



# Town of Newmarket

## Agenda

### Committee of the Whole - Electronic

Date: June 14, 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, June 9, 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. Engaged Inclusive Communities Summary Report

**Note:** Kim Clark and Erin Cerenzia will be in attendance to provide a presentation on this matter. This is related to item 6.1.

1. That the presentation provided by Kim Clark and Erin Cerenzia regarding the Engaged Inclusive Communities Summary Report be received.

## **5. Deputations**

## **6. Consent Items**

### **6.1. Engaged Inclusive Communities Report**

The Strategic Leadership Team and Operational Leadership Team recommends:

1. That the Engaged, Inclusive Communities Phase 1: Report be received for information.

### **6.2. York Region Municipal Comprehensive Review – 2051 Forecast**

1. That the report entitled York Region Municipal Comprehensive Review – 2051 Forecast dated June 14, 2021 be received; and,
2. That Council endorse the comments outlined in this report; and,
3. That Staff be directed to forward this report to the Regional Municipality of York for its consideration as part of the Municipal Comprehensive Review; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **6.3. Condominium Process Amendments**

1. That the report entitled Condominium Process Amendments dated June 14, 2021 be received; and,
2. That Council pass a by-law approving the condominium exemption for Connecticut Lane on the lands legally described as Block 53 on 65M-4683, on the basis that the overall development has been approved through the subdivision approval process for the development of the lands as a residential development and that all of the subdivision and development conditions have been addressed through that process, including the registration of a Subdivision Agreement; and,
3. That Shining Hill Estate Collections Inc. c/o Paul Bailey, 1500 Highway 7 West, Concord ON L4K 5Y4 be notified of this action; and,
4. That Malone Given Parsons Ltd., c/o Lincoln Lo, 140 Renfrew Drive, Suite 201, Markham ON L3R 6B3 be notified of this action; and
5. That Council and staff adopt a new process for applications requesting exemption from the condominium process as permitted by Section 9(3) of the Condominium Act as outlined in this report; and,

6. That Council institute a fee of \$4,104.10 +HST for processing an exemption request; and,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*6.4. 200 Deerfield Road (Phase 3) - Incentives for Affordable Housing and Rental Housing

1. That the report entitled 200 Deerfield (Phase 3) Incentives for Affordable Housing and Rental Housing, dated June 14, 2021 be received; and,
2. That Council approve the recommendations for development charge and fee deferral as outlined in this report; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.5. Reserve and Reserve Fund Budget Report

1. That the report entitled 2021 Reserves and Reserve Funds Budget dated June 14, 2020 be received; and,
2. That 2021 Reserves and Reserve Funds Budget as set out in the attachment be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.6. 2021 Budget Reconciliation

1. That the report entitled 2021 Budget Reconciliation dated June 14, 2021 be received; and,
2. That the adjustments to the Council approved 2021 budget be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.7. Alex Doner Drive Traffic Review – Sykes Road to Kirby Crescent

1. That the report entitled Alex Doner Drive Traffic Review – Sykes Road to Kirby Crescent dated June 14, 2021 be received; and,
2. That Category 1 measures be approved for this section of Alex Doner Drive; and,
3. That this report be sent to York Regional Police to provide enforcement as they deem necessary; and,
4. That the traffic control review, such as all-way stops, be undertaken when

traffic volumes have returned to a more normal level after the pandemic;  
and,

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

6.8. Stonehaven Avenue Traffic Review

1. That the report entitled Stonehaven Avenue Traffic Review dated June 14, 2021 be received; and,
2. That Category 1 measures be approved; and,
3. That a painted median through the curved section of Stonehaven Avenue, west of Best Circle, approaching the commercial area at Bayview, be implemented; and,
4. That this report be forwarded to York Region Police to provide traffic enforcement, as they deem necessary; and,
5. That the traffic control review, for all-way stops or other stop control, be undertaken when traffic volumes have returned to a more normal level after the pandemic; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.9. Commemorative Pride Bench

1. That the report entitled Commemorative Pride Bench dated June 14, 2021 be received; and,
2. That the installation of a Pride Rainbow Bench, as attached in the report be approved; and,
3. That Staff work with York Region Pride to finalize installation logistics; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

\*6.10. Stormwater Management Ponds

1. That the report entitled Stormwater Management Ponds dated June 14, 2021 be received; and,
2. That Council directs Staff to continue to not permit individuals to use Stormwater Management Ponds for recreational purposes in the Town of Newmarket; and,
3. That Staff be authorized and directed to do all things necessary to give effect



to this resolution.

6.11. Accessibility Advisory Committee Meeting Minutes of March 18, 2021

1. That the Accessibility Advisory Committee Meeting Minutes of March 18, 2021 be received.

6.12. Heritage Newmarket Advisory Committee Meeting Minutes of April 6, 2021

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of April 6, 2021 be received.

6.13. Main Street District Business Improvement Area Board of Management Meeting Minutes of April 7, 2021

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of April 7, 2021 be received.

6.14. Newmarket Public Library Board Meeting Minutes of April 21, 2021

1. That the Newmarket Public Library Board Meeting Minutes of April 21, 2021 be received.

**7. Action Items**

**8. Notices of Motion**

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

9.1. Councillor Bisanz - All Way Stop at Frederick Curran Lane and Art West Avenue

1. That Council direct staff to investigate the addition of stop signs at the intersection of Frederick Curran Lane and Art West Way, making it an all-way stop intersection, and to report back to Council at the earliest opportunity.

**10. New Business**

**11. Closed Session**

11.1. Proposed Acquisition and 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.

**Note:** This item has been withdrawn.

11.2. Proposed Acquisition and 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.

**Note:** This item has been withdrawn.

12. Adjournment

# ENGAGED INCLUSIVE COMMUNITIES – SUMMARY REPORT

JUNE 2021

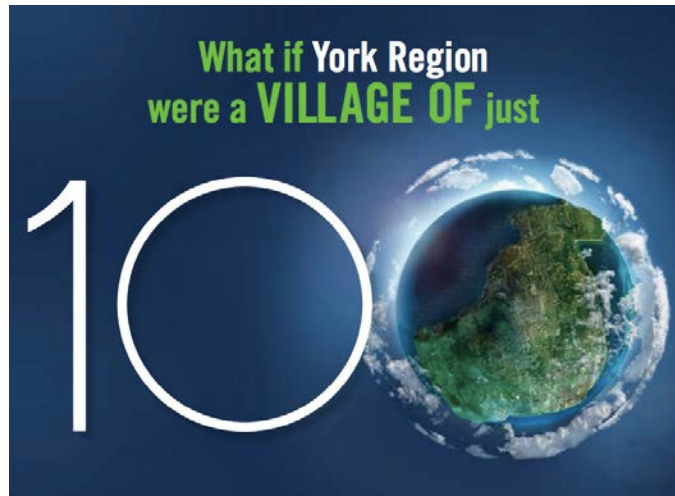


“IF YOU DON’T EAT HAMBURGERS, YOU WILL BE AN AUDIENCE NOT A PARTICIPANT.” – LOCAL COMMUNITY ORGANIZATION LEADER



# WHY?

## YORK REGION



## OUR COMMUNITIES

- Lack of specific data
- Our communities are changing
- We want to engage meaningfully with our communities
- Gain better understanding of our communities
- Growth and opportunity

# WHY?



- Engage more effectively
- Inform program and policy development
- Ensure reflective and inclusive communications and engagement
- Provide deeper connection and engagement
- Encourage growth, economic opportunity and sense of community belonging

# WHAT ARE WE LOOKING AT?

## Project focus

### Inclusive Engagement – what do we mean?

“Inclusive public engagement is not only the right thing to do, it’s what builds strong, sustainable relationships and helps capture a complete range of values and perspectives. Getting diversified public feedback ultimately leads to better decision making and policy discussions. Gaining a full range of perspectives also increases the likelihood of successful implementation of public programming because the entire community takes ownership.”

<https://www.bangthetable.com/blog/inclusive-engagement/>



# PROJECT OVERVIEW

## PHASE 1 – WHERE WE ARE

### REVIEW/REPORT

- This initial phase focused on connecting and gathering information to gain understanding
  - This work entailed two pieces:
    - A collection of conversations with municipal departments and local community organizational leaders
    - The development of a high level demographic snapshot of our communities.

## PHASE 2 – WHAT IS NEXT

### ENGAGE/LEARN

- This phase will focus on learning and engaging around the key themes and opportunities. Such as:
  - Municipal staff workshops
  - Institutional partner engagement/presentation
  - Engaging on themes through Neighbourhood Network partners and communities
  - Process development for organization listing



# PHASE 1 ELEMENTS

## Demographic Snapshot

- Based on 2016 Census Data and York Region demographic reports

## Municipal & Community Conversations

- 20 conversations across all three municipalities
  - Planning, communications, recreation, economic development, library, HR, culture
- Council engagement sessions (March/April)
- 14 Community organization conversations

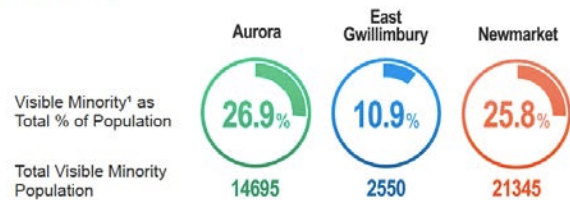
## Municipal Committee engagement

- Aurora – to come Accessibility and ABR/AR taskforce, Aurora Collaborative Arts Committee
- Newmarket Anti-Black Racism Task Force and Internal D&I
- EG – D&I Committee

# DEMOGRAPHIC SNAPSHOT

## VISIBLE MINORITY - OVERALL

### Visible Minority



<sup>1</sup>From Census - Visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as "persons other than Aboriginal peoples who are non-Caucasian in race or non-white in colour." The visible minority population consists mainly of the following groups: South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, and Japanese.

## VISIBLE MINORITY – TOP 5

Aurora	East Gwillimbury	Newmarket
Chinese	Chinese	Chinese
West Asian	South Asian	South Asian
South Asian <sup>3</sup>	Black	Black
Black	West Asian <sup>4</sup>	South East Asian <sup>5</sup>
Filipino	Filipino	West Asian

<sup>1</sup>From Census - Visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as "persons other than Aboriginal peoples who are non-Caucasian in race or non-white in colour." The visible minority population consists mainly of the following groups: South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, and Japanese.

# DEMOGRAPHIC SNAPSHOTS

## Households

### Households<sup>11</sup>

	Aurora	East Gwillimbury	Newmarket
Proportion of children (under 14) living with one parent	13.9%	10.7%	16.8%

<sup>11</sup> Taken from York Region Census Release Report – Population, Families, Households and Marital Status

# THEMES

## Theme 1:

### Meet people where they are

- Go beyond traditional communications tactics
- Shift from expecting people to come to “us” to meeting people where they already are both physically and online

## Theme 2:

### Engage with intention

Whether in general engagement or purposeful for a program, policy or strategy engage with an intentional inclusive lens - reach out specifically to underrepresented groups

- Leverage community partners to share and engage
- Develop relationships with community for relationship and trust purpose - shift from transactional focus

# THEMES

## Theme 3:

### **Communicate the commitment**

- Ensure commitment to DEI and inclusive engagement is clearly articulated and understood internally as a priority
- Wherever communicating with community reinforce commitment both in message and also approach to engagement and communications
- Give clarity across organization and from leadership that working through an inclusive lens is a key priority
- Make it clear and measured expectation

## Theme 4:

### **Make the informal, formal**

- Embed this within all work – not just Inclusion and Diversity focused work (and/or HR)
- Shift inclusive engagement and DEI away from side of desk to ingrained in process and systems
- Articulate expectations of inclusive lens to engagement both internal and to external programming partners

# THEMES

## THEME 5:

### Access

Who is invited? Who feels included?  
Where are there barriers?

- Accessibility speaks not only to physical access, but also to access of processes, programs, people, and place/space. It also deals with how we engage the communities we serve to make them feel welcome and encouraged to participate.

## THEME 6:

### Engage meaningfully

At times, the ways in which we communicate and engage can themselves become barriers. There is an opportunity to examine how, when, and why we engage and how we can do it with an intention towards creating meaning, trust, and relationships.

This is broken down in 3 areas:

- The relationships we build
- The words we use
- The ways we engage and expectation mismatch

# AREAS OF OPPORTUNITY

## **Leadership**

Who are our leaders? Who is at the decision-making tables? How do we identify leaders?

## **Broad Community Leadership Development**

Explore the idea of a “Community Leadership Development” program in the 3 municipalities and potentially N6 – focused on developing a pipeline of leaders

## **Municipalities as a Leader, Champion, and Catalyst for Change**

Local municipalities have an opportunity to take an increased leadership role in action and change around inclusive engagement

## **Partnership**

Who do we partner with and why? This speaks to the themes of meeting people where they are and engaging with intention. Whether for broad communications strategies or specific engagement opportunities, creating a partnership strategy through an inclusive lens will help ensure more reflective and inclusive involvement



# AREAS OF OPPORTUNITY

## **Building capacity for community**

Similar to partnerships, for many grass roots organizations and members of marginalized communities there may be a lack of clarity on how to engage with their municipalities, what the opportunities are, and the protocols for engagement.

## **Stories – Breaking Through with Stories**

There are incredible stories of impact and potential in our communities. What role can local municipalities play in amplifying and prioritizing these voices?

## **Creating Spaces and Opportunities for Conversations**


As noted in the themes, it is important to look at how and where we engage as a lever for change.

## **Measuring Success**

Traditional areas of measurement (ex: the total number of event attendees) can be a barrier to creating inclusive programming as our communities change.

## **Collaborative Opportunities**

There are two potential areas and a gap that could be a shared opportunity to explore – translation and community development/building/awareness.





# WHERE FROM HERE

A shift to Phase 2 – ENGAGE/LEARN

Development and delivery of Municipal workshops



Institutional partner engagement/presentation



Engaging on themes through NNetwork partners



Process development for organization listing



Diverse and inclusive cities and communities have more social, economic and physical resilience in the face of unforeseen challenges because community members are equipped with the values of equity, diversity and inclusion to adapt to changes and create positive opportunities for community-(re)building.

Building Inclusive Cities Case Study – Cities of Migration



# Engaged, Inclusive Communities

## Phase 1: Report



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“Because it values and respects all its members, an inclusive municipality builds a society without fences, where everyone has an equal chance at participating in its economic, political, social, cultural and recreational life, and to thrive there.”

UNESCO Coalition of Inclusive Municipalities

## Project Overview

### Project Purpose

- To engage, build connections; build inclusion through collaborative approaches, initiatives, and dialogue for impact in partner municipalities.
- To help further communities where everyone feels a sense of belonging, connectedness, and are engaged meaningfully—with opportunities, access, and inclusion.

This project was initiated by Neighbourhood Network and is a collaborative approach across three municipalities (Aurora, East Gwillimbury and Newmarket) in northern York Region with Neighbourhood Network as Lead Community Partner. Leveraging the strength of Neighbourhood Network’s leadership in engagement and understanding of our communities, while also building on the N6 communities’ historical strength of collaboration on shared issues, while valuing and recognizing different needs in each. This initiative is:

- Looking at shared challenges and opportunities
- Taking an integrated approach to avoid duplication and find efficiencies
- Researching the specific needs of each individual community where growth, increased development, and change is rapid

### Guiding Principles

Building Connections

Inclusion

Engagement

Innovation

Community Building

Alignment

## Project Team

The Municipal Advisory Group (MAG) is a collaboration led by Community Partner Neighbourhood Network with an Advisory Group of representatives from each municipality and the Project Facilitator (gazelle & company). Additional Neighbourhood Network staff and other potential outsourced resources will be utilized as required.

The MAG consists of:



- **Community Partner:** Erin Cerenzia, Manager Neighbourhood Network
- **Aurora:** Mateusz Zawada, Accessibility Advisor & Techa Van Leeuwen, Director of Corporate Services
- **East Gwillimbury:** Michelle Collette, Director of Human Resources & Erin Smyth, Human Resources Coordinator
- **Newmarket:** Kiran Saini, Deputy Town Clerk, Legislative Services & Jennifer Rose, Healthy Workplace Program Specialist, Human Resources
- **York Region:** Lois Davies, Manager, Social Policy and Inclusion/Accessibility
- **Project Facilitator:** Kim Clark, Principal Consultant gazelle & company

The MAG members identified Municipal Staff and Committees/Task Forces within their municipality to be engaged in the community conversations process. Additionally, through team meetings (monthly since January 2021) the MAG provided guidance and input on project direction, process, and most recently, feedback to this report.



## Context and Background

Our communities are evolving and there have been shifts both locally and beyond that have created opportunities for us to collectively reflect and take decisive action to better engage and create increased equity, belonging, and strength where we live, work, and play.

For the towns of Aurora, East Gwillimbury, and Newmarket, and Neighbourhood Network, this project provides an opportunity to explore a deeper understanding about what diversity looks like in our three communities. Our borders are porous and with many similarities, allowing for a collaborative investigation into how we currently engage within our communities and how we might do so more inclusively.

This work has already begun, and there are great examples locally in our municipal government and within community-based organizations of inclusive engagement. Additionally, the Regional Municipality of York has led some internationally recognized foundational work that local leadership and communities can build on (such as the Inclusion Charter for York Region). With the groundwork in place, and a committed network of community members and partners, the time is now to embrace the chance to engage and build better communities in newly imagined ways.

**This report identifies key themes to further explore, and opportunities for local municipalities and community organizations like Neighbourhood Network to take action.**

An increased understanding of and engagement within our communities leads to:

- Better connection, engagement, and relevance with constituents
- Increased effectiveness of policy and decision making
- Better informed programming

Source: Town of Newmarket



## Considerations

The focus of this project is inclusive engagement as an opportunity to inform program and policy development, ensure reflective and inclusive communications, provide deeper connection and engagement, and encourage growth, economic opportunity, and a sense of community belonging.

The intention of this report is to provide a roadmap and a first step towards continued learning, with actions to follow in Phase 2 of this project. With this, it is also important to note:

- This is not a comprehensive process or policy review of Diversity, Equity, and Inclusion (DEI) practices in each municipality, which is important and crucial work. Rather, the report's focus on inclusive engagement compliments DEI work occurring in municipalities
- The community conversations serve as a snapshot, not a complete representation of the breadth and depth of community work, or community development and engagement.
- This was not a broad public engagement process, but an exercise in conversation within the three municipalities and with a cross-section of community partners. Those consulted work through an inclusion and diversity lens, and it is recommended that ongoing and deeper engagement with those consulted and the community at large continues.
- The focus of this report is not specifically anti-racism work, however this project has strived to take an anti-racism/anti-oppression view and recognizes the importance of the anti-racism and anti-Black racism work that needs to occur and is being led in our communities.



# Project Phases

## Proposal & Approvals

The Engaged, Inclusive Communities project was presented to each municipality with a request for their participation and approval during the Fall of 2019, specifically:

- Town of Aurora: November 5, 2019
- Town of East Gwillimbury: November 5, 2019
- Town of Newmarket: October 28, 2019

The project was approved in early 2020 and kicked off with a meeting between Mayors Mrakas (Aurora), Hackson (East Gwillimbury), and Taylor (Newmarket) on March 6, 2020, where MAG members were identified and the way forward was confirmed. Due to the unforeseen circumstances of the COVID-19 pandemic, the project was delayed, and revised timelines were created. The projected project completion date is Fall 2021.

## Phase 1: Review/Report

This initial phase focused on connecting and gathering information to gain understanding of how each municipality currently engages with and in our communities, and how to do this with an increased lens of inclusion, belonging, and diversity.

This work entailed two pieces: 1) a collection of conversations with municipal departments, local councillors, and local community organizational leaders (see Appendix 2), and 2) the development of a demographic snapshot of our communities.

This report is the outcome of these two elements and includes:

- Snapshot demographic information based on 2016 Census and reports provided by the Region of York related to inclusion and diversity
- A summary of findings including observations, themes, high level recommendations, and opportunities towards increased inclusive engagement -and more broadly Diversity, Equity and Inclusion (DEI) activities
- A breakout report for each individual municipality with a specific snapshot and observations for action/opportunities for engagement (Appendix 3)
- A recommended roadmap for Phase 2 building on the foundation from Phase 1 and focused on extending the engagement, learning, and driving action

## Phase 2: Engage/Learn

This phase will focus on what was learned from the community conversations and how to engage around the key themes and opportunities identified in this report. This will include activities such as:

1. Development and delivery of workshops within each municipality – the intention of these workshops is to build concrete actions based on themes identified in this report
2. Institutional partner engagement – presenting the report to larger partner organizations (such as York Regional Police, Southlake Regional Health Centre, York Region Catholic/District School Boards, Chippewas of Georgina Island) who were not part of Phase 1 community conversations and facilitating discussion to understand their work and uncover opportunities for collaboration, alignment, and shared learning/action
3. Developing a local organization listing leveraging existing resources like the Neighbourhood Network website and York Region's 211 database
4. Developing a workshop/presentation for Neighbourhood Network Partners – engaging on themes and encouraging specific action

A summary report building on the project's total findings and including specific actions identified will also be provided.

## Summary

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“Urban policies guide the geographic, economic and social growth of cities. They have numerous articulations in municipal codes, official plans, orders, zoning by-laws, and ordinances. These policies are an invisible yet powerful force that shape the lives of all urban dwellers, in both positive and adverse ways. When this force isn't intentionally directed toward socially good outcomes, equity seeking groups are most impacted.”

[Engaging Black People and Power – a public engagement and urban policy primer](#)



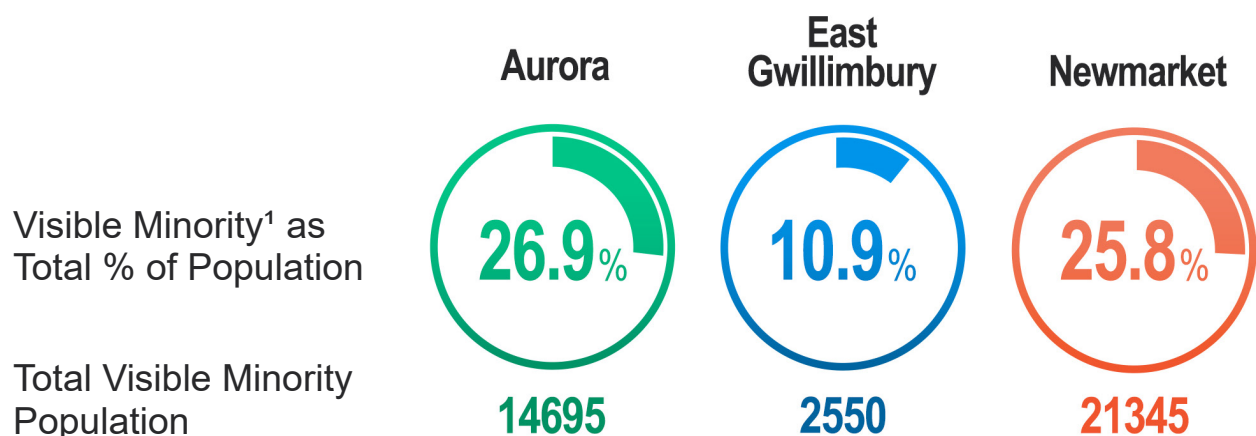
Source: Town of Aurora

## Demographic Snapshot

The demographic snapshots are a high-level view of our community through different dimensions of diversity. Data and demographics are an important tool in how we make decisions. Ensuring we look at the data with an eye to the diversity in our communities is crucial.

While this is a snapshot, there are a variety of tools at the disposal of all York Region municipalities to leverage and utilize as they build policies, programs, plans, and strategies. This report encourages continued research for further learning. More detailed snapshots for each municipality are included in Appendix 1.

### Visible Minority



<sup>1</sup>From Census - Visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as “persons other than Aboriginal peoples who are non-Caucasian in race or non-white in colour.” The visible minority population consists mainly of the following groups: South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, and Japanese.

In 2016, 541,200 residents within York Region identified themselves as a member of a visible minority group, representing 49.2% of the total population.<sup>2</sup>

## Top 5 Visible Minority Communities

Note: All data is taken from [2016 Census Profiles](#).

Aurora	East Gwillimbury	Newmarket
Chinese	Chinese	Chinese
West Asian	South Asian	South Asian
South Asian <sup>3</sup>	Black	Black
Black	West Asian <sup>4</sup>	South East Asian <sup>5</sup>
Filipino	Filipino	West Asian

## 2016 Population by Age<sup>6</sup>

	Aurora		East Gwillimbury		Newmarket	
	2016 Population	% Change Since 2011	2016 Population	% Change Since 2011	2016 Population	% Change Since 2011
0-4 years	2725	-8.0%	1275	14.0%	4335	-0.1%
5-14 years	7125	-0.4%	2840	7.0%	10,500	0.0%
15-24 years	7995	0.0%	3000	-0.7%	11935	0.0%
25-64 years	<b>30355</b>	4.0%	<b>13400</b>	5.0%	<b>45910</b>	4.0%
Age 65+	7240	<b>28.0%</b>	3480	<b>29.0%</b>	11545	<b>30.0%</b>

<sup>2</sup> Taken from York Region Census Release report – Population, Age and Sex

<sup>3</sup> From Census - For example: East Indian, Pakistani, Sri Lankan, etc.

<sup>4</sup> From Census - For example: Afghan, Iranian, etc.

<sup>5</sup> From Census - For example: Vietnamese, Cambodian, Laotian, Thai, etc.

<sup>6</sup> Taken from York Region Census Release report – Population, Age and Sex

- Consistent across each municipality is that the largest share of population in 2016 is 25-64 years and largest percentage change from 2011 is over age 65+.
- In youth, the largest declines were in East Gwillimbury (-7.0%) and Georgina (-5.9%)<sup>7</sup>
  - The other five municipalities experienced growth of their youth population, with the largest increases occurring in Whitchurch-Stouffville (16.0%) and King (10.5%).
  - Both Aurora and Newmarket had the highest youth share of the total local municipal population, at 14.4% (8,000) and 14.2% (11,935) respectively.
- For preschool age between 2011 and 2016, the number of preschool children (0 to 4 years) decreased in Richmond Hill (-12.7%), Vaughan (-9.9%), Aurora (-8.2%) and Newmarket (-1.1%)<sup>8</sup>
- The growth rate of working-age residents was highest in King (22.7%) and Whitchurch-Stouffville (16.7%), and lowest in Richmond Hill (2.8%) and Newmarket (3.9%)<sup>9</sup>
- Despite the fact that the total working-age population increased across all local municipalities in York Region, the number of working-age adults aged 35 to 49 years decreased everywhere except in Whitchurch-Stouffville where there was a 20.5% increase and in King where there was an increase of 11.5%. The greatest declines were in Georgina (-14.4%) and Aurora (-9.5%)<sup>10</sup>

## Households<sup>11</sup>

	Aurora	East Gwillimbury	Newmarket
Proportion of children (under 14) living with one parent	13.9%	10.7%	16.8%

<sup>7</sup> Taken from York Region Census Release report – Population, Age and Sex

<sup>8</sup> Ibid.

<sup>9</sup> Ibid.

<sup>10</sup> Ibid.

<sup>11</sup> Taken from York Region Census Release Report – Population, Families, Households and Marital Status

In 2016, Georgina (18.0%) had the highest proportion of lone parent families, followed by Newmarket (17.3%). Georgina and Newmarket had the highest proportion of children under 14 years of age living with one parent, 20.6% and 16.8% respectively.



# Community Conversations

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“Inclusive community engagement recognises that everyone has a role to play in public engagement. It provides people with opportunities to participate by reducing barriers, creating connections and engaging in meaningful and supportive ways.”

[Capire - Inclusive Community Engagement: in a time of physical distancing](#)

Community conversations were the methodology utilized to uncover and explore themes and opportunities in each municipality. **The Themes and Observations/Opportunities presented in this report are all direct outcomes from these conversations.**

The community conversations were conducted in four ways:

1. Municipal Departments: Conversations with department leaders from each municipality in Communications, Customer Service, Economic Development, Human Resources, Libraries, Planning, and Recreation and Culture – 21 total interviews
2. Community Organizations: Conversations with leaders from community-based organizations, and partners of Neighbourhood Network – 14 total interviews
3. Conversations with Councillors and Mayors around preliminary themes identified and how they engage with their constituents
4. Presentations to related municipal committees and task forces for questions and input

Source: Town of East Gwillimbury



During these conversations, questions were asked to uncover themes, examples, and opportunities, such as:

- How do you (either municipal department or community organization) currently engage with community? When, how, why?
- How do you approach engagement through an inclusive lens?
- What are examples of successful inclusive engagement in the work you do, by other departments/organizations?
- What are opportunities to engage more inclusively? What might that look like? Where are there gaps?
- What role does partnership play in inclusive engagement?

Note: Refer to Appendix 2 for a list of Municipal Staff, Members of Council, Committees or Task Forces, and Community Organizations consulted in this process.

## Themes

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“Embrace Change - In order for community engagement to flourish, officials must be open to change and willing to invite all groups to the table to participate. Before any outreach efforts, take some time to foster a culture of diversity within your agencies. In time, these changes will drive new decision-making processes that are more inclusive and transparent.”

[Bang the Table - Inclusive Engagement – Why Knowing Your Audience Matters](#)

### Theme 1: Meet people where they are

Often, traditional municipal and institutional engagement and communication strategies depend on participants “coming to them,” either physically or online. This approach to engagement assumes that the community/participants/intended audience have access, feel included, do not have barriers to engagement, and are connected to their municipality, and therefore, have the ability to engage.

However, there is a risk of excluding segments of our communities if we only engage through these traditional channels. To combat this and engage more inclusively means exploring how we can:

- Go beyond traditional communication tactics
- Shift from expecting people to “come to us” to meeting people where they already are, both physically and online
- Use language that is inclusive and avoids jargon and/or technical language where possible. This includes translating key documents or providing translation services where possible.

### **Examples include:**

- In addition to posting public engagement notices through a municipality’s usual channels, towns should also share content for cross-promotion through community organizations (e.g., Neighbourhood Network, local charitable organizations), institutional partners (e.g., schools, libraries) to communicate and engage with their own community members.
- For public engagement activities relating to planning public space, policy, or programming, towns should go beyond traditional in-person channels (e.g., Town Hall meetings) and meet community members at grass roots locations (e.g., in parks, at community events).
- Consider the language used. Avoid technical and legislation-based language and use simple, concise wording and visual aids. For example, in the Planning process the language is very technical and legislative; find ways to simplify the language to de-mystify the process and develop deeper understanding and increased community involvement.
- Some communities use alternative social media or technical tools (e.g., Telegram and WeChat – Chinese communities in York Region broadly use the latter). Research and utilize these platforms to share and engage as much as possible.



## Story of promise

In the East Gwillimbury Planning Department, an initiative was embarked on to simplify the Planning process to ensure it was more inclusive and to identify and eliminate potential barriers. This included steps such as:

- Changing the format of signage at development sites to make them more visual/graphical and shifting the language away from technical to simple and meaningful language.
- Going beyond what is legislatively required to engage a broader cross-section of the affected community – in addition to sharing in formal/technical language onsite and in local papers, they provided an easy to understand/graphical communication through social media and in-person engagement.

## Theme 2: Engage with intention

When developing communications and engagement around policy, programming, or strategies, municipalities need to ask, “how are we doing this through an inclusive lens?” The intention to specifically engage underrepresented groups needs to be imbedded in all engagement and program/policy development. This means:

- Reach out directly and specifically to underrepresented groups using their preferred method of communication to ensure they are engaged and that the municipality is being intentionally inclusive.
- Do not assume all community members are actively engaged in the same way with town initiatives, communications, or processes. Identify the gaps and barriers that might exist for each specific group prior to engagement and develop a strategy to combat this.
- Collaborate with community partners to share and engage (tied into ‘meeting people where they are’ theme). When municipalities find ways to work with community partners it shows a clear intent of inclusion, while also leveraging their communications and engagement channels and the ability to reach a new audience.
- Develop relationships with diverse community members and organizations. Shift the relationship building away from a transactional focus (e.g., only reaching out to an organization when support is needed for translation, rather than regularly and intentionally).

- Find ways to engage the community with a non-traditional, fun approach (e.g., through activities, games, or food). Ensure an inclusive approach to this engagement (e.g., use an accessible space, provide childcare/make child friendly, timing considerations to accommodate shift work, use visuals, translations, plain language, etc.)

## Examples include:

- For municipal job postings, board/committee appointments, or public engagement opportunities identify community organizations and underrepresented groups and take a targeted approach by:
  - Providing content for social media, email newsletters, community boards
  - Finding opportunities to present at their events, trainings, or workshops
- For events where a municipality partners with another organization (e.g., awards ceremony) build in a requirement of the partner organization to demonstrate an intentional outreach and engagement strategy (e.g., if a partner organization wants to renew or start a contract to use municipal space, add a section to the town's registration form where the partner organization must outline their own internal inclusivity plan).

## Story of promise

As the Town of Aurora embarked on public engagement for the development of Library Square, the team developed a Family Day event to go beyond traditional public engagement tactics. This event built fun and family into engagement. This provided an opportunity for people to participate in a new way that was inclusive and met people where they are by engaging with families already attending the event. There was intention – understanding that building something that allowed families to participate would allow for participation and also provide relevant and powerful feedback – through fun and non-traditional methods.

Source: Town of Aurora



## Theme 3: Communicate the commitment

While at a broad level there is an understanding that Diversity, Equity, and Inclusion (DEI) are priorities within the Region and local municipalities, how this is internally and externally communicated and articulated as a priority seems to be less clearly understood.

- Ensure the commitment to DEI and inclusive engagement is clearly articulated and understood internally by staff
  - Through leadership messaging
  - Organizational/departmental meetings and planning
  - Clearly articulated as a priority in performance measurement
- Speak to the importance of inclusion and diversity as a core in all work – not just as a silo for DEI initiatives or Human Resources. Reinforce this commitment in all communications with the community.
  - DEI should not be highlighted as a standalone priority, e.g., include messaging around inclusive Economic Development, Planning, Recreation & Culture, etc.
- Give clarity to staff across the organization and from leadership that working through an inclusive lens is a key priority
  - Make it a clear and measured expectation

### Examples include

- Any communication of Strategic Priorities should broadly note a commitment to inclusion and diversity – even if this is not an identified priority
  - Find opportunities to highlight and reinforce the commitment in internal and external communications/engagement (e.g., staff Town Halls, speaking opportunities for leaders, messaging around Strategic or Master Planning)
  - Leverage Town's commitment to Inclusion Charter for York Region statements to articulate this commitment
- In job postings ensure that part of the role prioritizes a commitment to and understanding of inclusion/inclusive engagement and diversity
- Communicate the opportunities for residents to work on/explore DEI, create communities of belonging, participate in anti-racism/anti-Black racism initiatives, and other related areas to the community at large

## Story of promise

An example of communicating the commitment is the messaging and communications around each municipality's Diversity and Anti-Racism/Anti-Black Racism Committees and Task Forces. Both the development of the committees and the broad communications of their existence is a positive first step to demonstrating this commitment. Ongoing focus, priority, and support of these Committees/Task Forces with communications on their progress and demonstrated action or impact will be crucial in continuing to showcase each municipality's ongoing commitment.



Source: Town of Newmarket

## Theme 4: Make the informal, formal

Building on the theme of 'communicating the commitment' is how municipalities can make the informal, formal. It was observed in many conversations that beyond some specific DEI focused work, there was not a formalization or focused/intentional prioritization of inclusive engagement throughout the local municipalities. The opportunity is to examine how to:

- Embed this within all work – not just Inclusion and Diversity focused work (and/or Human Resources)
- Shift inclusive engagement and DEI away from the side of the desk to becoming ingrained in daily process and systems
- Articulate expectations of taking an inclusive lens to engagement both internally to staff, and externally to programming partners

### Examples include:

- Examine the booking process for municipal owned space to ensure new groups get access. What role do "legacy" relationships play in creating exclusive practice?
- Building a dedicated, town-led inclusive engagement process rather than relying on a staff or leadership's personal initiative
- Formalizing process/policy for how grass roots community organizations can gain support (e.g., access to space, resource etc.) within the town



## Story of promise

The Town of Newmarket developed a cross-functional DEI Working Group to look at internal opportunities to create increased focus and action on Diversity, Equity, and Inclusion throughout the organization. This work has led to development of guiding tools such as the DEI Plan and Lens. The engagement of the Working Group and how it formed delivers a message of commitment to the work. For this to have continued impact, strength in how these tools are communicated, rolled out into action, and measured will be crucial. Having executive sponsorship and leadership in this will also be key.

## Theme 5: Access – Who is invited? Who feels included? Where are there barriers?

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"If you don't eat hamburgers, you will be an audience not a participant."

Community organization leader

Accessibility speaks not only to physical access, but also to access of processes, programs, people, and place/space. It also deals with how we engage the communities we serve to make them feel welcome and encouraged to participate.

### Process:

- Municipal processes are felt by some to be ambiguous and complex. Language is key to accessing municipal processes and programs:
  - Placing importance on using plain, inclusive, and accessible language
  - Providing translations or translation support services
  - Utilizing visuals to simplify the messaging

### Programs:

- Are Recreation and Culture programs accessible and inclusive? Are there potential barriers built into the programs that are designed and delivered? If people don't see themselves or their needs/differences addressed in programming, it can be hard to participate.

- When developing programs, ask questions such as:
  - Are there housing, transit, and income considerations that may impact access to programs – e.g., are programs affordable, easy to get to?
  - Are there cultural considerations to consider, like:
    - Timing of events, food served, language used, speakers/performances included
  - Are there physical barriers in the program space that need to be considered?

## People:

- There is a need to examine the barriers to building relationships with municipalities and municipal leaders
  - Who has access to these individuals? How are these relationships formed? Is there preferential treatment based on existing relationships? Municipal leaders should be encouraged to take a proactive approach to extend and broaden their network with an inclusive lens.
- How do community organizations form partnerships with their municipalities?
  - Formalize and build systems for community organizations to engage – develop a clear and communicated path
- There is an opportunity to explore who are the leaders in our community (formal and informal) and how they are identified. Tied to this, looking at who gets recognized and what stories get shared.
- Where opportunities present themselves, municipalities and community organizations should amplify and share stories of community members less represented (i.e. what businesses get profiled by economic development, what recreation or culture partner stories get amplified)

## Place/Space:

- Are there physical barriers to public spaces? Such as:
  - For those with mobility differences – ramps, walkways
  - For those with cognitive differences – signage
  - For those with language issues – translated signage, interpretation
  - As it relates to gender identity – non-gendered washrooms
- Explore the concept of a “welcoming community” and what this means. What provides a sense of community? How do we name our communities – “this is a multicultural

community,” “this is a diverse community,” – what is the impact of these statements? How do they exclude people? How do they re-enforce privilege? And do diverse individuals truly feel “welcomed?”

- There is an opportunity to look at where people live, where they shop, and where they play. Ask questions like:
  - Do people feel driven into certain areas?
  - Where do people feel safe and why?
  - What are push and pull factors?
  - Are there physical barriers?
  - What role does NIMBYism play in our space and place making possibilities in our communities? How is NIMBYism/resistance to community change at times rooted in racism and other forms of discrimination?

### **NIMBYism** (Not In My Backyard)

• The behaviour of someone who does not want something to be built or done near where they live, although it does need to be built or done somewhere.

Source: Cambridge Dictionary

### **Examples include:**

- Town permit systems are perceived by some as confusing and hard to navigate, with highly technical language
- Cultural events and programming is seen as being focused on “established” community members’ needs and/or legacy programs/events
- Are by-laws enforcing (or even re-enforcing) NIMBYism through a lens of exclusion of what is new or different from pre-existing/established norms?
  - e.g., Accessory dwelling and residential street parking might be necessary to accommodate multi-generational families of specific cultural backgrounds, but are not permitted due to existing town bylaws.
- Are town events and third party and/or partner events being intentionally welcoming to newer populations?
  - e.g., Do Farmers’ Markets include a focus on cultural food events, youth engagement, or food security? Do local business awards include a broad cross-section of diversity and take an equity and inclusion lens? Does the Magna Hoedown encourage participation of all residents?
- Do certain neighbourhoods have specific “reputations” and why? What impact does this reputation have?



Source: Town of Newmarket

## Story of promise

The Aurora Public Library embarked on an extensive engagement process with the 2SLGBTQ+ communities to find ways to better reflect, welcome, and work together. This process was multi-phased and as a result new programming was created, partnerships formed, and deepened trust and opportunities to enrich the Library experience for 2SLGBTQ+ communities and all Library customers.



## Theme 6: Engage meaningfully

At times, the ways in which we communicate and engage can themselves become barriers. There is an opportunity to examine how, when, and why we engage and how we can do it with an intention towards creating meaning, trust, and relationships.

### The relationships we build

- Focus on creating reciprocal relationships where there is benefit for both the diverse community and the municipality
- Move beyond festivals to engage with community members – while it is important to celebrate, communities want to participate more fully in all aspects of community building and civic activity (e.g., to engage in Planning processes, sit on committees, be informed and engaged around town activities)
- Proactively create opportunities for inclusion – municipalities should not wait for the invitation to engage, and instead create the opportunity for inclusive engagement
- When engaging with a specific community, also ask the question of how the municipality can help develop capacity for that organization or community members
- Conversations emphasized that relationships and trust building work is key and crucial within all levels of government. It is important for municipal leaders to not only attend events, but to think about who and how they are networking with (e.g., invitations to lunch or coffee), and extend that beyond their established networks.

### The words we use

- Inclusive language without demonstrated action is hollow and can do more harm than good – e.g., “[saying] we are a welcoming town without clear and demonstrated action to create a community of belonging and welcome.” – Community organization leader

### The ways we engage and expectation mismatch

- There is a lack of funding and investment in community work (at all levels)
  - Often times funding opportunities are set up so local community organizations are competing
- Leaders from underrepresented communities are at times being asked to do “unpaid” work by municipal staff, councillors, or municipalities themselves (e.g., translation, community engagement – online and offline, event planning)

- Community volunteers are often doing the heavy lifting, most often without compensation, and often without recognition
- Work gets put on marginalized communities to bear the burden of helping leaders and organizations learn – “[We are] seen as the human Google for dominant white culture, for [the] privileged to learn – learning of dominant and privileged should not be on the shoulders of marginalized communities – this is also dehumanizing – especially when it is undervalued and not compensated.” – Community organization leader
- Explore how to engage without doing damage, how to collaboratively learn in a way that is respectful and also builds a community up
  - What are the models of compensation and recognition?
  - How can the town formalize this informal work?
  - How can we work to further deepen and develop capacity and resources for organizations working with and for marginalized communities?

## Story of promise

All three municipalities have engaged in various ways with Black-led community organizations NACCA – Newmarket African Caribbean Canadian Association and Aurora Black Community for Black History Month (BHM) programming and events. The partnership with the Town of Newmarket and NACCA has crossed multiple departments and created powerful cultural programming and events both during and beyond BHM. This provides some insight as well as to how municipalities can support grass-roots organizations in building capacity and supporting their work.

Source: Town of Aurora



# Observations/Opportunities

## Highlights

While below there are some specific areas of observations and opportunities that broadly apply, and through Appendix 3 each municipality is provided with locally specific details, these highlights are generalized observations, threads, and questions to consider when approaching inclusive engagement.

- Being proactive vs. reactive
- Is there anyone missing at the table?
- In order to dismantle barriers effectively, there must be an ongoing examination of how colonization, privilege, and systemic racism and other forms of discrimination are articulated in our organizations.
- Fears of excluding or not including everyone can sometimes be used as a reason for not engaging with anyone
- Have we been intentional in our engagement and in the communications we use?
- What are the opportunities to use a community development model to engagement and building community?
- Building relationships with trust at the core is key
- The work cannot be superficial – it's not enough to have a "check box," an inclusion and equity lens needs to be embedded in all that is done
- Do not dance around the fact that differences exist
  - "[People] need to accept there are differences and create policies around that" and "engage difference – don't ignore that difference exists." – Community organization leader
  - What does inclusion mean? It is often different for people of colour, other marginalized communities
- Look at intersections of identity and experience e.g., how does age intersect with culture/race? Income/housing and gender identity/sexual orientation?
- Leverage online public engagement/participation tools (e.g., surveys, Hey Newmarket, Engage Aurora)
  - It is not enough to utilize a public engagement tool; individuals need to know what the tools are, when to use them, and how to use it (awareness campaigns for public

and civic engagement tools)

- Formalize and centralize community engagement as a priority
  - Coordinate engagement to avoid engagement fatigue and to leverage knowledge and experience across organizations
  - Explore integrated and collaborative approaches to engagement across departments (e.g. an engagement fair event that several departments participate in)
- Engaging generations – engaging youth and elders in various communities

## Areas of Opportunity

### Community Leadership

Looking at both formal and informal leadership in our communities we can ask questions like:

- Who are our leaders?
- Who is at the decision-making tables?
- How do we identify leaders?

### Municipal Leadership

Municipal Committees and Task Forces

- How do we broaden participation on committees and have increased diversity i.e. avoiding “the same old people and that all people look the same or have similar experiences?” – Community organization leader
  - Ensure those with lived experience are invited to be at the table
  - Actively recruit from underrepresented groups
    - Leverage community partners knowledge, experience, and networks
    - Utilize data and demographic tools to deepen understanding of the community
    - Look to best practice and existing programs to inform and support such as:
      - [OnBoard Canada](#) (formerly DiverseCity on Board and being revamped)
      - [Girls on Boards](#)
      - [Black Business and Professional Association \(BBPA\) Get On Board program](#)
  - Examine who gets “tapped on the shoulder” to join a committee

- Examine the application process to identify barriers (e.g., language, does it take too long, are the requirements restrictive?)
- Leverage community organizations to broaden reach for communicating opportunities
- If possible, include community members in selection process for town committees

## **Municipal Leadership Team (Staff)**

- Examine recruitment, hiring, promotion, and successions policies and strategies to ensure a DEI lens is embedded in all
- Develop specific plans to eliminate barriers for marginalized applicants and increase access
- Share stories of success and profile leaders who represent the diversity of communities
  - Who are the leaders whose voices and stories are shared?
  - Who are the public faces of the organization?

## **Municipal Leadership – Elected**

- What can local municipalities do to encourage and support the development of increased diversity in those running for public office?
- What opportunities are there for community-based organizations to develop leaders and encourage their participation?
- Are there barriers to entry that can be addressed, such as:
  - Financial capital (funding)
  - Social capital (network/relationships)
  - How the elections process is communicated
  - Who is informally encouraged to participate by current Members of Council

## **Broad Community Leadership Development**

- Explore the idea of a “Community Leadership Development” program in the 3 municipalities and potentially N6 – focused on developing a pipeline of leaders:
  - Future philanthropic leaders who sit on boards, raise money for local charities, etc.
  - Future board/committee members for community organizations and municipalities
  - Future municipal elected leaders



- Future community builders
- Local business leaders and large local businesses can play a significant role in supporting the development of future leaders
- Municipalities could create/support a local plan for developing new and diverse leaders in our communities

## **Municipalities as a Leader, Champion, and Catalyst for Change**

Local municipalities have an opportunity to take an increased leadership role through activities such as:

- Being proactive in ensuring an inclusion lens is built into all future engagements
- Asking all programming and community partners to provide diversity/inclusive engagement plans
- Municipal leaders becoming active allies, champions, and ambassadors for all members of the community
- Taking the power of York Region's Inclusion Charter and each town's commitment and pushing it forward to action oriented and measurable statements of impact that are across functions (e.g., inclusive Economic Development commitments related to COVID recovery for those disproportionately affected like women, youth, Black and Indigenous, and other communities of colour, and imbedding the commitments into planning and measurement.)

## **Partnership**

Who do we partner with and why? This speaks to the themes of 'meeting people where they are' and 'engaging with intention.' Whether for broad communications strategies or specific engagement opportunities, creating a partnership strategy through an inclusive lens will help ensure more reflective and inclusive involvement:

- Schools and school boards have been identified as a potential key partner for sharing information, collaborative programs/initiatives, and working through language barriers
- Community organizations are eager to partner but a lack of clarity in the process or understanding on what partnership looks like makes this difficult to navigate
- Utilize sports and culture as an entry point to new communities for engagement
  - e.g., Culture Bridge Initiatives' Cricket in Schools program could be grown through partnership (as an example the [City of Toronto - Mayor's Cup tournament](#))

- Build on existing engagement activities around food but ensure the foods being served or showcased represent all cultures and address issues surrounding food security
  - The food being served at an event can unintentionally suggest certain groups are not welcome (e.g., due to cultural dietary restrictions that might not have been considered). What food is being served sends an important message about who comes, who is included, and who feels welcome.

## Leveraging and Building on Existing Work

There is a significant and powerful amount of work on inclusive engagement that already exists. Through partnership and conversations municipalities can find ways to build on this work, collaborate, and avoid duplication.

- Build on and connect to existing York Region initiatives:
  - Community Health and Wellbeing
  - York Region Inclusion Charter – all 3 municipalities are partner organizations, but what does that mean, where are the actions and accountability plans?
  - Examples like the Just Recovery Plan or the Food Access Table in cross-sectoral tables around COVID-19 recovery

## Building capacity for community

Similar to partnerships, for many grass roots organizations and members of marginalized communities there is a lack of clarity on how to engage with their municipalities, what the opportunities are, and the protocols for engagement. Municipalities should strive to demystify these things with actions such as:

- Sessions with partners on complex municipal programs/projects
  - How to navigate the Planning process
  - How to get a permit
  - How to engage with your Mayor or Councillor
- Formalizing a process (or clearly sharing if already in place) for community organizations to engage with towns on items like:
  - Access to space (using board rooms, town address for mailing purposes, etc.)
  - Articulate a clear process for promotion and information sharing
  - Clarity on the availability of and access to funding or town resources

- Provide opportunities for capacity building (e.g., marketing support)

Additionally, it is a great step forward to see committees and task forces focused on Diversity, Inclusion, and Anti-Racism. It is important to ensure these committees and task forces are provided sufficient support and capacity for them to be effective and successful. The level of support should align with what is given to other committees/task forces that are similar in scope and terms of reference.

Support for committees and task forces should include:

1. Funding – to execute on plans
2. Capacity building – on how to manage and run effectively and navigate municipal systems
3. Resources – either through funding or town resources – i.e. expertise, strategic guidance
4. Access – to decision makers in Municipal Leadership and the community

## **Stories – Breaking Through with Stories**

There are incredible stories of impact and potential in our communities. What role can local municipalities play in amplifying and prioritizing these voices?

- Opportunities for municipalities to highlight the diversity of voices and stories of inclusion include:
  - Economic Development/Chambers of Commerce/Business Improvement Areas – elevating the business profile of diverse owners across platforms and sharing these with media
  - Media engagement – what stories are actively promoted or shared with media and how can municipalities amplify the voices of marginalized communities?
  - Social media – who and what is profiled on which platforms (e.g., official town pages, by individual Members of Council) and is there an inclusive lens to social media posts beyond an acknowledgement of cultural holidays or celebrations?
- Some examples of local projects of storytelling:
  - Blue Door – [Out of the Blue](#): Weekly podcast sharing stories about gaps in systems around housing and homelessness
  - [Social Planning Council Hidden Stories of York Region](#): "A podcast about disrupting the dominant narratives by sharing stories about lived realities, community issues & solutions in York Region"



- Media engagement
  - How can local media be engaged around these themes?
    - Explore presenting report findings to local media (not as a story pitch, but as a “workshop” or information sharing purpose to inform their work)
    - Involving media in Neighbourhood Network engagement on project in further phases

## Creating Spaces and Opportunities for Conversations

As noted in the themes, it is important to look at how and where we engage as a lever for change.

- Leveraging both formal and informal opportunities, thinking and acting with intention on who is invited and how
  - E.g., Town Halls, lunch meetings, coffees, committees, etc.
  - Thinking beyond the traditional or current models of engagement
- As demonstrated by many programs and partnerships, local libraries are a key community hub and a pathway to creating inclusion and belonging. How can municipalities continue to build on this?
  - Consider activities like:
    - Mayor’s/Councillor monthly kids “story time” at library or in a park in partnership with a community organization and tied to inclusion
    - Mayor’s/Councillor community conversation – drop in to meet the Mayor
- Explore ways to use the power of parks:
  - Planners in the parks – asking questions, engaging community, demystifying planning
  - Bringing libraries into parks
  - Bringing specific projects to parks – Main Street comes to you, Library Square in the park, meet your Farmer’s Market farmers in the park
  - Councillor and Mayor park drop in days
  - Walks with partners in the parks throughout towns (e.g., York Regional Police, business leaders, Southlake Regional Health Centre, etc.)

## Measuring Success:

Traditional areas of measurement (e.g., the total number of event attendees) can be a barrier to creating inclusive programming as our communities change. Considering other measures of impact for programming tied to creating a sense of belonging and inclusion (as opposed to audience numbers) may allow for reflective and diverse programming to build and grow. Such as:

- Did the event/program engage new partner(s) from a DEI perspective?
- Does the event/program further and deepen relationship with a community traditionally underserved in our programming/engagement?
- Will this event/program lead to possible increased opportunities in the future for the Town (and community)?
- Does the event/program offer the potential to share information about other Town events/initiatives to encourage broader participation in Town activities?

## Collaborative Opportunities

There were two places where the Community Conversations identified a resource gap that community members and staff are currently expected to fill: translation and community development/building/awareness. Although there are gaps, these identify a potential for collaboration amongst this project's partners and with other local partners:

- Explore how to best engage translation services for municipalities and organizations and be intentional not to rely on staff where this is not their core duty, or on community volunteers where the expectation of unpaid labour adds an extra burden.
- Explore the development of specific Community Navigators/Community Developer/Community Partnership staff roles, which could be a shared role across all 3 municipalities, to create relationships and grow partnerships.

# Next Steps

Throughout the month of June, findings from the Phase 1 report will be presented to all 3 municipalities, Neighbourhood Network team members, and designates from the Region of York. Following these presentations to respective Councils, a Phase 2 workplan and implementation will begin:

## Phase 2: Engage/Learn

This phase will focus on learning (towards action) and engaging around the key themes and opportunities identified in this report. This will include activities such as:

1. Development and delivery of workshops to senior leaders within each municipality based on themes and driven to specific action
2. Institutional partner engagement – presenting the report and facilitating conversation to understand their work and uncover opportunities for collaboration, alignment, and shared learning/action
3. Developing a process for local organization listings – leveraging and building on 211 as recommended by York Region, Neighbourhood Network, and identifying possibilities for specific local needs
4. Engaging on themes through Neighbourhood Network partners and communities

Following the delivery of these activities, a final summary report, building on the project's total findings, will also be provided upon completion of Phase 2 (planning under way).

Source: Town of East Gwillimbury



# Appendix 1: Demographic Snapshot

	Aurora	East Gwillmbury	Newmarket
<b>Total Population<sup>1</sup></b>	55445	23991	84224
% growth since 2011 (york.ca)	4.2%	6.8%	5.3%

<b>Gender<sup>2</sup></b>						
Male	26945	<b>49%</b>	12000	<b>50%</b>	40470	<b>48%</b>
Female	28500	<b>51%</b>	11990	<b>50%</b>	43755	<b>52%</b>

<b>Age<sup>3</sup></b>	% of Population	% of Population	% of Population
0 to 14 years	17.8	17.1	17.6
15 to 64 years	69.2	68.3	68.7
65 years and over	13.1	14.5	13.7
85 years and over	1.8	1.4	2

<b>2016 Population by Age</b>	Population	% Change Since 2011	Population	% Change Since 2011	Population	% Change Since 2011
0-4 years	2725	-8.0%	1275	14.0%	4335	-0.1%
5-14 years	7125	-0.4%	2840	7.0%	10500	0.0%
15-24 years	7995	0.0%	3000	-0.7%	11935	0.0%
25-64 years	30355	4.0%	<b>13400</b>	5.0%	<b>45910</b>	4.0%
Age 65+	7240	<b>28.0%</b>	3480	<b>29.0%</b>	11545	<b>30.0%</b>

<b>Average age of the population</b>	39.6	40.6	40.6
<b>Median age of the population</b>	41.5	42.8	42.8

<sup>1</sup> [2016 census population view for each municipality](#)

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

	Aurora		East Gwillmbury		Newmarket	
<b>Indigenous (population)<sup>4</sup></b>	405	0.74% (% of population)	455	1.94 (% of population)%	1290	1.56% (% of population)
<b>Visible Minority<sup>5</sup> - Total % Population</b>	26.9%		10.9%		25.8%	
Total Visible Minority Population	14695		2550		21345	

Aurora			
Top 5	Total Population	% of Population	% of Visible Minority
Chinese	5555	10.2%	37.8%
West Asian	1885	3.4%	12.8%
South Asian	1845	3.4%	12.6%
Black	1205	2.2%	8.20%
Filipino	915	1.7%	6.23%
East Gwillmbury			
Chinese	700	3%	27.5%
South Asian	455	1.90%	17.8%
Black	340	1.50%	13.3%
West Asian	265	1.10%	10.4%
Filipino	145	0.6%	5.7%
Newmarket			
Chinese	5590	6.8%	26.2%
South Asian	3295	4.0%	15.4%
Black	2310	2.8%	10.8%
South East Asian	2255	2.7%	10.6%
West Asian	1955	2.4%	9.2%

<sup>4</sup> 2016 census Aboriginal view for each municipality

<sup>5</sup> [2016 census visible minority view for each municipality](#)

	Aurora	East Gwillimbury	Newmarket
<b>Recent Immigrants<sup>6</sup></b>	1855	280	2295
Recent Immigrants % of Population	3.3%	1.2%	2.7%
% growth Recent Immigrants since 2006	44%	144%	16%
% total population growth since 2006	16%	14%	13%

<b>Recent Immigrant Place of Birth (Top 3)</b>	China	China	China
	Iran	Phillipines	Iran
	Phillippines	Moldova	Phillippines

<b>Recent Immigrant - Languages (Top 5)<sup>7</sup></b> Top non-official languages spoken most often at home by recent immigrants	Mandarin	Mandarin	Mandarin
	Russian	Hebrew	Russian
	Persian	Romanian	Persian (Farsi)
	Cantonese	Russian	Korean
	Tagalog	Persian (Farsi)	Tagalog

<b>Income<sup>8</sup></b>			
Median total income in 2015	40382	40571	36197
Median total income in 2015 Men	49697	49178	44128
Median total income in 2015 Women	34106	34088	30518

Low Income 2018 % of population low income <sup>9,10</sup>	13.7%	13.8%	13.9%
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<sup>6</sup> Taken From - Snapshot of Recent Immigrants in York Region's Nine Local Municipality report Based on 2016 Census

<sup>7</sup> Ibid.

<sup>8</sup> 2016 Census Income View

<sup>9</sup> [Low income data from York Region Low Income Trend report](#)

<sup>10</sup> Low income is numbers based on Census Family Low Income Measure (CFLIM-AT) - a fixed percentage (50%) of the median after-tax census family income. A person is considered to be in low income when their family is at or below the CFLIM-AT threshold associated with their family size. This is just one measure that looks at low income indicators - there are others to give a fuller picture, but shared here as a snapshot.

	Aurora		East Gwillmbury		Newmarket	
<b>Housing - Private households<sup>10</sup></b>	18850		8075		28675	
Ownership	15815	84%	7225	89.5%	22800	79.5%
Rental	3035	16%	850	10.5%	5875	20.5%

<b>Household, families<sup>11</sup></b>						
Proportion of children (under 14 living with one parent)	13.9%		10.7%		16.8%	

Total - Private households by household size	18850		8075		28675	
1 person	3085		1115		5120	
2 persons	5300		2715		8140	
3 persons	3865		1510		5570	
4 persons	4455		1765		6340	
5 or more persons	2140		975		3505	

<sup>10</sup> From Census 2016 Income and Housing views

<sup>11</sup> [Link from york.ca](http://link.from.york.ca)



# Appendix 2: Listing of Community Conversations

## Aurora

### Municipal Staff

#### Communications:

- Eliza Bennett, Manager of Communications
- Michelle Outar, Senior Communications Advisor

#### Customer Service

- Customer Service Supervisor, Nicole Allison

#### Human Resources:

- Demetre Rigakos, Human Resources Manager

#### Libraries:

- Phil Rose, Manager, Library Square
- Reccia Mandelcorn, Manager of Community Collaboration, Aurora Public Library

#### Planning:

- Anna Henriques, Senior Planner Development
- Michael Logue, Senior Policy Planner/Growth Management

#### Recreation & Culture:

- Lisa Warth, Recreation Manager
- John Firman, Manager of Business Support
- Shawna White, Curator at the Town of Aurora

#### Members of Council

- Mayor Mrakas
- Councillor Humfryes
- Councillor Gilliland



**Town Committees and/or Task Forces**

- Aurora Anti-Racism and Anti-Black Racism Committee
- Aurora Accessibility Committee
- Aurora Community Advisory Committee

**East Gwillimbury****Municipal Staff****Communications:**

- Laura Hanna, Director of Communications and Customer Service

**Economic Development:**

- Margot Begin, Economic Development Manager

**Human Resources:**

- Michelle Collette, Director of Human Resources

**Planning:**

- Lawrence Kuk, Manager of Planning

**Recreation & Culture:**

- Rhonda Pogue, Manager, Recreation, Community Engagement and Events

**Members of Council**

- Mayor Hackson
- Councillor Crone
- Councillor Morton
- Councillor Roy-DiClemente
- Councillor Persechini
- Councillor Carruthers
- Councillor Foster

**Town Committees and/or Task Forces**

- East Gwillimbury Diversity Committee

## Newmarket

### Municipal Staff

#### Communications:

- Cassandra Papas, Corporate Communications Coordinator

#### Economic Development:

- Elizabeth Bryan, Business Development Specialist

#### Human Resources:

- Jennifer Rose Healthy Workplace Program Specialist

#### Newmarket Public Library:

- Jennifer Leveridge, Manager of Library Services

#### Planning:

- Adrian Cammaert, Manager, Planning Services

#### Recreation & Culture:

- Laura Schembri, Supervisor, Recreation & Culture
- Meaghan Graham, Supervisor, Programs
- Pat McIntosh, Recreation Programmer

#### Members of Council

- Mayor Taylor
- Councillor Vegh
- Councillor Woodhouse
- Councillor Twinney
- Councillor Morrison
- Councillor Kwapis
- Councillor Bisanz

**Town Committees and/or Task Forces**

- Newmarket Anti-Black Racism Task Force
- Internal Diversity, Equity and Inclusion Working Group

**Community Organizations**

Neighbourhood Network identified Community Organizations within their Partner Database who lead Diversity, Equity, and Inclusion work across the three to be engaged in the Community Conversations process.

- 108 Health Promotions
- Aurora Black Community
- Big Brothers Big Sisters of York
- Blue Door
- CAYR Community Connections
- Character Community
- CHATS – Community & Home Assistance to Seniors
- Community Living Central York
- Culture Bridge Initiatives
- Global Intersections
- NACCA – Newmarket African Caribbean Canadian Association
- Social Planning Council of York Region
- York Pride
- Families of York Region

# Appendix 3: Further Town Analysis

## Town of Newmarket Diversity, Equity and Inclusion (DEI) activities (formal and informal)

Below is a summary of DEI and inclusive engagement activities shared and observed through the Phase 1 process. This list may not include all activities related to DEI, as this was not a formal audit of DEI activities in the Town of Newmarket.

- The Town is part of York Region's internationally recognized ([UNITAR](#)) [Inclusion Charter – an expression of “commitment to welcoming and inclusive communities”](#)
- The Town initiated an internal Diversity, Equity, and Inclusion Working Group (DEIWG) in July 2018. This internal team is a cross-section of staff and departments, and acts as a guiding group to inform DEI gaps, opportunities, and work.
  - The DEIWG “...is comprised of a multifaceted group of staff from all levels within the organization, who share a common interest which contributes to the success of the Working Group. The Group's members volunteer their time to educate and build diversity, equity, and inclusion awareness within the Corporation. This group has been formed to develop, implement, evaluate, and update the Plan which supports the Town's mission of “Making Newmarket Even Better” and the Employee Value Proposition of “Building our community together”.
- The Town's Human Resources team, in consultation with staff and the DEIWG, has developed a Workforce Diversity, Equity and Inclusion Plan that outlines both commitment to DEI practice and learning, as well as suggestions for specific action and measurement of activity
- Based on feedback from community, the Recreation & Culture Department changed its approach to the selection of images in Recreation Guides to be more reflective of diversity in our communities
- The Town partners with community organizations such as Newmarket African Caribbean Canadian Association (NACCA) to deliver programs that are culturally relevant and connected to the community.
  - The collaboration with NACCA extends beyond “celebration” events in Black History Month to partnered programming throughout the year, support through resources, and shared learning opportunities such as:
    - NACCA delivering an Anti-Black Racism Workshop to Council in 2020
    - Town of Newmarket supporting NACCA's growth

- ▶ Through event partnership support (resources and expertise)
- ▶ Utilization of space and municipal location as address
- ▶ Communications and event support
- In 2017, York Pride Festival was welcomed to the Town of Newmarket as the host community for the festival and parade. The impact has been far reaching in the Town, leading to increased community and local business engagement in Pride Month celebrations.
- In 2020, the Town launched the Anti-Black Racism Task Force (ABR Task Force).
- As with the municipality as a whole, the Newmarket Public Library has leveraged partnerships with community based organizations to deliver programming through a DEI perspective such as the [Ancestral Voices series](#)
- Town of Newmarket staff are involved on York Region's Municipal Diversity and Inclusion Group (MDIG).
- In 2020, the Town of Newmarket Council engaged in this Engaged Inclusive Communities Project.
- The Town installed an Indigenous Land Acknowledgement plaque with consultation and collaboration from Indigenous leaders in the Region.
- Internally, staff launched a cultural celebrations calendar and initiated a review of the information collected through Town forms.
- A Diversity and Inclusion page on the Town website has been launched.

## Observations and Opportunities

Below are observations and opportunities that were identified during the process of Phase 1 community conversations, from online resources (websites and social media), or from media articles based on Themes identified in the larger report. These are meant to further demonstrate through examples how the report Themes could come to life. It is important to note that this is not a full or conclusive list, nor are these observations and opportunities identified as a judgement of current activities.

- There is a strong municipal leadership commitment to DEI. The Town can continue to find ways to build on this through engaging leaders internally and externally.
- As the community continues to grow and change the Town can maintain and evolve the existing focus to engage inclusively
  - Don't wait for community members to come to the Town with opportunities for inclusive engagement. Instead, explore ways to actively seek out existing events,

develop relationships, and build collaboratively.

- Ensure plans related to DEI work (such as the Workforce Diversity, Equity and Inclusion Plan, DI Lens, and where inclusive engagement/DEI is embedded in other strategic plans and work plans) are action oriented versus suggestions, and identify accountabilities
  - How do plans and the commitment to the York Region Inclusion Charter drive down to specific and measured departmental actions and plans?
  - How are these specific actions tied into municipal planning and performance measurement processes?
  - Develop an annual process review through an inclusion and equity lens (beyond Human Resources)

## EIC Themes

The themes identified in the larger report are explored further here with a focus on local Newmarket specifics. This is through two ways:

1. Examples of Action: These are examples that were shared or observed through community conversations and are noted here to create context and examples. Note: This is not exhaustive, and we acknowledge there are likely many other examples that exist.
2. Areas of Opportunity: A larger focus has been placed here. These are both based on feedback from community conversations as well as observations made during the project process.

## Theme 1: Meet people where they are

### Examples of Action

- The communications department effectively uses social media such as Facebook, Twitter, LinkedIn, and Instagram
- Several councillors noted that they leverage the strength of social media to engage and specifically utilize social media tools frequently used by specific communities (e.g., WeChat and Telegram)
- Councillor's engagement at events in the community
- Town-partnered events like Black History Month and Asian History Month

## Areas of Opportunity

- Town Halls and Town events are great – but to increase inclusive engagement leaders (elected and municipal departments) must get out into communities. Some suggestions based on community conversations include:
  - Planner in the park (idea from Town staff) – have a rolling weekend program where planners go out into community parks across Town to meet people, talk about their hopes and vision for the Town, as well as share details/information about specific developments and priorities for the Town.
    - This could apply to other departments – i.e., send Recreation & Culture staff out into parks to talk to community members.
  - Are there ways for councillors to engage in school fun fairs and events (many already do)
  - Find ways to share social media content and messaging for key Town initiatives and priorities on community pages, through community leaders/organizations, and platforms they use:
    - With community organizations including Neighbourhood Network
    - Using tools like WeChat and Telegram
  - Meet the Mayor/Deputy Mayor and Regional Councillor/Councillors in the park, at the library – scheduled regularly

## Theme 2: Engage with intention

### Examples of Action

- Members of Council have engaged within Wards and communities in a variety of ways – both proactively and by invitation
- Communications and engagement for the Anti-Black Racism Task Force survey
- Participation and partnership with community events by Councillors and municipal staff
- Newmarket Public Library has a community program/partnership focus to much of its programming

## Areas of Opportunity

- Build increased inclusion in the planning process
  - e.g., The engagement process for Mulock Farm was very comprehensive. How was an inclusion and equity lens applied to the process?

- There were multiple Council workshops and Facebook live events that were virtual and widely publicized. Was there an intentional outreach to underrepresented groups to ensure awareness and encourage participation?
- Explore ways to better leverage and increase participation in online engagement platform (HeyNewmarket). There should be engagement around this platform to get people more familiar so its use increases.
  - Explore whether there is a way to use it in fun, ongoing ways rather than just to gather specific feedback. e.g., tie the platform into social media with a quiz of the month around a community building theme following an interview of the month with a community leader
- Be intentional in programming to be inclusive and bring a more diverse and representative audience:
  - There was a marked difference in the audience of events for the 2019 TD Music Series at Riverwalk event versus 2019 Toronto Raptors Finals screened at Riverwalk. While these events are different in focus and audience, it demonstrates that what we program drives who engages.

### **Theme 3: Communicate the commitment**

#### **Examples of Action**

- Endorsing the Inclusion Charter for York Region (and communications of it)
- Communication and Task Force member recruitment activities for Anti-Black Racism Task Force
- Social media celebrations around key holidays, events, and activities that are reflective of dimensions of diversity in our community

#### **Areas of Opportunity**

- Consider giving the diversity page on the Town's website more prominence and articulate the commitment in other communications materials, documents, and tactics
- Provide key messaging to Members of Council to consider for all public speaking engagement (regardless of focus) that articulates the Town's commitment to DEI
  - e.g., if you are speaking to a business event, include a message about the importance of DEI in our community and the role businesses and business leaders can make in building inclusive communities and belonging
- Ownership of this work needs to continue to be at the highest level and have



clarity of priority from the Mayor, Deputy Mayor and Regional Councillor, and Chief Administrative Officer

- Examine how this commitment articulated consistently from Senior Leadership – internally and externally

## Theme 4: Make the informal, formal

### Examples of Action

- Anti-Black Racism Task Force work
- DEIWG formation
- DEI Plan and Lens development
- Inclusion Charter for York Region

### Areas of Opportunity

- Ensure an inclusive lens is placed in all planning and strategy processes and plans. For example:
  - In the new Economic Development plan consider the following:
    - Where speaking to COVID-19 impacts, the plan could have noted the broadly acknowledged disproportional impacts on women and racialized communities (both businesses and employees).
    - More broadly there was no analysis from a gendered or inclusion lens – support for women and racialized business owners is an opportunity for growth.
    - The word Diversity appears 8 times and appears to speak to diversity of the types of businesses in Newmarket vs. the commitment to inclusion/equity in economic development.
    - Inclusion doesn't appear in the plan – how can you speak to community vibrancy, urbanization, “there is a place for you here” without explicit expression of equity and inclusion as a part of the plan?
  - Recently, a reminder of [Council Strategic Priorities](#) and a way to track process was shared.
    - The 3rd stated priority is: “[Extraordinary Places and Spaces](#) - Creating the environment for an engaged, accessible, and inclusive community”. In this, the examples provided speak to creating space and environment – but not inclusion. Consider adding activities like ABR task force, the Indigenous land acknowledgment, others

- Additionally, articulating how an inclusion lens is applied to all priorities and stated as a an overarching commitment more broadly in current and future communication around council priorities
- Explore developing/re-launching a community DEI advisory group looking at inclusion more broadly in the community (complimenting Anti-Black racism work, but looking at dimensions of diversity more broadly)

## Theme 5: Access

### Examples of Action

- The development of the Anti-Black Racism Task Force
- Annual Open House (pre-COVID)
- Council local community engagement activities such as:
  - Community picnics/BBQs, events
  - Council member participation in community events

### Areas of Opportunity

- In the focus on making Main Street more accessible ensure an inclusion lens. Work with the Main Street BIA and other key downtown partners/stakeholders to develop plans for more inclusive programming
  - Some feedback was received that the downtown core doesn't feel welcoming to all:
    - "Downtown is not a welcoming place, not a welcoming atmosphere. People don't want to go where they don't feel invited. People need to feel included, welcome seen and also feel safe." – Quote from a community conversation and echoed by others
  - We heard that from a diversity, inclusion, and community perspective
    - ▶ Fairy Lake Park feels very different from parks in newer communities like Environmental Park
    - ▶ Upper Canada Mall feels very different than downtown
- Exploring how leaders (elected and municipal departments) develop community and stakeholder engagement relationships and strategies
  - e.g., Mayor does community safety walk with York Regional Police, what about doing similar walk with others – such as youth, with members of the Black community, 2SLGBTQ+, those experiencing homelessness, the disability community, etc.

- Consider the impact that the intersections of dimensions of diversity have when planning programming
  - As an example - We heard from a community organization leader in relation to programming the Town offers for seniors (such as dances) that there are limitations to how inclusive they are. "If you don't square dance and eat hamburgers, you will be an audience not a participant."

## **Theme 6: Engage meaningfully**

### **Examples of Action**

- The Recreation & Culture department and Town Hall staff have developed a meaningful and reciprocal relationships with NACCA, diverse artists, and community leaders
- Members of Council all have developed strong relationships within the community, with an increased focus on inclusive lens

### **Areas of Opportunity**

- Continue to look beyond “festivals” and engaging with diverse communities beyond discussions of diversity alone
  - Include different community leaders in informal/formal community and stakeholder engagement
  - Invite and include members of diverse communities with intention – e.g. when planning for the new Skate Park, consult 2SLGBTQ+ youth intentionally for input on how to build it so they feel safe and included.





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## **York Region Municipal Comprehensive Review – 2051 Forecast Staff Report to Council**

Report Number: 2021-42

Department(s): Planning and Building Services

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

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled York Region Municipal Comprehensive Review – 2051 Forecast dated June 14, 2021 be received; and,
2. That Council endorse the comments outlined in this report; and,
3. That Staff be directed to forward this report to the Regional Municipality of York for its consideration as part of the Municipal Comprehensive Review; 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 provide comments to York Region on the proposed 2051 Population and Employment Forecasts for Newmarket that have been prepared as part of the York Region's municipal comprehensive review.

### **Background**

The Regional Municipality of York (York Region) is conducting a municipal comprehensive review (MCR) and has been releasing [background and/or policy direction reports](#) since 2019. On March 18, 2021, York Region released a report titled [Proposed 2051 Forecast and Land Needs Assessment](#) (Proposed 2051 Forecast Report), which presents York Region's land needs to 2051, proposed population and employment forecasts by local municipalities, intensification targets, and an integrated approach to growth management. At the May 25, 2021 Town of Newmarket Committee

of the Whole meeting, Regional staff presented highlights of the main topics discussed in the Proposed 2051 Forecast Report and next steps of the MCR.

York Region has requested comments on the proposed forecasts from local municipal councils by July 2021. Planning staff have reviewed the Proposed 2051 Forecast Report and have outlined comments on the Region's population and employment forecasts for Newmarket for Council's consideration.

## Discussion

### York Region is Forecast to Reach a Population of 2.02 Million and 990,000 Jobs by 2051

In accordance with A Place to Grow – Growth Plan for the Greater Golden Horseshoe, 2020 (Growth Plan), York Region is forecast to reach a population of 2.02 million and 990,000 jobs by 2051. To accommodate this growth, the Region is required to plan for a minimum Region-wide intensification target of 50% (i.e. within existing built-up area as shown on Attachment 1) and a minimum density target of 50 residents and jobs per hectare in designated greenfield areas (DGA). Based on the results of the land needs assessment and factors such as market considerations, Regional staff has advised that York Region is well positioned to meet or exceed the Growth Plan targets.

York Region's intensification targets are then distributed and assigned to the nine local municipalities. Each local municipality is required to update its intensification target to achieve the minimum targets as identified in the new Regional Official Plan.

### York Region's Forecasted Population and Employment Growth for Newmarket

Town of Newmarket is forecast to a population of 110,700 people and 57,600 jobs by 2051. These forecasts represent a 3% share of York Region's overall population and employment growth. Table 1 below summarizes the Town of Newmarket's population and employment forecasts found in the [Proposed 2051 Forecast Report](#):

*Table 1 Newmarket 2051 Population and Employment Forecasts*

	2016	2051	2016-2051 (35 years)	
			Total Growth	Average Annual Growth
<b>Population (People)</b>	86,800	110,700	23,900	683 (0.7%)
<b>Employment (Jobs)</b>	45,000	57,600	12,600	360 (0.7%)
<b>Jobs/Population</b>	51.8%	49.2%		

Most of the forecast population growth is planned within the Urban Centre Secondary Plan area along Yonge Street and Davis Drive. Furthermore, as presented in the

Proposed 2051 Forecast Report, Newmarket is anticipated to attract approximately 4,000 major office jobs over the forecast period, mostly to be accommodated in the Urban Centres, and approximately 3,500 jobs on vacant employment lands and intensification elsewhere in the municipality.

Planning staff agree with Regional staff that population growth in Newmarket will be increasing and achieved through intensification, as DGAs are largely built out. Planning staff also recognize that growth may be further constrained by the delay associated with the completion of the Upper York Water Reclamation Centre in the short term.

### **Town of Newmarket is likely to Exceed York Region's Forecasted Population and Employment Growth**

However, Planning staff do have a concern with the annual growth rate that York Region has applied to the Town, being 0.7%. This appears to be quite low. An average annual growth of 683 people is equivalent to approximately 367 apartment units per year. To put that into perspective, Briarwood Development's project, which is nearing the end of the site plan approval process, includes 339 apartment units, and Rose Corporation's Deerfield project (phases 1 and 2), which are under construction, include a total of 435 apartment units. As Council is aware, staff is also processing a number of applications in the Urban Centres that are also expected to be built in the next few years.

According to Statistics Canada, Newmarket's population increased by 5.3% from 2011 to 2016, representing an average annual growth rate of 1.06%. It is estimated that Newmarket's population was just over 90,000 people at the end of 2020, which represents an estimated average annual growth rate of approximately 1.7% between 2016 and 2020, indicating a moderately increasing growth rate. Historically, Newmarket's annual growth has not been below 1%, and the most recent numbers as outlined suggest this rate is increasing. To illustrate with an example, using a conservative estimate where only two apartment buildings (total 435 units) get occupied each year, this would represent approximately 850 people growth per year (1% growth).

### **Town of Newmarket will likely Exceed the Proposed Intensification Target of 8,700 Units between 2016 and 2051**

The Growth Plan requires municipalities to develop an intensification strategy to achieve the Growth Plan's minimum intensification target. For York Region, a minimum of 50% of all new housing units constructed on an annual basis must be accommodated within the built-up area (refer to Attachment 1).

Within the built-up area, York Region is proposing the following hierarchical list providing a descending priority level for growth. This is done, in part, to make most efficient use of servicing infrastructure that exists in these areas, which supports the Region's goal of aligning growth with infrastructure.

1. Regional Centres;
2. Major Transit Station Areas (MTSA);
3. Regional Corridors, and
4. Local Centres and Corridors

To support the minimum 50% Region-wide intensification target, each local municipality contributes at different levels depending on a number of factors:

- The extent of intensification opportunities within Regional Centres and Corridors as well as local centres and corridors;
- The level of existing and planned transit and servicing infrastructure; and
- The geographic extent of the built-up area within the municipality.

Based on the above considerations, York Region is proposing to assign the highest intensification target of 86% to Newmarket, followed by the City of Richmond Hill at 77%. This is because the majority of Newmarket is within the built-up area with a Regional Centre, 12 MTSA's and Regional Corridors along Yonge Street and Davis Drive. Planning staff anticipates that Newmarket will exceed the intensification target of 8700 units.

Currently, there are approximately 2300 units being proposed, processed, and/or under construction in the above noted intensification areas in Newmarket, excluding the Mulock GO MTSA. Assuming the Upper Canada Mall Master Plan will be at 50% built out by 2051 (approximately 2500 units), plus an additional 200 units per year from future development applications, Planning staff estimate that approximately 10,600 new residential units could be built within the Regional Centre, MTSA's and Regional Corridors between 2021 and 2051, subject to servicing capacity availability.

### **Town of Newmarket will Meet or Exceed the Proposed Designated Greenfield Area Density Target of 40 Residents and Jobs per Hectare**

Newmarket's DGAs are shown in Attachment 1 of this report. Generally, they are located at the southwest and northwest quadrants of Newmarket. The DGA in the northwest quadrant is nearly built-out with an estimated density of approximately 70 residents and jobs per hectare. The lands in the southwest quadrant DGA are currently subject of an Official Plan Amendment application seeking to allow for urban uses.

### **Infrastructure to Support Newmarket's Growth**

It is a goal of the Region to align growth with infrastructure. This is because to support the forecasted growth, significant investments will be required for infrastructure such as water, wastewater and transit. These capital investments will need to be closely aligned with the timing and location of actual growth. Aligning existing infrastructure and prioritizing and staging future investments will be key for achieving better integration of land use and infrastructure planning in a fiscally sustainable fashion.

As discussed above, Newmarket will likely exceed the targets as proposed by York Region in the Proposed 2051 Forecast Report. When considering York Region's fiscal capacity, phasing and staging of growth, Planning staff recommend that Regional staff



reconsider the resources for water and wastewater infrastructure, road improvements and transit services to support Newmarket's anticipated growth as outlined in this report.

## **Conclusion**

York Region has completed its 2051 Forecast and Land Need Assessment. Based on the information available to Town staff, Newmarket will almost certainly exceed the population and employment targets as proposed by York Region. Planning staff recommend that Regional staff carefully reconsider the population and employment growth assigned to Newmarket and ensure that the phasing and staging of growth are aligned with Newmarket's needs.

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

- Economic Leadership and Job Creation
- Vibrancy on Yonge, Davis, and Mulock

## **Consultation**

None

## **Human Resource Considerations**

None

## **Budget Impact**

None

## **Attachments**

Attachment 1 – York Region Land Use Categories

## **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 & Infrastructure Services

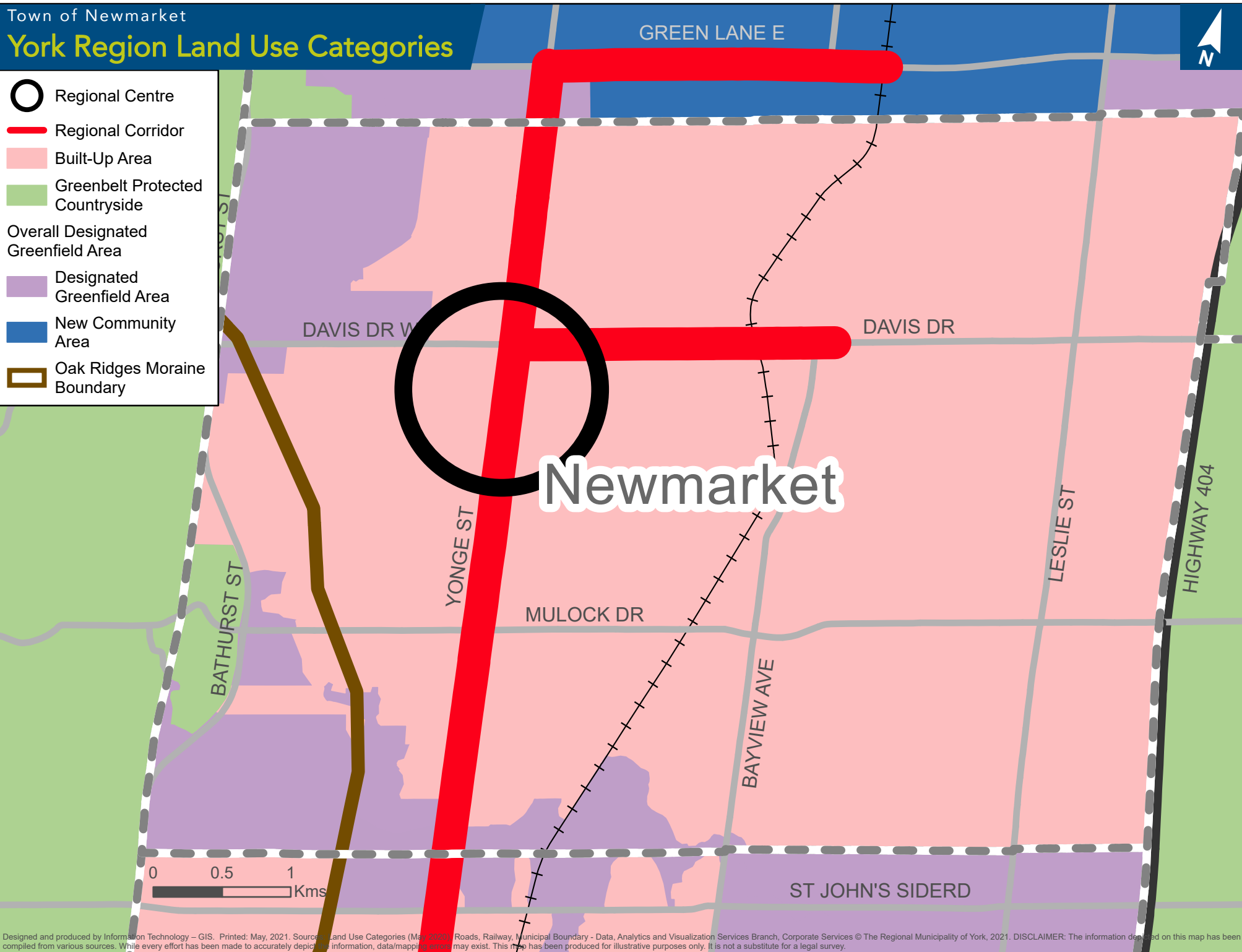
## **Contact**

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



# York Region Land Use Categories

-  Regional Centre
-  Regional Corridor
-  Built-Up Area
-  Greenbelt Protected Countryside
- Overall Designated Greenfield Area
  -  Designated Greenfield Area
  -  New Community Area
-  Oak Ridges Moraine Boundary







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

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## **Condominium Process Amendments Staff Report to Council**

Report Number: 2021-40

Department(s): Planning Services

Author(s): Meghan White

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled Condominium Process Amendments dated June 14, 2021 be received; and,
2. That Council pass a by-law approving the condominium exemption for Connecticut Lane on the lands legally described as Block 53 on 65M-4683, on the basis that the overall development has been approved through the subdivision approval process for the development of the lands as a residential development and that all of the subdivision and development conditions have been addressed through that process, including the registration of a Subdivision Agreement; and,
3. That Shining Hill Estate Collections Inc. c/o Paul Bailey, 1500 Highway 7 West, Concord ON L4K 5Y4 be notified of this action; and,
4. That Malone Given Parsons Ltd., c/o Lincoln Lo, 140 Renfrew Drive, Suite 201, Markham ON L3R 6B3 be notified of this action; and
4. That Council and staff adopt a new process for applications requesting exemption from the condominium process as permitted by Section 9(3) of the *Condominium Act* as outlined in this report; and,
5. That Council institute a fee of \$4,104.10 +HST for processing an exemption request; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is two fold:

1. This report is recommending an exemption be granted to a specific development application, which is to create a private condominium road within an already approved subdivision (Shining Hill Phase 1); and
2. This report is recommending Council and Staff adopt a process for exempting some applications from the condominium process in certain circumstances.

## Background

Applications for condominium approval can be dealt with in one of two ways, in accordance with the *Condominium Act*. The first method generally involves a process similar to an application for draft plan of subdivision where after appropriate circulation, a proposal receives 'draft' approval which is contingent on the applicant satisfying a number of conditions prior to final approval and registration. The second process is where the approval of the condominium is exempt from the draft or 'conditional' approval stage and proceeds directly to final approval. The exemption process is intended to apply to proposals that have previously undergone a complete evaluation (i.e., a subdivision or site plan approval) and no further conditions of approval are required by the municipality for the development to proceed.

Condominium exemptions are permitted under Section 9(3) of the Condominium Act, 1998 S.O. c.19 and grant the approval authority power to exempt the application from the provisions of Section 51 and 51.1 of the Planning Act. An exemption to Section 51 is essentially an exemption to the full approval process including the requirements to give notice of the application and to hold a Public Meeting and Section 51.1 is the requirement for parkland dedication. Such an exemption is typically warranted if the proposed development has recently undergone *Planning Act* approvals such as Subdivision Agreements and Site Plan Control. In using this exemption process the development proposal would not be skipping the public meeting or the parkland dedication, it would have already happened or would have been taken through an earlier process. The exemption would remove the requirement to re-process and review a proposal that had already been extensively vetted by staff and Council.

The current process is to require a Site Plan Application and Residential Draft Plan of Condominium Application, these are typically applied for after an OPA and/or rezoning process has already been undertaken. The detailed design would be reviewed and approved through the site plan. Once that process had concluded and the applicant had paid their fees and signed the site plan agreement, then staff would bring a report to Council recommending approval of the Draft Plan of Condominium and would be issuing Draft Plan Approval Conditions. There would typically be a few conditions requiring all of the conditions of the site plan agreement be adhered to (which in signing the site plan agreement that applicant would have already done), that all requirements of external agencies had been met (which is also captured in the site plan agreement) and that all the requirements of the Official Plan had been met (which would have been addressed by previous processes).

As the number of complex redevelopment projects increases, especially in the Urban Centres, staff are looking to streamline the development process. This process could save both the developer and staff time and resources without sacrificing any good planning practices or public participation. The exemption would save staff and the applicant from an additional public meeting, which may create confusion, and creating and clearing the draft plan of condominium conditions.

A recent application to create a condominium road in the midst of a residential subdivision has brought this section of the *Condominium Act* to the attention of staff. It has been determined that establishing a process for granting this kind of exemption will be beneficial to staff and proponents.

## **Discussion**

### **Shining Hill Exemption**

Council approved an official plan amendment (OPA 21), a rezoning (ZBL 2018-17) and a draft plan of subdivision (19TN-2018 001) for the development known as Shining Hill Phase 1 in 2018. The applicant signed the Subdivision Agreement December 15, 2020. A location map is attached as Appendix A.

The application for a Draft Plan of Subdivision was approved on April 16, 2018 to permit a residential development comprising of 13 single detached units, 16 semi-detached units, 105 street access townhouses, and 45 rear lane access townhouse units.

The current application is proposing to create a common element condominium, where the common element is the private lane, proposed to service 20 rear lane freehold townhouse units identified as Blocks 44-47 on Plan 65M-4683. The common element is composed of the private lane and associated landscaping. The owners of the rear lane townhouse units will form the Condominium Corporation responsible for the maintenance of the common elements. The proposed condominium plan showing the road and associated lots is attached as Appendix B. No new lots will be created; they were all created by the previous subdivision approval.

The public was consulted on this application through the OPA, rezoning and subdivision processes. The detailed engineering design was completed through the subdivision process. All internal departments have concurred that all matters have been addressed through the subdivision process and all outstanding fees have been paid.

Subsection 9(3) of the Condominium Act allows Council (as the approval authority) to grant an exemption from Sections 51 and 51.1 of the Planning Act to condominium applications where:

- All development matters have been adequately addressed through previous planning act approvals (generally Site Plan or Subdivision Approvals),
- No further approval conditions are required, and
- There are no outstanding fees to be collected



In this case, staff are proposing an exemption from the requirements of Sections 51 and 51.1 of the *Planning Act* in consideration that the development has already been subject to a statutory Public Meeting (OPA, rezoning, and draft plan of subdivision) and subject to detailed engineering design through the subdivision process, which addresses the requirements of Section 51.

Section 51.1 of the Planning Act allows for taking of land for purposes of parkland. The parkland dedication for this development has already been addressed through the subdivision process and agreement.

As all technical design and financial requirements have been addressed through the previous completed *Planning Act* applications and as well the public consultation has been completed, there does not appear to be any benefits to subjecting the proposal to additional processes. Staff are recommending the creation of the condominium for the road be exempt from further process and that Council pass a by-law authorizing the exemption and registration of the condominium. The by-law is attached as Appendix C.

## **New Process**

Staff are recommending that the Town institute a formal process to permit for future applications for an exemption. The process would be as follows:

1. The applicant submits a request for a condominium exemption, with an associated fee.
2. The request is circulated to relevant internal departments to confirm all matters have been addressed through the site plan or subdivision process and subsequent agreement(s).
3. Staff would bring forward a by-law to Council, without a report, just as by-laws to remove holding provisions are processed.
4. If approved, the by-law would be sent with the Certificate of Exemption to the Land Registry Office with the condominium plans for registration.

Staff are recommending the same fee that is collected for a Removal of the Holding Provision application (\$4,104.10 +HST), as the process is similar and it is anticipated it will require the same amount of staff time. This may be reviewed in subsequent years after processing some of these applications.

## **Jurisdictional Scan: Other Municipalities**

Staff have reached out to other municipal planning staff to determine which municipalities also use this exemption process and the responses are varied.

The City of Barrie, Town of Georgian Bluffs, Township of Clearview, and Oxford County all use the exemption when appropriate. Specifically Barrie includes a condition in the Site Plan Agreement which requires the applicant to pay any outstanding fees, that their

Legal Department will review the Condominium Disclosure Package (declaration and description), and that a warning clause is registered on title stating that the new lot is not eligible for municipal garbage pick-up (if relevant). They then send a condominium exemption by-law to Council. Barrie charges a total of \$6,000 for this process.

Toronto, Richmond Hill, Markham and Aurora do not formally use the exemption process. They require a public meeting and conditions of draft approval; however, the public meeting is generally at the same time as the public meeting for the other planning processes. Generally, there are minimal conditions of draft approval and final approval follows shortly thereafter. This is typically how Newmarket has been processing condominium approvals.

Municipalities have opted to handle the condominium process differently. Some fold it into other processes and some opt to use the exemption process. Staff are of the opinion that the exemption process is more efficient and straightforward for both staff and applicants.

## **Conclusion**

It is recommended that the Shining Hill common element condominium of a single road be exempt from further processing as the detailed engineering design and public consultation was undertaken through the Official Plan amendment, rezoning and subdivision processes.

Staff are recommending using a new process to exempt condominiums from further processes if the application has already undergone significant planning approval processes (such as those for site plan or subdivision approvals). Given that the creation of condominiums are typically a form of tenure with no land use planning issues and where these applications will have been subjected to a full public process through statutory Public Meetings of other development approvals, it is reasonable to exempt a condominium from further process. It is also recommended that discretion be given to the Director of Planning and Building Services in determining whether an exemption should be granted by bringing forward a by-law to Council without a report.

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

- Vibrancy on Yonge, Davis and Mulock
- Extraordinary Places and Spaces

## **Consultation**

Planning staff consulted with Legal Services staff, as well as the chair of Development Coordination Committee. Externally, other municipal planning staff were contacted to determine if/how other municipalities use this exemption.

## **Human Resource Considerations**

None.

## **Budget Impact**

Staff are recommending a new application fee of \$4,104.10 +HST to process exemption requests. It is expected that Legal Services may chose to establish a new fee(s) as well.

## **Attachments**

- A. Shining Hill Phase 1 Location Map [with Connecticut Lane highlighted]
- B. Draft Plan of Condominium for Connecticut Lane
- C. By-law granting the exemption to the Shining Hill application

## **Submitted by**

Meghan White, Senior Planner, Development, Planning & Building Services

## **Approved for Submission**

Adrian Cammaert, Manager, Planning Services

Jason Unger, Director, Planning & Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

Meghan White at [mwhite@newmarket.ca](mailto:mwhite@newmarket.ca)



# LOCATION MAP CONNECTICUT LANE

SHINING HILL DEVELOPMENT



Connecticut Lane



Shining Hill Development

--- Future Road



Municipal Boundary

Designed & produced by  
Information Technology - GIS  
Printed: 2021-06-01.



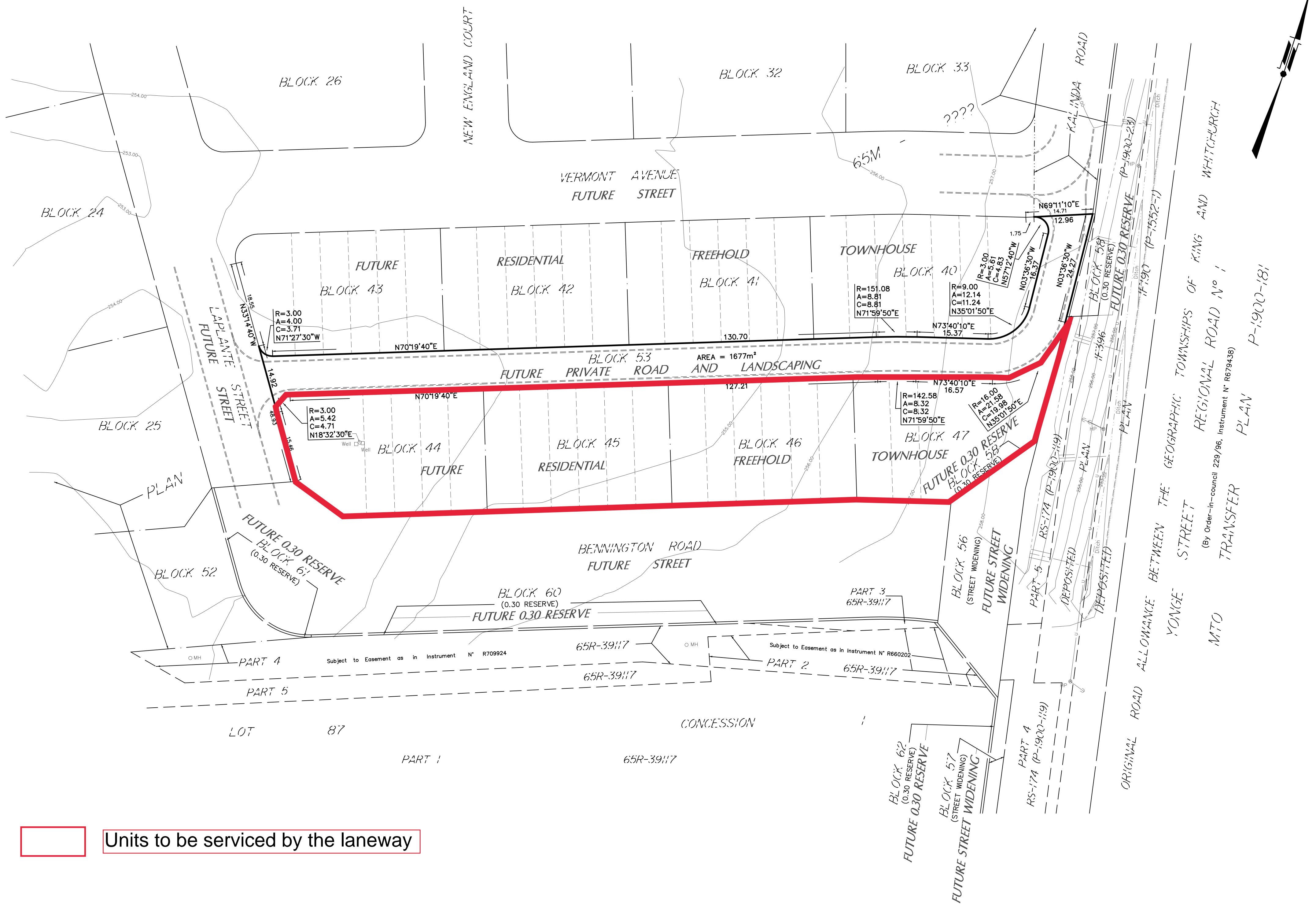
Newmarket

Sources: 2021 Colour Ortho Imagery - First Base Solutions Inc., 2021 Orthophotography, Land Parcel Boundaries - © Teranet Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. 2021; Roads, Municipal Boundary - Data, Analytics and Visualization Services Branch, Corporate Services, The Regional Municipality of York, 2021; All other data - © Town of Newmarket, 2021. DISCLAIMER: This mapping is based on the POLARIS parcel fabric product compiled using Land Registry System records and recent surveys and control points where available. This mapping is a representation of the earth's surface and provides estimates of area and distance. It is not a substitute for a legal survey.

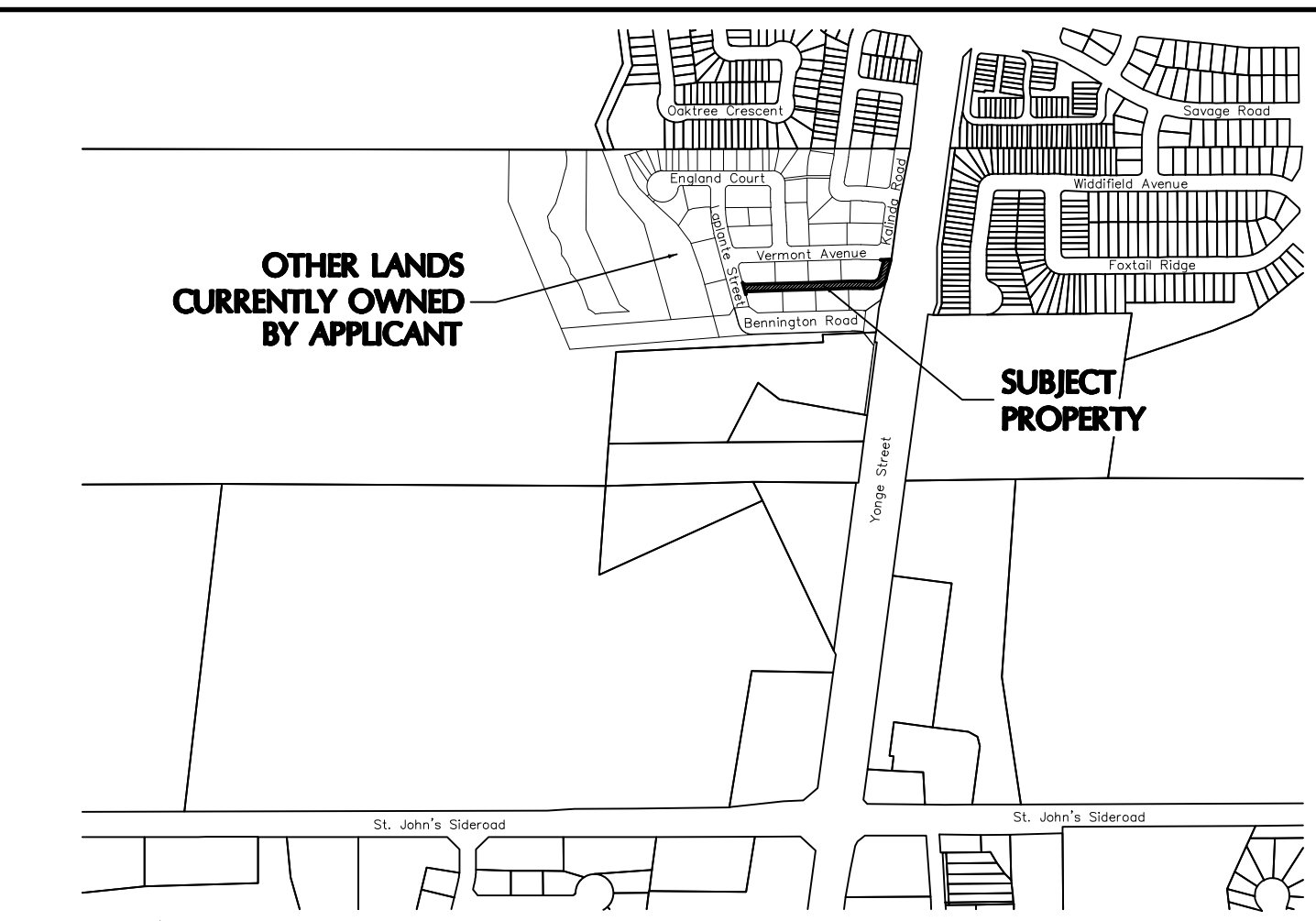
Document Path: G:\Projects 10\Development and Infrastructure Services\Planning\Map Documents\LocationMaps\ConnecticutLn\_Location Map.mxd







Units to be serviced by the laneway



**KEY PLAN**  
Not to Scale

**DRAFT PLAN OF COMMON ELEMENT CONDOMINIUM OF  
BLOCK 53  
PLAN 65M-????  
TOWN OF NEWMARKET  
REGIONAL MUNICIPALITY OF YORK**

**SCALE 1: 500**  
10 5 0 10 20 30 Metres  
**LLOYD & PURCELL A DIVISION OF SCHAEFFER DZALDOV BENNETT LTD.**

**PLANNING ACT, SECTION 51(17)**

- |                                    |  |
|------------------------------------|--|
| (a) AS SHOWN ON DRAFT PLAN         | (h) FULL MUNICIPAL SERVICES TO BE PROVIDED |
| (b) AS SHOWN ON DRAFT AND KEY PLAN | (i) SOIL IS FINE SANDY LOAM                |
| (c) AS SHOWN ON DRAFT AND KEY PLAN | (j) AS SHOWN ON DRAFT PLAN                 |
| (d) PRIVATE ROAD AND LANDSCAPING   | (k) FULL MUNICIPAL SERVICES TO BE PROVIDED |
| (e) AS SHOWN ON DRAFT PLAN         | (l) N/A                                    |
| (f) AS SHOWN ON DRAFT PLAN         |  |
| (g) AS SHOWN ON DRAFT PLAN         |  |

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

20<sup>th</sup> DAY OF JANUARY, 2021

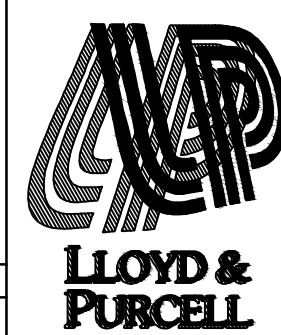
*Neil A. Legrow*  
NEIL A. LEGROW  
ONTARIO LAND SURVEYOR

**OWNER'S CERTIFICATE**

AS OF THE DATE ON THIS PLAN THE UNDERSIGNED BEING THE REGISTERED OWNERS OF THE SUBJECT LANDS HEREBY AUTHORIZE MALONE GIVEN PARSONS LTD. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF CONDOMINIUM AND TO MAKE APPLICATION TO THE TOWN OF NEWMARKET FOR APPROVAL THEREOF.

DATED THE 27<sup>th</sup> DAY OF JANUARY, 2021  
16250 YONGE ST. INC.  
1500 HIGHWAY N° 7  
CONCORD, ONTARIO  
L4K 5Y4

*Paul Bailey*  
PAUL BAILEY, VICE PRESIDENT  
I HAVE THE AUTHORITY TO BIND THE CORPORATION

<b>LLOYD &amp; PURCELL</b> A DIVISION OF SCHAEFFER DZALDOV BENNETT LTD. ONTARIO LAND SURVEYORS 1228 GORHAM STREET, UNIT 28, NEWMARKET, ONTARIO, L3Y 8Z1 (905) 895-6416 Fax (905) 853-5837 E-MAIL: l_p@ontariolandsurveyors.ca TOLL FREE 1 (855) 779-6500 WWW.ONTARIOLANDSURVEYORS.CA			
CAD: CG	PC:	JOB: 21-075	
CALC: BI\CG	CHK'D: NAL	FILE: N1-M????-Bik53	







# Corporation of the Town of Newmarket

## By-law 2021-XX

A By-law to exempt the condominium creation of Connecticut Lane from Sections 51 & 51.1 of the Planning Act (Shining Hill Phase 1).

Whereas Subsection 9(2) of the Condominium Act, 1998, S.O. 1998, c.19 (the "Condominium Act, 1998") provides, inter alia, that Sections 51, 51.1 and 51.2 of the Planning Act, R.S.O. 1990, c.P.13 (the "Planning Act") that apply to a plan of subdivision apply with the necessary modifications to a description for a condominium;

Whereas Subsection 9(3) of the Condominium Act, 1998 authorizes the approval authority to grant an exemption from those provisions of Section 51 and 51.1 of the Planning Act that would otherwise apply to the approval for a plan of condominium;

Whereas the Council of The Corporation of the Town of Newmarket deems it expedient to exempt the developer under Subsection 9(3) of the Condominium Act, 1998 as it relates to the development of Connecticut Lane, Block 53 on Plan 65M-4683; in the Town of Newmarket, Region of York from those provisions of Sections 51 and 51.1 of the Planning Act which would normally apply to the development and registration of a plan of condominium.

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

1. That the Corporation of the Town of Newmarket exempt the developer under Subsection 9(3) of the Condominium Act, 1998 as it relates to the development of Connecticut Lane, Block 53 on Plan 65M-4683; in the Town of Newmarket, Region of York from those provisions of Sections 51 and 51.1 of the Planning Act which would normally apply to the development and registration of a plan of condominium.
2. That this By-law shall come into force and effect immediately upon the final passing thereof.

Enacted this 21<sup>st</sup> day of June, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk





Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
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## **200 Deerfield (Phase 3) Incentives for Affordable Housing and Rental Housing Staff Report to Council**

Report Number: 2021-47

Department(s): Planning & Building Services

Author(s): Casey Blakely

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled 200 Deerfield (Phase 3) Incentives for Affordable Housing and Rental Housing, dated June 14, 2021 be received; and,
2. That Council approve the recommendations for DC and fee deferral as outlined in this report; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to seek Council approval of financial incentives in line with the Town and Region's Rental DC Deferral Incentives, in order to provide affordable rental housing as part of the Phase 3 building located at 200 Deerfield Road. The same incentives were granted for the Phase 1 rental building for this development.

### **Background**

Council has approved the zoning bylaw amendment for 185, 195 and 200 Deerfield Road (known together as 175 Deerfield, the municipal address of the prior industrial building), to permit a residential development comprised of three apartment buildings, over three phases. The Phase 1 and 2 buildings are currently under construction and one of them is rental in tenure. The Phase 3 building is a ten - storey rental building and is currently being reviewed for site plan approval and a By-law to lift the Holding

200 Deerfield (Phase 3) Incentives for Affordable Housing and Rental Housing

designation on the zoning is also required. Servicing allocation to the Phase 3 building was granted through the Annual Servicing Allocation Review Report 2021-34, approved by Council on May 10, 2021.

## Discussion

The Town, Region and Canada Mortgage and Housing Corporation (CMHC) provide incentives to those establishing affordable rental housing if they meet certain criteria outlined in each of the incentive programs.

Council previously approved incentives for the Deerfield site through [Report 2018-61](#) and [Report 2019-12](#).

The reports spoke to the entire site, but at the time, staff were only aware that the first phase would offer affordable rental units. The applicant is now proposing affordable rental units for the Phase 3 building and is requesting the same DC deferral and fee deferrals for this building, as outlined in the table below.

Incentive	Incentive Rental Buildings
DC Deferral	DC Deferral for a period of up to 20 years (to align with the Region's program) at the rate in place upon date of both Zoning By-law Amendment Application being approved and Site Plan Approval Application being complete (July 2020)
Fee Deferral	Defer 50% of any fees not yet paid for 48 months from date of required payment:  All unpaid fees related to site plan approval and building (e.g. Engineering Review Fee, Legal Fee, Financial Administration Fee, Building Permit fees)
Parkland Dedication	Deferral of parkland dedication. Cash-in-lieu deferred for 48 months from date of required payment. Land and infrastructure conveyance deferred for period laid out in conditions below.
<b>Conditions</b>	
Deferral Subordination	To be addressed in the same manner as deferral agreements for 212 Davis Drive and 195 Deerfield.

Tenure	Building to be guaranteed as rental tenure for a period of not less than 20 years.
Community benefits	The owner is required to convey to the Town \$113,000 under the Section 37 Agreement dated August 19, 2019. These funds are to be in the form of cash or capital facilities and are to be allocated at the discretion of the Town toward park lands, public art, and park infrastructure in close proximity to the subject lands. Payment is to be made in the amount of \$113,000 or conveyance of capital made within 60 days of occupancy of the building.
Three-stream waste	The building is to provide a waste disposal system including three stream waste infrastructure to each floor.
Agreement	Applicant has entered into a Section 37 Agreement and will enter into DC Deferral and Incentive Agreement to secure matters in a form similar to the agreement used for 212 Davis Drive and 195 Deerfield Road.

The Phase 3 building will be comprised of 175 rental units (6 - bachelor, 96 - 1 bedroom, 66 - 2 bedroom and 7 - 3 bedroom). By applying the Town, York Region and CMHC incentive programs, the applicant will be able to provide 46 affordable rental units, which account for 26% of the total units. These will be comprised of 4 - bachelor, 38 - 1 bedroom and 4 - 2 bedroom units.

This will help achieve Newmarket and York Region's goals for affordable rental housing within our community.

## Conclusion

Staff recommend that the incentives outlined in the 2018-61 and 2019-12 report be provided for the Phase 3 building at 200 Deerfield Road, in accordance with the Town

and York Region's Rental DC Deferral Incentives. If approved, staff will secure these benefits through an agreement with the landowner.

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

Vibrancy on Yonge, Davis and Mulock.

## **Consultation**

Senior staff from Planning and Finance were consulted in the drafting of this report.

## **Human Resource Considerations**

None

## **Budget Impact**

The Town will get the Development Charges required for this project and by deferring the receipt of them, we are also getting a development that meets a significant housing need for the Town of Newmarket.

## **Attachments**

None

## **Submitted by**

Casey Blakely, Senior Planner, Planning Services

## **Approved for Submission**

Adrian Cammaert, Manager, Planning Services

Jason Unger, Director, Planning & Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

Casey Blakely, MCIP, RPP

cblakely@newmarket.ca



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## **2021 Reserve and Reserve Funds Budget Staff Report to Council**

Report Number: 2021-45

Department(s): Financial Services

Author(s): Anita Gibson, Sr. Financial Analyst, Financial Services

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled 2021 Reserves and Reserve Funds Budget dated June 14, 2020 be received; and,
2. That 2021 Reserves and Reserve Funds Budget as set out in the attachment be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

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

The 2021 budgeted revenues for reserves and reserve funds including obligatory reserve funds are \$35.4 million. They include \$17.7 million in transfers from the operating budget, \$5.2 million from the gas tax grant, and \$11.7 million in contributions from developers, mainly from Development Charges.

Reserves and reserve funds, including obligatory reserve funds (for development charges and parkland contributions, gas tax grant, etc.) had a combined balance of \$120.6 million at the beginning of 2021 and are budgeted to have a balance of \$113.1 million at the end of 2020, a decrease of \$7.5 million.



## Purpose

The purpose of this report is to seek Council approval of the 2021 Reserves and Reserve Funds Budget.

## Background

The majority of the Reserves and Reserve Funds budget has already been established through the previous adoption of the 2021 Operating and Capital Budgets. The projected revenues, i.e. interest earned, contributions from developers, items paid directly to the reserve and reserve funds, etc., are based upon the trends of the last three years.

## Discussion

The details of the 2021 reserves and reserve funds budget are attached. They are summarized below:

### 1. Reserves and reserve funds for capital purposes

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

Category	Beginning Balance 2021	Revenues	Expenses	Ending Balance 2021	Change over 2020
General Capital	5,410,362	271,143	457,200	5,224,305	(186,057)
Loan to Capital	(10,427,618)	466,594	9,178,903	(19,139,927)	(8,712,309)
Designated Capital	13,941,801	1,115,920	1,086,076	13,971,645	29,844
Growth Funds	3,890,516	992,326	435,000	4,447,842	557,326
Asset Replacement Funds	31,720,559	14,201,363	12,905,543	33,016,379	1,295,820
<b>TOTAL</b>	<b>44,535,620</b>	<b>17,047,346</b>	<b>24,062,722</b>	<b>37,520,244</b>	<b>(7,015,376)</b>

Revenues in the General Capital and Designated Capital reserve funds are mainly transfers from the operating fund for things like capital financing, environmental land purchases, the official plan and other items that may on occasion be included in the

operating budget. Total reserves and reserve funds for capital purposes is budgeted to decrease by \$7.0 million.

Loan to capital, internal loans from the reserve fund to fund capital projects, is budgeted to increase by \$8.7 million mainly for the water meter replacement project.

Revenues in the Growth Funds include budgeted operating transfers and Recommending-A-Strategy (RAS) surcharges<sup>1</sup> of \$360,000, and a projection of \$146,000 in voluntary trail contributions.

The budgeted balance of the Asset Replacement Funds is projected to increase by \$1.3 million during 2021. This is mainly due to annual contributions from operating fund exceeding the budgeted financing from the Asset Replacement Funds.

## **2. Reserves and reserve funds for operating purposes**

These reserves were set up for rate stabilization and operational contingencies. The total 2021 ending balance of these reserves and reserve funds is 18.0% of 2021 budgeted taxation revenue. The target level is 5-10%.

<b>Category</b>	<b>Beginning Balance 2021</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance 2021</b>	<b>Change over 2020</b>
Operational Contingencies	4,141,171	623,500	295,000	4,469,671	328,500
Cyclical Expenses	614,643	95,826	-	710,469	95,826
Discretionary Operating	4,415,771	548,172	98,872	4,865,071	449,300
Operational Carry-overs	1,974,660	-	144,520	1,830,140	(144,520)
<b>TOTAL</b>	<b>11,146,245</b>	<b>1,267,498</b>	<b>538,392</b>	<b>11,875,351</b>	<b>729,106</b>

## **3. Obligatory reserves and reserve funds**

These are legislated reserves and include Cash-in-Lieu Contributions for Parkland from developers, Development Charges, Gas Tax Grant, Building Permit Fees and Engineering Administration fees for development. There are statutory restrictions on these reserve

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

funds and their accounting treatment has been confirmed with our auditors. The budgeted ending balance will decrease \$1.1 million.

<b>Category</b>	<b>Beginning Balance 2021</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance 2021</b>	<b>Change over 2020</b>
Cash-in-Lieu Contributions for Parkland	5,190,172	964,324	250,000	5,904,496	714,324
Development Charges	33,002,670	9,689,288	12,673,725	30,018,233	(2,984,437)
Gas Tax Grant	8,020,945	5,266,804	2,500,000	10,787,749	2,766,804
Building Permit Fees	2,714,575	13,037	1,148,854	1,578,758	(1,135,817)
Engineering Administration	143,517	471,231	944,572	(329,824)	(473,341)
<b>TOTAL</b>	<b>49,071,879</b>	<b>16,404,684</b>	<b>17,517,151</b>	<b>47,959,412</b>	<b>(1,112,467)</b>

Revenue estimates for Development Charges are from the 2019 Development Charge Background Study and Cash-in-Lieu Contributions for Parkland are extrapolated from the trends of the preceding six years.

Gas tax revenue includes a one-time doubling of gas tax pending the approval of Bill C-25. The top-up payment allocated to Newmarket is \$2.6 million.

#### **4. Other reserves and reserve funds**

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

<b>Category</b>	<b>Beginning Balance 2021</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance 2021</b>	<b>Change over 2020</b>
Development Related Revenues	4,038,152	214,105	340,747	3,911,510	(126,642)
Restricted Operating	11,788,631	426,819	355,000	11,860,450	71,818
<b>TOTAL</b>	<b>15,826,783</b>	<b>640,924</b>	<b>695,747</b>	<b>15,771,960</b>	<b>(54,824)</b>

Development related revenues includes reserves for tree planting, perpetual maintenance, planning applications subdivision and finance administration fees.

Restricted operating reserves are set aside for very specific purposes for example CYFS, Library, Long-term disability, water & sewer rate stabilization reserves make up this category. Most of them are at a healthy level: the long-term disability reserve fund is 99% of our accrued obligation. Water, sewer, and stormwater rate stabilization has a combined balance of \$5.2 million.

## **Conclusion**

The majority of the Reserves and Reserve Funds budget has already been established through the previous adoption of the 2021 Operating and Capital Budgets. Projected revenues for reserves and reserve funds excluding transfers are based upon the development charge background study and proceeding year trends.

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

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

## **Consultation**

The 2021 Reserves and Reserve Funds Budget has been created from the 2021 Capital and Operating Budgets which were developed by staff and have undergone extensive review by the public and Council

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

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

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

## **Attachments**

2021 Reserves and Reserve Funds Budget

## **Approval**

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

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

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

## 2021 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #		Balance Forward Jan. 1/2021 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2021 \$
				Bank & Investment Interest \$	Contri- butions \$	From General Fund \$	Other \$	Total Revenue \$	To Capital Fund \$	To General Fund \$	Internal Transfers/ Other \$	Total \$	

### RESERVE FUNDS:

#### Reserve Funds for Development-Related Revenues

Tree Planting	432300	Budget	434,183	1,799	100,000			101,799		125,000		125,000	410,982
Perpetual Maintenance	442170	Budget	1,786,326	6,310				6,310				-	1,792,635
Planning Application Subdivision Fee	468110	Budget	1,307,043	4,196		101,800		105,996		140,747		140,747	1,272,292

#### Reserve Funds for Cyclical Expenses

Election	413706	Budget	174,902	506		80,000		80,506				-	255,408
Inauguration	413707	Budget	87,749	320		5,000		5,320				-	93,069

#### Discretionary Operating Reserve Funds

NEER Support	410907	Budget	883,144	3,316				3,316		60,000		60,000	826,460
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#### Restricted Operating Reserve Funds

CYFS Reserve Fund	421240	Budget	497,903	4,021				4,021				-	501,924
LTD - Town	410227	Budget	4,628,173	17,948		248,195		266,143				-	4,894,316
Medical Benefits Plan	410228	Budget	202,898	762				762				-	203,660
Dental Benefits Plan	410229	Budget	69,109	260				260				-	69,368
Seniors Fund	457371	Budget	1,274	5				5				-	1,278
McLarty Fund	457790	Budget	3,168	12				12				-	3,179
L.A.C.A.C.-Heritage Fund	458321	Budget	20,479	77				77				-	20,556

#### General Capital Reserve Funds

Capital Contingency Fund	410901	Budget	84,667	318				318				-	84,985
Capital Financing Fund	410908	Budget	309,983	1,042				1,042				-	311,026
Community Benefit	410909	Budget	2,723,303	7,959				7,959				-	2,731,263
Designated Capital Fund	410903	Budget	1,468,634	5,595				5,595	402,200			402,200	1,072,029
Investment Income Fund	410910	Budget	22,524	43		256,186		256,229				-	278,753
Streetlight Retrofit Loan	410911	Budget	(7,052,906)			342,075		342,075				-	(6,710,831)
Loan for Fitness Centre	457302	Budget	-					-				-	-
Water Meter Replacement Loan	410913	Budget	(883,915)					-	9,178,903			9,178,903	(10,062,818)
Magna Centre Solar Panel Loan	410914	Budget	(1,140,785)			63,370		63,370				-	(1,077,415)
Solar Panel at RJT	410912	Budget	(485,611)			27,551		27,551				-	(458,060)
2013 Solar Panel	410902	Budget	(187,437)			11,708		11,708				-	(175,729)
OCIF&AMO Grant	410916	Budget	-	-				-				-	-
Timothy St Steel Structr Loan	410918	Budget	(509,803)					-				-	(509,803)
Loan to Capital Fund	410900	Budget	(167,160)			21,890		21,890				-	(145,270)

#### Designated Capital Reserve Funds

Road Reconstruction	432215	Budget	277,225	1,041				1,041				-	278,266
Purchase of Municipal Easement	432217	Budget	734,503	2,758				2,758				-	737,261
Sidewalks	432170	Budget	353,190	1,315				1,315				-	354,505

## 2021 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #		Balance Forward Jan. 1/2021 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2021 \$
				Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	
Pony Drive	432214	Budget	76,496	287				287				-	76,783
Dawson Manor Blvd.	432216	Budget	14,211	53				53				-	14,264
Insurance Proceeds Barn	410905	Budget	236,716	929				929	220,000			220,000	17,645
Library Non-TCA Capital Fund	410915	Budget	54,117	203				203				-	54,321
Library Capital Needs	410917	Budget	130,985	484				484				-	131,469
Public Art	457215	Budget	543,498	2,112	34,000	5,100		41,212				-	584,709
Theatre CIF Fund	457352	Budget	137,466	1,058		75,000		76,058	60,000			60,000	153,524
Theatre	457351	Budget	31,974	120				120				-	32,094
Museum Board	457531	Budget	295,072	1,108				1,108				-	296,180
Museum Conservation	457532	Budget	12,500	47				47				-	12,547
Museum Exhibit	457533	Budget	10,093	38				38				-	10,130
SWM Pond Maintenance	442183	Budget	2,768,455	9,797	400,000	26,396		436,193				-	3,204,648
Downstream Storm Drainage	442182	Budget	4,601	17				17				-	4,618
Stormwater Erosion	442181	Budget	6,661	25				25				-	6,686
LID (Low Impact Development)	442184	Budget	13,210	25				25				-	13,235
Environmental Green Fund	410960	Budget	53,763	202				202				-	53,964
Environmental Land Purchase	410971	Budget	1,678,273	5,995		372,000		377,995		206,076		206,076	1,850,192
All Our Kids Playpark	457840	Budget	3,069	12				12				-	3,080
Playground Equipment	457881	Budget	222,925	837				837				-	223,762
Fence	432132	Budget	10,429	39				39				-	10,468
Secondary Planning Study	468000	Budget	154,316	579				579				-	154,896
Official Plan	468115	Budget	1,278,597	4,554		101,800		106,354				-	1,384,952
Parking Purposes	422717	Budget	683,463	2,490				2,490				-	685,953
Downtown Parking	422710	Budget	148,852	559				559				-	149,411
Holland River Walkway	457861	Budget	150,818	566				566				-	151,384
Trail Contribution-Eden Oak	462150	Budget	33,775	127				127				-	33,902
N/W Quad.-Trail	457818	Budget	-	-				-				-	-
Sale of Property	410970	Budget	160,351	654				654	600,000			600,000	(438,996)
Stickwood-Walker Property	410973	Budget	415,880	1,992				1,992				-	417,872
Rawluk Property	410972	Budget	430,207	1,615				1,615				-	431,822
Fiddlefest	457893	Budget	5,867	22				22				-	5,889
Festival of Lights	457892	Budget	3,929	15				15				-	3,944
<b>Asset Replacement Funds</b>													
CYFS	471117	Budget	619,239	1,394		1,399,600		1,400,994	2,830,000			2,830,000	(809,766)
CYFS - Stn 4-5	471118	Budget	1,487,367	2,821		-		2,821	1,469,894			1,469,894	20,294
IT	473628	Budget	3,594,703	13,019		688,759		701,778	883,749			883,749	3,412,732
Roads	482267	Budget	2,625,904	10,564		2,094,163		2,104,727	4,770,400			4,770,400	(39,768)

## 2021 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #		Balance Forward Jan. 1/2021 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2021 \$
				Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	
Water	482437	Budget	24,725,173	88,285		2,818,000		2,906,285	40,000			40,000	27,591,458
Wastewater	482477	Budget	27,233,445	94,024		3,800,000		3,894,024				-	31,127,470
Storm Sewer	482497	Budget	(543,331)	(2,455)		993,435		990,980	450,000			450,000	(2,351)
Parks	482817	Budget	(13,182,348)	(47,882)		413,259		365,377	770,000			770,000	(13,586,972)
Other	482917	Budget	5,884,473	21,173		498,864		520,037	45,000			45,000	6,359,510
Library	485127	Budget	1,474,615	5,287		223,550		228,837	225,500			225,500	1,477,952
Fire	487717	Budget	(943,087)	(3,374)		15,738		12,364	715,000			715,000	(1,645,724)
Facilities	487767	Budget	(21,255,593)	(80,356)		1,153,493		1,073,137	706,000			706,000	(20,888,457)

### Growth Reserve Funds

Growth Fund	490949	Budget	743,966	2,341		472,659		475,000				-	1,218,965
Recommending A Strategy	457306	Budget	(27,469)	(39)		-	360,000	359,961		435,000		435,000	(102,508)
Trail Voluntary Levies	462100	Budget	3,063,392	11,365	146,000	-		157,365				-	3,220,757
<b>TOTAL RESERVE FUND</b>		<b>Budget</b>	<b>50,913,776</b>	<b>212,332</b>	<b>680,000</b>	<b>16,309,591</b>	<b>360,000</b>	<b>17,561,923</b>	<b>23,366,646</b>	<b>966,823</b>	<b>-</b>	<b>24,333,469</b>	<b>44,142,230</b>

### RESERVES:

#### Reserves for Operational Contingencies

Legal Services	322110	Budget	222,248			-		-				-	222,248
Emergency Contingency	325410	Budget	-			500,000	-	500,000				-	500,000
REV It Up	325710	Budget	87,000			73,500		73,500		200,000		200,000	(39,500)
Talent Management	322510	Budget	24,737			-		-		35,000		35,000	(10,263)
Corporate Consulting	322710	Budget	142,575			-		-		40,000		40,000	102,575
Waste Management	323442	Budget	437,338			-		-				-	437,338
Strategic Planning	327911	Budget	28,214			-		-				-	28,214
Strategic Planning	327910	Budget	68,119			-		-				-	68,119
Streetlighting	323730	Budget	175,000			-		-				-	175,000
Winter Control	323832	Budget	1,164,742			-		-				-	1,164,742
Reserves - Energy	328010	Budget	405,052			-		-				-	405,052
Reserve-Tax Adjustment	327310	Budget	250,000			-		-				-	250,000
Corporate Contingency	327210	Budget	305,736			-		-		20,000		20,000	285,736
Ec. Dev. Innovation Fund	323269	Budget	125,000			-		-				-	125,000
Bridge Inspections	329402	Budget	-			-		-				-	-
Major Repairs & Mtnc	329403	Budget	200,000			50,000		50,000				-	250,000
Council Priorities	322512	Budget	-					-				-	-
Grant Coordinator	341030	Budget	255,332					-				-	255,332
Insurance Claims	325413	Budget	250,078					-				-	250,078

#### Reserves for Development-Related Revenues

Street Signs	322230	Budget	56,353					-				-	56,353
Finance Admin. Of Developments	324314	Budget	395,237					-		75,000		75,000	320,237



## 2021 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #		Balance Forward Jan. 1/2021 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2021 \$
				Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	
Anti-Tampering Devices	325162	Budget	59,010					-				-	59,010
<b>Reserves for Cyclical Expenses</b>													
Customer Survey	322313	Budget	34,606			10,000		10,000				-	44,606
Wages and Benefits	322810	Budget	303,856					-				-	303,856
Computer Incentive Program	324210	Budget	13,530					-				-	13,530
Road Needs Study	329401	Budget	-					-				-	-
<b>Discretionary Operating Reserves</b>													
Continuous Improvement	324011	Budget	44,000					-				-	44,000
Hydro Dividend Reserve	329110	Budget	890,533					-				-	890,533
Corporate Rate Stabilization Fund	325210	Budget	2,067,364			544,856		544,856				-	2,612,220
Efficiency / Enhancement Fund	325310	Budget	530,730					-		38,872		38,872	491,858
<b>Reserves for Operational Carry-Overs</b>													
NDDC Incentive	323268	Budget	407,699					-				-	407,699
HR Consulting	323310	Budget	329,700					-				-	329,700
Customer Service	322314	Budget	-					-				-	-
IT	323113	Budget	50,000					-				-	50,000
Reserve-Recreation	323560	Budget	71,567					-				-	71,567
Grants	324414	Budget	317,982					-		144,520		144,520	173,462
Financial Services	324614	Budget	-					-				-	-
Reserve - Communications	324710	Budget	53,412					-				-	53,412
Asset Mgmt	328711	Budget	-					-				-	-
Operational Carry-Overs	328710	Budget	737,271					-				-	737,271
Wellness Reserve	328210	Budget	3,299					-				-	3,299
Charity - Golf Donations	328310	Budget	431					-				-	431
ERIC	324513	Budget	3,300					-				-	3,300
<b>Restricted Operating Reserves</b>													
Fire Services	327821	Budget	(0)					-				-	(0)
Building Permits	324116	Budget	-					-				-	-
Main St. BIA	326110	Budget	56,519					-				-	56,519
NEAC	327168	Budget	5,800					-				-	5,800
Library	325591	Budget	573,753					-				-	573,753
Library-Fund Raising	325592	Budget	24,618					-				-	24,618
Library-Strat. Plan Implmntn	325596	Budget	180,555					-				-	180,555
Library-Strategic Plan	325594	Budget	-					-				-	-
Library-Insurance	325595	Budget	10,000					-				-	10,000
Maintenance - Water	324942	Budget	60,648					-				-	60,648
Water Rate Stabilization Fund	327642	Budget	2,885,135			155,540		155,540	200,000	35,000		235,000	2,805,675

## 2021 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account		Account #	Balance Forward Jan. 1/2021 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2021 \$
				Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sanitary Sewer Rate Stabilization Fu	327744	Budget	1,153,329					-				-	1,153,329
Apprenticeship Grants	329010	Budget	1,916					-				-	1,916
Storm Water Rate Stabilization	327748	Budget	1,362,002					-	60,000	35,000		95,000	1,267,002
Youth Reserve	329274	Budget	15,053					-				-	15,053
Public Works Services	329332	Budget	36,301					-		25,000		25,000	11,301
<b>General Capital Reserves</b>													
Unexpended Capital	341010	Budget	801,250					-		55,000		55,000	746,250
<b>Designated Capital Reserves</b>													
Minor Capital	323610	Budget	81,818					-				-	81,818
Mulock Farm	341020	Budget	2,672,499	9,948		50,000		59,948				-	2,732,447
Digital Initiative	328913	Budget	50,000					-				-	50,000
Community Service Group	323552	Budget	2,000					-				-	2,000
<b>Growth Reserves</b>													
Historic Downtown Centre	328410	Budget	15,122					-				-	15,122
Regional Healthcare Centre	328510	Budget	58,179					-				-	58,179
Regional Urban Centre	328610	Budget	37,326					-				-	37,326
<b>TOTAL RESERVES</b>		<b>Budget</b>	<b>20,594,872</b>	<b>9,948</b>	<b>-</b>	<b>1,383,896</b>	<b>-</b>	<b>1,393,844</b>	<b>260,000</b>	<b>703,392</b>	<b>-</b>	<b>963,392</b>	<b>21,025,324</b>
<b>SUMMARY BY FUNCTION</b>													
Operational Contingencies		Budget	4,141,171	-	-	623,500	-	623,500	-	295,000	-	295,000	4,469,671
Development-Related Revenues		Budget	4,038,152	12,305	100,000	101,800	-	214,105	-	340,747	-	340,747	3,911,510
Cyclical Expenses		Budget	614,643	826	-	95,000	-	95,826	-	-	-	-	710,469
Discretionary Operating		Budget	4,415,771	3,316	-	544,856	-	548,172	-	98,872	-	98,872	4,865,071
Operational Carry-Overs		Budget	1,974,660	-	-	-	-	-	-	144,520	-	144,520	1,830,140
Restricted Operating		Budget	11,788,631	23,084	-	403,735	-	426,819	260,000	95,000	-	355,000	11,860,449
General Capital		Budget	(5,017,255)	14,957	-	722,780	-	737,737	9,581,103	55,000	-	9,636,103	(13,915,621)
Designated Capital		Budget	13,941,801	51,624	434,000	630,296	-	1,115,920	880,000	206,076	-	1,086,076	13,971,645
Asset Replacement Funds		Budget	31,720,559	102,502	-	14,098,861	-	14,201,363	12,905,543	-	-	12,905,543	33,016,378
Growth Funds		Budget	3,890,516	13,667	146,000	472,659	360,000	992,326	-	435,000	-	435,000	4,447,842
<b>TOTAL RESERVE FUNDS &amp; RESERVES</b>		<b>Budget</b>	<b>71,508,648</b>	<b>222,280</b>	<b>680,000</b>	<b>17,693,487</b>	<b>360,000</b>	<b>18,955,767</b>	<b>23,626,646</b>	<b>1,670,215</b>	<b>-</b>	<b>25,296,861</b>	<b>65,167,554</b>

## 2021 OBLIGATORY RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan.1/2021 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2021 \$
			Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
Parkland												
Parkland	457815	5,190,172	13,324	951,000			964,324		250,000		250,000	5,904,496
Development Charges												
General Government	460100	114,967	346	35,900			36,246	533,000			533,000	(381,787)
Library	460200	3,282,795	11,622	275,100			286,722				-	3,569,517
Fire	460300	(2,712,587)	(7,674)	371,300			363,626	4,427,670			4,427,670	(6,776,631)
Recreation Facilities	460400	15,849,336	55,602	3,980,300			4,035,902		1,389,035		1,389,035	18,496,204
Outdoor Recreation	460500	-	-	-			-	3,935,020			3,935,020	(3,935,020)
Yards & Fleet	460600	(504,078)	(1,482)	102,700			101,218	252,000			252,000	(654,861)
Town-Wide Engineering	460700	14,891,838	50,026	4,574,000			4,624,026	2,009,000	128,000		2,137,000	17,378,865
Dev. Charges-Parking	460800	2,014,199	7,317	188,600			195,917				-	2,210,116
Waste Diversion	460900	66,199	132	45,500								
Total DC's		33,002,670	115,888	9,573,400	-	-	9,689,288	11,156,690	1,517,035	-	12,673,725	30,018,233
Engineering Administration												
Engineering Admin.-Subdivision	469991	143,517	1,231	470,000			471,231		944,572		944,572	(329,824)
Building Code Permit Fees												
Building Permit Fees Reserve Fund	464656	2,714,575	13,037				13,037	30,000	1,118,854		1,148,854	1,578,759
Federal Gas Tax Grant												
Gas Tax	432250	8,020,945	27,749			5,239,055	5,266,804	2,500,000			2,500,000	10,787,749
TOTAL OBLIGATORY RESERVE FUNDS		49,071,879	171,229	10,994,400	-	5,239,055	16,404,684	13,686,690	3,830,461	-	17,517,151	47,959,412
TOTAL RESERVES, RESERVE FUNDS & OBLIGATORY RESERVE FUNDS		120,580,527	393,509	11,674,400	17,693,487	5,599,055	35,360,451	37,313,336	5,500,676	-	42,814,012	113,126,966



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## **2021 Budget Reconciliation Staff Report to Council**

Report Number: 2021-44

Department(s): Financial Services

Author(s): Anita Gibson, Sr. Financial Analyst, Financial Services

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled 2021 Budget Reconciliation dated June 14, 2021 be received; and,
2. That the adjustments to the Council approved 2021 budget be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

The 2021 Council approved budgets (tax and rate-supported operating, and capital) along with the implied reserve and reserve funds budget derived from the Council-approved budgets, have a combined revenue amount of \$153,798,989 and an expenditure total of \$156,443,850. The adjusted budget, per the Consolidated Statement of Operations, has a revenue amount of \$154,798,989 and an expenditure amount of \$136,967,817. The difference is due to the inclusion of budgeted amortization expense, post-employment benefit expense and the exclusion of budgeted tangible capital assets that will be capitalized. These adjustments make the budget Public Sector Accounting Standard (PSAS) compliant.

### **Purpose**

The purpose of this report is to provide Council with a reconciliation of the Council approved 2021 budget as it compares to the budget that will be reported in the 2021 financial statements.

## Background

A key outcome of the annual budget is a tax rate, which Council is asked to approve. This tax rate, and other rates such as water and wastewater, are based on a “cash basis” of accounting for the most part, and therefore do not include all of the Public Sector Accounting Standards (PSAS) requirements around accrual accounting and accounting for “non-financial assets and liabilities”.

These accounting standards do not require budgets to be prepared on a PSAS basis. The Town of Newmarket, like most municipalities, continues to prepare budgets on the traditional cash basis.

The Province of Ontario introduced Ontario Regulation 284/09 (O. Reg. 284/09) that allows a municipality to exclude from their estimated expenses, costs related to amortization expense, post-employment benefit expense and solid waste landfill closure and post-closure expense. However, the regulation does require that the municipality report on the impact of these excluded costs.

## Discussion

The Council approved 2021 Budget and associated levy excluded the following:

1. The budget did not include expenses for the amortization of its tangible capital assets in the amount of \$18.0 million, as amortization is a non-cash expense.
2. Based on an actuarial review as at the end of 2019, the 2021 expense for post-retirement benefits was estimated to be \$633,159, of which \$405,304 was included in the budget.
3. No solid waste landfill closure and post-closure costs have been included, as the Town does not have responsibility for any landfill sites.

In 2019 a major change was made in the budget process – the elimination of capital carryovers and the creation of achievable capital programs. The total Capital spending authority for 2021 was approved at \$37.9 million, of which \$36.3 million was identified as 2021 total Capital Programs. In May 3, 2021 council approved as part of the Q1 2021 Financial report an additional \$5.3 million to the year’s capital spending authority resulting in a total capital program budget of \$41.6 million. Of this amount, \$37.9 million has been identified as being tangible capital assets.

The attachment illustrates what the 2021 budget will look like in the Town’s consolidated financial statements in the Public Sector Accounting Board (PSAB) 3150 format.

## **Post-Employment Benefits**

Employee Future benefits are health and dental benefits that are provided to early retirees, future retirees and employees currently on long-term disability. An actuarial valuation was carried out as at December 31, 2019 using a discount rate of 2.8%. The liability for employee future benefits is estimated to be \$7.3 million, of which \$1.9 million has been funded for 2021. Although there is no legislative requirement to fund this liability – it may be handled on a “pay-as-you-go” basis – the Town continues to be fiscally prudent. The liability is expected to grow to \$7.7 million in 2021.

## **Amortization Expenses**

Amortization, commonly referred to as depreciation, theoretically represents the annual use of the Town’s assets. Although amortization expenses should not be used to determine the impairment of an asset, it is a good tool to predict the future annual financial commitments required for asset rehabilitation. The amounts and calculations for amortization expenses are in accordance with our tangible capital asset (TCA) policy.

## **Conclusion**

The adjustments to the Council approved 2021 budget included projected amortization expense, post-employment benefit expense and budgeted tangible capital assets, capitalized. These adjustments make the budget PSAB compliant.

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

There is no relationship to the strategic plan as this is a compliance report under the Municipal Act, 2001.

## **Consultation**

Not applicable.

## **Human Resource Considerations**

None.

## **Budget Impact**

This report is for information and as such, will have no direct impact on taxes, fees and charges or the use of reserves. There is no impact on the future tangible capital asset funding requirements of the municipality, as a result of the exclusion of any of the estimated expenses.

The original 2021 budget approved by Council included a deficit for the year of \$2.6 million. With the inclusion of the PSAB reporting requirements, the budget would result in a surplus of \$17.8 million.

## **Attachments**

2021 Budget Reconciliation (5 pages)

## **Approval**

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

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact Mike Mayes, Director of Financial Services/Treasurer at 905-953-5300 ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)

**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**Consolidated Statement of Projected Financial Position**

**December 31, 2021**

	2020	2021
	Actual	Budget
<b>FINANCIAL ASSETS</b>		
Cash	\$ 61,522,596	\$ 65,829,865
Temporary Investments	64,834,304	60,000,000
Taxes receivable	13,659,099	6,748,885
User charges receivable	10,612,009	8,480,477
Accounts receivable	1,530,855	4,265,644
Inventory for resale	55,809	56,925
Surplus Land	155,285	155,285
Loans receivable	7,786,343	7,786,343
Investment in Newmarket Hydro Holdings Inc.	67,998,430	68,998,430
	228,154,730	222,321,854
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	30,706,653	31,320,786
Interest payable on debt	653,369	592,932
Employee future benefits payable	7,786,842	8,192,146
Long-term disability benefits payable	4,539,602	4,503,370
Deferred revenue	50,586,804	49,459,412
Long-term debt	41,561,103	37,864,872
	135,834,373	131,933,518
<b>NET FINANCIAL ASSETS</b>	92,320,357	90,388,336
<b>NON FINANCIAL ASSETS</b>		
Inventory	1,092,812	1,114,668
Prepaid expenses	2,167,783	2,027,783
Tangible Capital Assets	537,113,344	556,994,681
	540,373,939	560,137,132
<b>TOTAL NET ASSETS</b>	632,694,296	650,525,468
<b>ACCUMULATED SURPLUS</b>	\$ 632,694,296	\$ 650,525,468



THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Projected Operations and Accumulated Surplus

Year ended December 31, 2021

	2020		2021
	Budget	Actual	Budget
<b>REVENUES</b>			
<b>Taxation and user charges</b>			
Residential and farm taxation	\$ 54,842,182	\$ 54,157,793	\$ 55,849,204
Commercial, industrial and business taxation	10,370,591	10,674,327	10,917,116
Taxation from other governments	722,525	949,067	722,525
User charges	56,226,497	51,085,098	56,536,515
	122,161,795	116,866,285	124,025,360
<b>Government Transfers</b>			
Government of Canada	-	92,122	-
Federal Gas Tax Revenue	6,458,000	1,314,489	2,500,000
Province of Ontario	660,891	4,005,588	660,891
	7,118,891	5,412,199	3,160,891
<b>Other</b>			
Contribution from developers	13,770,171	31,725,755	14,651,397
Investment income	2,456,604	2,951,303	2,482,880
Fine, penalties and interest	1,839,754	451,176	2,210,504
Rent and other	4,671,760	2,789,776	5,931,957
Gain on disposal of tangible capital assets	-	(818,049)	-
	22,738,289	37,099,961	25,276,738
<b>TOTAL REVENUES</b>	<b>152,018,975</b>	<b>159,378,445</b>	<b>152,462,989</b>

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Projected Operations and Accumulated Surplus

Year ended December 31, 2021

	2020		2021
	Budget	Actual	Budget
<b>EXPENSES</b>			
General government	19,691,858	18,029,151	<b>19,367,648</b>
Protection to persons and property	20,092,345	20,177,571	<b>20,592,053</b>
Transportation services	14,426,071	13,696,911	<b>15,252,817</b>
Environmental services	43,752,454	39,915,591	<b>42,686,264</b>
Recreation and cultural services	37,152,877	25,294,474	<b>35,563,986</b>
Planning and development	3,459,952	3,029,864	<b>3,505,049</b>
	<b>138,575,557</b>	<b>120,143,562</b>	<b>136,967,817</b>
Investment income from Newmarket Hydro Holdings Inc.	2,336,000	1,423,813	<b>2,336,000</b>
<b>Gain on foreign exchange</b>	-	(206,903)	-
<b>ANNUAL SURPLUS</b>	<b>15,779,418</b>	<b>40,451,793</b>	<b>17,831,172</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>592,242,503</b>	<b>592,242,503</b>	<b>632,694,296</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 608,021,921</b>	<b>\$ 632,694,296</b>	<b>\$ 650,525,468</b>

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Projected Change in Net Financial Assets

Year ended December 31, 2021

	2020		2021
	Budget	Actual	Budget
<b>Annual surplus</b>	\$ 15,779,418	\$ 40,451,793	\$ 17,831,172
Acquisition of tangible capital assets	(31,163,090)	(14,265,592)	(37,931,700)
Contributed tangible capital assets	-	(22,678,699)	-
Amortization of tangible capital assets	17,193,659	17,396,439	18,050,363
Proceeds from sale of tangible capital assets	-	88,138	-
Loss (gain) on disposal of tangible capital assets	-	729,911	-
	(13,969,431)	(18,729,803)	(19,881,337)
Changes due to inventory	(15,135)	(336,040)	(21,856)
Changes due to prepaid expenses	120,000	154,525	140,000
	104,865	(181,515)	118,144
<b>CHANGE IN NET FINANCIAL ASSETS</b>	<b>1,914,852</b>	<b>21,540,475</b>	<b>(1,932,021)</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>70,779,882</b>	<b>70,779,882</b>	<b>92,320,357</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 72,694,734</b>	<b>\$ 92,320,357</b>	<b>\$ 90,388,336</b>

THE CORPORATION OF THE TOWN OF NEWMARKET

Consolidated Statement of Projected Cash Flows

Year ended December 31, 2021

	2020		2021
	Budget	Actual	Budget
<b>CASH PROVIDED BY (USED IN):</b>			
<b>OPERATING ACTIVITIES</b>			
<b>Cash received from</b>			
Taxation	\$ 61,369,403	\$ 59,668,277	\$ 74,399,060
User charges	52,650,764	47,275,448	53,813,164
Government transfers	4,215,930	8,167,833	9,779,087
Contributions from developers	7,105,000	18,310,991	8,354,000
Investment income	3,792,604	5,494,014	3,818,880
Fine, penalties and interest	1,839,754	448,420	2,210,504
Rent and other	3,335,760	2,769,007	4,595,957
Aurora's share of Central York Fire Services	11,749,295	11,749,047	11,955,597
	146,058,510	153,883,037	168,926,248
<b>Cash paid for</b>			
Salaries, wages and employee benefits	63,889,786	61,046,868	64,528,684
Materials, goods, and supplies	10,374,338	5,137,231	5,239,976
Utilities	4,967,084	3,166,663	3,229,996
Contracted and general services	44,615,600	39,141,109	38,743,013
Capital repairs and maintenance	7,724,037	6,963,252	6,534,639
Interest on long-term debt	1,827,763	1,827,763	1,652,145
Rents and financial	284,257	199,292	203,278
	133,682,865	117,482,178	120,131,731
<b>Net change in cash from operating activities</b>	12,375,645	36,400,859	48,794,517
<b>CAPITAL ACTIVITIES</b>			
Proceeds on disposal of tangible capital assets	-	88,138	-
Cash paid for acquisition of tangible capital assets	(31,163,090)	(14,265,592)	(37,931,700)
<b>Net change in cash from capital activities</b>	(31,163,090)	(14,177,454)	(37,931,700)
<b>INVESTMENT ACTIVITIES</b>			
Gain on Foreign Exchange	-	(206,903)	-
Temporary investment	20,968,260	(1,866,044)	4,834,304
<b>Net increase in investment</b>	20,968,260	(2,072,947)	4,834,304
<b>FINANCING ACTIVITIES</b>			
Loans receivable	-	(7,693,622)	(7,693,622)
Principal repayment on long-term debt	(3,520,612)	(3,520,612)	(3,696,231)
<b>Net change in cash from financing activities</b>	(3,520,612)	(11,214,234)	(11,389,853)
<b>NET CHANGE IN CASH</b>	(1,339,797)	8,936,224	4,307,269
<b>CASH, BEGINNING OF YEAR</b>	52,586,372	52,586,372	61,522,596
<b>CASH, END OF YEAR</b>	\$ 51,246,575	\$ 61,522,596	\$ 65,829,865

## 2021 Budget Reconciliation

The budget approved by Council differs from the budget in the Consolidated Statements. The differences are mainly due to PSAB reporting requirements.

		<u>Revenues</u>	<u>Expenses</u>
<b>Council approved budget for 2021:</b>			
Operating fund - December 14, 2020		\$ 136,510,270	\$ 136,510,270
Less: Principal payment on long-term debt		\$ -	\$ (3,696,233)
Less: Transfers to / from other funds		\$ (1,670,215)	\$ (17,987,487)
Capital Program - December 14, 2020		\$ 36,268,500	\$ 36,268,500
Adjustment to Capital Spending Authority - May 3, 2021		\$ 5,348,800	\$ 5,348,800
Less: Transfers from other funds		\$ (23,920,646)	\$ -
Reserves and Reserve funds -		\$ 18,955,767	\$ 25,296,861
Less: Transfers to / from other funds		\$ (17,693,487)	\$ (25,296,861)
<b>TOTAL COUNCIL APPROVED BUDGET</b>	<b>(1)</b>	<b><u>\$ 153,798,989</u></b>	<b><u>\$ 156,443,850</u></b>
Less: Projection of Tangible Capital Assets Capitalized	<b>(2)</b>		(37,931,700)
Plus: Budgeted amortization expense	<b>(3)</b>		18,050,363
Plus: Post-employment benefit expenses	<b>(4)</b>		405,304
Plus: Investment income from Newmarket Hydro Holdings Inc.	<b>(5)</b>	<u>1,000,000</u>	
<b>Adjusted Budget per Consolidated Statement of Operations</b>		<b><u>\$ 154,798,989</u></b>	<b><u>\$ 136,967,817</u></b>

**Note:**

- (1) Council approves balanced budgets with the exception of Reserves and Reserve Funds. The difference between Revenue and Expenses is the net transfer to or from other funds.
- (2) This figure represents the total expenditures in the Capital Budget for Tangible Capital Assets. Disposals are not considered to be material and are therefore excluded.
- (3) This figure is the estimated amortization for the current year's budgeted Tangible Capital Asset additions and adding it to the previous year's actual amortization expense.
- (4) This is estimated based on the 2019 actuarial evaluation.



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## **Alex Doner Drive Traffic Review – Sykes Road to Kirby Crescent Staff Report to Council**

Report Number: 2021-39

Department(s): Engineering Services

Author(s): M. Kryzanowski, Manager, Transportation Services

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled “Alex Doner Drive Traffic Review – Sykes Road to Kirby Crescent” dated June 14, 2021 be received; and,
2. That Category 1 measures be approved for this section of Alex Doner Drive; and,
3. That this report be sent to York Regional Police to provide enforcement as they deem necessary; and,
4. That the traffic control review (such as all-way stops) be undertaken when traffic volumes have returned to a more normal level after the pandemic; and,
5. 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 outline the results of the traffic review, and to provide the next steps with respect to mitigation.

### **Background**

At the electronic Committee of the Whole dated July 22, 2020, the Committee referred a request to review traffic control and traffic calming measures on Alex Doner Drive from Sykes Road to Kirby Crescent.

Staff undertook the necessary studies to look at speeds and volumes on Alex Doner Drive. As for the traffic control studies for the placement of an all-way stop or other right-of-way control measure along the road section, Staff recommends that this part of the request be deferred until traffic and pedestrian volumes return to a more normal level after the pandemic and until the development of Glenway West is completed. Deferring the traffic control studies until after Glenway West is completed will help to take into account the increase in the number of drivers and residents in the area, which will be impacting both traffic and pedestrian volumes.

## Discussion

Alex Doner Drive is a residential collector road with sidewalks on both sides of the street. An all-way stop control exists at the Sykes/Alex Doner and the Kirby/Brimson/Alex Doner intersections. This section of Alex Doner Drive has two distinctly different road designs or geometrics. The section from Sykes Road to Otton Crescent (east) has gentle curves with houses on one and then on both sides of the road. The section from Otton Crescent (east) to Kirby Crescent has a long straight section to the old golf cart path area, followed by another longer straight section to Kirby Crescent. Houses are located on both sides of the street along this latter section.

The traffic information collected in 2021 shows that speeds are slightly higher in the straight sections (east of Otton Crescent). The speeds over time have been dropping slightly. The daily traffic volumes (AADT) have dropped a little over 20% from 2016. This is likely due to the pandemic, with less commuting as a result of residents working from home and schools being closed. In general, Staff has found that traffic volumes have been up to 30% lower than normal. However, speeds have been generally unaffected by the pandemic.

Road Segment	2021			2016			2011		
	Average	Operating	AADT	Average	Operating	AADT	Average	Operating	AADT
Sykes to Borland	37	43	1130						
Borland to Otton	43	50	940						
Otton to Kirby	44	52	950	47	54	1230	46	53	1330

Given the data in the above table and that Alex Doner Drive is a residential collector road, the Transportation Policy indicates that Category 1 measures would apply to reduce speeds. Therefore, solar speed boards and lawn boulevard signs will apply and, given the road geometrics, this may be a good location for York Regional Police to provide speed enforcement.

## Conclusion

Category 1 measures are recommended to mitigate the current level of speeding. As well, it is recommended that the Traffic Control review be postponed until traffic volumes

return to a more normal level and the development of Glenway West has been completed along Alex Doner Drive.

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

This review addresses the Council Strategic Pillar entitled “Safe Transportation (Streets)”. More specifically, the project addresses the following priorities under the “Safe Transportation (Streets)” Strategic Pillar:

- ii) Continue to implement the traffic mitigation strategy and Active Transportation Plan and explore/advance an off-road Mulock multi-use path;
- v) Develop a ‘complete street’ design and construction/reconstruction methodology to support ongoing safe street initiatives and continue to explore design options related to speed reduction, where appropriate.

## **Consultation**

No consultation was undertaken in the preparation of this report. The request came directly from Council (Committee of the Whole), as opposed to using the standard requirements set out in the Public Consultation and Support Policy.

## **Human Resource Considerations**

None

## **Budget Impact**

Category 1 measures are funded from the Transportation Services Operating budget. There are sufficient funds to accommodate the recommendations.

## **Attachments**

None.

## **Approval**

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

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

## **Contact**



For more information on this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-953-5300, extension. 2508 or [mkryzanowski@newmarket.ca](mailto:mkryzanowski@newmarket.ca) .



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## **Stonehaven Avenue Traffic Review Staff Report to Council**

Report Number: 2021-41

Department(s): Engineering Services

Author(s): M. Kryzanowski, Manager, Transportation Services

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled Stonehaven Avenue Traffic Review dated June 14, 2021 be received; and,
2. That Category 1 measures be approved; and
3. That a painted median through the curved section of Stonehaven Avenue, west of Best Circle, approaching the commercial area at Bayview, be implemented; and,
3. THAT this report be forwarded to York Region Police to provide traffic enforcement, as they deem necessary; and,
4. That the traffic control review (for all-way stops or other stop control) be undertaken when traffic volumes have returned to a more normal level after the pandemic; and,
5. 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 outline the findings and next steps resulting from the traffic speed and traffic control review as requested by Town Council.

### **Background**

At the electronic Committee of the Whole meeting on October 26, 2020, the Committee adopted the following recommendations:

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

## Discussion

Staff undertook the necessary studies to look at speeds and volumes on Stonehaven Avenue. As for the traffic control studies for the placement of an all-way stop or other right-of-way control measure along the road section, Staff recommends that this part of the request be deferred until traffic and pedestrian volumes return to a more normal level after the pandemic. Currently, the measured volumes do not meet the warrants to install an all-way stop, but volumes could be uncharacteristically low at this time due to less commuting, with residents working from home and schools being closed. It is not expected that the volumes will increase enough to reach the threshold required to meet the warrants at a later time, but it would be fairer to the community to make that determination once the travel patterns have returned to a new normal state.

Stonehaven Avenue is a main east-west primary residential collector that is located between Bayview Avenue and Leslie Street. The roadway has sidewalks on both sides. Over the past few years, the west side of Stonehaven Avenue has experienced growth, with a residential subdivision accessing from Dillman Avenue (National Homes subdivision), and the commercial development at Bayview Avenue. The impact from the growth can be noted in the table below. The daily volumes (AADT) are found to be higher in the west half of Stonehaven Avenue, and have fluctuated over the years.

### Speeds

The following table illustrates the average and operating speeds for Stonehaven Avenue over several years. The Average value is the average speed of vehicles travelling along the road section. The Operating value is the 85<sup>th</sup> percentile speed, or the speed at or below which 85 percent of vehicles travel. “AADT” is the average daily traffic volume that was measured.

	Bayview to Best			Lockwood to Leslie		
	Average	Operating	AADT	Average	Operating	AADT
2021	49	55	4950			
2020				45	52	3490
2019	49	55	6370	45	52	3970
2016	49	56	4410			

The speeds remain relatively consistent for both halves of Stonehaven Avenue, but they are slightly lower along the east half. In 2019, Stonehaven Avenue, east of the Kingsmere/Lockwood intersection was subject to the traffic-calming bollard program but

in which a series of more than the standard 3 sets of bollards was installed. The slightly lower speeds may be attributable to the success of the multiple bollard program pilot.

As for the specific request regarding permanent traffic calming measures, the Active Transportation Implementation Plan (ATIP) has identified Stonehaven Avenue as a candidate for a permanent bicycle route and bike lanes. It has been seen through the review of other existing bicycle lanes in Newmarket that travel speeds are lowered as a result of the additional pavement markings and the visual narrowing of the vehicle travel lanes through the addition of bike lanes. This finding conforms with the known fact in the transportation sector that bike lanes act as effective measure for traffic calming.

As for temporary traffic calming measures, the speeds are at the policy limit on the west half of Stonehaven Avenue which, according to the Town's policy, means that Category 1 measures would apply. These measures include placing the road on the solar speed board rotation list and deploying boulevard signs to slow traffic down. Category 1 measures also call for York Regional Police to be asked to provide speed enforcement.

In this case, Staff also recommends the painting of a centre line median through the curved section of Stonehaven Avenue, approaching the commercial area at Bayview Avenue. This is similar to what was implemented on Queen Street between Parkside and Lorne Avenue, and also through the forested section of Bristol Road. This measure has been found to be successful at reducing speeds and vehicle collisions.[Click or tap here to enter text.](#)

## **Conclusion**

It is recommended that Category 1 measures be deployed for speed mitigation. Furthermore, enhanced pavement markings on Stonehaven Avenue, west of the Best Circle west arm approaching the commercial section at Bayview Avenue could be implemented in the form of a painted widened median through the curved section. As well, it is recommended that the Traffic Control review be postponed until traffic levels return to a more normal level after the pandemic.

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

This review addresses the Council Strategic Pillar entitled "Safe Transportation (Streets)". More specifically, the project addresses the following priorities under the "Safe Transportation (Streets)" Strategic Pillar:

- ii) Continue to implement the traffic mitigation strategy and Active Transportation Plan and explore/advance an off-road Mulock multi-use path;
- v) Develop a 'complete street' design and construction/reconstruction methodology to support ongoing safe street initiatives and continue to explore design options related to speed reduction, where appropriate.

## **Consultation**

No consultation was undertaken in the preparation of this report. The request came directly from Council (Committee of the Whole).

## **Human Resource Considerations**

None.

## **Budget Impact**

The costs of any Category 1 measures implemented are already accommodated through the Transportation Business Unit's Operating Budget.

## **Attachments**

None.

## **Approval**

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

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

## **Contact**

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



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## **A Commemorative Pride Bench Staff Report to Council**

Report Number: 2021-43

Department(s): Public Works Services, Recreation & Culture

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

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled A Commemorative Pride Bench dated June 14<sup>th</sup>, 2021 be received; and,
2. That the installation of a Pride Rainbow Bench, as attached in the report be approved; and,
3. That Staff work with York Region Pride to finalize installation logistics; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The York Region Pride Organization has requested permission from the Town of Newmarket to install a Pride Rainbow Bench in commemoration of a founding member who passed away in 2020. The purpose of this report is to seek approval from Council for the installation of this type of bench. Note that the Town has a celebration bench program where benches can be purchased and plated to celebrate and/or commemorate specific individuals. This celebration bench program is administered by the Public Works Department with approval of plaques delegated by Council to the Public Works Department. Specifically this report seeks approval of Council to install a rainbow coloured bench, recognizing that the rainbow is a symbol of the Pride movement and installation of a bench signifies support of the Pride movement.

## Background

The York Region Pride organization, in its 20<sup>th</sup> year of operation, serves to organize festivals, events, entertainment, and other initiatives, which, in the context of sexuality and gender identity, illuminate and celebrate human diversity, captivate the general public, inspire inclusivity, and foster harmony and acceptance. Since 2017, the Town of Newmarket has been home to the flagship event – the Pride Parade and Festival. The Town has supported this through provision of event support, and in kind contributions.

In 2020, a founding member of the organization passed away. To commemorate the loss of this individual, York Region Pride approached Staff to inquire about the installation of a rainbow bench (see photo as reference).



Please note that the organization could proceed with a traditional bench and plaque under the Celebration Bench Program which is administered by the Public Works Department. However, York Region Pride has specifically requested that the bench be a rainbow bench – the organization has indicated that they are willing to cover the cost of the bench if the Town is willing to install the bench.

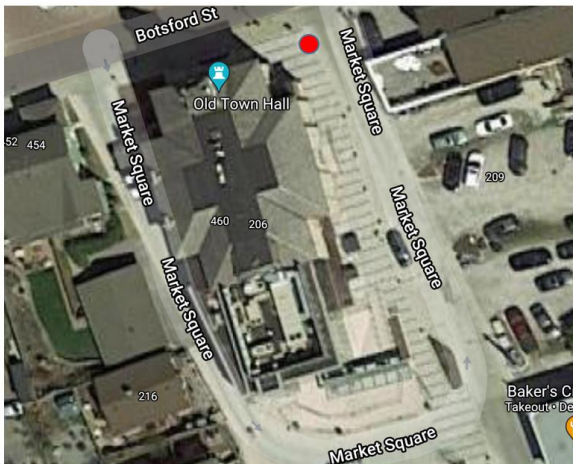
The rainbow has become an international symbol of lesbian, gay, bisexual, transgender, queer and two spirited (LGBTQ2S) pride and LGBTQ2S social movements. The colours reflect the identity and diversity of the LGBTQ2S community and serves as an outward symbol of support.

## Discussion

Staff met with York Region Pride representatives and determined two possible locations for the installation of a bench. Noting that the rainbow is an outward symbol of support for the community, it was important that locations considered had an appropriate level of visibility and prominence. Further, it is important that locations considered allowed for the bench to remain and did not require regular movement of the bench to accommodate other uses. While either location would be acceptable to the organization, the preference by York Region Pride was clearly for the Main Street location.

### First Location – Northeast Corner of Old Town Hall Property

The first location for consideration is the northeast corner of the Old Town Hall Property. (See red circle in photo below).



This location provides good visibility, would not require movement and would serve as a compliment to the current programming offered at Old Town Hall.

### Second (Preferred) Location – Main Street, Across from Clock Tower

The second location for consideration is on Main Street across from the Clock Tower. (See red circle in photo below).





This location provides greater visibility than the first location and would not require movement. Further, it would be located in a key location for the flagship event – the Pride Parade on Main Street.

## **Conclusion**

Staff are recommending that Council approve the installation of a Pride Bench at the Main Street location. Staff will then work with York Region Pride to finalize the installation details.

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

Installation of a Pride Bench aligns with our core values of respect and integrity.

## **Consultation**

Both sites have been reviewed by York Region Pride.

## **Human Resource Considerations**

Town staff would be required to install the bench.

## **Budget Impact**

York Region Pride intends to cover the cost of purchasing the bench.

## **Attachments**

None.

## **Approval**

Mark Agnoletto, Director, Public Works Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Colin Service, Director, Recreation & Culture

Ian McDougall, Commissioner, Community Service

## **Contact**

For further information, please contact Colin Service [cservice@newmarket.ca](mailto:cservice@newmarket.ca) or Mark Agnoletto [magnoletto@newmarket.ca](mailto:magnoletto@newmarket.ca).





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## **Stormwater Management Ponds Staff Report to Council**

Report Number: 2021-48

Department(s): Legislative Services

Author(s): Jaclyn Grossi, Legislative Coordinator

Meeting Date: June 14, 2021

### **Recommendations**

1. That the report entitled Stormwater Management Ponds dated June 14, 2021 be received; and,
2. That Council directs Staff to continue to not permit individuals to use Stormwater Management Ponds for recreational purposes in the Town of Newmarket; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to provide Council with information regarding stormwater management ponds (SWMPs) and the risks associated with using them for recreational purposes. Using natural bodies of water and community rinks for recreational purposes is outside the scope of this report.

### **Background**

Due to the COVID-19 pandemic there was an influx of residents finding ways to enjoy the outdoors and stay active during the Provincial State of Emergency and Stay at Home Orders, particularly in the winter months. This has resulted in an increased number of individuals using SWMPs for recreational purposes.

## Discussion

### **The Town of Newmarket operates and owns over 65 stormwater management ponds (SWMPs)**

There are also 11 SWMPs on active development lands that have not yet been assumed by the Town of Newmarket. These wet ponds hold water at all times, and are designed to collect and store runoff from rain and melted snow. This allows dirt, sand, silt and other solids in the runoff to settle to the bottom of the pond, which improves the quality of water released back into creeks and rivers downstream. The water level in SWMPs fluctuates up and down constantly depending on the amount of water that is draining into the pond.

Unlike natural ponds, SWMPs are designed to collect and release runoff from rainfall and snowmelt to help prevent flooding in the community. As a result, water levels change rapidly due to the constant water flow. In the winter months, the pond water may also contain road salt and other contaminants, which contribute to poor ice quality. These factors combine to create dangerous and unpredictable conditions.

### **Lake Simcoe Region Conservation Authority's Position on SWMPs**

On January 15, 2021 the Lake Simcoe Region Conservation Authority (LSRCA) published a [safety message](#) which reminded residents about the dangers associated with SWMPs. The ice conditions are not monitored and air pockets can easily form under the surface. The LSCRA advises that open water can be found surrounding the edges of SWMPs and around the water outlets, creating a dangerous scenario if walking, playing or skating on any ice surface. Caution must be exercised at all times around frozen ponds or bodies of water as the fluctuating temperatures and use of road salts can create thin or unstable ice and a potentially hazardous condition.

### **York Region and other Greater Toronto and Hamilton Area (GTHA) municipalities advise residents to stay off of SWMPs**

Municipalities do not monitor the water level or ice thickness on SWMPs, and municipalities assume no responsibility for unintended use. All York Region municipalities as well as Pickering, Oakville, Brampton, Toronto, Milton, Whitby, Burlington, and Halton Hills have communicated to their residents that SWMPs are not safe for recreational activities and advise their residents to use only municipally constructed ice rinks that are maintained and monitored.

The Town of Newmarket offers a variety of safe outdoor activity options for residents including maintained ice rinks, splash pads, tennis courts, and parks. The Town currently works with community groups to provide three ice surfaces for residents' use during the winter months, with Riverwalk Commons being maintained by staff, and both Ken Sturgeon Park and the Newmarket Lions Park being maintained by residents. Future outdoor rink amenities will also be available through the Outdoor Ice Rink at the

Ray Twinney Recreational Complex, as well as the skating trail at the Mulock Park. These options are available to ensure that residents have an opportunity to spend time outside, and be physically active.

### **Municipal Enforcement Officers took an education first approach**

During the winter months, Municipal Enforcement Officers across the GTHA took an education first approach when responding to complaints received regarding the use of SWMPs. Officers educate residents on the associated safety risks while asking for voluntary compliance.

Some municipalities proactively patrol these areas but many are finding it difficult as Municipal Enforcement Officers have been redeployed to meet the needs of unpredictable and ever-changing regulations during the pandemic.

Between January 1, 2021 and June 7, 2021, Customer Service received 12 calls/emails from residents regarding SWMPs and only 4 of these were to advise that residents were using them for winter recreational activities. No calls or emails have been received regarding spring recreational activities. The Town will continue to educate the public on the safety issues surrounding SWMPs being used for recreational activities.

### **Signage is imperative to ensure residents understand the associated risks**

Municipalities have noted that signage is important for both public education and enforcement opportunities. Many municipalities are actively ensuring that all SWMPs are accompanied by appropriate signage to ensure that residents are aware of the unpredictable conditions and risks associated with using these facilities for recreational activities.

The Town of Oakville developed a [policy](#) in 2019 which ensures that all Town-managed SWMPs, as well as SWMPs not assumed by the municipality, have standard Town-approved signage erected to inform the public of safe practices within the areas and the potential risks associated with their use for recreational purposes.

### **Exercising the option to replace some SWMPs with Low Impact Development initiatives**

As the Town and the LSRCA have been working together on Low Impact Development (LID) initiatives, eliminating those SWMPs that are attracting risk is an option. As part of its push for LID, the LSRCA is encouraging the decommissioning of SWMPs through naturalization with vegetation, or by converting them into dry ponds (i.e. off-line depressions in the landscape that temporarily fill with water only when there is a heavy rain or snowmelt event; the water then drains naturally into the ground so that no water ever stays permanently in the dry pond).

Naturalization and creating dry ponds greatly lowers the risk associated with the recreational use of SWMPs. In addition to providing risk management, converting certain SWMP to naturalized or dry ponds have three additional benefits:

- They greatly reduce the amount of phosphorus and other pollutants that reach our natural watercourses (much more so than SWM ponds);
- They provide effective quantity control for stormwater, thereby lowering the risk of downstream flooding;
- They address one of Council's Strategic Pillars (Environmental Stewardship) and two of that Pillar's strategic priorities (i.e. continuing to implement programs that make Newmarket a leader in the implementation of LID; and partnering with the LSRCA on LID initiatives).

Converting SWMPs to dry ponds or naturalizing them can cost in excess of \$100,000 per pond. This activity is not in the current Capital Plan due to competing priorities and resources. However, if this is a direction that Council would like to take, there may be external funding available through various sources to help offset the costs.

Technical options that prevent freezing can render a SWMP unusable for risky winter activities. One such technique involves heating of the water. Heating is not recommended because of the danger it poses to the cold water fisheries into which the ponds drain. Another solution involves chemicals that lower the freezing temperature of water. This also should not be used because of the damage it can cause to flora and fauna in and near the ponds, and for environmental sustainability. However, Town staff are aware of one initiative in another York Region municipality where a very large but shallow pond was equipped with an aeration system. The aeration was installed to reduce odour and prevent the growth of excessive algae in the stagnant waters. An added benefit of the aeration system is that the water in the pond no longer freezes in winter, thereby eliminating the issue with risk associated with recreational winter use by residents. It should be noted, though, that this solution is very costly, and required well in excess of \$100,000 to install for one single pond.

## **Conclusion**

As municipalities across the Province continue to educate their residents on the dangers of using SWMPs for recreational purposes and ensure that safe alternatives are available for year round use, Staff recommend that the Town of Newmarket continue to do the same. Staff will also proactively continue to research best practices in neighbouring municipalities and beyond, and erect appropriate signage where applicable.

Should Council proceed with the recommendation to continue not allowing recreational activities on SWMPs, Staff will develop a strategy to ensure that the SWMPs are properly maintained and inspected, prohibited materials are removed, and that appropriate signage is erected at all locations.

Should Council wish to direct Staff to provide further information regarding the possibility of providing additional outdoor recreation amenities on natural bodies of water, such as ponds, rivers and lakes, and community rink surfaces, Staff will conduct additional research and consult with external stakeholders and agencies that have ownership over the natural bodies of water, such as the LSRCA, to prepare a report for a future meeting of Council.

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

The strategic vision of the Town of Newmarket is rooted in the concept of being Well Beyond the Ordinary – this vision is achieved through focus on the well being of our community. The wellness of our community has at all times been first and foremost in the actions taken to date.

This report also focuses on Council's Strategic Priorities of Extraordinary Places and Spaces creating the environment for an engaged, accessible, and inclusive community, and Environmental Stewardship by leading proactive planning and action related to climate change and other environmental initiatives.

## **Consultation**

York Region and Greater Toronto and Hamilton Area (GTHA) municipalities were consulted to determine best practices and current enforcement strategies.

Town Staff from various departments including Engineering Services, Recreational and Culture, Public Works Services, and Legislative Services were consulted as well.

The Town sought legal advice from external counsel and the Town's insurer, which informed the recommendations within this report.

## **Human Resource Considerations**

None.

## **Budget Impact**

All costs associated with new or improved signage would be funded from the existing Operating Budget.

## **Attachments**

None.

## **Approval**

Kiran Saini, Deputy Clerk

Lisa Lyons, Director of Legislative Services/Town Clerk



Esther Armchuk, Commissioner of Corporate Services

Ian McDougall, Commissioner of Community Services

Peter Noehammer, Commissioner of Development & Infrastructure Services

Jag Sharma, Chief Administrative Officer

## **Contact**

Please contact Jaclyn Grossi at [jgrossi@newmarket.ca](mailto:jgrossi@newmarket.ca).



# **Town of Newmarket**

## **Minutes**

### **Accessibility Advisory Committee**

Date: Thursday, March 18, 2021  
Time: 10:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Steve Foglia, Chair  
Jeffrey Fabian  
Felim Greene  
Martha Jez  
Linda Jones  
Allen Matrosov  
Patricia Monteath

Members Absent: Councillor Simon  
Huma Tahir

Staff Present: K. Saini, Deputy Town Clerk  
J. Grossi, Legislative Coordinator

The meeting was called to order at 10:31 AM.  
Steve Foglia in the Chair.

#### **1. Notice**

Steve Foglia 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 & Corrections to the Agenda**

None.

**3. Declarations of Pecuniary Interest**

None.

**4. Presentations & Deputations**

None.

**5. Approval of Minutes**

**5.1 Accessibility Advisory Committee Meeting Minutes of January 21, 2021**

Moved by: Jeffrey Fabian

Seconded by: Felim Greene

1. That the Accessibility Advisory Committee Meeting Minutes of January 21, 2021 be approved.

**Carried**

**6. Items**

**6.1 Main Street Accessibility**

Steve Foglia provided an update to the Accessibility Advisory Committee regarding a Main Street accessibility presentation to the Main Street District Business Improvement Area Board of Management (BIA) at a future meeting. The Legislative Coordinator advised that the presentation has been tentatively scheduled for the morning of BIA meeting on June 2, 2021.

Martha Jez discussed possible opportunities for local high school students to assist Main Street businesses with accessibility projects.

**6.2 Accessible Van Signage Update**

The Legislative Coordinator provided an update on the accessible van parking signage that is being added to four existing parking spots in the downtown area. The Committee confirmed that the four parking spots were currently van accessible and provided feedback on the draft signage, namely that the new signage should match the existing as much as possible.

**6.3 Rene Brey Washroom Accessibility Retrofit**

The Legislative Coordinator advised that the funding application for accessible improvements to the Rene Brey washroom had not been approved yet, and that additional information would be provided when the application had been processed.

**7. New Business**

**7.1 Elections Canada**

Steve Foglia advised that Elections Canada reached out and asked him to inspect all potential Federal election polling locations in Newmarket and Aurora to ensure accessibility for all voters in future elections.

**8. Adjournment**

Moved by: Jeffrey Fabian

Seconded by: Linda Jones

1. That the meeting be adjourned at 11:04 AM.

**Carried**

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Steven Foglia, Chair

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Date





# **Town of Newmarket**

## **Minutes**

### **Heritage Newmarket Advisory Committee**

Date: Tuesday, April 6, 2021  
Time: 7:00 PM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Billie Locke, Chair  
Gord McCallum, Vice-Chair  
Councillor Bisanz  
Norman Friend  
David McLennan  
Joan Seddon

Members Absent: Mitch Sauder

Staff Present: D. Morton, Planner  
A. Walkom, Legislative Coordinator

The meeting was called to order at 7:03 PM. Billie Locke in the Chair.

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

None.

#### **2. Conflict of Interest Declarations**

None.

#### **3. Presentations/Deputations**

None.

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

#### **4.1 Heritage Newmarket Advisory Committee Meeting Minutes of February 2, 2021**

Moved by: Gord McCallum

Seconded by: Councillor Bisanz

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of February 2, 2021 be approved.

**Carried**

#### **5. Correspondence**

None.

#### **6. Items**

##### **6.1 425/431 Davis Drive (Union Hotel) - Fenestration Assessment**

The Planner provided an overview of the fenestration report and advised that most of the existing windows are in poor condition. Committee members discussed the condition of the windows and doors and the ongoing restoration work on the property.

Moved by: Joan Seddon

Seconded by: David McLennan

1. That the Fenestration Assessment prepared by Bob Abraham Architecture Corporation dated March 22, 2021 be received.

**Carried**

Moved by: Joan Seddon

Seconded by: Gord McCallum

2. That the Heritage Newmarket Advisory Committee support Planning Services in approving the heritage permit to remove and replace the windows and central entry with sidelights in accordance with the Fenestration Assessment prepared by Bob Abraham Architecture Corporation dated March 22, 2021.

**Carried**

**6.2 Discussion about status of Committee Review of List of Properties of Interest**

Committee members discussed the ongoing project to review the List of Heritage Properties of Interest. Members discussed the difficulty of evaluating properties on the list without access to archive materials to conduct further research. Members discussed concentrating on properties which could be removed from the list, which may be possible without access to the materials in the archives.

Moved by: Councillor Bisanz

Seconded by: Joan Seddon

1. That the Heritage Newmarket Advisory Committee continue with the review of the Municipal Register of Non-Designated Properties to the degree possible without access to the Newmarket Archives materials.

**Carried**

**6.3 Council Workshop - Advisory Committees Work Plan Accomplishments**

The Legislative Coordinator advised the Heritage Committee of the Council Workshop regarding Advisory Committees Work Plan Accomplishments scheduled for June 7, 2021 which will feature presentations from all of the Town's advisory committees. The Chair will present to Council on behalf of the Committee.

**7. Committee Reports**

**7.1 Elman W. Campbell Museum Board**

Billie Locke advised that as the Museum remains closed there was no update regarding the Elman W. Campbell Museum Board.

**7.2 Lower Main Street South Heritage Conservation District Advisory Group**

The Planner provided an update on properties considered at the Lower Main Street South Heritage Conservation District Advisory Group recently,



including 225 Main Street South, 210A/212 Main Street South and 209 Main Street South.

**8. New Business**

None.

**9. Adjournment**

Moved by: Gord McCallum

Seconded by: Norman Friend

1. That the meeting be adjourned at 7:40 PM.

**Carried**

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Chair

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Date



# **Town of Newmarket**

## **Minutes**

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

Date: Wednesday, April 7, 2021  
Time: 8:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Tom Hempen, Chair  
Allan Cockburn, Vice Chair  
Councillor Kwapis  
Councillor Twinney (8:38 AM - 9:17 AM)  
Debbie Hill  
Jennifer McLachlan  
Ken Sparks

Members Absent: Rob Clark  
Mark Iacovetta  
Omar Saer

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

The meeting was called to order at 8:32 AM.  
Tom Hempen in the Chair.

#### **1. Notice**

Tom Hempen 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**

**4.1 Pub Crawl Experience Update**

Ariana Laxdal, Chief Event Specialist and Co-founder of RiLax Event Management provided the Main Street District Business Improvement Area Board of Management with a presentation regarding the Pub Crawl Experience. She provided an overview of the participating restaurants and their proposed menu items, additional ticket information, and mock ups of various marketing items. She also presented the confirmed sponsors and the three phase social media strategy.

Members queried the presenter regarding ticket sale dates, logo options and marketing opportunities.

Moved by: Councillor Kwapis

Seconded by: Jennifer McLachlan

1. That the presentation provided by Ariana Laxdal, Chief Event Specialist and Co-founder, RiLax Event Management regarding the Pub Crawl Experience Update be received.

**Carried**

**5. Deputations**

None.

**6. Approval of Minutes**

**6.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of March 3, 2021**

Moved by: Councillor Kwapis

Seconded by: Jennifer McLachlan

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

**Carried**

## **7. Items**

### **7.1 Newmarket Chamber of Commerce Networking Breakfast**

Jennifer McLachlan advised the Board that she would be speaking on behalf of the BIA at the Newmarket Chamber of Commerce Networking Breakfast. She asked the Members to provide her with some ideas or topics that they would like to see highlighted during her segment.

### **7.2 WordPress Business Pro Invoice**

Moved by: Councillor Kwapis

Seconded by: Jennifer McLachlan

1. That the Main Street District Business Improvement Area Board of Management approve the HostPapa invoice regarding WordPress Business Pro for the amount of \$243.40.

**Carried**

### **7.3 Council Workshop regarding Boards and Committees of Council**

The Legislative Coordinator advised that a Council Workshop has been scheduled for June 7, 2021 to allow all Town of Newmarket Advisory Boards and Committees an opportunity to present their recent work to Council. Jennifer McLachlan volunteered to present on behalf of the BIA.

### **7.4 Sub-Committee Reports**

Street Events

- Tom Hempen advised that street events are currently on hold due to the Public Health measures and that the Town will continue looking at opportunities for the Fall.

Advertising and COVID-19 Marketing & Advertising

- Jennifer McLachlan advised that the partnerships with snapd and the Newmarket Chamber of Commerce were working well, and that additional updates related to social media would be shared as projects moved along.

## **7.5 Garbage Update**

Councillor Kwapis advised that there were no new updates regarding garbage on Main Street, and that the Town is continually working to improve the inground garbage containers.

## **7.6 Parking Update**

Councillor Kwapis advised that letters had been circulated to all residents on D'Arcy Street regarding the 11 or 12 new parking spaces that would be created, once approved by Council.

## **7.7 Staff Update**

### **7.7.1 Financial Update**

The Business Development Specialist reviewed the revised vendor payment process which is to be used to streamline the process between the Town of Newmarket's Finance Department and Board Members. She further advised that this process and an overview of the month end would be distributed by email.

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

The Business Development Specialist advised that no new applications had been received for the Financial Incentive Program.

## **8. New Business**

### **8.1 Vendors in Riverwalk Commons**

Ken Sparks asked for an update regarding vendors in Riverwalk Commons when Public Health measures allowed.

### **8.2 Updates**

Tom Hempen provided the following updates on behalf of Rob Clark, in his absence:

Website

- COVID-19 Marketing & Advertising Committee meeting will be scheduled to review the wireframes. The final version will be circulate it to the Board of Management via email.

snapped

- Social Media support will begin in May, the retainer hours April were used to support Digital Main Street needs.
- Please provide an updates on the following to assist with social media content creation:
  - New Additions to BIA (new Merchants or changes) i.e. New store
  - Significant upcoming/past/current events
  - Direct News or news that impacts Main Street (good or bad)
  - Commercial Leases available (with details)
  - Properties for sale
  - Accolades/Celebrations (merchants)
  - Residential leases (with details)

## 9. Closed Session

Tom Hempen advised that there was no requirement for Closed Session.

## 10. Adjournment

Moved by: Ken Sparks

Seconded by: Jennifer McLachlan

1. That the meeting be adjourned at 9:17 AM.

**Carried**

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Tom Hempen, Chair

---

Date



# Newmarket Public Library Board

## Minutes

Date: Wednesday, April 21, 2021

Time: 5:30 PM

Members Present: Darcy McNeill, Chair  
Jane Twinney, Vice Chair  
Kelly Broome  
Leslee Mason

Members Absent: Darryl Gray  
Art Weis  
Victor Woodhouse

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

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

The Chair called the meeting to order at 5:34 pm

### 2. Adoption of Agenda Items

The Chair asked if there were any additions to the agenda.

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

#### **Motion 21-04-180**

**Moved by** Kelly Broome

**Seconded by** Jane Twinney

**That** items 2.1 to 2.3 be adopted as presented.



**Carried**

**3. Declarations**

None were declared.

**4. Consent Agenda Items**

4.1 Adoption of the Regular Board meeting minutes for March 17, 2021

4.2 Strategic Operations Report for March, 2021

4.3 First Quarter Statistical Data

4.4 First Quarter Financial Statements

**Motion 21-04-181**

**Moved by** Jane Twinney

**Seconded by** Leslee Mason

**That** items 4.1 to 4.4 be adopted and approved as presented.

**Carried**

**5. Reports**

5.1 Dr. Seuss Books of Concern

The Library Board reviewed the report on Dr. Seuss Books of concerns and requested that a further investigation be conducted regarding this matter. The Board asked for further information on other materials that may be a potential cause of concern and what other libraries and library associations are doing regarding this.

**6. Business Arising**

6.1 Strategic Planning

The Acting CEO advised that the Library has had three submissions to the Request for Quote (RFQ) for Strategic Planning. The Board appointed three Directors to the Evaluation Team to review the proposals. The Manager, Library Operations will assist with the evaluation process.

**Motion 21-04-182**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**That** the Library Board appoint Library Board Directors Kelly Broome, Darryl Gray and Leslee Mason to evaluate the RFQ's received for Strategic Planning;

**And that** the Evaluation Team report back to the Library Board at the next regularly scheduled Library Board meeting.

**Carried**

## 6.2 Library Board Action List

The Library Board reviewed the Action List.

**Motion 21-04-183**

**Moved by** Jane Twinney

**Seconded by** Kelly Broome

**That** the Library Board receive the Action List as presented.

**Carried**

## 7. New Business

There was no new Business

## 8. Closed Session (If required)

**Motion 21-04-184**

**Moved by** Jane Twinney

**Seconded by** Leslee Mason

**That** the Library Board move into a Closed Session at 6:10 pm to discuss personal matters pertaining to an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P.44.

**Carried**

**Motion 21-04-185**

**Moved by** Jane Twinney

**Seconded by** Kelly Broome

**That** the Library Board move out of Closed Session at 6:18 pm.

**Carried**

**Motion 21-04-186**

**Moved by** Kelly Broome

**Seconded by** Leslee Mason

**Motion Arising from Closed Session**

**That** the Library Board extend the contract of the Acting CEO as outlined in the Closed Session.

**Carried**

**9. Dates of Future Meetings**

The next regular Library Board meeting is scheduled for Wednesday, May 19, 2021 at 5:30 pm. Location electronic via Zoom

**10. Adjournment**

**Motion 21-04-187**

**Moved by** Jane Twinney

**Seconded by** Leslee Mason

**That** there being no further business the meeting adjourn at 6:19 pm.

**Carried**

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Darcy McNeill, Chair

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Linda Peppiatt, Acting CEO  
Secretary/Treasurer