivery expenditures to find efficiencies through one/combination of the following processes:
  - I. Line-by-line review of the entire municipal budget
  - II. A review of service delivery and modernization opportunities
  - III. A review of administrative processes to reduce costs
  - IV. The primary objective of the audit/review cannot be to identify revenue generation opportunities or extend beyond municipal accountability
2. Be undertaken by a third-party (internal administrative costs, such as staff time, are not eligible costs)
3. Result in a final report that provides specific and actionable recommendations for cost savings and approved efficiencies
4. Final report must be completed by October 15, 2021
5. Final report must be shared publically by October 15, 2021

### II. Newmarket Digital Transformation Project

To continue to advance the opportunities identified through the REV-IT-UP report, The Town of Newmarket is planning to conduct a Digital Transformation Study of its administrative and service delivery processes in order to reduce costs and realize efficiencies through digitization opportunities. This Digital Transformation Study is advancing three initiatives that were identified as cost saving initiatives in Newmarket's 2019 Audit and Accountability Fund project ("REV-IT-UP" Report)<sup>1</sup>.

This project will review internal & public-facing administrative and service delivery practices across Newmarket's Commissions to explore how digitizing priority areas/processes may enable cost savings. The recommendations should not result in involuntary job losses, and instead focus on efficiency and effectiveness improvements that result in cost savings.

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<sup>1</sup> Digital Transformation Strategy, Organizational Review, and Technology Function Assessment

This study will begin with a Request For Proposal process to retain 3rd party consultants to conduct an environmental scan of the Town's current administrative and service delivery processes to identify priority areas that could be improved through digitization.

The consultant's objective will then be to produce digital transformation reports that provide turnkey operationalized plans to undertake digital transformations in each priority area/process. This final report will essentially create a "Newmarket Digital Transformation Strategy" that would provide operationalized implementation roadmaps for how to achieve digital transformations in the identified priority areas/processes through a continuous improvement process.

## **Conclusion**

If approved, staff will execute the grant contract with the Province and begin the process of procuring a consultant to undertake the work for the Newmarket Digital Transformation Project.

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

This report supports the Town's Strategic Plan direction of "Well-Equipped and Managed" by ensuring efficient management of assets. This report also supports the Town's Strategic Plan direction of "Well-Planned and Connected" by planning and managing growth through long-term plans and strategies, supported by short-term plans.

## **Consultation**

Internal consultations through the Operational Leadership Team and Strategic Leadership Team have been conducted to develop this project for submission.

## **Human Resource Considerations**

None.

## **Budget Impact**

The projects funded through the Audit and Accountability Fund must have the primary objective of identifying and recommending options for service delivery efficiencies and/or expenditure reductions. As the Digital Transformation Project will be 100% funded by the Province there will be no direct budgetary impact for the Town.

## **Attachments**

None.

## **Approval**

Susan Chase, Director, Innovation & Strategic Initiatives

Jag Sharma, Chief Administrative Officer, Office of the CAO

## **Contact**

For more information on this report, please contact Brett Morrow at [bmorrow@newmarket.ca](mailto:bmorrow@newmarket.ca)



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## **Newmarket Energy Efficiency Retrofit Program (NEER) – Program Status and Funding Update Staff Report to Council**

Report Number: 2021-16

Department(s): Planning & Building Services

Author(s): Brett Morrow, Meghan White

Meeting Date: March 22, 2021

### **Recommendations**

1. That the report entitled “Newmarket Energy Efficiency Retrofit Program (NEER) – Program Status and Funding Update” dated March 22, 2021 be received; and,
2. That the new grant funding approved by the Federation of Canadian Municipalities (FCM) to support the NEER program be accepted; and,
3. That staff execute the transfer payment agreement with FCM and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this Staff Report is to obtain Council approval to execute the new Federation of Canadian Municipalities (FCM) grant for the NEER program and to advise Council of the next steps in advancing the NEER program.

### **Background**

Council approved the Community Energy Plan (CEP) in June 2016. A recommendation of the Plan was to create a program which would increase the energy efficiency of 80% of the existing housing stock in Newmarket, called the Newmarket Energy Efficiency Retrofit program (NEER). To date a Business Case has been developed and was presented to Council on September 30, 2019. At the Special Committee of the Whole on June 8, 2020 staff sought approval from Council to further advance NEER by submitting a grant application to the Federation of Canadian Municipalities (FCM) ‘Community Efficiency Financing’ program. The Town’s FCM application requested funding to

complete the Business/Implementation Plan for the NEER program along with up to \$15 million in capital funding to begin the implementation of NEER.

FCM advised that the request for the \$15 million in start-up capital was not successful. However, the NEER program was so intriguing to FCM that the project was moved from the capital stream to the study stream and was granted funding for the Implementation Study. This is the first time FCM has made the switch for a proposal. The Town has been approved for up to \$133,000 in funding to complete the NEER Business/Implementation Plan. FCM recommends that staff apply for capital funding again once the Business/Implementation Plan has been completed and the NEER program is in a position to be financed.

## **Discussion**

### **I. FCM Community Efficiency Financing Program – Study Grant**

The Town has been approved for a study grant of up to \$133,000 to support the development of the NEER Business/Implementation Plan (Implementation Plan). The \$133,000 in grant funds will fund up to 80% of the project costs associated with developing the Implementation plan. The Implementation Plan will position the Town to finance and launch the program. The completed Implementation Plan will advance the NEER program to enable the Town to request capital funding from FCM in 2022. For more information on FCM's Community Efficiency Financing Program and the Town's original submission please see the attached June 8, 2020 Staff Report from the Special Committee of the Whole.

### **II. Next Steps in Advancing the NEER Business/Implementation Plan**

The next steps in advancing the NEER Business/Implementation plan are:

1. Staff will finalize and execute the grant contract with FCM
2. Staff will procure a consultant to develop the NEER Business/Implementation Plan
3. Staff will oversee and collaborate with the consultant as the work progresses
4. Staff/Consultant will present draft NEER Business/Implementation Plan to Council to seek approval
5. Staff will present options on next steps to Council

## **Conclusion**

The Town has been awarded a grant of \$133,000 to undertake the NEER Implementation Plan. If approved, staff will work to finalize the grant contract with FCM and work to procure a consultant capable of completing the NEER Business/Implementation Plan. Staff will update Council as the project progresses and will present the Implementation Plan to Council when it is complete. At that time, Council may be in a position to further advance the NEER project.

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

1. Economic Leadership and Job Creation:
  - a. With long-term, predictable work for local retrofit contractors.
2. Environmental Stewardship:
  - a. With the continuing implementation of the Community Energy Plan (CEP)
  - b. Aligns with Council's Climate Emergency declaration

## **Consultation**

Prior to submission of the FCM grant application regular consultations with a multi-departmental internal working group were held. Departments included Building & Planning, Financial Services and the Innovation & Strategic Initiatives departments.

## **Human Resource Considerations**

None.

## **Budget Impact**

The FCM grant will fund 80% of project costs up to a maximum contribution of \$133,000 and the Town must fund the remaining 20% of project costs to a maximum of \$33,250. No additional funds are being requested at this time as there is funding remaining from previous budget allocations to fund the Town's commitment.

## **Attachments**

Community Efficiency Financing Program – Staff Report to Council (June 8, 2020  
Special Committee of the Whole)

## **Approval**

Peter Noehammer, Commissioner, Development & Infrastructure Services

Jag Sharma, Chief Administrative Officer, Office of the CAO

## **Contact**

For more information on this report, contact Brett Morrow ([bmorrow@newmarket.ca](mailto:bmorrow@newmarket.ca)) or Meghan White ([mwhite@newmarket.ca](mailto:mwhite@newmarket.ca))





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## **Community Efficiency Financing (CEF) Program Staff Report to Council**

Report Number: 2020-38

Department(s): Planning and Financial Services

Author(s): Adir Glikson and Brett Morrow

Meeting Date: June 8, 2020

### **Recommendations**

1. That the report entitled Community Efficiency Financing (CEF) Program dated June 8, 2020 be received; and,
2. That the Newmarket Energy Efficiency Retrofit (NEER) Business Case, as presented during the September 30<sup>th</sup>, 2019 workshop, be approved in principle; and,
3. That the Resolution, included as Attachment 2 to this Report, be approved; and,
4. That staff be directed to apply to the Community Efficiency Financing program issued by the Federation of Canadian Municipalities (FCM); and,
5. That staff be authorized and directed to do all things necessary to give effect to this resolution

### **Executive Summary**

The Federation of Canadian Municipalities (FCM) has recently made available a funding opportunity for municipalities looking to launch a home energy efficiency retrofit financing program. Through the Town's past efforts with the approval of its Community Energy Plan (CEP) and the Newmarket Energy Efficiency Retrofit (NEER) initiative, the Town is in a unique position to apply to this funding. This funding (if secured) is proposed to be used to fund the development of a detailed NEER business plan, secure start-up capital for the NEER program, provide the Town with the resources to enact & administer a Local Improvement Charge (LIC) By-law, and provide low-interest loans for homeowners to finance residential energy efficiency retrofits.

## **Purpose**

The purpose of this report is to seek Council approval of the attached Resolution (Attachment 2) in order to satisfy the requirements to apply to the Community Efficiency Financing Program funding.

## **Background**

Since the Council approval of the Community Energy Plan (CEP) in May 2016, staff have been investigating effective and economical means for implementing the strategies outlined within the plan. The CEP recommends that the Town investigate the creation of a program that will deliver high-quality and standardized residential energy efficiency retrofit packages.

Following approval of the CEP, the Town completed a Business Case examining the potential of such a program and the findings were then presented to Council during a workshop on September 30th, 2019. A summary of the NEER initiative is included as Attachment 1 to this Report and for the full document please contact [planning@newmarket.ca](mailto:planning@newmarket.ca). At that time, staff indicated that a further report would be forthcoming with recommendations regarding the Business Case.

With the Business Case now prepared and the recent release of a funding opportunity, the time is ideal to proceed with the next steps of this project.

## **Discussion**

### **Community Efficiency Financing (CEF) Program**

Through the 2019 Federal Budget, FCM's Green Municipal Fund was granted \$950 million to create three new programs all focusing on increasing energy efficiency in residential, commercial and multi-unit buildings. \$300 million of this \$950 million has been earmarked for the delivery of the Community Efficiency Financing (CEF) program. The focus of the \$300 million is to provide support for municipalities to create and implement innovative financing mechanisms geared towards accelerating investments in energy efficiency and renewable energy generation.

Funding is available for municipalities looking to both complete studies/plans and capitalize on existing/new programs. With the NEER Business Case complete, this funding opportunity can significantly accelerate the implementation of the NEER initiative and address several risks/assumptions identified in the NEER Business Case. Specifically, the CEF program provides municipalities with the opportunity to develop detailed business plans, secure start-up capital for program implementation, and finance homeowner retrofits in the community. Each of these three points were identified as challenges in the Business Case.

## Funding Breakdown

The CEF program will offer municipalities the following financial support:

Table 1: Funding Opportunity

| Initiatives                                | Description  | Funding Type & Maximum Amount  |
|--|--|--|
| <b>Program Capitalization (Loan)</b>       | Capital to support the launch or growth of local initiatives   | A loan of up to \$10M, with an accompanying grant of up to 50% of the loan amount. The GMF contribution (i.e. combination of the loan grant) can cover up to 80% of total eligible costs |
| <b>Studies (grant)</b>                     | Support municipalities to develop or refine a concept up to the point that it may be ready to apply for capitalization | Up to 80% of the eligible costs to a maximum of \$175k   |
| <b>Credit Enhancement (Loan Guarantee)</b> | A partial loan guarantee to be used to help leverage third party capital   | A partial loan guarantee of up to \$2M   |

## Funding Timeline

The development and launch of the CEF Program will proceed in three phases:

Table 2: CEF Application Timeline

| Phase                              | Description  | Available Funding Type   | Timeline   |
|------------------------------------|--|--|--|
| <b>First Call for Application</b>  | This is for municipalities with existing programs looking to recapitalize or capitalize new programs.    | <ul style="list-style-type: none"> <li>Program Capitalization</li> <li>Credit Enhancement</li> </ul> | March 31 <sup>st</sup> , 2020 – June 30 <sup>th</sup> , 2020   |
| <b>Second Call for Application</b> | This will be for municipalities who are ready to explore financing programs or undertake program design. | <ul style="list-style-type: none"> <li>Studies (grants)</li> </ul>                                   | June 30 <sup>th</sup> , 2020 – October 31 <sup>st</sup> , 2020 |

|                       |   |  |                    |
|-----------------------|---|--|--------------------|
| <b>Standing Offer</b> | Municipalities new to energy efficiency financing, or municipalities looking for additional capital and research will be eligible to apply. | <ul style="list-style-type: none"> <li>• Studies (grants)</li> <li>• Program Capitalization</li> <li>• Credit Enhancement</li> </ul> | <i>Winter 2021</i> |
|-----------------------|---|--|--------------------|

## Why Apply Now?

During the Fall 2019 Workshop, Council addressed several challenges to the NEER Business Case including scalability, program education, capacity building and third-party federal support. Applying for the “First Call for Application” will allow Newmarket to unlock start-up capital to complete a detailed Business Plan which would complete a greater investigation into the market potential of the NEER Program and review the assumptions made in the Business Case. The current funding opportunity offered by FCM is particularly attractive as it goes beyond the creation of the detailed Business Plan and could provide the Town with access to enough resources to enact & administer an LIC By-law and finance the launch as well as the initial years of program operation.

Successful applicants during the first round will also benefit from the following capacity building support:

1. Participation in a peer learning network of early adopters of residential energy financing programs, including in-person and virtual meetings to exchange best practices and lessons learned with each other and with the Green Municipal Fund (GMF).
2. Access to technical advice to help ensure their program is successfully launched or scaled up and achieves the expected results.
3. National profile and recognition for their funded programs and invitations to present their work at conferences and other learning events.

Through the Town’s past efforts with the approval of its CEP and the NEER Business Case, the Town is in a unique position to apply to the first round.

## Funding Eligibility

The CEF program will be open to projects/programs that meet the following requirements:

1. The project must utilize at least one financing approach (i.e. Local Improvement Charges, on-bill financing, etc.).
2. The project must have the potential to generate quantifiable energy savings, greenhouse gas reductions and environmental benefits.

With the approval of the Recommendations of this Report, Newmarket's NEER Program will satisfy both of these requirements.

To apply for the first call for application a municipality must have the following prerequisites:

1. A community energy plan that identifies energy efficiency in the residential sector as a priority area for action
2. A feasibility study or business case similar for the launching program
3. A resolution which authorizes the use of the specified financing mechanism in accordance with relevant provincial/territorial legislation
4. A municipal council resolution committing to capitalize or recapitalize the program
5. Proof you have legal authority to pursue the proposed initiative (e.g., a letter from your Province/Territory or Legal Counsel)

As will be discussed in the next section of this Report, Newmarket currently satisfies 3 of the 5 prerequisites. With the approval of the Recommendations for this Report, all 5 of these prerequisites will be satisfied.

## **Town Commitment**

At its current state, the Town satisfies several of the prerequisites mentioned above including the implementation of a Community Energy Plan, a Business Case supporting the creation of a home energy efficiency retrofit program and provincial regulations permitting the use of the LICs as a financing mechanism for energy efficiency retrofitting (Ontario Regulation 586/06: Local Improvement Charge - Lien Status). To satisfy the remaining prerequisites and submit a competitive application, approval of the Resolution attached to this Report is required. This will demonstrate the following commitment:

1. To authorize the use of LICs as Newmarket's financing mechanism for the NEER Program; and,
2. That the Town commits to capitalizing 20% of total eligible costs only if Newmarket is successful in securing funds and Council approves the detailed Business Plan.

It is anticipated that at this time Newmarket will apply for the current funding round to take advantage of the capitalization opportunity to help finance the preparation of the detailed Business Plan as per Council comments during the Council Workshop on September 30, 2019. Only after Council is comfortable with the Business Plan and approves it, would the Town then proceed to setting up the Entity and launching the Program using the additional capital resources.

## **Next Steps**

This Report enables Newmarket to apply for CEF funding and position the Town to champion an effective residential energy efficiency retrofitting program. There will still be

decision points to make before Council commits to the launch of the program including the approval of the Business Plan and enacting an LIC By-law.

If the recommendations of this Report are approved, municipal staff will submit an application to the CEF Program under the authority of the Mayor and CAO. This funding (if secured) is proposed to be used to fund the development of a detailed NEER business plan and, subject to its approval by Council, secure start-up capital for the NEER program, provide the Town

## **Conclusion**

A funding opportunity now exists that could help accelerate the next phase of the NEER project, being the preparation of a full Business Plan and securing start-up capital that would mitigate financial risks. The recommendations of this report will provide staff with an approved Business Case and a Resolution supporting, in principle, the creation of an effective home energy efficiency retrofit program and makes use of a creative financing mechanism which are both requirements to apply for funding. An approved Business Case and an adopted Council Resolution will put the Town in a strong position to apply to this current funding opportunity.

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

1. Long-term Financial Sustainability:
  - a. Through establishing a self-sustaining entity which collaborates with the community while retaining financial stability, and;  
By providing an affordable finance method for homeowners to better integrate smart and energy-efficient solutions.
2. Economic Leadership and Job Creation:
  - a. With long-term, predictable work for local retrofit contractors.
3. Environmental Stewardship:
  - a. With the continuing implementation of the Community Energy Plan (CEP)
  - b. Aligns with Council's recent Climate Emergency declaration
  - c. Support highly effective partnership with LSRCA, MECP, York Region, NTPower

## **Consultation**

Regular consultation with a multi-departmental internal working group was held. Departments included Building & Planning, Financial Services and Strategic Initiative. The creation of the Report and Resolution was also supported by Brent Kopperson, Founder and Executive Director of Windfall Ecology Centre.

## Human Resource Considerations

None.

## Budget Impact

The Community Efficiency Financing program will fund up to 80% of program costs which are inclusive of a hybrid of low-interest loans used to finance residential retrofits (up to \$10 million) and grant funding to fund the development of a business plan and the start-up operating costs associated with the implementation of the business plan (up to \$5 million).

It is proposed that Newmarket will apply for the maximum loan and grant amounts which equate to a total funding request of \$15 million from the Community Efficiency Financing program. This request will require Newmarket to fund 20% of the total program costs. Initially, this would include the creation of the detailed NEER Business Plan which the Business Case estimated approximately \$150,000. Only after Council is comfortable with the detailed Business Plan and approves it, would the Town then proceed to setting up the Entity and launching the Program using the additional capital resources. This would equate to a maximum of \$3.75 million (i.e. if FCM will provide \$15 million to fund 80% of total program costs the maximum program cost is \$18.75 million. This makes Newmarket's maximum funding \$3.75 million/20% of total program costs). Should the Town not accept the detailed Business Plan, our risk exposure is potentially \$150,000 and termination of our agreement with FCM.

The Town's commitment would most likely come from an internal loan to be repaid as quickly as possible however this would need to be determined through further work as part of the Business Plan. The internal loan from reserves will be repaid from the NEER entity employing as quick a payback period as possible. This funding approach would minimize any impacts to Newmarket's ratepayers and taxpayers as the principal plus interest will be repaid to the Town's reserves.

## Attachments

Attachment 1: *Newmarket Energy Efficiency Retrofit (NEER) Business Case Summary.pdf*

Attachment 2: *Community Efficiency Financing Resolution.pdf*

Attachment 3: *Community Efficiency Financing - FAQ.pdf*

## Submitted by

Adir Glikson, Community Energy Plan Administrator, Planning Services

## Approved for Submission

Adrian Cammaert, Acting Manager, Planning Services  
Community Efficiency Financing (CEF) Program

Jason Unger, Acting Director, Planning & Building Services

Mike Mayes, Director, Financial Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

For more information on this report, contact: Adir Glikson, Community Energy Plan Administrator, at (905)-953-5300, ext. 2419, [aglikson@newmarket.ca](mailto:aglikson@newmarket.ca).



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## **2021 Six-Year Water and Wastewater Financial Plan Staff Report to Council**

Report Number: 2021-21

Department(s): Financial Services

Author(s): Andrea Tang, Manager, Finance & Accounting/Deputy Treasurer

Meeting Date: March 22, 2021

### **Recommendations**

1. That the report entitled 2021 Six-Year Water & Wastewater Financial Plan dated March 22, 2021 be received; and,
2. That Council adopt the proposed Six-Year Water & Wastewater Financial Plan; and,
3. That the Six-Year Water & Wastewater Financial Plan will be updated to incorporate significant changes prior to the expiry date; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to obtain Council approval of the 2021 Six-Year Water & Wastewater Financial Plan.

### **Background**

The Safe Drinking Water Act, 2002 requires municipalities to develop financially self-sustaining water systems. The Six-Year Water Financial Plan has been prepared to demonstrate the financial sustainability of the Town's water systems. Upon Council approval of the plan, it will be submitted to the Ministry of the Environment, Conservation and Parks for renewal of the Town's Municipal Drinking Water License which will expire on May 18, 2021.

The Wastewater Financial Plan has also been updated. The Financial Plans outline the financial sustainability of the Town's water and wastewater systems. The previous Water & Wastewater Financial Plan was updated in 2017.

## Discussion

The goal of the Water & Wastewater Financial Plan is to achieve financial sustainability to support the following requirements that aligns with the Fiscal Strategy:

- Build up adequate reserves to support the ongoing asset management requirements
- Maintain existing assets
- Support day-to-day operations
- Achieve eventual full cost recovery

The 2021 Six-Year Water and Wastewater Financial Plan includes annual increase of 3.8% for the years 2022 and 2023 (consistent with the 2017 Financial Plan), followed by annual increase of 3.5% from 2024 to 2026. This translates to an average annual residential bill ranging from \$1,313 to \$1,512.

**Table 1: Comparison of rate increases and rates between 2017 and 2021 Six-Year Water and Wastewater Financial Plans**

| 2017 Financial Plan              | 2018   | 2019   | 2020   | 2021   | 2022   | 2023   |
|----------------------------------|--------|--------|--------|--------|--------|--------|
| Rate Increase (%)                | 5.9%   | 5.1%   | 4.9%   | 4.0%   | 3.8%   | 3.8%   |
| Volumetric Rate / m <sup>3</sup> | \$3.93 | \$4.13 | \$4.33 | \$4.50 | \$4.67 | \$4.85 |
| Fixed Rate / month               | \$33   | \$34   | \$36   | \$38   | \$39   | \$40   |

| 2021 Financial Plan              | 2021   | 2022   | 2023   | 2024   | 2025   | 2026   |
|----------------------------------|--------|--------|--------|--------|--------|--------|
| Rate Increase (%)                | 4.0%   | 3.8%   | 3.8%   | 3.5%   | 3.5%   | 3.5%   |
| Volumetric Rate / m <sup>3</sup> | \$4.22 | \$4.38 | \$4.54 | \$4.70 | \$4.87 | \$5.04 |
| Fixed Rate / month               | \$35   | \$36   | \$38   | \$39   | \$41   | \$42   |

## Rate Impact

**Table 2: Average annual residential bill**

|                                 | 2021    | 2022    | 2023    | 2024    | 2025    | 2026    |
|---------------------------------|---------|---------|---------|---------|---------|---------|
| Average annual residential bill | \$1,265 | \$1,313 | \$1,363 | \$1,411 | \$1,461 | \$1,512 |

## Highlights of the 2021 financial plan include:

- Population growth of 1% which is consistent with the Town's growth projection identified in the 2019 DC Background Study;

- Historic trends show decline in water consumption over the years due to water conservation, with the exception of 2020 as more residents were working from home due to the COVID-19 pandemic resulted in higher water consumption;
- Region's rate increase for future years is unknown at this time. The Region is currently conducting a rate study which will outline future year increases. Due to the COVID-19 pandemic, the Region waived its scheduled 2020 and 2021 rate increases (9% and 2.9% respectively) and maintained their rates at the 2019 levels. Outcome from the rate study will have direct impact on the Town's future rates. The 2021 Financial Plan includes an assumption of 4% increase for the Region's rate;
- The plan includes assumption for non-revenue water;
- The Asset Management Office is currently in the process of updating the Asset Management Plan for core assets (includes water and wastewater assets) anticipated to be completed by Q2 2021. The Asset Management Plan will be updated to reflect the current asset replacements and the current long-term estimate of funding needs. The next Financial Plan update will integrate with the updated Asset Management Plan:
- The Financial Plan includes the estimated capital costs for the Town's implementation in Advanced Metering Infrastructure (AMI) by replacing the existing water meters with smart meters;
- As part of the 2021 Financial Relief Program, Council approved a temporary increase of \$66 to the water and wastewater rebate from \$354 to \$420, equivalent to \$35 per month. Eligible residents who qualify for this program will receive a rebate equal to that of their basic monthly meter charge (basic monthly meter charge in 2021 is \$35). Council also approved a \$1,000 water rebate directed to eligible small businesses in 2021. At this time, these rebates are offered for the 2021 fiscal year only; therefore potential future extension to these rebates are not included in the Financial Plan.

### **Reserve and Reserve Funds**

The water and wastewater utilities have reserves to fund unexpected circumstances and asset replacements. These are the Rate Stabilization Reserve and the Asset Replacement Fund.

A comprehensive review of the reserve and reserve funds will be conducted in 2021 as recommended in the Fiscal Strategy. Outcomes from the review may affect these reserves. The review includes exploring strategies to increase contributions to reserves to build them to more appropriate levels.

### Rate Stabilization Reserve

Rate stabilization reserve is established to allow the Town to draw funds from in year of a deficit and vice versa contribute to in year of a surplus. The Town has an established guideline to target the reserve to be between 5% and 10% of rate revenues.

**Table 3: Rate Stabilization Reserve as % of rate revenues**

|  | Preliminary | Forecast |       |       |       |       |       |
|--|-------------|----------|-------|-------|-------|-------|-------|
|  | 2020        | 2021     | 2022  | 2023  | 2024  | 2025  | 2026  |
| Rate Stabilization reserve as a % of rate revenues | 9.8%        | 13.1%    | 14.0% | 15.2% | 13.2% | 11.5% | 10.7% |

### Asset Replacement Funds

Asset Replacement Fund is established to fund asset replacements and to ensure that water and wastewater assets can be replaced once they reach the end of their useful lives and the Town can maintain current service levels.

The Town tracks the capital reserve as a percent of accumulated amortization. This measure can determine whether there's sufficient funds set aside to ensure the Town can replace its aging assets and preserve the existing service levels. The target capital reserve as a percentage of accumulated amortization is 100%.

**Table 4: Capital Reserves as % of accumulated amortization**

|   | Preliminary | Forecast |       |       |       |       |       |
|---|-------------|----------|-------|-------|-------|-------|-------|
|   | 2020        | 2021     | 2022  | 2023  | 2024  | 2025  | 2026  |
| Capital Reserves as a % of accumulated amortization | 63.6%       | 63.9%    | 63.9% | 65.1% | 70.6% | 76.7% | 83.3% |

## Conclusion

The financial impact of the proposed 2021 Water and Wastewater Financial Plan is an increase of 3.8% per year for the average residential customer for the years 2022 and 2023, followed by an increase of 3.5% from 2024 to 2026.

## Business Plan and Strategic Plan Linkages

The 2021 Six-Year Water & Wastewater Financial Plan aligns with the recommendation from the Fiscal Strategy to monitor and guide the long term financial sustainability of the Town's water and wastewater systems.

It also aligns with the Council priority under the strategic pillar of Long Term Financial Sustainability with the goal of maintaining long-term financial sustainability while ensuring a thriving community. This is achieved by developing a multi-year operating and capital budgets incorporated in the 2021 Six-Year Financial Plan.

## **Consultation**

Public Works and Strategic Initiatives departments were consulted.

## **Human Resource Considerations**

Not applicable.

## **Budget Impact**

Adoption of the 2021 Six-Year Water & Wastewater Financial Plan will guide future operating and capital budget requests.

## **Attachments**

Attachment 1 - 2021 Six-Year Water and Wastewater Financial Plan

## **Approval**

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

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

Andrea Tang, CPA, CA  
Manager, Finance & Accounting, [atang@newmarket.ca](mailto:atang@newmarket.ca) (ext. 2104)



**The Corporation of the Town of Newmarket**  
**2021 Six-Year Water Financial Plan (2021 - 2026)**

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**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**WATER SYSTEM**  
**2021 Six-Year Water Financial Plan (2021 - 2026)**

As at December 31

|  | Preliminary         | Forecast            |                     |                      |                      |                      |                      |
|--|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2020                | 2021                | 2022                | 2023                 | 2024                 | 2025                 | 2026                 |
| <b>Financial Assets</b>                |                     |                     |                     |                      |                      |                      |                      |
| Cash and cash equivalents              | \$27,625,760        | \$26,377,560        | \$25,403,894        | \$24,844,595         | \$26,129,654         | \$27,901,722         | \$30,046,678         |
| Accounts receivable                    | 3,781,840           | 3,697,000           | 3,804,000           | 3,960,000            | 4,110,000            | 4,267,000            | 4,429,000            |
| Inventory for resale                   | 55,809              | 55,809              | 55,809              | 55,809               | 55,809               | 55,809               | 55,809               |
| <b>Total Financial Assets</b>          | <b>31,463,409</b>   | <b>30,130,369</b>   | <b>29,263,703</b>   | <b>28,860,404</b>    | <b>30,295,463</b>    | <b>32,224,531</b>    | <b>34,531,487</b>    |
| <b>Liabilities</b>                     |                     |                     |                     |                      |                      |                      |                      |
| Accounts payable & accrued liabilities | 3,218,500           | 3,165,000           | 3,261,000           | 3,366,000            | 3,427,000            | 3,531,000            | 3,589,000            |
| Interest payable on debt               | 11,298              | 10,055              | 7,160               | 6,488                | 5,807                | 5,129                | 4,389                |
| Deferred revenue                       | 609,283             | 621,000             | 633,000             | 646,000              | 659,000              | 672,000              | 685,000              |
| Long-term debt                         | 399,185             | 354,670             | 301,155             | 238,640              | 167,125              | 86,610               | 0                    |
| <b>Total Liabilities</b>               | <b>4,238,266</b>    | <b>4,150,725</b>    | <b>4,202,315</b>    | <b>4,257,128</b>     | <b>4,258,932</b>     | <b>4,294,739</b>     | <b>4,278,389</b>     |
| <b>Net Financial Assets</b>            | <b>27,225,143</b>   | <b>25,979,644</b>   | <b>25,061,388</b>   | <b>24,603,276</b>    | <b>26,036,531</b>    | <b>27,929,792</b>    | <b>30,253,098</b>    |
| <b>Non-Financial Assets</b>            |                     |                     |                     |                      |                      |                      |                      |
| Tangible Capital Assets                | 61,684,174          | 66,830,868          | 71,698,260          | 76,392,356           | 79,617,812           | 82,737,770           | 85,969,176           |
| <b>Total Non-Financial Assets</b>      | <b>61,684,174</b>   | <b>66,830,868</b>   | <b>71,698,260</b>   | <b>76,392,356</b>    | <b>79,617,812</b>    | <b>82,737,770</b>    | <b>85,969,176</b>    |
| <b>Total Net Assets</b>                | <b>88,909,317</b>   | <b>92,810,512</b>   | <b>96,759,648</b>   | <b>100,995,632</b>   | <b>105,654,344</b>   | <b>110,667,563</b>   | <b>116,222,273</b>   |
| <b>Accumulated Surplus</b>             | <b>\$88,909,317</b> | <b>\$92,810,512</b> | <b>\$96,759,648</b> | <b>\$100,995,632</b> | <b>\$105,654,344</b> | <b>\$110,667,563</b> | <b>\$116,222,273</b> |

**THE CORPORATION OF THE TOWN OF NEWMARKET  
WATER SYSTEM  
2021 Six-Year Water Financial Plan (2021 - 2026)**

*For the years ended December 31*

|   | Preliminary         | Forecast            |                     |                      |                      |                      |                      |
|---|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2020                | 2021                | 2022                | 2023                 | 2024                 | 2025                 | 2026                 |
| <b>Revenues</b>                               |                     |                     |                     |                      |                      |                      |                      |
| Rate based revenue                            | \$19,955,364        | \$19,510,000        | \$20,070,132        | \$20,893,612         | \$21,688,439         | \$22,513,945         | \$23,371,331         |
| Contributed / Assumed assets                  | 3,421,728           | 1,521,121           | 1,521,121           | 1,521,121            | 1,521,121            | 1,521,121            | 1,521,121            |
| Investment income                             | 522,073             | 475,316             | 461,096             | 466,787              | 495,951              | 549,234              | 612,436              |
| Other revenue                                 | 598,133             | 160,000             | 163,200             | 166,464              | 169,793              | 173,189              | 176,653              |
| <b>Total Revenues</b>                         | <b>24,497,298</b>   | <b>21,666,437</b>   | <b>22,215,549</b>   | <b>23,047,984</b>    | <b>23,875,304</b>    | <b>24,757,489</b>    | <b>25,681,541</b>    |
| <b>Expenditures</b>                           |                     |                     |                     |                      |                      |                      |                      |
| Water purchases                               | 10,273,420          | 10,550,000          | 10,870,091          | 11,218,547           | 11,424,201           | 11,768,355           | 11,964,796           |
| Operating and maintenance                     | 4,589,509           | 4,788,857           | 4,873,000           | 4,970,000            | 5,069,000            | 5,170,000            | 5,273,000            |
| Allocated overhead (Intercompany)             | 1,211,001           | 1,279,033           | 1,301,000           | 1,327,000            | 1,354,000            | 1,381,000            | 1,409,000            |
| Interest expense                              | 11,298              | 10,055              | 7,160               | 6,488                | 5,807                | 5,129                | 4,389                |
| Amortization                                  | 1,093,895           | 1,137,297           | 1,215,162           | 1,289,965            | 1,363,585            | 1,419,786            | 1,475,646            |
| <b>Total Expenditures</b>                     | <b>17,179,123</b>   | <b>17,765,242</b>   | <b>18,266,413</b>   | <b>18,812,000</b>    | <b>19,216,593</b>    | <b>19,744,270</b>    | <b>20,126,831</b>    |
| <b>Annual Surplus / (Deficit)</b>             | <b>7,318,175</b>    | <b>3,901,195</b>    | <b>3,949,136</b>    | <b>4,235,984</b>     | <b>4,658,712</b>     | <b>5,013,219</b>     | <b>5,554,711</b>     |
| <b>Accumulated Surplus, beginning of year</b> | <b>81,591,142</b>   | <b>88,909,317</b>   | <b>92,810,512</b>   | <b>96,759,648</b>    | <b>100,995,632</b>   | <b>105,654,344</b>   | <b>110,667,563</b>   |
| <b>Accumulated Surplus, end of year</b>       | <b>\$88,909,317</b> | <b>\$92,810,512</b> | <b>\$96,759,648</b> | <b>\$100,995,632</b> | <b>\$105,654,344</b> | <b>\$110,667,563</b> | <b>\$116,222,273</b> |

**THE CORPORATION OF THE TOWN OF NEWMARKET  
WATER SYSTEM  
2021 Six-Year Water Financial Plan (2021 - 2026)**

*For the years ended December 31*

|  | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| Annual surplus / (Deficit)                     | \$7,318,175          | \$3,901,195          | \$3,949,136          | \$4,235,984          | \$4,658,712          | \$5,013,219          | \$5,554,711          |
| Less: Acquisition of tangible capital assets   | 1,961,476            | -4,762,870           | -4,561,433           | -4,462,940           | -3,067,921           | -3,018,623           | -3,185,930           |
| Less: Contributed tangible capital assets      | -3,421,728           | -1,521,121           | -1,521,121           | -1,521,121           | -1,521,121           | -1,521,121           | -1,521,121           |
| Add: Amortization of tangible capital assets   | 1,093,895            | 1,137,297            | 1,215,162            | 1,289,965            | 1,363,585            | 1,419,786            | 1,475,646            |
| <b>Changes in Net Financial Assets</b>         | <b>6,951,818</b>     | <b>- 1,245,499</b>   | <b>- 918,255</b>     | <b>- 458,112</b>     | <b>1,433,255</b>     | <b>1,893,261</b>     | <b>2,323,305</b>     |
| <b>Net Financial Assets, beginning of year</b> | <b>20,273,325</b>    | <b>27,225,143</b>    | <b>25,979,644</b>    | <b>25,061,388</b>    | <b>24,603,277</b>    | <b>26,036,532</b>    | <b>27,929,792</b>    |
| <b>Net Financial Assets, end of year</b>       | <b>\$ 27,225,143</b> | <b>\$ 25,979,644</b> | <b>\$ 25,061,388</b> | <b>\$ 24,603,277</b> | <b>\$ 26,036,532</b> | <b>\$ 27,929,792</b> | <b>\$ 30,253,098</b> |

**THE CORPORATION OF THE TOWN OF NEWMARKET  
WATER SYSTEM  
2021 Six-Year Water Financial Plan (2021 - 2026)**

*For the years ended December 31*

|   | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| <b>Cash Provided By (Used in):</b>                  |                      |                      |                      |                      |                      |                      |                      |
| <b>Operating Activities</b>                         |                      |                      |                      |                      |                      |                      |                      |
| Annual surplus/deficit                              | 7,318,175            | 3,901,195            | 3,949,136            | 4,235,984            | 4,658,712            | 5,013,219            | 5,554,711            |
| Add: Amortization                                   | 1,093,895            | 1,137,297            | 1,215,162            | 1,289,965            | 1,363,585            | 1,419,786            | 1,475,646            |
| Less: Contributed/assumed assets                    | -3,421,728           | -1,521,121           | -1,521,121           | -1,521,121           | -1,521,121           | -1,521,121           | -1,521,121           |
| (Increase)/decrease in A/R                          | -911,840             | 84,840               | -107,000             | -156,000             | -150,000             | -157,000             | -162,000             |
| (Increase)/decrease in inventory for resale         | -12,359              | 0                    | 0                    | 0                    | 0                    | 0                    | 0                    |
| Increase/(decrease) in A/P                          | 80,408               | -54,743              | 93,105               | 104,328              | 60,319               | 103,322              | 57,260               |
| Increase/(decrease) in deferred revenue             | -70,022              | 11,717               | 12,000               | 13,000               | 13,000               | 13,000               | 13,000               |
| <b>Net change in cash from operating activities</b> | <b>4,076,530</b>     | <b>3,559,185</b>     | <b>3,641,282</b>     | <b>3,966,156</b>     | <b>4,424,495</b>     | <b>4,871,206</b>     | <b>5,417,496</b>     |
| <b>Capital Activities</b>                           |                      |                      |                      |                      |                      |                      |                      |
| Proceeds from sale of tangible capital assets       |                      |                      |                      |                      |                      |                      |                      |
| Cash used to acquire tangible capital assets        | 1,961,476            | -4,762,870           | -4,561,433           | -4,462,940           | -3,067,921           | -3,018,623           | -3,185,930           |
| <b>Net change in cash from capital activities</b>   | <b>1,961,476</b>     | <b>-4,762,870</b>    | <b>-4,561,433</b>    | <b>-4,462,940</b>    | <b>-3,067,921</b>    | <b>-3,018,623</b>    | <b>-3,185,930</b>    |
| <b>Financing Activities</b>                         |                      |                      |                      |                      |                      |                      |                      |
| Proceeds from debt issues                           |                      |                      |                      |                      |                      |                      |                      |
| Principal repayment on long-term debt               | -32,135              | -44,515              | -53,515              | -62,515              | -71,515              | -80,515              | -86,610              |
| <b>Net change in cash from financing activities</b> | <b>-32,135</b>       | <b>-44,515</b>       | <b>-53,515</b>       | <b>-62,515</b>       | <b>-71,515</b>       | <b>-80,515</b>       | <b>-86,610</b>       |
| <b>Net Change in Cash</b>                           | <b>6,005,871</b>     | <b>-1,248,200</b>    | <b>-973,665</b>      | <b>-559,299</b>      | <b>1,285,059</b>     | <b>1,772,068</b>     | <b>2,144,955</b>     |
| <b>Cash, beginning of year</b>                      | <b>21,619,889</b>    | <b>27,625,760</b>    | <b>26,377,560</b>    | <b>25,403,895</b>    | <b>24,844,595</b>    | <b>26,129,654</b>    | <b>27,901,722</b>    |
| <b>Cash, end of year</b>                            | <b>\$ 27,625,760</b> | <b>\$ 26,377,560</b> | <b>\$ 25,403,895</b> | <b>\$ 24,844,595</b> | <b>\$ 26,129,654</b> | <b>\$ 27,901,722</b> | <b>\$ 30,046,678</b> |

# CORPORATION OF THE TOWN OF NEWMAR

## Notes to the Consolidated Water Financial Plan

### 2021 Six-Year Water Financial Plan (2021 - 2026)

The Town of Newmarket with a population of approximately 88,000 is located in the Regional Municipality of York, Province of Ontario, Canada. The Town owns and operates its Drinking Water Distribution System that consists of 315 kilometers of distribution watermain and distributes drinking water to approximately 29,000 property owners. The Region of York is responsible for water supply, production, treatment, storage, and trunk distribution.

#### 1. SAFE DRINKING WATER ACT

Under the *Safe Drinking Water Act*, 2002, S.O. 2002, c.32, the Town was issued municipal drinking water licence for its drinking water distribution system on March 7, 2018. As per *Safe Drinking Water Act* regulation O. Reg. 453/07, the Town must provide to the Ministry of the Environment, Conservation and Parks a minimum six year water financial plan within six months after the date the licence issued.

The six year financial plan must include: Statement of Financial Positions, Statement of Operations, Statement of Net Financial Assets, and Statement of Cash Flow.

The financial plan must be approved by a resolution that indicates that the drinking water system is financially viable and that is passed by the Council of the Municipality.

#### 2. FINANCIAL PLAN ASSUMPTIONS

The development of the projected six year consolidated financial statements incorporates historic trends and assumptions on consumption volumes, inflationary factors, lifecycle capital replacement forecast, and water rate forecast.

#### 3. FINANCIAL ASSETS

Financial assets consist of cash & cash equivalents, accounts receivables and inventory for resale. Inventory for resale is water meters to be sold to developers. Forecasted accounts receivable and inventory for resale are based on historic trends.

#### 4. LIABILITIES

Liabilities consist of accounts payable and accrued liabilities, interest payable on debt, deferred revenue and long-term debt.

##### (a) Accounts Payable and Accrued

Accounts payable and accrued liabilities represent the costs of goods and services acquired in the period and recognized whether or not payments have been made or invoices received. Forecasted accounts payable and accruals are based on historic trends.

##### (b) Interest Payable on Debt

Interest payable on debt includes half of the balance of unamortized premium of debenture for New Operations Centre and accrued interest expense of debenture related to water.

##### (c) Deferred Revenue

Deferred revenue represents the balance of the area specific development charges related to water. These funds, by their nature, are restricted in their use and, until applied to specific capital works, are recorded as deferred revenue. Amounts applied to qualifying capital projects are recorded as revenue in the fiscal period they are expended.

##### (d) Long-term Debt

Long-term debt consists of debenture and FCM loan for New Operations Centre which will mature at 2029 and 2031 respectively, and water portion of debt for Harry Walker Parkway extension which will mature at 2024. No additional debentures are projected in this forecast period.

# CORPORATION OF THE TOWN OF NEWMAR

## Notes to the Consolidated Water Financial Plan

### 5. TANGIBLE CAPITAL ASSETS (TCA)

#### (a) Tangible Capital Assets

Tangible capital assets are physical assets with useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

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

- Buildings and building components
- Vehicles
- Machinery and equipment
- Linear assets
  - Watermain

Annual amortization is charged in the year the asset is available for productive use and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are shown on a net basis in the financial statements. Residual value is assumed to be \$0 for all TCA contained within the forecast period. Gains/losses on disposal assumed to be \$0 as well.

#### (b) Additions and Disposals

Additions are based on the Asset Management Plan and disposals are based on historic trends. For 2021 to 2023, additions forecast includes approximately \$11.0 million for smart meter implementation costs.

#### (c) Contributed / Assumed Assets

These are tangible capital assets contributed by developers or other parties. TCA received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Forecasted amount of contributed /assumed assets is based on the historical trend.

#### (d) Summary of Water System

|   | Preliminary         | Forecast             |                      |                      |                      |                      |                      |
|---|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2020                | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| <i>As at December 31</i>                    |                     |                      |                      |                      |                      |                      |                      |
| Opening TCA Balance(Historical Cost)        | \$91,964,112        | \$95,436,236         | \$101,665,422        | \$107,649,652        | 113,539,255          | 118,035,332          | 122,504,108          |
| Additions                                   | 3,534,790           | 6,229,186            | 5,984,230            | 5,889,603            | 4,496,078            | 4,468,776            | 4,636,514            |
| Disposals                                   | 62,666              |                      | -                    | -                    | -                    | -                    | -                    |
| <b>Closing TCA Balance(Historical Cost)</b> | <b>\$95,436,236</b> | <b>\$101,665,422</b> | <b>\$107,649,652</b> | <b>\$113,539,255</b> | <b>\$118,035,332</b> | <b>\$122,504,108</b> | <b>\$127,140,623</b> |
| Opening Accumulated Amortization            | 34,172,434          | 35,203,663           | 36,340,960           | 37,556,122           | 38,846,087           | 40,209,672           | 41,629,458           |
| Amortization Expense                        | 1,093,895           | 1,137,297            | 1,215,162            | 1,289,965            | 1,363,585            | 1,419,786            | 1,475,646            |
| Accumulated Amortization on Disposals       | 62,666              | -                    | -                    | -                    | -                    | -                    | -                    |
| <b>Ending Accumulated Amortization</b>      | <b>\$35,203,663</b> | <b>\$36,340,960</b>  | <b>\$37,556,122</b>  | <b>\$38,846,087</b>  | <b>\$40,209,672</b>  | <b>\$41,629,458</b>  | <b>\$43,105,104</b>  |
| <b>Work - in - Progress</b>                 | <b>1,451,601</b>    | <b>1,506,406</b>     | <b>1,604,731</b>     | <b>1,699,188</b>     | <b>1,792,152</b>     | <b>1,863,120</b>     | <b>1,933,657</b>     |
| <b>Net Book Value</b>                       | <b>\$61,684,174</b> | <b>\$66,830,868</b>  | <b>\$71,698,260</b>  | <b>\$76,392,356</b>  | <b>\$79,617,812</b>  | <b>\$82,737,770</b>  | <b>\$85,969,176</b>  |

# CORPORATION OF THE TOWN OF NEWMAR

## Notes to the Consolidated Water Financial Plan

### 6. NET FINANCIAL ASSETS

Net financial assets as defined is the difference between financial assets and liabilities and is a key indicator in determining the water system financial ability to replace its infrastructure. As reflected in the Statement of Changes in Net Financial Assets, the Town is in a net financial assets position which indicates the Town has sufficient resources to finance current and future activities.

### 7. ACCUMULATED SURPLUS

The Accumulated Surplus is comprised of the following:

|                                       | Preliminary         | Forecast            |                     |                      |                      |                      |                      |
|---------------------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <i>As at December 31</i>              | 2020                | 2021                | 2022                | 2023                 | 2024                 | 2025                 | 2026                 |
| Water Rate Stabilization Reserve      | \$2,885,136         | \$3,066,629         | \$2,059,505         | \$999,470            | (\$44,997)           | (\$1,207,565)        | (\$2,379,020)        |
| Asset Replacement Fund                | 24,739,192          | 23,267,685          | 23,303,039          | 23,842,447           | 26,248,654           | 29,223,967           | 32,632,118           |
| Investment in tangible capital assets | 61,684,174          | 66,830,868          | 71,698,260          | 76,392,356           | 79,617,812           | 82,737,770           | 85,969,176           |
| Debentures                            | -399,185            | -354,670            | -301,155            | -238,640             | -167,125             | -86,610              | 0                    |
| <b>Accumulated Surplus</b>            | <b>\$88,909,317</b> | <b>\$92,810,512</b> | <b>\$96,759,648</b> | <b>\$100,995,632</b> | <b>\$105,654,344</b> | <b>\$110,667,563</b> | <b>\$116,222,273</b> |

**The Corporation of the Town of Newmarket**  
**2021 Six-Year Wastewater Financial Plan (2021 - 2026)**

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**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**WASTEWATER SYSTEM**  
**2021 Six-Year Wastewater Financial Plan (2021 - 2026)**

As at December 31

|  | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| <b>Financial Assets</b>                |                      |                      |                      |                      |                      |                      |                      |
| Cash and cash equivalents              | \$29,831,551         | \$33,658,765         | \$36,976,015         | \$40,885,880         | \$45,384,633         | \$50,534,706         | \$56,388,184         |
| Accounts receivable                    | 3,740,238            | 3,866,000            | 4,131,000            | 4,300,000            | 4,464,000            | 4,634,000            | 4,810,000            |
| Inventory for resale                   | -                    | -                    | -                    | -                    | -                    | -                    | -                    |
| <b>Total Financial Assets</b>          | <b>33,571,789</b>    | <b>37,524,765</b>    | <b>41,107,015</b>    | <b>45,185,880</b>    | <b>49,848,633</b>    | <b>55,168,706</b>    | <b>61,198,184</b>    |
| <b>Liabilities</b>                     |                      |                      |                      |                      |                      |                      |                      |
| Accounts payable & accrued liabilities | 4,906,600            | 4,500,000            | 4,930,000            | 5,035,000            | 5,076,000            | 5,179,000            | 5,218,000            |
| Interest payable on debt               | 11,298               | 10,055               | 7,160                | 6,488                | 5,807                | 5,129                | 4,389                |
| Deferred revenue                       | 609,283              | 621,000              | 633,000              | 646,000              | 659,000              | 672,000              | 685,000              |
| Long-term debt                         | 399,185              | 354,670              | 301,155              | 238,640              | 167,125              | 86,610               | 0                    |
| <b>Total Liabilities</b>               | <b>5,926,366</b>     | <b>5,485,725</b>     | <b>5,871,315</b>     | <b>5,926,128</b>     | <b>5,907,932</b>     | <b>5,942,739</b>     | <b>5,907,389</b>     |
| <b>Net Financial Assets</b>            | <b>27,645,423</b>    | <b>32,039,039</b>    | <b>35,235,699</b>    | <b>39,259,752</b>    | <b>43,940,701</b>    | <b>49,225,967</b>    | <b>55,290,795</b>    |
| <b>Non-Financial Assets</b>            |                      |                      |                      |                      |                      |                      |                      |
| Work in progress                       |                      |                      |                      |                      |                      |                      |                      |
| Tangible Capital Assets                | 74,790,239           | 75,556,853           | 77,511,208           | 79,159,312           | 80,850,671           | 82,486,034           | 84,144,652           |
| <b>Total Non-Financial Assets</b>      | <b>74,790,239</b>    | <b>75,556,853</b>    | <b>77,511,208</b>    | <b>79,159,312</b>    | <b>80,850,671</b>    | <b>82,486,034</b>    | <b>84,144,652</b>    |
| <b>Total Net Assets</b>                | <b>102,435,662</b>   | <b>107,595,892</b>   | <b>112,746,908</b>   | <b>118,419,064</b>   | <b>124,791,372</b>   | <b>131,712,002</b>   | <b>139,435,447</b>   |
| <b>Accumulated Surplus</b>             | <b>\$102,435,662</b> | <b>\$107,595,892</b> | <b>\$112,746,908</b> | <b>\$118,419,064</b> | <b>\$124,791,372</b> | <b>\$131,712,002</b> | <b>\$139,435,447</b> |

**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**WASTEWATER SYSTEM**  
**2021 Six-Year Wastewater Financial Plan (2021 - 2026)**

*For the years ended December 31*

|   | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| <b>Revenues</b>                               |                      |                      |                      |                      |                      |                      |                      |
| Rate based revenue                            | \$21,421,750         | \$22,140,000         | \$23,659,777         | \$24,630,559         | \$25,567,566         | \$26,540,740         | \$27,551,499         |
| Contributed / Assumed assets                  | 5,149,266            | 2,121,569            | 2,121,569            | 2,121,569            | 2,121,569            | 2,121,569            | 2,121,569            |
| Investment income                             | 122,447              | 292,277              | 315,185              | 333,090              | 355,262              | 399,372              | 447,340              |
| Other revenue                                 | 1,763,617            | 24,000               | 24,480               | 24,970               | 25,469               | 25,978               | 26,498               |
| <b>Total Revenues</b>                         | <b>28,457,080</b>    | <b>24,577,846</b>    | <b>26,121,012</b>    | <b>27,110,188</b>    | <b>28,069,866</b>    | <b>29,087,659</b>    | <b>30,146,906</b>    |
| <b>Expenditures</b>                           |                      |                      |                      |                      |                      |                      |                      |
| Rate based expenditure                        | 15,661,524           | 15,000,000           | 16,434,066           | 16,782,522           | 16,919,484           | 17,263,639           | 17,393,064           |
| Operating and maintenance                     | 1,234,573            | 2,136,063            | 2,189,000            | 2,244,000            | 2,300,000            | 2,358,000            | 2,417,000            |
| Allocated overhead (Intercompany)             | 1,056,999            | 1,173,367            | 1,203,000            | 1,233,000            | 1,264,000            | 1,296,000            | 1,328,000            |
| Interest expense                              | 11,298               | 10,055               | 7,160                | 6,488                | 5,807                | 5,129                | 4,389                |
| Amortization                                  | 1,071,612            | 1,098,131            | 1,136,771            | 1,172,022            | 1,208,267            | 1,244,263            | 1,281,008            |
| <b>Total Expenditures</b>                     | <b>19,036,006</b>    | <b>19,417,616</b>    | <b>20,969,996</b>    | <b>21,438,031</b>    | <b>21,697,558</b>    | <b>22,167,030</b>    | <b>22,423,460</b>    |
| <b>Annual Surplus / (Deficit)</b>             | <b>9,421,074</b>     | <b>5,160,230</b>     | <b>5,151,016</b>     | <b>5,672,157</b>     | <b>6,372,308</b>     | <b>6,920,629</b>     | <b>7,723,445</b>     |
| <b>Accumulated Surplus, beginning of year</b> | <b>93,014,588</b>    | <b>102,435,662</b>   | <b>107,595,892</b>   | <b>112,746,908</b>   | <b>118,419,064</b>   | <b>124,791,372</b>   | <b>131,712,002</b>   |
| <b>Accumulated Surplus, end of year</b>       | <b>\$102,435,662</b> | <b>\$107,595,892</b> | <b>\$112,746,908</b> | <b>\$118,419,064</b> | <b>\$124,791,372</b> | <b>\$131,712,002</b> | <b>\$139,435,447</b> |

**THE CORPORATION OF THE TOWN OF NEWMARKET  
WASTEWATER SYSTEM**

**2021 Six-Year Wastewater Financial Plan (2021 - 2026)**

*For the years ended December 31*

|  | Preliminary          | Forecast             |                      |                      |                      |                      |                     |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
|  | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                |
| Annual surplus / (Deficit)                     | \$9,421,074          | \$5,160,230          | \$5,151,016          | \$5,672,157          | \$6,372,308          | \$6,920,629          | \$7,723,445         |
| Less: Acquisition of tangible capital assets   | -256,824             | 256,824              | -969,557             | -698,557             | -778,057             | -758,057             | -818,057            |
| Less: Contributed tangible capital assets      | -5,149,266           | -2,121,569           | -2,121,569           | -2,121,569           | -2,121,569           | -2,121,569           | -2,121,569          |
| Add: Amortization of tangible capital assets   | 1,071,612            | 1,098,131            | 1,136,771            | 1,172,022            | 1,208,267            | 1,244,263            | 1,281,008           |
| <b>Changes in Net Financial Assets</b>         | <b>5,086,596</b>     | <b>4,393,616</b>     | <b>3,196,660</b>     | <b>4,024,053</b>     | <b>4,680,949</b>     | <b>5,285,266</b>     | <b>6,064,827</b>    |
| <b>Net Financial Assets, beginning of year</b> | <b>22,558,827</b>    | <b>27,645,423</b>    | <b>32,039,039</b>    | <b>35,235,699</b>    | <b>39,259,752</b>    | <b>43,940,701</b>    | <b>49,225,967</b>   |
| <b>Net Financial Assets, end of year</b>       | <b>\$ 27,645,423</b> | <b>\$ 32,039,039</b> | <b>\$ 35,235,699</b> | <b>\$ 39,259,752</b> | <b>\$ 43,940,701</b> | <b>\$ 49,225,967</b> | <b>\$55,290,795</b> |

**THE CORPORATION OF THE TOWN OF NEWMARKET  
WASTEWATER SYSTEM  
2021 Six-Year Wastewater Financial Plan (2021 - 2026)**

*For the years ended December 31*

|   | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| <b>Cash Provided By (Used in):</b>                  |                      |                      |                      |                      |                      |                      |                      |
| <b>Operating Activities</b>                         |                      |                      |                      |                      |                      |                      |                      |
| Annual surplus/deficit                              | 9,421,074            | 5,160,230            | 5,151,016            | 5,672,157            | 6,372,308            | 6,920,629            | 7,723,445            |
| Add: Amortization                                   | 1,071,612            | 1,098,131            | 1,136,771            | 1,172,022            | 1,208,267            | 1,244,263            | 1,281,008            |
| Less: Contributed/assumed assets                    | -5,149,266           | -2,121,569           | -2,121,569           | -2,121,569           | -2,121,569           | -2,121,569           | -2,121,569           |
| (Increase)/decrease in A/R                          | -635,238             | -125,762             | -265,000             | -169,000             | -164,000             | -170,000             | -176,000             |
| Increase/(decrease) in A/P                          | 1,768,508            | -407,843             | 427,105              | 104,328              | 40,319               | 102,322              | 38,260               |
| Increase/(decrease) in deferred revenue             | -70,022              | 11,717               | 12,000               | 13,000               | 13,000               | 13,000               | 13,000               |
| <b>Net change in cash from operating activities</b> | <b>6,406,669</b>     | <b>3,614,904</b>     | <b>4,340,322</b>     | <b>4,670,937</b>     | <b>5,348,325</b>     | <b>5,988,646</b>     | <b>6,758,146</b>     |
| <b>Capital Activities</b>                           |                      |                      |                      |                      |                      |                      |                      |
| Cash used to acquire tangible capital assets        | -256,824             | 256,824              | -969,557             | -698,557             | -778,057             | -758,057             | -818,057             |
| <b>Net change in cash from capital activities</b>   | <b>-256,824</b>      | <b>256,824</b>       | <b>-969,557</b>      | <b>-698,557</b>      | <b>-778,057</b>      | <b>-758,057</b>      | <b>-818,057</b>      |
| <b>Financing Activities</b>                         |                      |                      |                      |                      |                      |                      |                      |
| Proceeds from debt issues                           |                      |                      |                      |                      |                      |                      |                      |
| Principal repayment on long-term debt               | -32,135              | -44,515              | -53,515              | -62,515              | -71,515              | -80,515              | -86,610              |
| <b>Net change in cash from financing activities</b> | <b>-32,135</b>       | <b>-44,515</b>       | <b>-53,515</b>       | <b>-62,515</b>       | <b>-71,515</b>       | <b>-80,515</b>       | <b>-86,610</b>       |
| <b>Net Change in Cash</b>                           | <b>6,117,710</b>     | <b>3,827,213</b>     | <b>3,317,250</b>     | <b>3,909,865</b>     | <b>4,498,753</b>     | <b>5,150,074</b>     | <b>5,853,479</b>     |
| <b>Cash, beginning of year</b>                      | <b>23,713,841</b>    | <b>29,831,551</b>    | <b>33,658,765</b>    | <b>36,976,015</b>    | <b>40,885,880</b>    | <b>45,384,633</b>    | <b>50,534,706</b>    |
| <b>Cash, end of year</b>                            | <b>\$ 29,831,551</b> | <b>\$ 33,658,765</b> | <b>\$ 36,976,015</b> | <b>\$ 40,885,880</b> | <b>\$ 45,384,633</b> | <b>\$ 50,534,706</b> | <b>\$ 56,388,185</b> |

# THE CORPORATION OF THE TOWN OF NEWMARKET

## Notes to the Consolidated Wastewater Financial Plan

### 2021 Six-Year Wastewater Financial Plan (2021 - 2026)

The Town of Newmarket with a population of approximately 88,000 is located in the Regional Municipality of York, Province of Ontario, Canada. The Town owns and operates its Wastewater Collection System servicing approximately 29,000 property owners. The Region of York is responsible for treatment of wastewater.

#### 1. SIX YEAR WASTEWATER FINANCIAL PLAN

The six year financial plan includes: Statement of Financial Positions, Statement of Operations, Statement of Net Financial Assets, and Statement of Cash Flow.

The financial plan must be approved by a resolution that indicates that the wastewater system is financially viable and that is passed by the Council of the Municipality.

#### 2. FINANCIAL PLAN ASSUMPTIONS

The development of the projected six year consolidated financial statements incorporates historic trends and assumptions on consumption volumes, inflationary factors, lifecycle capital replacement forecast, and wastewater rate forecast.

#### 3. FINANCIAL ASSETS

Financial assets consist of cash & cash equivalents and accounts receivables. Forecasted accounts receivable is based on historic trends.

#### 4. LIABILITIES

Liabilities consist of accounts payable and accrued liabilities, interest payable on debt, deferred revenue and long-term debt.

##### (a) Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities represent the costs of goods and services acquired in the period and recognized whether or not payments have been made or invoices received. Forecasted accounts payable and accruals are based on historic trends.

##### (b) Interest Payable on Debt

Interest payable on debt includes half of the balance of unamortized premium of debenture for New Operations Centre and accrued interest expense of debenture related to wastewater.

##### (c) Deferred Revenue

Deferred revenue represents the balance of the area specific development charges related to wastewater. These funds, by their nature, are restricted in their use and, until applied to specific capital works, are recorded as deferred revenue. Amounts applied to qualifying capital projects are recorded as revenue in the fiscal period they are expended.

##### (d) Long-term Debt

Long-term debt consists of debenture and FCM loan for New Operations Centre which will mature at 2029 and 2031 respectively, and wastewater portion of debt for Harry Walker Parkway extension which will mature at 2024. No additional debentures are projected in this forecast period.

# THE CORPORATION OF THE TOWN OF NEWMARKET

## Notes to the Consolidated Wastewater Financial Plan

### 5. TANGIBLE CAPITAL ASSETS (TCA)

#### (a) Tangible Capital Assets

Tangible capital assets are physical assets with useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

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

Buildings and building components  
Vehicles  
Machinery and equipment  
Linear assets  
- Wastewater

Annual amortization is charged in the year the asset is available for productive use and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are shown on a net basis in the financial statements. Residual value is assumed to be \$0 for all TCA contained within the forecast period. Gains/losses on disposal assumed to be \$0 as well.

#### (b) Additions and Disposals

Additions are based on the Asset Management Plan and disposals are based on historic trends.

#### (c) Contributed / Assumed Assets

These are tangible capital assets contributed by developers or other parties. TCA received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Forecasted amount of contributed /assumed assets is based on the historical trend.

#### (d) Summary of Wastewater System Tangible

| As at December 31                           | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| Opening TCA Balance(Historical Cost)        | \$115,412,187        | \$120,473,686        | \$122,595,256        | \$125,686,382        | \$128,506,508        | \$131,406,134        | \$134,285,760        |
| Additions                                   | 5,149,266            | 2,121,569            | 3,091,126            | 2,820,126            | 2,899,626            | 2,879,626            | 2,939,626            |
| Disposals                                   | 87,767               |                      | -                    | -                    | -                    | -                    | -                    |
| <b>Closing TCA Balance(Historical Cost)</b> | <b>\$120,473,686</b> | <b>\$122,595,256</b> | <b>\$125,686,382</b> | <b>\$128,506,508</b> | <b>\$131,406,134</b> | <b>\$134,285,760</b> | <b>\$137,225,387</b> |
| Opening Accumulated Amortization            | 44,956,427           | 45,940,272           | 47,038,403           | 48,175,174           | 49,347,196           | 50,555,464           | 51,799,726           |
| Amortization Expense                        | 1,071,612            | 1,098,131            | 1,136,771            | 1,172,022            | 1,208,267            | 1,244,263            | 1,281,008            |
| Accumulated Amortization on Disposals       | 87,767               | -                    | -                    | -                    | -                    | -                    | -                    |
| <b>Ending Accumulated Amortization</b>      | <b>\$45,940,272</b>  | <b>\$47,038,403</b>  | <b>\$48,175,174</b>  | <b>\$49,347,196</b>  | <b>\$50,555,464</b>  | <b>\$51,799,726</b>  | <b>\$53,080,735</b>  |
| <b>Work - in - Progress</b>                 | <b>256,824</b>       |                      |                      |                      |                      |                      |                      |
| <b>Net Book Value</b>                       | <b>\$74,790,238</b>  | <b>\$75,556,852</b>  | <b>\$77,511,208</b>  | <b>\$79,159,312</b>  | <b>\$80,850,671</b>  | <b>\$82,486,034</b>  | <b>\$84,144,652</b>  |

# THE CORPORATION OF THE TOWN OF NEWMARKET

## Notes to the Consolidated Wastewater Financial Plan

### 6. NET FINANCIAL ASSETS

Net financial assets as defined is the difference between financial assets and liabilities and is a key indicator in determining the wastewater system financial ability to replace its infrastructure. As reflected in the Statement of Changes in Net Financial Assets, the Town is in a net financial assets position which indicates the Town has sufficient resources to finance current and future activities.

### 7. ACCUMULATED SURPLUS

The Accumulated Surplus is comprised of the following:

|                                       | Preliminary          | Forecast             |                      |                      |                      |                      |                      |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <i>As at December 31</i>              | 2020                 | 2021                 | 2022                 | 2023                 | 2024                 | 2025                 | 2026                 |
| Wastewater Rate Stabilization Reserve | \$1,153,329          | \$2,402,106          | \$4,041,114          | \$5,907,864          | \$6,290,680          | \$6,855,998          | \$7,831,955          |
| Asset Replacement Fund                | 26,891,280           | 29,991,604           | 31,495,741           | 33,590,529           | 37,817,146           | 42,456,580           | 47,458,840           |
| Investment in tangible capital assets | 74,790,238           | 75,556,852           | 77,511,208           | 79,159,312           | 80,850,671           | 82,486,034           | 84,144,652           |
| Debentures                            | -399,185             | -354,670             | -301,155             | -238,640             | -167,125             | -86,610              | 0                    |
| <b>Accumulated Surplus</b>            | <b>\$102,435,662</b> | <b>\$107,595,892</b> | <b>\$112,746,908</b> | <b>\$118,419,064</b> | <b>\$124,791,372</b> | <b>\$131,712,002</b> | <b>\$139,435,447</b> |



## Newmarket-Tay Power Distribution Ltd.

March 8, 2021

To: Council of the Town of Newmarket  
From: President & CEO  
Re: Newmarket-Tay Power Distribution Ltd. (NT Power)  
Director Recruitment and Nomination Process

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### **RECOMMENDATIONS:**

**WHEREAS** section 3.03(2) of the Newmarket-Tay Power Distribution Ltd. Shareholders Agreement provides a specific process for nominating candidates and making a selection from a recommended list of candidates in order to fill vacancies on the board of directors of the Corporation for election by the Shareholders at the general meeting of shareholders of the Corporation;

**AND WHEREAS** there is currently a vacancy on the board of directors of Newmarket-Tay Power Distribution Ltd. (NT Power) and the Shareholders have agreed to forego the formal process contemplated by section 3.03(2) of the Agreement;

**THEREFORE, BE IT RESOLVED THAT** by the Municipal Council of the Corporation of the Town of Newmarket as follows:

1. THAT the requirement in the Shareholders Agreement, Article 3, Section 3.03, Paragraph (2) in connection with identifying, nominating and selecting from a recommended list of candidates in order to fill the current vacancy on the board of directors of the Corporation and putting forward for election by the Shareholders at the next general meeting of shareholders of the Corporation to be held in 2021 following the Corporation's 2020 fiscal year end (the "**2020 AGM**"), be waived for this appointment;
2. AND THAT the waiver granted does not constitute a waiver of any other provision of the Shareholders Agreement or an agreement to otherwise modify any term of the Agreement.

## **BACKGROUND:**

At the 2019 annual general meeting of Newmarket-Tay Power Distribution Ltd., the Shareholders appointed Newmarket Mayor J. Taylor, Tay Mayor T. Walker, Cristine Prattas, David Charleson, Brian Gabel, David Wattling and Pankaj Sardana to the board of directors.

Since that time, director Pankaj Sardana resigned from the Board of Directors of NT Power on September 30, 2020, creating one director vacancy.

Section 3.03(2) of the NT Power Shareholders Agreement (the Agreement) provides a specific process for nominating candidates and making a selection from a recommended list of candidates in order to fill vacancies on the board of directors of the Corporation for election by the Shareholders at the general meeting of shareholders of the Corporation.

The Board notes that there is only one director vacancy to be filled and that the expense of retaining a professional recruitment firm is not justified. It is therefore recommended that the requirement in the Shareholder's Agreement to retain a professional search firm be waived in this instance.

The Board is also recommending that the shareholders waive the obligation to strike a separate ad hoc committee made up of representatives of the shareholders to vet two (2) nominees put forward by The Board. Instead, The Board is recommending the shareholders fill the vacancy based on the recommendation put forward by The Board. It should be noted that NT Power's Board of Directors contains representation from both shareholders ie Mayor of Newmarket and the Mayor of Tay Township. This change will allow for a more streamlined selection process which will be beneficial to the shareholder, NT Power and the candidates themselves and is inline with good governance practice.

## **PROCESS**

The Board has established a set of search criteria for potential directors. The Agreement places no restrictions on director residency; and the Board believes that the search should not be restricted by any such requirements.

The Committee proposes to place advertisements in various job posting locations / sites as part of the recruitment advertising strategy.

Once applications have been received, they will be pre-screened using the criteria noted, and prospective candidates interviewed by the Committee. The Board will make a recommendation on the appointment for the replacement director to both Newmarket and Tay Councils at the 2020 Annual General Meeting.

Timeline:

The Committee has established the following timeline for the recruitment process:

March – April: Advertise, receive and pre-screen applications

April -May: The Committee conducts interviews; and prepares a recommendation for presentation to the Board.

The Board makes a final recommendation on appointment for the replacement director.

June: Annual general meeting to confirm appointment of new director.

*Original signed by*

Ysni Semsedini,  
President & CEO  
Newmarket – Tay Power Distribution Ltd.





## **Newmarket-Tay Power Distribution Ltd.**

March 8, 2021

**To:** Council of the Town of Newmarket  
**From:** President & CEO  
**Re:** Newmarket-Tay Power Distribution Ltd. (NT Power)  
Dissolution of Affiliate Companies

---

### **RECOMMENDATION:**

**WHEREAS** it has been recommended by Newmarket-Tay Power Distribution Ltd.'s ("**NT Power**") legal counsel that the NT Power group of companies be restructured in a much more efficient and cost-effective manner;

**Therefore be it resolved** by the Municipal Council of the Corporation of the Town of Newmarket that:

- (i) the authority to execute the dissolution resolution of each of 1402318 Ontario Inc., 1443393 Ontario Inc., 1443396 Ontario Inc., 1443397 Ontario Inc. and 1443398 Ontario Inc., and Unipower Holdings Ltd. be granted to the Chief Administrative Officer for the Corporation of the Town of Newmarket; and
- (ii) the authority to execute the dissolution resolution of Upper Canada Energy Alliance Inc. be granted to the sole director of Newmarket HoldCo; and
- (iii) that the dissolution of said companies proceed accordingly.

## **BACKGROUND:**

NT Power group of companies has an extensive corporate structure, with two (2) shareholders, two (2) Holding Companies, four (4) operating companies and seven (7) dormant companies. This structure is both cumbersome to manage and complex to properly oversee. During the utilities “deregulation” in the early 2000s it was believed incorporating a number of companies would help in growing the utilities affiliated businesses lines. In the last 20 years, only one of the numbered companies was used for an affiliate business (Envi Networks Ltd).

Through a review with NT Power’s lawyers, it has been determined there is little benefit in maintaining so many dormant companies with no clear business plan. As such, it is recommended that the NT Power group of companies be restructured in a much more efficient and cost-effective manner. Included in this report is an overview of the current and proposed structure.

The dissolution of the dormant companies was previously approved by the NT Power Board of Directors at the meeting held on September 25, 2020. That said, as can be seen in the current structure, the dormant companies proposed to be dissolved are not direct subsidiaries of NT Power. As such, approval from the Municipal Council of the Town of Newmarket is required in order to effect the dissolution of each of 1402318 Ontario Inc., 1443393 Ontario Inc., 1443396 Ontario Inc., 1443397 Ontario Inc. and 1443398 Ontario Inc., and Unipower Holdings Ltd., and approval from the sole director of Newmarket HoldCo is required in order to effect the dissolution of Upper Canada Energy Alliance Inc.

## **INTENT:**

Provided that the necessary consent to dissolution can be obtained from the Ontario Ministry of Finance, the intention is for each of the numbered companies and Unipower to voluntarily dissolve and thereby transfer all of their respective remaining assets and liabilities to the Town of Newmarket. As each of these corporations are dormant, it is expected that there are no such assets or liabilities; and for

Upper Canada to (i) provided that the necessary consent to dissolution can be obtained from the Ontario Ministry of Finance, voluntarily dissolve and thereby transfer all of its remaining assets and liabilities to Newmarket HoldCo; or (ii) if the necessary consent to dissolution cannot be obtained from the Ontario Ministry of Finance, to remain as a dormant subsidiary of Newmarket HoldCo.

## **FINANCIAL / BUDGET IMPACT**

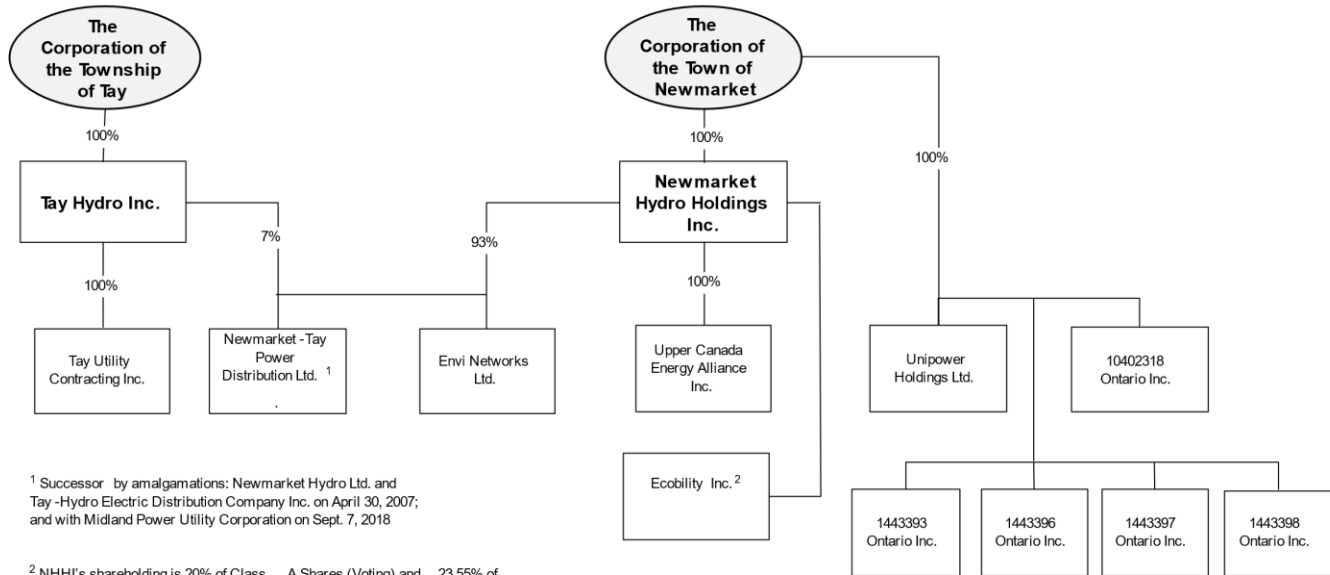
All wind-up costs will be paid by NT Power. Eliminating the complexity of the overall corporate structure may also result in annual savings to the annual overhead costs, as audit fees and other compliance related activities should be reduced.

*Original signed by*

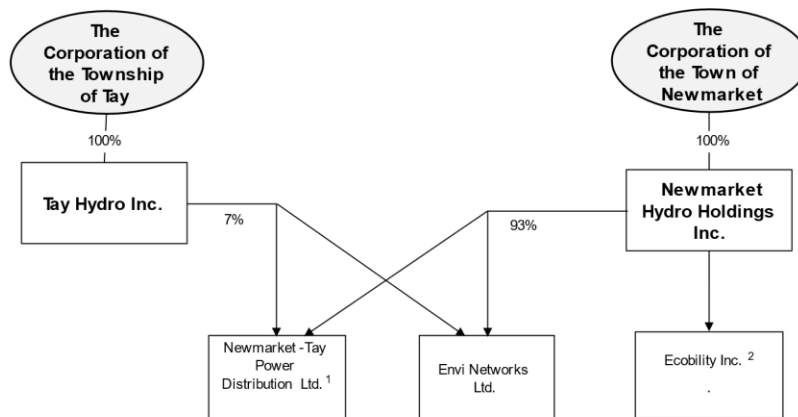
Ysni Semsedini,

President & CEO  
Newmarket – Tay Power Distribution Ltd.

### Newmarket-Tay Power Corporate Chart



### Newmarket-Tay Post-Dissolutions Corporate Chart



<sup>1</sup> Successor by amalgamations: Newmarket Hydro Ltd. and Tay Hydro Electric Distribution Company Inc. on April 30, 2007; and with Midland Power Utility Corporation on Sept. 7, 2018

<sup>2</sup> NHHI's shareholding is 20% of Class A Shares (Voting) and 23.55% of Class B Shares (Non-voting), 7 % of shares held in trust for Tay Hydro Inc.



# **Town of Newmarket**

## **Minutes**

### **Appointment Committee**

Date: Tuesday, October 6, 2020

Time: 9:30 AM

Location: Electronic VIA ZOOM

Members Present: Councillor Twinney, Chair  
Mayor Taylor

Members Absent: Deputy Mayor & Regional Councillor Vegh

Staff Present: Jaclyn Grossi, Legislative Coordinator

Guests: Jerisha Grant-Hall, Newmarket African Caribbean Canadian  
Association (NACCA)  
Councillor Simon

The meeting was called to order at 9:31 AM.

Councillor Twinney in the Chair.

#### **1. Notice**

Councillor Twinney advised that all Town facilities were closed to the public, and that members of the public were encouraged to attend electronic Appointment Committee Meetings by emailing [clerks@newmarket.ca](mailto:clerks@newmarket.ca).

#### **2. Additions and Corrections**

None.

#### **3. Conflict of Interest Declarations**

None.

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

##### **4.1 Appointment Committee Meeting Minutes of January 15, 2020**

Moved by: Mayor Taylor

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

Carried

## 5. Items for Discussion

### 5.1 Item from draft Accessibility Advisory Committee Meeting Minutes of January 16, 2020

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

Moved by: Mayor Taylor

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

Carried

## 6. Closed Session

- 6.1 Appointment Committee Meeting (Closed) Minutes of January 15, 2020
- 6.2 Applications to the Newmarket Accessibility Advisory Committee (AAC) (1 vacant position)
- 6.3 Applications to the Anti-Black Racism Task Force (Up to 10 vacant positions)
- 6.4 Applications to the Appeal Committee (1 vacant position)
- 6.5 Applications for the Elman W. Campbell Museum Board (1 vacant position)
- 6.6 Applications to the Property Standards Committee (1 vacant position)

Moved by: Mayor Taylor

1. That the Appointment Committee resolve into Closed Session for the purpose of discussing personal matters about identifiable individuals as per Section 239 (2)(b) of the Municipal Act for vacancies on the following Boards and Committees:

- Newmarket Accessibility Advisory Committee
- Anti-Black Racism Task Force
- Appeal Committee
- Elman W. Campbell Museum Board
- Property Standards Committee

**Carried**

The Appointment Committee resolved into Closed Session at 9:38 AM.  
The Appointment Committee (Closed Session) Minutes are recorded under separate cover.

The Appointment Committee resumed into Open Session at 10:19 AM.

**7. New Business**

None.

**8. Adjournment**

Moved by: Mayor Taylor

1. That the meeting be adjourned at 10:20 AM.

**Carried**

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Councillor Twinney, Chair

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Date





# **Central York Fire Services**

## **Minutes**

### **Joint Council Committee**

Date: Tuesday, November 3, 2020

Time: 9:30 AM

Location: Electronic VIA ZOOM  
See How to Login Guide

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

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

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

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

None.

**2. Conflict of Interest Declarations**

None.

**3. Presentations**

None.

**4. Deputations**

None.

**5. Approval of Minutes**

**5.1 Central York Fire Services – Joint Council Committee Meeting  
Minutes of September 1, 2020**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

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

**Carried**

**5.2 Central York Fire Services – Joint Council Committee Meeting  
Minutes of October 13, 2020**

Moved by: Councillor Gallo

Seconded by: Councillor Thompson

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of October 13, 2020 be approved.

**Carried**

**6. Items**

**6.1 CYFS Budget Report – Third Quarter**

M. Mayes provided an overview of the third quarter report for 2020.

Discussion regarding surplus funds, staffing, the impact of the COVID-19 Pandemic, and the wellness program ensued.

Moved by: Councillor Thompson

Seconded by: Councillor Gallo

1. That the report entitled CYFS Budget Report – Third Quarter dated November 3, 2020 be received for information purposes.

**Carried**

## **6.2 Fire Services Headquarters Station 4-5 – Update No. 2**

A. Downey provided an overview of the report and advised that the next report on the construction of station 4-5 will be in a few months.

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. That Report No. OPS19-017 be received for information.

**Carried**

## **6.3 By-Law Authorizing Participation in the Province of Ontario Mutual Aid Plan**

The Fire Chief provided an overview of the report and associated by-law related to mutual aid.

Moved by: Councillor Broome

Seconded by: Councillor Thompson

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.

**Carried**

## **6.4 Proposed 2021 Meeting Schedule**

Joint Council Committee discussed a meeting schedule for 2021 as follows: January 5, 2021; March 2, 2021; May 4, 2021; July 6, 2021; September 7, 2021, and November 2, 2021.

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Gallo

1. That the 2021 Meeting Schedule be approved.

**Carried**

**7. New Business**

1. Appointment of New Deputy Fire Chief

Deputy R. Volpe advised that a by-law to formally appoint Jeremy Inglis as the new Deputy Fire Chief will be presented to Newmarket Council in the coming weeks.

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

Councillor Bisanz advised that there was no requirement for a closed session.

**9. Adjournment**

Moved by: Councillor Gilliland

Seconded by: Councillor Broome

1. That the Joint Council Committee meeting adjourn at 10:24 AM.

**Carried**

---

Councillor Bisanz, Chair

---

Date





## **Central York Fire Services**

### **Minutes**

### **Joint Council Committee**

Date: Tuesday, November 24, 2020

Time: 9:30 AM

Location: Electronic VIA ZOOM  
See How to Login Guide

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

Members Absent: Councillor Thompson, Town of Aurora

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora  
J. Inglis, Deputy Chief, Central York Fire Services  
R. Volpe, 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**

None.

**2. Conflict of Interest Declarations**

None.

**3. Presentations**

None.

**4. Deputations**

None.

**5. Items**

**5.1 A By-Law to Regulate Central York Fire Services**

The Deputy Fire Chief advised that this report and by-law have been presented to Joint Council Committee to seek their endorsement to Newmarket Council to adopt an establishing and regulating by-law. It was noted that this by-law is required of all fire services in Ontario, and is intended to outline service delivery, department structure, and programs provided.

Staff were queried about the process for review and consultation with both municipalities.

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

Moved by: Councillor Gallo

Seconded by: Deputy Mayor & Regional  
Councillor Vegh

- 1. That Fire Services Report JCC-2020-10 dated November 24, 2020 be deferred to the March 2021 Joint Council Committee meeting for consideration.**

**Carried**

**5.2 Renewal of Fire Dispatch Agreement**

The Deputy Fire Chief advised that the agreement with Richmond Hill Fire and Emergency Services (RHFES) for dispatch services expires at the

end of 2020. He noted that RHFES provides dispatching services to other municipalities in York Region. It was further indicated that the dispatching services has been working well and that a positive working relationship with RHFES has been developed.

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

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That Joint Council Committee recommend to Newmarket Council:
  1. That Fire Services Report JCC-2020-11 dated November 24, 2020 entitled Renewal of Fire Dispatch Agreement be received; and,
  2. **That the Fire Chief be authorized to negotiate the renewal of the Fire Dispatch Agreement with Richmond Hill Fire and Emergency Services (RHFES); and,**
  3. That Council authorize the Mayor and Clerk to sign the Fire Dispatch Agreement between the City of Richmond Hill and the Town of Newmarket once the agreement has finalized and agreed upon by the two fire services.

**Carried**

### **5.3 An Update to the Consolidated Fire Agreement between the Corporation of the Town of Newmarket and the Corporation of Town of Aurora**

The Deputy Fire Chief advised Members that the consolidation agreement for Central York Fire Services was being reviewed as a best practice. Members were requested to review the agreement and present their feedback to Staff at a future Joint Council Committee meeting.

Staff were queried with respect to the timing of the agreement in relation to a new Master Fire Plan. It was noted that the agreement should be approved prior to a new Plan being adopted.

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

Moved by: Councillor Gilliland

Seconded by: Councillor Broome

1. **That Fire Services Report JCC-2020-12 dated November 24, 2020 entitled An Update to the Consolidated Fire Agreement between the Corporation of the Town of Newmarket and the Corporation of Town of Aurora be deferred until the March 2021 Joint Council Committee meeting to allow further time for consideration of the proposed amendments.**

**Carried**

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

Councillor Bisanz advised that there was no requirement for a closed session.

**7. Adjournment**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

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

**Carried**

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Councillor Bisanz, Chair

---

Date



# Newmarket Public Library Board

## Minutes

Date: Wednesday, January 20, 2021

Time: 5:30 PM

Members Present: Darcy McNeill, Chair  
Darryl Gray  
Leslee Mason  
Art Weis  
Victor Woodhouse

Members Absent: Jane Twinney, Vice Chair  
Kelly Broome

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

Guests: Lynn Georgeff, Director of Human Resources, Town of  
Newmarket (joined at 6:10 pm)  
Ian McDougall, Commissioner, Community Services, Town of  
Newmarket (joined at 6:10 pm)

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

The Chair called the meeting to order at 5:35 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 21-02-156**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** Agenda 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 November 18, 2020

4.2 Adoption of the Special Board meeting minutes - Open Session for January 4, 2021

4.3 Strategic Operations Report - December, 2020

**Motion 21-01-157**

**Moved by** Darryl Gray

**Seconded by** Leslee Mason

**That** items 4.1 to 4.3 be adopted as presented.

**Carried**

4.4 Fourth Quarter Statistical Data

Clarification was provided regarding the reporting of new registrations statistics year over year.

**Motion 21-01-158**

**Moved by** Darryl Gray

**Seconded by** Art Weis

**That** item 4.4 be adopted as presented.

**Carried**

**5. Business Arising**

5.1 Marketing and I.T. Realignment update

As Library CEO and Town IT Director positions are currently not filled on a permanent basis, the finalizing of the Joint I.T Steering Committee agreement will be delayed until permanent leaders are in place on both sides.

Due to the COVID-19 pandemic, it is recommended that the one-year pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library be extended for one year.

**Motion 21-01-159**

**Moved by** Leslee Mason

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Marketing and IT realignment agreements;

**And That** the Library Board authorize the C.E.O. to extend for one year the pilot Service Level Agreement Between Town of Newmarket Recreation & Culture/Marketing & Sponsorship and Newmarket Public Library.

5.2 Library Board Action List

The Board reviewed the Action List.

**Motion 21-01-160**

**Moved by** Darryl Gray

**Seconded by** Art Weis

**That** the Library Board receive the Action List as presented.

**Carried**

**6. New Business**

There was no New Business.

**7. Closed Session**

7.1 Personal matters about an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P.44

**Motion 21-01-161**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board move in to Closed Session at 5:50 pm to discuss matters personal matters pertaining to an identifiable individual.

**Carried**

**Motion 21-01-162**

**Moved by** Art Weis

**Seconded by** Darryl Gray

**That** the Library Board move out of Closed Session at 6:51 pm.

**Carried**

**Motion 21-01-163**

**Moved by** Art Weis

**Seconded by** Darryl Gray

**Motions Arising from Closed Session:**

**That** the Closed Session minutes for the following dates be adopted as presented.

February 19, 2020

April 2, 2020

April 4, 2020

June 17, 2020

January 4, 2021

**Carried**

**Motion 21-01-164**

**Moved by** Victor Woodhouse

**Seconded by** Leslee Mason

**That** the Library Board Chair will investigate the direction provided by the Library Board in the Closed Session.

**Carried**

**8. Dates of Future Meetings**

8.1 The next regular Library Board meeting is scheduled for Wednesday, February 17, 2021 at 5:30 pm. Location electronic via Zoom.

**9. Adjournment**

**Motion 21-01-165**

**Moved by** Victor Woodhouse

**Seconded by** Darryl Gray

**That** there being no further business the Library Board adjourn at 6:52 pm.

**Carried**

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Darcy McNeill, Chair

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Linda Peppiatt,  
Acting Secretary/Treasurer





# **Town of Newmarket**

## **Minutes**

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

Date: Wednesday, February 3, 2021  
Time: 8:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Councillor Kwapis  
Councillor Twinney  
Rob Clark  
Debbie Hill (8:31 AM - 10:01 AM)  
Jennifer McLachlan  
Omar Saer (8:35 AM - 10:21 AM)  
Ken Sparks

Members Absent: Tom Hempen, Chair  
Allan Cockburn, Vice Chair  
Mark Iacovetta

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

The meeting was called to order at 8:31 AM.  
Councillor Kwapis in the Chair.

#### **1. Notice**

Councillor Kwapis advised that all Town facilities were closed to the public, and that members of the public were encouraged to attend an electronic Advisory Committee or Board Meeting by joining through the ZOOM information provided with the agenda.

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

None.

**3. Conflict of Interest Declarations**

None.

**4. Presentations & Recognitions**

None.

**5. Deputations**

**5.1 2021 Newmarket Chamber Community Magazine & Directory Advertising Opportunities**

**Note:** This item was further discussed under sub-item 8.1. See sub-item 8.1 for motion.

Jennifer Buchanan, Manager, Member Services & Engagement of Newmarket Chamber of Commerce was in attendance to provide a deputation to the Main Street Business Improvement Area Board of Management regarding an advertising opportunity in the 2021 Special Edition Magazine and Business Directory. She reviewed previous versions and outlined the potential benefits to the BIA.

The Board Members queried the deputant regarding the cost of these advertising opportunities, possibility for a partnership, and potential benefits to the individual businesses on Main Street. They advised that a decision would be made by the end of the meeting, following a discussion regarding the current grant opportunities.

Jennifer Buchanan advised that the Newmarket Chamber of Commerce was willing to offer the BIA 3 pages for \$2500, or the early bird pricing rate of \$950 per page.

**6. Approval of Minutes**

**6.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of January 6, 2021**

Moved by: Councillor Twinney

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of January 6, 2021 be approved.

**Carried**

**6.2 Main Street District Business Improvement Area Board of Management Special Meeting Minutes of January 12, 2021**

Moved by: Jennifer McLachlan

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management Special Meeting Minutes of January 12, 2021 be approved.

**Carried**

**7. Items**

**7.1 Digital Main Street Grant Contract Update**

Rob Clark provided an update on behalf of the website sub-committee regarding the Digital Main Street (DMS) Grant Contract, he provided an overview of the gift card program and how the funding available was tied to the percentage of gift cards sold. He further advised that the contract previously entered with snapd regarding an e-commerce website to purchase gift cards would be terminated, and a new contract would be signed to incorporate the project into the DMS grant.

The Board discussed hiring snapd at a rate of \$500 a month to proactively manage their website for 12 months, totaling an expense of \$6000.

The Board also discussed building a new website for the BIA and the opportunity to hire Darryl Erentzen at a cost of up to \$10,000. They advised that this would not be included in the DMS grant, but it would allow for more flexibility in timelines to develop a new website and additional collaboration opportunities.

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

1. That the Main Street District Business Improvement Area Board of Management approve a new scope of work with the Toronto

Association of Business Improvement Areas (TABIA) for up to \$10,000 through the Digital Main Street Grant, which will include an online gift card program, implementation, and ongoing promotion and maintenance provided by snapd.

**Carried**

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

1. That the Main Street District Business Improvement Area Board of Management approve a contract with snapd for proactive online content management in the amount of \$500 a month, for 12 months, totaling \$6000.

**Carried**

Moved by: Jennifer McLachlan

Seconded by: Rob Clark

1. That the Main Street District Business Improvement Area Board of Management approve a contract with Darryl Erentzen for up to \$10,000 to build a new website which allows for additional collaboration and flexible timelines.

**Carried**

## **7.2 Festivals and Events Ontario Virtual Conference**

Jennifer McLachlan advised the Board that she would like to attend the Festivals and Events Ontario Virtual Conference from February 22 - 24, 2021, on behalf of the BIA. She advised that she would provide a fulsome update from the conference at the March meeting.

Moved by: Councillor Twinney

Seconded by: Omar Saer

1. That the Main Street District Business Improvement Area Board of Management approve the \$99 registration fee for one member to attend the 2021 virtual Festivals and Events Ontario Virtual Conference.

**Carried**

### **7.3 Sub-Committee Reports**

#### Street Events

- Jennifer McLachlan advised that she was continuing to work on a pub crawl event and would provide an update on the three current options at the next meeting.

#### Advertising

- Rob Clark provided an overview of the metrics from the holiday gift card campaign video, and he advised that he would share the detailed information with the Board for review.

### **7.4 Garbage Update**

Debbie Hill advised the Board of issues with the inground garbage containers on Main Street, and Staff advised that they would follow up after the meeting. The Board further discussed potential new lock options for the containers and increased surveillance.

### **7.5 Parking Update**

Councillor Kwapis advised that there was no parking update, and that updates would continue to be provided at the appropriate meetings.

### **7.6 Staff Update**

#### **7.6.1 Financial Update**

The Business Development Specialist outlined the 2020 year end financial update and provided an overview of the allocated and unallocated funds. She further advised that items allocated in 2020 but not paid out, can be paid using the 2021 budget or reserve funds, if necessary.

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

The Business Development Specialist advised that there were no updates regarding the Financial Incentive Program and that updates would continue to be provided at the appropriate meetings.

## **8. New Business**

### **8.1 2021 Newmarket Chamber Community Magazine & Directory Advertising Opportunities**

Moved by: Jennifer McLachlan

Seconded by: Omar Saer

1. That the Main Street District Business Improvement Area Board of Management approve up to \$2500 for a partnership opportunity with the Newmarket Chamber of Commerce; and,
2. That Rob Clark and Jennifer McLachlan reach out to the representatives of the Newmarket Chamber of Commerce to develop a plan and report back to the Board at a future meeting.

**Carried**

## **9. Closed Session (if required)**

Councillor Kwapis advised that there was no requirement for a Closed Session.

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

### **9.1 Main Street District Business Improvement Area Board of Management Meeting (Closed Session) Minutes of January 12, 2021**

Moved by: Councillor Twinney

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management Meeting (Closed Session) Minutes of January 12, 2021 be approved.

**Carried**

**9.2 Digital Main Street Grant Contract**

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

**10. Adjournment**

Moved by: Omar Saer

Seconded by: Jennifer McLachlan

1. That the meeting be adjourned at 10:21 AM.

**Carried**

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Tom Hempen, Chair

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Date