

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

Additional items to this Agenda are shown under the Addendum header.

## **Declarations of Pecuniary Interest**

## **Presentations & Recognitions**

1. Ms. Leslie Woo, Chief Planning Officer, Metrolinx to address the Committee with a PowerPoint presentation providing a rail service update.

## **Deputations**

## **Consent Items (Items # 2 to 11, 16 to 19)**

2. Correspondence dated October 27, 2015 from Mr. Mark Koning, p. 1  
Communications and Administration Coordinator, AIDS Committee of York  
Region requesting December 1, 2015 be proclaimed 'World AIDS Day'.

Recommendations:

a) THAT the correspondence from Mr. Mark Koning be received and the following recommendations be adopted:

i) THAT the Town of Newmarket proclaim December 1, 2015 as 'World AIDS Day';

ii) AND THAT the proclamation be advertised in the Town Page advertisement and on the Town's website [www.newmarket.ca](http://www.newmarket.ca)

3. Development and Infrastructure Services Report Public Works Services - PWS p. 3  
2015-58 dated October 26, 2015 regarding Northern Six Waste Collection  
Contract 2017-2027 Request for Proposal Preparation Update.

The Chief Administrative Officer, the Commissioner of Development and Infrastructure Services and the Director of Public Works Services recommend:

a) THAT Development and Infrastructure Services Report Public Works Services - PWS 2015-58 dated October 26, 2015 regarding Northern Six Waste Collection Contract 2017-2027 - Request for Preparation Update be received and the following recommendations be adopted:

i) THAT staff be directed to work collaboratively with the Northern Six municipalities on the preparation of the Request for Proposal (RFP) for a Northern Six Waste Collection Contract;

ii) AND THAT staff develop Service Level Criteria for Customer Service and Response to be included in the Request for Proposal noting best management practices;

iii) AND THAT Council adopt the recommended amendments to By-law 2011-29 (A By-law for establishing and maintaining a system for collection removal and disposal of garbage, other refuse, yard waste materials, recyclable materials including blue box materials and source separated organics) outlined in Appendix A;

iv) AND THAT the 2016 fees and charges by-law include a garbage tag fee of \$2.00, to come into effect in August, 2016;

v) AND THAT promotion and education/outreach of any changes to the By-law (s) and solid waste services be conducted in 2016-2017 in advance of the new contract.

4. Community Services - Recreation and Culture Report 2015-31 dated October 19, 2015 regarding Recreation Playbook Recommendations Requiring Land. p. 13

The Commissioner of Community Services and the Director of Recreation and Culture recommend:

a) THAT Community Services - Recreation and Culture Report 2015-31 dated October 19, 2015 regarding Recreation Playbook Recommendations Requiring Land be received and the following recommendations be adopted:

i) THAT staff be delegated authority to negotiate a purchase of the former York Catholic District School Board Lands on the north side of Woodspring Avenue, in the northwest quadrant, per Section 239 (2) of the Municipal Act;

ii) AND THAT staff report back in the first quarter of 2016 with detailed capital costs and operating expenses of three options outlined in the report for consideration as part of the 2017 budget process.

5. Community Services Report - Recreation and Culture 2015-33 dated October 19, 2015 regarding an amendment to the Town of Newmarket's Public Art Policy. p. 17

The Commissioner of Community Services and the Director of Recreation and Culture recommend:

a) THAT Community Services Report - Recreation and Culture 2015-33 dated October 19, 2015 regarding an amendment to the Town of Newmarket's Public Art Policy be received and the following recommendations be adopted:

i) THAT the Public Art Plan be amended to include an Art Selection Jury composed of 3 Town Staff representatives, 3 representatives from the Arts Community and 1 community representative;

ii) AND THAT the Art Selection Jury identified in Recommendation i) be tasked to conduct a thorough evaluation process that identifies two finalist art pieces;

iii) AND THAT the finalist art pieces be presented to the Community to be voted upon for selection;

iv) AND THAT the Town of Newmarket award a commission to the artist and piece receiving the greatest number of public votes.

6. Development and Infrastructure Services Report - Public Works Services 2015-56 dated October 8, 2015 regarding Community Gardens. p. 20

The Commissioner of Development and Infrastructure Services and the Director of Public Works Services recommend:

a) THAT Development and Infrastructure Services Report - Public Works Services 2015-56 dated October 8, 2015 regarding the Feasibility of an Additional Community Garden be received and the following recommendations be adopted:

i) THAT staff be directed to work collaboratively with the York Region Food Network and the Region of York Environmental Promotion and Protection Department to determine the feasibility of partnering on a second Community Garden at the corner of London Road and Main Street North;

ii) AND THAT staff bring forward any Town related costs for the second community garden in the 2017 draft budget requests, if required.

7. Community Services Report - Recreation and Culture, Development and Infrastructure Services, Public Works Joint Report 2015-32 dated October 25, 2015 regarding Artificial Turf Field Agreement. p. 24

The Commissioner of Community Services, the Commissioner of Development and Infrastructure Services, the Director of Recreation and Culture and the Director of Public Works Services recommend:

a) THAT Community Services - Recreation and Culture, Development and Infrastructure Services Public Works Joint Report 2015-32 dated October 25, 2015 regarding an agreement with the York Region District School Board (YRDSB) for an Artificial Turf Field be received and the following recommendations be adopted:

i) THAT Council delegate authority to staff to enter into an agreement with the YRDSB for the construction and operation of an artificial turf sports field located at Dr. J.M. Denison Secondary School as outlined in this report;

ii) AND THAT as part of the 2017 Operating Budget, an additional \$50,000 in annual expenses be added within the Public Works Services Budget to support the addition of an Artificial Turf Field;

iii) AND THAT as part of the 2017 Operating Budget, an additional \$10,000 in revenue to be generated through facility permitting be added within the Recreation and Culture Budget (noting this is where all field revenue is recorded).

8. Newmarket Public Library Special Board Minutes of September 12, 2015 and Regular Board Minutes of September 16, 2015. p. 29

The Newmarket Public Library recommends:

a) THAT the Newmarket Public Library Special Board Minutes of September 12, 2015 and Regular Board Minutes of September 16, 2015 be received.

9. Main Street District Business Improvement Area Board of Management Minutes of August 18 and September 15, 2015. p. 36

The Main Street District Business Improvement Area Board of Management recommends:

a) THAT the Main Street District Business Improvement Area Board of Management Minutes of August 18 and September 15, 2015 be received.



10. Item 7c) of the Main Street District Business Improvement Area Board of Management Minutes of September 15, 2015 regarding parking. p. 45

The Operational Leadership Team recommends:

THAT the following recommendation be referred to staff.

The Main Street District Business Improvement Area Board of Management recommends to Council:

i) THAT the Town of Newmarket investigate the feasibility of resident/tenant permit parking for the Main Street area;

ii) AND THAT the Main Street District Business Improvement Area Board of Management be consulted in the process of the analysis.

11. Outstanding Matters List. p. 46

Recommendation:

a) THAT the Outstanding Matters List be received.

## **Action Items**

## **Correspondence & Petitions**

12. Petition/Petitioning Newmarket Council to 'Save Hollingsworth Arena'. p. 53

Recommendation:

a) THAT the petition/petitioning Newmarket Council to 'Save Hollingsworth Arena' be received and referred to staff as part of the public consultation process related to the disposition of the Hollingsworth Arena.

## **Reports by Regional Representatives**

## **Notices of Motion**

## **Motions**

13. Councillor Twinney: p. 86

THAT staff bring back a report to Council on a third party insurance program for residents to insure their water and sewer pipes that run under private property and are not covered by the Town.

## **New Business**

### **Closed Session (if required)**

The Closed Session Agenda and Reports will be circulated under separate cover (Goldenrod).

14. Office of the Chief Administrative Officer, Corporate Services (Legal Services) and Commissioners Joint (Closed Session) Report 2015-09 dated November 4, 2015 regarding the potential acquisition of land per Section 239 (2) (c) of the Municipal Act, 2001. (Ward 6)

## **Public Hearing Matters**

### **Addendum (Additions and Corrections)**

- 1a. Metrolinx PowerPoint Presentation. (Related to Item 1) p. 87
- 13a. Mr. John Blommestein to address the Committee regarding Councillor Twinney's Motion with respect to Insurance Program Protecting Underground Piping. (Related to Item 13) p. 116
15. The Director of Financial Services to address the Committee with a PowerPoint Presentation regarding the 2016 Preliminary Draft Budget. (Presentation to be distributed at meeting)
16. Joint Chief Administrative Officer/Commissioners and Financial Services Report 2015-55 dated November 4 2015 regarding 2016 Preliminary Draft Operating, Capital and Utility Budgets. p. 117

The Chief Administrative Officer/Commissioners and the Director of Financial Services recommend:

a) THAT Joint CAO/Commissioners and Financial Services Report 2015-55 dated November 5, 2015 regarding 2016 preliminary Draft Operating, Capital and Utility budgets be received and that the preliminary draft budgets be made available for public comment.

17. Central York Fire Services - Joint Council Committee Minutes of October 13, p. 129 2015.

The Central York Fire Services - Joint Council Committee recommends:

a) THAT the Central York Fire Services - Joint Council Committee Minutes of October 13, 2015 be received.

18. Item 3 of the Central York Fire Services - Joint Council Committee Minutes of October 13, 2015 with respect to Corporate Services Report - Financial Services 2015-46 dated September 22, 2015 regarding Central York Fire Services Reserve Fund. p. 134

The CYFS-JCC recommends to Council:

a) THAT Corporate Services Report - Financial Services 2015-46 dated September 22, 2015 regarding Central York Fire Services Reserve Fund be received and the following recommendations be adopted:

i) THAT JCC set a target level for the CYFS Reserve Fund as proposed in this report;

ii) AND THAT any 2015 CYFS operating surplus be allocated back to each municipality based on their budgeted allocation percentage;

iii) AND THAT JCC recommend that the Councils of each municipality waive the requirements specified in Schedule D of the Fire/Emergency Services Agreement between the Town of Aurora and the Town of Newmarket dated November 1, 2001, in this one instance.

19. Corporate Services Commission Report - Joint Legislative Services and Legal Services 2015-19 dated November 5, 2015 regarding Lobbyist Registry for the Northern Six Waste Collection Contract (2017-2027) p. 135

The Commissioner of Corporate Services, the Director of Legal Services and the Director of Legislative Services recommend:

a) THAT Corporate Services Commission Report - Joint Legislative Services and Legal Services Report 2015-19 dated November 5, 2015 regarding 'Lobbyist Registry for the Northern Six Waste Collection Contract (2017-2027)' be received and the following recommendations be adopted:

i) THAT Council adopt the lobbyist registry framework outlined in this report for the Northern Six Waste Collection Contract (2017-2027);

ii) AND THAT lobbying of Council through means of a public deputation or to any communication through a public meeting to Council be prohibited prior to and during the blackout period;

iii) AND THAT the Clerk provide the municipalities of Aurora, East Gwillimbury, Georgina, King and Whitchurch-Stouffville a copy of Council's extract and staff report.

## **Adjournment**

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**From:** Brouwer, Andrew  
**Sent:** October-27-15 5:08 PM  
**To:** Moor, Linda  
**Subject:** Fwd: World AIDS Day Proclamation  
**Attachments:** ATT00001.htm; Invite\_WAD.pdf; ATT00002.htm

Sent from my iPad

Begin forwarded message:

**From:** "Mark Koning" <[mkoning@acyr.org](mailto:mkoning@acyr.org)>  
**To:** "Mayor Van Bynen" <[mayor@newmarket.ca](mailto:mayor@newmarket.ca)>  
**Cc:** "Brouwer, Andrew" <[abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca)>  
**Subject:** World AIDS Day Proclamation

Your Honour,

I am writing on behalf of the Board of Directors of the AIDS Committee of York Region (ACYR) inviting you to join us in commemorating December 1 as World AIDS Day. To this effect, we request you to:

- Issue a proclamation from the Town of Newmarket declaring December 1 as World AIDS Day.
- Share a photo of you wearing a red ribbon for our social media campaign Red for Change: Wear It, Hold It, Show It. We will widely share this photo on our Facebook page and Twitter feeds during World AIDS Awareness Week (November 23-30) and on World AIDS Day. This will showcase your solidarity with people living with this chronic illness in your constituency. (A ribbon and request letter have been mailed to your office)
- Participate in our World AIDS Day vigil on Tuesday, December 1 (please see invitation attached).

Please do not hesitate to contact me with any questions.

Thank you,

Mark

Mark Koning  
Communications & Administration Coordinator  
AIDS Committee of York Region  
[mkoning@acyr.org](mailto:mkoning@acyr.org) | 416-553-5650 (Cell) | 905-884-0613 x203 (Work)  
10909 Yonge St. #203, Richmond Hill, ON L4C E3E  
Toll Free 1-800-243-7717 Fax 905-884-7215  
[www.acyr.org](http://www.acyr.org)

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facebook [AIDS COMMITTEE OF YORK REGION](https://www.facebook.com/AIDS.COMMITTEE.OFYORK.REGION)



# **WORLD AIDS DAY**

## **RAISE AWARENESS AND SHOW SUPPORT!**

**TUESDAY DECEMBER 1, 2015**

**6:00 PM - 8:00 PM**

*Join us for a reception followed by candlelight vigil to commemorate World AIDS Day*

**RAINBOW CINEMAS - PARTY ROOM  
10909 YONGE ST., UNIT 33  
Richmond Hill, ON 905.780.0491**

*Light snacks and refreshments will be served.*

**Please RSVP by Monday, November 24**  
[mkonning@acyr.org](mailto:mkonning@acyr.org) or 416-553-5650

*We thank our neighbours, Rainbow Cinemas Elgin Mills, for generously donating their private room for the reception.*







**DEVELOPMENT & INFRASTRUCTURE SERVICES – PUBLIC WORKS SERVICES**  
 TOWN OF NEWMARKET  
 395 Mulock Drive  
 P.O. Box 328  
 Newmarket, ON L3Y 4X7

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 info@newmarket.ca  
 905.895.5193

October 26, 2015

**DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT  
 PUBLIC WORKS SERVICES 2015-58**

TO: Committee of the Whole

SUBJECT: Northern Six Waste Collection Contract, 2017-2027  
 Request for Proposal Preparation Update

ORIGIN: Director, Public Works Services

**RECOMMENDATIONS**

**THAT Development and Infrastructure Services Report - Public Works Services – PWS 2015-58, dated September 28, 2015 regarding Northern Six Waste Collection Contract 2017-2027 – Request for Proposal Preparation Update be received and the following recommendation(s) be adopted:**

- 1. THAT staff be directed to work collaboratively with the Northern Six municipalities on the preparation of the Request for Proposal (RFP) for a Northern Six Waste Collection Contract;**
- 2. AND THAT Staff develop Service Level Criteria for Customer Service and Response to be included in the Request for Proposal noting best management practices;**
- 3. AND THAT Council adopt the recommended amendments to By-Law 2011-29 (A By-Law for establishing and maintaining a system for collection removal and disposal of garbage, other refuse, yard waste materials, recyclable materials including blue box materials and source separated organics) outlined in Appendix A;**
- 4. AND THAT the 2016 fees and charges by-law include a garbage tag fee of \$2.00, to come into effect in August, 2016;**
- 5. AND THAT promotion and education/outreach of any changes to the By-Law(s) and solid waste services be conducted in 2016 - 2017 in advance of the new contract.**

**BACKGROUND**

This report provides Council with an update with respect to the preparation of the Northern Six Waste Collection Contract Request for Proposal and to seek Council guidance as it relates to contract priorities respecting levels of service, By-law harmonization, waste diversion and contract costs.

In 2007 the Northern Six Municipalities (N6) of York Region being; The Towns of Aurora, East Gwillimbury, Georgina, Newmarket, Whitchurch Stouffville and Township of King collectively entered into a ten-year waste collection contract. This award winning contract was the first N6 initiative in which the municipalities collaborated with one another to leverage the economies of scale for the benefit of cost containment of municipally delivered services.

The N6 was recognized at both the Federation of Canadian Municipalities (FCM) Sustainable Community Awards, and the Association of Municipalities of Ontario (AMO) Conference. Together the six municipalities accepted top honours in the waste management category for the Northern Six Joint Waste Collection Contract and Green Bin program at FCM and the AMO P.J. Marshall Certificate of Merit Award for excellence in innovation.

Collaborative savings of one million dollars per year was projected over the life of the contract. York Region conducted an audit on behalf of the municipalities and this audit confirmed that the 2008 savings were higher and costs were lower than expected.

Building upon the successes and experiences of the 2007-2017 N6 waste collection contract, staff have initiated the preparation of the new contract with the intent of having Request for Proposal documents prepared prior to the end of 2015. The new waste contract will have to be awarded in the spring of 2016 to ensure the successful bidder has time to order trucks and equipment, and put processes in place for a September 2017 start.

## **ANALYSIS**

Using the current N6 waste collection contract as a basis, staff will prepare the new contract, taking into consideration the current contract performance, customer service levels, cost containment/savings, impact on the environment and implementation of new technologies. Staff will also incorporate such improvements as directed by Council for the benefit the residents of the Northern Six municipalities.

Additionally, and where feasible, the SM4RT Living Plan, Integrated Waste Management Master Plan will be incorporated into this contract.

Before proceeding with preparation of the Request for Proposal documents, staff wish to consult with each of the respective N6 Councils to ensure the new contract meets Council priorities.

## **Contract Priorities**

Providing the highest level of service at the lowest possible cost to residents is the key consideration for any publically provided service. Staff have identified the following priorities for the future contract and will evaluate bids accordingly:

- Cost containment
- Maintain current level of service
- Convenience to residents
- Diversion rates

Staff identified early on in the Request for Proposal preparation process that efficiencies and cost containment may be realized if the municipalities more closely align collection services. These aligned services are expected to help contain costs. Aligned services also provide the contractor flexibility in collection services, other efficiencies, and staff training.

Acknowledging that each of the Northern Six municipalities may choose to offer differing levels of service in certain areas such as Downtown (BIA), Commercial and multi-residential collection, as is done now, staff identified other possible changes/alignments that may be standardized throughout the N6.



## Harmonization of Waste Collection By-Laws

In preparation for the upcoming N6 municipal 2017 waste collection contract, staff undertook a review of the waste management By-Laws and provisions for the new waste collection procurement process. The review resulted in a number of recommendations to harmonize the regulations in an effort to provide operational efficiencies and increase the effectiveness of the 2017 waste collection contract.

Staff anticipate harmonization of waste collection By-Laws across the N6 could have significant positive benefits. This harmonization would provide for consistent messaging throughout the N6 including communications from our call centres, coordinated promotion and education materials and improved contract enforcement.

Harmonization would also provide maximum flexibility for the contractor delivering service across municipal boundaries, over large geographic areas and throughout the urban-rural makeup of the N6. The harmonization is also expected to reduce costs as the collection logistics of each municipality will be similar and create efficiencies for collection.

Harmonization of waste by-laws could include:

- Frequency of collection
  - Garbage – every 2 weeks
  - Recycling – every week
  - Source Separated Organics – every week
  - Yard Waste – seasonal every other week
  - Bulky items – call in service
- Type of waste collected – uniform material collection throughout the N6 will reduce confusion for the contractor, allow them to enforce the By-Law uniformly at the curb as per the Contract and maintain a consistent level of service for all residents. The “My Waste App” and the Region’s “Bindicator” can be used by residents to check what is accepted in each of the waste streams.
- Bag limits - The By-laws regulating bag limits for the collection of garbage varies for each municipality. Waste audits completed in various urban municipalities demonstrate average set out of 1.18 garbage bags per week. A limit of 2 bags every other week would be reasonable, drive waste diversion and harmonize the By-laws. This is an environmentally sustainable limit especially when combined with the ability to purchase bag tags. It also aligns with other municipalities in York Region.
- Ability to purchase bag tags and/or white good and bulky tags – Currently, in Newmarket, bag tags are \$2.40 each. As indicated below, this is the highest in the N6. If bag limits are reduced, it is recommended that the bag tags be reduced to \$2.00 each. Bulky item and white good tags, which are \$12.00, would remain unchanged. White goods are only collected if prearranged through the contractor before the regular garbage day pick up.

Municipality	Current bag limit (every other week)	Bag Tag Fees	Approximate Revenue for 2015
Aurora	3	No bag tag program	
East Gwillimbury	Residential 2, ICI 4	No bag tag program	
Georgina	1	\$1 each	\$160,000
King	2	\$1 each	\$20,000
Newmarket	Residential 3, ICI 6	\$2.40 each	\$35,000
Whitchurch-Stouffville	3	\$2 each	\$11,600
Markham	Unlimited clear bags		
Richmond Hill	3	\$2 each	\$50,000
Vaughan	3	\$1.10 each	\$12,300
Region of Peel	2	\$1 each	
Region of Durham	4	\$2.50 each	

- Acceptable receptacles and containers - The current municipal waste management By-laws vary regarding the regulation size and weight of garbage, recycling and yard waste containers residents can use to set out their waste material. Establishing a standard size and weight for waste collection containers will provide consistency for the contractor and make it easier for municipal enforcement.
- Enforcement – The contractor is expected to enforce municipal By-Laws as per the contract, when appropriate, by collecting or not collecting certain material, receptacles and limits. With the harmonization of the N6 By-Laws, this enforcement is more uniform, training is efficient and it reduces confusion which lead to calls from residents and confusion with respect to collection processes. It also allows the N6 to communicate, promote and educate the public as a collective on appropriate practices for solid waste collection.

### Call Centre - Customer Service Approach

In previous discussions with Council, a contractor operated call centre for residents is not necessarily a requirement of the next waste collection contract. Currently the contractor's call centre addresses missed collections, damaged collection containers or other complaints. Residents are also able to schedule special waste collections, such as white good collection, using the call centre.

The call centre has reduced the number of calls to N6 front-line staff, however the individual municipalities still receive a number of calls and there have been complaints with respect to the Contractor's service level.

To this point, staff are developing Service Level Criteria (SLC) and Key Performance Indicators (KPIs) to include in the RFP. These will be based on the current Town of Newmarket Service Level Criteria and KPIs from the award winning Customer Service Department. Within the Proposal, the bidder will indicate how they plan to abide by the SLC and KPIs. The variables that will be included would be response times of call pickups, field investigations and email and phone call follow up along with Abandonment rate – the number of people who hang up because they can't get through relative to all calls recieved.

The cost for a Service Level Model will be listed as a provisional item in the RFP. Proponents will be required to price the provision of a call centre to manage customer service complaints and inquiries. This approach will provide an opportunity to evaluate the cost to consolidate customer calls through a single call centre. Once the Proposal is closed and the cost determined, it can be compared to the other models:



- Contractor operated call centre for N6 collectively
- Contractor operated call centre for individual municipalities
- Assigning this service under agreement to a third party under a separate contract
- Assigning this service under agreement to one of the N6 municipality's call centre for all of the N6

The first priority of any Service Level Model is to provide a service to N6 residents. Staff feel that by identifying KPIs and SLCs this will determine the best possible option for customer satisfaction and it can be measured and compared throughout the four models. Penalties for non-compliance would also be included as part of the Contract. Once the models are evaluated, the analysis can be presented to each of the N6 Councils for consideration.

### **Other Contract Considerations**

The 2017 contract term is recommended to be 8 years which allows time for the contractor to amortize the cost of capital equipment which should result in savings to the municipalities. The term of the 2017 contract will also include an option for 2 one year extensions with the expectation that if the contract is extended, the contractor will demonstrate savings to the municipalities. The RFP will include a provisional option for a cost to provide a 1 year extension in year 9 and a 2 year extension into years 9 and 10.

To maximize waste collection efficiencies and cost savings to the municipalities, front end containers used to service Industrial Commercial Institutional (ICI) locations are to be equipped with RFID tags. Radio-frequency identification (RFID) is the wireless use of a small electronic device to transfer data, for the purposes of automatically identifying tags attached to objects. RFID will allow municipal staff to track the collection and weight of containers emptied by the contractor, and therefore, facilitate cross boundary collection which increases efficiency and reduces cost.

GPS route tracking will also be included as part of the requirements for vehicles and the municipalities will be supplied with applicable software to track vehicle location. This will allow the municipality to track vehicle speed, direction of travel and time of day placement. This ability is intended to improve contract conformance, increase the service level, ensure accuracy of billing and allow the municipalities to quickly resolve potential customer service issues that may arise.

Currently an inventory of recycling and SSO containers is maintained by each of the N6 municipalities for new residents and to replace broken containers, free of charge. In the new contract this function is to be transferred to the waste collection contractor. It is also recommended that the N6 develop a uniform logo for the containers. This will create cost savings when purchasing containers and free up space at municipal facilities and also create delivery efficiencies since the contractor's supervisors are in the collection area and monitor routes daily. This will also reduce confusion for N6 residents and allow additional convenience and uniformity throughout the collection area. All existing municipally provided receptacles would be accepted.

The RFP will also include a clause for sale of contract. This will be a mechanism for municipalities to vet the new contractor based on their performance before accepting the new company as the replacement of the previous one. All transfers would be required to be endorsed by the six municipalities and the contract and level of service would remain the same.

A no lobby clause will be included in the new RFP document to ensure fair and transparent bids and reduce potential negative perception of the bidding process. This would be in addition to the Procurement By-Law 2014-27 (section 25) that already prohibits lobbying.

## **SM4RT Living Plan, Integrated Waste Management Master Plan**

The Integrated Waste Management Master Plan has been endorsed by York Region and each of the N6 municipalities. The plan is an innovative, long-term plan to drive waste reduction and reuse over the next 25 to 40 years.

The two principles that embody the SM4RT Living plan are:

- Decrease waste generation/increase material recovery
- Manage total cost of waste/recovery programs

The SM4RT Living Plan will not only incorporate the traditional 3R's (reduce, reuse, recycle), but will incorporate a fourth R – energy recovery from waste after all other diversion efforts have been exhausted. The new contract will have flexibility and forethought to include potential changes throughout the life of the contract to incorporate aspects of the SM4RT Living Plan and support a more sustainable, environmentally conscious solid waste collection process.

## **Lobbying**

Standard practice as well as the Town's Procurement By-law prohibits lobbying of elected officials and Town employees by proponents after the release of the RFP through to the award of the contract (referred to as a "black out" period). The following are excerpts from Town of Newmarket RFPs and will be included in the Northern Six Waste Collection Contract, 2017-2027

### **Blackout Period**

The Blackout Period begins when the Bid Call Document is issued and ends when the Contract is signed by the Owner and the selected Proponent. During the Blackout Period, Proponents must conduct all communication about the procurement only with the Procurement Representative stated in this Bid Document.

Any communication initiated by a Proponent to elected officials or staff of the Owner other than to the Procurement staff during the "Blackout Period" may be grounds for disqualifying the offending Proponent from consideration for contract award.

During the competitive period (Blackout Period) Proponents may submit an emailed written question to the Procurement representative. The Procurement representative may issue a written addendum to provide clarification or modification to the Bid Call Document. The addendum will be published on the Owner's Bid Opportunities website.

### **Lobbying Prohibited**

If any director, officer, employee, agent or other representative of a Proponent, including any other parties that may be involved in a joint venture, consortium or similar business relationship with the Proponent, makes, from the time the Bid Documents are released until a contract is executed, any representation or solicitation to any elected representative or employee or agent of the Owner including project consultants, or to the media, with respect to the Proponent's Bid, the Owner will be entitled to reject the Bid. This requirement does not extend to any public deputations.

Prior to the release of the RFP, Council may wish to consider a voluntary lobbying registry which provides for a public record of lobbying activities by proponents to Members of Newmarket Council. The voluntary



registry envisioned here is different than the lobbying by-law and lobbyist registrar regime set out in the Municipal Act, which provides for a broader framework applying to lobbying generally and an accountability officer dedicated to registration functions, education and enforcement. The concept and intent is generally the same and can be viewed as a transparency best practice.

A joint Legal and Legislative Services information report (to be released the week of November 2) will outline a process and administrative procedures for a voluntary lobbying registry prior to the issuance of the RFP.

## **CONCLUSION**

The Northern Six Municipalities of York Region are preparing the "Northern Six Waste Collection Contract, 2017-2027" Request for Proposal documents for the collection and haulage of collectible waste for the term 2017-2027.

Procurement documents will ensure that the future waste collection contract meets or exceeds the current level of service provided to residents.

By-Law harmonization will allow for more efficient and cost effective bids from proponents as it standardizes variables between municipalities, reduces confusion for the contractor and homogenizes the level of service for all N6 residents.

Staff from all six municipalities are participating in the preparation of the Proposal documents and direction from this report will be incorporated into the future contract.

Proposal results will be reported to Council no later than summer 2016 at which time Council can provide further direction regarding service levels.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

### *Well Equipped and Managed*

Deliver affordable, efficient and effective water distribution, wastewater and solid waste collection services that meet or exceed provincially mandated requirements, Council and the public's expectations, while promoting and encouraging solid waste diversion through recycling, composting, rethinking, reusing, reducing and implementing programs to achieve a realistic diversion rate and environmental protection.

## **HUMAN RESOURCE CONSIDERATIONS**

No impact to current staffing levels.

## **IMPACT ON BUDGET**

### Operating Budget (Current and Future)

Future financial implications related to this Proposal will be addressed during the 2016 and 2017 budget processes.

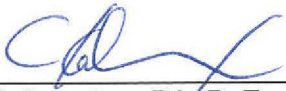
Staff are expecting to release the Request for Proposal in Q1 of 2016 for the Contractor to bid in Q2. This will allow the successful bidder to order and obtain vehicles to start with the full implementation of the contract in September 2017.

#### Capital Budget

No impact to the Capital Budget.

#### CONTACT

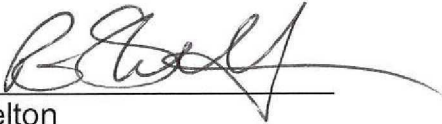
For more information on this report, please contact Christopher Kalimootoo at extension 2551; ckalimootoo@newmarket.ca.



C. Kalimootoo, BA, P. Eng., MPA, PMP  
Director, Public Works Services



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



R. Shelton  
CAO

Item Number	Current Solid Waste By-law Section	Amendment description / Discussion point	Current Solid Waste By-law	Proposed Amendment(s)
1.	1 Definitions	Updates definition of "Director"	1.15 Means Director of Public Works and Environmental Services	1.15 Means Director of Public Works Services
2.	5 Collectible Waste Restrictions	Reduces amount of bags per household from three (3) every two weeks to two (2) every two weeks	5.1 The number of untagged Garbage Containers put out for Collection from any Residential Premises on any collection day shall not exceed three (3) for Containers for each Dwelling Unit	5.1 The number of untagged Garbage Containers put out for Collection from any Residential Premises on any collection day shall not exceed <b>two (2)</b> for Containers for each Dwelling Unit
3.	5 Collectible Waste Restrictions	Reduces amount of bags per commercial institution from six (6) every two weeks to four (4) every two weeks	5.2 The number of untagged Garbage Containers put out for Collection from any Commercial or Institutional Premises shall not exceed six (6) for each Collection day	5.2 The number of untagged Garbage Containers put out for Collection from any Commercial or Institutional Premises shall not exceed <b>four (4)</b> for each Collection day
4.	5 Collectible Waste Restrictions	Reduces amount of bags per ADU from three (3) every two weeks to two (2) every two weeks	5.3 The number of untagged Garbage Containers put out for Collection from any registered ADU shall not exceed three (3) for each Collection day	5.3 The number of untagged Garbage Containers put out for Collection from any registered ADU shall not exceed <b>two (2)</b> for each Collection day
5.	7. Approved Receptacles	Increases the size of garbage Containers	7.1.1 The receptacle shall have a maximum size of 98 litres (3.5 cu ft).	7.1.1 The receptacle shall have a maximum size of <b>125 litres (4.4 cu ft)</b> .
6.	7. Approved Receptacles Whole	Town provided Blue Boxes only to be approved.	7.2.1 Which shall not exceed 50 cm (20 inches) in height and 50 cm (20 inches) in width and 66 cm (26 inches) in length	7.2.1 <b>Which are supplied by the municipality or as the Director may prescribe from time to time</b>



Appendix A to DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT - Report 2015-58

Item Number	Current Solid Waste By-law Section	Amendment description / Discussion point	Current Solid Waste By-law	Proposed Amendment(s)
7.	8 User Fees	Reduces amount of garbage from three (3) Containers to two (2)	8.1 No person shall set out more than three (3) Containers of Garbage without a Tag	8.1 No person shall set out more than <b>two (2)</b> Containers of Garbage without a Tag



COMMUNITY SERVICES – RECREATION & CULTURE  
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October 19, 2015

**COMMUNITY SERVICES – RECREATION & CULTURE  
COUNCIL REPORT #2015-31**

TO: Mayor Van Bynen and Members of Council  
COPY: SLT, OLT  
SUBJECT: Recreation Playbook Recommendations Requiring Land  
ORIGIN: Director, Recreation & Culture

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**RECOMMENDATIONS**

**THAT Community Services - Recreation and Culture Report #2015-31 dated October 19, 2015 regarding Recreation Playbook Recommendations Requiring Land be received and the following recommendations be adopted:**

- 1. THAT staff be delegated authority to negotiate a purchase of the former York Catholic District School Board Lands on the north side of Woodspring Avenue, in the northwest quadrant, per section 239 (2) of the Municipal Act;**
- 2. AND THAT Staff report back in the first quarter of 2016 with detailed capital costs and operating expenses of three options outlined in the report for consideration as part of the 2017 budget process.**

**COMMENTS**

On June 22, 2015 Committee of the Whole explored the possibility of purchasing lands, per section 239 (2) of the Municipal Act, former York Catholic District School Board Lands on the north side of Woodspring Avenue, in the northwest quadrant.

Staff was directed to explore recommendations that may necessitate additional land over the next 5 years while considering whether this particular parcel of land would assist in fulfilling the recommendations set forth in the Recreation Playbook.

### ***Recreation Playbook Recommendations***

The Recreation Playbook put forth a variety of recommendations with respect to facility development over the next 10 years. The following recommendations from the Recreation Playbook identify the need for facility development against whether or not additional land is necessary and whether this particular parcel of land would be suitable implementation of the recommendation (please note that recommendations that are very specific to a site already owned by the Town are excluded):

Recommendation	Is Additional Land Necessary?	Would this parcel of land be suitable?
Consider development of an additional artificial outdoor ice rink in conjunction with other civic uses – particularly at a location with trained staff and maintenance equipment already accessible.	It is recommended that existing Town owned and operated land be used for the development of an additional artificial outdoor ice rink.	This parcel of land would not have access to already trained staff or maintenance equipment, nor is there already civic uses of the land.
Continue with existing natural outdoor ice rink program at pilot sites. Add additional sites in unserved quadrants providing community volunteers step forward.	Unserved quadrants could accommodate a natural outdoor ice rink on an existing park – in the northwest quadrant, the Environmental Park could accommodate.	Purchase of this land would certainly provide an additional opportunity for a natural outdoor ice rink and would be suitable.
Explore investment into a new gymnasium based on maintaining control over the scheduling.	Ideally, a gymnasium would be located in conjunction with other facility amenities to maximize efficiencies of staff. There is suitable facilities and land to attach to (eg. Ray Twinney Complex).	This parcel of land would accommodate a gymnasium type facility. This would represent a significant capital investment and ongoing operational financial implications. As such, staff would not recommend building a stand alone gymnasium.
Continue to focus core programming for older adults through a centralized facility dedicated to older adults. All other facilities should incorporate older adult programming where space permits. As the community evolves and the Newmarket Seniors Meeting Place ages, explore potential development of a new dedicated older adult facility.	Development of a new facility in the long term would likely necessitate additional land. A new Older Adults Centre could be added to an existing facility though this has not yet been considered.	This site would not be ideal for a new Older Adults Centre as it is not centrally located nor is it easily accessible via transit.
The existing supply of baseball diamonds is anticipated to meet Newmarket's needs over the next 10 years.	While no additional diamonds are necessary, utilizing land for an improved diamond to accommodate adult play and repurposing Art Ferguson Park for another use (as Art Ferguson is too small to	This land could be an ideal site for a new, larger diamond to replace Art Ferguson Park. It would allow for appropriate size dimensions and orientation of the field.



	accommodate adult use).	
Integrate two tennis courts within an existing or future neighbourhood park, preferably in an area that is not reasonably served by an existing tennis court.	There are limited locations where two new tennis courts could be accommodated, so new land would likely be required.	This area is currently underserved for tennis courts, so this land would be beneficial. Tennis courts can be easily converted to outdoor rinks in the winter as well.
When exploring potential development of the Community Centre Lands where Newmarket Tennis Club is currently located, consider movement of the tennis facility to a location where up to 10 or more courts could be constructed with the capacity for a private provider to bubble the courts during the winter months.	There is not currently enough land owned by the Town to accommodate 10 tennis courts without converting an already utilized amenity. As such, additional land would likely be required.	This site could potentially accommodate 10 tennis courts. A 10 court facility would be a drive to destination across town. This location would not be as accessible to non residents as some locations (ie. Art Ferguson Park). A facility of this nature would require significant parking and would increase traffic in the neighbourhood.
Integrate two beginner level skate parks into appropriate neighbourhood serving parks at opposite sides of Town.	A skate park could be designed into a variety of existing parks in Newmarket though doing so would lead to a resulting loss in green space.	This land would represent a strong location for the addition of skate park given the demographics surrounding the area.
Provide a minimum of one spray pad in each quadrant of the Town.	This could be designed into a variety of existing parks in Newmarket though doing so would lead to a resulting loss in green space.	This land could accommodate the addition of a spray pad. However, a spray pad in East Gwillimbury is located within 2 km of this location.
Provide a minimum of one fully accessible playground per quadrant where children of all abilities can be fully integrated in all aspects of play.	This should be designed into already existing parks as part of the playground renovation program.	This site would represent a good location for a barrier free park, though other sites in the area could also accommodate.

### ***Additional Strategic Opportunities***

As highlighted in the above table, there a number of potential uses for these lands that would align with the recommendations contained within the Recreation Playbook including development of a skate park, tennis courts, splash pad, or an accessible playground.

However, when considering other strategic priorities of Council, like the development of the Community Centre lands, this parcel of land represents a significant opportunity to accommodate uses that would allow for the Community Centre lands to become available for development.

Given that a number of possibilities for use of the School Board Lands, staff recommends that the land be purchased by the Town.

Staff are further recommending that in the first quarter of 2016 a report be brought to Council with detailed capital expenses and ongoing operating costs and public consultation processes to be undertaken, identified for the following options for Council to consider in development of the land:

- Option 1: Development of the School Board lands into a full size baseball diamond and conversion of Art Ferguson Park into a 10 court tennis site.
- Option 2: Development of the School Boards lands into a 10 court tennis site.
- Option 3: Development of the lands to a community park that includes an accessible playground, skate park, 2 tennis court site that could accommodate a winter natural skating rink.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

#### **Living Well**

- Emphasis on active lifestyles and recreational opportunities

#### **Well Balanced**

- Recreational facilities and services

#### **Well Equipped and Managed**

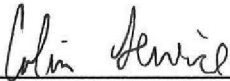
- Fiscal responsibility
- Service excellence
- Efficient management of capital assets and municipal services to meet existing and future operational demands

### **BUDGET IMPACT (Current and Future)**

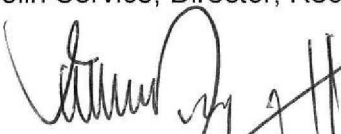
Aside from the the cost to purchase the land, additional expenses would be incurred to develop the land depending upon the direction Council chose to take. As well, there would be ongoing maintenance costs associated with an expanded park/facility inventory.

### **CONTACT**

For more information on this report, please contact the Director, Recreation Services.



Colin Service, Director, Recreation & Culture



Ian McDougall, Commissioner of Community Services



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October 19, 2015

**COMMUNITY SERVICES REPORT – RECREATION & CULTURE  
 COMMITTEE OF THE WHOLE REPORT # 2015-33**

TO: Committee of the Whole  
 SUBJECT: Town of Newmarket Public Art Policy Amendment  
 ORIGIN: Community Services – Recreation & Culture

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**RECOMMENDATIONS**

**THAT Community Services Report – Recreation & Culture Report #2015-33, dated October 20, 2015 regarding an amendment to the Town of Newmarket's Public Art Policy be received and the following recommendations be adopted:**

- 1. THAT the Public Art Plan be amended to include an Art Selection Jury composed of 3 Town Staff representatives, 3 representatives from the Arts Community, and 1 community representative.**
- 2. AND THAT the Art Selection Jury identified in recommendation # 1 be tasked to conduct a thorough evaluation process that identifies two finalist art pieces.**
- 3. AND THAT the finalist art pieces be presented to the Community to be voted upon for selection.**
- 4. AND THAT the Town of Newmarket award a commission to the artist and piece receiving the greatest number of public votes.**

**COMMENTS**

The Town of Newmarket embarked upon development of a Public Art Policy in the fall of 2013. The Recreation and Culture Department engaged consultant Helena Grdadolnik from Workshop Architecture Inc. to assist and guide the public art technical committee in designing a Public Art Policy tailored to the unique qualities of the Town of Newmarket. Extensive research regarding best practices in other municipalities was conducted together with stakeholder meetings (residents, community groups) and staff.

In June, 2014 Council adopted the Town of Newmarket's Public Art Policy (report #2014-17).

The Town recently underwent its first selection process under the Public Art Policy. Given that this was the Town's first implementation of the new Public Art Policy, the entire process provided ample opportunity to identify ways in which the Policy could be improved. Specifically, key lessons learned included: ensuring that the Selection Jury is not overly staff driven by having equal representation from the artistic community; there was no real opportunity for general public feedback.

Staff undertook extensive research of existing public art policies to explore opportunities where the policy could be improved. Through this research there were a couple of examples of communities adopting processes that would specifically address the lessons learned. The following are proposed amendments based on the lessons learned and research conducted:

- The Jury should be comprised of an equal number of staff and artists. It is recommended that three staff and three artists comprise the Jury.
- The Jury should also include a representative from the community who represents community interest. It is recommended that the seventh member of the jury be a representative of the community, preferably a resident of the ward where the public art is being installed.
- Public Art is most effective when it engages and ignites the community in conversation. As such, an excellent opportunity exists to involve the community in the selection process through a final vote based on two finalists selected by the Art Selection Jury. It is recommended that the Art Selection Jury evaluate all submission and select two finalists for a public vote, with an award going to the artist receiving the greatest number of votes.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

### Well-balanced

- Striving for cultural harmony and ethnic diversity
- Arts, culture, entertainment and heritage preservation
- Events that help shape identity and contribute to community spirit

### Well-equipped & managed

- Small town feel with city amenities
- Clear vision of the future and aligned corporate/business plans

### Well-respected

- Being well thought of and valued for our judgment and insight
- Discovering innovative and creative solutions for future well-being
- Being a champion for co-operation and collaboration
- Being tradition –based and forward-looking

## **CONSULTATION**

A review of best practices for art selection juries in municipally run public art programs was conducted.

## **HUMAN RESOURCE CONSIDERATIONS**

Not applicable to this report.

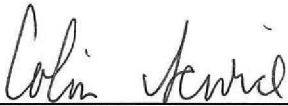
### **BUDGET IMPACT**

#### Operating Budget (Current and Future)

It is anticipated that a public voting process may have financial implications. However, it is felt that any financial implications can be accommodated within existing resources.

### **CONTACT**

For more information on this report contact Colin Service, [cservice@newmarket.ca](mailto:cservice@newmarket.ca) or extension 2601



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Colin Service  
Director of Recreation and Culture



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Ian McDougall  
Commissioner of Community Services



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October 8, 2015

**DEVELOPMENT AND INFRASTRUCTURE SERVICES REPORT  
 PUBLIC WORKS SERVICES 2015-56**

TO: Committee of the Whole

SUBJECT: Community Garden

ORIGIN: Director Public Works Services

**RECOMMENDATIONS**

**THAT Development and Infrastructure Services Report - Public Works Services – PWS 2015-56, dated September 30, 2015 regarding the Feasibility of an Additional Community Garden be received and the following recommendation(s) be adopted:**

- 1. THAT staff be directed to work collaboratively with the York Region Food Network and the Region of York Environmental Promotion & Protection Department to determine the feasibility of partnering on a second Community Garden at the corner of London Rd and Main St. N.;**
- 2. AND THAT staff bring forward any Town related costs for the second community garden in the 2017 draft budget requests, if required.**

**PURPOSE**

This Report has been prepared to address a motion introduced in Council at the May 11, 2015, meeting with respect to staff investigating the possibility of a community garden at the naturalized area at the corner of London Road and Main Street North.

**BACKGROUND**

In the spring of 2011, in collaboration with the York Region Food Network (YRFN), Newmarket opened its first community garden. The community garden began with 85 plots and this year in 2015, with the help of Town staff, it has expanded its services to 106 plots. Each plot donates a portion of the harvest to the local food bank and provides locally grown food to the residents of Newmarket. The Town works closely with volunteers and the YRFN staff to prepare, plant and maintain the gardens.

Council has now authorized staff to consider expanding community gardens to another area of Newmarket to allow access for more residents to enjoy the benefits of a community garden in their neighbourhood. The area for consideration is at London Road, on the north east side of Main Street North, just south of Max Stiles Park.



Wording has also previously been placed in the Recreational Activity Guide asking the public for their comments on any additional community gardens for the Town. To date there have not been any responses.

### **COMMENTS**

Staff have reviewed this request, conducted a site visit and had discussions with respect to the feasibility of the site for a community garden. This land has access to water, a roadway for cars to park and is also accessible by other modes of transportation via bike trails and bus corridor. It is large enough to hold a number of plots as well as composters. It is in a highly visible area and is located far enough from the original garden so as not to compete with other growers.

If Council directs staff to pursue a second site for a community garden then this site would be feasible. This proposed additional site should only be considered if it is to be a collaboration with York Region Food Network and York Region's Environmental Promotion and Protection Department. Consultation with LSRCA should also be undertaken given its location in the flood plain.

The York Region Food Network operates programs, raises awareness and promotes policy changes for increased access to affordable and nutritious food produced within a sustainable food system. YRFN also acts as a resource for groups interested in starting up new community gardens in York Region and would be the correct organization to continue with partnering for a second garden. YRFN receives charitable donations for the gardens from foundations, corporations and individuals.

The Region of York SM4RT Living Community Composting project partners with community gardens to set up composting demonstration sites. Trained volunteers compost organic waste from the garden using a variety of systems and techniques. The sites provide an interactive venue for sharing composting tips with the community through hands-on workshops. Four sites have been established in the Region in the last two years. These projects support the SM4RT Living Plan's target of reducing food waste by encouraging residents to compost on their own property and grow their own food.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

#### **Living Well**

Emphasis on active lifestyle and recreation opportunities

#### **Well-balanced**

A project that encourages a sense of community through an appropriate mix of land uses.

#### **Well-planned & connected**

Improve accessibility for all to interact and benefit from interconnectivity with community and neighbours.

Provide sound maintenance services to an appropriate level with respect to revitalization of neighborhoods.

### **CONSULTATION**

A meeting will be hosted with York Region Food Network to consult, provide input and explore a partnership with the Town of Newmarket. Further consultation will be required with the neighbourhood residents to provide information sessions about the project. Collaboration and discussions have also occurred with the Region of York to be involved in the program to encourage the composting

demonstration sites. Possible solicitation for funding sources through sponsorship and or advertising may be explored.

Information spots were also previously included in the Recreation Activity Guide asking for comments on additional community gardens. No comments have been received.

### **HUMAN RESOURCE CONSIDERATIONS**

There are no Staffing changes anticipated with respect to this report.

### **BUDGET IMPACT**

#### **Operating Budget (Future)**

Should Council direct staff to maintain an additional community garden in this quadrant, the amount will be included in the 2017 budget requests. Without finalizing partnership arrangements yet, at this time it is estimated that the budget impact would be approximately \$600/year for staff and vehicles/equipment for reoccurring maintenance, such as tilling, grass cutting and maintaining the water at this location.

#### **Capital Budget (Future)**

The cost to start the project would be for the water connection, and preparing the land and materials to ensure the soil conditions are conducive for gardening. To install the piping from the existing main with 8 faucets for watering the garden, along with a backflow preventer, the cost would be approximately \$6,000 for material, not including staff time. These costs could be split with York Region Food Network, or funds could be brought forward through sponsorship and advertising. If directed, staff would pursue these options in more detail.

### **CONTACT**

For more information on this report, contact: Chris Kalimootoo Director of Public Works Services, at extension 2551; [ckalimootoo@newmarket.ca](mailto:ckalimootoo@newmarket.ca).



Christopher Kalimootoo, BA, P.Eng., MPA, PMP  
Director of Public Works Services



Peter Noehammer, P.Eng.  
Commissioner of Development and Infrastructure Services







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October 25, 2015

**COMMUNITY SERVICES REPORT – RECREATION & CULTURE  
DEVELOPMENT AND INFRASTRUCTURE SERVICES – PUBLIC WORKS  
JOINT REPORT # 2015-32**

TO: Committee of the Whole

SUBJECT: Artificial Turf Field Agreement

ORIGIN: Community Services – Recreation and Culture  
Development and Infrastructure Services – Public Works

**RECOMMENDATIONS**

**THAT Community Services – Recreation & Culture, Development and Infrastructure Services – Public Works Joint Report # 2015-32 dated October 25, 2015 regarding an agreement with the York Region District School (YRDSB) for an Artificial Turf Field be received and the following recommendation(s) be adopted:**

1. **THAT Council delegate authority to staff to enter into an agreement with the YRDSB for the construction and operation of an artificial turf sports field located at Dr. Dennison High School as outlined in this report.**
2. **AND THAT as part of the 2017 Operating Budget, an additional \$50,000 in annual expenses be added within the Public Works Services Budget to support the addition of an Artificial Turf Field.**
3. **AND THAT as part of the 2017 Operating Budget, an additional \$10,000 in revenue to be generated through facility permitting be added within the Recreation & Culture Budget (noting this is where all field revenue is recorded).**

**COMMENTS**

***Background***

In April 2015, Staff was directed by Council to continue discussions with YRDSB to develop a framework for an agreement to partner in building an Artificial Turf Soccer Field to be located on School Board Property. Staff and representatives from YRDSB have met numerous times to develop a draft framework for the agreement.

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**Benefits of an Artificial Turf Sport Field**

An artificial turf sport field provides many benefits to the community. A variety of sports would be accommodated on an artificial turf field including soccer, football, lacrosse, and ultimate frisbee. Each user group representing those sports has expressed a desire to see such a facility located within Newmarket. Specific benefits cited include:

- Increased playing season – play can begin as soon as snow has melted and can continue until snow is gone. This would increase availability of play for all sports by approximately 3 months annually.
- Ability to play in inclement weather – an artificial turf field will not be damaged by play during rain and wet conditions. This would alleviate considerable pressure for all the user groups when faced with cancellations as a result of the weather.
- A facility that allows for consistent conditions – elite levels of play in all sports require conditions that are more consistent in nature. An artificial turf remains constant in its playing conditions, regardless of wetness or dryness, heat and humidity, etc.

**Community Need**

There are over 6,000 participants currently registered with local sport organizations that would benefit from an artificial turf sport field. Through the Recreation Playbook Consultation process, all sport user groups were invited to an information gathering session. Each of these sport organizations was represented at the meeting. The need for an artificial turf field was expressed overwhelmingly by all of these user groups, on behalf of their membership in this information session.

An artificial turf sports field was included in the Council adopted Development Charges Bylaw (Appendix B.5; Table 2). The targeted year identified in the table for this to be included within budget planning was 2015. This inclusion and timing coincides nicely with the development of the Recreation Playbook.

An online survey was conducted through the Recreation Playbook Consultation process. Almost 1,000 Newmarket residents participated in the survey. Full results of the survey will be shared through the Recreation Playbook. However, of particular relevance to this topic was a question around priorities of respondents. Specifically, respondents were asked where they felt tax dollars should be allocated in areas of Recreation. Over 50% of respondents rated sport field and diamond enhancement rated this as important.

Sport user groups have been expressing a need for an artificial turf field for a number of years. Prior to including an artificial turf sports field in development charges bylaw, The Town of Newmarket commissioned a field study in 2010 to study the need. In that study, the findings concluded that while quantity of grass fields located within Newmarket was sufficient to meet the needs of the user groups, it was recommended that the Town of Newmarket consider the conversion an existing field to an Artificial Turf Field in order to provide a longer season, meet the growing needs during the traditional shoulder seasons and ensure that quality of fields remains comparable to surrounding municipalities. Conversion of an existing field would not qualify fully for development charges support; however a partnership with the school board would result in a new field being introduced into the Town's inventory. In conducting their

review for the Recreation Playbook, Monteith/Brown Planning Consultants reviewed the 2010 study and concurred that an Artificial Turf Field would be a strong addition to the inventory.

### ***Terms of the Agreement***

The following represent the draft framework for an agreement:

- The Term of the Agreement will be for 10 years with the option to extend the agreement should the quality of the field permit a longer life.
- The Town and YRDSB each will contribute 50% of total project costs to a maximum of \$1,000,000 per party. \$900,000 of Town funding will be done so out of Development Charges and the remaining \$100,000 will be funded out of Operating Capital.
- This funding will include an artificial turf field lined for soccer and football, appropriate goal standards, and a small washroom and storage building.
- Any capital repairs required during the life of the agreement will be split evenly between both parties.
- YRDSB will manage the construction project, with the Town having a staff representative on the project team. All decisions around budget and scope will be mutually agreed upon.
- The Town will have exclusive right to permit the field outside of traditional school hours (from 6 pm onward and all day during school breaks). The Town will collect all revenues associated with permitting the field (estimated to be \$10,000 per year).
- The Town will be responsible for maintaining the field (estimated to be \$60,000 per year).
- The Town will be responsible for paying hydro (noted in the above cost estimate) as all use of lights will occur during Town permitted hours.
- A Management Committee comprised of Town Staff and YRDSB Staff will meet quarterly to address issues including maintenance and scheduling.

### ***Maintenance of an Artificial Turf Sport Field***

There is a perception that maintenance is less on an artificial turf field. The following table is a listing of costs associated with maintenance of an artificial turf field. These budget figures were collected by partners within York Region that currently have an artificial turf surface. Maintenance Requirements

	Equipment/Supplies/contract	Labour	Total
Irrigation start up and blowout	\$1000	\$1000	\$2000
Grooming and Sweeping	\$3000	\$3500	\$6500
Field Lighting	\$8500		\$8500
Top Dressing and Infill	\$2000	\$3500	\$5500
Disinfecting	\$1000	\$2000	\$3000
Carpet Repair	\$5000- 10,000		\$10000
Painting of lines and removals	\$2000	\$3000	\$5000
Security to lock up facility		\$3000	\$3000
Irrigation of field	\$10,000	\$2000	\$12,000
Total	\$37,500	\$18,000	\$55,500



Please note the above chart does not include the equipment required to purchase to maintain this field. This would be an additional capital cost ranging between \$10,000 and \$30,000 that can be funded through development charges.

Based on past experience, in Newmarket it costs approximately \$50,000 per year to properly maintain a natural turf field. Using the assumption provided above that costs are comparable and that staff resources are at capacity, staff will be seeking an additional \$60,000 in expenses in order to fund maintenance of the field within the 2017 Operating Budget. This will be offset by the \$10,000 in revenue that is expected to be achieved through facility permits.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

#### **Living Well**

- Emphasis on active lifestyles and recreational opportunities

#### **Well Balanced**

- Recreational facilities and services
- Events that help shape identity and contribute to community spirit

### **CONSULTATION**

Staff have met with representatives from the various Sport Organizations to inform all discussions with YRDSB.

### **HUMAN RESOURCE CONSIDERATIONS**

Staffing levels will need to increase with additional contract seasonal staff to perform necessary maintenance.

### **BUDGET IMPACT**

#### **Operating Budget (Current and Future)**

As identified in the report, it is anticipated that additional costs of approximately \$60,000 will be incurred with approximately \$10,000 in new revenues.

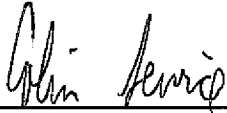
#### **Capital Budget**

As identified, the Town's portion of this capital project is \$1 Million. This will be funded through Development Charges (\$900,000) and Operating Capital (\$100,000).

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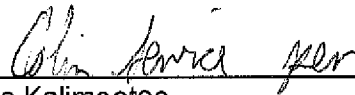
**CONTACT**

For more information on this report, contact: Colin Service, Director Recreation & Culture, at ext. 2601 or [cservice@newmarket.ca](mailto:cservice@newmarket.ca) or Chris Kalimootoo, Director Public Works Services, at ext. 2551 or [ckalimootoo@newmarket.ca](mailto:ckalimootoo@newmarket.ca).



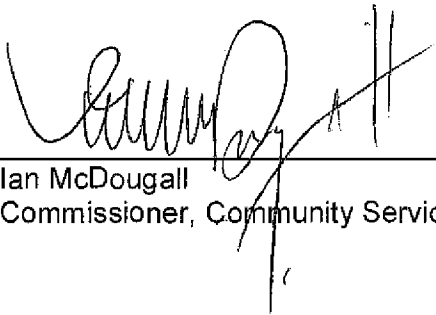
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Colin Service  
Director, Recreation and Culture



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Chris Kalimootoo  
Director, Public Works Services



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Ian McDougall  
Commissioner, Community Services



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Peter Noehammer  
Commissioner, Development & Infrastructure  
Services



**29**  
**Newmarket Public Library Board**  
**Special Board Meeting**  
**Saturday, September 12, 2015**  
**Newmarket Public Library Board Room**

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Darcy McNeill  
Kelly Broome-Plumley

**Regrets:** Venkatesh Rajaraman  
Joe Sponga

**Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator

**The Library Board Chair called the meeting to order at 10:10 am**

**1. Adoption of Agenda Items**

- a) Adoption of Special Agenda
- b) Adoption of the Closed Session Agenda

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

**Motion 15.09.34**

**Moved by Tom Vegh**  
**Seconded by Kelly Broome-Plumley**

**That Agendas a) to b) be adopted as presented.**

**Carried**

**2. Declarations**

None were declared.

**3. Business Arising**

- a) 2016 Operating Budget Request

The CEO reviewed the Highlights of Changes to Operating Budget 2016 over 2015 with Board members. It was noted that cost changes under materials is due to loss of electronic funding from the Province of Ontario.

2016 Budget – Sunday Service

A report on the piloted project of opening Sundays throughout the period June to August, funded by a one-time transfer from Operating Reserve was presented to the Board. Usage statistics were very positive and feedback from the community was positive. The Board gave consideration to several options regarding continuing the Sunday service year round and additional funding requirements for this service.

**Motion 15.09.35**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board receive the report on Sunday service;

**And that** the Library Board approve closing the library on Sunday, December 20 and Sunday, December 27, 2015;

**And that** the Library Board approve opening all Sundays with the exception of the 2 Sundays of the Christmas holiday period for the 2016 operating year, subject to Town of Newmarket Council budget approval.

**Carried**

2016 Growth and Enhancement Requests

The CEO reviewed the growth requests for Sunday Service and Increase staff for community outreach, and the enhancement request for Monday Service with the Library Board.

**Motion 15.09.36**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That the** Library Board approve the 2016 Operating Budget Request and Growth and Enhancement requests.

**Carried**

## b) 2016 Capital Budget Request

The Library Board reviewed Town of Newmarket 2016 – 2025 Capital Project Request Form.

**Motion 15.09.37**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

That the Library Board receive the Town of Newmarket 2016 – 2025 Capital Project Request Form and approved the 2016 Newmarket Public Library Capital Requests.

Carried

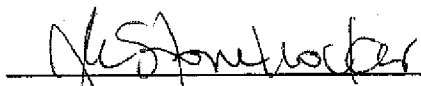
4. Adjournment

Motion 15.09.38

Moved by Tara Brown

Seconded by Darcy McNeill

That there being no further business meeting adjourned at 11:20 am.

  
Joan Stonehocker  
Chair

  
Todd Kyle, CEO  
Secretary/Treasurer



Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, September 16, 2015  
Newmarket Public Library Board Room

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Darcy McNeill  
Kelly Broome-Plumley  
Venkatesh Rajaraman  
Joe Sponga

**Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:35 pm

**1. Adoption of Agenda Items**

- a) Adoption of Regular Agenda
- b) Adoption of the Closed Session Agenda
- c) Adoption of Consent Agenda items

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

**Motion 15.09.039**

**Moved by Kelly Broome-Plumley**  
**Seconded by Joe Sponga**

**That Agendas a) to c) be adopted as presented**

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items:**

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, June 17, 2015
- b) Adoption of the Closed Session Minutes for Wednesday, June 17, 2015
- c) Adoption of the Special Board Meeting Minutes for Wednesday, July 15, 2015
- d) Adoption of the Closed Session Minutes for Wednesday, July 15, 2015
- e) Strategic Operations Report for June, July and August, 2015



- f) Library Statistical Data for August, 201 **33**
- g) Monthly Bank Transfer

**Motion 15.09.040**

**Moved by Venkatesh Rajaraman**  
**Seconded by Tom Vegh**

That Consent Agenda Items a) to g) be received as presented.

**Carried**

#### **4. Motion to Convene into a Closed Session**

There were no closed session items.

#### **5. Reports**

- a) Second Quarter Financial Statements

The Library continues to be on target for the second quarter of 2015 in both expenditures and revenue.

**Motion 15.09.041**

**Moved by Joe Sponga**  
**Seconded by Venkatesh Rajaraman**

That the Library Board received the Second Quarter Financial Statements as presented.

**Carried**

- b) Second Quarter Financial Statements

The CEO reviewed the Computer Capital Budget report with the Library Board and discussed related projects recommended to pursue.

**Motion 15.09.042**

**Moved by Joe Sponga**  
**Seconded by Darcy McNeill**

That the Library Board approved the expenses from the unencumbered portion of the Computer/Hardware/Software Budget for items one and two as detailed in the Computer Capital Budget Report.

**Carried**

- c) Facility and Service Delivery Options

Board members requested that this item be deferred to a later date.

Moved by Tom Vegh  
Seconded by Tara Brown

That the Library Board defer the Facility and Service Delivery Options report to March, 2016.

Carried

**6. Business Arising**

a) 2016 Capital and Operating Budget Requests

The Library Board confirmed their approval of the 2016 Growth and Enhancement Requests that were reviewed at the Special Budget meeting on September 16, 2015.

**Motion 15.09.44**

Moved by Tom Vegh  
Seconded by Kelly Broome-Plumley

That the Library Board approve the 2016 Growth and Enhancement requests.

Carried

b) Fundraising

A report identifying target programs to allocate fundraising donations to was reviewed by the Library Board.

**Motion 15.09.45**

Moved by Venkatesh Rajaraman  
Seconded by Kelly Broome-Plumley

That the Library Board receive the report on fundraising.

Carried

c) Sponsorship and Naming Rights

A report regarding aligning the Newmarket Public Library with the Town of Newmarket sponsorship program was reviewed by the Library Board

**Motion 15.09.046**

Moved by Darcy McNeil  
Seconded by Tara Brown

That the Library Board receive the report on Sponsorship and Naming Rights.

Carried

d) Library Board Action List  
The Library Board reviewed the Action List.

**Motion 15.09.047**

**Moved by Joe Sponga**  
**Seconded by Venkatesh Rajaraman**

That the Library Board receive the Action List.

**Carried**

**7. New Business**

a) Fines Amnesty  
The Library Board reviewed the report on having a Fines Amnesty.

**Motion 15.09.048**

**Moved by Tara Brown**  
**Seconded by Venkatesh Rajaraman**

That the Library Board receive the report on Fines Amnesty.

**Carried**

**8. Date(s) of Future Meetings**

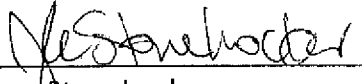
The next regular Library Board meeting will be Wednesday, October 21, 2015 at 5:30 pm in the Library Board room.

**9. Adjournment**

**Motion 15.09.049**

**Moved by Kelly Broome-Plumley**  
**Seconded by Darcy McNeill**

That there being no further business meeting adjourned at 6:20 pm.

  
Joan Stonehocker  
Chair

  
Todd Kyle, CEO  
Secretary/Treasurer

Tuesday, August 18, 2015 at 7:30 PM  
Community Centre - 200 Doug Duncan Drive  
- Hall #2

The meeting of the Main Street District Business Improvement Area was held on Tuesday, August 18, 2015 in Community Centre - 200 Doug Duncan Drive - Hall #2, 395 Mulock Drive, Newmarket.

Members Present: Glenn Wilson, Chair  
Anne Martin  
Carmina Pereira (7:37 to 9:46 p.m.)  
Jackie Playter  
Rory Rodrigo  
Siegfried Wall (7:52 to 9:46 p.m.)

Absent: Elizabeth Buslovich  
Councillor Sponga

Staff Present: C. Kallio, Economic Development Officer  
L. Moor, Council/Committee Coordinator

The meeting was called to order at 7:35 p.m.

Glenn Wilson in the Chair.

### **Additions and Corrections to the Agenda**

The Economic Development Officer advised that he would like to include the item of Art Banners on Main Street to the agenda.

R. Rodrigo advised that he would like to include discussion regarding the Newmarket Stage Company's recent request for funding assistance to the agenda.

### **Declarations of Pecuniary Interest**

O. Paiva declared a conflict of interest in Item 4 of the agenda being P1 Parking Discussion. She advised she would take no part in the discussion or voting of this matter.

## **Approval of Minutes**

1. Main Street District Business Improvement Area Board of Management Meeting Minutes of July 21, 2015.

Moved by: Jackie Playter

Seconded by: Rory Rodrigo

THAT the Main Street District Business Improvement Area Board of Management Minutes of July 21, 2015 be approved.

### **Carried**

2. Receipt of Marketing Sub-committee Meeting Minutes

The Chair advised that the Marketing Sub-Committee has not met during the summer months; hence there are no minutes to receive at this meeting.

## **Financial Report**

3. Financial Update - Economic Development Officer

The Economic Development Officer distributed copies of an Excel spreadsheet document with budget figures listed and provided a verbal update of the account balance. Discussion ensued regarding payment of newspaper advertising and a revenue source of associate membership fees.

Moved by: Rory Rodrigo

Seconded by: Olga Paiva

THAT associate membership in the Main Street District Business Improvement Area be set at a \$500 annual fee; with the stipulation that said fee excludes voting privileges and must be paid in full before engagement in any benefits accompanying participation as an 'associate member'.

### **Carried**



Moved by: Rory Rodrigo  
 Seconded by: Carmina Pereira

THAT the verbal financial update and account balance by the Economic Development Officer be received.

### **Carried**

### **Items**

#### **4. P1 Parking**

The Economic Development Officer provided a verbal status update regarding the issue of the locked gate in the parking lot known as P1. He advised of recent meetings with Town administrators in an attempt to resolve the dilemma of unusable parking stalls when the gate is shut and locked. He further informed those present that a detailed report with staff recommendations will be considered at the Committee of the Whole meeting scheduled for August 31, 2015.

Discussion ensued regarding access to the parking lot known as P1, the Town requirements associated with utility maintenance and special event accommodation.

#### **5. Community Centre Lands Development Committee Update**

The Economic Development Officer advised that the Committee has not yet met and he will be the staff liaison who will be providing future updates.

#### **6. Art Banners on Main Street**

The Economic Development Officer provided a verbal update regarding the Newmarket Group of Artists upcoming fall tour and requested endorsement in promotion of the studio tour by support of art banner placement on Main Street.

The Chair, on behalf of the Business Improvement Area Board of Management acknowledged with gratitude the Newmarket Group of Artists who wished to promote their studio tour on Main Street.

#### **7. Newmarket Stage Company**

R. Rodrigo requested some resolution to the Newmarket Stage Company's request for financial assistance from the Main Street District Business Improvement Area Board of Management in order to kick-off their theatre productions.

Discussion ensued regarding fundraising efforts to date, co-operation of merchants in promotion of their events, possible pledges and the BIA's challenges associated with financial commitments. The Chair suggested that the Stage Company provide a written proposal of funding needs and line item details. The Chair suggested that this matter be deferred to the the Marketing Sub-committee and reported back to the September meeting of the BIA membership.

## **New Business**

- a) O. Paiva advised that the next scheduled meeting of the Main Street District Business Improvement Area Board of Management will be held at the Canada T location at 255 Main Street South.
- b) The Chair distributed copies of a draft letter prepared by Mr. Ranji Singh requesting endorsement of a one-time Caribbean and South Asian Showcase parade in the summer of 2016. Discussion ensued regarding possible closure of Main Street to vehicular traffic on Saturdays during the summer months. A suggestion was made to call a general meeting to obtain feedback from merchants regarding potential Saturday road closures.

Moved by: Olga Paiva  
Seconded by: Anne Martin

THAT the draft letter from Mr. Ranji Singh requesting endorsement of a one-time Caribbean and South Asian Showcase parade in the summer of 2016 be received;

AND THAT the one-time parade concept be endorsed in principle by the Main Street District Business Improvement Area Board of Management pending Mr. Singh obtaining all relevant location approvals.

## **Carried**

- c) S. Wall requested that the Town of Newmarket consider viewpoints of the Main Street District Business Improvement Area Board of Management with respect to parking concerns and allow involvement and contributions in downtown parking discussions on a go forward basis.

**Adjournment**

Moved by: Carmina Pereira  
Seconded by: Olga Paiva

THAT the meeting adjourn.

**Carried**

There being no further business, the meeting adjourned at 9:46 p.m.

Sept. 15, 2015  
Date

  
Glen Wilson, Chair

Tuesday, September 15, 2015 at 7:30 PM  
262 Main Street South

The meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, September 15, 2015 at the Fresh Tea House located at 262 Main Street South.

Members Present: Glenn Wilson, Chair  
Elizabeth Buslovich  
Anne Martin (7:45 to 8:29 p.m.)  
Carmina Pereira  
Olga Paiva  
Jackie Playter (7:38 to 8:29 p.m.)  
Rory Rodrigo  
Siegfried Wall (7:49 to 8:29 p.m.)

Absent: Councillor Sponga

Staff Present: C. Kallio, Economic Development Officer  
L. Moor, Council/Committee Coordinator

The meeting was called to order at 7:40 p.m.

G. Wilson in the Chair.

### **Additions and Corrections to the Agenda**

None.

### **Declarations of Pecuniary Interest**

Olga Paiva advised that she is unsure if she has a pecuniary interest in the matter, as a cautionary measure advised she would not participate in the discussion or voting of Item 4 being P1 Parking Review.

### **Approval of Minutes**

1. Main Street District Business Improvement Area Board of Management Minutes of August 18, 2015.



Moved by: Carmina Pereira  
 Seconded by: Rory Rodrigo

THAT the Main Street District Business Improvement Area Board of Management Minutes of August 18, 2015 be approved.

**Carried**

2. Report from Marketing Sub-committee.

The Chair advised that the Marketing Sub-committee has not met recently so there is nothing to report at this time.

**Financial Report**

3. Financial Update – Economic Development Officer

The Economic Development Officer distributed copies of a spreadsheet document and advised of the account balance to date. He informed the members that the substantial balance is a result of no longer utilizing print advertising in the Era.

Moved by: Jackie Playter  
 Seconded by: Elizabeth Buslovich

THAT the verbal financial update and account balance by the Economic Development Officer be received.

**Carried**

**Items**

4. P1 Parking Review.

The Chair provided a verbal update regarding details of his deputations to Council with respect to the parking issues in the lot known as P1. The Economic Development Officer provided an update regarding establishment of where the private and public sector parking boundaries exist. Discussion ensued regarding the feasibility of towing vehicles within the locked gate lot during the restricted periods.

Moved by: Elizabeth Buslovich  
 Seconded by: Rory Rodrigo

THAT the verbal parking review update by the Chair and the Economic Development Officer be received.

**Carried**

5. Lower Main Street South Heritage Advisory Group Report.

The Chair provided a verbal update regarding the August 28<sup>th</sup> meeting of the Lower Main Street South Heritage Advisory Group where the heritage restoration of the property known as 205 Main Street South was discussed.

Moved by: Jackie Playter

Seconded by: Elizabeth Buslovich

THAT the verbal update regarding the Lower Main Street South Heritage Advisory Group meeting be received.

**Carried**

6. Community Centre Lands Development Committee Report.

The Economic Development Officer advised that a meeting of the Community Centre Lands Development Committee will take place near the end of September or beginning of October, 2015.

7. **New Business**

- a) Discussion ensued regarding the Old Town Hall, the delay in the scheduled re-opening and the recent Newmarket Stage Company's request for funding assistance in order to secure their first performance.

Moved by: Jackie Playter

Seconded by: Siegfried Wall

THAT the Main Street District Business Improvement Area Board of Management provide funding in the amount of \$2500 in sponsorship to the Newmarket Stage Company in exchange for acknowledgement of the Main Street District Business Improvement Area in their printed materials and/or other media in their intended theatrical production at the refurbished Old Town Hall, subject to confirmation of a planned performance and definite dates.

**Carried**

Jackie Playter queried if the Candle Light Parade in early November would be held again this year and requested clearance to reserve the band for the event.

- b) Discussion ensued regarding the feasibility of a soap box derby event in October, 2015 with umbrella insurance coverage by the Town of Newmarket. Jackie Playter advised that she would contact the Town's Risk Analyst regarding insurance requirements.
- c) Siegfried Wall queried the Economic Development Officer about the status of the six spaces on Timothy Street behind the Old Town Hall. The Economic Development Officer advised that those six spaces will be part of the public parking component. Discussion ensued regarding identification of parking lots, wayfinding signage and lot names versus lot numbers.

Moved by: Jackie Playter

Seconded by: Elizabeth Buslovich

The Main Street District Business Improvement Area Board of Management recommends to Council:

THAT the Town of Newmarket investigate the feasibility of resident/tenant permit parking for the Main Street area;

AND THAT the Main Street District Business Improvement Area Board of Management be consulted in the process of the analysis.

**Carried**

### **Adjournment**

Moved by: Jackie Playter

Seconded by: Carmina Pereira

THAT the meeting adjourn.

**Carried**

There being no further business, the meeting adjourned at 8:29 p.m.

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Date

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Glenn Wilson, Chair

Item 7c) of the Main Street District Business Improvement Area Board of Management Minutes of September 15, 2015 regarding parking.

The Operational Leadership Team recommends:

THAT the following recommendation be referred to staff.

The Main Street District Business Improvement Area Board of Management recommends to Council:

i) THAT the Town of Newmarket investigate the feasibility of resident/tenant permit parking for the Main Street area;

ii) AND THAT the Main Street District Business Improvement Area Board of Management be consulted in the process of the analysis.

## TOWN OF NEWMARKET

### Outstanding Matters

	Item Subject	Recommendation	Date to come back to Committee	Comments
1.	Council - January 20, 2014 – Item 33	<p>D &amp; I Services Report – ES 2013-49 Checking Consultant Professional Consulting Services Contract Extension</p> <hr/> <p>THAT Council approve the execution of the Professional Consulting Services Agreement with R.J. Burnside Associates Ltd. for a period of up to two (2) years from the date of Council approval to provide checking consulting services at preferred client discounted rates adjusted annually in accordance with industry standards;</p> <p>AND THAT staff report back to Council after a year and a half with options regarding the Checking Consultant Professional Consulting Services Contract.</p>	Q4, 2015	Engineering Services working with Procurement to research the history of the contract.
2.	Council – June 23, 2014 – Item 3	<p>Mr. Scott Cholewa regarding a petition for a splash pad in the Copper Hills subdivision (Ward 1).</p> <hr/> <p>THAT the deputation of Mr. Scott Cholewa regarding a petition for a splash pad in the Frank Stronach Park be received;</p> <p>AND THAT the request for a splash pad in Frank Stronach Park be referred to the 2015 budget process and added to the Recreation Master Plan.</p>	2015	Item referred to as part of the Recreation Playbook process.

Strikethrough indicates that the item will be removed from the outstanding list prior to the next OLT meeting

Bold indicates that the item will be on the upcoming agenda

Last revisions made on October 29, 2015

(Updated and including the Committee of the Whole Minutes of October 20, 2015)



	Item Subject	Recommendation	Date to come back to Committee	Comments
3.	Council – December 15, 2014 – Item 7	<p>Corporate Services Report - Financial Services 2014-36 dated November 24, 2014 regarding 2015 User Fees and Charges - Water and Wastewater Rates.</p> <p>a) THAT Corporate Services Report - Financial Services 2014-36 dated November 24, 2014 regarding 2015 User Fees and Charges - Water and Wastewater Rates be received and the following recommendations be adopted:</p> <p>i) THAT the attached Schedule 'A' being the Town of Newmarket Water and Wastewater Rates be approved and adopted by By-law;</p> <p>ii) AND THAT the Water and Wastewater Rate adjustments come into full force and effect as of January 1, 2015;</p> <p>iii) AND THAT staff be directed to update the 6-Year Water and Wastewater Financial Plan and to include further review of the rate structure in this update.</p>	<p>Master Plan Update and 2015 Water Rate Review</p> <p>Q4, 2015</p>	

	Item Subject	Recommendation	Date to come back to Committee	Comments
4.	Council – March 30, 2015 – Item 33 Corporate Services Report – Financial Services 2015-20 regarding Decision Packages and Infrastructure Levy.	<p>THAT Council direct staff to bring back a report providing phasing options that allow for achieving Council enhancement priorities related to traffic mitigation, sidewalk plowing and CreateIT at Southlake while maintaining the Council motion to target a budgeted tax increase of 2% to 2.5%;</p> <p>a) AND THAT staff provide a report within 120 days on the use of the funds budgeted for the Business Development Officer;</p> <p>b) AND THAT staff advise of the recommended approach for realignment of the added resource and provide goals, timelines, implementation and projected outcomes for each of the next five years;</p> <p>c) AND THAT staff provide a report within 90 days outlining the required resources, related costs and sources of funding available to implement a targeted marketing program to advance the redevelopment of Davis Drive properties for implementation by Q4 2015;</p> <p>d) AND THAT the report include how this can be accomplished without impacting the current and proposed economic development plans initiatives.</p>	<p>Report subject to actions taken related to c) and d) as they may inform the approach taken in the report</p> <p>Information Report provided that addressed approach taken to date / potential next steps. Council Workshop held. Staff targeting submit a report to COW in Q4.</p> <p>Addressed in Information Report.</p>	<p>Information Report 2015-29 distributed</p>
5.	Committee of the Whole – April 13, 2015 – Item 28 Joint Development and Infrastructure Services Report – Planning and Building Services and Engineering Services 2015-12 dated April 2, 2015 regarding a Proposed Trail from Yonge Street to Rita's Avenue.	THAT staff bring back a report with the intent of significantly reducing the impact that the trail will have on residents' properties by lessening the size and right-of-way of the path, preserving existing trees, plantings, privacy fence and low impact lighting.	Q4, 2015	

	Item Subject	Recommendation	Date to come back to Committee	Comments
6.	Council – April 20, 2015 – Item 7	THAT staff provide a report within six months related to internet voting.	Q1, 2016	Workshop held October 5, 2015
7.	Committee of the Whole – May 25, 2015 – Item 2 – Parkland Dedication By-law	<p>THAT the Parkland Dedication By-law for the Town of Newmarket as contained in Attachment 1 be received;</p> <p>ii) AND THAT staff be directed to provide notice to the public, the development community and BILD of the proposed by-law;</p> <p>iii) AND THAT following public input that staff summarize in a report to the Committee of the Whole the issues identified and the comments received along with the final recommendation for the Parkland Dedication By-law for Council's approval;</p> <p>iv) AND THAT staff be directed to report back to Committee of the Whole on the other funding strategies to address the identified shortfall of Town-wide parkland in conjunction with the Parkland Implementation Strategy identified in the Implementation Strategy for the Newmarket Urban Centres Secondary Plan.</p>	Q4, 2015/Q1, 2016	Refer to Development & Infrastructure Services Information Report 2015-41 dated September 22, 2015
8.	Committee of the Whole – May 25, 2015 – Item 20 – Motion – Councillor Sponga	THAT staff review the Film Permit Policy and Permitting Process and report back within 150 days to include maps with designated locations for parking and production and that the cost of additional parking enforcement be added to the permit on a cost recovery basis.		Information Report to be provided advising of status
9.	Council – June 22, 2015 – Item 31 D & I Services Report – ES 2015-34 – McCaffrey Road – Traffic Review	<p>THAT a report be prepared for an upcoming Committee of the Whole or Council meeting following a site visit by the Ward Councillor and Town staff that includes alternate traffic mitigation measures including but not limited to chicanes, roundabouts, pedestrian islands, road watch program or crosswalk;</p> <p>AND THAT this report address traffic impacts related to new development on the Glenway lands, York Region Annex building and the Yonge Street VivaNext project.</p>	Q4	

	Item Subject	Recommendation	Date to come back to Committee	Comments
10.	Committee of the Whole – August 31, 2015 – Item 17 – CAO/Human Resources Report 2015-06 NTAG Deputation – June 22, 2015.	THAT in accordance with Council's Strategic Priority of Community Engagement, an open house and Public Information Centre be scheduled prior to the end of 2015 as an opportunity to inform and engage all interested residents and stakeholders on matters of general public interest.		Workshop scheduled for December 3, 2015 at Community Centre and Lions Hall 3:30 to 8:30 p.m.
11.	Committee of the Whole – August 31, 2015 Item 30 – Stormwater Management Rate	THAT staff be directed to inform and consult with the public regarding the potential of establishing a stormwater management rate;  AND THAT staff report back on the feedback received in January, 2016.	January, 2016	PIC held October 27, 2015
12.	Committee of the Whole – September 28, 2015 – Item 15	THAT the deputation by Mr. Paul Jolie regarding Ontario Municipal Cycling Infrastructure be received and referred to staff for a report back to Council related to cycling infrastructure on Mulock Drive.	Q2, 2016	Information Report to be distributed in response
13.	Committee of the Whole – September 28, 2015 – Item 18	THAT the correspondence received June 25, 2015 from Mr. Athol Hart regarding Town Crier representation be received  AND THAT staff work with the Ontario Guild of Town Criers to identify an appropriate process for Town Crier selection and report back within 30 days.	November 30, 2015	

	Item Subject	Recommendation	Date to come back to Committee	Comments
14.	Committee of the Whole – September 28, 2015 – New Business	THAT staff be directed to report back within 60 days on options to reinstate on street parking on Woodspring Avenue that is complimentary to the existing bicycle lanes.	Q4, 2015	
15.	Committee of the Whole – September 28, 2015 – Item 24 – Motion	THAT staff be directed to report back within 120 days on the potential of demolishing the Old Fire Hall at 140 Main Street South with the intent to repurpose it as a parking lot that would be in keeping with the downtown area and that the report include any other options for parking enhancements in the downtown core.	January, 2016	
16.	Committee of the Whole – October 20, 2015 - Community Services - Recreation and Culture Report 2015-28 dated September 16, 2015 regarding Hollingsworth Arena Replacement Follow-Up.	<p>1. THAT staff work with Pickering College to:</p> <p>i) Finalize an agreement subject to Council approval with respect to capital and operating costs regarding a replacement arena at Pickering College;</p> <p>ii) Bring back a professionally prepared project estimate and recommended capital and operating agreement to Council for review within the next 45 days;</p> <p>2. AND THAT staff initiate a public process addressing a replacement arena and proposed disposition of land at Hollingsworth Arena.</p>	December, 2015	
17.	Committee of the Whole – October 20, 2015 - Motion - Regional Councillor & Deputy Mayor Taylor	In keeping with recommendations in the Recreation Playbook, staff be directed to investigate the potential for an outdoor arena in the Town of Newmarket. The analysis should examine options for the rink, including amenities, costs, location criteria and potential funding sources. The report is to be brought back to Committee of the Whole within 120 days.	February 2016	



	Item Subject	Recommendation	Date to come back to Committee	Comments
18.	Committee of the Whole – October 20, 2015 - New Business	THAT staff research and advise Council regarding potential municipal regulation of propane tank installation for home heating purpose.	Q1, 2016	

Petitioning Newmarket Council to Save Hollingsworth Arena

A developer wishes to purchase this arena, demolish it, and put two high-rise apartment buildings, townhomes and retail stores. If this goes ahead, the residents of **Ward 3** will **not** have access to a local recreation facility. Closure of this facility will result in decreased access to ice time, which is a growing concern in town. Hollingsworth arena is currently booked 85% of the time. The ward, as well as the town needs this facility. If the arena is lost, this area of town will be grossly under serviced for recreation. We understand the need for growth and development in Newmarket, but we ask that council explore other locations for this development to take place. Please sign and help save the arena and the land it is on!

Name:

Phone#:

Signature:

1. PIDHAINY
2. A. Pidhainy
3. Upstart Kowalski
4. Singer
5. A. Singer
6. Albino
7. M. Homer
8. J. Stevens
9. James D. D...
10. Ray Stapp

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Name:

Phone#:

Signature:

- NI  
1111
1. IAN DAVENPORT
  2. Erwin van Laar
  3. Kerry Munday
  4. ARW LASKOWSKI
  5. JASON MacDougall
  6. WAYNE CHARPON
  7. CHUCK RASPOR
  8. Theresa Duvrech
  9. Evan Blyth
  10. Ken Blanchard

Petitioning Newmarket Council to Save Hollingsworth Arena

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NI

	Name:	Phone#:	Signature:
1.	Wally Cleghorn	[REDACTED]	[REDACTED]
2.	John Cleghorn	[REDACTED]	[REDACTED]
3.	Dupe [REDACTED]	[REDACTED]	[REDACTED]
4.	Smith	[REDACTED]	[REDACTED]
5.	J. Rasmussen	[REDACTED]	J. Rasmussen
6.	B. J. Harrison	[REDACTED]	[REDACTED]
7.	[REDACTED]	[REDACTED]	[REDACTED]
8.	[REDACTED]	[REDACTED]	AF Saneh
9.	Michael Cornfield	[REDACTED]	Michael Cornfield
10.	Brian Cook & Mary YN Cook	[REDACTED]	[REDACTED]

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Name:

Phone#:

Signature:

1.

TUDY PISHKA

2.

KEVIN PAINE

3.

Katherine Hanneygan

4.

Chris Mank

5.

LEANE D CARRINGTON

6.

MY GARDNER

7.

Catherine Anderson

8.

T. NASH

9.

JOHN ELSONS

10.

DAVID BOSTON



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NI

	Name:	Phone#:	Signature: /
1.	Martine Cook	[REDACTED]	[REDACTED]
2.	GUILLERMO HERNANDEZ	[REDACTED]	[REDACTED]
3.	Jan VanTienen	[REDACTED]	[REDACTED]
4.	Jan VanTienen	[REDACTED]	[REDACTED]
5.	Deen Brouelle	[REDACTED]	[REDACTED]
6.	Lena Mediano	[REDACTED]	[REDACTED]
7.	Nancy Zurn	[REDACTED]	[REDACTED]
8.	Sarah Forstner	[REDACTED]	[REDACTED]
9.	[REDACTED]	[REDACTED]	Shellie Cleveland
10.	BOB PRISHKA	[REDACTED]	[REDACTED]

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Name:

Phone#:

Signature:

- W1  
H
1. Nina Siddall
  2. D. CRAWFORD
  3. L. Hohl Widda
  4. Arlene Dembski
  5. Walt Klynsak
  6. Klynsak
  7. S. H.
  8. Kevin L.
  9. G. Vandi
  10. J. Davis

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Name:

Phone#:

Signature:

1.

*David Lee*

2.

*Katharine Leaman*

3.

*Kim McPhee*

4.

*JANE CAMERON*

5.

*Carolyn Latta*

6.

*E. MURACH*

7.

*A. Mura*

8.

*C. Bayes*

9.

*Elizabeth Home*

10.

*m. Siddall*

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NI  
111

	Name:	Phone#:	Signature:
1.	Andrew		
2.	Amanda		
3.	STEPHANNE O'NEILL		
4.	Cheryl J. Entosh		
5.	Judy Robinson		
6.	Keith Brown		
7.	Donella Emerson		
8.	Kentley Smith		
9.	P.M. Krumer		
10.	Ken Emerson		

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	Name:	Phone#:	Signature:
1.	Simon Robertson		
2.	JASON DELBONDE		
3.	John [unclear]		
4.	Travis [unclear]		
5.	Malissa [unclear]		
6.	Marilyn Klein		
7.	JOE EDL		
8.	John [unclear]		
9.	Gina Bhawan		
10.	Kelly Turk		



10

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	Name:	Phone#:	Signature:
1.	Alex Bruce		
2.	Heathly Bruce		
3.	Dan Myles		
4.	Jeff Palmer		
5.	Jason Gold		
6.	Chris Jones		
7.	James H. Jones		
8.	M. J. Jones		
9.	J. L. Jones		
10.	R. H. Jones		

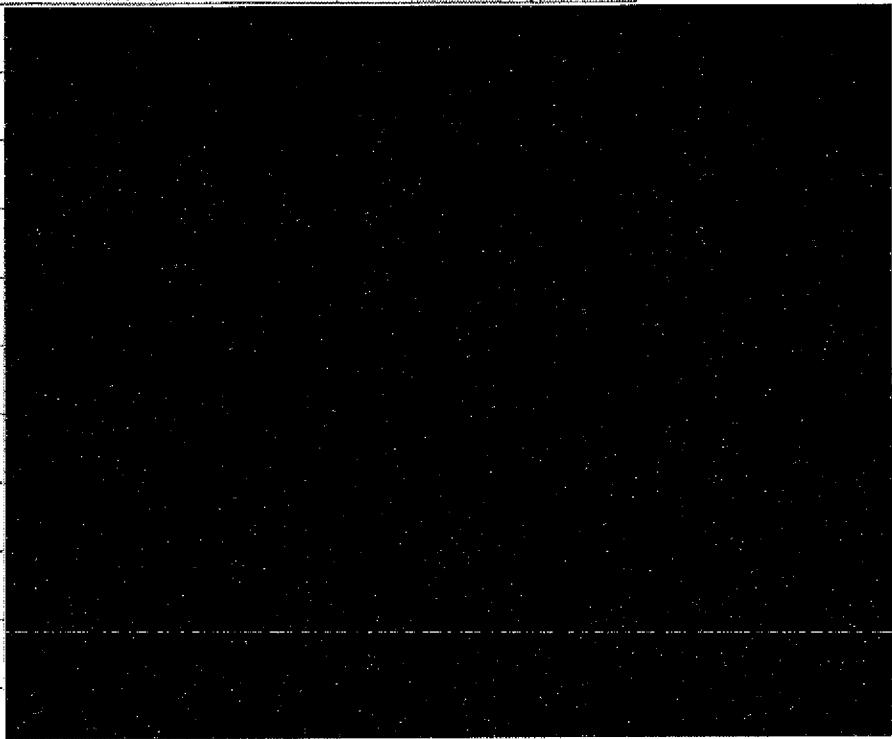
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	Name:	Phone#:	Signature:
1.	Phil Cukla		
2.	Melanie Patimstra		
3.	Leanne King		
4.	Jim Hurd		
5.	McLennan Hunter		
6.	Leanne King		
7.	Telly King		
8.	AMMAN SCHAMANI		
9.	Leanne King		
10.	Leanne King		

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	Name:	Phone#:	Signature:
1.	Sharon Lu		
2.	Lin Gorman		
3.	Greg Biele		
4.	Al Healy		
5.	John Smith		
6.	S. Bergin		
7.	S. Eustice		
8.	JASON COHEN		
9.	Jonathan D. Piche		
10.	PRUDYN KAIRA		

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	<u>Name:</u>	<u>Phone#:</u>	<u>Signature:</u>
1.	Lisa Fong		
2.	Lisa Nakamura		
3.	Cheta Silber		
4.	Matthew Fong		
5.	Jack Srubitsky		
6.	Marta Fong		
7.	Alan Kensi		
8.	Peter Brune		
9.	Jennifer McPherson		
10.	John Keady		

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	Name:	Phone#:	Signature:
1.	Brandon Mercer		
2.	Dave L...		
3.	S. Delakora		
4.	E. Langley		
5.	N. Asper		
6.	G. Lennie		
7.	Joe Smith		
8.	Tom L...		
9.	Daniel Smith		
10.	Robert Smith		

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Name:

Phone#:

Signature:

1. MARK BIECK

2. Peter Mery

3. [Signature]

4. [Signature]

5. Jacqueline C. Torres

6. L. G. G. G. G.

7. Carian B. B. B.

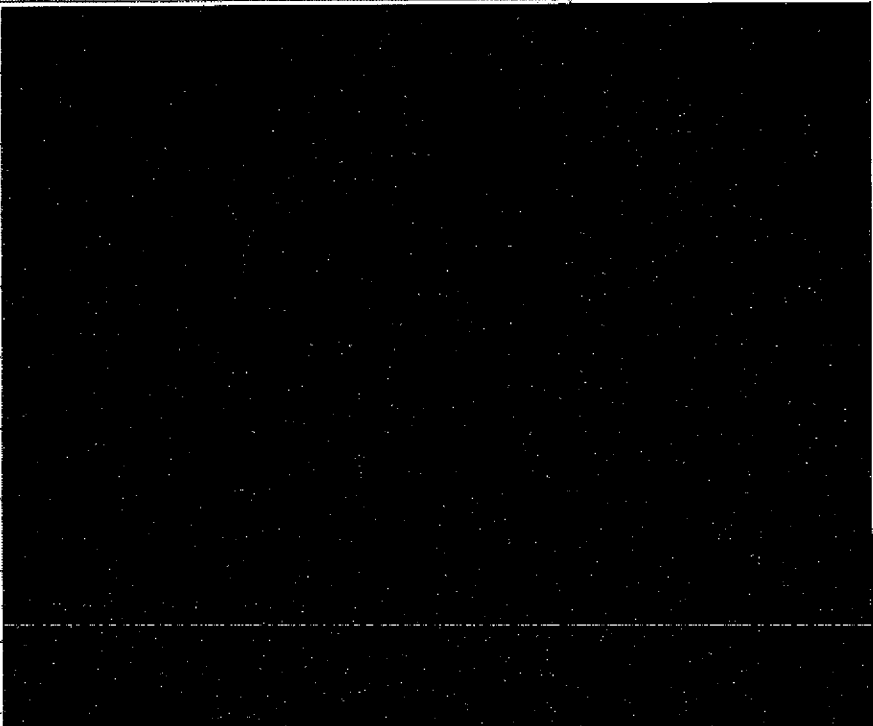
8. Ron B. B. B.

9. R. D. D.

10. K. B. B.

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Name:	Phone#:	Signature:
1. Mike Murphy		
2. Cybil Vitzis		
3. Chris Hill		
4. FLORENCE GEORGE		
5. Jan Mills		
6. J. Brown		
7. Dyan Dyk		
8. [Signature]		
9. H Noeckel		
10. E BERRY		





### Petitioning Newmarket Council to Save Hollingsworth Arena

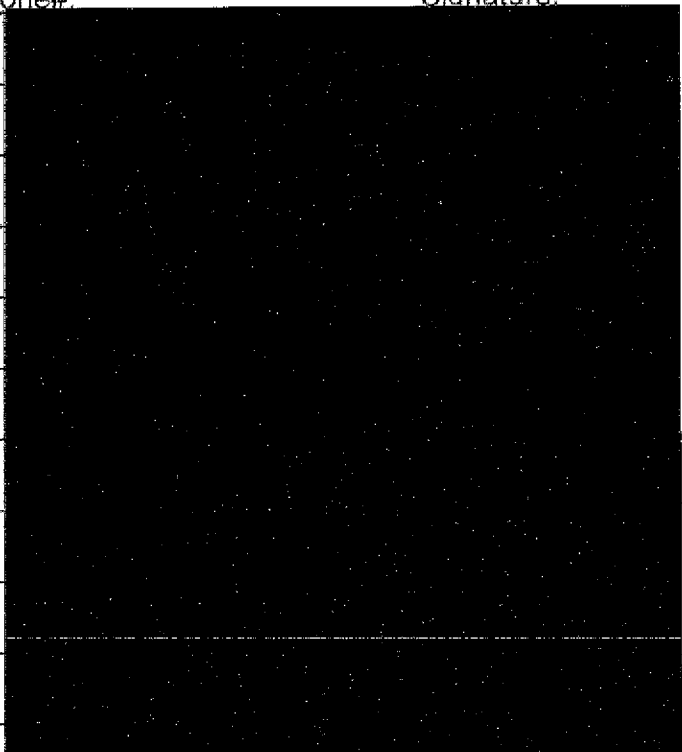
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Name:

Phone#:

Signature:

1. Smartelle Thompson
2. Peter Ballman
3. Susanne Harbin
4. Patricia White
5. MIRIAM YOUNGSCHIEF
6. Caruth Mardica
7. Karen Smolay
8. Bethany Young
9. Kim O'Malley
10. Ian Warwick



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	Name:	Phone#:	Signature:
1.	Kari Lebeau		
2.	TERRY PARSLOW		
3.	Cynthia Martin		
4.	Robert Collins		
5.	Madeleine Collins		
6.	STEVEN BLOOMER		
7.	Harrison Coulombe		
8.	Zoeal Bunker		
9.	John Croco		
10.	BILL PHIPPS		

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	Name:	Phone#:	Signature:
1.	David Burkholder		
2.	C. Burkholder		
3.	K. Dawson-Dee		
4.	D. Dee		
5.	Michael		
6.	BRYAN TERNANT		
7.	LUKE BEURBONNAIS		
8.	Angela Muller		
9.	D. BARTLETT		
10.	Charlie Isherwood		

7

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	Name:	Phone#:	Signature:
1.	STEVE GILLESPIE	[REDACTED]	[REDACTED]
2.	Clive and Thomas	[REDACTED]	[REDACTED]
3.	[REDACTED]	[REDACTED]	John R. JAWZYSK
4.	[REDACTED]	[REDACTED]	ROSALIE LOMAND
5.	Deborah M. Ford	[REDACTED]	[REDACTED]
6.	Ashleigh Brown	[REDACTED]	[REDACTED]
7.	TRACEY MCLEOD	[REDACTED]	[REDACTED]
8.	Judrey Morning	[REDACTED]	[REDACTED]
9.	[REDACTED]	[REDACTED]	SARAH GORTON
10.	Emily Hainer	[REDACTED]	[REDACTED]

(7)

SP

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	Name:	Phone#:	Signature:
1.	Colbe Davey		
2.	LISA CONNORS		
3.	BREN CONNORS		
4.	Mike McGuire		
5.	William Michaelson		
6.	Harley Raz		
7.	K Donnett		
8.	L Gibson		
9.	Alex Phillip		
10.	Leanne Mori		

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	Name:	Phone#:	Signature:
1.	Andrew Smith	[REDACTED]	[REDACTED]
2.	Andrew Albrecht	[REDACTED]	[REDACTED]
3.	Angie Harrison	[REDACTED]	[REDACTED]
4.	Spencer Albrecht	[REDACTED]	[REDACTED]
5.	Amanda Iannone	[REDACTED]	[REDACTED]
6.	Steve Iannone	[REDACTED]	[REDACTED]
7.	James Hubbard	[REDACTED]	[REDACTED]
8.	Shannon Beusfield	[REDACTED]	Shannon Beusfield
9.	Lisa Fay	[REDACTED]	[REDACTED]
10.	[REDACTED]	[REDACTED]	Daniel Mordin



(15)  
SF

Petitioning Newmarket Council to Save Hollingsworth Arena

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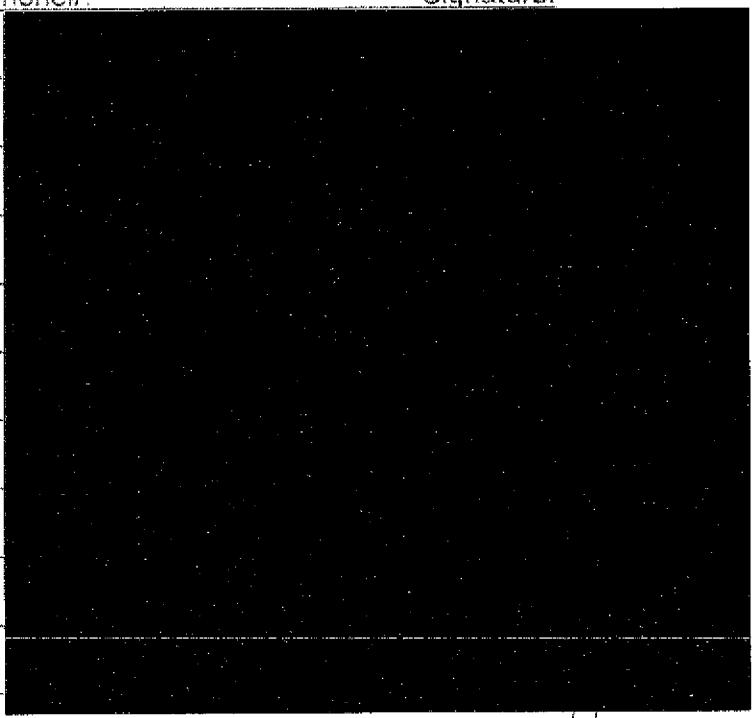
	Name:	Phone#:	Signature:
1.	[REDACTED]	[REDACTED]	Steve Per'vo
2.	Wesley & Kay	[REDACTED]	[REDACTED]
3.	Terry Daz	[REDACTED]	[REDACTED]
4.	[REDACTED]	[REDACTED]	TERRY BENNETT
5.	DAVE WEINGARTEN	[REDACTED]	[REDACTED]
6.	Ryan Armstrong	[REDACTED]	[REDACTED]
7.	[REDACTED]	[REDACTED]	Bob Carlisle
8.	Dave Motrich	[REDACTED]	30yr resident!!!
9.			
10.			

BOTING

(11)

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- |     | Name:            | Phone#: | Signature:   |
|-----|------------------|---------|--|
| 1.  | JENNIFER GRATHAM |         |  |
| 2.  | SHAWN KEMP       |         |  |
| 3.  | Shawn Kemp       |         |  |
| 4.  | Kyle Sutherland  |         |  |
| 5.  | Spina Cortese    |         |  |
| 6.  | Carl White       |         |  |
| 7.  | Jim LAWSON       |         |  |
| 8.  | Warren MARIAN    |         |  |
| 9.  | NICK NESSINIS    |         |  |
| 10. | Danilo Cune      |         |  |

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	Name:	Phone#:	Signature:
1.	Mikaleena Ecks		
2.	Glenn Wilcox		
3.	ROLF GILBRICH		
4.	CHERYL Gilbrich		
5.	Tue. Pichach		
6.	John McClean		
7.	Kylie Brankmann		
8.	DAVE Frye		
9.	Jedd Newell		
10.	OBairos		

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	Name:	Phone#:	Signature:
1.	Tammy Labombardi		
2.	Tony Gennella		
3.	Penny Zak		
4.	Naomi Morris		
5.	Stephanie Steth		
6.	Troy Morris		
7.	K. Kasper		
8.	Jim Austin		
9.	Jeff Baulch		
10.			

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	Name:	Phone#:	Signature:
1.	Linda		
2.	Linda		
3.	Leanne		
4.	Michelle		
5.			
6.			
7.			
8.			
9.			
10.			

### Petitioning Newmarket Council to Save Hollingsworth Arena

A developer wishes to purchase this arena, demolish it, and put two high-rise apartment buildings, townhomes and retail stores. If this goes ahead, the residents of Ward 3, will not have access to a local recreation facility. Closure of this facility will result in decreased access to ice time, which is a growing concern in town. Hollingsworth arena is currently booked 85% of the time. The ward, as well as the town needs this facility. If the arena is lost, this area of town will be grossly under serviced for recreation. We understand the need for growth and development in Newmarket, but we ask that council explore other locations for this development to take place, such as price chopper plaza, former slessor square development area. Please sign and help save the arena!!

Name:

Phone#:

Signature:

Steve Saunders.

Jian ping Lin

Aubrey TANT

Marilynn Teoli

KAREN CARMICHAEL

MERCEDES MORRO

Stephen Myers.

Lori Myers

DAVE WATKINS

TRACY WATKINS

	Name:	Address:	Phone#:	Signature:
11.	Nichelle Clark			
12.	Pauline Chadek			
13.	ARLENE MATTE			
14.	Kyle Miller			
15.	Emma Goodwin			
16.	Silvia Uy			
17.	SLABEK VIDAKOVIC			
18.	Rob Speelman			
19.	Pauline [unclear]			
20.	Tamara Kelly			
21.	EL L LUKIANOV			
22.	MARIE AMTIELLO			
23.	Rob Coffey			
24.	Cynthia Elford			
25.	Richard [unclear]			
26.	[unclear]			
27.	Jason Cuthbertson			
28.	Joanne West			
29.	Wright Bell			
30.	RON CROCKER			
31.	Ann Cox			
32.	Geraldine Brown			



Name: Address: Phone#: Signature:

33. CAROL HERBERTSON

34. DAVID HERBERTSON

35.

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Name: \_\_\_\_\_ Address: \_\_\_\_\_ Signature: \_\_\_\_\_

1. Michael St. Jacques
2. Kim McNally
3. Eleanor Heppleston
4. DONNA McNEIL
5. SHAWN CRANTZ
6. Chris Elder
7. Judy Sydney -
8. DENNIS McLAUGHLIN

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_ Signature: \_\_\_\_\_

9. PAUL PAPPACCIOTTI
10. KEVIN LALONAY
11. Liz Bavelaar
12. David Albano
13. Adam Bavelaar
14. Ben Bavelaar
- \*15. JOHN WALTER
16. ANDREW SIMPSON
17. SID T BASHFORD
18. V. Tran
19. Nancy Sha Gao
20. SCOTT MACLEOD
21. Jennifer Dale. —
22. Jennifer Murray
23. Gerald Murray
24. Anton Baker
25. Tim Gorbane
- 26.
- 27.
- 28.
- 29.
- 30.

Name:

Address:

Phone#:

Signature:

Councillor Twinney Motion:

THAT staff bring back a report to Council on a third party insurance program for residents to insure their water and sewer pipes that run under private property and are not covered by the Town.

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# REGIONAL EXPRESS RAIL UPDATE

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Town of Newmarket Committee of the Whole

November 9, 2015 | Leslie Woo, Chief Planning Officer

# Outline

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1. Regional Express Rail (RER) Background
2. Infrastructure Needs: Work in Progress
  - Environmental Assessment
  - Grade separation planning process
  - New stations analysis
  - Station access planning
  - Fare integration
  - Next Wave planning
3. Questions and Discussion

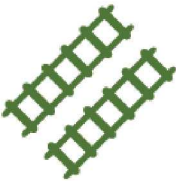


# Current GO Rail Network

## PEAK



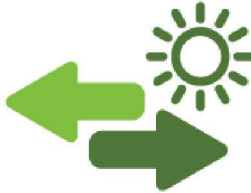
## OFF - PEAK



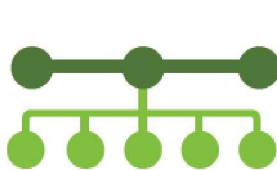
450-km +  
rail network



63 stations spread  
throughout the GTHA



all-day, two-way service  
on the Lakeshore East  
and West lines



Connections with  
17 local transit agencies



Over 90% on-time  
performance rate



48 years  
of experience



**GO RER will reduce travel times and give people more ways to get where they want to go with:**

Trains up to every 15 minutes



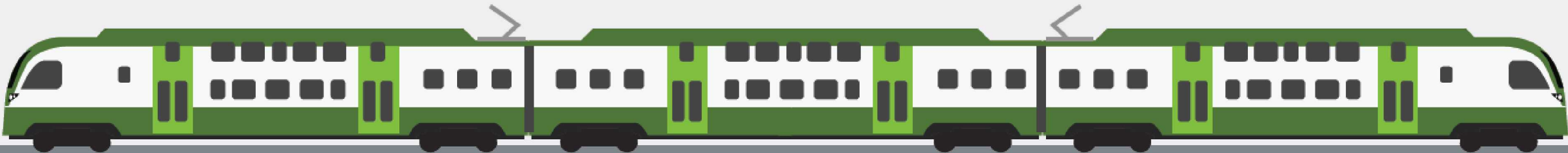
Service in both directions



More all-day service



Faster electric trains



More than  
**50** large cities across the world use  
Regional Express Rail systems.

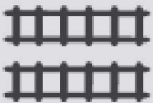
Whether it's the Reseau Express Regional in Paris, the Overground in London, or NSW TrainLink in Sydney, each RER system has these basic traits:



Frequent  
all-day  
service



Uses  
electric  
trains



Runs on  
surface  
rail lines

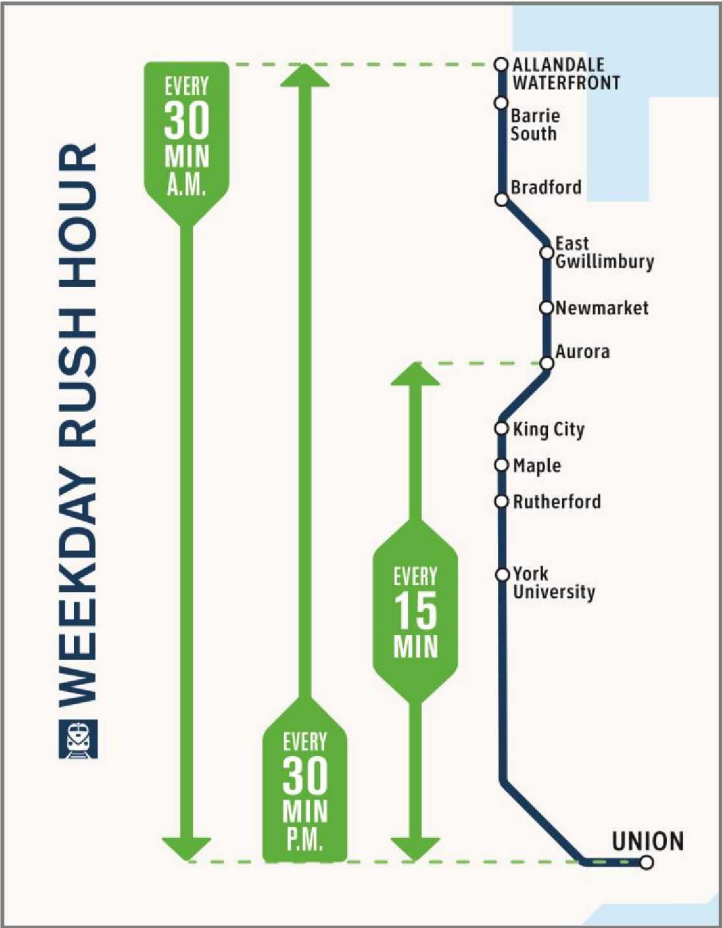


Good  
connections  
with local transit



# RER Service: Barrie Corridor

## Barrie Corridor



# What this means for Newmarket

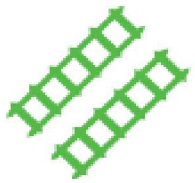
	September 2015	RER Service Levels
Daily Number of Trains ( <a href="#">Mon-Fri</a> )	12	32 trips +/-15% = 27 – 37 trips per day
Daily Number of Trains (Sat/Sun)	0	29 trips +/-15% = 24 – 33 trips per day
Travel Time (Newmarket GO – Union)	56 – 64min (Travel time varies per direction and among trains in the same direction)	47 – 57min or 7-10min travel time savings (Travel time savings dependent on equipment type: Electric Loco vs. EMU)

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# Infrastructure Needs: Work in Progress

# Infrastructure Needs

This level of service doesn't come easy. Metrolinx is undertaking one of the largest infrastructure projects in North America to support better, more reliable service.



## New Track

150 kilometres of new dedicated GO track will allow for more uninterrupted service.



## New Trains

New electric trains will travel faster for longer and reduce travel times.



## New Bridges and Tunnels

Bridges and tunnels that eliminate intersections with rail and road traffic will provide more reliable GO train service.



## New Renovations

New and improved stations will make your journey more comfortable, from start to finish.



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# Environmental Assessment

Work on the environmental assessment has begun and will support current RER plans while also considering the impact of future expansion including:

- Adding a second track from Lansdowne Avenue in the City of Toronto to the Allendale Waterfront GO Station in Barrie (within the corridor/right of way, required for RER)
- Identify potential locations for passing tracks north of Aurora
- Review space needs for a possible third track up to the East Gwillimbury GO station (would be needed if future express service was being considered)
- Future Layover Facility for up to 8 trains in the Town of Bradford West Gwillimbury
- Upgrades at existing GO Stations to accommodate additional track (e.g. additional platforms)
- Upgrades to existing structures along the corridor (e.g. culverts, bridges)
- Review existing rail crossings and potential grade separations

# Planning for Grade Separations

- Metrolinx has over 170 public road/rail at-grade crossings across all corridors, with over 60 within York Region
- The preference is to eliminate as many at-grade crossings as possible to enhance connectivity, transportation system efficiency and also address potential safety concerns
- Metrolinx is evaluating all crossings to recommend potential grade separation locations, and will work with Region of York and area municipalities to further assess these locations based on common considerations
- These discussions are expected to further inform decisions on the overall RER program

Level Crossings within York Region



# New Station Analysis

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**Stage 1. Identified an initial list**  
120+ sites identified using key site and network considerations

## **Stage 2. Focusing analysis**

Analyzed site factors, service considerations and historical requests, to scope list to 50+ sites

## **Stage 3. Evaluating**

Analyzed strategic, economic, technical/operational and cost/revenue considerations of 50+ sites

## **Stage 4. Municipal and Public Engagement**

Feedback and review of 50+ sites

## **Stage 5. Moving to Shortlist**

Scope sites for further analysis

## **Stage 6. Further Analysis**

Following public engagement, more detailed business case analysis will begin on shortlisted sites



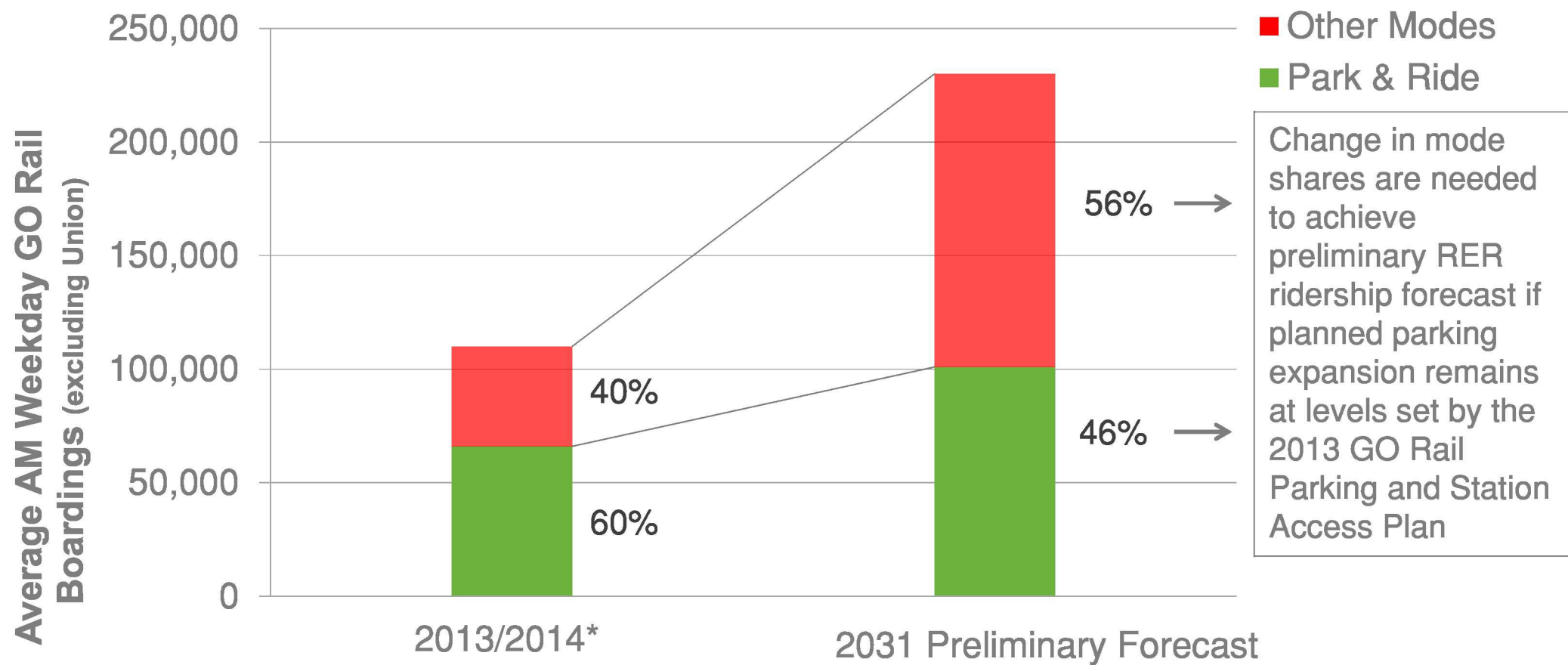
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# Upcoming Public Engagement: EA, Grade Separations & Station Analysis

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- A regional **consultation series** is being planned for the new year. Approximately 30 meetings will be held in communities across the region which will provide residents with an opportunity to find out more about the full suite of Big Move initiatives that are under way and will be consulted on including fare integration, new stations, area specific EAs, electrification etc.
- Corridor Committee will include a more detailed discussion of Station Analysis and EA which will meet November 13, 2015. Mayors or their designate are invited to attend.
- In addition, letter was sent to elected officials advising that the first round of public meetings on the EA for double tracking the Barrie corridor started in November. Newmarket meeting was held November 5<sup>th</sup>, at the Ray Twinney Complex, Lounge 1, 100 Eagle St.

# Station Access is critical to RER's ridership potential



*\*Boarding's based on Fall 2014 GO Rail Cordon Count & Mode share based on 2013 GO Rail Passenger Survey*

# Station Access: Getting to and from GO services

- The “first mile” and “last mile” are crucial to RER’s success
- More frequent train trips, attracting greater numbers of passengers, will necessitate changes to the mix of modes at GO stations



## Active Transportation

- Attractive and safe walking and cycling routes
- Bicycle parking
- Bike Share services



## Local Transit

- Building on existing relationships with municipal service providers
- Opportunities to improve seamlessness and convenience (eg scheduling, routing, wayfinding)



## Drop-offs/Pick-ups

- Ensuring convenient access for “kiss and ride” users, taxis etc.
- New opportunities for dynamically-routed shuttles



## Park and Ride

- Parking supply growing, but capital intensive and cannot expand indefinitely
- Optimization initiatives (eg reserved carpool parking)

100

# GTHA Fare Integration - Vision

The evaluation of options is based on the draft long-term vision and goals for the GTHA fare integration strategy, developed with stakeholder input, and focusing on the customer perspective to regional transit travel.

## Vision

- The *GTHA Regional Fare Integration Strategy* will increase customer mobility and transit ridership while maintaining the financial sustainability of GTHA's transit services.
- This strategy will remove barriers and enable transit to be perceived and experienced as one network composed of multiple systems/service providers.

# Deliverables Toward GTHA Fare Integration

Intensive work with active municipal transit agency involvement has short-listed options for in-depth analysis to develop a recommended Fare Structure

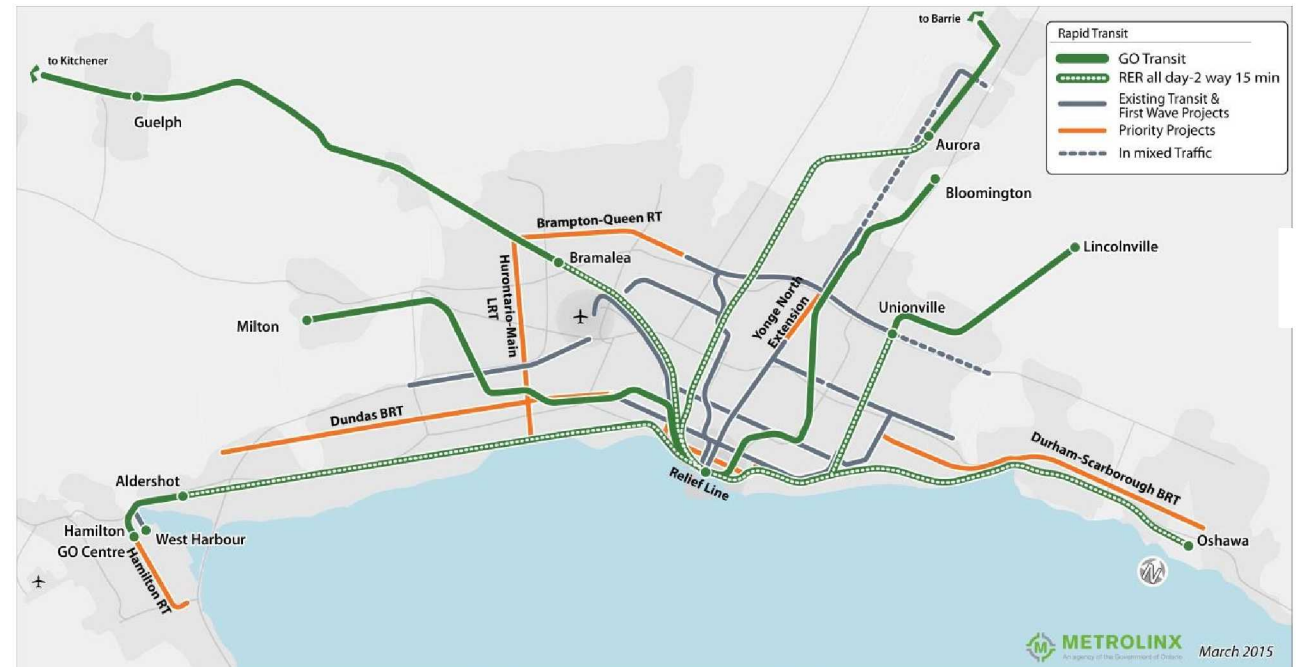




# Next Wave Project Planning

- Meeting the growing transportation needs of the region requires a pipeline of projects ready to be delivered and operated as funding becomes available
- As part of the Moving Ontario Forward program, funding has been provided to further invest in project development for Next Wave projects, including planning, design, and engineering
- Municipal partnership is critical to project success and strategies for engagement will be tailored to the context of each individual project

## Next Wave and RER Projects



The Next Wave is Metrolinx's bundle of priority projects, including the Yonge North Subway Extension to York Region

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# Next Steps

- Continue working with Regional and Municipal staff to refine analysis and projects included in the RER capital program.
- Starting series of community consultations on all that layers and projects associated with bringing more GO service to communities throughout the GTHA.
- Continue to work with municipalities on next wave project planning to ensure projects are ready for funding when it becomes available.

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# Questions and Discussion





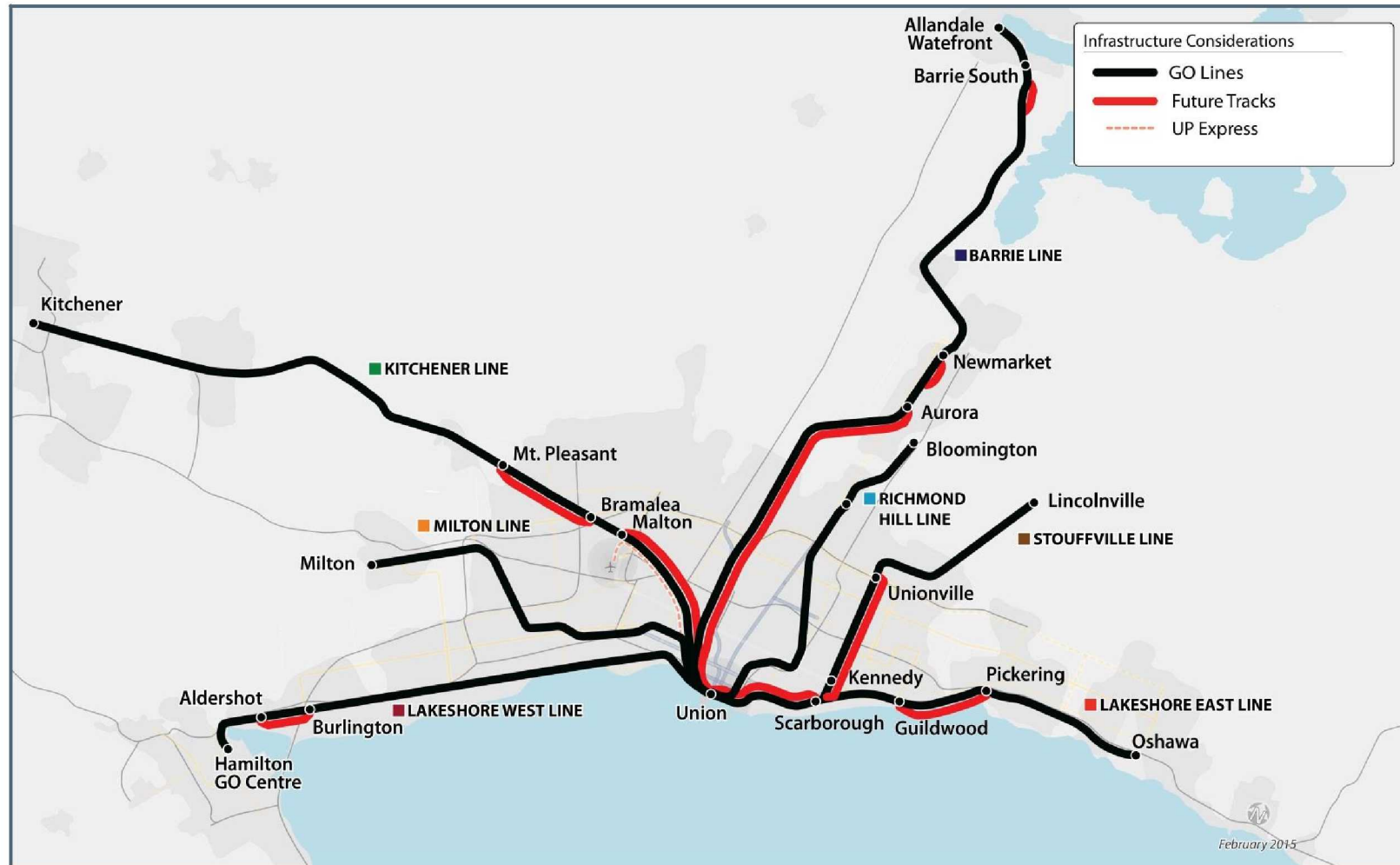
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# Appendix

# Infrastructure Planning – Electrification

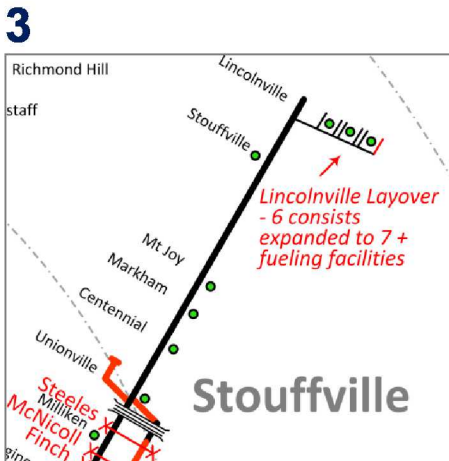
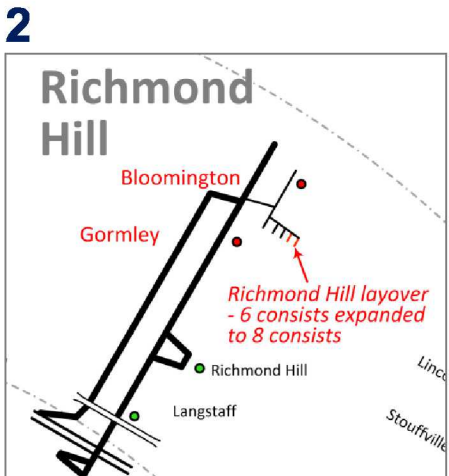
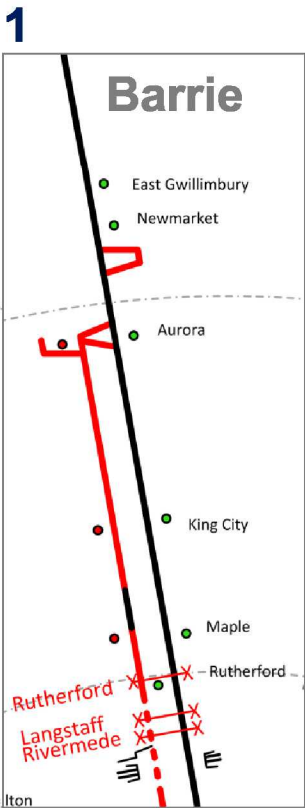
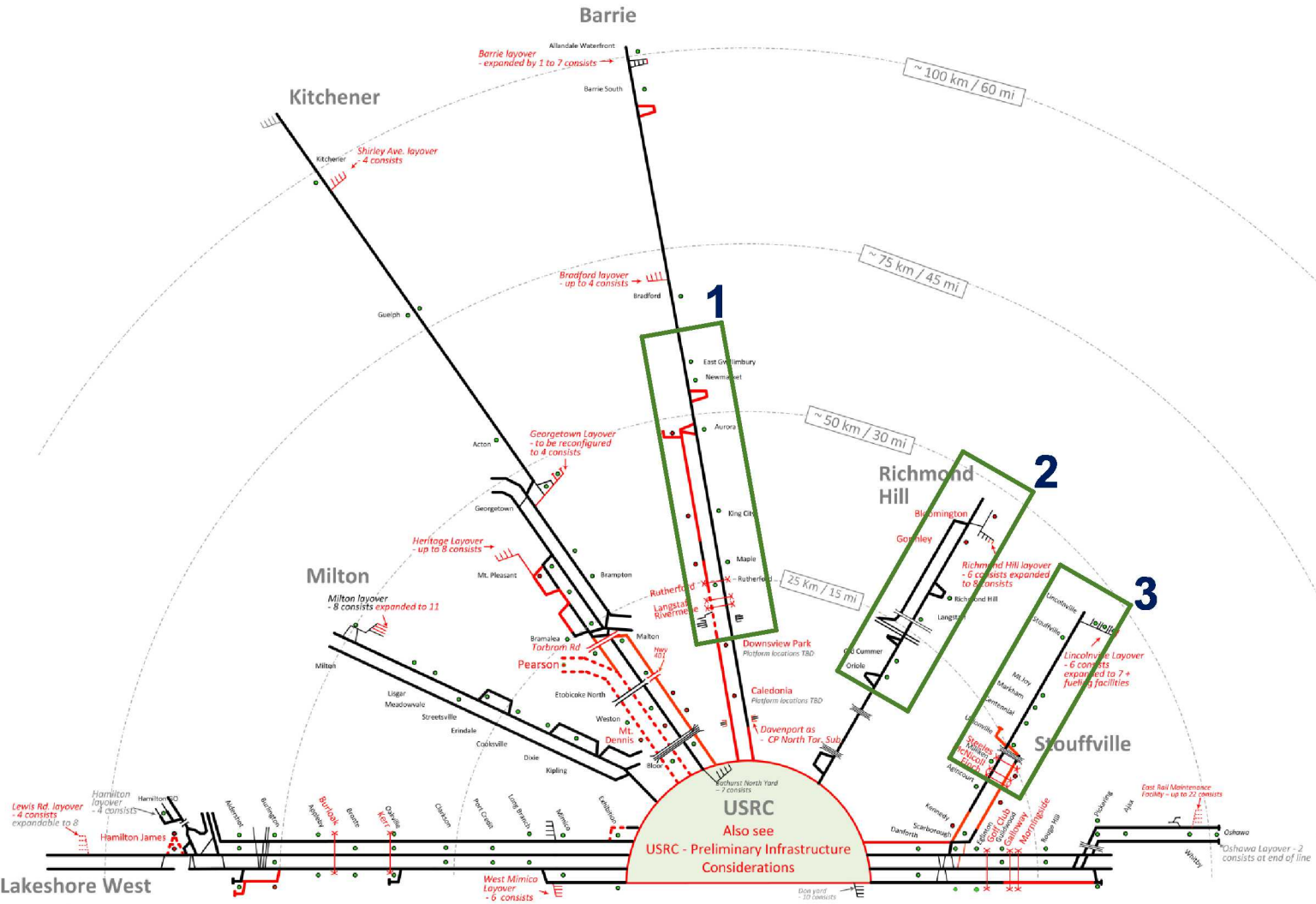


# Infrastructure Planning – Additional Track



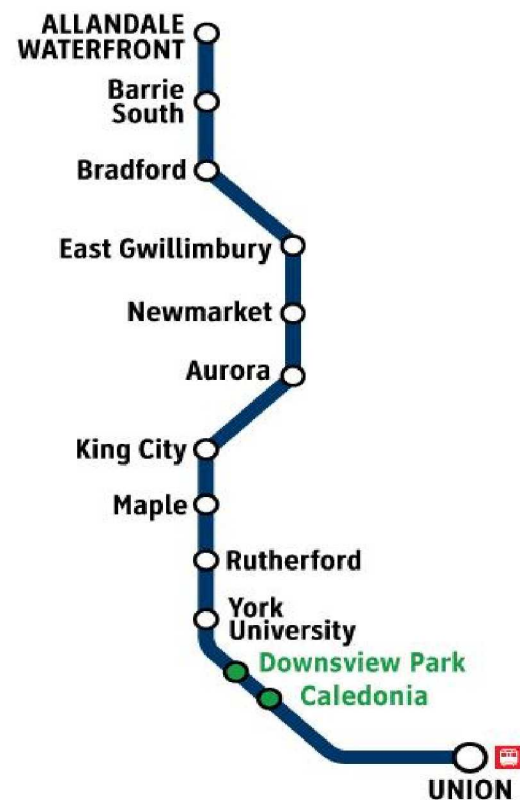
# Detail: Infrastructure

	Main Tracks	Platforms	Grade Separations Rail/Rail	Road/Rail	Layover
Existing					
Under construction				n/a	
Future					



\*Infrastructure plans are subject to further feasibility studies and Environmental Assessments

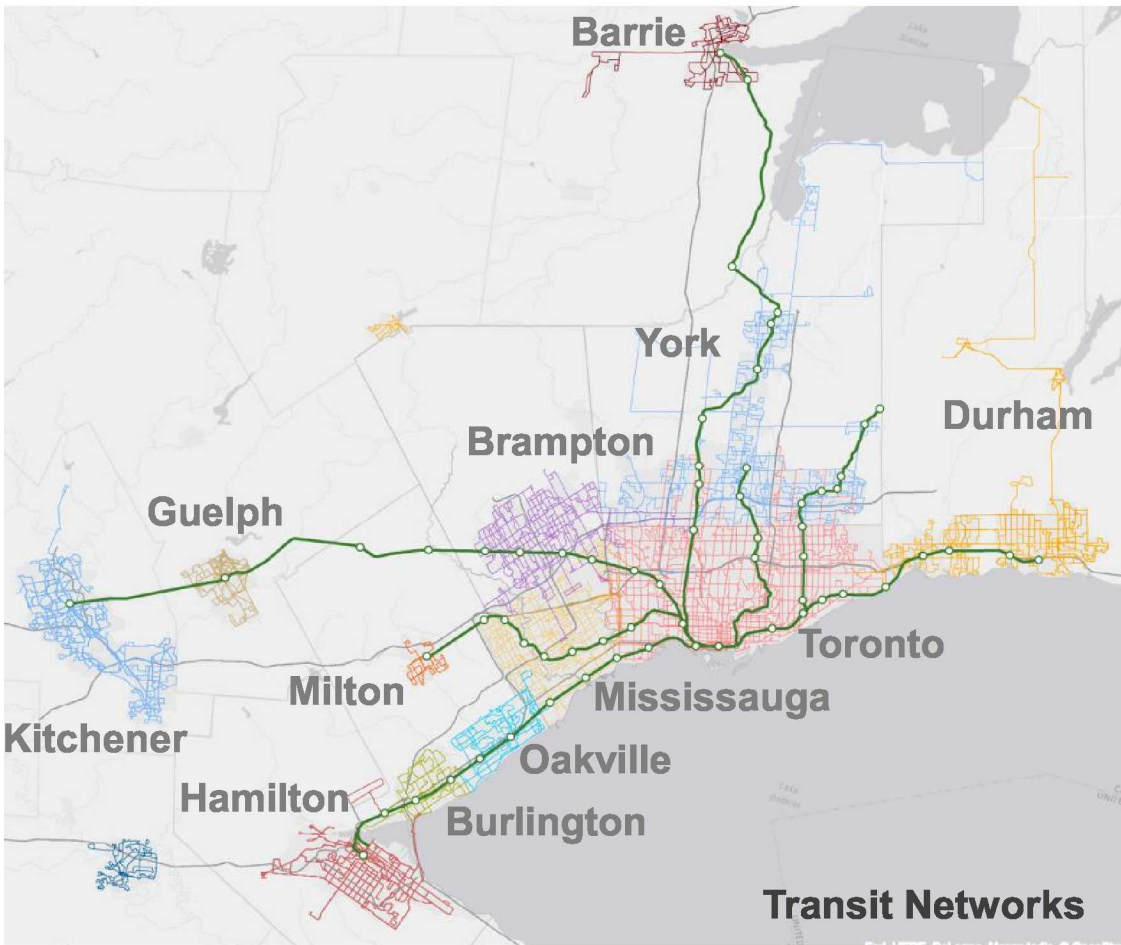
# Major Grade Crossing locations– Barrie Corridor



Crossing	Road Authority
Davis Drive	Region of York
Rutherford road	Region of York
Water Street	Town of Newmarket
Green Lane	Region of York
Wellington Street E	Region of York
Mulock Drive	Region of York
St. John's Side Road	Region of York
McNaughton Road	City of Vaughan
Minet's Point Road	City of Barrie
Innisfil Beach Road	County of Simcoe



# Stations and the GO Rail network



- The GO Rail regional network consists of 7 lines with 63 stations (and 7 underway) linking with 12 local transit networks.
- Stations are where GO, local transit services and communities intersect.

GO Corridor	Planned/ In progress
Richmond Hill	Bloomington
Lakeshore West	Confederation
Barrie	Caledonia
Barrie	Downsview Park
Richmond Hill	Gormley
Kitchener	Mount Dennis
Lakeshore West	West Harbour

# GTHA Fare Integration - Goals

## Goal 1: Simplicity

- The fare strategy will simplify customer experience and agency fare management/operations, attracting travellers to transit services throughout the GTHA.

## Goal 2: Value

- The fare strategy will reflect the value of the trip taken, and maintain the financial sustainability of transit services.

## Goal 3: Consistency

- The fare strategy will create a common fare structure with consistent definitions and rules across the GTHA.



# Train Whistle-Blowing Requirements

- The 8 step procedure for eliminating the requirement to whistle is set out by Transport Canada under the Railway Safety Act
- Key steps include the following requirements:
  - Public notice by the municipality that it intends to pass a resolution that it agrees whistles should not be used
  - Assessment by the municipality and railway whether the crossing meets the Transport Canada Standards
  - If the standards are met, the municipality may pass a resolution prohibiting whistling
  - The railway notifies Transport Canada and implements whistle cessation within 30 days
  - The municipality and railway are responsible for monitoring and ensuring that the crossing continues to meet the Standards
- Metrolinx will work with the municipality, and will support whistle cessation provided the Standards are met

# Regional Transportation Plan: The Big Move

- RER is part of an integrated transportation network, a vision of which is laid out in The Big Move.
- The Big Move provides a blueprint that reaches out 25 years into the future to guide decision-making
- About values as much as it is about vehicles – includes over 100 priority actions and supporting policies
- A living document
  - Adopted in November 2008 following extensive public and stakeholder engagement
  - The first formal review process is now underway and the introduction of RER will inform planning.



## Deputation and Furt 116 Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole. If filling out by hand please print clearly.

Please email to [clerks@newmarket.ca](mailto:clerks@newmarket.ca), fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Subject:

Date of Meeting:  Agenda Item No.:

☒ I wish to address Council / Committee

☐ I request future notification of meetings.

Name:

Organization / Group/ Business represented:

Address:

Postal Code:

Email:

Home Phone:

Business Phone:

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100.



**Mike Mayes, Director  
Financial Services/Treasurer**

TOWN OF NEWMARKET  
395 Mulock Drive  
P.O. Box 328  
Newmarket, ON L3Y 4X7

www.newmarket.ca  
mmayes@newmarket.ca  
905.895.5193 ext. 2102

November 5, 2015

## **JOINT CAO/COMMISSIONERS AND FINANCIAL SERVICES REPORT - 2015-55**

**TO:** Mayor Tony Van Bynen and Members of Council  
Committee of the Whole

**SUBJECT:** 2016 Preliminary Draft Operating, Capital and Utility Budgets

**ORIGIN:** Director, Financial Services/Treasurer

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### **RECOMMENDATION**

**THAT Joint CAO/Commissioners and Financial Services Report – 2015-55 dated November 5, 2015 regarding 2016 preliminary Draft Operating, Capital and Utility Budgets be received and that the preliminary draft budgets be made available for public comment.**

### **COMMENTS**

#### **Purpose**

The purpose of this report is to present an overview of the preliminary Draft 2016 Operating, Capital and Utility Budgets.

#### **Budget Impact**

Council's tax target for 2016 (up to 2.50%) would result in an annual increase of \$44.05 in the Town portion of property taxes for the average resident owning a home assessed at \$450,072. This excludes any contribution to the Asset Replacement Fund.

Previously, Council had approved an infrastructure levy - 0.80% in 2013, 0.74% in 2014 and 1.00% in 2015, but has yet to do so for 2016. Staff would recommend that Council continue the practice of the 1.00% contribution to ARF which would be an additional \$17.63 to the average resident.

## BACKGROUND

Budgets are a financial tool by which services and programs are delivered to the community. It's a focused approach to delivering the right services at the right cost while maintaining municipal infrastructure and advancing Council's strategic priorities.

The Town collects taxes from its residents and the tax revenue collected is split with the Region and school boards. For every dollar of taxes collected, both residential and non-residential, Newmarket retains 35 cents with the Region's portion at 36 and the school boards at 29.

As has been earlier reported, the Town continually strives to make Newmarket even better by providing new and enhanced services to its residents. Year over year however, this is becoming increasingly difficult given higher service expectations coupled with modest tax increases.

The process that staff conducted for the 2016 budget year included historic budget trend reviews and leadership team meetings that fostered a collaborative approach to exploring further budget efficiencies and innovation corporate wide. The process, while requiring a little more time to finalize, will permit staff to achieve the Council tax increase target of up to 2.5% (Town portion only and excluding any contribution to the Asset Replacement Fund).

The following assumptions were made during the preparation of the 2016 budget:

- CPI of 1.5%
- Continuation of low interest rates
- Lower assessment growth
- Annualization of items approved but de-annualized during the 2015 Budget process
- De-annualization of CYFS staffing requests (JCC approval required)
- Annualization of all other growth item requests (prioritized and some deferred to future)
- Optimizing revenues to reflect achievable targets
- Strive to match growth revenues with growth related expenses
- Capping the tax supported capital program at \$500,000
- No 2016 enhancement items considered unless they have no tax impact
- 2015 carry over enhancement items annualized as part of the 2016 base (e.g. sidewalk snow clearing)
- Wherever possible, financially sustainable measures have been included

### ***2016 Operating Budget***

As a starting point for the 2016 preliminary Draft Operating budget, staff included as part of the base, items that had been given approval in the 2015 budget process but had phase in provisions. These items relate to sidewalk snow clearing and transportation initiatives. In 2016, the phase in provision represented \$173,028; for 2017 it will represent \$150,000 and for 2018, \$155,000.

For the 2016 budget year, a 1% tax increase represents \$530,729.

To achieve the budget targets, there were more than \$1 million in reductions made. It is not anticipated that levels of service will be affected; however, staff will have to track budgets carefully and emphasize efficiencies when delivering services by keeping to planned work schedules and minimizing the impact requests for items or services beyond what have been included in the budget.

The following chart sets out the percentage allocated for each budget category under the headings – Town, Central York Fire Services (CYFS) and Newmarket Public Library (NPL).

	TOWN	CYFS	NPL	TOTAL
Base budget	0.88%	1.05%	0.24%	2.17%
Mandatory items	0.16%	0.00%	0.00%	0.16%
Growth revenue	-1.00%	0.00%	0.00%	-1.00%
Growth items	0.89%	0.28%	0.00%	1.17%
Enhancements	0.00%	0.00%	0.00%	0.00%
	0.93%	1.33%	0.24%	2.50%

The items that have been included above in both Mandatory, Growth and Enhancements (with no tax impact) are attached as Appendix A and for reference, deferred Growth and Enhancement items are listed on Appendix B.

### **2016 Capital Budget**

As a starting point for the 2016 preliminary Draft Capital Budget, staff went on the premise that the portion of the capital budget funding envelope funded by the operating budget would be capped at \$500,000. In previous years that had been capped at \$722,776.

The 2016 preliminary Draft Capital Budget includes expenditures of \$27,152,224:

- 48% of this is for replacement primarily funded by the Asset replacement Fund (ARF) and Federal Gas Tax allocation
- 45% is for growth with funding from Development Charges (DC's) and the voluntary trail levy.
- The remaining 7% is funded from the operating budgets - tax-supported and rate-supported (water and wastewater) – and grants.

Capital items under consideration are listed on Appendix C and those items deferred are listed on Appendix D.

### **2016 Utility Budget**

The current 6-year Water and Wastewater Financial Plans project as 7.5% increase in the consolidated rates to the average resident. The budgets are not finalized yet but are anticipated to include the Regional increases and provide for additional sustainability measures - increased

contributions to the Asset Replacement and Rate Stabilization Reserve funds, while limiting the increase to the average residential water user to the 6.5% to 7.5% range.

The 2016 rates will include phasing in a new rate structure starting on July 1, 2016. We are working towards introspection of a Stormwater Management Rate for January 1, 2017.

### ***Asset Replacement Fund (ARF)***

Council has supported a strong emphasis on infrastructure maintenance and replacement by introducing in 2013 a dedicated 0.80% infrastructure levy. This was followed by a 0.74 % levy in 2014 and a 1.00% levy in 2015. These contributions represent an annual \$1,227,025 investment in the Town's ARF. Staff recommends the 1% levy as a positive approach to funding the future replacement and renewal of the Town's aging infrastructure (over \$1 billion in capital assets).

Previously, Council has approved as an infrastructure levy - 0.80% in 2013, 0.74% in 2014 and 1.00% in 2015, but has yet to do so for 2016. Staff would recommend that Council continue the practice of the 1.00% contribution to ARF which would be an additional \$17.63 to the average resident.

### ***Multi Year Budgets***

Multi-year budgets, generally speaking, are a forecast for a certain time period (eg. ideally the beginning of a term and over four years) that provides funding envelopes over that time period. Significant adjustments would be brought back for Council consideration annually. Multi-year budgets would provide the funding mechanism to support Council's identified strategic priorities for that term of office. Benefits of multi-year budgeting include the following:

- Alignment of longer-term priorities with longer-term funding plans;
- Greater certainty is provided to residents not only about the future years tax impact but also about the future services/direction of the Town
- Enhanced accountability and transparency over funding plan changes

### ***2016 and Beyond - Budget Considerations***

As indicated, considerable effort was made to find efficiencies within the 2016 budget in order to maintain the targeted funding envelope. As the number of efficiencies to be gained is being reduced or even eliminated, staff will continue to place an emphasis on ensuring that Council is advised of the financial implications of the various requests for enhanced services/programs that are received during the upcoming year – whether the requests are from Council, staff or the community. These “mid-year” requests can sometimes significantly affect the following year's budget and this information will be provided to assist Council in balancing the needs of the community with financial sustainability in the following budget year.

**Next Steps**

It is recognized that Committee is being presented with an overwhelming amount of information at this time. On this basis, it is suggested that the November 16 Special Committee of the Whole be used as an opportunity for more robust discussion.

Members of Council and the public can contact the Treasurer directly should there be any questions.

**BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

**CONSULTATION**

Significant budget discussion has occurred internally. The budget schedule and public engagement approach was developed by the Budget Coordination Committee which has cross corporate representation. It was condensed somewhat given that the Town will be approving two budgets in the 2015 calendar year (due to the 2014 Municipal Election).

Public consultation to date includes the use of the online budget tool.

The draft Preliminary 2016 budget detail will be made available for public input in advance of the November 16<sup>th</sup> Special Committee of the Whole. This will be presented as a starting point for further public consultation and Council consideration.

**HUMAN RESOURCE CONSIDERATIONS**

Exclusions were made to growth related staffing requests (refer to Appendix B). This has been done strategically and to monitor maintaining service levels to an expanding community.

**BUDGET IMPACT**

The 2016 operating and capital budgets, once approved, will ensure that the Town has sufficient funds to maintain, and in some instances enhance its services to a growing community. Should Council approve a dedicated 1% ARF levy again this budget year, this will result in an additional contribution of \$530,729.

For the purposes of calculating tax impact, staff use for illustration, a home with an average assessment value of \$450,072. Based on the preliminary draft budgets as presented, and including a 1% ARF levy, the tax bill for this Newmarket home (Town portion only) would increase by \$61.68.




The projected all-in impact – combining the Town, Region and school boards portions - for this home is as follows:

	2015	2016	\$ CHANGE	% CHANGE
Town Portion	\$1,762.15	\$1,806.20	\$ 44.05	2.50%
Region Portion	1,831.75	1,883.96	52.21	2.85%
<b>Municipal Sub-total</b>	<b>\$3,593.90</b>	<b>\$3,690.16</b>	<b>\$96.26</b>	<b>2.68%</b>
School Board Portion	878.87	878.87	0.00	0.00%
<b>TOTAL</b>	<b>\$4,472.77</b>	<b>\$4,569.03</b>	<b>\$96.26</b>	<b>2.15%</b>

- Based on an average assessment of \$450,072
- The Region's 2014-2018 outlook projects a tax increase of 3.34%
- No increase in the School Board is anticipated at this time

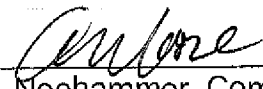
## CONTACT

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)

  
 R.N. Shelton  
 Chief Administrative Officers

  
 I. McDougall, Commissioner  
 Community Services

  
 A. Moore, Commissioner  
 Corporate Services

  
 P. Noehammer, Commissioner  
 Development & Infrastructure Services

  
 M. Mayes, CPA, CGA  
 Director, Financial Services/Treasurer

## Attachments:

- Appendix A – 2016 Mandatory, Growth and Enhancement Requests
- Appendix B – 2016 Growth and Enhancement items deferred
- Appendix C – 2016 Capital Budget Request List
- Appendix D – 2016 Capital Budget Requests deferred

**2016 OPERATING BUDGET REQUEST LIST  
MANDATORY, GROWTH AND ENHANCEMENT REREQUESTS**

DP Form #	Business Unit Name	Project/Initiative Name	NET IMPACT		
			Mandatory	Growth	Enhancement
2016 - 3	Central York Fire Services	Four Additional Fire Fighters less deferred start - 4 months		\$ 221,734	
2016 - 13	Communications Office	Web Development & Maintenance/ Accessibility	\$ 25,000	\$ (73,911)	
2016 - 14	Communications Office	Graphics Support Full Time Staff		\$ 18,602	
2016 - 29	Facility Administration	Conversion of PT staff to FTE (Facility Worker)		\$ 42,120	
2016 - 12	Finance - Accounting	Financial analyst		\$ -	
2016 - 16	Information Technology	Applications Support Analyst		\$ 5,268	
2016 - 17	Information Technology	GIS Analyst		\$ 11,347	
2016 - 19	Legal	Associate Solicitor - Full Time		\$ 56,573	
2016 - 10	Newmarket Public Library	Year Round Sunday Service		\$ 16,682	
2016 - 9	Newmarket Public Library	Growing community outreach to meet demand		\$ 25,732	
2016 - 32	Parks Maintenance-General	Forestry Supervisor		\$ 82,570	
2016 - 37	Parks Maintenance-General	Natural Heritage Co-ordinator		\$ 110,984	
2016 - 42	Parks Maintenance-General	Roll over of Casual Contract Staff to full time		\$ 26,008	
2016 - 46	Parks Maintenance-General	Trainer and Safety Compliance	\$ 57,907		
2016 - 25	Procurement Services	Contractor Performance - Staff FTE		\$ 73,600	
2016 - 11	Storm Water Management Cost	Economic Policy Coordinator, Utilities		\$ -	
2016 - 30	Vehicle & Equipment Maintenance	Fleet Services - Lead Hand		\$ 4,096	
2016 - 53	Various	Asset maintenance and condition assessment	\$ -	\$ -	\$ -
<b>Total</b>			<b>\$ 82,907</b>	<b>\$ 621,405</b>	<b>\$ -</b>

## Appendix B

# 2016 OPERATING BUDGET REQUEST LIST

## GROWTH AND ENHANCEMENT ITEMS DEFERRED

DP Form #	Business Unit Name	Project/Initiative Name	NET IMPACT	
			Mandatory	Enhancement
2016 - 24	Bylaw Enforcement	GPS in Enforcement Vehicles		\$ 2,108
2016 - 52	Bylaw Enforcement	Part-time Municipal Enforcement Officer		\$ 44,053
2016 - 3	Central York Fire Services	Four Additional Fire Fighters (de-annualization)		
2016 - 4	Central York Fire Services	Fire Prevention Inspector		73,911
2016 - 5	Central York Fire Services	Fire Prevention Life Safety Educator	\$	55,433
2016 - 6	Central York Fire Services	Human Resource Consultant Position	\$	55,433
2016 - 7	Central York Fire Services	Network and Communications Coordinator	\$	76,691
2016 - 22	Clerk's	Ombudsman Services	\$	61,353
2016 - 23	Clerk's	Wedding Program Marketing		\$ 10,000
2016 - 20	Clerk's	Cyber Insurance		\$ 10,000
2016 - 21	Clerk's	2018 Municipal Election		\$ 24,357
2016 - 1	Customer Service Centre	Community Survey(s)		\$ 42,000
2016 - 2	Customer Service Kiosks	Customer Service Kiosk Associates		\$ 20,000
2016 - 33	Development	Greenspace Development Coordinator (full time)	\$	46,045
2016 - 27	Facility Administration	Energy Consultant		\$ 22,800
2016 - 28	Facility Administration	Facilities Maintenance Operator	\$	20,000
2016 - 51	Health & Safety	E-Learning		\$ 78,211
2016 - 31	Horticulture	Flowers on Fairy Lake Bridge		\$ 6,700
2016 - 49	Human Resources	Talent Development		\$ 8,700
2016 - 50	Human Resources	Attraction		\$ 5,000
2016 - 18	Information Technology	Town Central		\$ 35,000
2016 - 15	Mulock Building-395 Mulock Dr.	Building Maintenance Worker	\$	16,000
2016 - 8	Newmarket Public Library	Monday Service		\$ 27,668
2016 - 36	Parks Maintenance-General	Maintaining of Forestry Assets		\$ 164,589
2016 - 38	Parks Maintenance-General	Parks General Response Crew		\$ 22,292
2016 - 39	Parks Maintenance-General	Parks washroom cleaning		\$ 145,160
2016 - 43	Parks Maintenance-General	Casual Contract Staff to full time - (2nd position)	\$	13,000
2016 - 44	Parks Maintenance-General	Casual Contract Staff to full time (3rd position)	\$	26,008
2016 - 34	Parks Maintenance-General	Horticulture Supplies	\$	26,008
2016 - 48	Parks Maintenance-General	Outdoor Community Rinks		\$ 3,600
2016 - 35	Road Maintenance-Gen.Admin.	Main St - Weekend Waste Collection	\$	6,500
2016 - 41	Road Maintenance-Gen.Admin.	Roads Operator	\$	15,360
2016 - 40	Playground Maintenance	Enhancement to playgrounds undergoing replacement		\$ 57,171
2016 - 47	Traffic Management	Traffic Safety - Transportation Initiatives		\$ 84,600
2016 - 45	Winter Control-Roads	Snow Storage Truck Rental		\$ 105,000
2016 - 26	Winter Control-Roads	Contract Court Clearing		\$ 93,000
<b>Total</b>			\$ -	\$ 552,620
				\$ 1,015,132

## Appendix C

## 2016 CAPITAL BUDGET REQUEST LIST

	Line #	Project Name	Priority Ranking	EXPENDITURES	FINANCING						Comment
				Project Cost	ARE	DC	Reserves & Reserve Funds	Gas Tax	General	Other	
GROWTH RELATED											
CYFS	1	Purchase Bunker Gear	2	57,000	28,500	17,100	11,400				Aurora's share
CYFS	2	Station 4-5 Design & Construction	3	3,000,000		1,800,000				1,200,000	Aurora's share
CYFS	3	Station 4-5 Land Acquisition	3	4,500,000		2,700,000				1,800,000	Aurora's share
Engineering	4	CCL - Parking Sub Committees Studies	3	150,000	-	150,000	-	-	-		
Engineering	5	Davis Drive/Yonge Street Consulting	2	400,000	-	400,000	-	-	-	-	
Engineering	6	Detailed Trail Implementation Plan	3	300,000	-	300,000	-	-	-	-	
Engineering	7	Hasket Park Trail connection to Davis	3	150,000	-	150,000	-	-	-	-	
Engineering	8	Implementation of Bike Lanes in existing roads network	3	150,000	-	150,000	-	-	-	-	
Engineering	9	Tom Taylor Trail-Davis Dr. Underpass	3	1,775,000			1,775,000				Fund 410970 & Trail levy or DC & Region grant
Engineering	10	Water/Wastewater Master Servicing Study Implementation	3	1,000,000	-	1,000,000	-	-	-	-	
Engineering	11	Wayne/Waralala SWM Pond	3	100,000	-	100,000	-	-	-	-	
Planning	12	Mobility Hub Study	3	300,000	-	270,000	30,000	-	-	-	
Planning	13	Zoning By-law update	2	300,000	-	270,000	30,000	-	-	-	
PWS - Parks	14	Frank Stronach Basketball & Tennis Courts	3	155,500	-	139,950	-	-	15,550	-	
		Sub-total		12,337,500	28,500	7,447,050	1,846,400	-	15,550	3,000,000	
REPLACEMENT											
Building	15	395 Mulock Condition Assessment Needs	2	300,000	300,000						
Building	16	Space planning & Implementation	2	170,000	150,000				20,000		
CYFS	17	Bunker Gear Washer/Extractor and Dryer	2	25,000	25,000						
CYFS	18	Replacement of all Breathing Apparatus	2	900,000	900,000						
CYFS	19	Replacement of Equipment	2	50,000	50,000						
CYFS	20	Replacement of Fire Truck 97-02	2	800,000	800,000						
CYFS	21	Replacement of Firefighter Helmets	2	45,000	45,000						
CYFS	22	Replacement of Hazmat Decon Tent	2	20,000	20,000						
CYFS	23	Replacement of Platoon Chief Emergency Response Vehicle	2	70,000	70,000						
Engineering	24	Bridge and Culvert Repair and Replacement	2	760,000	760,000						
Engineering	25	Drainage Improvement Program	2	150,000	150,000						
Engineering	26	Engineering/Design for future Projects	2	700,000	700,000						
Engineering	27	Roads Infrastructure Projects	2	6,050,000	3,950,000			2,100,000			

## Appendix C

## 2016 CAPITAL BUDGET REQUEST LIST

	Line #	Project Name	Priority Ranking	EXPENDITURES		FINANCING					Comment
				Project Cost	AKF	DC	Reserves & Reserve Funds	Gas Tax	General	Other	
Engineering	28	Stormwater Pond Design and Maintenance	2	300,000	300,000						
IT	29	Replace/Upgrade eMeeting Management Solution	2	100,000	100,000						
IT	30	Replace/Upgrade ERP systems	2	200,000	200,000						
IT	31	Server Room Equipment Replacement/Upgrades	2	133,749	133,749						
IT	32	Software Licenses	2	89,166	89,166						
IT	33	Upgrade desktop and peripheral equipment	2	148,609	148,609						
Library	34	Building Maintenance	2	9,000	9,000						
Library	35	Computer Hardware & Software	2	113,100	113,100						
Library	36	Furniture & Equipment	2	53,600	53,600						
Newmarket Fire	37	Resurfacing Station 4-1 Parking Lot	2	100,000	100,000						
PWS - Facilities	38	Equipment Replacement	2	879,500	879,500						
PWS - Facilities	39	Accessible Upgrade to Park Washrooms Prg	1	50,000	50,000						
PWS - Facilities	40	Chairs at Seniors	2	25,000	25,000						
PWS - Facilities	41	Countertop Replacement RTC Washrooms	2	45,000	45,000						
PWS - Facilities	42	Divider wall - Youth Centre	1	25,000	25,000						
PWS - Facilities	43	Dressing Room/Washroom Stalls	2	50,000	50,000						
PWS - Facilities	44	Epoxy Grout - 3 Pools	2	115,000	115,000						
PWS - Facilities	45	Equipment Replacement Sieges/Helmets	2	9,300	8,000				1,300		
PWS - Facilities	46	New Doors and Frames Halls 1 & 2	1	12,500	12,500						
PWS - Facilities	47	Security Camera Upgrade Program	1	45,000	25,000				20,000		
PWS - Parks	48	Fairy Lake Parking Lots	2	104,850	104,850						
PWS - Parks	49	Pickle Ball Courts (Repurpose Tennis Courts)	3	110,000	110,000						
PWS - Parks	50	Senior Plantings	2	7,500	7,500						
PWS - Parks	51	Sports Lighting	2	70,000	70,000						
PWS - Roads	52	Road Paint Liner	1	12,000	12,000						
PWS - Roads	53	Upgrade Mobile Radio System	1	38,000	38,000						
PWS - Water/Wastewater	54	Bayview Parkway Sewer Spot Repair	2	100,000	100,000						
Sub-total				12,985,874	10,844,574			2,100,000	41,300		
<b>OTHER</b>											
CYFS	55	Public Fire Safety Education Trailer	3	90,000			90,000				CYFS
Engineering	56	Design & Construction for Lions Park Drainage	2	304,000					304,000		pending grant application
Engineering	57	Prospect Street Infrastructure Improvements	2	TBD							
Financial Services	58	Asset Replacement Program	1	317,700						317,700	Provincial grant
General Government	59	Strategic Land Purchases	3	TBD					TBD		
IT	60	Broadband	3	TBD					TBD		

## 2016 CAPITAL BUDGET REQUEST LIST

Line #	Project Name	Priority Ranking	EXPENDITURES		FINANCING					Comment
			Project Cost	ARF	DC	Reserves & Reserve Funds	Gas Tax	General	Other	
IT										phase 1 of 2
61	Open Data Readiness	3	25,000					25,000		
PWS - Facilities	Consultant for Washbay Expansion Options	2	10,000		-		-	10,000		
PWS - Facilities	Facilities Lead Hand Vehicle	2	50,000		-		-	50,000		
PWS - Facilities	Heating System for Hose Reel	3	10,000		-		-	10,000		
PWS - Facilities	Lift for stage	2	10,000		-		-	10,000		
PWS - Facilities	Magna Access to Timekeepers booth	1	7,000		-		-	7,000		
PWS - Facilities	New Window - Youth Center (Trail View)	3	60,000		-		-	60,000		
PWS - Facilities	Operations Yard Upgrade	3	100,000		-		-	100,000		
PWS - Facilities	Portable Melting Pit for Ice Out (2)	3	14,000		-		-	14,000		
PWS - Facilities	Repeater Cell Phone Service Upgrade	1	50,000		-		-	50,000		
PWS - Facilities	Riding floor cleaning machine	3	15,000		-		-	15,000		
PWS - Facilities	Roof Drainage - Community	1	15,000		-		-	15,000		
PWS - Facilities	Set Up Table for Welding Shop	1	12,000		-		-	12,000		
PWS - Facilities	Signage - OTH & Seniors	2	50,000		-		-	50,000		
PWS - Parks	Ray Twinney Complex partnership with Softball	3	300,000	150,000					150,000	
PWS - Roads	Main St - Waste Container Lid Replacement	3	3,400		-		-	3,400		
PWS - Roads	Mobile Surveillance Camera	3	7,200		-		-	7,200		
PWS - Roads	Road Closure Event Trailer	2	9,800		-		-	9,800		
PWS - Water/Wastewater	Automatic cleaning of grates inside pumping stations - Consultant	1	50,000		-		-		50,000	water rates
PWS - Water/Wastewater	Glaline Saw	2	13,000		-		-		13,000	water rates
PWS - Water/Wastewater	GPS Locate Equipment	2	9,000		-		-		9,000	water rates
PWS - Water/Wastewater	Portable Lights	2	12,000		-		-		12,000	water rates
PWS - Water/Wastewater	Second Fill Station	3	90,000		-		-		90,000	water rates
PWS - Water/Wastewater	Tilt & Load Truck & Container	3	200,000		-		-		200,000	water rates
	final revisions to be made		(5,250)					(5,250)		
Sub-total			1,828,850	150,000	-	90,000	-	443,150	1,145,700	
TOTAL			\$27,152,224	\$11,023,074	\$7,447,050	\$1,936,400	\$2,100,000	\$590,000	\$4,145,700	

## Appendix D

## 2016 CAPITAL BUDGET REQUESTS DEFERRED

Line #	Project Name	Priority Ranking	EXPENDITURES		FINANCING						
			Project Cost	ARF	DC	Reserves & Reserve Funds	Gas Tax	General	Other	Comment	
IT	GIS Strategic Plan	3	100,000					100,000		covered by AMP	
IT	Open Data Readiness	3	25,000					25,000		phase 2	
IT	Phone Systems - New Technologies	3	75,000					75,000			
IT	Website Enhancements	3	20,000					20,000			
PWS - Facilities	Additional Storage	3	6,500	-	-	-	-	6,500			
PWS - Facilities	Av Equipment	3	5,000	-	-	-	-	5,000			
PWS - Facilities	Generator Study for Major Facilities	1	20,000	-	-	-	-	20,000			
PWS - Facilities	Integrated Audio System - Wireless Mics	3	13,000	-	-	-	-	13,000			
PWS - Facilities	iPads to replace logbooks	3	6,500	-	-	-	-	6,500			
PWS - Facilities	Lunch Room Blinds	2	8,000	-	-	-	-	8,000			
PWS - Facilities	Magna - Replace tile flooring with rubber flooring	3	85,000	-	-	-	-	85,000			
PWS - Facilities	Mirrored wall	3	6,200	-	-	-	-	6,200			
PWS - Facilities	Sensory Room/Equipment	1	15,000	-	-	-	-	15,000		-	
PWS - Facilities	Shelving in MPR 3 - RTC	2	5,000	-	-	-	-	5,000			
PWS - Facilities	Storage bin/dunker	3	5,000	-	-	-	-	5,000			
PWS - Facilities	Wibit Aqua Obstacle Course	3	20,000	-	-	-	-	20,000			
PWS - Parks	Art Ferguson Netting	1	150,000	-	-	-	-	150,000		-	
PWS - Parks	Fencing at Art Ferguson Park	2	15,000	-	-	-	-	15,000			
PWS - Parks	Ken Sturgeon Park Walkways	3	105,000	-	-	-	-	105,000			
PWS - Parks	Lighting George Luesby Trail	3	90,000	-	-	-	-	90,000			
PWS - Parks	Vehicle Charging Station	3	18,000	-	-	-	-	18,000			
PWS - Roads	Operations Ctr. Material Bin Canopy	3	200,000	-	-	-	-	200,000			
Total Deferred			\$993,200	\$0	\$0	\$0	\$0	\$993,200	\$0	\$0	



# MINUTES

Tuesday, October 13, 2015 at 1:00 PM

Town of Aurora – Tannery Room  
1 Municipal Drive

The meeting of the Central York Fire Services – Joint Council Committee was held on Tuesday, October 13, 2015 in Town of Aurora - Tannery Room, 1 Municipal Drive, Aurora.

Members Present:	Aurora:	Councillor Abel Councillor Mrakas (1:01 to 3:02 p.m.) Councillor Thompson
	Newmarket:	Councillor Hempen Councillor Twinney
Regrets:	Newmarket:	Councillor Sponga
Staff Present:	Aurora:	P. Moyle, Acting CAO A. Downey, Director of Recreation D. Elliott, Director of Financial Services W. Mar, Director of Legal & Legislative Services
	Newmarket:	R. N. Shelton, CAO M. Mayes, Director of Financial Services L. Georgeff, Director of Human Resources L. Lyons, Deputy Clerk
	CYFS:	I. Laing, Fire Chief R. Comeau, Deputy Fire Chief
Guests:	Mayor G. Dawe, Town of Aurora Regional Councillor & Deputy Mayor Taylor, Town of Newmarket P. Macintosh, Tom Brown Architects	

The meeting was called to order at 1:01 p.m.

Councillor Abel in the Chair.

## Open Forum

None.



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

Moved by Councillor Thompson

Seconded by Councillor Mrakas

- a) THAT the addendum items as listed be included on the agenda.

**Carried**

## **Declaration of Pecuniary Interest**

None.

## **Approval of Minutes**

1. Central York Fire Services - Joint Council Committee Minutes of September 8, 2015.

Moved by Councillor Mrakas

Seconded by Councillor Thompson

- a) THAT the Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of September 8, 2015 be approved.

**Carried**

## **Items**

2. Joint Central York Fire Services and Corporate Services Report - Financial Services 2015-45 dated September 22, 2015 regarding the Draft 2016 Central York Fire Services Operating and Capital Budgets.

Discussion ensued regarding the proposed 3.8% increase attributed to salary and benefits. The Director of Corporate and Financial Services/Treasurer, Aurora advised that the proposed increase is in line with the Town of Aurora's budget. Further discussion ensued regarding proposed capital expenditures, the budget driver for overtime as well as age and replacement of vehicles.

Moved by Councillor Mrakas  
Seconded by Councillor Twinney

a) THAT Joint CYFS/Corporate Services Report - Financial Services 2015-45 dated September 22, 2015 regarding the Draft 2016 Central York Fire Services Operating be received and the following recommendations be adopted:

i) THAT the Joint Council Committee, in consultation with the Fire Chief, review the attached proposed 2016 draft operating and capital budget proposals and make revisions, if required, to formulate a recommendation;

ii) AND THAT the resulting recommendation for the draft 2016 CYFS operating and capital budgets be submitted to the Municipal Council of Aurora for comment in compliance with paragraph 6.2 of the Consolidated Fire and Emergency Services Agreement.

**Carried**

3. Corporate Services Report - Financial Services 2015-46 dated September 22, 2015 regarding Central York Fire Services Reserve Fund.

Moved by Councillor Thompson  
Seconded by Councillor Hempen

a) THAT Corporate Services Report - Financial Services 2015-46 dated September 22, 2015 regarding Central York Fire Services Reserve Fund be received and the following recommendations be adopted:

i) THAT JCC set a target level for the CYFS Reserve Fund as proposed in this report;

ii) AND THAT any 2015 CYFS operating surplus be allocated back to each municipality based on their budgeted allocation percentage;

iii) AND THAT JCC recommend that the Councils of each municipality waive the requirements specified in Schedule D of the Fire/Emergency Services Agreement between the Town of Aurora and the Town of Newmarket dated November 1, 2001, in this one instance.

**Carried**

## **Closed Session**

Moved by: Councillor Mrakas

Seconded by: Councillor Thompson

a) THAT the CYFS – Joint Council Committee resolve into a Closed Session for the purpose of discussing a proposed acquisition of land by the Municipality as per the Municipal Act, Section 239 (2) (c).

### **Carried**

The Committee resolved into Closed Session at 1:40 p.m.

The CYFS – Joint Council Committee (Closed Session) Minutes are recorded under separate cover.

The Committee resumed into Public Session at 3:03 p.m.

The Chair advised that Item 5 of the agenda, being a verbal report from the Director of Human Resources with respect to Labour Relations was not required.

Moved by Councillor Twinney

Seconded by Councillor Hempen

a) THAT the direction provided to staff in Closed Session related to a proposed acquisition of land by the municipality as per Section 239 (2) (c) of the Municipal Act, 2001 be approved.

### **Carried**

4. Joint Human Resources/Fire Services Information Report 2015-13 dated September 30, 2015 regarding Labour Relations.

The Director of Human Resources provided a verbal update regarding Joint Human Resources/Fire Services Information Report 2015-13 dated September 30, 2015. Discussion ensued regarding a 24 hour shift model.

Moved by Councillor Thompson

Seconded by Councillor Mrakas

- a) THAT Joint Human Resource/Fire Services Information Report 2015-13 dated September 30, 2015 regarding Labour Relations be received.

### **Carried**

5. Central York Fire Services Report 2015-08 dated October 7, 2015 regarding Fire Station 4-5 Considerations.

Moved by Councillor Thompson  
Seconded by Councillor Twinney

a) THAT Central York Fire Services Report 2015-08 dated October 7, 2015, Fire Station 4-5 Considerations be deferred to a future meeting.

**Carried**

### **New Business**

None.

### **Adjournment**

Moved by Councillor Twinney  
Seconded by Councillor Hempen

THAT the meeting adjourn.

**Carried**

There being no further business, the meeting adjourned at 3:08 p.m.

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Date

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Councillor Abel, Chair

Item 3 of the Central York Fire Services - Joint Council Committee Minutes of October 13, 2015 with respect to Corporate Services Report - Financial Services 2015-46 dated September 22, 2015 regarding Central York Fire Services Reserve Fund.

The CYFS-JCC recommends to Council:

a) THAT Corporate Services Report - Financial Services 2015-46 dated September 22, 2015 regarding Central York Fire Services Reserve Fund be received and the following recommendations be adopted:

i) THAT JCC set a target level for the CYFS Reserve Fund as proposed in this report;

ii) AND THAT any 2015 CYFS operating surplus be allocated back to each municipality based on their budgeted allocation percentage;

iii) AND THAT JCC recommend that the Councils of each municipality waive the requirements specified in Schedule D of the Fire/Emergency Services Agreement between the Town of Aurora and the Town of Newmarket dated November 1, 2001, in this one instance.

November 5, 2015

**CORPORATE SERVICES REPORT-  
JOINT LEGISLATIVE SERVICES & LEGAL SERVICES #2015-19**

TO: Mayor Van Bynen and Members of Council

SUBJECT: Lobbyist Registry for the Northern Six Waste Collection Contract (2017-2027)

ORIGIN: Legislative Services & Legal Services

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**RECOMMENDATIONS**

**THAT Corporate Services Commission Report – Joint Legislative Services & Legal Services Report 2015-19 dated November 5, 2015 regarding “Lobbyist Registry for the Northern Six Waste Collection Contract (2017-2027)” be received and the following recommendations be adopted:**

- 1. THAT Council adopt the lobbyist registry framework outlined in this report for the Northern Six Waste Collection Contract (2017-2027);**
- 2. AND THAT lobbying of Council through means of a public deputation or to any communication through a public meeting to Council be prohibited prior to and during the black out period;**
- 3. AND THAT the Clerk provide the municipalities of Aurora, East Gwillimbury, Georgina, King and Whitchurch-Stouffville a copy of Council’s extract and staff report.**

**COMMENTS**

This report recommends a lobbyist registry framework for use by Newmarket Members of Council and Town employees prior to the release of the Request for Proposals (RFP) for the Northern Six Waste Collection Contract (2017-2027).

Details of the Northern Six Waste Collection Contract (2017-2027) are outlined in Development and Infrastructure Services – Public Works Services Report 2015-58 which is included in the November 9, 2015 Committee of the Whole agenda or from Chris Kalimootoo, Director of Public Works by contact him by email at ckalimootoo@newmarket.ca or by telephone at 905-953-5300, ext. 2551.



## Background

The Town's Procurement By-law prohibits lobbying of elected officials and Town employees by proponents after the release of the RFP through to the award of the contract (referred to as the "black out period"). The following are excerpts from Town of Newmarket RFPs and will be included in the Northern Six Waste Collection Contract 2017-2027.

### Blackout Period

The blackout period begins when the bid call document is issued and ends when the contract is signed by the owner and the selected proponent. During the blackout period, proponents must conduct all communication about the procurement only with the procurement representative stated in (the) bid document.

Any communication initiated by a proponent to elected officials or staff of the owner other than to the procurement staff during the "blackout period" may be grounds for disqualifying the offending proponent from consideration for contract award.

During the competitive period (blackout period), proponents may submit an emailed written question to the procurement representative. The procurement representative may issue a written addendum to provide clarification or modification to the bid call document. The addendum will be published on the bid opportunities website.

### Lobbying Prohibited

If any director, officer, employee, agent or representative of a proponent, including any other parties that may be involved in a joint venture, consortium or similar business relationship with the proponent, makes, from the time the bid documents are released until a contract is executed, any representation or solicitation to any elected representative or employee or agent of the owner including project consultants, or to the media, with respect to the proponent's bid, the owner will be entitled to reject the bid.

While the RFP addresses lobbying of Members of Council and Town employees during the blackout period, it does not provide a mechanism for disclosure of lobbying activities by Members of Council and Town employees prior to the issuance of the RFP. Given the size of the contract, a lobbyist registry is recommended the Northern Six Waste Collection Contract (2017-2027) for Newmarket Council as a transparency best practice.

As recommended, lobbying would be prohibited through any communication or deputation to Council at any public meeting.

## Municipal Act, 2001 Framework

The *Municipal Act, 2001* provides a lobbyist registrar regime which typically applies to lobbying activities generally and an accountability officer (lobbyist registrar) dedicated to registration functions, education and enforcement.

Given the short timeframe before the issuance of the RFP for the Northern Six Waste Collection Contract (2017-2027) in the spring of 2016 and existing priorities and resources, it would be impractical for Council to establish a broad lobbyist by-law and the potential appointment of a lobbyist registrar envisioned in the *Municipal Act, 2001*. It should be noted that the Town does not have authority to investigate, recommend or impose penalties for non-compliance.

Council can approve a lobbying registry framework specifically for the Northern Six Waste Collection Contract (2017-2027) and could be either voluntary or mandatory in nature. Development and Infrastructure Services – Public Works Services Report 2015-58 referenced a voluntary lobbyist registry. Staff have since reviewed options available and can confirm a mandatory lobbyist registry is an option available to Council and is being recommended by staff.

Outlined below are recommended definitions and an administrative procedure for the disclosure of lobbying activities in advance of the issuance of the RFP for the Northern Six Waste Collection Contract (2017-2027).

### Lobbyists

For the purposes of the registry, lobbyists include any director, officer, employee, agent or representative of a firm or agent of a firm (whether or not they receive payment) who have an interest in submitting a proposal for the Northern Six Waste Collection Contract (2017-2027). Among other examples, lobbyists include any director, officer, employee, agent or representative of a firm or agent of:

- A firm currently providing services identified in the RFP;
- Firms partnering to submit a proposal; and,
- Firms yet to form who wish to submit a proposal.

Lobbyists do not include representatives or agents of firms with a general economic or other interest in the Northern Six Waste Collection Contract (2017-2027) and have no interest in submitting a proposal. This mirrors the type of firms who would not be subject to the “black out” period required by the RFP.

### Lobbying

Lobbying includes any communication between representatives or agents of lobbyists and a Member of Newmarket Council or Town employees (excludes purposes of obtaining general procurement/process information), whether this occurs in person, by telephone, by e-mail, or other means electronic or otherwise where the subject of the communication is directly or indirectly related to the Northern Six Waste Collection Contract (2017-2027).

### Administration of lobbyist registry

In terms of the administration of the lobbyist registry, Members of Council and Town employees (to be determined by the CAO) will be provided with a form which identifies the name of the Member of Council or Town employee, name and address of the lobbyist, date and time of the communication and how the communication occurred (i.e., by telephone, by e-mail, or other means electronic or otherwise) and a field where the Member of Council or Town employee can include a summary of the communication. An information sheet outlining the purpose, use and



disclosure of information collected will be produced for Members of Council to provide to lobbyists. Given that lobbying occurs between firms (i.e., businesses) and Members of Council, there are no considerations relative to the collection, use and disclosure of personal information.

The Purchasing Department will also provide firms with information about the lobbyist registry (and will be required to acknowledge the receipt of the information) when the RFP is obtained.

Members of Council and Town employees will submit their completed lobbying forms on routine basis (i.e., bi-weekly) to Legislative Services and will be posted on the Town's website and made available at the Legislative Services Department. The lobbyist registry will be updated on a weekly basis.

Lobbying forms and information sheets will be made available by November 18, following Council approval on November 16, 2015. Posting of the voluntary lobbyist registry will commence the week of November 23, 2015.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

The initiative relates to the Well-equipped and managed link of the Town's Community Vision-implementing policy and processes that reflect sound and accountable governance.

### **BUDGET IMPACT (CURRENT AND FUTURE)**

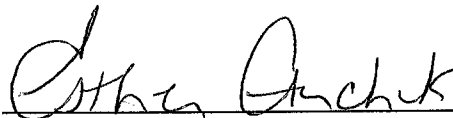
There are no budget impacts associated with this Information Report.

### **CONTACT**

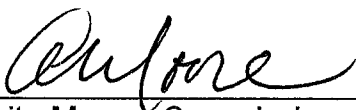
For more information on this report, please contact Andrew Brouwer, Director of Legislative Services/Town Clerk at [abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca) or at 905-953-5300, ext. 2211 or Esther Armchuk, Director of Legal Services/Municipal Solicitor at [earmchuk@newmarket.ca](mailto:earmchuk@newmarket.ca) or at 905-



Andrew Brouwer, Director of Legislative Services/Town Clerk



Esther Armchuk, Director of Legal Services/  
Municipal Solicitor



Anita Moore, Commissioner of Corporate Services