Town of Newmarket
Agenda
Council - Electronic

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

1. Public Notice

This meeting will be streamed live at newmarket.ca/meetings.

Public Input

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

1. Email your correspondence to clerks@newmarket.ca by end of day on Sunday, November 21, 2021. Written correspondence received by this date will form part of the public record; or,
2. You are strongly encouraged to pre-register if you would like to make a deputation at the meeting. For more information regarding the options available, email your request and contact information to clerks@newmarket.ca.

2. Additions & Corrections to the Agenda

Note: Additional items are marked by an asterisk*.

3. Conflict of Interest Declarations

4. Public Hearing Matter(s)

Note: There are no public hearing matters scheduled for November 22, 2021.

5. Presentations & Recognitions

6. Deputations

7. Minutes

7.1. Council - Electronic Meeting Minutes of November 1, 2021

1. That the Council - Electronic Meeting Minutes of November 1, 2021 be approved.

7.2. Special Council - Electronic Meeting Minutes of November 8, 2021

1. That the Special Council - Electronic Meeting Minutes of November 8, 2021 be approved.

8. Reports by Regional Representatives

9. Consent Items and Recommendations from Committees

9.1. Special Committee of the Whole - Electronic Meeting Minutes of November 8, 2021

1. That the Special Committee of the Whole - Electronic Meeting Minutes of November 8, 2021 be received and the recommendations noted within be adopted.

9.1.1. Presentation - 2022 Preliminary Draft Tax-Supported Operating Budget

Note: This item was dealt with under sub-item 9.1.2. See sub-item 9.1.2 for motion.

9.1.2. 2022 Preliminary Draft Tax-Supported Operating Budget

1. That the presentation provided by the Manager of Finance & Accounting/Deputy Treasurer regarding the 2022 Preliminary Draft Tax-Supported Operating Budget be received; and,
2. That the report entitled 2021 Preliminary Draft Tax-supported Operating Budget dated November 8, 2021 be received; and,
3. That subject to any additional direction from Committee, that the proposed budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 6, 2021, and,
4. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

9.2. Correspondence regarding Jordanray Boulevard Parking Review - Pat Foran

Note: This correspondence is related to item 9.3.12.

1. That the correspondence provided by Pat Foran regarding Jordanray Boulevard Parking Review be received.

*9.3. 2021 Lymantria Dispar Dispar (LDD) Management Report

1. That the memorandum regarding the 2021 LDD (Lymantria Dispar Dispar) Operations Report be received; and,
2. That the report entitled 2021 LDD (Lymantria Dispar Dispar) Operations Report dated November 15, 2021 be received; and,
3. That the following mitigating measures to address the forecasted 2022 LDD infestation be approved, which include:
   a. Removal of egg masses from trees.
   b. Ground spraying of selected recently planted trees.
   c. Injection of large oak trees.
   d. Distribution of Burlap packages.
   e. Implementation of the public education program; and,
4. That staff be authorized to hire one seasonal parks worker for data collection and contract execution support; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4. Committee of the Whole - Electronic Meeting Minutes of November 15, 2021

9.4.1. Presentation - Digital Transformation Study - Final Report

Note: This item was dealt with under sub-item 9.3.8. See sub-item 9.3.8 for motion.

9.4.2. Presentation - 2021 Lymantria Dispar Dispar (LDD) Management Report

1. That the presentation provided by the Supervisor of Forestry regarding the 2021 Lymantria Dispar Dispar (LDD) Management Report be received.

9.4.3. Deputation - Black History Month

1. That the deputation provided by Jerisha Grant-Hall regarding Black History Month be received and referred to staff.

9.4.4. Deputation - Recommendation Report – Shining Hill Official Plan Amendment

1. That the deputation provided by Dave Kempton and Walter Bauer, Drawdown Newmarket-Aurora regarding Recommendation Report

– Shining Hill Official Plan Amendment be received.

9.4.5. Deputation - Recommendation Report – Shining Hill Official Plan Amendment

1. That the deputation provided by Don Given, Malone Given Parsons, regarding the Recommendation Report – Shining Hill Official Plan Amendment be received.

9.4.6. Deputation - Recommendation Report – Shining Hill Official Plan Amendment

1. That the deputation provided by Dave Ross regarding the Recommendation Report – Shining Hill Official Plan Amendment be received.

9.4.7. Deputation - Mulock Drive Multi-Use Path Feasibility Study Final Report

1. That the deputation provided by Paul Jolie regarding the Mulock Drive Multi-Use Path Feasibility Study Final Report be received.

9.4.8. Digital Transformation Study - Final Report

1. That the presentation provided by Jaimin Chin and Connor Sharp, StrategyCorp regarding the Digital Transformation Study - Final Report be received; and,
2. That the report entitled Digital Transformation Study dated November 15, 2021 be received; and,
3. That the Digital Transformation Study – Final report to Council included as Attachment 1 be received; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.9. Recommendation Report – Shining Hill Official Plan Amendment

1. That the report entitled Recommendation Report – Shining Hill OPA dated November 15, 2021 be deferred to a Committee of the Whole meeting in January 2022; and,
2. That sub-item 9.3.10.1, 9.3.10.2, and 9.3.10.3 being correspondence provided by Andrew and Pina Knoop, Anthony Schneider, and Wendy Kenyon be deferred to a Committee of the Whole meeting in January 2022; and,
3. That the Mayor and CAO be delegated authority to enter into discussions and negotiations with the proponent.

9.4.9.1. Correspondence - Andrew and Pina Knoop

9.4.9.2. Correspondence - Anthony Schneider

9.4.9.3. Correspondence - Wendy Kenyon

9.4.10. Recommendation Report - Upper Canada Mall Master Plan Official Plan Amendment

1. That the report entitled Recommendation Report Upper Canada Mall Master Plan Official Plan Amendment dated November 15, 2021 be received; and,
2. That the Official Plan Amendment No. 30 for the Upper Canada Mall Master Plan, substantially in accordance with the version attached, be adopted; and,
3. That staff be directed to forward the adopted Official Plan Amendment No. 30 to the Regional Municipality of York for approval; and,
4. That Oz Kemal of MHBC Planning Ltd., 442 Brant Street, Suite 204, Burlington, Ontario, L7R 2G4, be notified of this action; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.11. Jordanray Boulevard Parking Review

1. That the report entitled Jordanray Boulevard Parking Review dated September 13, 2021 be received; and,
2. That parking amendments noted in Appendix B be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.12. Mulock Drive Multi-Use Path Feasibility Study Final Report

1. That the report entitled Mulock Drive Multi-Use Path Feasibility Study Final Report dated November 15, 2021 be received; and,
2. That the Mulock Drive MUP Feasibility Study Final Report prepared by WSP Canada, dated September 2021, be received; and,
3. That Council approve moving to Phase 2 – Detailed Design; and,
4. That funding in the amount of $370,000.00 be allocated to create the Detailed Design; and,

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

9.4.13. 2022 User Fees and Charges – Financial Services

1. That the memorandum regarding 2022 User Fees and Charges – Financial Services dated November 15, 2021 be received; and,
2. That the report entitled 2022 User Fees and Charges – Financial Services dated November 15, 2021 be received; and,
3. That the attached Schedule “B” marked as the Town of Newmarket 2022 Corporate Services – Financial Services be approved and adopted by by-law; and,
4. That the fee adjustments come into full force and effect as of January 1, 2022; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.14. Q3 Financial Update for 2021

1. That the report entitled Q3 Financial Update for 2021 dated November 15, 2021 be received; and,
2. That Council approve reduction of 2021 capital programs totaling $7,999,020 based on revised project delivery timelines as outlined in this report, of which $5,759,000 will be reallocated to the 2022 capital program, $15,000 is already included in 2022 program and $2,225,020 will be released as projects were completed under budget; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.15. Off Street Parking Program

1. That the report entitled Off Street Parking Program dated November 15, 2021 be received; and,
2. That Council adopt the proposed off street parking permit program; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.16. INFO-2021-33: Sidewalk Snow Clearing and Sod Damage

1. That the Information Report entitled Sidewalk Snow Clearing and Sod Damage, dated October 25, 2021 be received.

9.4.17. Central York Fire Services – Joint Council Committee Meeting Minutes of September 7, 2021 and October 18, 2021

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of September 7, 2021 and October 18, 2021 be received.

9.4.18. Newmarket Public Library Meeting Minutes of September 15, 2021

1. That the Newmarket Public Library Meeting Minutes of September 15, 2021 be received.

9.4.19. Elman W. Campbell Museum Board Meeting Minutes of September 30, 2021

1. That the Elman W. Campbell Museum Board Meeting Minutes of September 30, 2021 be received.

9.4.20. Appointment Committee Meeting Minutes of September 30, 2021

1. That the Appointment Committee Meeting Minutes of September 30, 2021 be received.

9.4.21. Newmarket Anti-Black Racism Task Force Meeting Minutes of October 5, 2021

1. That the Newmarket Anti-Black Racism Task Force Meeting Minutes of October 5, 2021 be received.

9.4.22. Main Street District Business Improvement Area Board of Management Meeting Minutes of October 5, 2021

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of October 5, 2021 be received.

10. By-laws

2021-54 A By-law to A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (All Departments Reproduction Costs) and Corporate Services – Finance/Procurement and Information Technology Departments.
2021-55 A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Legal Services Fees).
2021-56 A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Legislative Services General Fees).

2021-57 A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Recreation & Culture Fees).
2021-58 A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Legislative Services – Licensing Fees).
2021-59 A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Corporate Services – Financial Services, Property Tax/Assessment, Procurement Services, Information Technology)
2021-60 A By-law to adopt Amendment Number 30 to the Town of Newmarket Official Plan, Amending Official Plan Amendment Number 10, the Urban Centres Secondary Plan (Upper Canada Mall, 17600 Yonge Street).
2021-61 A By-law to amend by-law 2019-63, as amended, being a by-law to regulate parking within the Town of Newmarket (Schedule IV – No Parking) (Jordanray Boulevard).

1. That By-laws 2021-54, 2021-55, 2021-56, 2021-57, 2021-58, 2021-59, 2021-60, and 2021-61 be enacted.

11. Notices of Motions

12. Motions Where Notice has Already been Provided

13. New Business

14. Closed Session

14.1. Municipal Capital Facilities Agreement and Community Benefits - Shining Hill

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

14.2. Appointment to the Newmarket Economic Development Advisory Committee (NEDAC) - Newmarket Chamber of Commerce Representative

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

14.3. Special Council - Electronic Meeting (Closed Session) Minutes of November 8, 2021

14.4. Committee of the Whole - Electronic Meeting (Closed Session) Minutes of November 15, 2021

14.4.1. Proposed Disposition of Land - Property in Ward 5

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

14.4.2. Ontario Land Tribunal Matter - Property in Ward 3

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

14.4.3. Item 1.2 of the draft Appointment Committee Meeting (Closed Session) Minutes of November 3, 2021 - Vaccination Policy Update – Local Boards or Adjudicative Boards

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

14.4.4. Appointment Committee Meeting (Closed Session) Minutes of September 30, 2021

15. Confirmatory By-law

2021-62 A By-law to Confirm the Proceedings of the November 22, 2021 Council - Electronic meeting.

1. That By-law 2021-62 be enacted.

16. Adjournment

Town of Newmarket

Minutes

Council - Electronic

Date:	Monday, November 1, 2021
Time:	1:00 PM
Location:	Streamed live from the Municipal Offices 395 Mulock Drive Newmarket, ON L3Y 4X7
Members Present:	Mayor Taylor Deputy Mayor & Regional Councillor Vegh Councillor Simon Councillor Woodhouse Councillor Twinney Councillor Morrison Councillor Kwapis Councillor Broome Councillor Bisanz
Staff Present:	I. McDougall, Chief Administrative Officer E. Armchuk, Commissioner of Corporate Services P. Noehammer, Commissioner of Development & Infrastructure Services L. Lyons, Director of Legislative Services/Town Clerk C. Service, Director of Recreation & Culture A. Walkom, Legislative Coordinator J. Grossi, Legislative Coordinator

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

1. Public Notice

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

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

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Public Hearing Matter

None.

5. Presentations & Recognitions

None.

6. Deputations

None.

7. Minutes

7.1 Council - Electronic Meeting Minutes of October 12, 2021

Moved by: Councillor Twinney

Seconded by: Councillor Kwapis

1. That the Council - Electronic Meeting Minutes of October 12, 2021 be approved.

Carried

8. Reports by Regional Representatives

Deputy Mayor & Regional Councillor Vegh advised that Regional Council had received an update on the financial impacts of the COVID-19 pandemic and provided Council with an overview of the impact to the budget.

Mayor Taylor provided an update on the upcoming expansion of COVID-19 vaccinations to 5-11 year old children. He also provided an update on the Municipal Comprehensive Review which is ongoing and the urban intensification targets for the Region.

9. Consent Items and Recommendations from Committees

9.1 Special Committee of the Whole - Electronic Meeting Minutes of October 18, 2021

Moved by: Councillor Morrison

Seconded by: Councillor Woodhouse

1. That the Special Committee of the Whole - Electronic Meeting Minutes of October 18, 2021 be received and the recommendations noted within be adopted.

Carried

9.1.1 Presentation - 2022 Preliminary Draft Capital and Rate-Supported Budgets

Note: This item was dealt with under sub-item 9.1.2. Please see sub-item 9.1.2 for motion.

9.1.2 2022 Preliminary Draft Capital and Rate-Supported Operating Budgets

1. That the presentation provided by the Manager of Accounting and Finance regarding the 2022 Preliminary Draft Capital and Rate-Supported Budgets be received; and,
2. That the report entitled 2022 Preliminary Draft Capital and Rate-Supported Operating Budgets dated October 18, 2021 be received; and,

3. That subject to any additional direction from Committee, that the proposed Capital Budget be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 6, 2021; and,
4. That the proposed list of Capital Projects be included in the Capital Program for 2022, subject to changes that may be made by Council during the year; and,
5. That subject to any additional direction from Committee, that the proposed Rate-Supported Operating Budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 6, 2021; and,
6. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

9.2 Council Workshop - Electronic Meeting Minutes of October 19, 2021

Moved by: Councillor Broome

Seconded by: Councillor Simon

1. That the Council Workshop - Electronic Meeting Minutes of October 19, 2021 be received.

Carried

9.3 Committee of the Whole - Electronic Meeting Minutes of October 25, 2021

Moved by: Councillor Morrison

Seconded by: Councillor Bisanz

1. That the Committee of the Whole - Electronic Meeting Minutes of October 25, 2021 be received and the recommendations noted within be adopted.

Carried

9.3.1 Presentation - Future Affordable Housing at 62 Bayview Parkway, Newmarket

1. That the presentation provided by Graham Hendren and Josh Scholten, York Region Community and Health Services regarding the Future Affordable Housing at 62 Bayview Parkway, Newmarket be received.

9.3.2 Presentation - Digital Transformation Study - Draft Strategy

Note: This item was dealt with under sub-item 9.3.7. Please see sub-item 9.3.7 for motion.

9.3.3 Deputation - Solar Covered Parking Lot

1. That the deputation provided by Gloria Marsh, Executive Director, York Region Environmental Alliance regarding Solar Covered Parking Lot.

9.3.4 Deputation - Request to Designate under Part IV, Section 29 of the Ontario Heritage Act, 1990 – 415 Davis Drive

1. That the deputation provided by Matthew Howard, ICON Homes regarding the Request to Designate under Part IV, Section 29 of the Ontario Heritage Act, 1990 – 415 Davis Drive be received.

9.3.5 Deputation - Request to Designate under Part IV, Section 29 of the Ontario Heritage Act, 1990 – 415 Davis Drive

1. That the deputation provided by Steve Whitfield regarding the Request to Designate under Part IV, Section 29 of the Ontario Heritage Act, 1990 – 415 Davis Drive be received.

9.3.6 Deputation - Recommendation Report - 201 Davis Drive OPA and ZBA

Note: This item was dealt with under sub-item 9.3.10. Please see sub-item 9.3.10 for motion.

9.3.7 Digital Transformation Study Draft Report

1. That the presentation provided by Jaimin Chin and Connor Sharp, StrategyCorp regarding the Digital Transformation Study - Draft Strategy be received; and,

2. That the report entitled Digital Transformation Study Draft Report dated October 25, 2021 be received; and,

3. That the Digital Transformation Study Draft Report to Council included as Attachment 1 be received; and,

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

9.3.8 Request to Designate under Part IV, Section 29 of the Ontario Heritage Act, 1990 – 415 Davis Drive

1. That the Staff Report entitled 'Request to Designate under Part IV, Section 29 of the Ontario Heritage Act, 1990 – 415 Davis Drive' dated October 25, 2021 be received; and,

2. That the subject property, 415 Davis Drive (the 'Charles Denne House'), be designated under Part IV, Section 29 of the Ontario Heritage Act, 1990; and,

3. That staff be authorized to prepare, publish and serve Council's "Notice of Intention to Designate" in accordance with the provisions of the Ontario Heritage Act, 1990; and,

4. That if no objection to Council's "Notice of Intention to Designate" is received in accordance with the provisions of the Ontario Heritage Act, 1990, staff be authorized to bring a designation by-law before Council for adoption; and,

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

9.3.9 Zoning By-law Amendment - Personal Wellness Establishments

1. That the report entitled Zoning By-law Amendment – Personal Wellness Establishments dated October 25, 2021 be received; and,

2. That Council approve the zoning by-law amendment to permit personal wellness establishments as described in this report and in Attachment 1; and,

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

9.3.9.1 Correspondence - Katie Gilligan, Timeless Harmony Salon and Spa

1. That the correspondence provided by Katie Gilligan, Timeless Harmony Salon and Spa regarding the Zoning By-law Amendment - Personal Wellness Establishments be received.

9.3.10 Recommendation Report - 201 Davis Drive OPA and ZBA

1. That the deputation provided by Nick Pileggi, Macaulay Shiomi Howson Ltd. regarding the Recommendation Report for 201 Davis Drive OPA and ZBA be received; and,
2. That the correspondence provided by Dennis Ramsarran and Stephanie Grylls regarding the Recommendation Report - 201 Davis Drive OPA and ZBA be received; and,
3. That the correspondence provided by Howard Friedman, HBR Planning Centre regarding the Recommendation Report - 201 Davis Drive OPA and ZBA be received; and,
4. That the report entitled Recommendation Report - 201 Davis Drive OPA and ZBA dated October 25, 2021 be received; and,
5. That the applications for a Official Plan and Zoning By-law Amendments, as submitted by Mosiak Davis Inc. for 201 Davis Drive, be approved, and that staff be directed to present the Official Plan and Zoning By-law Amendments, including the necessary Holding provisions, to Council for approval; and,
6. That Nick Pileggi of Macaulay Shiomi Howson Ltd be notified of this action; and,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.3.10.1 Correspondence - Dennis Ramsarran and Stephanie Grylls

9.3.10.2 Correspondence - Howard Friedman, HBR Planning Centre

9.3.11 Third Quarterly Update to the Outstanding Matters List for 2021

1. That the report entitled Third Quarterly Update to the Outstanding Matters List for 2021 dated October 25, 2021 be received; and,

2. That Council adopt the Outstanding Matters List (Attachment A); and,

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

9.3.12 Regional Council Decision - 2021 Servicing Capacity Assignment Status Update

1. That staff be directed to provide a semi-annual report on allocation in constrained areas to the Region to inform future capacity assignment reports; and,

2. That staff be directed to notify the Region when site plan applications are approved to accurately inform future capacity assignment reports.

9.3.13 Elman W. Campbell Museum Board Meeting Minutes of November 19, 2020

1. That the Elman W. Campbell Museum Board Meeting Minutes of November 19, 2020 be received.

9.3.14 Appointment Committee Meeting Minutes of February 16, 2021

1. That the Appointment Committee Meeting Minutes of February 16, 2021 be received.

9.3.15 Main Street District Business Improvement Area Board of Management Meeting Minutes of September 1, 2021

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

9.3.16 Newmarket Anti-Black Racism Task Force Meeting Minutes of September 7, 2021

1. That the Newmarket Anti-Black Racism Task Force Meeting Minutes of September 7, 2021 be received.

9.3.17 New Business - Extension of Restaurant Patio Program

1. That Council direct staff to continue the 2021 town-wide patio program until October 31, 2022, with respect to restaurant and retail expanded openings, in collaboration with the Downtown

Business Improvement Areas, Newmarket Chamber of Commerce, and local restaurant operators and retailers; and,

2. That the extension of the patio program complies with established overall interior/exterior occupancy requirements and licensing regulations; and,
3. That Council direct staff to continue to waive patio licensing fees for 2022; and,
4. That for the 2022 patio season, Council delegates its authority to staff to continue to amend the current Outdoor Serving Patio Program with respect to hours of operation, encroachment on Townlands, and any other relevant provisions to facilitate outdoor patios on a temporary basis; and,
5. That the costs associated with the temporary structures that enable the downtown pedestrian zones in 2022 which are directly on Town property continue to be funded by the Town; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

10. By-laws

Moved by: Councillor Kwapis

Seconded by: Councillor Broome

1. That By-laws 2021-49, 2021-50, and 2021-51 be enacted.

Carried

11. Notices of Motions

None.

12. Motions Where Notice has Already been Provided

None.

13. New Business

13.1 Special Events

Members of Council congratulated staff and volunteers on the success of recent special events including Haunted Halloween Trail and downtown Zombie Walk. Members inquired regarding the 2021 Santa Claus Parade. The Director of Recreation & Culture advised that the parade would take place as a walkthrough event on November 20, 2021 from 6:00 PM to 9:00 PM.

14. Closed Session

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

14.1 Council - Electronic Meeting (Closed Session) Minutes of October 12, 2021

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Bisanz

1. That the Council - Electronic Meeting (Closed Session) Minutes of October 12, 2021 be approved.

Carried

14.2 Committee of the Whole - Electronic Meeting (Closed Session) Minutes of October 25, 2021

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Bisanz

1. That the Committee of the Whole - Electronic Meeting (Closed Session) Minutes of October 25, 2021 be approved.

Carried

14.2.1 Property Lease - 449 Eagle Street

Moved by: Councillor Kwapis

Seconded by: Councillor Morrison

1. That Closed Session Report CL-2021-13 dated October 25, 2021 be received; and,
2. That the recommendations in Closed Session Report CL-2021-13 dated October 25, 2021 be adopted.

Carried

14.2.2 Appointment Committee Meeting (Closed Session) Minutes of February 16, 2021

Moved by: Councillor Twinney

Seconded by: Councillor Woodhouse

1. That the Appointment Committee Meeting (Closed Session) Minutes of February 16, 2021 be received.

Carried

15. Confirmatory By-law

Moved by: Councillor Bisanz

Seconded by: Councillor Morrison

1. That By-law 2021-52 be enacted.

Carried

16. Adjournment

Moved by: Councillor Twinney

Seconded by: Councillor Simon

1. That the meeting be adjourned at 1:26 PM.

Carried

_____

John Taylor, Mayor

_____

Lisa Lyons, Town Clerk

Town of Newmarket

Minutes

Special Council Meeting - Electronic

Date:	Monday, November 8, 2021
Time:	Immediately following the Special Committee of the Whole – Electronic
Location:	Streamed live from the Municipal Offices 395 Mulock Drive Newmarket, ON L3Y 4X7
Members Present:	Mayor Taylor Deputy Mayor & Regional Councillor Vegh Councillor Simon Councillor Woodhouse Councillor Twinney Councillor Morrison Councillor Kwapis Councillor Broome Councillor Bisanz
Staff Present:	I. McDougall, Chief Administrative Officer P. Noehammer, Commissioner of Development & Infrastructure Services L. Lyons, Director of Legislative Services/Town Clerk A. Walkom, Legislative Coordinator J. Grossi, Legislative Coordinator

The meeting was called to order at 2:48 PM.
Mayor Taylor in the Chair.

1. Notice

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

2. Additions & Corrections to the Agenda

The Clerk advised that the staff report regarding Item 5.1: Property Matter in Ward 5 had been distributed on November 8, 2021.

Moved by: Councillor Kwapis

Seconded by: Councillor Broome

1. That the addition to the agenda be approved.

Carried

3. Conflict of Interest Declarations

None.

4. Items

None.

5. Closed Session

Moved by: Councillor Simon

Seconded by: Councillor Twinney

1. That Council resolve into Closed Session to discuss the following matter:
    a. Property Matter in Ward 5 - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239(2)(i) of the Municipal Act, 2001.

Carried

Council resolved into Closed Session at 2:49 PM.
Council (Closed Session) Minutes are recorded under separate cover.
Council resumed into Open Session at 4:06 PM.

5.1 Property Matter in Ward 5

Moved by: Councillor Kwapis

Seconded by: Councillor Simon

1. That Closed Session Report CL-2021-15 dated November 8, 2021 be received; and,
2. That the confidential direction to staff be approved.

Carried

6. Confirmatory By-law

Moved by: Councillor Woodhouse

Seconded by: Councillor Broome

1. That by-law 2021-53 be enacted.

Carried

7. Adjournment

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Kwapis

1. That the meeting be adjourned at 4:06 PM.

Carried

_____

John Taylor, Mayor

_____

Lisa Lyons, Town Clerk

Town of Newmarket

Minutes

Special Committee of the Whole - Electronic

Date:	Monday, November 8, 2021
Time:	1:00 PM
Location:	Streamed live from the Municipal Offices 395 Mulock Drive Newmarket, ON L3Y 4X7
Members Present:	Mayor Taylor Deputy Mayor & Regional Councillor Vegh Councillor Simon Councillor Woodhouse Councillor Twinney Councillor Morrison Councillor Kwapis Councillor Broome Councillor Bisanz
Staff Present:	I. McDougall, Chief Administrative Officer E. Armchuk, Commissioner of Corporate Services P. Noehammer, Commissioner of Development & Infrastructure Services L. Lyons, Director of Legislative Services/Town Clerk M. Agnoletto, Director of Public Works Services M. Mayes, Director of Financial Services/Town Treasurer A. Walkom, Legislative Coordinator J. Grossi, Legislative Coordinator

For consideration by Council on November 22, 2021.
The meeting was called to order at 1:00 PM.
Mayor Taylor in the Chair.

1. Notice

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

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations

4.1 2022 Preliminary Draft Tax-Supported Operating Budget

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

The Director of Financial Services/Treasurer provided an introduction to the 2022 Preliminary Draft Tax-Supported Operating Budget. The Manager of Finance and Accounting/Deputy Treasurer provided a presentation that outlined the guiding principles, incremental changes regarding the base budget, growth and asset replacement fund (ARF), and the efforts to balance the budget. The presentation continued with a review of the components of the tax-supported operating budget including base budget growth and inflation, contingency and staffing requests. She concluded with an overview of the impact by property type, and followed up regarding items from the draft capital budget where additional information was requested by Council.

Members of Council queried staff regarding various deferred decision packages from the draft capital budget, the dog park closure, and staffing requests.

5. Deputations

None.

6. Items

6.1 2022 Preliminary Draft Tax-Supported Operating Budget

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

Moved by: Councillor Woodhouse

Seconded by: Councillor Simon

1. **That the presentation provided by the Manager of Finance & Accounting/Deputy Treasurer regarding the 2022 Preliminary Draft Tax-Supported Operating Budget be received; and,**
2. That the report entitled 2021 Preliminary Draft Tax-supported Operating Budget dated November 8, 2021 be received; and,
3. That subject to any additional direction from Committee, that the proposed budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 6, 2021, and,
4. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Carried

7. Closed Session

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

8. Adjournment

Moved by: Councillor Morrison

Seconded by: Councillor Kwapis

1. That the meeting be adjourned at 2:46 PM.

Carried

_____

John Taylor, Mayor

_____

Lisa Lyons, Town Clerk

Newmarket

2022 Preliminary Draft Tax-Supported Operating Budget

Prepared by: Andrea Tang

Financial Services

Date: November 8, 2021

Agenda

1. Tax-Supported Operating Budget
   A. Overview and Definitions
   B. Guiding Principles
   C. Incremental Changes
   D. Balancing the Budget
   E. Components
   F. Summary
   G. Conclusion
2. Impact by Property Type
3. Follow-Up Items
4. Next Steps

1. Tax-Supported Operating Budget
A. Overview and Definitions

- supports day-to-day operations
- includes Central York Fire Services (CYFS), Newmarket Public Library (Library) and Downtown Business Improvement Area (BIA)
- property tax revenues is the major funding source at 76%

1. Tax-Supported Operating Budget
A. Overview and Definitions

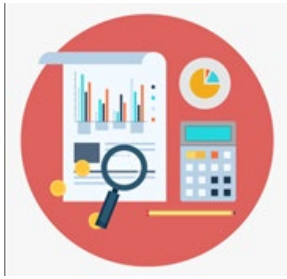
Newmarket

- Base budget - net cost to maintain the Town's service levels for a stable population
- Contingency - contribution to the Contingency Reserve by setting money aside to fund unforeseen events. COVID costs in excess of provincial grants are offset by this reserve.
- Asset Replacement Fund (ARF) – contribution to the ARF reserve fund for current and future asset replacements
- Growth – growing population results in additional property tax revenues which are used to fund growth related expenditures intended to maintain service levels

1. Tax-Supported Operating Budget
B. Guiding Principles

Newmarket

- Align to Council Priority: long term financial sustainability
- Incorporate recommendations from the Fiscal Strategy, where applicable
- Align to Asset Management process
- Continue the practice of using growth assessment revenues for growth related expenditures only
- Maintain service levels



1. Tax-Supported Operating Budget
C. Incremental Changes

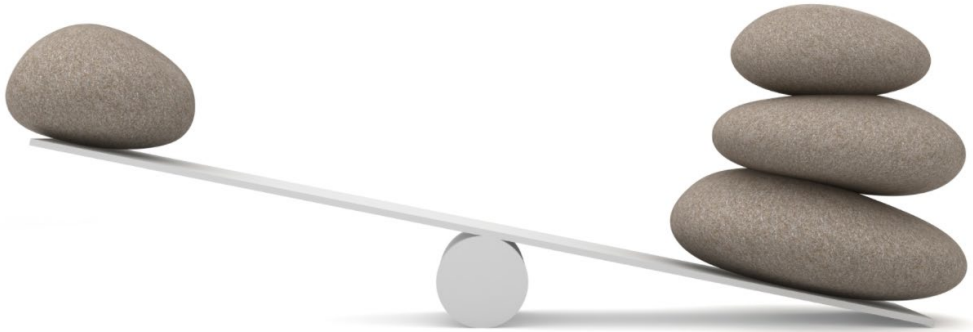
	Base	Growth	ARF	Total
Town	$ 299,330	$ 376,600	$ 647,000	$ 1,322,930
CYFS	309,000	23,000	20,000	352,000
Library	52,000	17,400	0	69,400
BIA (net)	0	0	0	0
Mulock Park	0	250,000	0	250,000
Total	**$ 660,330**	**$ 667,000**	**$ 667,000**	**$ 1,994,330**

1. Tax-Supported Operating Budget
D. Balancing the Budget

- **1% tax rate increase = $667,000 property tax revenues**

Revenues
$90.9 million

Expenditures
$92.2 million



Shortfall of
$1.33 million

=

1.99%
tax rate
increase

1. Tax-Supported Operating Budget
E. Components

Components	Tax Rate Increase
Base	0.99%
Contingency	0.00%
ARF	1.00%
Total	**1.99%**

1. Tax-Supported Operating Budget
E. Components
Base Budget - Growth

- 1% assessment growth = $667,000

Tax-Supported Operating Allocations	$
Incremental Growth (Roads & Bridges)	269,130
Winter Maintenance Contract	50,000
Arkinstall Splash Pad - Prior Year Capital	45,000
Mulock Park (endorsed by Council)	250,000
CYFS - Newmarket's Portion	23,000
Library	17,400
Provision for Operating impact from capital	12,470
Assessment Growth	**667,000**

Growth revenues = Growth expenditures

1. Tax-Supported Operating Budget
E. Components
Base Budget - Inflation

- Consumer Price Index Toronto September 3.79%
- 2020 Inflation 0.21%
- 2-year average 2%, aligns with historic inflationary increases

1. Tax-Supported Operating Budget
E. Components
Contingency

Newmarket

- Alignment to Fiscal Strategy – contingency reserve
- Council approved as part of the 2021 Budget
- Base budget includes $500,000
- Sufficient and no requirement to increase in 2022

1. Tax-Supported Operating Budget
E. Components
ARF

- Aligns to Fiscal Strategy – increase contribution to ARF
- Aligns to Asset Management Plan
- Leads to a Future Ready Newmarket
- 1% tax levy: increase contribution to ARF by $667,000 to total base budget of $5,531,276 in 2022 (2021 at $4,864,276)

1. Tax-Supported Operating Budget
E. Components
ARF Contributions – All Sources

ARF Contribution	$
Tax-supported	5,531,276
Water	4,037,366
Wastewater	4,023,288
Stormwater	993,435
Total	**14,585,365**

1. Tax-Supported Operating Budget
E. Components
Staffing Requests

- Six tax-supported staffing requests

DP#	Decision Package Name	FTE	Operating Cost	Revenue / Recovery / Offset	Tax - Base Net Impact
1	Utility Plans Coordinator (Contract to FTE)	1	**$87,724**	103,040	-15,316
10	Senior Asset Management Specialist	1	**$130,056**	130,056	0
13	Municipal Offices - Convert Janitorial Contract to Staff	1	**$82,493**	82,493	0
29	Animal Services Officer	1	**$127,317**	161,995	-34,678
30	Enhanced Cyber Security	1	**$168,961**	0	168,961
35	Accounts Administrator for Cost-Recovery Program (Conversion PT to FT)	1	**$66,750**	66,750	0
Total Operating - Recommended		**6.0**	**$663,300**	**$544,334**	**$118,966**

1. Tax-Supported Operating Budget
F. Summary

- Total $92.2 million

	Town	CYFS	Library	Total
	In $ millions			
Expense	$ 62.2	$ 16.2	$ 4.2	$ 82.6
Reserve Transfers	8.0	1.4	0.3	9.7
	$ 70.2	**$ 17.6**	**$ 4.4**	**$ 92.2**
Non-Tax Revenues	- 21.6	- 0.4	- 0.2	- 22.2
Tax Levy	**$ 48.6**	**$ 17.2**	**$ 4.2**	**$ 70.0**

1. Tax-Supported Operating Budget
G. Conclusion

Newmarket

2. Impact by Property Type

	2022 Increase	Detached	Semi-Detached	Townhouse	Condo Apartment
Property Tax	1.99%	$44.09 CVA* $702,400	$30.09 CVA* $479,400	$31.38 CVA* $499,900	$21.97 CVA* $350,000
Water & Wastewater	3.8%	$53.47 Usage 234m^3	$48.08 Usage 200m^3	$46.93 Usage 193m^3	$38.51 Usage 141m^3
Stormwater	10.00%	$5.91	$2.92	$2.23	$0.40
Total		$103.47	$81.09	$80.54	$60.88

* CVA – Current Value Assessment

3. Follow-Up Items

Newmarket

- The following capital decision packages were discussed at the Special CoW (Committee of the Whole) on October 18 and are currently below the line due to capacity:

DP Sheet #	Project Name	Total Requested	ARF	DC's	Other Funding	Future Operating Impact	2023 Capital Commitment	Future Capital Commitment
24	**Goose Management Study**	**25,000**	-	-	25,000	50,000	-	-
43	**Trails & Multi-Use Paths**	**1,820,000**	-	1,820,000	-	-	4,500,000	-
44	**Building updates for bird safety (Library)**	**141,790**	141,790	-	-	-	-	-

- Goose Management has an operating budget impact of $50,000

4. Next Steps

Activity	Date	Meeting
2022 Budget Facebook Live	Nov. 16	Special Event
Online Survey	Closes Nov. 19	
Draft Budgets	Dec. 6	CoW
Approval	Dec. 13	Council

CoW – Committee of the Whole

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

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

2022 Preliminary Draft Tax-Supported Operating Budget Staff Report to Council

Report Number: 2021-75

Department(s): Financial Services

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

Meeting Date: November 8, 2021

Recommendations

1. That the report entitled 2021 Preliminary Draft Tax-supported Operating Budget dated November 8, 2021 be received; and,
2. That subject to any additional direction from Committee, that the proposed budgets be incorporated into the Draft Budgets to be presented to Committee of the Whole on December 6, 2021, and,
3. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Executive Summary

Staff originally suggested a tax rate increase of 2.99% outlined in the report entitled "2022 Budget Target and Process" tabled at the May 3, 2021 Committee of the Whole (CoW) meeting (Report 2021-32). The following is an excerpt from the adopted motion:

"That endorsement be given to staff to proceed with preparation of the 2022 budgets employing the structure and targets as outlined in this report with a target tax rate increase of 1.99%".

Since the May CoW meeting, staff worked diligently and successfully identified items for consideration, with no changes to existing service levels, to achieve the 1.99% tax rate increase target.

With a 1.99% tax rate increase, an average residential property will see an increase of $44.09 on their tax bill which represents the local portion only (excludes increases from the Region and Province for school board).

Recommendations from the Fiscal Strategy have been considered and incorporated where applicable.

Purpose

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

Background

A report on 2022 Budget Target and Process was tabled on May 3, 2021 outlining the guiding principles and target for the tax-supported operating budget. At the meeting, Council directed staff to proceed with preparation of 2022 budget with a target tax rate increase of 1.99%.

Report entitled "Preliminary 2022 Draft Budgets" was tabled at the October 4, 2021 Committee of the Whole (Report 2021-65), a starting point for community consultation and Council consideration. The report outlined savings through efficiencies and reductions to achieve the target tax rate increase of 1.99%.

Central York Fire Services (CYFS) Joint Council Committee (JCC) was held on October 18, 2021 where CYFS budgets were endorsed.

Newmarket Library Board reviewed and recommended the operating decision packages at their board meeting held on June 16, 2021.

Discussion

The 2022 tax-supported operating budget supports the day-to-day operations to continue maintaining the Town's high level of services while also providing and moving forward on a future ready Newmarket. The tax-supported operating budget includes budgetary requirements for Central York Fire Services (CYFS), Newmarket Public Library (Library) and Downtown Business Improvement Area (BIA).

Guiding principles when developing the tax-supported operating budget include:

- Align to Council Priority to maintain and achieve long term financial sustainability
- Incorporate and implement recommendations from the Fiscal Strategy, where applicable
- Align to Asset Management process by allocating assessment growth dollars for the operations and maintenance of growth core assets and infrastructure

- Continue the practice of using growth assessment revenues for growth related expenditures only
- Maintain service levels

For the 2022 tax-supported operating budget, every 1% tax rate increase will generate an additional $667,000 in property tax revenues.

Breakdown of the 1.99% tax rate increase includes:

Component	Tax Rate Increase
Base	0.99%
Contingency	0.00%
Asset Replacement Fund (ARF)	1.00%
Total	**1.99%**

Incremental changes to the tax-supported operating budget are outlined below which corresponds to the requirement of a 1.99% tax rate increase:

	Base	Growth	ARF	Total
Town	$ 299,330	$ 376,600	$ 647,000	$ 1,322,930
CYFS	309,000	23,000	20,000	352,000
Library	52,000	17,400	0	69,400
BIA (net)	0	0	0	0
Mulock Park	0	250,000	0	250,000
Total	**$ 660,330**	**$ 667,000**	**$ 667,000**	**$ 1,994,330**

A. Base

The Base Budget is defined to be the net cost to maintain the Town's service levels for a stable population. Increases in the base budget include consideration for annual inflation. Based on the September Consumer Price Index (Toronto), inflation year-over-year increase is 3.79%. Although current inflation is at a level higher than past years, it is worth noting that 2020 inflation was 0.21%. The high inflation in 2021 counteracts the 2020 low inflation, normalizing to an average of 2.00% which aligns to the historic inflationary increases.

B. Contingency

Contingency refers to contribution to the Contingency Reserve that was approved by Council as part of the 2021 budget. The purpose of the reserve is to set money aside to address unforeseen events. The current base budget includes $500,000 which means that there will be a transfer of the budgeted amount to the reserve every fiscal year. Council approval is required to draw funds from the reserve. The base budget of $500,000 deems to be adequate at this time; therefore there is no 2022 tax rate increase to further increase the contribution.

C. Asset Replacement Fund (ARF)

The 1.00% tax rate increase aligns to recommendation from the Fiscal Strategy which suggested to increase contributions to ARF to build the reserve to more appropriate level in order to fund current and future asset replacements.

D. Growth

The tax-supported operating budget also considers the financial impact from a growing population. Growth results in additional property tax revenues from new properties being added to the assessment roll. Assessment growth of 1.00% in 2022 appears to be reasonable, generating additional property tax revenues of $667,000.

Growth expenses are the incremental expenses necessary to maintain service levels for a growing population. The Town continues to utilize the sustainable practice of applying growth revenues to support growth expenditures only. The Town has been successful in limiting growth expenses to the available growth revenues and 2022 Budget is no exception; therefore there is no requirement for a tax levy on growth.

Below outlines the allocation of tax-supported growth revenues:

Allocations (growth operating expenses)	**$**
Incremental Growth (Roads & Bridges)	269,130
Winter Maintenance Contract	50,000
Arkinstall Splash Pad - Prior Year Capital	45,000
Mulock Park (endorsed by Council)	250,000
CYFS - Newmarket's Portion	23,000
Library	17,400
Provision for Operating impact from capital	12,470
Assessment Growth	**$667,000**

Details on the growth allocations for incremental growth, winter maintenance contract and Arkinstall Splash Pad are outlined on their respective Operating Decision Packages (#31, 19 and 16).

E. Staffing Requests

There are six tax-supported and two rate-supported staffing requests. Details on the rate-supported staffing requests are outlined in the report entitled "2022 Preliminary Draft Capital and Rate-Supported Operating Budgets" tabled at the October 18, 2021 Special CoW (Report 2021-69).

Tax-supported staffing requests include:

1. Utility Plans Coordinator (Contract to FTE) – fully funded
2. Senior Asset Management Specialist – fully funded
3. Municipal Offices - Convert Janitorial Contract to Staff – fully funded
4. Animal Services Officer – fully funded
5. Enhanced Cyber Security
6. Accounts Administrator for Cost-Recovery Program (Conversion PT to FT) – fully funded

Details of the above staffing requests are outlined on their respective Operating Decision Packages (#1, 10, 13, 29, 30 and 35).

Summary

The 2022 tax-supported operating is $92.2 million.

	Base	Growth	ARF	Total
Town	$ 299,330	$ 376,600	$ 647,000	$ 1,322,930
CYFS	309,000	23,000	20,000	352,000
Library	52,000	17,400	0	69,400
BIA (net)	0	0	0	0
Mulock Park	0	250,000	0	250,000
Total	**$ 660,330**	**$ 667,000**	**$ 667,000**	**$ 1,994,330**

The tax levy funds 76% of these budgets. Non-tax, or ancillary revenues fund the remainder, of which user fees and charges are 24% of the budget.

Reserve transfers are net of transfers to and from reserves and reserve funds. The largest component of these transfers is contributions to the Asset Replacement Fund (ARF) - $5.5 million. This includes the suggested 1.00% tax levy for an additional contribution of $667,000 to ARF in 2022.

Conclusion

Upcoming dates:

- November 16 – 2022 Budget Facebook Live event
- December 6 – CoW - Presentation of the Draft Budgets and remaining Fees & Charges for approval
- December 13 – this is the target date for approval of the 2022 budget and remaining Fees & Charges

Council may choose to extend this time for further deliberations.

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

Business Plan and Strategic Plan Linkages

The 2022 budget achieves long term sustainability by continuing the practice of utilizing assessment growth revenues to fund growth related expenditures only. The tax-supported operating budget does not include one-time funds to balance the budget.

The 2022 budget takes into consideration the recommendation from the Fiscal Strategy by continuing to increase contributions to ARF. The 1.00% tax levy towards ARF will guide the Town to prepare and move forward to a future ready Newmarket.

Consultation

All members of OLT and SLT and their staff participated in the preparation of the preliminary draft budgets.

The Corporate Communications department was consulted in the development and implementation of community engagement throughout the budget process.

JCC endorsed the CYFS 2022 Draft Preliminary Budget at the Special JCC meeting on October 18, 2021.

The Library Board endorsed the Library 2022 Draft Preliminary Budget at their June 16, 2021 Board meeting.

The Town is seeking residents' input through an online survey by ranking services that are the most important to them. The survey closes on November 19, 2021.

Human Resource Considerations

The 2022 Preliminary Draft Budget includes eight staffing requests (six tax-supported and two rate-supported).

Budget Impact

The Town's preliminary draft budget proposes a 1.99% tax rate increase for the average household assessed at approximately $702,400. This equals an additional $44.09 per year for the average household.

Attachments

Appendix A – 2022 Operating Budget Decision Package Summary

Appendix B – 2022 Operating Decision Packages - Recommended

Appendix C – 2022 Operating Decision Packages - Deferred

Approval

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

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

Andrea Tang, CPA, CA
Manager, Finance & Accounting / Deputy Treasurer, atang@newmarket.ca (ext. 2104)

2022 Operating Decision Packages

DP#	Status	Decision Package Name	Category	FTE	Operating Cost	Revenue / Recovery / Offset	Tax - Growth Net Impact	Tax - Base Net Impact	Rate - Net Impact
1	Recommend	Utility Plans Coordinator (Contract to FTE)	Replacements, Rehabilitation and/or Maintenance	1	**$ 87,724**	103,040	-	- 15,316	-
10	Recommend	Senior Asset Management Specialist	Enhance / Growth	1	**$ 130,056**	130,056	-	-	-
13	Recommend	Municipal Offices - Convert Janitorial Contract to Staff	Replacements, Rehabilitation and/or Maintenance	1	**$ 82,493**	82,493	-	-	-
16	Recommend	Arkinstall Park Splash Pad Operation	Enhance / Growth	0	**$ 45,000**	-	45,000	-	-
19	Recommend	Sidewalks Winter Maintenance	Enhance / Growth	0	**$ 50,000**	-	50,000	-	-
20	Recommend	Water Wastewater Lead Hand	Enhance / Growth	1	**$ 99,643**	-	-	-	99,643
21	Recommend	Water Wastewater Operator	Enhance / Growth	1	**$ 85,572**	-	-	-	85,572
22	Recommend	Bridge Asset Management Plan Implementation - All Bridge & Structural Culverts	Replacements, Rehabilitation and/or Maintenance	0	**$ 150,000**	150,000	-	-	-
23	Recommend	Stormwater CCTV Program Implementation	Replacements, Rehabilitation and/or Maintenance	0	**$ 50,000**	-	-	-	50,000
26	Recommend	Town Marquee Signs (Magna)	Replacements, Rehabilitation and/or Maintenance	0	**$ 25,000**	-	-	25,000	-
29	Recommend	Animal Services Officer	Improved Efficiency	1	**$ 127,317**	161,995	-	- 34,678	-
30	Recommend	Enhanced Cyber Security	Mandatory/Legal/Critical	1	**$ 168,961**	-	-	168,961	-
31	Recommend	Roads & Bridges Historical Impact of Development Assumptions	Enhance / Growth	0	**$ 269,130**	-	269,130	-	-
35	Recommend	Accounts Administrator for Cost-Recovery Program (Conversion PT to FT)	Improved Efficiency	1	**$ 66,750**	66,750	-	-	-
Total Operating - Recommended				**8.0**	**$ 1,437,646**	**$ 694,334**	**$ 364,130**	**$ 143,966**	**$ 235,215**

2022 Operating Decision Packages

DP#	Status	Decision Package Name	Category	FTE	Operating Cost	Revenue / Recovery / Offset	Tax - Growth Net Impact	Tax - Base Net Impact	Rate - Net Impact
3	Deferred	Digital Communications Assistant	Enhance / Growth	1	$ 76,935	-	-	76,935	-
4	Deferred	Financial Revenue Analyst	Enhance / Growth	1	$ 107,400	-	-	107,400	-
5	Deferred	IT Service Desk Analyst (Conversion PT to FT)	Enhance / Growth	1	$ 94,917	58,968	-	35,949	-
6	Deferred	Risk Analyst (Conversion to Full time position)	Enhance / Growth	1	$ 116,214	57,449	-	58,765	-
8	Deferred	Records Management Specialist	Enhance / Growth	1	$ 88,041	-	-	88,041	-
9	Deferred	Records Analyst position (Conversion Contract to FT)	Enhance / Growth	1	$ 81,186	25,000	-	56,186	-
11	Deferred	Connecting with our Community (Licenses)	Enhance / Growth	0	$ 18,500	1,500	-	17,000	-
12	Deferred	Monday Operating Hours	Enhance / Growth	0.5	$ 72,518	1,200	-	71,318	-
14	Deferred	Facility Operations and Maintenance Administration	Enhance / Growth	1	$ 91,735	73,165	-	18,571	-
15	Deferred	Facilities Consulting Service Requirement	Replacements, Rehabilitation and/or Maintenance	0	$ 40,000	-	-	40,000	-
17	Deferred	Facilities Operator - (Conversion of Contract to FT)	Replacements, Rehabilitation and/or Maintenance	1	$ 73,860	30,000	-	43,860	-
18	Deferred	HVAC Inspections and Preventative Maintenance Services	Replacements, Rehabilitation and/or Maintenance	0	$ 60,000	-	-	60,000	-
25	Deferred	Tax Portal	Enhance / Growth	0	$ 30,000	-	-	30,000	-
27	Deferred	Fleet Asset Management Software	Improved Efficiency	0	$ 10,000	-	-	10,000	-
28	Deferred	Goose Management Study	Community Planning	0	$ 50,000	-	-	50,000	-
32	Deferred	Water Historical Impact of Development Assumptions	Replacements, Rehabilitation and/or Maintenance	0	$ 176,915	-	-	-	176,915
33	Deferred	Wastewater Historical Impact of Development Assumptions	Replacements, Rehabilitation and/or Maintenance	0	$ 148,612	-	-	-	148,612
34	Deferred	Stormwater Historical Impact of Development Assumptions	Replacements, Rehabilitation and/or Maintenance	0	$ 103,795	-	-	-	103,795
Total Operating - Deferred				**8.5**	**$ 1,440,628**	**$ 247,282**	**$ -**	**$ 764,025**	**$ 429,322**

2022 Operating Decision Packages

DP#	Status	Decision Package Name	Category	FTE	Operating Cost	Revenue / Recovery / Offset	Tax - Growth Net Impact	Tax - Base Net Impact	Rate Net Impact
1	Recommend	Utility Plans Coordinator (Contract to FTE)	Replacements, Rehabilitation and/or Maintenance	1	**$ 87,724**	103,040	-	- 15,316	-
10	Recommend	Senior Asset Management Specialist	Enhance / Growth	1	**$ 130,056**	130,056	-	-	-
13	Recommend	Municipal Offices - Convert Janitorial Contract to Staff	Replacements, Rehabilitation and/or Maintenance	1	**$ 82,493**	82,493	-	-	-
16	Recommend	Arkinstall Park Splash Pad Operation	Enhance / Growth	0	**$ 45,000**	-	45,000	-	-
19	Recommend	Sidewalks Winter Maintenance	Enhance / Growth	0	**$ 50,000**	-	50,000	-	-
20	Recommend	Water Wastewater Lead Hand	Enhance / Growth	1	**$ 99,643**	-	-	-	99,643
21	Recommend	Water Wastewater Operator	Enhance / Growth	1	**$ 85,572**	-	-	-	85,572
22	Recommend	Bridge Asset Management Plan Implementation - All Bridge & Structural Culverts	Replacements, Rehabilitation and/or Maintenance	0	**$ 150,000**	150,000	-	-	-
23	Recommend	Stormwater CCTV Program Implementation	Replacements, Rehabilitation and/or Maintenance	0	**$ 50,000**	-	-	-	50,000
26	Recommend	Town Marquee Signs (Magna)	Replacements, Rehabilitation and/or Maintenance	0	**$ 25,000**	-	-	25,000	-
29	Recommend	Animal Services Officer	Improved Efficiency	1	**$ 127,317**	161,995	-	- 34,678	-
30	Recommend	Enhanced Cyber Security	Mandatory/Legal/Critical	1	**$ 168,961**	-	-	168,961	-
31	Recommend	Roads & Bridges Historical Impact of Development Assumptions	Enhance / Growth	0	**$ 269,130**	-	269,130	-	-
35	Recommend	Accounts Administrator for Cost-Recovery Program (Conversion PT to FT)	Improved Efficiency	1	**$ 66,750**	66,750	-	-	-
Total Operating - Recommended				**8.0**	**$ 1,437,646**	**$ 694,334**	**$ 364,130**	**$ 143,966**	**$ 235,215**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Utility Plans Coordinator (Contract to FTE)**				
Net Costs	**-$ 15,316**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Roads**
Legislative Requirement (select one):		**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

Currently, the Utility Plans Coordinator position is contract. Due to the nature of contracts, the last few individuals who held the position chose to jump-ship in favour of full-time employment. As a result, service levels with utility providers (ENVI, Bell, ROGERS, etc.) were unachievable for a period of time, production rates diminished and turn-around-times for reviews and approvals were extended, leaving customers feeling frustrated and dissatisfied.

This budget item is needed to convert Utility Plans Coordinator contract position into Full Time Employment (FTE), in order to develop and maintain the Corporation's capability of providing quality and reliable service within this service sector.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Departmental Plan with Added Opportunity

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

As part of the Council Priority titled, Economic Leadership and Job Creation, Council identified that Staff shall support the success of the municipally owned broadband (ENVI). Given that ENVI's engineering designs and permit creation are processed and approved by the Utility Plans Coordinator, this position is an integral participant and a major contributor to the success of ENVI's project initiatives. It is essential that resource retention in this position is established and maintained in order to successfully contribute to the consortium of utility providers, including ENVI.

With respect to Newmarket's Strategic Plan, Well-Equipped & Managed focuses partly on providing service excellence. Building a team of qualified professionals and devising a plan to ensure resource retention while discouraging high turn-over and knowledge loss, is essential to providing service excellence. Part of our success plan for service excellence includes securing personnel resources who remain committed, motivated and focused on producing sustained results.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

Levels of Service are defined in the Municipal Access Agreements and the Franchise Agreements executed with the various utility providers. It is the Town's desire to offer and maintain the prescribed levels of service to our community, since our residential and business communities rely on essential services (i.e.: internet, gas, hydro, etc.) for our homes and businesses to function. To avoid gaps in service levels and potentially jeopardizing our legal obligations with respect to meeting the requirements prescribed in the executed Agreements, consistent resource support is needed to ensure efficiencies are maintained. It is anticipated that this goal would be achieved by converting the current Utility Plans Coordinator contract position to FTE.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

With the combination of aging infrastructure and advancements in technology, utility providers (especially telecommunication companies) are seeking to upgrade their networks and/or install brand-new infrastructure where none currently exists, in order to offer their customers superior products and services. This translates to an anticipated increase in Municipal Consent and Road Occupancy Permit submissions. Reliable, competent and consistent resource support is needed in order to ensure Newmarket's ability to maintain service levels with enhanced competency and consistency.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Third Party Losses/ Damages

Timelines for Potential Risk Impacts Within 1 year

If the Utility Plans Coordinator position is not converted to FTE, then it is highly likely that turn-over will continue to remain high. Individuals hired and trained into the position will leave the position in favour of securing FTE that offers both security and benefits. This results in great strain on other personnel resources who, in addition to trying to stay abreast of their own job demands, are now required to cover-off gaps during the Corporation's pursuit to refill and train someone else into the position, which can take several months. Additionally, it should be noted that since the position is contract and doesn't offer security beyond the term of the contract, the pool of potential candidates is typically limited to less skilled individuals. As a result, learning curves tend to be higher. Conversely, if the position were to be converted to full-time, a higher caliber of skilled candidates would apply and less training would be needed. Other negative impacts with turn-over include, loss of knowledge, reduced production time, personnel burn-out, and dissatisfied customers due to financial loss as a result of project delays. This is extremely counter-productive and largely out-of-step with our Corporation's Mission. The Utility Plans Coordinator position should be converted to FTE if we are to remain motivated in Making Newmarket Even Better at providing service excellence.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
32231.4021	**FTE 1**	64,628					
	PTE						
	CONTRACT						
	BENEFITS - FTE	18,096	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**87,724**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
32231.7517 & 32231.7448	Additional MC & ROP Revenue	62,000					
32231.4031		38,000					
32231.4109		3,040					
Total Cost Recoveries		**103,040**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**- 15,316**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	Yes	**Consulted With**	Human Resources				

Prepared By:	**Reviewed By:**	**Commissioner:**
Michelle O' Brien	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Senior Asset Management Specialist**				
Net Costs	**$ -**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Corporate Asset Management Office**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

The 2016 Asset Management Strategy provided resourcing requirements for the creation of the Corporate Asset Management Office (CAMO). Over the past 2 years the Office has been successful in retaining the services of qualified individuals who have been instrumental in developing the organizations AM maturity. As the organization moves into the next phase of the AM Strategy implementation CAMO will require additional skill sets to develop and support asset specific programs in the areas of measurement and monitoring of asset performance, collection and analysis of various asset class data, in addition to working with staff across the organization to produce capital models that will have a direct impact on service levels to the public as well and Level of Services reporting requirements as discussed with Council in the spring of 2021.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Council Priority

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

This position will work to improve the decision-making process for capital spending by developing lifecycle models, incorporating the models into the asset strategy, and linking the planned spending with service levels as required by O.Reg 588/17. As part of their work plan they will improve data and information through development of standards, and integrating technology systems to support the asset management system (program). By working directly with staff to improve maintenance practices and implementation of software for capital planning, computerized maintenance management and/or work order systems CAMO will secure by-in for the AM program.
As identified in the 2016 AM Strategy this role will develop asset specific programs to measure and monitor asset performance, collect, manage and analyze asset data. By providing for this position CAMO will continue to ensure Town assets are being managed in a consistent fashion, allowing for greater stability in financial and capital planning, more informed decision making for OLT, SLT and Council regarding investment in new or existing assets, and enhanced interdepartmental collaboration on projects that involve asset management.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

During 2021 as CAMO worked with the organizations Managers to prepared the second version of the Town's AMP's to meet Provincial regulation. While working thru this process it became evident that a Senior role is required to help various areas of the organization improve their AM practices operating at the level of a consultant. Staff are determined to support the AM program as directed by Council however due to limited staffing resources to support AM practices at the operational levels dedicated support for asset classes is required. This Senior position will support the Manager in identifying specific actions and resulting impacts to the service areas to ensure CAMO resources are maximized.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

Not Applicable

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Financial Impact

Timelines for Potential Risk Impacts Within 3 years

As indicated above the 2016 Asset Management Strategy recommended resourcing requirements for the continued development of the Towns AM system. Currently CAMO has 2 specialist positions and adding a 3rd position at the same level would not allow for progression within the organization. CAMO has already lost one individual within 16 months of hiring and there is the risk of losing these talented individuals if the organization does not provide for career advancement.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Furniture, Equipment & Training	12,000					
Account #	New Hire Requests In $						
63110.4021 (Level 9-5)	**FTE 1**	92,231					
	PTE						
	CONTRACT						
63110.4109	**BENEFITS - FTE**	25,825	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**130,056**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Reduce Consulting line	130,056					
Total Cost Recoveries		**130,056**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**-**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	Yes	**Consulted With**	Human Resources				

Prepared By:	**Reviewed By:**	**Commissioner:**
Lisa Ellis, Manager Corporate Asset Management	**Mike Mayes, Director, Financial Services**	

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Municipal Offices - Convert Janitorial Contract to Staff**				
Net Costs	**$ 0**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Building**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

When the pandemic began in 2020 we looked to save budget and reduce the numbers of people in the building. One way we did this was by stopping our cleaning contract with SQM Janitorial and using repurposed Facilities staff to assist with cleaning and extra COVID-19 protocols. As the pandemic continued it started to become clear the benefits of having our own team handle the cleaning. The cleaning was more consistent and at a much higher service level than we have experienced with contract cleaners. On January 04, 2021, we started a 12 month Property Maintenance Worker contract position to test out the effectiveness of taking over these roles internally and it has been a complete success to date. We regularly receive compliments now on the cleaning in the building as opposed to complaints about the cleaners. The cost of this new full time position will be completely covered within our existing operating budget by utilizing the janitorial contract and casual/seasonal wage accounts.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Having this responsibility moved from a janitorial contract to an internal departmental responsibility will allow us to ensure the level of service is always at an acceptable level. The cleaners have always been an issue even with different companies since the employees switch regularly and a standard level of service cannot be obtained. This will also give us the opportunity to address other building needs. This position will work evenings and stagger the day shift for a few hours. We will no longer have the need for a casual/part-time security officer since this position will be here in the evenings during meetings. This will also address some employee concerns for safety in the building when working afterhours. It will reduce the amount of overtime for false alarms with our intrusion system in the evening hours by employees and previously the cleaning company. Also before COVID-19 began we were in discussions with Recreation and Culture about the possibility of renting out our meeting spaces in the Municipal Offices afterhours. One of the issues was that our security guard was not responsible for room setting up or tearing down or cleaning in between meetings. This proposed position will take these responsibilities if the town would like to rent out meeting spaces afterhours. In addition, our current daytime Property Maintenance Worker may retire anytime. Having this position will enable reliable service delivery and a smooth transfer of knowledge.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

1. Better levels of service for cleaning 2. Increased levels of service for evening security, walk employees to vehicle if nervous, always have another staff member in the building if nervous 3. Less overtime due to false alarms during the evening typically caused by employees or cleaning contractors, we will have an employee on-site to respond and manage 4. Ability to perform intrusive maintenance tasks in the evening when staff have gone home for the day, loud work or work that is over an employees desk 5. Succession planning. As our current Property maintenance Worker is getting close to retiring and having this position allows for a smooth transfer of knowledge and minimal impact on the levels of service the employees and visitors to the Municipal Offices are used to experiencing 6. The CPTED (Crime Prevention Through Environmental Design) review performed by York Regional Police highlighted the need for more security hours to deter crime. This position extends the hours our facility is manned by building personnel and satisfies the suggestion made by York Regional Police in 2018. Having maintenance staff on site during the evening hours (3pm-11pm) will help deter vandalism, loitering and theft.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

1. If we do decide to allow outside organizations to utilize our meeting rooms afterhours this will increase our services that we can provide to businesses in our community that don't have professional areas to host meetings. 2. The Municipal Offices is our flagship building. This position will improve the service level in the building and provides our community with a better facility to do business in.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Our biggest risk currently is that the position right now is being filled with one of our Union Facility workers on a 12-month contract. This staff has been with the Town since being placed at 395 Mulock early on in the pandemic. There has been significant knowledge transfer between the incumbent and our current Property Maintenance Worker who is getting close to retirement. The union only allows for a 6 month leave of absence, so the incumbent had to request in writing to get special permission from the Union to sign the original 12-month contract this year. If we don't convert this position to FTE this year then the incumbent will need to request another 12 months contract which the Union may not approve. If the Union does not approve the contract extension, then we run the risk of losing all the knowledge transfer that has already occurred as the incumbent would be forced to go back to his original position in facilities at the end of this contract in January 2022. This position allows for succession planning not only for this upcoming retirement but also for any vacancy in the future as this would move us from 1 FTE in this role to 2 FTE's and allow for constant knowledge transfer and joint learning.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Account #	New Hire Requests In $						
17761.4021	**FTE 1**	64,448					
	PTE						
	CONTRACT						
	BENEFITS - FTE	18,045	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**82,493**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
17761.4403	Janitorial Contract	61,640					
17761.4031	Casual/Seasonal Wage	10,000					
17761.4455	Misc. Property	5,000					
17761.4299	Capital Acquisitions	5,853					
Total Cost Recoveries		**82,493**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**0**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	N/A	**Consulted With**	Human Resources				

Prepared By:	**Reviewed By:**	**Commissioner:**
Josh Delong	**Jason Unger**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Arkinstall Park Splash Pad Operation (NEW)**		
Net Costs	**$ 45,000**	**Resources Requirements**	**Decision Package #**
Commission/Area:	**Development and Infrastructure Services Commission**	**Division/ Departments:**	**Public Works- Facilities**
Legislative Requirement (select one):		**Quote Legislation:**	

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

This request is for the operating costs of the newly constructed Dr. Margaret Arkinstall Park Splash Pad. The funds requested are to provide equality of service between all Town properties and is in line with budget available for similar properties. Total annual operating costs is estimated to be $40,900. Detailed breakdown of the cost elements is listed in the Section 2 - Financials.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Construction of the Splash Pad will be completed in 2021 and budget is required for this department to operate and maintain the splash pad. Properly maintaining the facilities is part of this department's duties, which also ensures efficient management and long term financial sustainability of the Town's assets.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

Budget is required for this new property which this department will be responsible for operating and maintaining, to ensure an equality of service with other similar Town owned properties. This will ensure that the overall facilities and systems on the site are kept functional to avoid any service disruptions and that a standard of cleanliness is maintained at all times.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Without funding to operate the new splash pad, partial or full closure of the facility is possible. Restricted access to the site will directly impact the portion of the community visiting splash pads, as this one of only three locations within the Town, not considering that closures are likely to negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Corporate Image

Timelines for Potential Risk Impacts Within 1 year

Failure to allocate funds for this new property will result in service disruptions at a localized level or full closure. Budget is necessary to ensure consistent, efficient and safe operation of the splash pad, and failure to do so will present major health and safety risks to the staff and users of the facility. Failure to regularly maintain the property will likely result in additional expenditures to restore degrading assets and may negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
57562.4273/4274/4277	Repairs & Maintenance	4,500					
57562.4311/4331	Hydro and Water	25,500					
57562.5105/5109	Labour and Equipment Charges	15,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**45,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**45,000**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**
Harry Vanwensem	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Sidewalks Winter Maintenance - Growth**				
Net Costs	**$ 50,000**	**Resources Requirements**	**No New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Parks**
Legislative Requirement (select one):	**Yes**	**Quote Legislation:**	Ontario Minimum Maintenance Standards Reg 239/02		

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

This request is for contract services related to winter maintenance on sidewalks in various assumed subdivisions. In 2020/2021 winter season, there was over 7.5 kilometres added alone from either assumptions or newly built sidewalks in Town. In 2019/20 winter season, there was over 6.5 KMs added. With more sidewalks to be assumed this year and in future years, the routes needed for winter maintenance are increasing, this will be over the max allowance in a working day for plowing. Contractor route is needed to support this.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

As noted in the Council strategic priorities safe transportation related to safe streets and sidewalks for pedestrian use, need to keep clear and safe for winter use

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

Contractor winter maintenance route needed to keep up with additional areas related to growth of assumed subdivisions.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

This request is to ensure new assumed areas in Town are winter maintained with the same service level of the rest of the Town according to Ontario MMS and Newmarket NMS-19.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Health and Safety

Timelines for Potential Risk Impacts Within 1 year

Failure to maintain the new assumed/built sidewalks may cause Health and safety issues to pedestrians such as slipping, falling, etc. This may also result in third party losses from litigation related to slips and falls, and damage to corporate image.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
52822.453	Contracted Services	50,000	50,000	50,000	50,000	50,000	50,000
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		-	-	-	-	-	-
Total Net Cost		**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**
Jeff Bond	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Water Wastewater Lead Hand**				
Net Costs	**$ 99,643**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Water/Wastewater**
Legislative Requirement (select one):	**Yes**	**Quote Legislation:**	Safe Drinking Water Act, 2002		

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

This request is to recruit One (1) Water & Wastewater (W &WW) Lead Hand to maintain the Towns infrastructure, including the water distribution, wastewater collection and Stormwater linear infrastructure and all associated appurtenances. The estimated total replacement costs of the W & WW assets is $427 million. The systems are currently maintained by a workforce of 11 W & WW Licensed Operators and 2 Lead Hands. Due to growth in infrastructure the Water & Wastewater business unit is required to operate and maintain, an additional Lead Hand is needed to oversee the continued maintenance and to ensure the inspection of these critical systems is supported, and regulatory compliance is maintained.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The W & WW unit is responsible for operating and maintaining all of the Towns water, wastewater and Stormwater infrastructure. This infrastructure includes, 318 kms of watermain, 2,358 municipally owner fire hydrants, 26,407 metered water services, 7 Sewage Pumping Stations, and related infrastructure. The water, wastewater and Stormwater systems in Newmarket are deemed to be the highest valve asset to replace in the Town's Asset Inventory. Additionally the Town is responsible for adhering to strict Water Quality Legislation requiring a water quality sampling program, watermain flushing and water quality monitoring to be carried out on an ongoing basis. Currently the Town W&WW unit is operating with two Lead Hands responsible for a number of daily activities and staff. The addition of one (1) Lead Hand will allow for better span of control, oversight, planning and scheduling of proactive work programs and provide coverage, ensuring regulatory compliance.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

The addition of a Lead Hand will provide the ability to plan and schedule proactive maintenance programs, forecast maintenance and repair works, provide oversight to growing staff complement ensuring all work is carried out according to policy, regulation and in a safe and health method, meeting all Health & Safety requirements.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

Failure to adequately operate and maintain water and wastewater systems can have serious impacts on health, regulatory requirements, customer service and public and private property.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Failure to maintain the Towns Water and Wastewater infrastructure may have regulatory and public health impacts. The Statutory Standard of Care is Section 19 of the Safe Drinking Water Act (SDWA) of 2002 which expressly extends legal responsibility to people with decision-making authority over municipal drinking water systems. It requires that they exercise the level of care, diligence and skill with regard to a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation. It is also expected that they exercise this due diligence honestly, competently and with integrity.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
	FTE 1	73,940	73,940	73,940	73,940	73,940	73,940
	PTE						
	CONTRACT						
	BENEFITS - FTE	20,703	20,703	20,703	20,703	20,703	20,703
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**99,643**	**94,643**	**94,643**	**94,643**	**94,643**	**94,643**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		-	-	-	-	-	-
Total Net Cost		**99,643**	**94,643**	**94,643**	**94,643**	**94,643**	**94,643**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**
Rob Gillis, Manager Water & Wastewater	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Water Wastewater Operator**				
Net Costs	**$ 85,572**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Water/Wastewater**
Legislative Requirement (select one):	**No**	**Quote Legislation:**	Safe Drinking Water Act 2002		

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

This request is to recruit One (1) Water & Wastewater (W &WW) Operator to maintain the Towns infrastructure, including the water distribution, wastewater collection and stormwater linear infrastructure and all associated appurtances. The estimated total replacement costs of the W & WW assets is $427 million. The systems are currently maintained by a workforce of 11 W & WW Licensed Operators and 2 Lead Hands. Due to growth in infrastructure the Water & Wastewater business unit is required to operate and maintain, an additional Operator is needed to ensure continued maintenance and the inspection of these critical systems is supported, and regulatory compliance is maintained.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Departmental Plan with Added Opportunity

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Ongoing growth has resulted in the assumption of 4 large housing developments in the past 5 years. The effect of this development has resulted in the transfer of 6,838 meters of Watermain, 6,800 meters of Sanitary sewer, 7,390 meters of Storm sewer and all related infrastructure, ie. fire hydrant, valves, maintenance holes,stormwater treatment facilities, etc. The continued operation and maintenance of this infrastructure requires the addition of a Water&Wastewater Operator to ensure ongoing maintenance and legislative requirements mandated through Ministry of Environment, Conservation and Parks (MECP) Certificate of Approvals are maintained.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

The addition of a Water&Wastewater Operator will ensure the Town maintains the exisiting infrstructure in a state of good repair, maximizing the life cycle of the assets, minimizing disruption to customers and maintaining regulatory compliance.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Significant Impact - Town Wide

Failure to adequatley operate and maintain water and wastewater systems can have serious impacts to health, regulatory requirements, customer service and public and private property.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Health and Safety

Timelines for Potential Risk Impacts Within 3 months

Failure to maintain the Towns Water and Wastewater infrastructure may have regulatory and public health impacts. The Statutory Standard of Care is Section 19 of the Safe Drinking Water Act (SDWA) of 2002 which expressly extends legal responsibility to people with decision-making authority over municipal drinking water systems. It requires that they exercise the level of care, diligence and skill with regard to a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation. It is also expected that they exercise this due diligence honestly, competently and with integrity.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Account #	New Hire Requests In $						
	FTE	66,853	66,853	66,853	66,853	66,853	66,853
	PTE						
	CONTRACT						
	BENEFITS - FTE	18,719	18,719	18,719	18,719	18,719	18,719
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**85,572**	**85,572**	**85,572**	**85,572**	**85,572**	**85,572**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		-	-	-	-	-	-
Total Net Cost		**85,572**	**85,572**	**85,572**	**85,572**	**85,572**	**85,572**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**
Rob Gillis, Manager Water & Wastewater	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Bridge Asset Management Plan Implementation - All Bridge & Structural Culverts**				
Net Costs	**$ -**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Engineering Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

Bridges are important connecting features in Newmarket's transportation network, and are collectively worth over 50 Million dollars. Bridges are some of Newmarket's fondest landmarks, including those found on Tom Taylor Trail or Fred Lundy Bridge at Riverwalk Commons. They are also some of our most critical, helping the community navigate the Holland River or the railroad intersecting Town. The Infrastructure Report Card received by Council in 2020 demonstrated that most bridges are midway through their lifecycle, and there will be upcoming waves of replacement costs that could be millions of dollars per year. A portion of this phenomenon is already being realized as demonstrated by the significant 2022 request for immediate capital needs. The Town has a pivotal opportunity to begin perform minor maintenance and rehabilitation activities that extend the life of the assets by preventing deterioration, detecting initial defects before they become massive problems, and taking actions today that will save dollars in the future by helping bridges to last to their expected service life or even beyond.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The request for bridge funding aligns the 2021 AMPs with the budget process, and delivers contributions to Council priorities like multi-year capital/operating budgets, risk-based decisions, and service level analysis. Bridges are long-lived assets, and the early-life strategy for the Town's portfolio has focused on regulatory compliance and OSIM recommendations. To extend the life of the assets, the Town has developed a Maintenance and Minor Capital Rehabilitation Strategy as part of the AMPs requested by Council. The objective of these projects are to extend the life of the assets to reduce the need for expensive, disruptive, and complex capital interventions. The strategy developed by Town staff and engineering consultants includes activities like water proofing, concrete repairs, patching, crack injection, and condition assessments that would be delivered each year through a combination of staff, equipment, and contracted services. By funding these activities, the Town is enabling sustainable service levels for critical Town assets while striving to optimize the asset lifecycle. Performing routine minor maintenance and rehabilitation demonstrates the Town's commitment to stewarding its investment in bridge/railroad crossings for vehicles and pedestrians.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

During the 2021 Levels of Service Council workshop, it was demonstrated that asset conditions are intrinsically tied to the way users receive Town services. Condition is often the best way to demonstrate the availability, reliability, and quality of a service. When the financial condition of the assets were assessed using age and expected service life by the Town's Infrastructure Report Card, 51% were reported as "Fair" or "Poor", demonstrating the immediate need to begin securing the $50 Million the Town has invested in bridges to date. As bridges deteriorate, there could be lane closures, loading restricting, shutdowns/detours, and even areas on trails like Tom Taylor that are no longer accessible or connected, resulting in dead ends or detours. In order to maintain the services provides by bridges, they must be maintained in a state of good repair. To prevent bridges deteriorating to the point where these disruptions occur, they require regular maintenance and minor rehabilitation activities that arrest the deterioration process and allow the Town to proactively manage services sustainably. A proactive approach through regular operations is necessary to maintain our current service levels into the future.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

The 2019 OSIM report demonstrated 24% of all bridges require minor or major repairs in the next 10 years. A Town bridge carries approximately 3,700 cars per day, with some using as many as 17,900 per day. Many of these bridges are "choke points" in the transportation network, with the average vehicle bridge operating at 79% of its traffic capacity despite the average Town road *without a bridge* operating at 49% of its traffic capacity. Juxtaposing the number of bridges with the number of users, it is clear that a proactive approach is needed to manage a significant community impact. Bridges are a part of how most members of the community get around Town, whether they realize it or not. This is also true in the pedestrian bridge portfolio, with assets providing significant contributions at parks, trails like Tom Taylor, and supporting active transportation modes like biking and cycling. Some pedestrian bridges are in significant locations like the Go Station parking lot / South Lake Regional Health Centre, Fairy Lake, or the Youth Center. Failure to properly maintain these assets will lead to disruptions in the many way the community interfaces with bridges in the future. Routine maintenance also allows for other activities that will benefit the community, such as the monitoring and mitigation of vandalism.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Financial Impact

Timelines for Potential Risk Impacts Within 3 years

The biggest risk of not doing maintenance is the lost opportunity cost of not delaying the need for expensive capital replacements. On average, one the Town's 67 bridges, culverts, and pedestrian crossings would cost $835,000 to replace in today's dollars. These bridges have an average expected service life of ~50 years, per the Town's Infrastructure Report Card. This means that the Town's bridge network is collectively consuming approximately ~$1.12 M of "capital" value per year, or $16,716 per bridge per year. Extending the bridge asset lifecycle even by 5 years to an average of 55 years would result in a total "capital" consumption of $1.02 M per year, resulting in a total savings of $5.2 million over 55 years. Conversely, deterioration could be faster if bridges are not maintained to their design standards without regular maintenance. If bridges failed prematurely due to a lack of maintenance, for example only averaging a 45 year useful life, the $56 million would be consumed faster at a rate of approximately $1.25 M per year. In the same 50 year observation period, a proactive approach would require $51 M of capital while the reactive approach would require $62.5 M. While a hypothetical example, it is clear that lifecycle expectations cannot be realized without routine maintenance and the lost opportunity cost of failing to extend the life of the assets will be costly for the Town, before even considering staff/community impacts of reacting to more frequent repairs. As well, many repairs are projected to be required at the same time, which poses risks to the Town's capacity to respond to these issues as they arise without

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		150,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE						
	BENEFITS - PTE						
Total Operating Costs		**150,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	OCIF	150,000					
Total Cost Recoveries		**150,000**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**-**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**						
Prepared By:			**Reviewed By:**			**Commissioner:**		

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Stormwater CCTV Program Implementation**				
Net Costs	**$ 50,000**	**Resources Requirements**	**No New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Engineering Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

CCTV inspections are the foundation of modern, risk-based management of sewer networks. The City owns 284 kilometers of stormwater sewers that convey rainwater during storm events but they are not currently inspected at an adequate level due to current funding. As the system ages, defects will increase and failures could happen such as cracking, flooding, or collapse. The only way to detect failures before they occur is through the proposed CCTV program. These defects cannot be identified through regular operations because the pipes are underground. To manage a system of the Town's size, a regular inspection program needs to be created so that the risk in the system can be managed. Without such a program, the risk of failure and the service disruption to residents is unknown. CCTV is a standard practice in all municipalities and utilities that own sewer networks. It is a standard practice to first establish baseline conditions in the entire system, at which point tactical monitoring can use risk and economics to schedule inspections or repairs. In some cases, follow up inspections may not be required for many years. This program is a minimum cost based on the Town's stormwater network size.

Contracted services will conduct inspections by feeding a camera through the sewer, and coding the defects using an international protocol (NASSCO PACP). The data point produced by the inspection is a 5 point condition rating, with 1 being very good and 5 being imminent failure. The outputs of these inspections offer significant benefit to the Town. The data that is produced will be analyzed to optimize repair methods and timing, integrate repairs with other assets (e.g. roads), and prioritize the work of staff and contractors. The risk in the system will be quantified and managed proactively. Failures such as sewer back-ups, flooding, and sink holes will be avoided through early detection. The data can also be aggregated to model system level deterioration, which greatly enhances the ability to forecast future replacement costs. The Town cannot conduct programs such as road resurfacing, road replacement, sewer replacement, sewer lining, I&I reduction, debris removal, or point repairs without CCTV inspections.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

This program is required to achieve the Town's Goal #1 of Fiscal Sustainability. Current estimates suggest that a 284 kilometer network is worth approximately $1.45 million per kilometer, or $411 million in total replacement cost. This program maintains the Town's fiscal sustainability by ensuring that the system is kept in a good state of repair, is maintained to a level that its full value is realized, and that services can continue to be delivered sustainably. Maintaining the underground sewers also adds benefit to the surrounding assets such as roads - by using tactical programs like CCTV, trenchless repairs are more prevalent and cuts into the road surface are avoided. An annual cost of $170K greatly improves the Town's ability to deliver on the Council Priority as it applies to a $400 Million + sewer network.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

This item moves the Town into a desired service level where sewers are inspected at the recommended frequency and the information is used to maintain reliability, improve planning and budget, and optimize the use of limited funds through risk management and trenchless repairs. As previously explain, the proposed service level for stormwater is fully aligned with the current wastewater sewer network, which is of a similar size and replacement value.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 years

CCTV inspection costs approximately $3.00 per meter when contracted. Conversely, the replacement cost of a sewer is $1450 per meter, meaning CCTV is equivalent to 0.2% of the replacement value of a sewer. The value that is extracted from a very cheap CCTV inspection is considerable when the replacement cost is compared, especially in terms of risk management. This is before the premium cost of failure is applied. Studies examined by staff (e.g. City of Guelph Linear Assets Risk Management Framework) suggest that replacing a failed stormwater asset in a reactive manner can cost 25% to 30% more than replacing it under planned and controlled environments, due to mobilization and escalated cost. In a $411M system, this would translate to an extra $100M in potential risk exposure, if every sewer were in a failed state (which they are not). Inspecting the entire system over 5 years will cost approximately $850K ($170K) per year, meaning that the cost of an inspection is also less than 1% of the premium cost that would be realized by managing the entire system reactively over time. After 5 years, exposure of the entire system will be established because of the condition ratings produced by CCTV.

As explained throughout this proposal, the purpose of CCTV is to detect and avoid risk in an expansive underground sewer network. CCTV inspections with proper condition data will significantly improve the Town's understanding of risk exposure, and will provide the tools and techniques to manage it at a tactical level through repairs as well holistically over the long term through proper steps to ensure financial sustainability. CCTV is the cornerstone of avoiding risk in stormwater sewers.

The risks associated with undertaking the program are added levels of staff time to manage the contract and the data, as well as increased demand for maintenance funds as repairs or defects are uncovered. However, the alternative to this is to wait for failures to occur or are detected opportunistically, and then to respond reactively which may disrupt other services. In addition, courts are increasingly finding Municipalities liable for the impacts of flooding. By improving our due diligence activities as outlined above the Town will in a better position to reduce our risk associated with this type of litigation.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
45004.4278.06	CCTV Program	50,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE						
	BENEFITS - PTE						
Total Operating Costs		**50,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**50,000**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**

Town Marquee Signs (Magna)

No New Resources

Corporate Services Commission | **Information Technology**

Replacements, Rehabilitation and/or Maintenance

See Capital form #13

Commission or Departmental Business Plan

Secures Existing Service Levels & Addresses Infrastructure Gap

Moderate Impact - Moderate utilization

Corporate Image

Within 1 year

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		25,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**25,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**25,000**	**-**	**-**	**-**	**-**	**-**

Collaboration | **Consulted With**

Prepared By:	**Reviewed By:**	**Commissioner:**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Animal Services Officer**				
Net Costs	**uman Resources**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Legislative Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Provide comprehensive overview of the project request

Classification (select one): Improved Efficiency

Enacted in 2018, a 3-way partnership contract was formed between the Town of Aurora, the Town of Georgina, and the Town of Newmarket re: joint services for Animal Services. The Town of Aurora is the lead service provider for Newmarket's Animal Services program. This was a pilot project initiated for a duration of 2yrs. However, due to the Covid-19 pandemic, a one year extension of the pilot program was approved for 2021, with the contract set to expire in December 2021.The Town of Aurora has provided a 5yr financial forecast for costs relating to the Animal Services program. An in-house 5yr financial forecast was also prepared by the Town's Finance Department (attached for reference), which demonstrates a significant cost-savings to the Town for bringing this program in-house. A recent restructure of the Regulatory Services Division has created an opportunity for enhancing service levels at a cost-savings to the Town. If brought in-house, 1 FTE Animal Services Officer will be required.

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

In a continued effort to find efficiencies, Legislative Services has worked with the Town's Finance Department to compare the cost of continuing our Animal Services Partnership with Aurora to the cost of bringing the service in house. A financial review has demonstrated significant cost-savings associated with bringing the service in house.

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

Enhancing service levels through internal controls direct performance management of staff. Having the program in-house, management will also be able to provide clear direction to staff, outline expectations for the role, and ensure that education and enforcement are at the forefront of all compliance initiatives. Streamlining staff resources for efficiencies by aligning existing Municipal Enforcement Officer JD's to encompass Animal Services requirements. This will enhance our response rates to residents and will also increase our hours of operational availability to the public.

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

Increased control over Animal Services will allow staff to better tailor services to our community. Aligning existing Municipal Enforcement Officer JD's to encompass Animal Services will immediately improve our availability to respond to resident concerns providing a significant positive impact to our community.

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Financial Impact

Timelines for Potential Risk Impacts Within 1 year

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
23125.4408	See Original Submission for Breakdown	25,000					
Account #	New Hire Requests In $						
23125.4021	**FTE** **1**	79,935	73,940	73,940	73,940	73,940	73,940
	PTE						
	CONTRACT						
	BENEFITS - FTE	22,382	20,703	20,703	20,703	20,703	20,703
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**127,317**	**94,643**	**94,643**	**94,643**	**94,643**	**94,643**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
23125.4408	By-Law Contract with Aurora	161,995					
Total Cost Recoveries		**161,995**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**- 34,678**	**94,643**	**94,643**	**94,643**	**94,643**	**94,643**

Section 3 : Sign-off

Collaboration	No	**Consulted With**	Human Resources				

Prepared By:	**Reviewed By:**	**Commissioner:**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Enhanced Cyber Security**				
Net Costs	**$ 168,961**	**Resources Requirements**	**New Resources**	**Decision Package #**	
	Corporate Services Commission			**Division/ Departments:**	**Information Technology**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Provide comprehensive overview of the project request — **Classification (select one):** Mandatory/Legal/Critical

See capital form #50

Outline justification for need of project request — **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Outline the desired outcome and/or benefits — **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

Outline Community Impact (if applicable) — **Community Impact (select one):** Significant Impact - Town Wide

Outline the risks associated with the project both positive and negative — **Risk Category (select highest risk area):** Financial Impact

Timelines for Potential Risk Impacts Within 3 months

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
13621-4404	Consulting Services	30,000					
Account #	New Hire Requests In $						
13621-4021	**FTE** **1**	108,563	108,563	108,563	108,563	108,563	108,563
	PTE						
	CONTRACT						
	BENEFITS - FTE	30,398	30,398	30,398	30,398	30,398	30,398
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**168,961**	**138,961**	**138,961**	**138,961**	**138,961**	**138,961**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**168,961**	**138,961**	**138,961**	**138,961**	**138,961**	**138,961**

Collaboration		**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**
Karthik Venkataraman	**Karthik Venkataraman**	**Esther Armchuk**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Roads & Bridges Historical Impact of Development Assumptions**				
Net Costs	**$ 269,130**	**Resources Requirements**	**New Resources**	**Decision Package #**	
	Development and Infrastructure Services Commission			**Division/ Departments:**	**Public Works- Roads**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

When communities are constructed by developers, the Town experiences new revenue from the assessment growth that comes from properties generating new or increased property taxes. When construction is complete, a handover takes place and the Town becomes responsible for the assets (e.g. roads, watermains, etc.) that form the community. From the day assets are assumed, they require ongoing operations and maintenance. For example, streets must be plowed, water infrastructure like hydrants must be serviced, sewers need to be inspected, and drainage features require cleaning. By assuming assets, the Town is acquiring both a new source of revenue and a set of liabilities that require funding and maintenance. Review of assessment growth allocations and operations and maintenance practices during the development of the 2021 Asset Management Plan demonstrated that as the Town gains assessment growth, it does not fund the liabilities for maintenance that the new core assets generate. This is a common issue in municipalities that experience growth, as new assets can be ignored at the beginning and an "illusion of wealth" takes place. The 2022 decision package begins the process of addressing this historical liability through a "catch-up" process that will take several years to complete.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Council Priority

• Develop a multi-year operating and capital budget that aligns with Budget Policies.

Core assets like roads and water are long-lived assets that require multi year budgeting in order to manage proactively, and the Council commitment to the priority for financial sustainability reflects this. The completion of the 2021 asset management plan requested by Council is another priority that directly supports work to develop better operating and capital budgeting practices. The review of growth, operations, and maintenance during the 2021 asset management plan demonstrates progress towards multi-year budgeting if the appropriate action is taken through this 2022 decision package request. Current practice prior to asset management planning was negatively impacting the Town's long term investment in its infrastructure, an unsustainable trend. By funding the historical impact of unfunded growth liabilities, the Town is demonstrating its commitment to a better approach to multi-year budgeting going forward. Between 2016 and 2020, the Town assumed 17 kilometers of roads, 24 kilometers of watermains, 20 kilometers of wastewater sewers, 21 kilometers of storm sewers, 2 ponds, and 1 vehicle bridge. The estimated operating impact of these assets is $970,000 per year, based on the Towns current level of services and funding commensurate to the new asset requirements. The ~$977k breakdowns down to: Roads (~$276,000 / year), Water ($360,000 / year), Wastewater ($231,000 / year), and Stormwater ($101,000 / year). These gaps occur every year, and addressing them over time (2022 request does not adddress the entire gap) will demonstrate a commitment to multi-year operating budgets.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

These funds are required for all areas of Town to sustainably receive the same level of service. If an additional burden is placed on limited resources without a commensurate increase in funding or staff, the result is the same resources been stretched across a larger asset base - ultimately resulting in a decrease in levels of service. The Town's current level of service includes operational activities like inspections, customer requests, completion of regulatory requirements, etc. and maintenance activities like cleaning and repair work. Each of these activities requires field staff resources, administrative support, vehicles and equipment, and contracted services - without the funds to support these activities, the level of service cannot be provided. Levels of service are funded by tax paying "customers", and when a new asset is assumed the funding is intended to come from the customer paying for that new service. If assessment growth is not allocated to the new maintenance requirement, the level of service cannot be provided sustainably. If the level of service is in fact being provided without an assessment growth contribution (as is usually the case now), than it is because other "customers" are allocating their own resources to support the new addition to the asset portfolio in another area of Town. When new assets are assumed, the commensurate level of assessment growth is required to fund the new assets with the same service other assets recieve, if the Town wishes to be financially sustainable, address growing infrastructure gaps, and secure our current level of service.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Increased demand without increased resources incrementally decreases the level of service the Town is able to provide Town-wide, although not all of these drops are immediately realized by customers/residents in their day-to-day community interactions. However, this will change over time as maintenance backlogs increase and become more apparent to residents. If current practices continue with new assumed assets during 2022 and beyond, the rate at which this occurs will also accelerate. While the source of assessment growth is limited to the community where it occurs, the impact of this is felt across Town as staff try to provide the expected level of service with the same resources being stretched further than before. By providing the resources to meet the liabilities of growth, Public Works will be able to provide the administration, field staff, equipment, materials, support costs, and contracted services needed to maintain the existing level of service for the entire community, inclusive of existing residents and new developments. This does not include the end of life replacement cost, which will also need to be planned for through incremental ARF increases.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 months

The risks of not funding the maintenance obligations from newly assumed assets through assessment growth are a combination of operational, financial, and social factors. At an operational level, there is an immediate need to provide the staff and supports needed to meet service expectations. Without these resources, operations and maintenance practices become more reactive and service levels will ultimately drop. This is the most immediate and pressing risk - since 2016, only a small fraction of the maintenance impact of assessment growth has been funded, meaning the shortfall has already been occurring for years. At the financial level, there is a medium-long term risk of unfunded liabilities caused by maintenance backlogs. Other financial risks include funding activities that do not align with the demand drivers or revenue sources of assessment growth. This is occurring already but will the impacts will likely not be realized until the medium term. At a social level, those funding assessment growth have the expectation their tax dollars are going towards the services they receive in their community. By not funding the maintenance requirements of the community, the Town is not meeting this understanding. Instead, the tax dollars that *do* pay for the maintenance in newly assumed areas is coming from other sources or areas, *ultimately subsidizing the maintenance liabilities that they did not generate themselves* . As service levels drop, it will raise questions about equity and responsible use of resources. This is a long term risk of not funding new maintenance obligations from its own assessment growth.

Section 2 : Financials

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Roads	237,726					
	Bridges	31,404					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE						
	BENEFITS - PTE						
Total Operating Costs		**269,130**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**269,130**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**						
Prepared By:			**Reviewed By:**			**Commissioner:**		

Project / Initiative Name	**Accounts Administrator for Cost-Recovery Program (Conversion PT to FT)**				
Net Costs	**$ -**	**Resources Requirements**	**No New Resources**	**Decision Package #**	CYFS-Ops 1
	Central York Fire Services			**Division/ Departments:**	
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Provide comprehensive overview of the project request

Classification (select one): Improved Efficiency

Currently Central York Fire Services (CYFS) employs a regular part-time personnel to administer a motor vehicle cost-recovery program, this person is known as the Accounts Administrator. This person works 28 hours per week. Central York Fire Services will be seeking approval from JCC to expand the Cost-Recovery program in 2022, which will cause an increase in work load to the Accounts Administrator. additional tasks will be added to the role:

• Entering Cost Recovery invoicing Into the JDE Accounting System along With Correct General Ledger Accounts
• Following Up and Maintaining a control spreadsheet to reconcile invoicing
• Communicating with Town of Newmarket Accounts Receivable in terms of confirming invoice batch numbers along with follow up with Insurance companies/ Homeowners on collection

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

This position is a service level change due to the expansion of the cost-recovery program in 2022 and coordinating invoicing and accounts receivable between CYFS and Finance.

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

CYFS has expanded their cost-recovery revenues to include additional services provided. This position conversion to full time will in-turn will assist CYFS with respect to increased financial opportunities as part of the administration of the program.

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 months

The conversion of the position will assist with operational capacity.

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Account #	New Hire Requests In $						
21221.4035	**FTE 1**	52,148					
	PTE						
	CONTRACT						
	BENEFITS - FTE	14,602	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**66,750**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
21221.4035	PTE & benefits - Current budget	49,900					
21221	budget reductions	16,850					
Total Cost Recoveries		**66,750**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**-**	**-**	**-**	**-**	**-**	**-**

Collaboration	Yes	**Consulted With**	Financial Services				

Prepared By:	**Reviewed By:**	**Commissioner:**
Sarah Boddy, Administrative Assistant	**Rocco Volpe, Deputy Chief**	**Ian Laing, Fire Chief**

2022 Operating Decision Packages

DP#	Status	Decision Package Name	Category	FTE	Operating Cost	Revenue / Recovery / Offset	Tax Net Impact	Rate Net Impact
3	Deferred	Digital Communications Assistant	Enhance / Growth	1	$ 76,935	$ -	$ 76,935	
4	Deferred	Financial Revenue Analyst	Enhance / Growth	1	$ 107,400	$ -	$ 107,400	
5	Deferred	IT Service Desk Analyst (Conversion PT to FT)	Enhance / Growth	1	$ 94,917	$ 58,968	$ 35,949	
6	Deferred	Risk Analyst (Conversion to Full time position)	Enhance / Growth	1	$ 116,214	$ 57,449	$ 58,765	
8	Deferred	Records Management Specialist	Enhance / Growth	1	$ 88,041	$ -	$ 88,041	
9	Deferred	Records Analyst position (Conversion Contract to FT)	Enhance / Growth	1	$ 81,186	$ 25,000	$ 56,186	
11	Deferred	Connecting with our Community (Licenses)	Enhance / Growth	0	$ 18,500	$ 1,500	$ 17,000	
12	Deferred	Monday Operating Hours	Enhance / Growth	0.5	$ 72,518	$ 1,200	$ 71,318	
14	Deferred	Facility Operations and Maintenance Administration	Enhance / Growth	1	$ 91,735	$ 73,165	$ 18,571	
15	Deferred	Facilities Consulting Service Requirement	Replacements, Rehabilitation and/or Maintenance	0	$ 40,000	$ -	$ 40,000	
17	Deferred	Facilities Operator - (Conversion of Contract to FT)	Replacements, Rehabilitation and/or Maintenance	1	$ 73,860	$ 30,000	$ 43,860	
18	Deferred	HVAC Inspections and Preventative Maintenance Services	Replacements, Rehabilitation and/or Maintenance	0	$ 60,000	$ -	$ 60,000	
25	Deferred	Tax Portal	Enhance / Growth	0	$ 30,000	$ -	$ 30,000	
27	Deferred	Fleet Asset Management Software	Improved Efficiency	0	$ 10,000	$ -	$ 10,000	
28	Deferred	Goose Management Study	Community Planning	0	$ 50,000	$ -	$ 50,000	
32	Deferred	Water Historical Impact of Development Assumptions	Replacements, Rehabilitation and/or Maintenance	0	$ 176,915	$ -		$ 176,915
33	Deferred	Wastewater Historical Impact of Development Assumptions	Replacements, Rehabilitation and/or Maintenance	0	$ 148,612	$ -		$ 148,612
34	Deferred	Stormwater Historical Impact of Development Assumptions	Replacements, Rehabilitation and/or Maintenance	0	$ 103,795	$ -		$ 103,795
Total Operating - Deferred				**8.5**	**$ 1,440,628**	**$ 247,282**	**$ 764,025**	**$ 429,322**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Digital Communications Assistant**				
Net Costs	**$ 76,935**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Office of the CAO**			**Division/ Departments:**	**Corporate Communications**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

For two years, the Communications department has had a contract Digital Communications Assistant providing a wide range of digital and administrative support for the department. This position provides significant support for website and social media updates, photography, the Town's digital newsletter (Newmarket Now), daily e-clippings, media tracking and various digital initiatives. This position also supports the coordination and technical elements of Town Hall meetings (now virtual), Coffee with the CAO, and the coordination of various special events (Facebook Live). This position also helps to support AODA compliance on the Town website in line with the Web Content Accessibility Guidelines (WCAG).

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Moving this position to an FTE would ensure the communications department can continue to deliver the existing service levels, particularly in the digital landscape which have significantly increased as a result of COVID. COVID has facilitated the move to almost exclusive online engagement with the community. Prior to COVID, there was already a high demand in the community for this type of increased digital capabilities and virtual engagement. As the environment begins to stabilize with COVID, the demand for this type of digital engagement will remain and additional resources are required to continue with this level of service.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

By continuing to sustain and increase our website and digital capabilities, including our social media presence, this drives more interactions online (as desired by residents), reducing call volumes and resulting in a faster, more efficient service delivery for Newmarket residents.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

With the continuous movement to online services in both the public sector and the private sector, we are continuing to evolve and expand our online offerings and virtual opportunities to meet the needs of our community. There has been a positive response from the community as we have increased online engagement (i.e.. Facebook Live events) and we hope to continue to maintain the current level of service and also continue to take steps forward in this area.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Corporate Image

Timelines for Potential Risk Impacts Within 3 months

Without solidified resources to continue to provide this level of service to the community, it could be viewed as a service level reduction which could negatively impact the Town's reputation and our commitment to being accessible and transparent. The continued evolution of the Town in the digital landscape (including social media), is consistent with our mission to make Newmarket 'even better' and highlight our core values of courage and creativity, accountability and accessibility and excellence. This position is also helping to support AODA requirements which continue to increase and carry significant fines if they are not met (up to $100,000 per day for corporations not following the guidelines).

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		2022	2023	2024	2025	2026	2027
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
13141.4021	**FTE 1**	56,199					
	PTE						
	CONTRACT						
	BENEFITS - FTE	15,736	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**76,935**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		2022	2023	2024	2025	2026	2027
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**76,935**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**						

Prepared By:	Reviewed By:	Commissioner:
Amber Chard, Senior Communications Officer	**Wanda Bennett, Director of Corporate Communications**	**Jag Sharma, CAO**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Financial Revenue Analyst**				
Net Costs	**$ 107,400**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Financial Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

This additional position will allow the Tax Department to maintain existing initiatives such as water charges added to taxes (projected to increase by 10x after the pandemic) and stormwater revenue (previously supported by Business Analyst) additional user fees. This position will also support upcoming initiatives such as the MAT (municipal accommodation tax).

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The municipal accommodations tax (MAT) is an approved initiative that staff will need to develop an implementation strategy for. The initiative budgeted for half of an additional staff member to manage.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

This new position will ensure that the additional workload will be maintained so that service levels are not affected. At the same time, new initiatives such as the MAT program can be accomplished.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

The Tax Department will be able to improve service levels by reducing the lead time in responding to inquiries

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Corporate Image

Timelines for Potential Risk Impacts Within 1 year

Currently, the Tax Department is relying on overtime hours to accomplish daily tasks with an emphasis on priority items only. In due time, some areas that are currently being neglected, such as collections will issues such as: increased tax sales on homes, financial losses on properties with taxes > market value, cash flow issues.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
	FTE 1	80,000					
	PTE						
	CONTRACT						
	BENEFITS - FTE	22,400	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**107,400**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Municipal Tax Recovery						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**107,400**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**
Lawrence Villanueva		

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**IT Service Desk Analyst (Conversion PT to FT)**				
Net Costs	**$ 35,949**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Information Technology**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

As we continue to rely heavily on technology to deliver services there is a stronger need to have adequate support to meet the demands. The role of the IT service desk analyst is identified as a key requirement under Information technology service management frameworks. In addition to regular skilled support to meet daily operational needs from a technology standpoint, the pandemic has illustrated the need of increased capacity of remote IT support. Historically, the service desk has been supporting various business units with implementations, break/fix issues, replacements and upgrades but is now required to increase those services. Additionally, the Town is undertaking many initiatives that are replacing legacy systems and upgrading key infrastructure components that will require IT service desk analyst support to implement in a timely manner. Therefore it is vital to have adequate capacity to assist in the variety of initiatives coming through this digital transformation.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Starting in 2018, there were some realignment of positions in the ITS department. There are currently 2 full time, and one contract position managing these IT service desk services. During the pandemic, these roles have not only been primarily responsible for ensuring and maintaining safe reliable IT tools for all staff and Council Members, but they have served as back up for our Network and Security functions as well. As these roles are critical to the continuity, security and safety of the Town's numerous IT platforms (80+) including financial and tax systems, recreation programming and GIS systems among others. With the addition of new systems, platforms and additional IT tools for staff, the need continues for having skilled support staff to manage these systems. The Town will be undertaking many new projects, thereby requiring the IT Services department needing to support a growing number of systems. The role of the IT service desk analyst is an important first tier role that assist the team with triage and basic support for our end users. The ITS team is undergoing many transformational changes aligning to standard industry frameworks that recommend an ideal service management staff structure. These frameworks recommend an ideal ratio of service desk analysts to the number of end-users in order to ensure a high level of service excellence. Therefore, based on the growing needs of the Town with the addition of new systems and to ensure optimal service delivery this role is required to be made a full-time position.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

A full-time IT service desk analyst position would ensure the Town can obtain an optimal service level objective while maintaining service excellence with the ever increasing needs. Currently, the part time service desk analyst has been vital in supporting the needs of collaborative meetings and webinars for staff and Council that sometime require attendance outside of regular business hours. Additionally there are several initiatives such as our infrastructure and endpoint replacement projects that are multi-year projects that require long and dedicated hours by the support team to complete. By moving this role to full-time, we will ensure that Town staff and Council are adequately supported in their service delivery with the objective of increasing the service levels.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

Service levels will be enhanced with adequate support for IT needs. Capacity will be optimal to assist business units with there service delivery.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

The IT service desk analyst role will be vital in service delivery for various initiatives of the ITS department. Utilizing industry standard frameworks and maintain optimal service levels are dependent on ensuring capacity with such vital resources. High level service level objectives can only be attained with adequate resources such as the IT service desk analyst position being available. Certain projects inflight and to be implemented over the next several years will be affected if the IT service desk analyst role is not in a full time position.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
	FTE 1	70,248					
	PTE						
	CONTRACT						
	BENEFITS - FTE	19,669	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**94,917**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
13621-4035	Regular part-time wage	58,968					
Total Cost Recoveries		**58,968**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**35,949**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**
Karthik Venkataraman	**Karthik Venkataraman**	

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Risk Analyst (Conversion to Full time position)**				
Net Costs	**$ 58,765**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Legislative Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

This position was originally recommended by staff for approval by Council in 2020, however due to the COVID-19 Pandemic, SLT recommended to Council that the consideration of this position be deferred to the 2022 budget cycle. The role of the Claims and Risk Analyst has increasingly become more involved in risk mitigation and management. This approach has helped Town staff project plan and become more aware of the importance in proactive risk mitigation. Accordingly, the Analyst has become more involved in providing advice on matters, delivering training to staff, and at the same time continues to manage any claims submitted. The Analyst was supporting many decisions to close and re-open amenities/services during the Pandemic. Additionally, the Analyst played a key role in making recommendations to Council on the Tom Taylor Trail.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

In 2017, the targeted review of the Corporate Services Commission that was completed by Imaginate recommended the Claims and Risk Analyst position be converted from a part-time to a new full-time position. Specifically, the report identified that in Legislative Services, "there are opportunities to expand the Claims and Risk functions as well as Records Management to effectively handle growing volumes and complex claims as well as establishing a corporate wide Records Management strategy and effective back up for existing staff."

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

A full-time Claims and Risk Analyst position would allow the Town to move toward a desired service level. As of September 2018, the Analyst began dedicating every Monday to work directly out of the R.N. Shelton Operations Centre. This change in work location was a direct result of the Analyst's role in providing and increased need to provide strategic advice and guidance on various risk and insurance matters to Public Works Services staff, and the Analyst spends majority of his time with Public Works Staff in risk management. The Analyst continues to identify trends, provide savings to the Town through internal adjusting instead of using the insurance adjuster for every claim, and consulting on various Town projects involving contracts with external vendors. The service level of managing claims, responding to complex risk and claims-related issues, and providing advice on projects with elements of risk is no longer attainable in a part-time capacity.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

A full-time Analyst position would have a positive impact to the community as this role is integral in providing strategic advice on community-wide projects. This position will need to be involved in the discussion regarding the finalization of the Mulock Park design to ensure that the risk issues are identified early on within the project. This type of proactive work may mitigate or reduce any future potential claims.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Third Party Losses/ Damages

Timelines for Potential Risk Impacts Within 1 year

The Analyst's role has become an integral position within the Town. The position has changed from strictly managing claims to proactive risk management, and the number of claims submitted over the last three years demonstrate the shift in responsibilities. In 2018, 96 claims were opened, in 2019, 61 claims were opened and in 2020 66 claims were opened. Further to the risk management work being completed, claims numbers are also impacted by severe weather events. The Analyst continues to be consulted on projects that are public facing, and have an impact on public spaces. This will help ensure that staff's project planning involves risk mitigation and management. Having a full time position allows for operational risks to be managed accordingly.
This position works closely with the Records and Projects Coordinator and Records Analyst to align records and information management best practices, so that the Town can help defend itself when required, resulting in savings of staff time and resources related to matters where the Town has to defend itself in a claim.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
13131.4021	**FTE 1**	86,886					
	PTE						
	CONTRACT						
	BENEFITS - FTE	24,328	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**116,214**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
13131.4035	Regular Part-Time Wage	49,525					
13131.4109	Direct Payroll Benefits	7,924					
Total Cost Recoveries		**57,449**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**58,765**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	Yes	**Consulted With**	Human Resources	Public Works- Facilities	Public Works- Water/Wastewater	Public Works- Roads	Public Works- Parks

Prepared By:	**Reviewed By:**	**Commissioner:**
Kiran Saini, Deputy Town Clerk	**Lisa Lyons, Director of Legislative Services**	**Esther Armchuk**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Records Management Specialist**				
Net Costs	**$ 88,041**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Legislative Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

The Town hired a records consultant in late 2019 to conduct an assessment of the Town's current program and develop a Records Strategy to carry the Town forward for the next 3-4 years. The consultant issued a draft job description and it is included with this package for background on the person's responsibilities. The salary is currently estimated at Grade 6 (step 4), however this is subject to further review with Human Resources.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

As part of the Records Consultant's report and strategy, the consultant has identified a need for an additional permanent position to support the corporation in meeting its legislative responsibilities and operational needs. This position would support the Digitalization Strategy that the Town is embarking on. This position would have a strong IT background and focus.
Additionally, the REV it Up campaign identified an Electronic Records Management System as an Operational Improvement. This resource request supports the Town to be able to fulfill that improvement.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

In order to support the strategy put together by the Records Consultant and to support the Digitalization Strategy, additional resources are required in order to effectively support the goals of the organization. The Records Consultant recommended that the Town consider a dedicated electronic records management resource. The purpose of the dedicated records management resource is to provide a greater focus on corporate-wide compliant recordkeeping practices through the broader provision of records management. Additionally, the deployment of the EDRMS platform across the town will raise awareness for information management practices that will require ongoing end user engagement and support, maintenance and auditing to ensure the proper classification of records and their eventual disposition.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 months

Compliant recordkeeping practices includes the ability to manage the records of the corporation throughout their lifecycle, from the time they are created to their eventual disposal. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. With the increased number of staff working from home, electronic records management and the associated risks of improper practices is a high risk for the organization. This role will ensure the risks in implementation of new technologies, software and digital tools are appropriately managed and evaluated.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
13120.4216	Office Supplies & IT equipment	5,000					
Account #	New Hire Requests In $						
13127.4021	**FTE 1**	64,876					
	PTE						
	CONTRACT						
	BENEFITS - FTE	18,165	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**88,041**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**88,041**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	Yes	**Consulted With**	Information Technology	Human Resources			

Prepared By:	**Reviewed By:**	**Commissioner:**
Kiran Saini, Deputy Town Clerk	**Lisa Lyons, Director, Legislative Services**	**Esther Armchuk**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Records Analyst position (Conversion Contract to FT)**				
Net Costs	**$ 56,186**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Corporate Services Commission**			**Division/ Departments:**	**Legislative Services**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

The Town currently has a Records Analyst position, on contract until December 31, 2021, and is a position that has been filled on a contract basis since 2016. This position has been temporarily supported through the Legislative Services' operating budget. The Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) require the Town to maintain and preserve records by ensuring that reasonable measures respecting the records are developed, documented and put into place to preserve the records in accordance with any recordkeeping policies and the Acts. The Acts also require the Town to ensure that records under the custody and control of the municipality are accessible within a reasonable timeframe.

The position's funding could be offset by $25,000 from the Records Management Consultant account (13127.4404).

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Legislative Services underwent a Departmental Review in 2017, where the Records Analyst position was recommended as a new full-time position. Specifically, the report identified that in Legislative Services, "there are opportunities to expand the Claims and Risk functions as well as Records Management to effectively handle growing volumes and complex claims as well as establishing a corporate wide Records Management strategy and effective back up for existing staff."

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

This position has been on contract since 2016, and converting the position to the a full time permanent position will help bring stability to the role as well as maintaining existing service levels. Since the Analyst began actively completing Freedom of Information requests in 2019, the average time to respond to these requests decreased from an average response time of 33 days in 2018 to 12 days in 2019. In 2020, the average response time increased to 27 days, and this increase in time is largely attributed to the pandemic with more staff working from home and unable to access the physical records as quickly as they would have in the past.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): No Impact

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Compliant recordkeeping practices includes the ability to manage the records of the corporation throughout their lifecycle, from the time they are created to their eventual disposal. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. The department continues to fund full time hours for this position; however the contract work of this position makes it precarious. Converting to a full time role with benefits will provide stability to the position and to the organization in general.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
13127.4021	**FTE 1**	59,520					
	PTE						
	CONTRACT						
	BENEFITS - FTE	16,666	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**81,186**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
13127.4404	Consultant	25,000					
Total Cost Recoveries		**25,000**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**56,186**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	N/A	**Consulted With**	Human Resources				

Prepared By:	**Reviewed By:**	**Commissioner:**
Kiran Saini, Deputy Town Clerk	**Lisa Lyons, Director, Legislative Services**	**Esther Armchuk**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Connecting with our Community (Licenses)**				
Net Costs	**$ 17,000**	**Resources Requirements**	**No New Resources**	**Decision Package #**	
Commission/Area:	**Newmarket Public Library**			**Division/ Departments:**	**Executive Offices**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

The connecting with our community initiative seeks to build on the success that the Library has seen throughout the COVID-19 pandemic with digital programming and electronic resources. The community continues to demand first class resources and programs despite restrictions on the Library's physical collection and programming. Programs have been offered digitally for all age groups and demographics while staff have evaluated electronic resources that will assist residents with homework help, resume writing, and general job preparedness. Staff have seen a significant increase in the use of resources (books, magazines, music, and video) year over year. The funds requested will be used to secure additional licenses and seats for digital resources, electronic materials and high quality program presenters.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Connecting with our community is at the heart of library service. Being able to continue to provide high quality resources and programs to our community members wherever they are is a valuable way for the Library to succeed in its mission. This package is required to maintain and expand our access to eBooks, eMagazines, new and innovative databases and eResources.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

The connecting with our community initiative will increase our ability to meet our community's needs. We have seen a sharp rise in demand for these services throughout the pandemic and anticipate a continued demand moving forward consistent with the accelerated pace of the digital transformation of work and school.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

This initiative will benefit the whole community by providing resources that can be accessed anywhere with an internet connected device. When paired with one of the lending laptops currently available, this initiative is able to reach the whole community regardless of socioeconomic status.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Failure to account for the increased demand on our finite licenses and subscriptions will cause regular service disruptions and reduce resident's ability to access resources that they need for work, school or leisure. As residents face barriers to accessing the materials desired there is a significant risk that they will lose trust in the Library's ability to manage its resources.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
91138.4236	LDS - Program & Project Costs	1,000					
91531.4236	Adults - Program & Project Costs	500					
91612.4204	Children's - Electronic Materials &	1,000					
91512.4204	Adults - Electronic Materials &	16,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**18,500**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
91192.7475	Client Services - Program Fees	1,000					
91592.7475	Adults - Program Fees	500					
Total Cost Recoveries		**1,500**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**17,000**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	No	**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**
Ben Shaw, Manager Library Operations	**Linda Peppiatt, Acting CEO**	**Linda Peppiatt, Acting CEO**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Monday Operating Hours**				
Net Costs	**$ 71,318**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Newmarket Public Library**			**Division/ Departments:**	**Executive Offices**
Legislative Requirement (select one):		**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

The Library is currently closed to the public on Mondays. Libraries around York Region are open 7 days a week to the public and the members of our community are increasingly looking to utilize the Library services every day of the week. Throughout the COVID-19 pandemic, libraries have been considered an essential resource for our communities and we have been able to remain open in some capacity since June 2020. Throughout this time members of our community have been requesting more access to the programs, services, and resources that we have continued to offer in any format possible. As we move into a post pandemic world, the Library is ready to offer our full and essential services to our community every day of the week.

Funds would cover cost to open from 1-9 PM only. 2022 costs are for six months only due to requirements set out in collective agreements and administrative planning.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Throughout the pandemic the Library has been recognized as an essential service and continuously offered our services to the community. The Library is committed to delivering the best services possible to our community. One of the measures of quality service is availability of that service when our users expect it to be available. As such, opening on Mondays will meet the needs of our community and help to achieve the goals of the Library's business plan.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Increases Service Levels

By increasing the hours of operation, the Library will be able to offer its space, programs, resources, and services every day of the week. This will allow the Library to meet the needs of our growing community.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Libraries are often described as the place outside of home and outside of school/work where the community is able to freely gather. Extending the Library's operating hours will increase the availability of a safe, welcoming, and trusted space where every member of the community will be able to access space, resources and programming suited to their needs. During the Covid-19 pandemic, the library has continued to offer services to our community in every capacity possible, and we have seen demand for library space and services increase. With the stay at home orders keeping residents in their homes, we have seen an increased demand for space that will let them work, study or have access to safe social interactions. Increasing the Library's operating hours will allow the library to increase the hours that these resources and spaces are available in our community.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Corporate Image

Timelines for Potential Risk Impacts Within 3 years

With other libraries throughout York Region open 7 days a week, community members have come to expect it of all libraries. The popularity of social media tools and consumer sourced ratings such as google maps has created an image risk for the Library and the Town if we are unable to deliver services during the times that consumers have come accustomed to. The Library has already received low (one star) ratings as a result of being closed on Mondays and has had negative comments about the situation made on community social media pages.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		2022	2023	2024	2025	2026	2027
Account #	Description						
91122.4403	Janitorial Contract	4,349					
91122.4229	Janitorial Supplies	347					
91123.4311	Hydro	1,680					
91123.4331	Water	125					
Account #	New Hire Requests In $						
	FTE 0.5						
	PTE	56,911					
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	9,106	-	-	-	-	-
Total Operating Costs		**72,518**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
91192.7478	Room Rental	1,200	1,200				
Total Cost Recoveries		**1,200**	**1,200**	**-**	**-**	**-**	**-**
Total Net Cost		**71,318**	**- 1,200**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	Reviewed By:	Commissioner:
Ben Shaw, Manager of Library Operations	**Linda Peppiatt, Acting CEO**	**Linda Peppiatt, Acting CEO**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Facility Operations and Maintenance Administration**				
Net Costs	**$ 18,571**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Facilities**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Enhance / Growth

This request is to convert Facilities Administrative Assistant contract position to permanent full-time. Currently this is the only division within Public Works Services Department that is not supported by a permanent Full Time Administrative Assistant. In order to maintain an equality of service across the divisions this position should reside in the Full Time Wage Scale. The position performs crucial tasks such as records management, financial administrative duties, legislative reporting, creation of documentation and compilation of documentation, scheduling of meetings and minute recording, Human Resources functions (staff hiring and contract renewals), and administering the Facility Maintenance ticketing system. This position also supports the Parks Administration role, Facility Coordinator role and provides back up to the Director of Public Works Services Administrator during absences.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The position enables the continued success of the department's evolving operational demands and is monumental in supporting the growth pressures on and within facilities that service an ever increasing population and the continued successful growth of recreational programming within all facilities. Having a full-time Facilities Administrative Assistant will allow for dedicated support to the Facilities Team in the operations and maintenance of all Town assets. Facility Services has made great progress in developing processes and procedures to ensure the long-term viability of the Town's assets and the Administrative Assistant has been an integral part of the Facilities team in working towards and achieving these goals.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels

The work performed by the Facilities Administrative Assistant will ensure current service levels are maintained with external and internal customers, assist in the continued improvement of the facilities, as well as solidify the continued success of the Facilities operations. The administrative support contributes to the responsible management and operation of the Town's building assets and vacant properties. This position helps to ensure all priority items are dealt with in a timely manner, which will greatly help to mitigate and protect town assets and the image of the Corporation. The support provided by this role, allows management to focus more on the day to day operations and the large objectives of the department and corporation.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

Having a dedicated support responsible for administering the Facility Maintenance Ticket system and responding to CRM tickets among other tasks, allows the department to address maintenance issues quickly and efficiently to ensure minimal impact to Recreational programming and to the community using the various Town facilities.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Without a dedicated Facilities Administrative Assistant, the successful gains which have been made in management support, developing processes and procedures for the long term sustainability and overall operations of the Town's buildings would be significantly impacted and set back. The position is integral in the continued successful support of Management, Staff and cross-departmental needs and continuation of all the measures in place and that are still being developed to ensure the viability of our buildings and vacant properties.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
57301.4021	**FTE 1**	67,762	67,762	67,762	67,762	67,762	67,762
	PTE						
	CONTRACT						
	BENEFITS - FTE	18,973	18,973	18,973	18,973	18,973	18,973
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**91,735**	**86,735**	**86,735**	**86,735**	**86,735**	**86,735**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
57301.4031	Casual/Sessional/ Seasonal	67,745	67,745	67,745	67,745	67,745	67,745
57301.4109	Benefits	5,420	5,420	5,420	5,420	5,420	5,420
Total Cost Recoveries		**73,165**	**73,165**	**73,165**	**73,165**	**73,165**	**73,165**
Total Net Cost		**18,571**	**13,571**	**13,571**	**13,571**	**13,571**	**13,571**

Section 3 : Sign-off

Collaboration		**Consulted With**						
Prepared By:			**Reviewed By:**			**Commissioner:**		
Harry Vanwensem			**Mark Agnoletto**			**Peter Noehammer**		

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Facilities Consulting Service Requirement**				
Net Costs	**$ 40,000**	**Resources Requirements**	**No New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Facilities**
Legislative Requirement (select one):	**Yes**	**Quote Legislation:**	Occupational Health and Safety Act		

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

This request is for additional funds for consulting services required in the various facilities, such as structural assessments, investigation of building related issues, environmental consulting, interior design services, etc. by professionals in order to obtain recommendations for minor repairs and improvement projects which fall outside the scope of capital projects. This also includes annual reassessment of asbestos containing materials at various facilities, as required by legislation and as prescribed in the new Town's Asbestos Management Plan. The funds currently available are not sufficient to cover professional consulting fees for services that are required throughout the year as new issues arise, or minor repairs and improvement are required in the facilities to ensure continuous successful operations of the facilities.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The added funds are required to ensure the continuous successful operation of the Town's building assets. It is this department's responsibility and due diligence to seek professional advice when issues requiring immediate attention arise in buildings and to obtain recommended scopes of work and opinions when minor repairs and improvements are needed. Failing to consult with professionals represent unnecessary risks on the part of the corporation and could result in material damage and health and safety issues. Increasing the consulting funds would provide sufficient funding to seek professional consulting services in a timely manner when needed without having to obtain additional approval, which will prevent unnecessary disruptions to the operations and the various programming that occur in the facilities on a daily basis and ensure the health and safety of the building users, occupants and staff.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

Failure to investigate and monitor potential issues in the facilities may affect the overall integrity of the building envelop, structure and major systems, and could potentially affect regular operations of the facilities. Understanding the issues and the rate of deterioration of these assets will allow staff to better plan for remedial work so that unforeseen disruptions to the various programming that occur in the facilities on a daily basis can be avoided. This would also ensure the health and safety of the building users, occupants and staff.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Minor Impact - Local Benefit

Without sufficient funds to adequately investigate and obtain professional advice on potential issues as they arise in buildings, partial or full closure of facilities affected is possible. Cancelled programming in facilities is likely to affect a moderate number of the population, not considering that closures are likely to negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Failure to investigate potential issues in a timely manner is likely to result in additional expenditures to restore degrading assets and may present a health and safety risk to occupants of the buildings and staff. Disruptions to the regular operations of the facilities would result in potential loss of revenue and may negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
57811.4404	Consulting	40,000	40,000	40,000	40,000	40,000	40,000
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		-	-	-	-	-	-
Total Net Cost		**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**

Section 3 : Sign-off

Collaboration		**Consulted With**						
Prepared By:			**Reviewed By:**			**Commissioner:**		
Harry Vanwensem			**Mark Agnoletto**			**Peter Noehammer**		

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Facilities Operator - (Conversion of Contract to FT)**				
Net Costs	**$ 43,860**	**Resources Requirements**	**New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Facilities**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

This initiative is to request one Facility Worker in 2022 to work towards an equality of service to operate and maintain facilities for recreational programming. Currently there are 4 heavily programmed facilities which see either little to no operational support. This presents an additional risk to the health and safety of users and staff from other departments. The new position would help in working towards support at the following facilities:
• Youth Centre - The Youth Centre, which operates similarly to the Newmarket Seniors Meeting place, currently has no Facility Operational Support. However, the Newmarket Seniors Meeting place receives approximately 100 hours of Operational Support per week. Both facilities are of equal size, are equipped similarly, from a mechanical and operational perspective, and have similar programming and should be staffed accordingly.
• The Elman Campbell Museum – This location is run primarily by Recreation staff and volunteers. Outside of this, support at this facility is reactionary and comes primarily from the Facility Maintenance Team.
• Peter Gorman Pool - This is a seasonal facility that is currently partially supported by the Facility Maintenance Team but is primarily operated by Recreation staff. It is the only property with an aquatic facility that is not staffed by the Facility Operations Team. In 2019, data from the Peter Gorman Pool shows users exceeded 11,240 in the 2 months of the year when it is operational (July and August). This is compared to 6,974 pool users at the Ray Twinney Complex during the same period, which receives full operational support. With the new 'Dr. Margaret Arkinstall' Splash Pad, set to come on line towards the end of the 2021 summer season, support at this facility would free up Maintenance staff to service and maintain the new splash pad.
• The Old Town Hall - This is an innovative, complex building equipped with a wide variety of systems that require close monitoring. Currently there is one full time staff member dedicated to this facility which accounts for 40 of the average 112 hours of operating time per week. This leaves this facility unmanned for 72 hours of programming time per week.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

This position would provide support at Town facilities that do not currently have operational support and assist with the increased demands in our facilities from recreation programs. This position would contribute to providing more consistent service levels throughout the facilities to other departments and end users and help to return to industry standard service levels. It is this department's responsibility to provide the same health and safety processes and standards for all programmed facilities, but sufficient staff in necessary in order to successfully fulfill this responsibility.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

This position will not only help to begin to achieve an equality of service at all programmed facilities, it will also help to return to service levels that are at or above industry standard, which we have not been able to achieve in the past year, due to increased programs and traffic in the buildings. Over the past 10 years there have been no additional FTE's for the Facility Operations side. The Facilities Division has tried managing and reducing these gaps with a combination of various resources such as Contract cleaning firms, on call Supervisory staff and Recreation staff, however these measures are not sufficient to resolve ongoing issues such as maintaining a satisfactory level of cleanliness in the facilities, providing adequate emergency response and supporting customers and end users.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

The addition of full time staff to support operations at the Youth Centre, Elman Campbell Museum, Peter Gorman Pool and Old Town Hall, which are all heavily visited locations, will have a positive impact on the overall appearance, cleanliness, and level of service for the community in those facilities. This is likely to positively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

Service disruptions at a localized level could occur due to reduced level of service or service loss for critical users. It is imperative that we have competent full time staff throughout all of our facilities to ensure consistent, efficient and safe operation of our facilities. Failure to do so may also present health and safety risks to the staff and users of the buildings.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		5,000					
Account #	New Hire Requests In $						
57301.4021	**FTE 1**	53,797	53,797	53,797	53,797	53,797	53,797
	PTE						
	CONTRACT						
	BENEFITS - FTE	15,063	15,063	15,063	15,063	15,063	15,063
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**73,860**	**68,860**	**68,860**	**68,860**	**68,860**	**68,860**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
17781.4403	Janitorial Contract	30,000	30,000	30,000	30,000	30,000	30,000
Total Cost Recoveries		**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**
Total Net Cost		**43,860**	**38,860**	**38,860**	**38,860**	**38,860**	**38,860**

Section 3 : Sign-off

Collaboration		**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**
Harry Vanwensem	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**HVAC Inspections and Preventative Maintenance Services**				
Net Costs	**$ 60,000**	**Resources Requirements**	**No New Resources**	**Decision Package #**	
Commission/Area:	**Development and Infrastructure Services Commission**			**Division/ Departments:**	**Public Works- Facilities**
Legislative Requirement (select one):		**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

Additional Funds are required to conduct increased monthly HVAC equipment inspections and preventative maintenance. Our current budget for HVAC does not account for the preventative maintenance of many of the facilities within our portfolio. Currently some preventative maintenance is performed at Magna Centre, Operations Centre and Old Town Hall. However, there are critical items that are still not being performed and most other facilities do not receive regular maintenance other than filter changes by maintenance staff. This is less than the minimum regular maintenance that these units should receive by a qualified technician. Currently there are approximately 170 Various HVAC units throughout the facilities. Licenced Contractors only cover 44% of the units and only accounts for minimal inspection and maintenance of the units. The remaining 56% of the units do not receive inspection from a licenced technician unless there is a major failure. Most of HVAC units are belt driven which require more frequent inspection, tensioning, and replacement. Due to the configuration of these gas powered units, it is also strongly recommended, for liability reasons, that inspection be completed by a qualified and licensed gas technician. Development of a PM HVAC plan is in progress and over the next few years we anticipate a drastic increase in HVAC inspection and maintenance needs.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The added funds are required for ongoing maintenance to ensure the continuous successful operation of the Town's building assets. Regular maintenance and repair are important in maintaining our buildings as well as ensuring the assets longevity. With the increase in demand and expenditures noted over the past 5 years and aging of the Town's assets, the demand for HVAC repair work keeps increasing in order to maintain our various facilities in operational and working order. Conducting regular inspections and preventative maintenance on HVAC equipment will mitigate the increased need for HVAC work and potentially reduce costs in the long run if units are maintained more regularly as opposed to having a technician assess repairs only when issues arise.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

The general systems, including HVAC equipment and associated ductwork, gas piping and controls in the facilities are aging and require more frequent maintenance. This has been represented in the unplanned replacement and overages seen in the budget in the previous years. The additional funds will not only allow us to manage the HVAC services more efficiently, it will also allow existing maintenance operators' time to be focussed on delivering other core services.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Without sufficient funds to adequately inspect and conduct preventative maintenance on the general HVAC systems in all of the various buildings, partial or full closure of facilities affected is possible. Cancelled programming in facilities is likely to affect a moderate number of the population, not considering that closures are likely to negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 1 year

When accessing components of HVAC units staff are exposed to other areas of the unit that should only be maintained by properly trained technicians. By utilizing our contractor to complete filter changes on a quarterly basis, they would be able to inspect the units at the same time. Inspections and filter changes are recommended at the same intervals thus having a qualified technician to perform these tasks seems to make the most business sense and reduces the risk of a potential injury to an untrained staff member. We also anticipate a cost savings associated with service calls which would reduce the potential of a service disruption if HVAC systems were to fail unexpectedly. Work will be able to be scheduled during planned facility closures minimizing the need to disrupt programs and users due to HVAC issues.

Section 2 : Financials

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
57811.4276	Inspections & Preventative Maintenance	60,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**60,000**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		-	-	-	-	-	-
Total Net Cost		**60,000**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration	N/A	**Consulted With**						

Prepared By:	**Reviewed By:**	**Commissioner:**
Harry Vanwensem	**Mark Agnoletto**	**Peter Noehammer**

Tax Portal

New Resources

Corporate Services Commission | **Information Technology**

Enhance / Growth

See Capital form #9

Commission or Departmental Business Plan

Increases Service Levels

Moderate Impact - Moderate utilization

Financial Impact

Within 3 years

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		30,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**30,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**30,000**	**-**	**-**	**-**	**-**	**-**

Collaboration | **Consulted With**

Prepared By:	**Reviewed By:**	**Commissioner:**

Fleet Asset Management Software

New Resources

Development and Infrastructure Services Commission | **Public Works- Roads**

Improved Efficiency

See Capital Form # 17

Approved Strategic Plan

Secures Existing Service Levels

Minor Impact - Local Benefit

Operational

Within 1 year

Details of Incremental Expenditures, Savings and Revenue

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
		10,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**10,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**10,000**	**-**	**-**	**-**	**-**	**-**

Collaboration | **Consulted With**

Prepared By:	**Reviewed By:**	**Commissioner:**

Goose Management Study

No New Resources

Development and Infrastructure Services Commission | **Public Works- Parks**

Community Planning

See Capital Form #24

Commission or Departmental Business Plan

Increases Service Levels

No Impact

Corporate Image

Within 1 year

Operating Costs		2022	2023	2024	2025	2026	2027
Account #	Description						
		50,000					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE	-	-	-	-	-	-
	BENEFITS - PTE	-	-	-	-	-	-
Total Operating Costs		**50,000**	**-**	**-**	**-**	**-**	**-**
Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**50,000**	**-**	**-**	**-**	**-**	**-**

Collaboration Yes **Consulted With** Engineering - Stormwater

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	**Mark Agnoletto**	**Peter Noehammer**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Water Historical Impact of Development Assumptions**				
Net Costs	**$ 176,915**	**Resources Requirements**	**New Resources**	**Decision Package #**	
	Development and Infrastructure Services Commission			**Division/ Departments:**	**Public Works- Water/Wastewater**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

When communities are constructed by developers, the Town experiences new revenue from the new rate-based revenue that comes from properties generating new or increased rate payers. When construction is complete, a handover takes place and the Town becomes responsible for the assets (e.g. roads, watermains, etc.) that form the community. From the day assets are assumed, they require ongoing operations and maintenance. For example, streets must be plowed, water infrastructure like hydrants must be serviced, sewers need to be inspected, and drainage features require cleaning. By assuming assets, the Town is acquiring both a new source of revenue and a set of liabilities that require funding and maintenance. Review of assessment growth allocations and operations and maintenance practices during the development of the 2021 Asset Management Plan demonstrated that as the Town gains assessment growth via new rate payments, it does not fund the liabilities for maintenance that the new core assets generate. This is a common issue in municipalities that experience growth, as new assets can be ignored at the beginning and an "illusion of wealth" takes place. The 2022 decision package begins the process of addressing this historical liability through a "catch-up" process that will take several years to complete.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Council Priority

• Develop a multi-year operating and capital budget that aligns with Budget Policies.

Core assets like roads and water are long-lived assets that require multi year budgeting in order to manage proactively, and the Council commitment to the priority for financial sustainability reflects this. The completion of the 2021 asset management plan requested by Council is another priority that directly supports work to develop better operating and capital budgeting practices. The review of growth, operations, and maintenance during the 2021 asset management plan demonstrates progress towards multi-year budgeting if the appropriate action is taken through this 2022 decision package request. Current practice prior to asset management planning was negatively impacting the Town's long term investment in its infrastructure, an unsustainable trend. By funding the historical impact of unfunded growth liabilities, the Town is demonstrating its commitment ot a better approach to multi-year budgeting going forward. Between 2016 and 2020, the Town assumed 17 kilometers of roads, 24 kilometers of watermains, 20 kilometers of wastewater sewers, 21 kilometers of storm sewers, 2 ponds, and 1 vehicle bridge. The estimated operating impact of these assets is $970,000 per year, based on the Towns current level of services and funding commensurate to the new asset requirements. The ~$977k breakdowns down to: Roads (~$276,000 / year), Water ($360,000 / year), Wastewater ($231,000 / year), and Stormwater ($101,000 / year). These gaps occur every year, and addressing them over time (2022 request does not adddress the entire gap) will demonstrate a commitment to multi-year operating budgets.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

These funds are required for all areas of Town to sustainably receive the same level of service. If an additional burden is placed on limited resources without a commensurate increase in funding or staff, the result is the same resources been stretched across a larger asset base - ultimately resulting in a decrease in levels of service. The Town's current level of service includes operational activities like inspections, customer requests, completion of regulatory requirements, etc. and maintenance activities like cleaning and repair work. Each of these activities requires field staff resources, administrative support, vehicles and equipment, and contracted services - without the funds to support these activities, the level of service cannot be provided. Levels of service are funded by rate paying "customers", and when a new asset is assumed the funding is intended to come from the customer paying for that new service. If assessment growth is not allocated to the new maintenance requirement, the level of service cannot be provided sustainably. If the level of service is in fact being provided without a contribution of new rate revenue (as is usually the case now), than it is because other "customers" are allocating their own resources to support the new addition to the asset portfolio in another area of Town. When new assets are assumed, the commensurate level of rate revenue is required to fund the new assets with the same service other assets recieve, if the Town wishes to be financially sustainable, address growing infrastructure gaps, and secure our current level of service.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Increased demand without increased resources incrementally decreases the level of service the Town is able to provide Town-wide, although not all of these drops are immediately realized by customers/residents in their day-to-day community interactions. However, this will change over time as maintenance backlogs increase and become more apparent to residents. If current practices continue with new assumed assets during 2022 and beyond, the rate at which this occurs will also accelerate. While the source of new rate revenue is limited to the community where it is generated, the impact of this is felt across Town as staff try to provide the expected level of service with the same resources being stretched further than before. By providing the resources to meet the liabilities of growth, Public Works will be able to provide the administration, field staff, equipment, materials, support costs, and contracted services needed to maintain the existing level of service for the entire community, inclusive of existing residents and new developments. This does not include the end of life replacement cost, which will also need to be planned for through incremental ARF increases.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 months

The risks of not funding the maintenance obligations from newly assumed assets through new rate revenue are a combination of operational, financial, and social factors. At an operational level, there is an immediate need to provide the staff and supports needed to meet service expectations. Without these resources, operations and maintenance practices become more reactive and service levels will ultimately drop. This is the most immediate and pressing risk - since 2016, only a small fraction of the maintenance impact of assessment growth has been funded, meaning the shortfal has already been occuring for years. At the financial level, there is a medium term risk of unfunded liabilities caused by maintenance backlogs. Other financial risks include funding activities that do not align with the demand drivers or revenue sources of assessment growth. This is occuring already but will the impacts will likely not be realized until the medium term. At a social level, those funding assessment growth / new rate revenue have the expecatation their rate dollars are going towards the services they recieve in their community. By not funding the maintenance requirements of the community, the Town is not meeting this understanding. Instead, the rate dollars that *do* pay for the maintenance in newly assumed areas is coming from other sources or areas, *ultimately subsidizing the maintenance liabilities that they did not generate themselves* . As service levels drop, it will raise questions about equity and responsible use of resources. This is a long term risk of not funding new maintenance obligations from its own assessment growth / new rate revenue.

Section 2 : Financials

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Water	176,915					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE						
	BENEFITS - PTE						
Total Operating Costs		**176,915**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**176,915**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Wastewater Historical Impact of Development Assumptions**				
Net Costs	**$ 148,612**	**Resources Requirements**	**New Resources**	**Decision Package #**	
	Development and Infrastructure Services Commission			**Division/ Departments:**	**Public Works- Water/Wastewater**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

When communities are constructed by developers, the Town experiences new revenue from the new rate-based revenue that comes from properties generating new or increased rate payers. When construction is complete, a handover takes place and the Town becomes responsible for the assets (e.g. roads, watermains, etc.) that form the community. From the day assets are assumed, they require ongoing operations and maintenance. For example, streets must be plowed, water infrastructure like hydrants must be serviced, sewers need to be inspected, and drainage features require cleaning. By assuming assets, the Town is acquiring both a new source of revenue and a set of liabilities that require funding and maintenance. Review of assessment growth allocations and operations and maintenance practices during the development of the 2021 Asset Management Plan demonstrated that as the Town gains assessment growth via new rate payments, it does not fund the liabilities for maintenance that the new core assets generate. This is a common issue in municipalities that experience growth, as new assets can be ignored at the beginning and an "illusion of wealth" takes place. The 2022 decision package begins the process of addressing this historical liability through a "catch-up" process that will take several years to complete.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Council Priority

• Develop a multi-year operating and capital budget that aligns with Budget Policies.

Core assets like roads and water are long-lived assets that require multi year budgeting in order to manage proactively, and the Council commitment to the priority for financial sustainability reflects this. The completion of the 2021 asset management plan requested by Council is another priority that directly supports work to develop better operating and capital budgeting practices. The review of growth, operations, and maintenance during the 2021 asset management plan demonstrates progress towards multi-year budgeting if the appropriate action is taken through this 2022 decision package request. Current practice prior to asset management planning was negatively impacting the Town's long term investment in its infrastructure, an unsustainable trend. By funding the historical impact of unfunded growth liabilities, the Town is demonstrating its commitment ot a better approach to multi-year budgeting going forward. Between 2016 and 2020, the Town assumed 17 kilometers of roads, 24 kilometers of watermains, 20 kilometers of wastewater sewers, 21 kilometers of storm sewers, 2 ponds, and 1 vehicle bridge. The estimated operating impact of these assets is $970,000 per year, based on the Towns current level of services and funding commensurate to the new asset requirements. The ~$977k breakdowns down to: Roads (~$276,000 / year), Water ($360,000 / year), Wastewater ($231,000 / year), and Stormwater ($101,000 / year). These gaps occur every year, and addressing them over time (2022 request does not adddress the entire gap) will demonstrate a commitment to multi-year operating budgets.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

These funds are required for all areas of Town to sustainably receive the same level of service. If an additional burden is placed on limited resources without a commensurate increase in funding or staff, the result is the same resources been stretched across a larger asset base - ultimately resulting in a decrease in levels of service. The Town's current level of service includes operational activities like inspections, customer requests, completion of regulatory requirements, etc. and maintenance activities like cleaning and repair work. Each of these activities requires field staff resources, administrative support, vehicles and equipment, and contracted services - without the funds to support these activities, the level of service cannot be provided. Levels of service are funded by rate paying "customers", and when a new asset is assumed the funding is intended to come from the customer paying for that new service. If assessment growth is not allocated to the new maintenance requirement, the level of service cannot be provided sustainably. If the level of service is in fact being provided without a contribution of new rate revenue (as is usually the case now), than it is because other "customers" are allocating their own resources to support the new addition to the asset portfolio in another area of Town. When new assets are assumed, the commensurate level of rate revenue is required to fund the new assets with the same service other assets recieve, if the Town wishes to be financially sustainable, address growing infrastructure gaps, and secure our current level of service.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Increased demand without increased resources incrementally decreases the level of service the Town is able to provide Town-wide, although not all of these drops are immediately realized by customers/residents in their day-to-day community interactions. However, this will change over time as maintenance backlogs increase and become more apparent to residents. If current practices continue with new assumed assets during 2022 and beyond, the rate at which this occurs will also accelerate. While the source of new rate revenue is limited to the community where it is generated, the impact of this is felt across Town as staff try to provide the expected level of service with the same resources being stretched further than before. By providing the resources to meet the liabilities of growth, Public Works will be able to provide the administration, field staff, equipment, materials, support costs, and contracted services needed to maintain the existing level of service for the entire community, inclusive of existing residents and new developments. This does not include the end of life replacement cost, which will also need to be planned for through incremental ARF increases.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 months

The risks of not funding the maintenance obligations from newly assumed assets through new rate revenue are a combination of operational, financial, and social factors. At an operational level, there is an immediate need to provide the staff and supports needed to meet service expectations. Without these resources, operations and maintenance practices become more reactive and service levels will ultimately drop. This is the most immediate and pressing risk - since 2016, only a small fraction of the maintenance impact of assessment growth has been funded, meaning the shortfall has already been occurring for years. At the financial level, there is a medium term risk of unfunded liabilities caused by maintenance backlogs. Other financial risks include funding activities that do not align with the demand drivers or revenue sources of assessment growth. This is occurring already but will the impacts will likely not be realized until the medium term. At a social level, those funding assessment growth / new rate revenue have the expectation their rate dollars are going towards the services they receive in their community. By not funding the maintenance requirements of the community, the Town is not meeting this understanding. Instead, the rate dollars that *do* pay for the maintenance in newly assumed areas is coming from other sources or areas, *ultimately subsidizing the maintenance liabilities that they did not generate themselves* . As service levels drop, it will raise questions about equity and responsible use of resources. This is a long term risk of not funding new maintenance obligations from its own assessment growth / new rate revenue.

Section 2 : Financials

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Wastewater	148,612					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE						
	BENEFITS - PTE						
Total Operating Costs		**148,612**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**148,612**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**

2022 BUDGET
Operating Decision Package Form

Project / Initiative Name	**Stormwater Historical Impact of Development Assumptions**				
Net Costs	**$ 103,795**	**Resources Requirements**	**New Resources**	**Decision Package #**	
	Development and Infrastructure Services Commission			**Division/ Departments:**	**Engineering - Stormwater**
Legislative Requirement (select one):	**No**	**Quote Legislation:**			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one): Replacements, Rehabilitation and/or Maintenance

When communities are constructed by developers, the Town experiences new revenue from the new rate-based revenue that comes from properties generating new or increased rate payers. When construction is complete, a handover takes place and the Town becomes responsible for the assets (e.g. roads, watermains, etc.) that form the community. From the day assets are assumed, they require ongoing operations and maintenance. For example, streets must be plowed, water infrastructure like hydrants must be serviced, sewers need to be inspected, and drainage features require cleaning. By assuming assets, the Town is acquiring both a new source of revenue and a set of liabilities that require funding and maintenance. Review of assessment growth allocations and operations and maintenance practices during the development of the 2021 Asset Management Plan demonstrated that as the Town gains assessment growth via new rate payments, it does not fund the liabilities for maintenance that the new core assets generate. This is a common issue in municipalities that experience growth, as new assets can be ignored at the beginning and an "illusion of wealth" takes place. The 2022 decision package begins the process of addressing this historical liability through a "catch-up" process that will take several years to complete.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one): Council Priority

• Develop a multi-year operating and capital budget that aligns with Budget Policies.

Core assets like roads and water are long-lived assets that require multi year budgeting in order to manage proactively, and the Council commitment to the priority for financial sustainability reflects this. The completion of the 2021 asset management plan requested by Council is another priority that directly supports work to develop better operating and capital budgeting practices. The review of growth, operations, and maintenance during the 2021 asset management plan demonstrates progress towards multi-year budgeting if the appropriate action is taken through this 2022 decision package request. Current practice prior to asset management planning was negatively impacting the Town's long term investment in its infrastructure, an unsustainable trend. By funding the historical impact of unfunded growth liabilities, the Town is demonstrating its commitment to a better approach to multi-year budgeting going forward. Between 2016 and 2020, the Town assumed 17 kilometers of roads, 24 kilometers of watermains, 20 kilometers of wastewater sewers, 21 kilometers of storm sewers, 2 ponds, and 1 vehicle bridge. The estimated operating impact of these assets is $970,000 per year, based on the Towns current level of services and funding commensurate to the new asset requirements. The ~$977k breakdowns down to: Roads (~$276,000 / year), Water ($360,000 / year), Wastewater ($231,000 / year), and Stormwater ($101,000 / year). These gaps occur every year, and addressing them over time (2022 request does not address the entire gap) will demonstrate a commitment to multi-year operating budgets.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap

These funds are required for all areas of Town to sustainably receive the same level of service. If an additional burden is placed on limited resources without a commensurate increase in funding or staff, the result is the same resources been stretched across a larger asset base - ultimately resulting in a decrease in levels of service. The Town's current level of service includes operational activities like inspections, customer requests, completion of regulatory requirements, etc. and maintenance activities like cleaning and repair work. Each of these activities requires field staff resources, administrative support, vehicles and equipment, and contracted services - without the funds to support these activities, the level of service cannot be provided. Levels of service are funded by rate paying "customers", and when a new asset is assumed the funding is intended to come from the customer paying for that new service. If assessment growth is not allocated to the new maintenance requirement, the level of service cannot be provided sustainably. If the level of service is in fact being provided without a contribution of new rate revenue (as is usually the case now), than it is because other "customers" are allocating their own resources to support the new addition to the asset portfolio in another area of Town. When new assets are assumed, the commensurate level of rate revenue is required to fund the new assets with the same service other assets receive, if the Town wishes to be financially sustainable, address growing infrastructure gaps, and secure our current level of service.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one): Moderate Impact - Moderate utilization

Increased demand without increased resources incrementally decreases the level of service the Town is able to provide Town-wide, although not all of these drops are immediately realized by customers/residents in their day-to-day community interactions. However, this will change over time as maintenance backlogs increase and become more apparent to residents. If current practices continue with new assumed assets during 2022 and beyond, the rate at which this occurs will also accelerate. While the source of new rate revenue is limited to the community where it is generated, the impact of this is felt across Town as staff try to provide the expected level of service with the same resources being stretched further than before. By providing the resources to meet the liabilities of growth, Public Works will be able to provide the administration, field staff, equipment, materials, support costs, and contracted services needed to maintain the existing level of service for the entire community, inclusive of existing residents and new developments. This does not include the end of life replacement cost, which will also need to be planned for through incremental ARF increases.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area): Operational

Timelines for Potential Risk Impacts Within 3 months

The risks of not funding the maintenance obligations from newly assumed assets through new rate revenue are a combination of operational, financial, and social factors. At an operational level, there is an immediate need to provide the staff and supports needed to meet service expectations. Without these resources, operations and maintenance practices become more reactive and service levels will ultimately drop. This is the most immediate and pressing risk - since 2016, only a small fraction of the maintenance impact of assessment growth has been funded, meaning the shortfall has already been occurring for years. At the financial level, there is a medium term risk of unfunded liabilities caused by maintenance backlogs. Other financial risks include funding activities that do not align with the demand drivers or revenue sources of assessment growth. This is occurring already but will the impacts will likely not be realized until the medium term. At a social level, those funding assessment growth / new rate revenue have the expectation their rate dollars are going towards the services they receive in their community. By not funding the maintenance requirements of the community, the Town is not meeting this understanding. Instead, the rate dollars that *do* pay for the maintenance in newly assumed areas is coming from other sources or areas, *ultimately subsidizing the maintenance liabilities that they did not generate themselves* . As service levels drop, it will raise questions about equity and responsible use of resources. This is a long term risk of not funding new maintenance obligations from its own assessment growth / new rate revenue.

Section 2 : Financials

Operating Costs		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
	Sewers	84,212					
	Ponds	19,583					
Account #	New Hire Requests In $						
	FTE						
	PTE						
	CONTRACT						
	BENEFITS - FTE						
	BENEFITS - PTE						
Total Operating Costs		**103,795**	**-**	**-**	**-**	**-**	**-**

Cost Recoveries		**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
Account #	Description						
Total Cost Recoveries		**-**	**-**	**-**	**-**	**-**	**-**
Total Net Cost		**103,795**	**-**	**-**	**-**	**-**	**-**

Section 3 : Sign-off

Collaboration		**Consulted With**					

Prepared By:	**Reviewed By:**	**Commissioner:**

Monday Nov 15, 2021 – Committee of the Whole
Jordanray Boulevard Parking Review – Staff Report to Council

From: Pat Foran 84 Jordanray Blvd.

RECOMMENDATION - no change
Jordanray Blvd is a regular subdivision street with no parking restrictions on both sides of the whole street other than the regular town parking bylaws. There was no petition from households on the street.

Passing parked vehicles on the street is always a safety concern no matter where you are . . . you must slow down and maneuver past the parked vehicles on both sides while watching for pedestrians.

In the absence of a reason for the study of Jordanray Blvd Parking Review Town staff have concluded in their study that a new no parking zone (25 metres) be enforced on Jordanray Blvd. for safety while still providing some parking. Note: the proposed parking is 5 spaces (not 10)

Inner curve includes mailboxes and single dwelling large house which means people stopping on the inner curve for mail and picking up children.

NO CHANGE based on these concerns:
Reduced street parking - Parking is already limited due to the close proximity of driveways for the townhomes on the south side of the curve (one parking space)

Winter conditions – even more parking concerns and nowhere to put the snow

Speed increase - if the curve is freed up by reducing parking spaces to appease the motorists it will be seen as an invitation to not reduce their speed on this curve,

Jordanray Bypass – will become more popular to those avoiding Yonge St. The parked cars are a deterrent to speeding and using Jordanray as a bypass. The motorists do not heed the posted speed limits at 20 mph.

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

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

Memorandum

November 22, 2021

TO: Mayor Taylor and Members of Council

RE: 2021 Lymantria Dispar Dispar (LDD) Management Report, Item 4.2 on the November 15, 2021 Committee of the Whole agenda

---

A request was made at the Committee of the Whole meeting held on November 15, 2021 for clarification on the funding for the above referenced project.

Of the projected $189,000 cost, $89,000 could be funded from existing operating budgets for Urban Forestry Management and Invasive Species (formerly EAB). The remaining $100,000 would be funded from reserves in consultation with the Treasurer – this would be a temporary measure for 2022.

Existing service levels will not be impacted. EAB requirements are decreasing. Funds will be prioritized between the two programs.

There will be expenses in 2023 and possibly beyond. Although we anticipate that costs will decrease in 2023, we will not be able to project the requirements until we have collected our research data. By the end of October 2022, Public Works Servcies will have a plan based on what is required for 2023 and will provide a report to Council with any budget impacts. Any incremental costs will be factored into the 2023 budget.

For more information, e-mail the Treasurer: mmayes@newmarket.ca or the Director of Public Works Services: magnoletto@newmarket.ca

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

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

2021 Lymantria Dispar Dispar (LDD) Management Report Staff Report to Council

Report Number: 2021-76

Department(s): Public Works Services

Author(s): Jeff Bond, Manager of Parks and Property Services and Joerg Hettmann, Forestry Supervisor

Meeting Date: November 15, 2021

Recommendations

1. That the report entitled 2021 LDD (Lymantria Dispar Dispar) Operations Report dated November 15, 2021 be received; and,

2. That the following mitigating measures to address the forecasted 2022 LDD infestation be approved, which include:

I. Removal of egg masses from trees.
II. Ground spraying of selected recently planted trees.
III. Injection of large oak trees.
IV. Distribution of Burlap packages.
V. Implementation of the public education program; and,

3. That staff be authorized to hire one seasonal parks worker for data collection and contract execution support; and,

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

Executive Summary

This report provides an overview on the extent and severity of the Lymantria dispar dispar (LDD), formerly known as Gypsy Moth, infestation of 2021. It reviews the control methods that were used last year and makes recommendations for what to do in 2022. Background information on the different methods of control are discussed. The recommendations for 2022 mitigation efforts are management strategies aimed at

reducing the stress on the most vulnerable municipal trees while providing resources and tools for residents to mitigate impacts on their trees.

Purpose

The purpose of this report is to provide a review of the LDD infestation in the Town of Newmarket in 2021, and best practices and options for mitigating the impacts of this pest on the Town's tree canopy in 2022. This report outlines recommendations for reducing localized defoliation on municipal trees as well as providing property owners with tools and knowledge to protect their private trees.

Background

Newmarket was not alone in dealing with LDD, also known as the European gypsy moth in 2021. Many parts of York Region and across much of southern Ontario were significantly affected by the LDD infestations during the spring and summer of 2021.

Lymantria dispar dispar (Gypsy Moth)

The LDD insect is a non-native moth that has been in Ontario since the 1860's.

The LDD moth is a non-native insect from Europe that was introduced to North America in the 1860's and has since spread throughout the Great Lakes basin and was first observed in Ontario in 1969. The insect's caterpillar stage feeds on the leaves of many trees and shrubs, but has shown local preferences towards oak, maple, linden, willow and birch species, fruit trees and rose bushes.

The large-scale infestation the Town experienced this year is typical for this species, where populations reaching epidemic proportions generally occur every 8-10 years. The last recorded outbreak in York Region, while much less severe, was reported in the 1990's. These outbreaks may last two to five years and are followed by a rapid decline of the moth's populations, generally caused by natural agents such as fungi and virus.

During a population outbreak, large numbers of caterpillars feed on the leaves of trees. Trees that have been defoliated in the spring may be capable of re-growing another crop of leaves during the same summer. While healthy trees can often withstand several years of defoliation before declining, some trees in urban settings are exposed to many other environmental stresses such as soil compaction, road salt, and insufficient soil volume and therefore can have a reduced capacity to recover from repeated defoliation. The LDD is a non-native species, however, it has since been naturalized in Ontario and the Province of Ontario and Resource Canada no longer attempt to control any outbreaks.

The LDD moth has four distinct phases in its lifecycle:

- Egg – overwinters on trees or any other surface close to the host tree.

- Caterpillar – May to July, causes the defoliation of trees.
- Cocoon or pupae – July and August is when the caterpillars cocoon.
- Adult moth – August is when the adult moth emerges and lays egg masses for the next generation.

Several control measures can be employed to reduce the defoliation of trees from the LDD caterpillar.

Ground Spraying

Ground spraying of Bacillus Thuringiensis (BTK) is a similarly effective treatment with the benefit of being applied to targeted trees. It is an expensive, labour intensive approach and is recommended only for recently planted boulevard trees. These trees have not yet fully established themselves and are unlikely to be able to withstand the stresses of defoliation by LDD. Similar to aerial spraying, this application is challenged with the narrow application time of two to three weeks after the hatch of LDD caterpillars to deposit the bio-insecticide on the leaves.

Tree Banding

Tree banding with sheets of burlap is an effective way to reduce the number of caterpillars on a specific tree. They are applied approximately four feet up on the main stem, and they provide an opportunity to collect caterpillars during their daily migration from the ground to the canopy. It is vital that the caterpillars be gathered and disposed of regularly to make this approach successful.

In the spring of 2021, Newmarket selected 95 trees for tree banding in five strategic areas throughout the Town. From these trees 36,500 caterpillars were collected to monitor the population and the severity of the infestation (see Appendix A). While this is a great option for residents to minimize the impact on their trees, this is not a sound control method for the Town to use on public trees as it requires daily inspection and caterpillar removal and disposal.

NPV Distribution

Nuclear Polyhedrosis Virus (NPV) is a naturally occurring population control agent that infects specific caterpillars and in particular LDD. This virus is capable of causing large scale mortality during the peak of an outbreak and is transmitted through direct contract between infected and healthy caterpillars. NPV applications have been successfully used to help contain LDD outbreaks. Staff, in cooperation with York Region, received approval from the Natural Resources Canada and the Ministry of Northern Development, Mines, Natural Resources and Forestry to collect and share NPV infected caterpillars. The City of Richmond Hill, Township of King, Town of Aurora and the Lake Simcoe Regional Conservation Authority received infected caterpillars from Newmarket to disseminate the virus to specific areas of concern within their respective jurisdictions.

Tree Injection

TreeAzin injection controls the LDD moth by inhibiting larval development when feeding on the leaves, assisting in limiting the amount of damage to the tree. This option is not suitable as a broad approach to control defoliation due to its high costs but is most effective when applied to targeted high value trees.

Egg Mass Removal

LDD moths lay egg masses containing up to several hundred eggs throughout trees, from the base of the main trunk to the full height of the canopy. Staff performed a comprehensive egg mass survey in the summer of 2021 which concluded that the preferred hosts in Newmarket were Norway Maples, Red Oaks, Linden Trees, Birches and Willows. This survey was based on the York Region sampling procedure.

Removing egg masses is an effective but labour intensive approach that occurs between September and the emergence of the caterpillar in May. This assists in reducing the defoliation impacts on a specific target tree for the following season. This method is relative inexpensive and practical control option for residents requiring only minor tools and physical labour. However, the effectiveness of reducing defoliation is mitigated by some caterpillars migrating in from neighboring untreated trees. This is especially significant in areas bordering woodlots and open spaces.

While all parts from the main trunk to the branches in the upper canopy should be cleared, egg mass removal from the main trunk, up to seven meters in height can make a significant difference in reducing the next generation population. The Town's egg mass survey revealed that some number of the egg mases were deposited on the leaves.

Aerial Spraying

Aerial spraying of woodlands and forested areas with the insecticide Bacillus thuringiensis (BTK) is an effective method to reduce the LDD caterpillar population in broad areas. It is worth noting that this application, while protecting the targeted canopy does not cause the crash of the population. The preparations for aerial applications of BTK are very extensive, involving comprehensive consultation, communication and safety efforts. The success of this treatment requires two applications within a small timeframe in the spring. The treatment relies on favorable weather conditions, making this a high risk management option to execute. This method is non-selective and is applied to all trees within the sprayed area. Concerns have been raised of the impact of the spray on killing non-target caterpillars. These non-target caterpillars represent part of an important food source for other species such as breeding song birds.

Pheromone Traps

A pheromone trap is a type of insect trap that uses pheromones to lure insects. Sex pheromones and aggregating pheromones are the most common types used. These traps are an effective method for detecting the presence or absence of LDD moth in a

particular area, especially at the first arrival of the insect, but are not an approved method of control for LDD moth in Ontario. In fact, the use of pheromone traps may result in attracting an increased number of individuals to a particular area.

Street and Sidewalk Sweeping

At high numbers, LDD caterpillars can be a nuisance as their droppings (frass) and bits of foliage dropped by feeding can create messes on sidewalks and roadways. While staff monitored the sidewalk and road conditions in the most severely affected areas, no sweeping program was required in 2021.

Public Engagement

With more than 50% of the Newmarket's tree canopy being private, the Town engaged with its residents since the emergence of the caterpillars this year. Information on the lifecycle of the insect, helpful hints, and an interactive map were added to the Town website. Further updates and educational videos on the lifecycle stages of the moth and best practices for controlling the caterpillars and removing eggs were held in July and September. Workshops on egg mass removal were held in October at the Farmer's Market. During the spring and early summer 865 resident's submissions provided observations of caterpillars to the interactive map. During that same time staff responded to 285 service requests for information, removing the caterpillars and maintaining the trees.

Staff distributed over 2,100 banding kits in June of 2021. This was done through a one week drive-by hand out program at the Magna Centre, followed by over the counter services at the Municipal Office and the Ray Twinney Recreational Complex (see Appendix B) and resident's responses were very positive.

Municipalities have engaged in a variety of control measures ranging from spraying pesticides to public education through videos and workshops.

Surrounding Municipalities and local authorities have approached the 2021 outbreak with a varied number of responses ranging from direct control measures such as spraying to more indirect activities including educational videos and raising awareness with helpful information through the use of websites, social media and other communication means.

Table 1.01, below, shows which of the above discussed methods were used by York Region local municipalities and others.

- Table 1.01
Public LDD Programs in 2021

Municipalities	Aerial Spray	Ground Spray	Tree Injection	Burlap Handout	Egg Mass Removal	NPV Dispersal	Street Sweeping	Website Updates
Toronto	•	•	•		•			•
Markham				•				•
Richmond Hill			•		•	•	•	•
Vaughan					•			•
Aurora			•	•		•		•
Newmarket				•	•	•		•
E. Gwillimbury				•	•	•		•
King					•	•		•
York Region		•			•	•		•
LSRCA						•		•
TRCA	•				•			•

Discussion

The 2022 response to the LDD outbreak is recommended to focus on three approaches; (1) direct intervention through various techniques, (2) support for privately owned trees through information and resources, and (3) continued data collection to support information based decision making.

Staff analyzed key data and information when formulating the recommendations within this report. The caterpillar monitoring program of banded trees provided specific data on the insect's distribution, severity, and movement during the summer.

The public provided valuable information through the interactive map on the Town's website, which aligned with initial interpretations.

A detailed egg mass survey enabled staff to forecast where next year's outbreak will be most severe as well as which tree species would be most affected. The combination of the existing tree inventory and next year's outbreak predictions allowed staff to identify the most vulnerable trees as candidates for treatment.

It is proposed that the Town proceed with direct intervention on the most vulnerable municipal trees through ground spraying, egg mass removal, and tree injection.

While there is no treatment that effectively controls the LDD population, staff reviewed several options that can mitigate the impacts of the LDD infestation. Ground spraying, egg mass removal and tree injection have been identified as the options which best represented operational and fiscal effectiveness for direct intervention on municipal trees (See Appendix D).

Ground spraying with BTK is proposed for the youngest trees to protect them from defoliation as they do not yet have a strong enough root system to regrow another crop of leaves the same season. Staff are proposing to treat 150 young trees that are the most vulnerable to defoliation in 2022.

Egg masses are being removed from 2,500 trees this fall and another 2,000 trees are being proposed for 2022. The manual removal of the egg masses focuses on protecting medium and mature size trees. Removing the egg masses, reduces the amount of caterpillars which reduces defoliation and allows for a faster recovery.

Tree injection with TreeAzin will be used to protect some very large trees in parks as they are too large for alternative methods. Staff are proposing to selectively treat 13 large prominent oak trees in 2022 and monitor the effectiveness of the application for future consideration.

The 2021 egg mass survey identified seven areas of severe and ten areas of moderate potential infestations and defoliation. Staff will monitor those areas for excessive caterpillar droppings onto sidewalks and roadways. In situations where surfaces become slippery, staff will schedule sidewalk sweeping operations to ensure public safety in these areas.

Table 1.02 sets out details about the proposed interventions.

Table 1.02 Direct Intervention Criteria for 2022			
Strategy	**Target Trees**	**Target Species**	**# of Trees**
Ground Spraying	Young Trees 0-16 centimeters	Oaks, Linden, Maples	150
Egg Mass Removal	Medium to Large Trees 8-45 centimeters	Oaks, Linden, Maples, Birches, Willows	2,000(plus 2,500 done in 2021)
Tree Injections	Very Large Trees 45 + centimeters	Oaks	13

Aerial spraying and pheromone traps were considered but not applicable for the 2022 program.

An aerial spraying program is not being recommended at this time as it requires two applications within a very narrow time frame and is logistically complex. This has to occur right after the caterpillars emerge and requires dry weather conditions. The additional possibility of negative impacts to the food chain for other species, such as song birds have reinforced staff's recommendation to not use aerial spraying.

As discussed previously, pheromone traps' principle function is a detection tool. Since the pest is already well established, staff do not recommend using pheromone traps within the Town of Newmarket.

It is recommended to continue the public engagement program for protecting private trees.

Educating and communicating with residents has proven to be very successful during the 2021 infestation. Staff will continue to work with Corporate Communications and build upon 2021's strong engagement with residents by;

- Distributing 4,000 Tree banding Kits (in addition to those already distributed in 2021),
- Creating new interactive Website Functions,
- Provide Educational Videos

- Perform How-To Workshops
- Provide Information Updates

These efforts will expand the resources residents will have at their disposal to protect their trees. As the egg survey study has shown, egg masses have also been deposited onto the leaves. Staff will be encouraging residents to collect and remove their leaves this fall as a practical and significant option to reduce the caterpillar emergence next spring.

It is recommended that one seasonal parks staff be hired to support the internal burlap banding program and the collection of data for future operational strategies.

The Town has chosen to institute an information based LDD program that utilizes a broad spectrum of best practices. The associated data collection has benefitted stakeholders through the communications strategy as well as staff in formulating the upcoming operations strategy. Staff will install a number of tree banding sites in 2022 to continue to monitor the severity of the caterpillar infestation and the growing emergence of the Nuclear Polyhedrosis Virus (NPV) as a natural controlling agent of the LDD population.

The information collected by Newmarket staff is shared with other public organizations to foster collaboration and information sharing. In the past season, staff have identified concentrated pockets of the NPV. The virus is a natural control agent for the moth's population and understanding how it influences the outbreak is important for managing the Town's activities. The sharing of Newmarket's NPV infected caterpillars also positively contributed to the accelerated spread of the virus with a potential impact on the LDD population decline across York Region. The proposed contract position would enable staff to continue with the collection of critical data, support LDD operations and continue the collaborative efforts with other municipalities and other organizations.

Table 1.03 compares the proposed LDD 2022 Strategy to the 2021 Strategy.

Table 1.03

2022 Proposed LDD Strategy

Strategy	2021	2022
Direct Intervention – Municipal Trees		
Egg Mass Removal	2,500	2,000
Tree Banding Sites	95	100
TreeAzin Injections	0	13
BTK Ground Spray	0	150
Indirect Intervention - Private Trees		
Tree Banding Kits	2,500	4,000
Website Updates	Caterpillar, Pupae, Egg Mass	Caterpillar, Pupae, Egg Mass
Electronic Signs	No	Yes
Videos	Egg Mass Removal	Egg Mass Removal, Tree Banding,
Workshops	Fall	Spring, Fall

Conclusion

Newmarket experienced a significant LDD infestation in 2021 with the highest level of defoliation in the south-west. Egg mass surveys performed this summer are predicting moderate to severe population levels throughout the Town in 2022. Staff are proposing direct and indirect control mechanisms be employed during this winter and spring 2022 to mitigate the impacts of defoliation on municipal and private trees. Aerial spraying of BTK and the use of pheromone traps are not recommended for 2022. The emergence of the NPV as a natural population control agent and the planned mitigative actions for 2022 will likely have an impact on next year's tree defoliation. Staff will monitor caterpillar and egg mass levels throughout the year and provide a report to council in the fall of 2022.

Business Plan and Strategic Plan Linkages

These recommendations influence and impact Council Strategic Priorities promoting extraordinary places and spaces and environmental stewardship.

Living Well: Deliver efficient, effective and environmentally sound maintenance services to an appropriate level that achieves Council and/or Provincially mandated services levels, which meet public health and safety requirements and enhances quality of life while ensuring that system capital assets retain their value and are managed and funded according to sustainable, lifecycle based principles and practices.

Consultation

Staff engaged with residents through various venues during the 2021 season. An interactive map allowing residents to share their LDD sightings captured 865 hits during the caterpillar stage. The drive-by handout of tree banding kits generated over 2,100 responses and staff addressed 285 requests from Customer Services.

Staff worked with neighboring public organizations and the York Region Invasive Species Workshop to coordinate best practices and public messaging through website updates, factsheets and videos.

Human Resource Considerations

The recommendation for data collection and contract support will require one seven months contract parks staff position.

Budget Impact

The LDD control measures in 2021 centered on education about the infestation and providing direct support to residents with the Tree Banding Kit program. Staff accommodated those costs for materials and labor in the existing operating budget

Staff developed criteria and costs for the chosen control methods and evaluated the following strategies:

I. Utilize existing Invasive Species Tree Replacement Funds,

II. Treating 10% to 100% of the Boulevard Trees,

III. Treating the Most Vulnerable Trees as per the Egg Mass Survey

Staff is recommending the third strategy as described in Table 1.03 above. The recommended operational costs are as follows:

Operational Costs

Program Item	Budget

Burlap Kit Distribution	$ 36,000.00
Ground Spray	$ 36,000.00
Tree Injections	$ 3,400.00
Egg Mass Removal	$ 64,000.00
Public Engagement Program	$ 13,000.00
Invasive Species Support Position (6 months)	$ 36,800.00
Total:	$ 189,200.00

The existing Invasive Species budget is tasked with responding to the effects of non native species, such as EAB and LDD, on the Town's environment. Staff are proposing to strategically realign the funds to support this recommended strategy. As mentioned previously, newly planted trees are particularly susceptible to decline from defoliation as they have not developed strong enough roots to grow another crop of leaves the same growing season. Staff are proposing to manage this risk by reducing the Invasive Species tree replacement program during the peak period of the infestation. The reduction of tree replacement will allow for the realignment of funds to wholly offset the operational costs for the proposed 2022 LDD Strategy, resulting in no impact to the 2022 operations budget.

Attachments

Appendix A: Caterpillar Population in 2021

Appendix B: Public Engagement in 2021

Appendix C: 2022 Defoliation Forecast

Appendix D: 2022 Operations Strategies

Approval

Mark Agnoletto,

Director, Public Works services

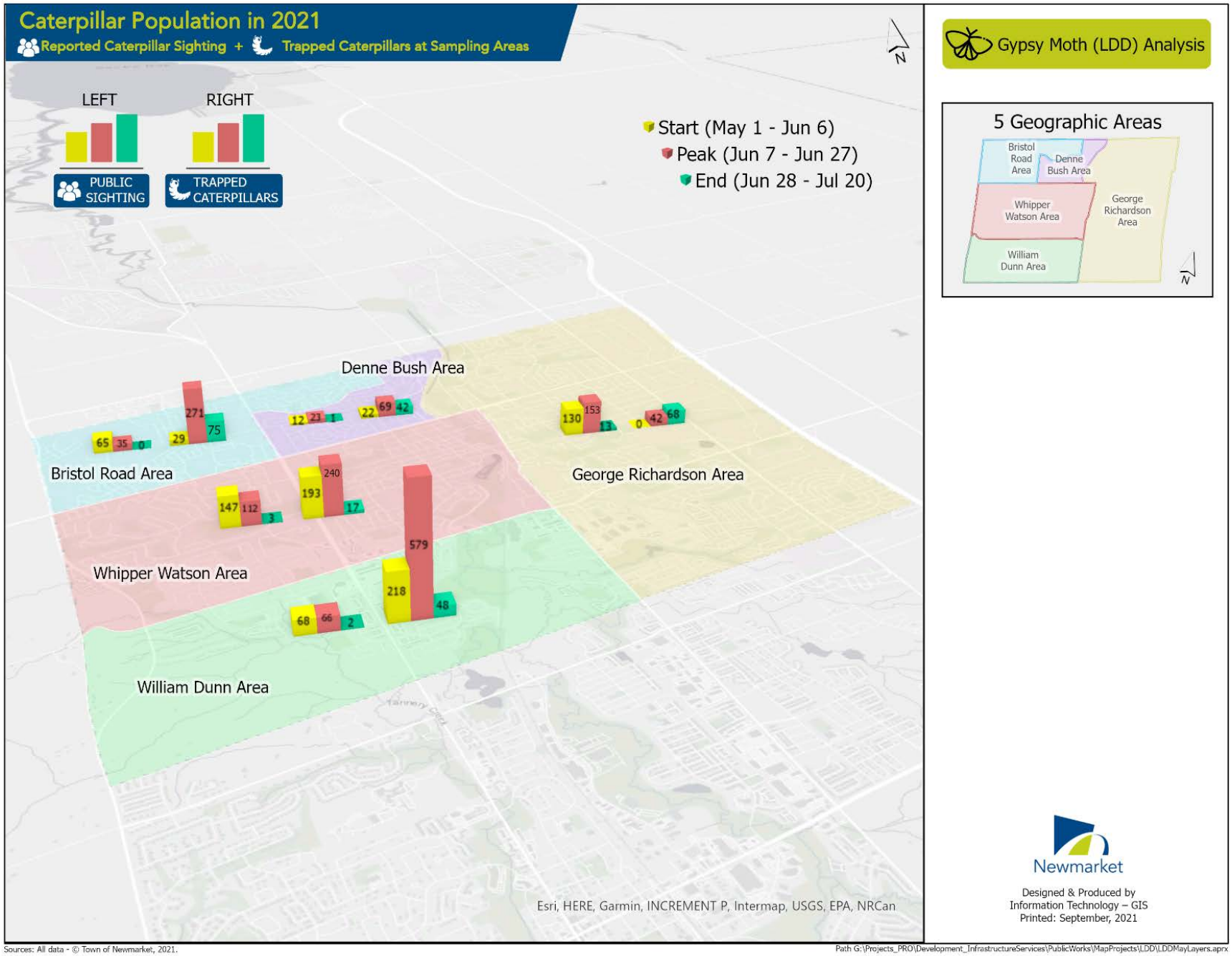
Peter Noehammer, P. Eng.,

Commissioner, Development & Infrastructure Services

Contact

For more information on this report, please contact Mark Agnoletto, Director, Public Works services at magnoletto@newmarket.ca, (905) 953-5300 (ext. 2281).

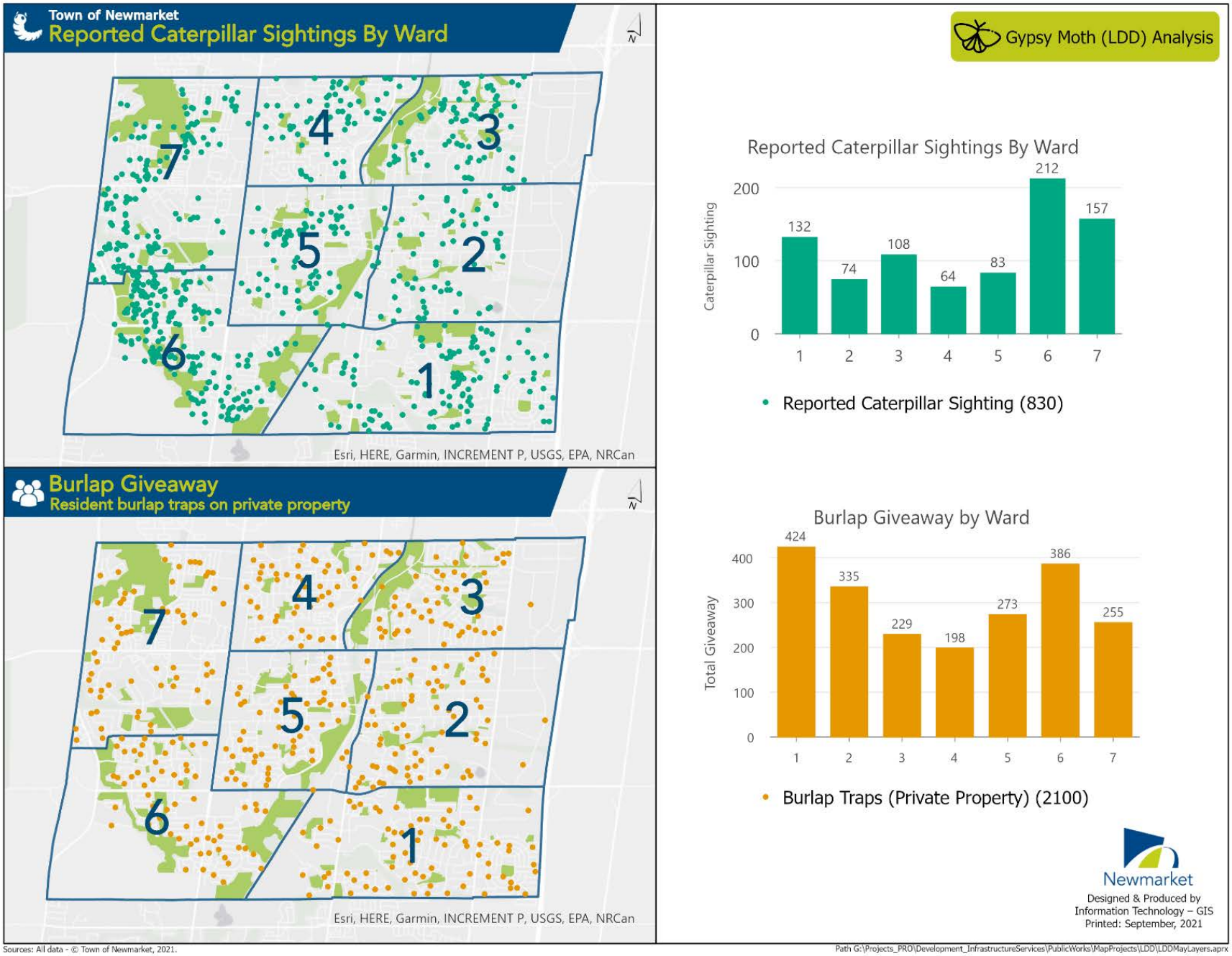
Appendix A



Sources: All data - © Town of Newmarket, 2021.

Path G:\Projects_PRO\Development_InfrastructureServices\PublicWorks\MapProjects\LDD\LDDMayLayers.aprx

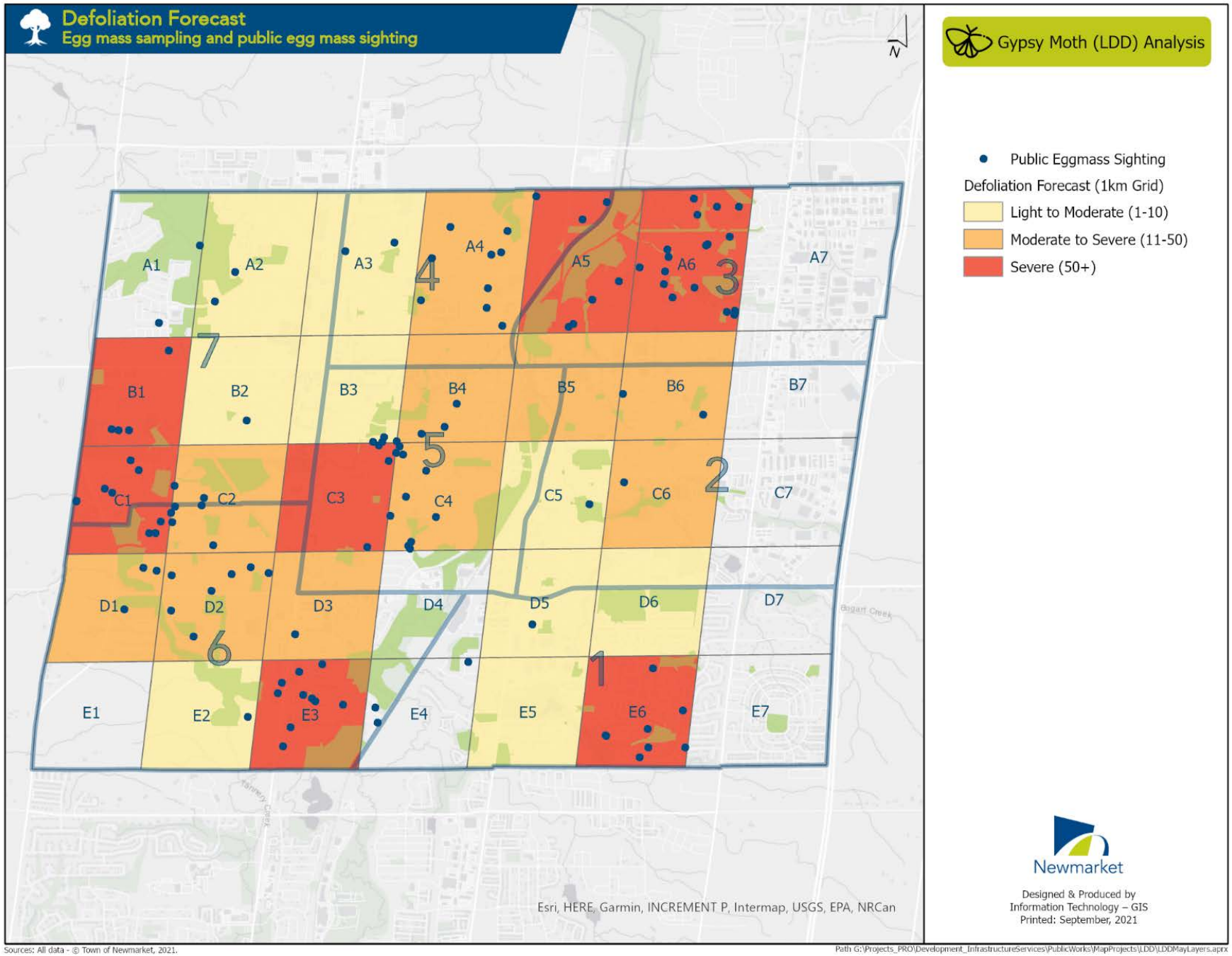
Appendix B



Sources: All data - © Town of Newmarket, 2021.

Path G:\Projects_PRO\Development_InfrastructureServices\PublicWorks\MapProjects\LDD\LDDMayLayers.aprx

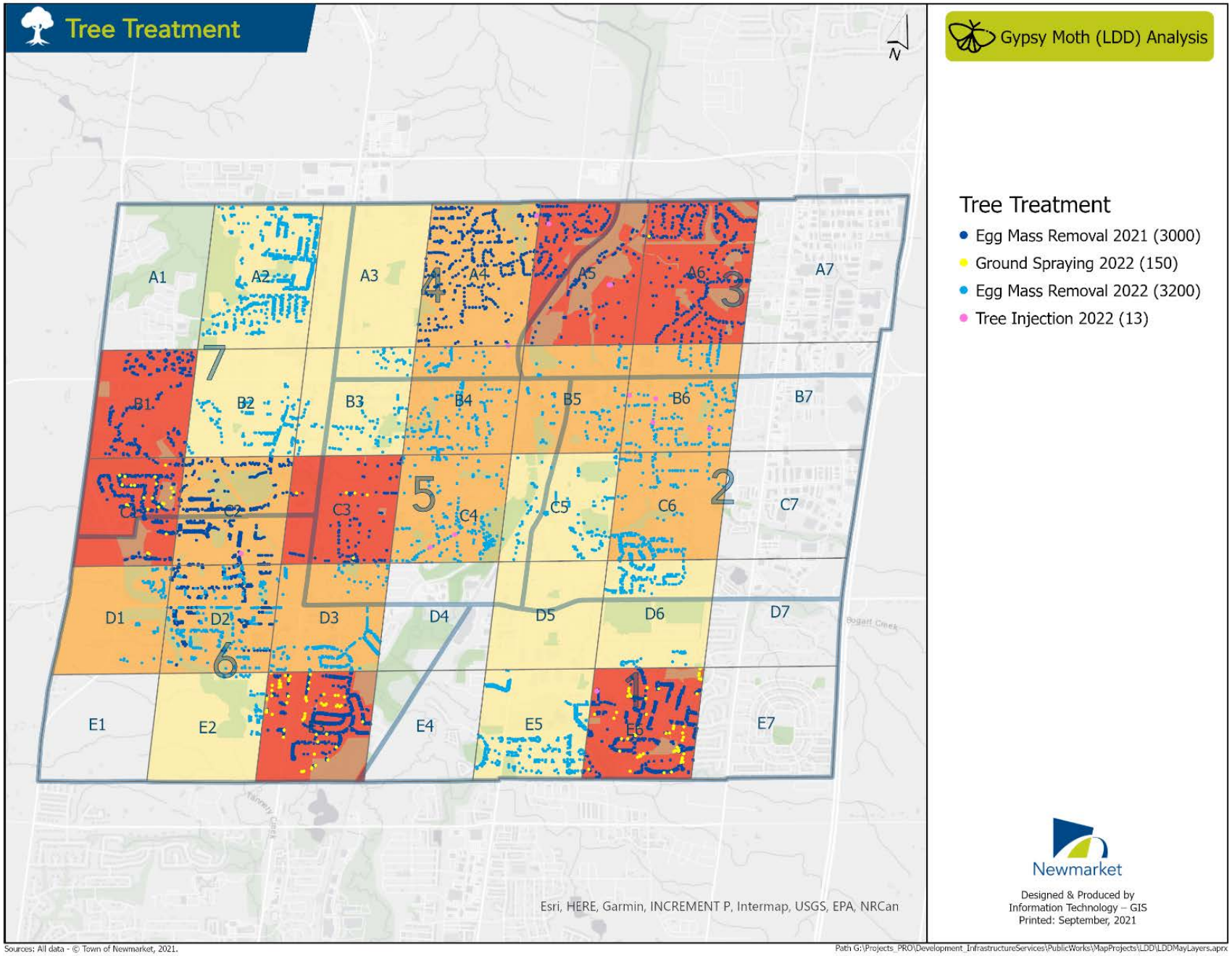
Appendix C



Sources: All data - © Town of Newmarket, 2021.

Path G:\Projects_PRO\Development_InfrastructureServices\PublicWorks\MapProjects\LDD\LDDMayLayers.aprx

Appendix D



Sources: All data - © Town of Newmarket, 2021.

Path G:\Projects_PRO\Development_InfrastructureServices\PublicWorks\MapProjects\LDD\LDDMayLayers.aprx

Town of Newmarket

Minutes

Committee of the Whole - Electronic

Date:	Monday, November 15, 2021
Time:	1:00 PM
Location:	Streamed live from the Municipal Offices 395 Mulock Drive Newmarket, ON L3Y 4X7
Members Present:	Mayor Taylor Deputy Mayor & Regional Councillor Vegh Councillor Woodhouse Councillor Twinney Councillor Morrison Councillor Kwapis Councillor Broome Councillor Bisanz
Members Absent:	Councillor Simon
Staff Present:	E. Armchuk, Commissioner of Corporate Services P. Noehammer, Commissioner of Development & Infrastructure Services I. McDougall, Chief Administrative Officer L. Lyons, Director of Legislative Services/Town Clerk M. Agnoletto, Director of Public Works Services J. Unger, Director of Planning & Building Services M. Mayes, Director of Financial Services/Town Treasurer K. Venkataraman, Director of Information Technology Services J. Bond, Manager of Parks & Property Services J. Hettmann, Supervisor of Forestry L. Villanueva, Supervisor of Property Tax and Assessment A. Walkom, Legislative Coordinator J. Grossi, Legislative Coordinator

For consideration by Council on November 22, 2021.
Mayor Taylor in the Chair.
Committee of the Whole recessed at 3:05 PM and reconvened at 3:17 PM.

1. Notice

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

2. Additions & Corrections to the Agenda

The Clerk advised of the following addition to the agenda:

- Item 5.4: Deputation by Dave Ross regarding Recommendation Report – Shining Hill Official Plan Amendment.

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Morrison

1. That the addition to the agenda be approved.

Carried

3. Conflict of Interest Declarations

- Councillor Woodhouse declared a conflict regarding Item 11.2: Ontario Land Tribunal Matter - Property in Ward 3. He advised that his daughter lives near the property.

4. Presentations & Recognitions

4.1 Digital Transformation Study - Final Report

Note: This item was dealt with under sub-item 6.1. See sub-item 6.1 for motion.

The Director of Information Technology Services provided an introduction to the presentation which serves as the final report of the Digital Transformation Study.

Jaiman Chin, Engagement Lead for Strategy Corp. provided a presentation which included an overview of the key organizational impacts of the Digital Transformation Study and Newmarket's digital transformation framework. The presentation continued with a review of the digital vision elements and a set of guiding principles. Connor Sharp, Engagement Analyst for Strategy Corp. further reviewed the identified digital transformation initiatives for Newmarket, and the critical success factors for execution.

Members of Council queried the presenters regarding the core initiatives and opportunities for key performance indicator development, the possibility of future staffing requests, and public input during implementation.

4.2 2021 Lymantria Dispar Dispar (LDD) Management Report

Joerg Hettman, Supervisor of Forestry provided a presentation regarding the 2021 Lymantria Dispar Dispar (LDD) Management Report which reviewed the 2021 management initiatives taken including tree banding kits, egg mass removal, and a robust communication program resulting in high public engagement. The presentation continued with an overview of the lessons learned, a 2022 forecast, and various treatment options. The presentation concluded with the recommended next steps for the 2022 season.

Members of Council queried staff regarding additional communication opportunities for the residents, private tree protection, street and sidewalk sweeping, and available funding sources.

Moved by: Councillor Morrison

Seconded by: Councillor Broome

1. That the presentation provided by the Supervisor of Forestry regarding the 2021 Lymantria Dispar Dispar (LDD) Management Report be received.

Carried

5. Deputations

5.1 Black History Month

Jerisha Grant-Hall, Chairperson, Newmarket African Caribbean Canadian Association (NACCA) provided a deputation which outlined the past events during Black History Month in Newmarket, and the vision for activations and events during Black History Month in 2022 including Town of Newmarket financial support.

Members of Council queried the deputant regarding donations and federal grant opportunities, sponsorships and advertising, and partnerships between the Town and NACCA.

An alternate motion was presented and noted below in bold.

Moved by: Councillor Woodhouse

Seconded by: Councillor Broome

1. That the deputation provided by Jerisha Grant-Hall regarding Black History Month be received **and referred to staff.**

Carried

5.2 Recommendation Report – Shining Hill Official Plan Amendment

Dave Kempton, Peggy Stevens and Walter Bauer, Drawdown Newmarket-Aurora provided a deputation regarding the Recommendation Report – Shining Hill Official Plan Amendment which outlined the opportunity for location-efficient housing, low impact development (LID), and sufficient setbacks from waterways.

Members of Council discussed opportunities for the developer to work with the surrounding residents, collaborate with the community, and provide sustainable housing options.

Moved by: Councillor Broome

Seconded by: Councillor Kwapis

1. That the deputation provided by Dave Kempton and Walter Bauer, Drawdown Newmarket-Aurora regarding Recommendation Report – Shining Hill Official Plan Amendment be received.

Carried

5.3 Recommendation Report – Shining Hill Official Plan Amendment

Don Given, Malone Given Parsons provided a deputation outlining his support of the Recommendation Report – Shining Hill Official Plan Amendment, urged Council to receive the report, and thanked the residents for their feedback throughout the project thus far.

Moved by: Councillor Bisanz

Seconded by: Councillor Woodhouse

1. That the deputation provided by Don Given, Malone Given Parsons, regarding the Recommendation Report – Shining Hill Official Plan Amendment be received.

Carried

5.4 Recommendation Report – Shining Hill Official Plan Amendment

Dave Ross provided a deputation regarding the Recommendation Report – Shining Hill Official Plan Amendment which included his questions regarding the buffers related to natural heritage features, support from the Lake Simcoe Region Conservation Authority (LSRCA), particulars regarding an environmental assessment study, and the approval process for land use.

Members of staff provided additional information regarding the proposed buffers to natural heritage features, the LSRCA's role in developments, and the approval process for land use.

Moved by: Councillor Broome

Seconded by: Councillor Bisanz

1. That the deputation provided by Dave Ross regarding the Recommendation Report – Shining Hill Official Plan Amendment be received.

Carried

5.5 Mulock Drive Multi-Use Path Feasibility Study Final Report

Paul Jolie provided a deputation regarding the Mulock Drive Multi-Use Path (MUP) Feasibility Study Final Report which provided the history of the Mulock Drive MUP and outlined his concerns with the timeline for the project, and the lack of inclusion of bike lanes in future projects.

Moved by: Councillor Bisanz

Seconded by: Councillor Kwapis

1. That the deputation provided by Paul Jolie regarding the Mulock Drive Multi-Use Path Feasibility Study Final Report be received.

Carried

6. Consent Items

Moved by: Councillor Morrison

Seconded by: Councillor Woodhouse

1. That sub-items 6.5, 6.8, 6.11, 6.12, 6.13, 6.14, 6.15 and 6.16 be adopted on consent. See following sub-items 6.1, 6.2, 6.3, 6.4, 6.6, 6.7, 6.9 and 6.10 for motions.

Carried

6.1 Digital Transformation Study - Final Report

An alternate motion was presented and noted below in bold.

Moved by: Councillor Kwapis

Seconded by: Councillor Woodhouse

1. **That the presentation provided by Jaimin Chin and Connor Sharp, StrategyCorp regarding the Digital Transformation Study - Final Report be received; and,**
2. That the report entitled Digital Transformation Study dated November 15, 2021 be received; and,
3. That the Digital Transformation Study – Final report to Council included as Attachment 1 be received; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.2 2021 Lymantria Dispar Dispar (LDD) Management Report

An alternate motion was presented and noted below in bold.

Moved by: Councillor Bisanz

Seconded by: Councillor Twinney

1. **That the report entitled 2021 Lymantria Dispar Dispar (LDD) Management Report dated November 15, 2021 be deferred to the Council meeting of November 22, 2021.**

Carried

6.3 Recommendation Report – Shining Hill Official Plan Amendment

An alternate motion was presented and noted below in bold.

Moved by: Councillor Twinney

Seconded by: Councillor Woodhouse

1. **That the report entitled Recommendation Report – Shining Hill OPA dated November 15, 2021 be deferred to a Committee of the Whole meeting in January 2022; and,**
2. **That sub-item 6.3.1, 6.3.2, and 6.3.3 being correspondence provided by Andrew and Pina Knoop, Anthony Schneider, and Wendy Kenyon be deferred to a Committee of the Whole meeting in January 2022; and,**
3. **That the Mayor and CAO be delegated authority to enter into discussions and negotiations with the proponent.**

Carried

6.3.1 Correspondence - Andrew and Pina Knoop

6.3.2 Correspondence - Anthony Schneider

6.3.3 Correspondence - Wendy Kenyon

6.4 Recommendation Report - Upper Canada Mall Master Plan Official Plan Amendment

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That the report entitled Recommendation Report Upper Canada Mall Master Plan Official Plan Amendment dated November 15, 2021 be received; and,
2. That the Official Plan Amendment No. 30 for the Upper Canada Mall Master Plan, substantially in accordance with the version attached, be adopted; and,

3. That staff be directed to forward the adopted Official Plan Amendment No. 30 to the Regional Municipality of York for approval; and,
4. That Oz Kemal of MHBC Planning Ltd., 442 Brant Street, Suite 204, Burlington, Ontario, L7R 2G4, be notified of this action; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.5 Jordanray Boulevard Parking Review

1. That the report entitled Jordanray Boulevard Parking Review dated September 13, 2021 be received; and,
2. That parking amendments noted in Appendix B be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.6 Mulock Drive Multi-Use Path Feasibility Study Final Report

Moved by: Councillor Morrison

Seconded by: Councillor Bisanz

1. That the report entitled Mulock Drive Multi-Use Path Feasibility Study Final Report dated November 15, 2021 be received; and,
2. That the Mulock Drive MUP Feasibility Study Final Report prepared by WSP Canada, dated September 2021, be received; and,
3. That Council approve moving to Phase 2 – Detailed Design; and,
4. That funding in the amount of $370,000.00 be allocated to create the Detailed Design; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.7 2022 User Fees and Charges – Financial Services

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Kwapis

1. That the report entitled 2022 User Fees and Charges – Financial Services dated November 15, 2021 be received; and,
2. That the attached Schedule “B” marked as the Town of Newmarket 2022 Corporate Services – Financial Services be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1, 2022; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.8 Q3 Financial Update for 2021

1. That the report entitled Q3 Financial Update for 2021 dated November 15, 2021 be received; and,
2. That Council approve reduction of 2021 capital programs totaling $7,999,020 based on revised project delivery timelines as outlined in this report, of which $5,759,000 will be reallocated to the 2022 capital program, $15,000 is already included in 2022 program and $2,225,020 will be released as projects were completed under budget; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

6.9 Off Street Parking Program

Moved by: Councillor Kwapis

Seconded by: Councillor Twinney

1. That the report entitled Off Street Parking Program dated November 15, 2021 be received; and,
2. That Council adopt the proposed off street parking permit program; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.10 INFO-2021-33: Sidewalk Snow Clearing and Sod Damage

Moved by: Councillor Bisanz

Seconded by: Councillor Kwapis

1. That the Information Report entitled Sidewalk Snow Clearing and Sod Damage, dated October 25, 2021 be received.

Carried

6.11 Central York Fire Services – Joint Council Committee Meeting Minutes of September 7, 2021 and October 18, 2021

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of September 7, 2021 and October 18, 2021 be received.

6.12 Newmarket Public Library Meeting Minutes of September 15, 2021

1. That the Newmarket Public Library Meeting Minutes of September 15, 2021 be received.

6.13 Elman W. Campbell Museum Board Meeting Minutes of September 30, 2021

1. That the Elman W. Campbell Museum Board Meeting Minutes of September 30, 2021 be received.

6.14 Appointment Committee Meeting Minutes of September 30, 2021

1. That the Appointment Committee Meeting Minutes of September 30, 2021 be received.

6.15 Newmarket Anti-Black Racism Task Force Meeting Minutes of October 5, 2021

1. That the Newmarket Anti-Black Racism Task Force Meeting Minutes of October 5, 2021 be received.

6.16 Main Street District Business Improvement Area Board of Management Meeting Minutes of October 6, 2021

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of October 5, 2021 be received.

7. Action Items

None.

8. Notices of Motion

None.

9. Motions Where Notice has Already been Provided

None.

10. New Business

10.1 Parking on Church Street

Councillor Kwapis asked staff to review the Parking By-law in regards to Church Street between Park Avenue and Botsford Street as residents have requested that this area continue to have a 2 hour maximum parking

restriction as there were no issues with this restriction during recent construction, as opposed to a no stopping restriction.

11. Closed Session

11.1 Proposed Disposition of Land - Property in Ward 5

11.2 Ontario Land Tribunal Matter - Property in Ward 3

11.3 Item 1.2 of the draft Appointment Committee Meeting (Closed Session) Minutes of November 3, 2021 - Vaccination Policy Update – Local Boards or Adjudicative Boards

11.4 Appointment Committee Meeting (Closed Session) Minutes of September 30, 2021

Moved by: Councillor Morrison

Seconded by: Councillor Woodhouse

1. That the Committee of the Whole resolve into Closed Session to discuss the following matters:

   a. Proposed Disposition of Land - Property in Ward 5 - A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the Municipal Act, 2001.

   b. Ontario Land Tribunal Matter - Property in Ward 3 - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as per Section 239(2)(e) of the Municipal Act, 2001.

   c. Item 1.2 of the draft Appointment Committee Meeting (Closed Session) Minutes of November 3, 2021 - Vaccination Policy Update – Local Boards or Adjudicative Boards - Personal matters about an identifiable individual, including municipal or local board employees; as per Section 239(2)(b) of the Municipal Act, 2001.

   d. Appointment Committee Meeting (Closed Session) Minutes of September 30, 2021.

Carried

The Committee of the Whole resolved into Closed Session at 4:13 PM.
The Committee of the Whole (Closed Session) Minutes are recorded under separate cover.
The Committee of the Whole resumed into Open Session at 5:14 PM.

12. Adjournment

Moved by: Councillor Woodhouse

Seconded by: Councillor Bisanz

1. That the meeting be adjourned at 5:14 PM.

Carried

_____

John Taylor, Mayor

_____

Lisa Lyons, Town Clerk

Town of Newmarket

Digital Transformation Strategy – Presentation to Council

November 15th, 2021

CREATING CONDITIONS FOR SUCCESS

©STRATEGYCORP 2021

Introduction and Overview

Newmarket

The Town of Newmarket's digital transformation strategy synthesizes its overarching digital goals and objectives and provides a blueprint for how it will build a digital future through critical opportunities, and organize its people, processes, and technology to do so.

High-Level Approach

StrategyCorp worked closely with the Town's operational and senior leadership teams ("OLT" and "SLT") to develop a Digital Transformation Strategy that was founded in a wholistic view of the current-state and informed by extensive stakeholder consultation.

Stakeholder Consultations ▶ **Strategic Visioning** ▶ **Initiative Prioritization** ▶ **Operationalization Planning**

Since presenting the draft report to Council on Oct. 25, an operationalization plan has been established for the strategy, including sequencing for core initiative's, execution considerations, and high-level cost and resource requirements.

Digital Transformation | Intention and Impact

What is Digital Transformation?

Digital transformation is a strategic rethinking of how an organization uses technology, people, and processes to achieve its goals.

Digital transformation assesses current state strengths and weaknesses and identifies opportunities to improve the status quo.

Key Organizational Impacts

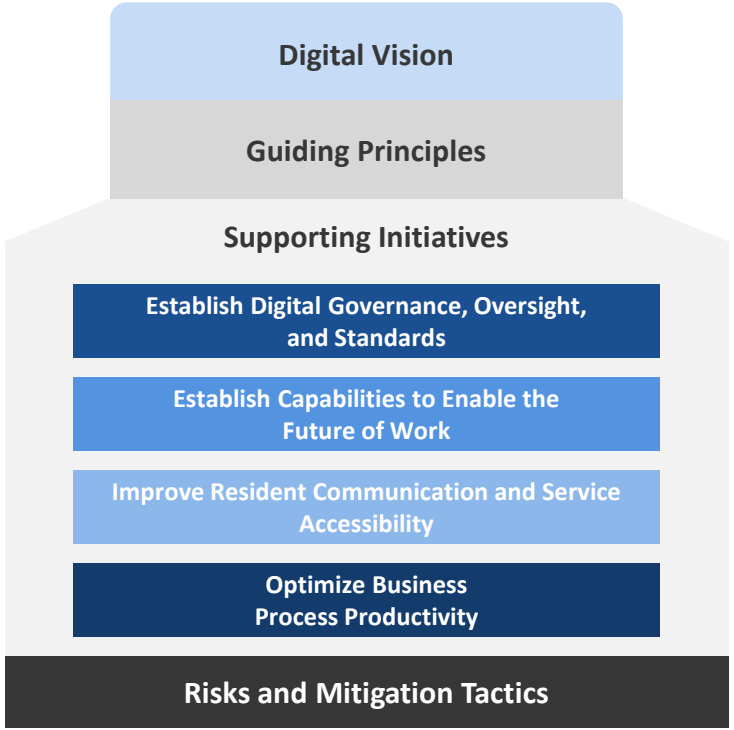
- **Improved service accessibility, convenience, and transparency through digitization and modernization.**
- **Improved operational efficiency, and development of core digital capabilities and competencies.**
- **Enhanced ability to take on new challenges (i.e., the new future of work).**

Newmarket's Digital Transformation Framework

StrategyCorp worked closely with the Town's SLT and OLT to collectively establish Newmarket's Digital Transformation Strategy.

The strategy outlined in this document is guided by a **Digital Vision** for the future of the Town, as well as several **Guiding Principles** to be taken into account during implementation.

The Digital Vision is set to be achieved through 21 **Supporting Initiatives** and reinforced by a set of **Risks and Mitigation Tactics**, providing considerations for execution.



Newmarket's Digital Vision and Guiding Principles

Digital Vision Elements

Improve residents' ability to easily and digitally interact with Town services on their terms.

Make it as easy as possible to access information and data related to the Town.

Create broader, deeper, and more meaningful collaboration and engagement within the Town, with the public, and with other partners.

Internally automate, digitize, and revitalize processes and information to reduce duplication and enhance outcomes.

Enable the future of work through processes, technology, policies, and a progressive culture.

Digital Guiding Principles

The DTS needs to be viewed as an ongoing opportunity to reinvent the future, not a one-time check the box exercise.

Initiatives should be grounded, practical, achievable, and carefully consider how much customization is necessary.

The DTS is about more than just technology and should target how processes and people are structured to support the Town.

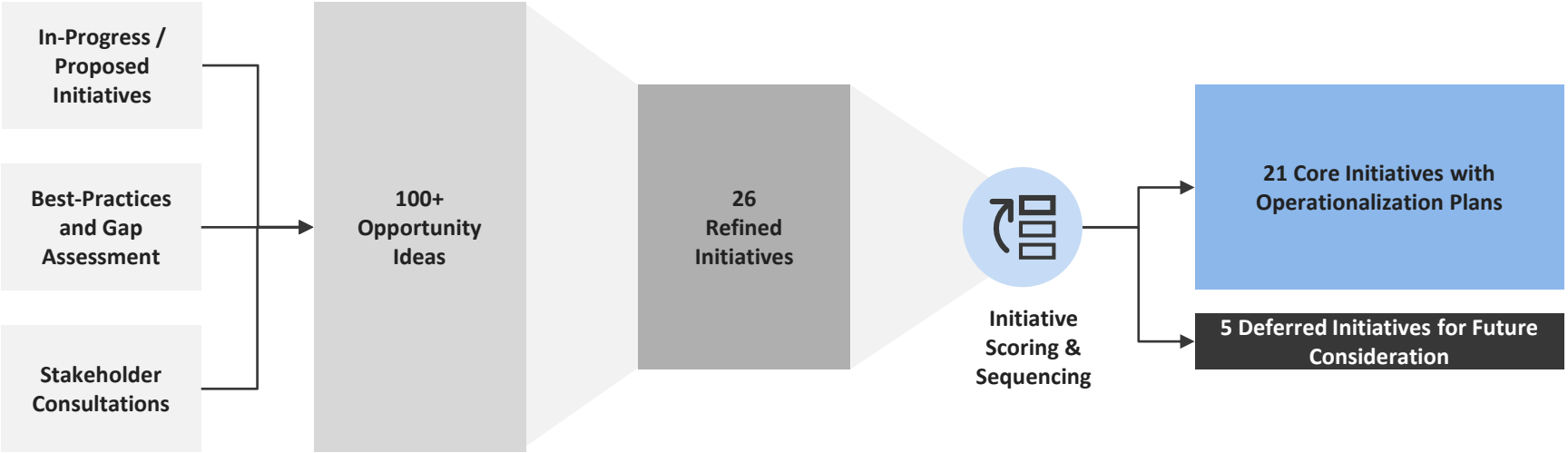
Opportunities need to be clearly prioritized and resourced based on a common set of criteria.

The DTS must establish clear governance and performance-based accountability, in order to achieve success.

All Town initiatives should consider digital implications and opportunities, not just those in the DTS.

Initiative Identification Approach

To actualize the Digital Transformation Strategy, 21 Core Digital Transformation Initiatives were identified through the refinement and synthesis of ideas captured in StrategyCorp's consultations, best-practices, and in-progress initiatives.



Newmarket's Digital Transformation Initiatives

Newmarket's Core Digital Transformation Initiatives fall under four categories based on their distinct outcomes.

Core Digital Transformation Initiatives

Establish Digital Governance, Oversight, and Standards
(6 Initiatives)

Illustrative Initiatives

- Design and Implement a Digital Governance Framework
- Design and Implement a Sustainable Approach to User Training

Establish Capabilities to Enable the Future of Work
(3 Initiatives)

Illustrative Initiatives

- Digitally Enable the Future of Work Model
- Introduce a Back-End Integration Platform / Standards for Integration

Improve Resident Communication and Service Accessibility
(7 Initiatives)

Illustrative Initiatives

- Replace the Newmarket Website
- Introduce a Resident Self-Service Portal to Centralize Interactions *(e.g., tax, utilities, billing, property information, etc.)*

Optimize Business Process Productivity
(5 Initiatives)

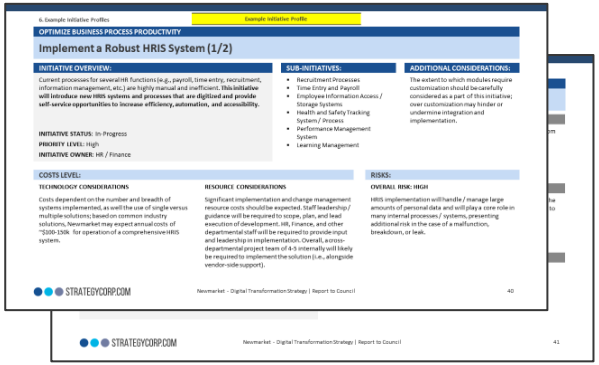
Illustrative Initiatives

- Replace the Outdated Parks and Rec. Management Software
- Implement a Robust HRIS System

A complete list of initiatives can be found in Report Section 3: "Newmarket's Digital Transformation Strategy".

Initiative Operationalization Profiles

To support execution, operationalization profiles were developed for each core initiative; these plans specify sequencing timelines and provide additional detail on the initiative.


6. Example Initiative Profiles

Example Initiative Profile

OPTIMIZE BUSINESS PROCESS PRODUCTIVITY

Implement a Robust HRIS System (1/2)

INITIATIVE OVERVIEW:

Current processes for several HR functions (e.g., payroll, time entry, recruitment, information management, etc.) are highly manual and inefficient. **This initiative will introduce new HRIS systems and processes that are digitized and provide self-service opportunities to increase efficiency, automation, and accessibility.**

INITIATIVE STATUS: In-Progress
PRIORITY LEVEL: High
INITIATIVE OWNER: HR / Finance

SUB-INITIATIVES:

- Recruitment Processes
- Time Entry and Payroll
- Employee Information Access / Storage Systems
- Health and Safety Tracking System / Process
- Performance Management System
- Learning Management

ADDITIONAL CONSIDERATIONS:

The extent to which modules require customization should be carefully considered as a part of this initiative; over customization may hinder or undermine integration and implementation.

COSTS LEVEL:

TECHNOLOGY CONSIDERATIONS

Costs dependent on the number and breadth of systems implemented, as well the use of single versus multiple solutions; based on common industry solutions, Newmarket may expect annual costs of ~$100-150k for operation of a comprehensive HRIS system.

RESOURCE CONSIDERATIONS

Significant implementation and change management resource costs should be expected. Staff leadership / guidance will be required to scope, plan, and lead execution of development. HR, Finance, and other departmental staff will be required to provide input and leadership in implementation. Overall, a cross-departmental project team of 4-5 internally will likely be required to implement the solution (i.e., alongside vendor-side support).

RISKS:

OVERALL RISK: HIGH

HRIS implementation will handle / manage large amounts of personal data and will play a core role in many internal processes / systems, presenting additional risk in the case of a malfunction, breakdown, or leak.

STRATEGYCORP.COM

Newmarket - Digital Transformation Strategy | Report to Council

40

STRATEGYCORP.COM

Newmarket - Digital Transformation Strategy | Report to Council

41

Each operationalization profile contains:

- Initiative Overview and Description;
- Sub-Initiatives (if applicable);
- Additional Considerations (i.e., any relevant considerations identified by StrategyCorp);
- Cost and Resource Considerations for Execution / Implementation;
- Potential Risks;
- Execution Timeframe and Key Execution Activities;
- Dependencies and Best-Practices for Consideration; and,
- Potential Key Performance Indicators to Measure Success.

Key Digital Transformation Outcomes

Newmarket's Digital Transformation Strategy sets it on a path to establish a new, innovative foundation for municipal services and operations, building capabilities, processes, and a culture to support it into the future.

Year 1 (2022)

The Town starts to **reinforce and strengthen** core digital capabilities, prepare for the future of work, and incrementally improve resident service accessibility in preparation for bigger future changes.

Year 2 (2023)

The Town implements more **sophisticated digital capabilities**, reinforcing security, integration, procurement, staff training, and communication, all in support of accelerated transformation.

Year 3 (2024)

Resident communication and service accessibility improves with progress on a **renewed website and digital services**. Key internal system changes are underway, and early outcomes improve efficiency and accessibility.

Year 4+ (2025+)

Complex, modern, resident accessibility features are launched, and many services are completely digitally enabled and accessible. **Major internal systems are digitized**, improving efficiency, increasing ease of future implementation, and permitting smart use of data.

Critical Success Factors for Execution

To successfully execute the Digital Transformation Strategy, it is imperative that the Town consider the following success factors while planning and execution the initiatives identified in this strategy.

1

Initiatives identified in this strategy need to be actively and adequately resourced to be successful; staff cannot pursue these on the "side of their desk."

Between operational needs, in-progress digital initiatives, and complimentary initiatives, many staff are already at capacity. For this strategy to be successful, the Town will need to adequately invest in establishing the required staff capacity and capabilities. Furthermore, clear expectations regarding timelines and execution must be set based on capacity and capabilities so that outcomes are realistic, and realizable.

2

Change needs to be actively managed and communicated to both staff and residents as new initiatives are pursued and impact operations / services.

The Town needs to pursue an active change management strategy to support adoption and reinforce new behavior. Without this, both staff and residents will struggle to adapt to the changes – even though they may make things easier – and undermine the Town's ability to fully realize the desired outcomes of this work.

3

Initiatives require active governance, and transformation should be continually monitored and assessed as progress is made.

Cross-corporate governance needs to be established for each identified initiative. Ownership need to be direct and transparent, ensuring that – while many stakeholders may take part in an initiative – there is a clear, singular accountable body.

Elements of the strategy should be continually assessed as the Town evolves.

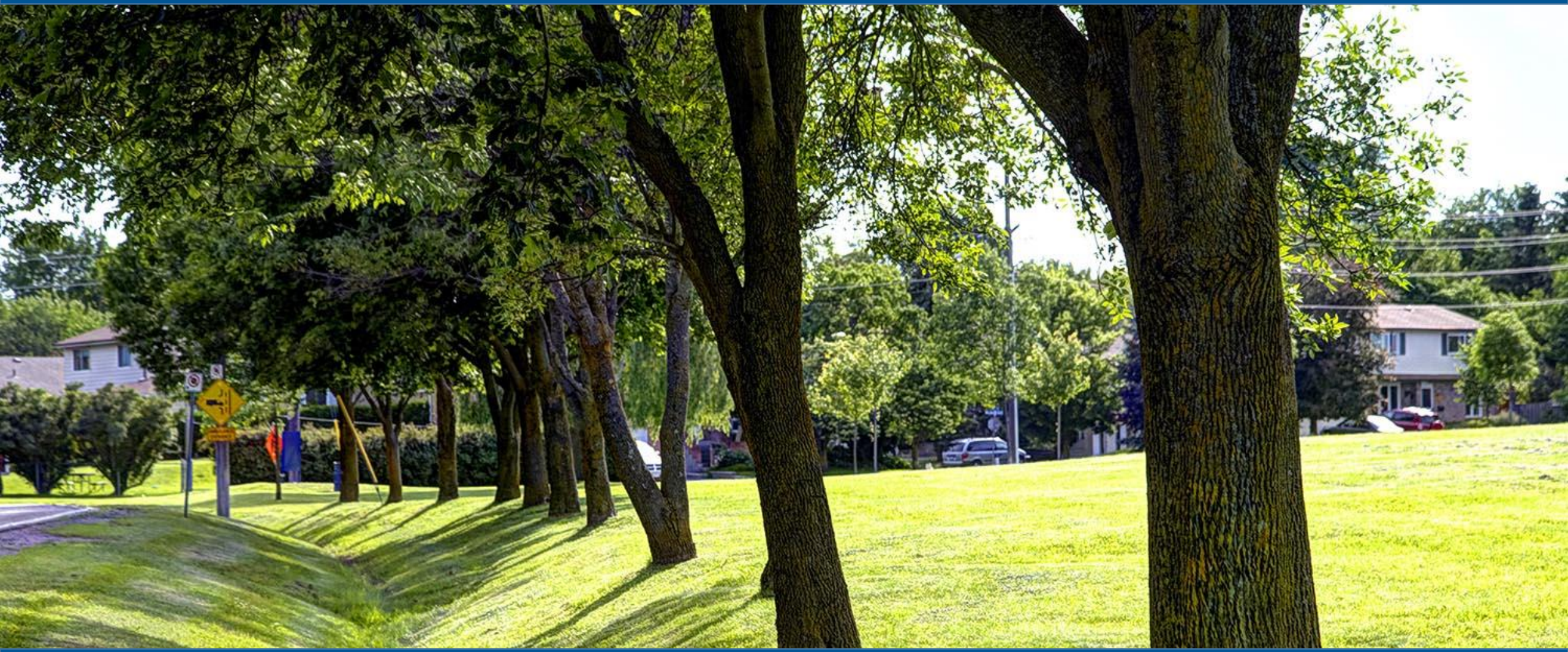
Toronto
145 King Street East, 2nd Floor
Toronto, ON M5C 2Y7
416-864-7112

Ottawa
100 rue Queen Street, Suite 850
Ottawa, ON K1P 1J9
613-231-2630

strategycorp.com

Newmarket

Lymantria Dispar Dispar (LDD) Operations Report



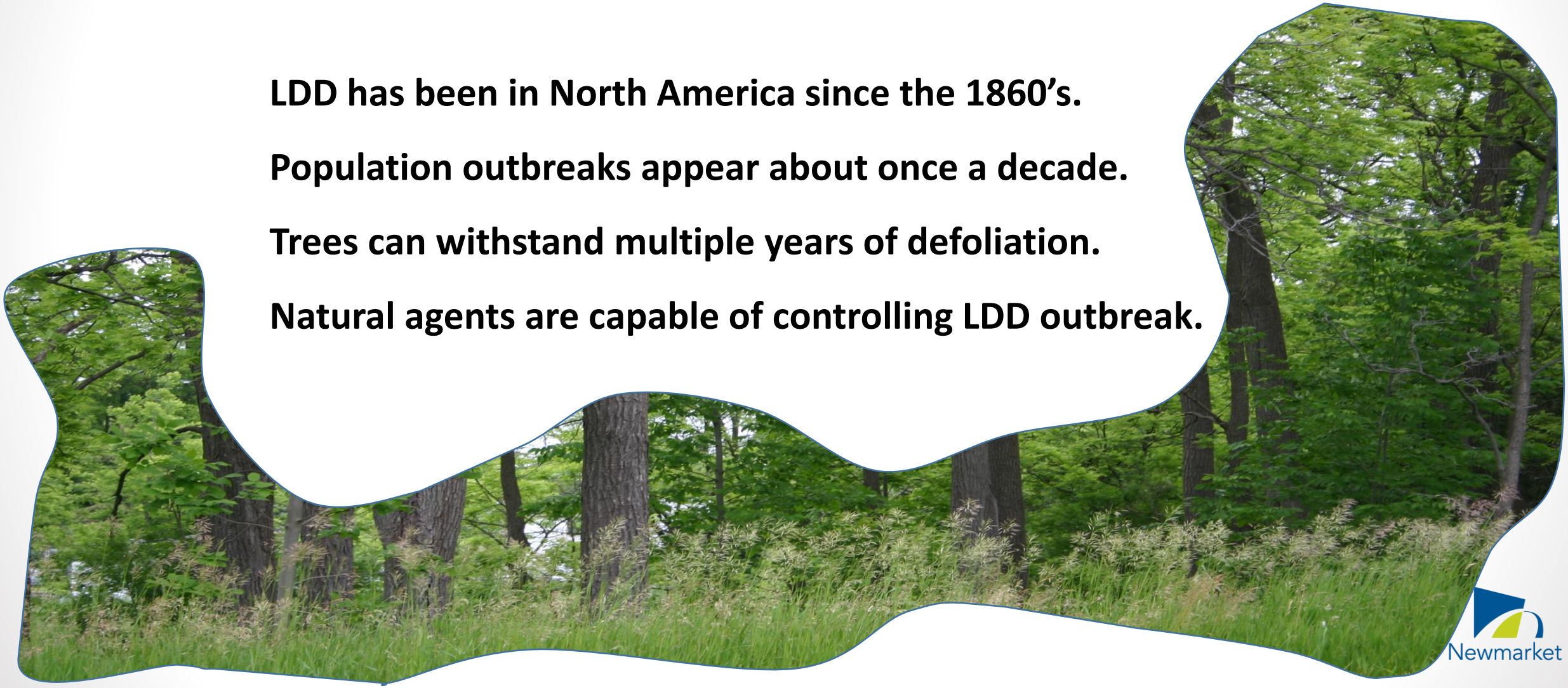
LDD Synopsis

LDD has been in North America since the 1860's.

Population outbreaks appear about once a decade.

Trees can withstand multiple years of defoliation.

Natural agents are capable of controlling LDD outbreak.



Newmarket

2021 Management Initiatives

Tree Banding Kits

Caterpillar Sampling Sites

Egg Mass Removal

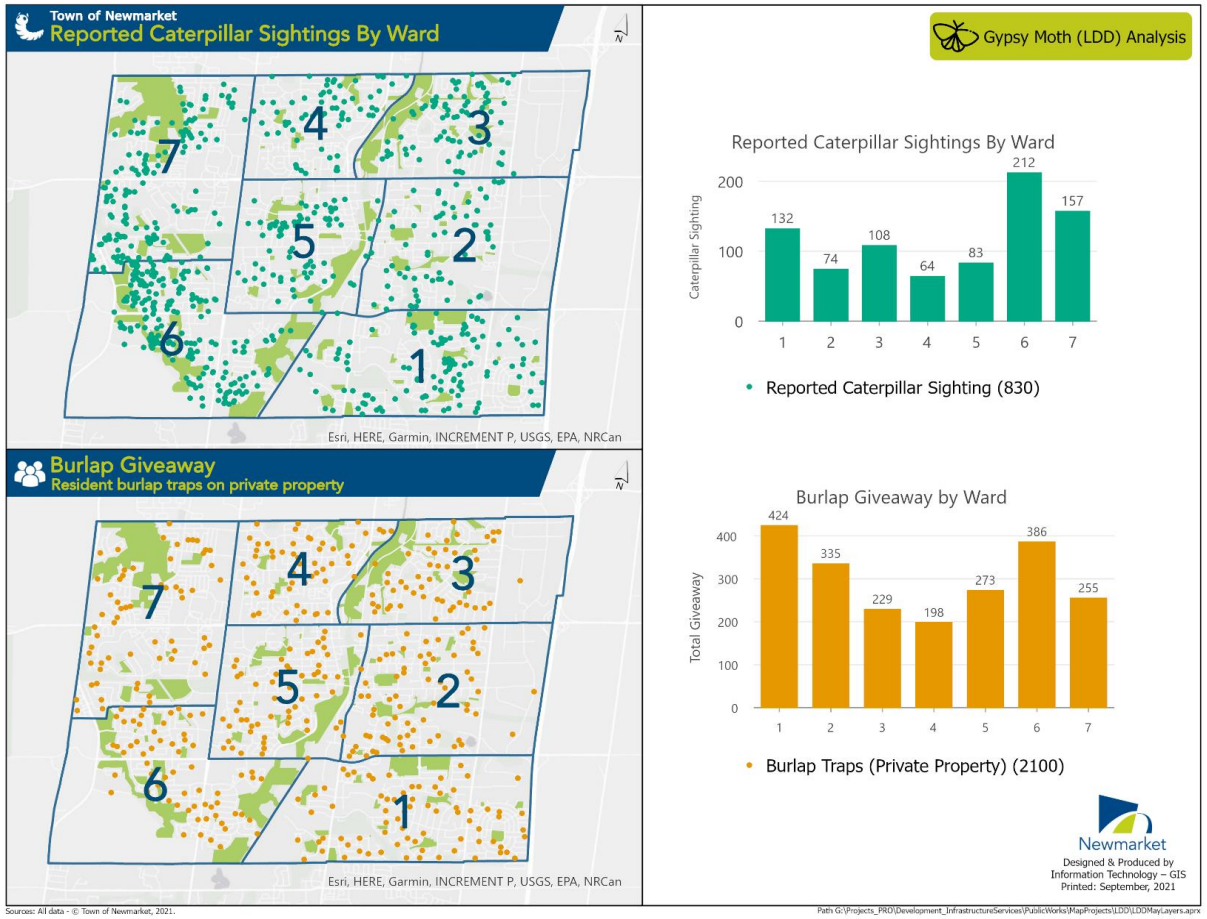
Communications Program

Egg Mass Survey

Municipal Collaboration

Newmarket

2021 Public Engagements



Burlap Kits

Customer Service

Website

Interactive Map

Interviews

Workshops

Videos

Newmarket

Lessons Learned

The Epicentre West of Yonge

Egg Masses on Leaves

Norway Maples are Preferred

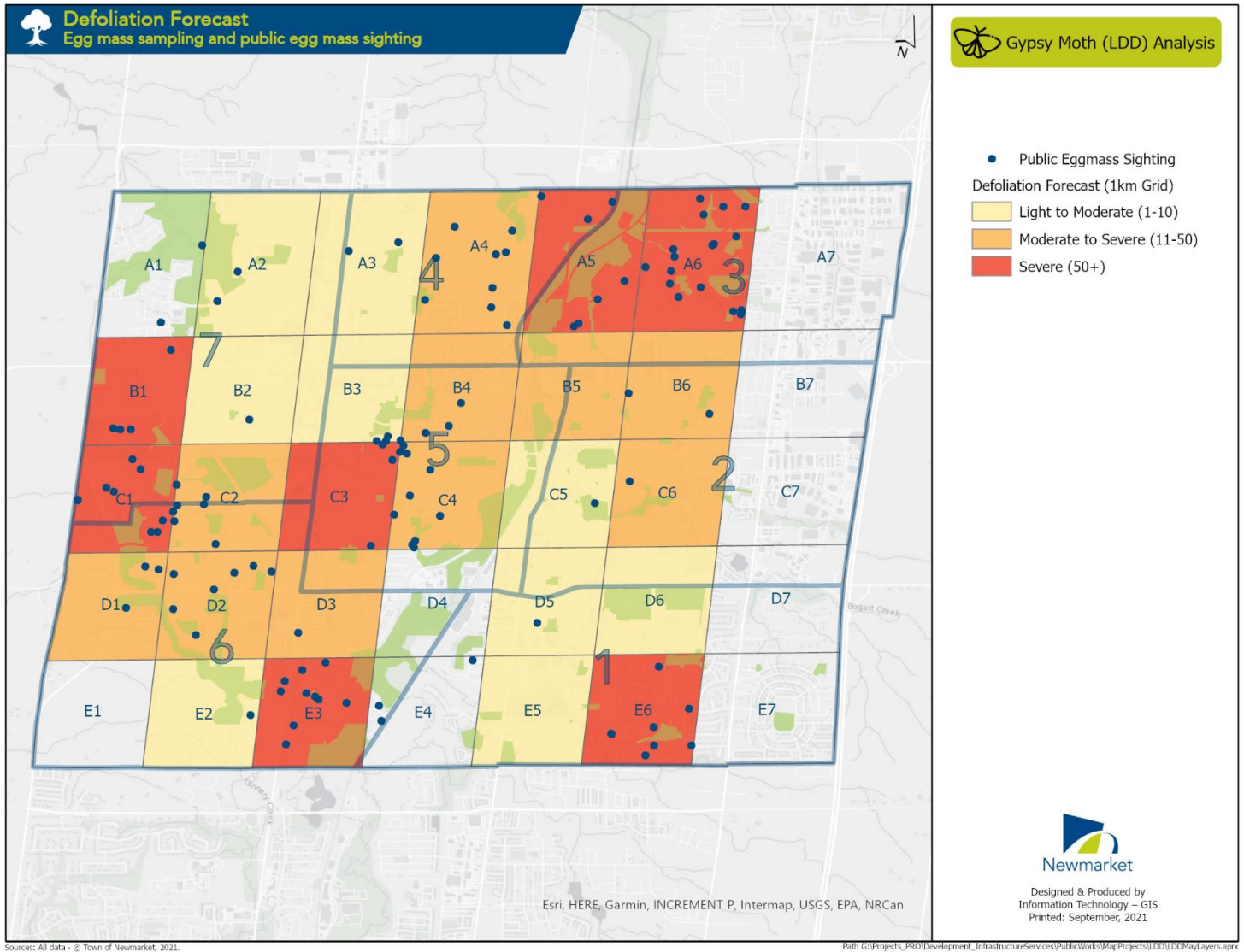
Tree versus Infestation Controls

The NPV Emergence

Trees regrow their Leaves

Newmarket

2022 Forecast



LDD Population

NPV Impact

Boulevard Trees

Parks and Woodlots

Newmarket

Treatment Options

Others

Aerial Spraying

Pheromone Traps

Proposed Treatments

Ground Spraying – Small Trees

Egg Mass Removal – Medium Trees

Tree Injection – Largest Trees

Tree Banding

Street & Sidewalk Sweeping

Newmarket

2022 Management Strategies

10% of Boulevard Trees - $ 196,000

50% of Boulevard Trees - $ 615,000

75% of Boulevard Trees - $ 877,000

100% of Boulevard Trees - $ 1,139,000

Most Vulnerable Trees - $ 189,000

Newmarket

Recommendations

Most Vulnerable Trees

4,000 Tree Banding Kits

2,000 Trees for Egg Mass Removal

150 Trees for Ground Spraying

13 Trees to be Injected

Engagement Program

One Contract Position

Newmarket

Questions

NACCA

est.2018

Black History Month

Presented to the Town of Newmarket Council

NOVEMBER 15, 2021

WHY BLACK HISTORY MONTH?

- African Canadian Students need to be empowered, affirmed, see role models and understand how occurrences in Canada and in their community help to shape their experiences and identities
- In order to combat prejudice, hate, discrimination, racial bias and anti-Blackness, the contributions of African Canadians to the building of Canadian society must be widely known and understood
- The broader community needs to see a history of Canada that includes all of the experiences that shape our society, including Black Canadian experiences, with roots dating back to 1604 in Canada and the 1800s in East Gwillimbury

BLACK HISTORY MONTH IN NEWMARKET 2018

- The Elman W. Campbell Museum recognized Black History Month with an exhibit entitled, “Passages to Freedom: Secrets of the Underground Railroad”
- Focus on slavery, the Underground Railroad and life in Canada for the “fugitive slaves”
- Local Black community engagement and input was neither actively sought nor amplified

BLACK HISTORY MONTH IN NEWMARKET 2019

- NACCA launched with a Black History Month exhibit and celebration entitled, “Still I Rise: Celebrating Stories of Strength, Courage and Innovation”

- Over 500 individuals participated in the gallery exhibit and BHM celebrations combined

- Over 186 school visitors and 60+ student submissions were recorded

BLACK HISTORY MONTH IN NEWMARKET 2020

- NACCA led with an exhibit and month-long celebrations entitled, “The Heart of Africa: Retracing our History”
- First Ujamaa (Black-owned) Marketplace in York Region; Afro-Caribbean Food Workshops, Lego workshop, author reading at NPL
- Over 350 participants

BLACK HISTORY MONTH IN NEWMARKET 2021

- NACCA delivered online BHM events themed, “Standing on Strong Shoulders”
- Featured a Reception, Flag Raising, Lighting, Panel Discussion, Author Reading, Ujamaa Marketplace and Youth Art Gallery Exhibit
- Over 300 participants

VISION FOR BLACK HISTORY MONTH 2022

"Ignorance of each other is what has made unity impossible in the past." – Malcolm X

- Theme: **Get up! Stand up! There is Power in Unity** - draws attention to the need to harness allyship
- How do we harness the diverse outrage following 2020-2021 demonstrations towards change?
- International Decade for People of African Descent, 2015-2024
- Platitudes are not enough
- The outrage we witnessed must not be allowed to wither and become a thing of the past
- We must create tangible change through a shifting of consciousness and concrete action to dismantle the structures that have allowed anti-Black racism to survive and thrive for so long

ACTIVATIONS & EVENTS

Proclamation Request to the Town of Newmarket to recognize and Proclaim February as Black History Month

1. Proclamation- February 1, 2022
2. Lighting- February 17, 2022
3. Flag Raising - February 1, 2022
4. Flag Raising- February (TBD) East Gwillimbury
5. BHM Reception - February 5, 2022 (Proposed Location: Old Town Hall)
6. Panel Discussion - 3 Panelist (2 professionals and a young person), in partnership with NPL
 Location: Library space- Newmarket Public Library – "Harnessing allyship and Leading"
*Moderator (TBD)
7. Guest Author- Location: Gwillimbury Public Library
*Moderator and Author (TBD)

FINANCIAL BREAKDOWN

1. Master of Ceremonies: $350
2. Anthems: singer Canadian and Black anthems: $200
3. Guest speaker: (TBD) $300 – 500
4. Spoken word: $200
5. Dance: $300 - $500
6. Music: $ 500 Steel Band
7. Drumming: $300
8. Refreshments: $2000
9. Other costs: venue, marketing, program booklet, printing – in kind
10. Panel Discussion: Moderator- $300, 3 Panelist- $500 each (NPL)

Total: $3850-$4550 | NPL $1800

HUMAN RESOURCES REQUIRED

A. Staffing Expectations

- Liaison, cooperate communications, staff on site

B. Marketing

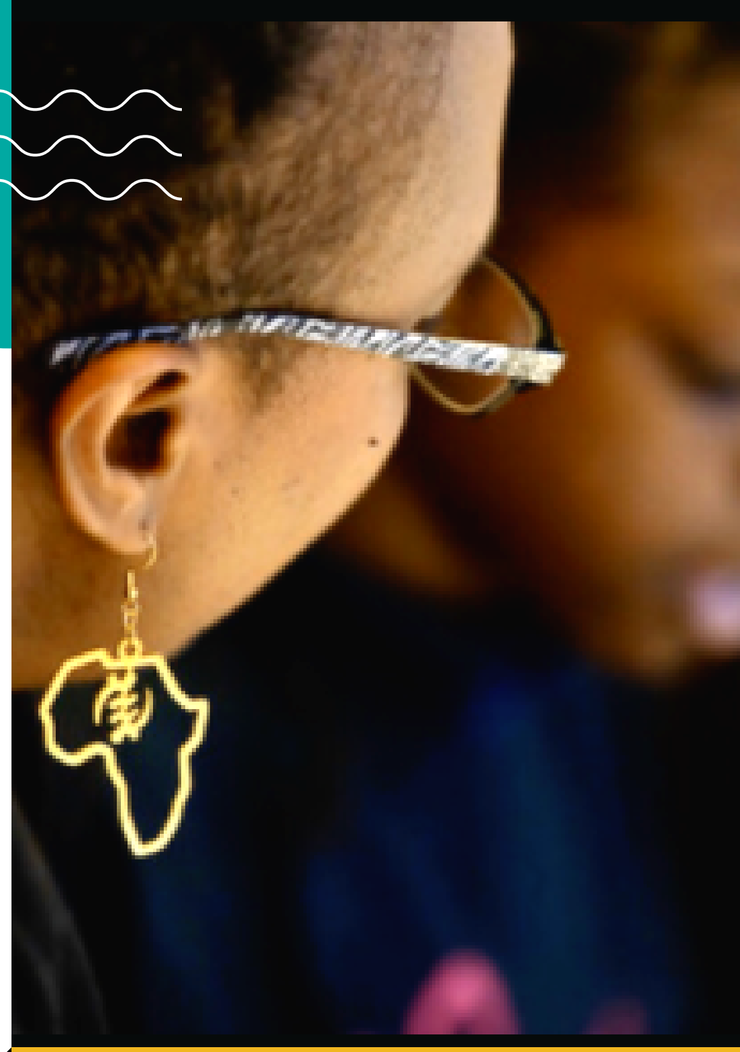
- Flyers, social posts, Town website - creative content

C. Facilities

- Technical support - light and sound, Old Town Hall

ASANTE SANA THANK YOU

chair@naccacommunity.ca
naccacommunity.ca
(905) 781-6222



NACCA

est.2018

This is in relation to Item 6.3 on the November 15 C0W agenda: Recommendation Report – Shining Hill Official Plan Amendment

- Drawdown Newmarket-Aurora is a climate change focused community group
- We seek to work with the Town to help Newmarket meet and exceed its climate targets
- We are opposed to urban sprawl and are very concerned about the disappearance of environmentally sensitive lands
- We were initially opposed to the Shining Hill amendment, but we have come to see it as potentially an opportunity to be not sprawl, but a place where "Community" is more than just a word on a promotional billboard.
- We recognize that the proposed Shining Hill amendment is in the early stages, just seeing if the lands are suitable for development, but we want to get our ideas forward at this early stage and let you know that our support is conditional
- In our deputation we will talk about the opportunity that the proposed Shining Hill amendment presents as we see it

---

People want to live near to where they work, where they could walk to amenities. <show slide 1>

> *"A recent study by the Royal Bank of Canada and the Pembina Institute found that, if home price were not a factor, more than 80 per cent of homebuyers would give up a large house and yard and a long car commute for a modest or attached dwelling where they can walk to amenities, take rapid transit to work and enjoy a commute of less than 30 minutes." Reported in Live Where You Go - Encouraging location-efficient development in Ontario, a project by the Cool Communities group, July 2012, available at https://www.pembina.org/pub/2354)*

Unfortunately, location-efficient housing as described in the slide is not often available at affordable prices, so homebuyers are driven to sprawl-design tract housing, remote from workplaces, transit, amenities and complete community.

As I said in the introduction, Shining Hill has the potential to be more than just another sprawl development.

To honour the original vision of the Council that set placed environmental protected status on these lands, and to comply with this Council's Climate Emergency Declaration, we would suggest the following points to be required of the developer:

- Physical characteristics
    - Low-Impact Development (LID) practices must be followed, as with the Town's Low Impact Development Policy. This is especially necessary as the coming years are expected to see increases in extreme precipitation events. The area in question is currently greenspace, able to soak up water, preventing runoff; the paved and roofed-over parts of the

development will focus runoff into smaller areas, as also increase contamination of the runoff water, especially with petroleum products from roofing, vehicles and roads.
    - There must be sufficient setbacks from any body of water, with planted barriers to residents and pets, to protect wildlife.
    - Natural and naturalized areas must be included, with walking and cycling paths, but also areas where people are not encouraged to go
    - There must be transit-accessible street layouts, rather than the common crescent-and-cul-de-sac design
    - Street designs must keep all street users safe by following Vision Zero guidelines, applying accessibility guidelines, and providing proper cycling infrastructure
- Community characteristics
    - Affordable housing must be the true focus, not just an add-on in an area of expensive houses.
    - Houses must be of mixed types, including linked and stacked mid-rise as well as detached.
    - Houses should be designed by a wider-than-usual variety of firms, and built over a longer time scale. This has been shown to contribute to the organic nature of a community's growth, providing resilience. Growth will then occur through infill and intensification, making use of pre-existing infrastructure.
    - There must be shopping and workplaces included, and they must be embedded within the community, not on the fringes, not all in one place.

I now want to talk about the land which will be transferred to the Town of Newmarket if the Shining Hill Official Plan Amendment is passed

- This parcel of land, according to the Shining Hill Report page 4, "will be given a protected designation".
- Drawdown Newmarket-Aurora would like to see this protection be permanent.
- I believe that the council which originally designated all the land in question today as an Environmental Protection Area thought they were doing it forever. In 2003 that council added an amendment to the Official Plan, Section 5.2.5 to read:

d) To protect the unique ecological and hydrological features and functions of the Oak Ridges Moraine in perpetuity.

- In perpetuity seems like a long time and yet, here we are planning to build housing on the area designated as an Environmental Protection Area
- There are ways to guarantee that future councils can't change the designation of the reduced Environmental Protection Area.

- One way is a Conservation Easement Agreement (CEA) that stays on the lands in perpetuity. (There's that word again.)
- The Oak Ridges Moraine Land Trust already holds CEA's on both private and public lands in partnership with York Region and other organizations.
- We are not experts but we in Drawdown believe it is very important to protect the remaining land forever. A Conservation Easement Agreement is one way. Staff may discover a better way but whatever it is it must be forever – really forever.

Walter Bauer will talk about Near Net Zero Housing, Conservation and Affordable Housing

The Shining Hills Phase 3 development could provide a best-in-class model of green and sustainable housing and illustrate that there is a market for both.

The following is a list of costed priorities for green and sustainable housing. To assess accuracy and credibility, consider that I (Walter Bauer) am a professional engineer with a career in construction. I have already applied most of the items on this near-net-zero list to my own house.

Near-Net-Zero Housing

($40,000 net on the sale price - payback to the buyer through savings within 25 years). No cost to developer providing house sells. Listed in order of priority.

1. **Do not install natural gas on the street <$5,000/house>**
2. **Heat pump: ground source (for multiple), air source (cold climate model) for individual houses: differential cost is $10,000 per house**
3. **(25) 430 watt solar panels 50 square metres: $25,000.**
4. **Energy or Heat Recovery Ventilator: $1,000**
5. **50 Amp receptacle in garage for zero-emission vehicle: $2,000**
6. **Spray foam insulation to building code levels: no additional net cost**
7. **Exceptionally air tight (comes with spray foam insulation)**
8. **Additional insulation layer on outside to minimize thermal bridging.**
9. **Canadian Energy Star windows and doors with an energy rating above 34e: no additional cost.**
10. Outdoor clothes line: minimal cost
11. Drain-water heat recovery: $1,000
12. Heat pump water heater net $2,000
13. Power-over-Ethernet (PoE) wiring for lighting: <$1,000>
14. Roofing with a reflectance index of at least 29: no cost
15. Permeable driveways
16. Native plants and trees in landscaping package, no additional net cost
17. Community garden with water stand, no significant cost

Conservation

1. Removal of existing trees limited to areas shown on the Concept Plan

2. Native plants and trees in landscaping package, no additional net cost
3. Conservation of the drip line
4. Invasive phragmites avoidance action (offsite washing of construction equipment before it arrives on site)

Affordable Housing

1. Low cost housing
2. Houses with legal and rental basement apartments
3. Give two lots to Habitat for Humanity.

We are interested amateurs, not expert community planners. Staff will be able to add many ideas, and refine ours. We simply offer our thoughts as a way to indicate to Council that there is a way that the members of Drawdown Newmarket-Aurora can support the Shining Hill proposal, but also that our support will be provisional.

Location-Efficient Housing

"A recent study by the Royal Bank of Canada and the Pembina Institute found that, if home price were not a factor, **more than 80 per cent of homebuyers would give up a large house and yard and a long car commute** for a modest or attached dwelling where they can walk to amenities, take rapid transit to work and enjoy a commute of less than 30 minutes." Reported in Live Where You Go - Encouraging location-efficient development in Ontario, a project by the Cool Communities group, July 2012, available at https://www.pembina.org/pub/2354)

David Ross

Deposition to Town of Newmarket Council re: Shining Hill Development

Nov 15, 2021

1. Protection of Natural Heritage Features

The Report states the Lake Simcoe Region Conservation Authority (LSRCA) provides review and analysis of environmental matters on behalf of the Town.

It also states the developer has proposed new limits on the boundaries and buffers of the Natural Heritage areas and the LSRCA is supportive of the buffers proposed by the developer, 10 m to woodlands and 30 m to watercourses and wetlands.

Meanwhile the Report further states that the detailed study of the natural features will be required to understand the impacts of development and to establish appropriate buffers.

So, the LSRCA is currently supportive of the developer's proposed buffers while the Town is saying detailed study is still required to be done to establish appropriate buffers.

Buffer size is important because a larger buffer offers more protection to Natural Heritage areas, during development and in the future, but a larger buffer reduces land available for development – so you can see how there would be tension over this issue. Generally, developers want smaller buffers while those focused on preserving Natural Heritage Features want larger buffers.

I would like to know overall going forward if LSRCA is obligated to provide Council and the public written reports based on research conducted independent from the developer to support their conclusions and recommendations on environmental matters.

And specifically, has LSRCA conducted a detailed study of the natural features to allow it to be currently supportive of the buffers proposed by the developer?

If study was conducted:

- Who performed this detailed study and when?
- Was it an independent study or was it based on the Environmental Conditions Report submitted by the developer?
- Has the Town staff and Council seen a copy of this study?
- Has this study been made available to the public?

In previous meetings, when residents asked if outside environmental consultants would be retained by the Town to provide an independent environmental assessment of the proposed development, we were told the Town is going to rely on LSRCA for environmental direction and guidance.

If LSRCA is the Town's, and the residents', independent consultant on environmental matters, they should provide independently produced reports to substantiate their recommendations.

2. Process

My second question is from one of my neighbours, Mark Sampson, who wasn't available to make a deposition today because of another commitment. It relates to the Secondary Planning phase if Council ultimately votes to support in principle the land use change request.

Does Newmarket Council have the final say on determining the type of development that can be done on this land or is Council's decision subject to appeal to the Region or the Province?

We are thinking specifically about the hi-rise buildings originally proposed for the middle of the development and at Bathurst. I understand the developer has changed their plan in Aurora and is now proposing townhomes instead of hi-rise buildings there; however, we would like to know if Newmarket Council is the ultimate decision maker here.

I would add that if you ultimately vote to approve the Principle of Development and proceed to the Secondary Plan, please take a stand against hi-rise buildings as a Council right from the beginning. Save us all the time of having to re-present the points we have already presented in previous meetings on why hi-rise buildings would be completely inappropriate.

3. Municipal Ownership and Protection

If Council does support in principle the land use change request, at what point in time will ownership of the Natural Heritage lands be legally conveyed to the Town?

And what legally binding assurances will the Town have that other points agreed upon between the Town and the current land owner will be followed through and delivered upon.

Council could change and land could be sold.

With no disrespect to the current land owner, we don't want to have a Vaughan situation on our hands where the developer reneged on a commitment made to the municipality.

Nov. 15, 2021

Mayor Taylor and Council

This is not a deputation concerning the Mulock MUP, but it is.

In 2014 I was advised by a current member of council that, and I quote, – "the town is **currently considering** putting in a full off-road path the length of Mulock". A year later with hopes of moving this project along I made a deputation to council extoling the positive features of a Mulock bike lane, many of which have been repeated by this current council. After my deputation, council asked Development and Infrastructure Services to provide a report as to the feasibility of my request. Nine months later a report was provided to council which concluded that

"it is recommended that the Town wait for the outcome of the York Region Transportation Master Plan update to determine jurisdiction of the boulevard, and then work with York Region to develop a plan for accommodating cyclist demands in the Mulock Drive corridor"

DEVELOPMENT AND INFRASTRUCTURE SERVICES INFORMATION REPORT ENGINEERING SERVICES ES 2016-20

6 years later and council now seems to be on board for the Mulock MUP and we are cautioned that completion may take another 10 years. This project will have taken 17 years from "**currently considering**" to completion.

But, as I said, I'm not here to talk about the Mulock MUP

When I made my deputation in 2015, I reminded council that decisions had been made by someone, somewhere, to stop the planned inclusion of bike lanes on the new Davis Dr. rapidway which was already under construction.

Among other incentives to spur development, the Secondary Plan for Davis Dr. does not require that there be an automobile parking spot for every unit built. The town acknowledged that the future will look to the past with a move to Active Transportation. However, the Secondary Plan does require an increase in the amount of bike parking spaces required for each building.

So, in a nod to climate change, and with the aid of new bylaws, the town is promoting Public Transit, Walking, & Biking on the new Davis Dr. corridor.

We have built a modern bus corridor on Davis and pleasant walkways. What we are missing of course is a protected bike lane.

# UNITS PROPOSED	LOCATION ON DAVIS
226	535 Davis W.
651	Toth Farm
292	Davis & Crossland Gate
530	Redwood-Slessor
500	Deerfield
147	201 Davis (Mosaik)
68	345 Davis
79	Watson/Bolton
339	Davis & Patterson
2,606	

Current development proposals for new housing along Davis Dr. between Bathurst and Patterson total approx. 2600 units among 9 separate locations. I am sure this is but a fraction of what developers hope to build along the Davis Dr. corridor which is already home to the biggest population density in Newmarket. In fact, I notice that Item 6.4 on today's agenda includes a request for a zoning change by Oxford Properties to permit up to 5,000 apt. units on its Upper Canada Mall location.

Do we expect our roads to accommodate all the increased car traffic that these new homes will require or will we seriously promote Active Transportation? I notice that the Active Transportation Implementation Plan, while still in its infancy, has been put on hold since Feb. and that a review of the plan has now been pushed out to next year.

On or near Davis there is no protected lane for those who wish to cycle to work, to shop, or to get to the GO Train station. What concerns me is I have not heard of any plans to accommodate cyclists on this busy roadway, which based on current forecasts will only get busier with thousands of new apts. We appear to be using zoning bylaws to encourage infill development but then drop the ball when it comes to providing cycling infrastructure.

As I said, the Mulock MUP will have had a 17 year gestation period before completion and I have to wonder if we are looking at a similar timeline for Davis. Even if we were today **"currently considering",** it would take us to the year 2038.

The original decision to kill the proposed bike lanes on the Davis Dr. rapidway was short sighted and wrong. If we are serious about promoting Active Transportation, we must find a way to accommodate cyclists by building a bike path somewhere near the road.

Paul Jolie

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

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

Digital Transformation Study – Final Report
Staff Report to Council

Report Number: 2021-83

Department(s): Information Technology Services, Corporate Services

Author(s): Karthik Venkataraman

Meeting Date: November 15, 2021

Recommendations

1. That the report entitled Digital Transformation Study dated November 15, 2021 be received; and,

2. That the Digital Transformation Study – Final report to Council included as Attachment 1 be received; and,

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

Purpose

The purpose of this report is to provide Council the results of the Digital Transformation Study that the Town conducted. Staff would also like to provide Council with the final report prepared by the Town's consultants, StrategyCorp as part of this undertaking. Staff has worked with StrategyCorp to complete their work on the Digital Transformation Study and to finalize their Report for Council and for submission to the province of Ontario as part of the requirements under the Audit and Accountability Fund agreement.

Background

A key initiative identified as part of a service delivery review conducted in 2019, was the need for greater digital enablement, and a broader digital transformation strategy to guide the Town's development and implementation of digital infrastructure and tools. To address these concerns and opportunities, the Town was awarded provincial grant funding to undertake this next stage of study. After a thorough competitive procurement process, StrategyCorp was engaged to facilitate and support the development of a new

digital transformation strategy. After numerous workshops, surveys and collaborative sessions with Council, Staff, Residents and Stakeholders, a final report containing key findings and initiatives identified as vital was generated.

Attached to this Report is the StrategyCorp report which provides the results of the background research, stakeholder consultation and analysis, project methodologies, identified initiatives and prioritization of those initiatives to serve as the foundations of a digital roadmap for the Town.

Discussion

Project Objectives

This purpose and objective of digital transformation is to identify ways to provide enhanced, modern and accessible service delivery, realize efficiencies and reduce costs through digitization, while improving service quality for residents, and improving experiences for staff and other stakeholders. Initiatives identified as part of this strategy will need to be designed and operationalized in a comprehensive and integrative way.

Specifically, this project aimed to:

•Identify opportunities for digital enablement and improvement;

•Assess and prioritize focus areas for Newmarket's digital transformation and overall strategy;

•Develop operationalization plans to support execution of the strategic focus areas; and,

•Synthesize and codify Newmarket's digital focus areas into a holistic digital strategy.

Project Approach

This project followed a three-phased approach as presented in the Council workshop conducted on August 24th, 2021. Additionally a draft report was presented to Council dated October 25th, 2021 detailing the progress and methodology of the study.

Stakeholder Engagement

A comprehensive digital current-state assessment was performed, and Council, SLT, OLT, staff, residents and other stakeholders were consulted to build an understanding of what the Town's current capabilities are, and what opportunities for improvement exist.

Strategic Visioning

Based on current-state findings, a digital transformation vision was established, as well as guiding principles for execution and potential risks / barriers to success; these elements were iteratively formed and guide the strategy.

Initiative Prioritization

A list of digital transformation initiatives was created based on consultations, best-practices, and current-state gaps, and subsequently prioritized to form the basis for the strategy's execution.

Operationalization Planning

An operationalization plan for the strategy has been developed to help sequence, plan, and scope key initiatives, as well as identify interdependencies and areas where alignment needs to be established.

Conclusion

Newmarket's Digital Transformation Strategy sets it on a path to establish a new, innovative foundation for municipal services and operations, building capabilities, processes, and a culture to support it into the future.

The Town of Newmarket's digital transformation strategy synthesizes its overarching digital goals and objectives and provides a blueprint for how it will build a digital future through critical opportunities, and organize its people, processes, and technology to do so.

Business Plan and Strategic Plan Linkages

Long-term financial sustainability – Continuous improvement and the development of a Digital Transformation Strategy. A strategy that focuses on developing efficient, digital architecture, focusing first on initiatives that will enhance and improve productivity and resident experience in accessing Town services

Consultation

As part of the work undertaken by StrategyCorp, extensive consultation occurred with Council, SLT, OLT, staff, residents and other stakeholders.

Human Resource Considerations

As identified in the Digital Transformation Study – Final Report.

Budget Impact

Provincial funding for the Digital Transformation Study was provided under the Audit and Accountability Fund. The final Report will be submitted to the province of Ontario on or before February 2022.

Attachments

Attachment 1: StrategyCorp Digital Transformation Study – Final Report

Approval

Karthik Venkataraman – Director of Information Technology Services

Esther Armchuk – Corporate Services Commissioner

Contact

Karthik Venkataraman – Director of Information Technology Services,
kvenkataraman@newmarket.ca

Town of Newmarket

Digital Transformation Strategy – Report to Council

November 15th, 2021

CREATING CONDITIONS FOR SUCCESS

©STRATEGYCORP 2021

Table of Contents

Section		Page Number
1	Executive Summary	3
2	Background and Approach	13
3	Newmarket's Digital Transformation Strategy	18
4	Newmarket's Digital Roadmap	24
5	Supporting Materials Overview	34
6	Example Initiative Profiles	38

1 Executive Summary

Introduction and Overview

Newmarket

The Town of Newmarket's digital transformation strategy synthesizes its overarching digital goals and objectives and provides a blueprint for how it will build a digital future through critical opportunities, and organize its people, processes, and technology to do so.

High-Level Approach

StrategyCorp worked closely with the Town's operational and senior leadership teams ("OLT" and "SLT") to develop a Digital Transformation Strategy that was founded in a wholistic view of the current-state and informed by extensive stakeholder consultation.

Stakeholder Consultations ▶ **Strategic Visioning** ▶ **Initiative Prioritization** ▶ **Operationalization Planning**

Since presenting the draft report to Council on Oct. 25, an operationalization plan has been established for the strategy, including sequencing for core initiative's, execution considerations, and high-level cost and resource requirements.

Digital Transformation | Intention and Impact

What is Digital Transformation?

Digital transformation is a strategic rethinking of how an organization uses technology, people, and processes to achieve its goals.

Digital transformation assesses current state strengths and weaknesses and identifies opportunities to improve the status quo.

Key Organizational Impacts

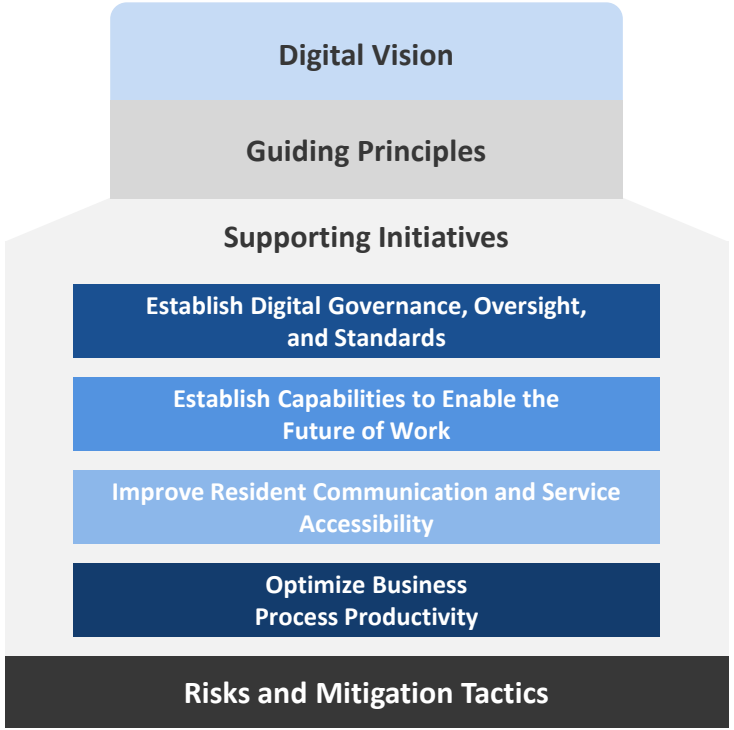
- **Improved service accessibility, convenience, and transparency through digitization and modernization.**
- **Improved operational efficiency, and development of core digital capabilities and competencies.**
- **Enhanced ability to take on new challenges (i.e., the new future of work).**

Newmarket's Digital Transformation Framework

StrategyCorp worked closely with the Town's SLT and OLT to collectively establish Newmarket's Digital Transformation Strategy.

The strategy outlined in this document is guided by a **Digital Vision** for the future of the Town, as well as several **Guiding Principles** to be taken into account during implementation.

The Digital Vision is set to be achieved through 21 **Supporting Initiatives** and reinforced by a set of **Risks and Mitigation Tactics**, providing considerations for execution.



Newmarket's Digital Vision and Guiding Principles

Digital Vision Elements

Improve residents' ability to easily and digitally interact with Town services on their terms.

Make it as easy as possible to access information and data related to the Town.

Create broader, deeper, and more meaningful collaboration and engagement within the Town, with the public, and with other partners.

Internally automate, digitize, and revitalize processes and information to reduce duplication and enhance outcomes.

Enable the future of work through processes, technology, policies, and a progressive culture.

Digital Guiding Principles

The DTS needs to be viewed as an ongoing opportunity to reinvent the future, not a one-time check the box exercise.

Initiatives should be grounded, practical, achievable, and carefully consider how much customization is necessary.

The DTS is about more than just technology and should target how processes and people are structured to support the Town.

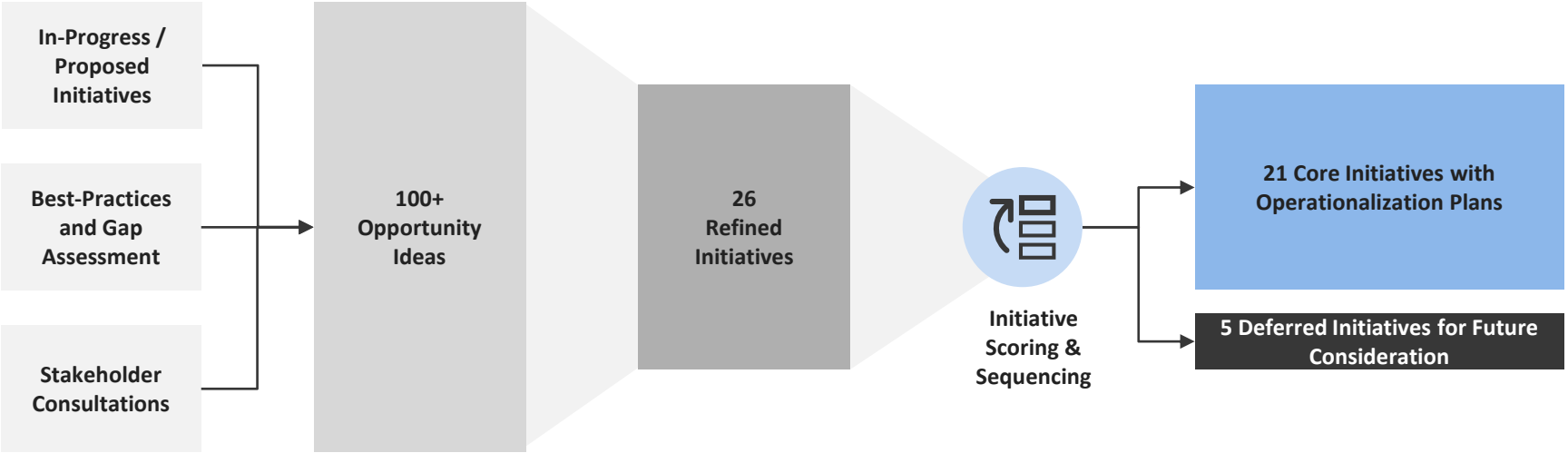
Opportunities need to be clearly prioritized and resourced based on a common set of criteria.

The DTS must establish clear governance and performance-based accountability, in order to achieve success.

All Town initiatives should consider digital implications and opportunities, not just those in the DTS.

Initiative Identification Approach

To actualize the Digital Transformation Strategy, 21 Core Digital Transformation Initiatives were identified through the refinement and synthesis of ideas captured in StrategyCorp's consultations, best-practices, and in-progress initiatives.



Newmarket's Digital Transformation Initiatives

Newmarket's Core Digital Transformation Initiatives fall under four categories based on their distinct outcomes.

Core Digital Transformation Initiatives

Establish Digital Governance, Oversight, and Standards
(6 Initiatives)

Illustrative Initiatives

- Design and Implement a Digital Governance Framework
- Design and Implement a Sustainable Approach to User Training

Establish Capabilities to Enable the Future of Work
(3 Initiatives)

Illustrative Initiatives

- Digitally Enable the Future of Work Model
- Introduce a Back-End Integration Platform / Standards for Integration

Improve Resident Communication and Service Accessibility
(7 Initiatives)

Illustrative Initiatives

- Replace the Newmarket Website
- Introduce a Resident Self-Service Portal to Centralize Interactions *(e.g., tax, utilities, billing, property information, etc.)*

Optimize Business Process Productivity
(5 Initiatives)

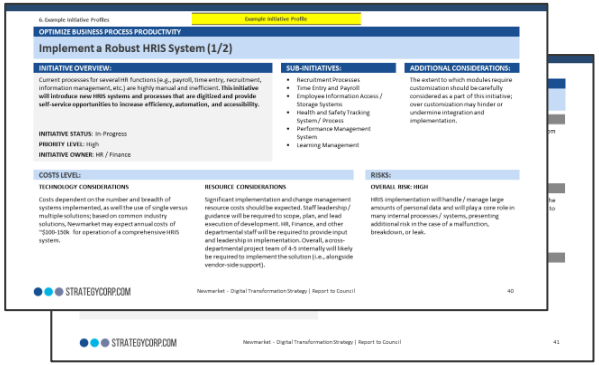
Illustrative Initiatives

- Replace the Outdated Parks and Rec. Management Software
- Implement a Robust HRIS System

A complete list of initiatives can be found in "Section 3: Newmarket's Digital Transformation Strategy".

Initiative Operationalization Profiles

To support execution, operationalization profiles were developed for each core initiative; these plans specify sequencing timelines and provide additional detail on the initiative.


6. Example Initiative Profiles

Example Initiative Profile

OPTIMIZE BUSINESS PROCESS PRODUCTIVITY

Implement a Robust HRIS System (1/2)

INITIATIVE OVERVIEW:

Current processes for several HR functions (e.g., payroll, time entry, recruitment, information management, etc.) are highly manual and inefficient. **This initiative will introduce new HRIS systems and processes that are digitized and provide self-service opportunities to increase efficiency, automation, and accessibility.**

INITIATIVE STATUS: In-Progress
PRIORITY LEVEL: High
INITIATIVE OWNER: HR / Finance

SUB-INITIATIVES:

- Recruitment Processes
- Time Entry and Payroll
- Employee Information Access / Storage Systems
- Health and Safety Tracking System / Process
- Performance Management System
- Learning Management

ADDITIONAL CONSIDERATIONS:

The extent to which modules require customization should be carefully considered as a part of this initiative; over customization may hinder or undermine integration and implementation.

COSTS LEVEL:

TECHNOLOGY CONSIDERATIONS

Costs dependent on the number and breadth of systems implemented, as well the use of single versus multiple solutions; based on common industry solutions, Newmarket may expect annual costs of ~$200-150k for operation of a comprehensive HRIS system.

RESOURCE CONSIDERATIONS

Significant implementation and change management resource costs should be expected. Staff leadership / guidance will be required to scope, plan, and lead execution of development. HR, Finance, and other departmental staff will be required to provide input and leadership in implementation. Overall, a cross-departmental project team of 4-5 internally will likely be required to implement the solution (i.e., alongside vendor-side support).

RISKS:

OVERALL RISK: HIGH

HRIS implementation will handle / manage large amounts of personal data and will play a core role in many internal processes / systems, presenting additional risk in the case of a malfunction, breakdown, or leak.

STRATEGYCORP.COM

Newmarket - Digital Transformation Strategy | Report to Council

40

STRATEGYCORP.COM

Newmarket - Digital Transformation Strategy | Report to Council

41

An operationalization overview can be found in Section 4: Newmarket's Digital Roadmap, and example profiles can be found in Section 6: Example Initiative Operationalization Profiles.

Each operationalization profile contains:

- Initiative Overview and Description;
- Sub-Initiatives (if applicable);
- Additional Considerations (i.e., any relevant considerations identified by StrategyCorp);
- Cost and Resource Considerations for Execution / Implementation;
- Potential Risks;
- Execution Timeframe and Key Execution Activities;
- Dependencies and Best-Practices for Consideration; and,
- Potential Key Performance Indicators to Measure Success.

Key Digital Transformation Outcomes

Newmarket's Digital Transformation Strategy sets it on a path to establish a new, innovative foundation for municipal services and operations, building capabilities, processes, and a culture to support it into the future.

Year 1 (2022)

The Town starts to **reinforce and strengthen** core digital capabilities, prepare for the future of work, and incrementally improve resident service accessibility in preparation for bigger future changes.

Year 2 (2023)

The Town implements more **sophisticated digital capabilities**, reinforcing security, integration, procurement, staff training, and communication, all in support of accelerated transformation.

Year 3 (2024)

Resident communication and service accessibility improves with progress on a **renewed website and digital services**. Key internal system changes are underway, and early outcomes improve efficiency and accessibility.

Year 4+ (2025+)

Complex, modern, resident accessibility features are launched, and many services are completely digitally enabled and accessible. **Major internal systems are digitized**, improving efficiency, increasing ease of future implementation, and permitting smart use of data.

Critical Success Factors for Execution

To successfully execute the Digital Transformation Strategy, it is imperative that the Town consider the following success factors while planning and execution the initiatives identified in this strategy.

1

Initiatives identified in this strategy need to be actively and adequately resourced to be successful; staff cannot pursue these on the "side of their desk."

Between operational needs, in-progress digital initiatives, and complimentary initiatives, many staff are already at capacity. For this strategy to be successful, the Town will need to adequately invest in establishing the required staff capacity and capabilities. Furthermore, clear expectations regarding timelines and execution must be set based on capacity and capabilities so that outcomes are realistic, and realizable.

2

Change needs to be actively managed and communicated to both staff and residents as new initiatives are pursued and impact operations / services.

The Town needs to pursue an active change management strategy to support adoption and reinforce new behavior. Without this, both staff and residents will struggle to adapt to the changes – even though they may make things easier – and undermine the Town's ability to fully realize the desired outcomes of this work.

3

Initiatives require active governance, and transformation should be continually monitored and assessed as progress is made.

Cross-corporate governance needs to be established for each identified initiative. Ownership need to be direct and transparent, ensuring that – while many stakeholders may take part in an initiative – there is a clear, singular accountable body.

Elements of the strategy should be continually assessed as the Town evolves.

2 Background and Approach

What is digital transformation?

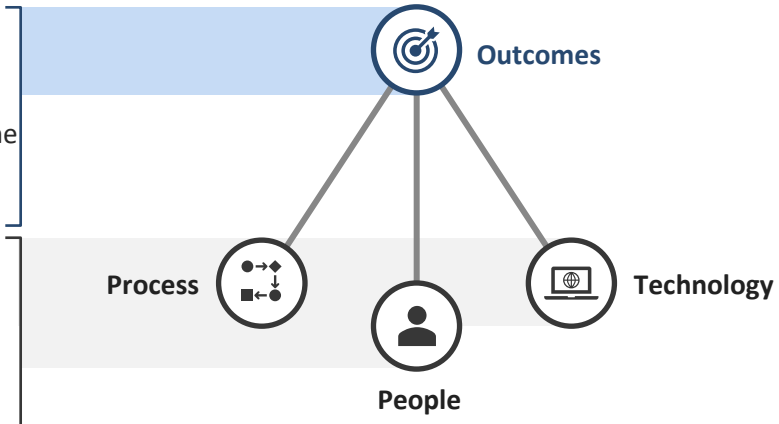
Digital transformation is a strategic rethinking of how an organization uses technology, people, and processes to achieve its goals. Digital transformation assesses current state strengths and weaknesses and identifies opportunities to improve the status quo.

Digital transformation should be **outcome-led**, and should aim to fix organizational issues, enable improvements, or create efficiencies.

Not all opportunities need to be sweeping, or increase integration; often, the best improvements come from a variety of smaller scale changes that are tailored to the organization's context.

Opportunities should have a **solid foundation in current capabilities** across process, people, and technology.

Digital transformation is not all about new software, or technology; often, process changes or staff supports are more effective transformation tools. If people lack the right mindset to change and the current processes are flawed, new technology will often only magnify the current issues.



The Town of Newmarket's **digital transformation strategy** synthesizes the Town's overarching digital goals and objectives and provides a blueprint for how an organization will act on identified opportunities and organize its people, processes, and technology to do so.

This Digital Transformation Strategy was iteratively developed over of multiple phases of work, with comprehensive and wide-reaching stakeholder consultation

StrategyCorp worked closely with the Town's operational and senior leadership teams ("OLT" and "SLT") to develop a Digital Transformation Strategy that was founded in a holistic view of the current-state and informed by extensive stakeholder consultation.

High-Level Approach

Stakeholder Consultations

A comprehensive digital current-state assessment was performed, and Council, SLT, OLT, staff, and residents were consulted to build an understanding of what the Town's current capabilities are, and what opportunities for improvement exist.

Strategic Visioning

Based on current-state findings, a digital transformation vision was established, as well as guiding principles for execution and potential risks / barriers to success; these elements were iteratively formed and guide the strategy.

Initiative Prioritization

A list of digital transformation initiatives was created based on consultations, best-practices, and current-state gaps, and subsequently prioritized to form the basis for the strategy's execution.

Operationalization Planning

An operationalization plan for the strategy was developed to help sequence, plan, and scope key initiatives, as well as identify interdependencies and areas where alignment needs to be established.

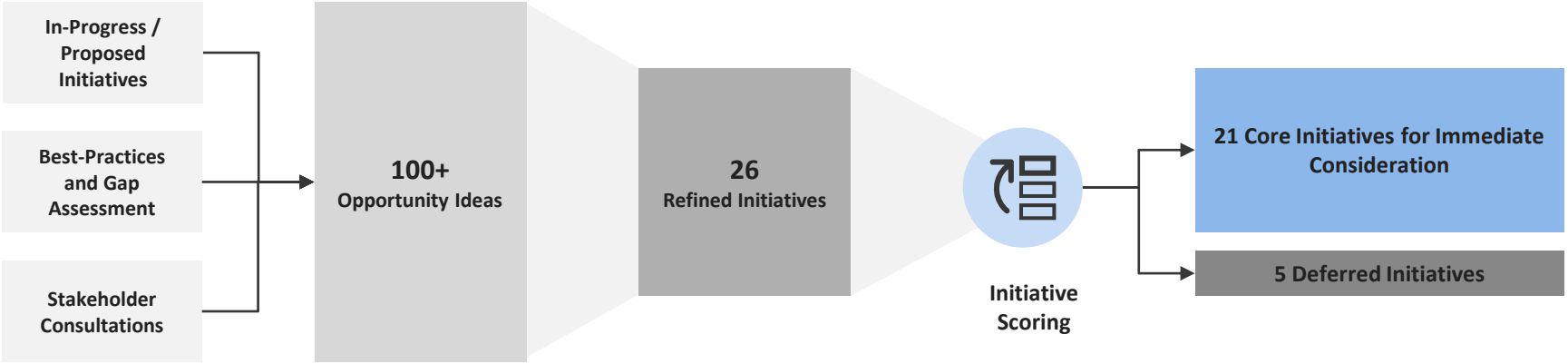
A wide variety of key Town stakeholders were consulted to inform the Digital Transformation Strategy, and identify potential initiatives to undertake as part of it

In order to develop a holistic picture of the Town's digital current state, we held a wide range of consultations across the following four groups:

OLT / SLT	Staff	Residents	Council
WHO WE ENGAGED:	**WHO WE ENGAGED:**	**WHO WE ENGAGED:**	**WHO WE ENGAGED:**
All four SLT members and all 16 OLT members, including some senior staff.	~180[1] Newmarket staff through both an online survey and staff focus groups.	89 Town residents and business owners.	All Council members were invited to participate in a workshop during a Committee of the Whole session.
HOW WE ENGAGED:	**HOW WE ENGAGED:**	**HOW WE ENGAGED:**	**HOW WE ENGAGED:**
SLT was consulted through a group discussion workshop. OLT members were consulted through one-on-one interviews.	Staff were invited to participate in one of three focus groups to discuss their views on the Town's digital capabilities or participate in a survey of similar topics.	Residents were consulted through a survey on HeyNewmarket! that solicited their views on the Town's current digital services.	Council members were asked their views on the Town's current digital capabilities, and the opportunities and risks for digital transformation.

Notes: [1] Approximately 130 staff joined for focus group sessions, with over 50 online survey participants; some staff may have participated in both, so overall reach is estimated.

21 initiatives were identified for immediate consideration under the Digital Transformation Strategy, with an additional 5 initiatives that were deferred for future consideration



A long-list of opportunity ideas was assembled based on inputs from a variety of sources, resulting in over 100 ideas for improvements, changes, or new solutions.

Ideas were combined and refined into distinct initiatives with a unique problem statement and solution.[1]

Initiatives were scored against a common set of criteria to identify higher and lower priority initiatives in the digital transformation context.

Based on priority scorings – as well as initiative outcomes and characteristics – 22 initiatives were identified for immediate consideration under the strategy, with an additional 5 deferred for future consideration.

Notes: [1] Many ideas referred to common or complementary problem statements, or were sub-components of other initiatives, and warranted being combined into one, cohesive initiative.

3

Newmarket's Digital Transformation Strategy

Newmarket's Digital Transformation follows a framework focused on achieving the central vision through execution of a series of priority digital initiatives

Newmarket's Digital Transformation Strategy Framework

The Digital Transformation Strategy is guided by an overall **Vision** for Newmarket's digital future. This vision outlines how the Town will transform its operations, services, and relationships to create a digital future-state.

Additionally, **Guiding Principles** help establish how the Town will implement the strategy, and what concepts should guide development.

In order to achieve the established vision, the Digital Transformation Strategy sets out a variety of sequenced **Supporting Initiatives**, which the Town should plan for and undertake to reach its digital objectives.

These initiatives were identified from a variety of sources, including stakeholder consultation and municipal best-practices, and are prioritized to help guide sequencing.

Finally, several key **risks** for execution of the Digital Transformation Strategy, as well as **mitigating tactics**, were identified and included.

Newmarket's Digital Vision

The Digital Vision presented below – across five elements – sets the goal Newmarket's digital transformation and its desired future state; decisions made and priorities established under the strategy should align with and enable this vision.

Newmarket's Digital Vision Elements:

Improve residents' ability to easily and digitally interact with Town services on their terms.

Make it as easy as possible to access information and data related to the Town.

Create broader, deeper, and more meaningful collaboration and engagement within the Town, with the public, and with other partners.

Internally automate, digitize, and revitalize processes and information to reduce duplication and enhance outcomes.

Enable the future of work through processes, technology, policies, and a progressive culture.

Newmarket's Digital Guiding Principles

In addition to the Vision elements, the six guiding principles captured below were developed to help define how Newmarket should proceed with its digital transformation, and what it should keep in mind as it does so.

Newmarket's Digital Guiding Principles:

The Digital Transformation Strategy needs to be viewed as an ongoing opportunity to reinvent the future, not a one-time check the box exercise.

Initiatives should be grounded, practical, achievable, and carefully consider how much customization is necessary.

The Digital Transformation Strategy is about more than just technology and should target how processes and people are structured to support the Town.

Opportunities need to be clearly prioritized and resourced based on a common set of criteria.

The DTS must establish clear governance and performance-based accountability, in order to achieve success.

All Town initiatives should consider digital implications and opportunities, not just those in the DTS.

Newmarket's core transformation initiatives fall under 4 key groupings, based on overall transformation objective / impact

Core Digital Transformation Initiatives

Establish Digital Governance, Oversight, and Standards

1. Design and Implement a Digital Governance Framework
2. Create an Inventory of Current Solutions and Ensure Cross-Departmental Awareness
3. Design and Implement a Sustainable Approach to User Training
4. Realign Procurement Processes to Enable Digital Transformation
5. Introduce an Overall Data Management Strategy
6. Revitalize File Management Systems / Processes

Establish Capabilities to Enable the Future of Work

7. Digitally Enable the Future of Work Model
8. Improve the Town's Overall Cybersecurity Posture
9. Introduce a Back-End Integration Platform / Standards for Integration

Improve Resident Communication and Service Accessibility

10. Establish a Cohesive Omni-Channel Communications Strategy for Residents
11. Complete Digitization of Rec. Facility Bookings (Catch Corner)
12. Complete Digitization and Operationalization of Planning / Building Applications (Accela)
13. Replace the Newmarket Website
14. Introduce a Mobile Experience for the Town
15. Introduce a Resident Self-Serve Portal to Centralize Town Interactions (e.g., tax, utilities, billing, property info, etc.)
16. Digitize Newmarket's Common By-Law Requests, Services, and Forms

Optimize Business Process Productivity

17. Implement a Robust HRIS System
18. Implement a Comprehensive Public Works Management / Maintenance Management System
19. Complete Replacement the Outdated Parks and Rec. Management Software (Perfect Mind)
20. Review and Digitize Current Finance Processes
21. Implement a New, Integrated Building Automation System

Additionally, sets of complimentary and deferred initiatives were identified that should be considered alongside the strategy

Core Digital Transformation Initiatives

- Establish Digital Governance, Oversight, and Standards
- Establish Capabilities to Enable the Future of Work
- Improve Resident Communication and Service Accessibility
- Optimize Business Process Productivity

Complimentary Initiatives

- Future of Work Model
- Asset Management Plan Development
- Water Meter Replacement

Complimentary initiatives are other ongoing initiatives that do not fit within the core digital transformation strategy but should be considered alongside it due to a degree of alignment, dependency, or overlap.

Deferred Initiatives

- Refresh the Town's Intranet
- Assess Status of the Library Website
- Explore Internet of Things and Automation Applications for the Town
- Improve Digitization and Automation of Building Inspections
- Expand Internet Access in Public Spaces

Deferred initiatives represent potential initiatives that were identified as part of the overall Digital Transformation strategy yet were deprioritized for execution either because of a limited current alignment with the vision / objectives, operational complexity, or a higher level of dependency on other initiatives.

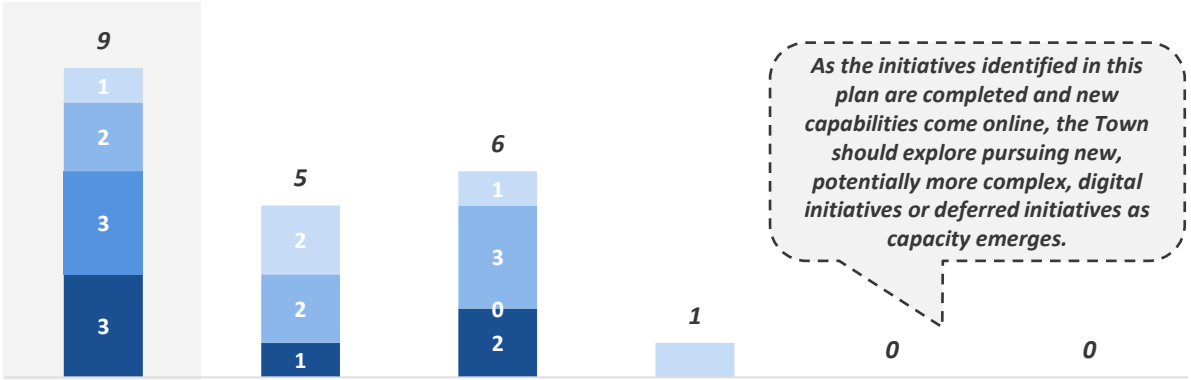
Although not planned for under the strategy, these initiatives should still be considered alongside overall operationalization, and opportunities to begin to address them may emerge from core initiatives.

4 Newmarket's Digital Roadmap

A sequenced roadmap for Newmarket's 21 core digital transformation initiatives was established based on priority, dependencies, capacity, and execution considerations

Newmarket's 21 digital initiatives were sequenced over the course of the next 5 years, with initiative start-dates staggered.

Initiatives Launches by Grouping



	In-Progress	Year 1 Launch	Year 2 Launch	Year 3 Launch	Year 4 Launch	Year 5 Launch
Total Ongoing	8	14	16	12	8	2
Complete (Year-End)	0	4	9	13	19	21

Core Initiative Groups

- Enhance Resident Services and Accessibility
- Improve Resident Communication and Service Accessibility
- Establish Capabilities to Enable the Future of Work
- Establish Digital Governance, Oversight, and Standards

Notes: These plans represent a high-level view of operationalization; as staff begin operationalization and further scoping / information gathering occurs, changes may be made that result in required adjustments to timelines, costs, or resource requirements.

High-Level Operationalization Plan (1/5)

Hard Cost Legend (Based on Estimated 5-Year Cost)

<$250k | $250-500k | $500-750k | $750k-$1M | $1M+

Initiative		Status	Hard Costs	Resource Requirements	Owner (Department)	Draft Execution Timeline				
						Year 1	Year 2	Year 3	Year 4	Year 5
Establish Digital Governance, Oversight, and Standards	**Design and Implement a Digital Governance Framework**	In-Progress	<$250k	Low	IT					
	Create an Inventory of Current Solutions and Ensure Cross-Departmental Awareness	In-Progress	<$250k	Moderate	IT					
	Introduce an Overall Data Management Strategy	Being Scoped	<$250k	Low	IT					
	Realign Procurement Processes to Enable Digital Transformation	In-Progress	<$250k	Moderate	Legal and Procurement					
	Design and Implement a Sustainable Approach to User Training	Proposed	<$250k	Dedicated Staff / Support Suggested	HR / IT					
	Revitalize File Management Systems / Processes	Proposed	$250-500k	Dedicated Staff / Support Suggested	Legislative Serv. (Cross-Corporate Involvement)					

Notes: These plans represent a high-level view of operationalization; as staff begin operationalization and further scoping / information gathering occurs, changes may be made that result in required adjustments to timelines, costs, or resource requirements.

High-Level Operationalization Plan (2/5)

Hard Cost Legend (Based on Estimated 5-Year Cost)

<$250k | $250-500k | $500-750k | $750k-$1M | $1M+

Initiative		Status	Hard Cost	Resource Requirements	Owner (Department)	Draft Execution Timeline				
						Year 1	Year 2	Year 3	Year 4	Year 5
Establish Capabilities to Enable the Future of Work	**Introduce a Back-End Integration Platform / Standards for Integration**	In-Progress	<$250k	Low	IT					
	Improve the Town's Overall Cybersecurity Posture	In-Progress	$250-500k	New / Dedicated Staff Suggested	IT	Ongoing				
	Digitally Enable the Future of Work Model	Being Scoped	$750k-$1M	High	IT / SLT (Cross-Corporate Involvement)					

Notes: These plans represent a high-level view of operationalization; as staff begin operationalization and further scoping / information gathering occurs, changes may be made that result in required adjustments to timelines, costs, or resource requirements.

High-Level Operationalization Plan (3/5)

Hard Cost Legend (Based on Estimated 5-Year Cost)

<$250k | $250-500k | $500-750k | $750k-$1M | $1M+

Initiative		Status	Hard Cost	Resource Requirements	Owner (Department)	Draft Execution Timeline				
						Year 1	Year 2	Year 3	Year 4	Year 5
Improve Resident Communication and Service Accessibility	**Complete Digitization and Operationalization of Planning / Building Applications (Accela)**	In-Progress	(Already Budgeted)	Moderate	Planning & Building Services					
	Complete Digitization of Recreational Facility Bookings (Catch Corner)	In-Progress	(Already Budgeted)	Moderate	Recreation and Culture					
	Establish a Cohesive Omni-Channel Communications Strategy for Residents	Proposed		Low	Comms. / IT/Cust. Serv.					

Notes: These plans represent a high-level view of operationalization; as staff begin operationalization and further scoping / information gathering occurs, changes may be made that result in required adjustments to timelines, costs, or resource requirements.

High-Level Operationalization Plan (4/5)

Hard Cost Legend (Based on Estimated 5-Year Cost)

<$250k | $250-500k | $500-750k | $750k-$1M | $1M+

	Initiative	Status	Hard Cost	Resource Requirements	Owner (Department)	Draft Execution Timeline				
						Year 1	Year 2	Year 3	Year 4	Year 5
Improve Resident Communication and Service Accessibility	**Modernize Newmarket's Web and Mobile Presence**									
	Replace the Newmarket Website	Being Scoped	Variable Based on Implementation Considerations and Level of Joint Procurement	High; Dedicated Resources Required	Comms. / IT/Cust. Serv.					
	Digitize Newmarket's Common By-Law Requests, Services, and Forms	Proposed			Leg. Serv. / Cust. Serv.					
	Introduce a Resident Self-Service Portal to Centralize Interactions *(e.g., tax, utilities, billing, property info, etc.)*	Proposed			Strat. Initiatives / IT / Cust. Serv / Comms.					
	Introduce a Mobile Experience for the Town	Proposed								
	These initiatives, all focused on improving digital resident service and information access, have a high degree of overlap and dependency; these initiatives should be approached through an aligned, cross-cutting strategy that assesses where joint development and / or procurement is necessary.									

Soft-Start / Scoping & Alignment

Notes: These plans represent a high-level view of operationalization; as staff begin operationalization and further scoping / information gathering occurs, changes may be made that result in required adjustments to timelines, costs, or resource requirements.

High-Level Operationalization Plan (5/5)

Hard Cost Legend (Based on Estimated 5-Year Cost)

Initiative		Status	Hard Costs	Resource Requirements	Owner (Department)	Draft Execution Timeline				
						Year 1	Year 2	Year 3	Year 4	Year 5
Optimize Business Process Productivity	**Replace the Outdated Parks and Rec. Management Software**	In-Progress		Moderate	Recreation and Culture					
	Implement a Robust HRIS System	Proposed	(Assuming Implementation of All Features)	High *Dedicated Resources Required*	HR / Finance					
	Implement a Comprehensive Public Works Management / Computerized Maintenance Management System	Proposed		High *Dedicated Resources Required*	Public Works					
	Review and Digitize Current Finance Processes	Proposed	TBD (Based on Detailed Initial Diagnostic)	Moderate	Finance / IT					
	Implement a New, Integrated Building Automation System	Proposed	TBD	Moderate	Facilities					

Notes: These plans represent a high-level view of operationalization; as staff begin operationalization and further scoping / information gathering occurs, changes may be made that result in required adjustments to timelines, costs, or resource requirements.

Overall, the successful execution of the Digital Transformation Strategy's initiatives will create a new, transformed digital future in alignment with the strategy's vision

Newmarket's Key Digital Outcomes

Year 1 *(2022)*

The Town begins to reinforce and strengthen core digital capabilities, plan for the future of work, and incrementally improve resident service accessibility in preparation for bigger future changes.

Cornerstone Initiatives Completed

- Design and Implement a Digital Governance Framework
- Multiple Operational / Service Improvements (i.e., Catch Corner, Accela, Perfect Mind)

Year 2 *(2023)*

The Town implements more sophisticated digital capabilities, reinforcing security, integration, procurement, staff training, and communication, all in support of accelerated transformation.

Cornerstone Initiatives Completed

- Revitalized Procurement Processes / Policies
- New User Training Approach
- Cohesive Digital Resident Communications Strategy

Year 3 *(2024)*

Resident communication and service accessibility improves with progress on a renewed website and digital services. Key internal system changes are underway, and early outcomes improve efficiency and accessibility.

Cornerstone Initiatives Completed

- Collaboration Mainframe Platform Fully Implemented
- Data Management Strategy; File Management Systems Underway
- Website Replacement Significantly Complete

Year 4+ *(2025+)*

Complex, modern, resident accessibility features are launched, and many services are largely accessible through digital means. Major internal systems are digitized, improving efficiency, increasing ease of future implementation, and permitting smart use of data.

Cornerstone Initiatives Completed

- Additional Web / Mobile Enhancements
- Full HRIS System Upgrade
- Building Automation Systems

Successful execution of the Digital Transformation Strategy will require the Town to navigate several potential risks

Risks and Barriers

Staff Adoption and Culture

Some staff may be reluctant to adopt new technologies and / or processes or prefer the methods they are used to. Without strong leadership, accountability, and 'deconstruction' of old processes, staff may undermine change.

Allocation and Prioritization of Resources

Resources need to be adequately allocated to ensure that the transformation is successful. Not only financial investments will be required, but staff time will also need to be carved out for adopting new tools, processes, and technologies.

Accessibility and Support

Not all staff and residents may be able to access new services, tools, and technologies. This could be the result of dated hardware, limited connectivity, or low digital literacy. If the Town doesn't include training, and other supports for as part of the strategy some may be left behind.

Communication and Outcome Management

Objectives and desired outcomes must be actively communicated to all relevant stakeholder so that they are aware of expectations. KPIs need to be identified to track success and progress should be publicly reported build accountability and transparency.

These risks should be actively mitigated by incorporating a variety of approaches and considerations into execution of the strategy

Risks and Barriers

Staff Adoption and Culture	Allocation and Prioritization of Resources	Accessibility and Support	Communication and Outcome Management
Mitigations			
➢ Executive Sponsorship/ Council, SLT, OLT Leadership ➢ "No Going Back" Culture of Implementation ➢ Active Allocation of Training / Familiarization Time for New Tools / Processes	➢ Consistent and Transparent Prioritization and Resource Allocation Approaches Enshrined in the Digital Governance Model ➢ Clearly Assigned, Singular Ownership / Accountability for Initiatives	➢ Comprehensive Staff Training Program ➢ Assigned Staff Capacity / Time for Training ➢ Opportunities / Considerations for Resident Training and Support	➢ Active Change Management Strategy / Approach ➢ Clearly Established KPIs / Expectations ➢ Consistent Monitoring and Reporting

5 Supporting Materials Overview

A wide range of detailed supporting analysis has been prepared as a foundation to the Digital Transformation Strategy and provided to the Town to support execution

Supporting Materials

Methodologies
Further detail on the best-practices, approaches, and other methodologies used to construct the Digital Transformation Strategy.

Consultation Findings
Detailed findings from consultations (i.e., interviews and surveys) with SLT, OLT, staff, residents, and Council, including a gap assessment against leading digital practices.

Initiative Profiles and Operationalization Plans
The long-list of digital initiatives considered under the study, as well as detailed operationalization plans for each initiative, including execution considerations, costs, and resource requirements.

Prioritization Criteria and Approach
An overview of how initiatives were prioritized, and what criteria and scales were used to determine and score prioritization.

Staff will be provided with all relevant supporting materials to support operationalization of the Digital Transformation Study

Our Opportunity Prioritization Approach

The approach taken to define and prioritize opportunities, as well as the proposed criteria, are based on a foundation of best practices for multi-criteria decision-making, StrategyCorp's extensive experience in Ontario's municipal sector, and the Town's unique circumstances, as identified through the current-state assessment.

Approach Overview

The overall approach taken to identify priority initiatives as a part of this strategy is based on the foundations of the Analytical Hierarchy Process (AHP), a leading framework for multi-criteria decision-making. See overview below.

Underlying Foundations

1 – The Analytical Hierarchy Process[1]

AHP is an approach to multi-criteria decision-making. In this process, decisions are structured with a hierarchy of criteria and sub-criteria, which are analytically assigned weights and scoring methodologies based on stakeholder input. Decisions are then made under this framework in a consistent and analytical manner.

Based on extensive research and publication on business applications, AHP is considered a best-practice in decision making, regardless of sector.

2 – Municipal Best Practices

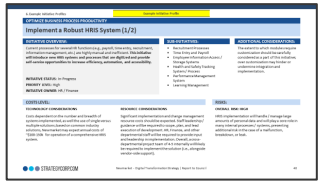
Although the foundations of this approach rest in the industry-agnostic AHP process, the substance of it must reflect the nuances and best practices of the municipal sector as well as the Town's unique circumstances.

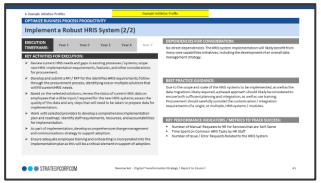
The proposed criteria, and their respective scoring approaches, are all developed with both considerations in mind, and build off StrategyCorp's extensive consultations with Town stakeholders, as well as best-practices from our work in Ontario's municipal sector.

Notes: [1] Further context on AHP and some of its applications can be found in the following linked Project Management Institute papers (a) and (b); adjustments have been made in our process and criteria to reflect the municipal context.

Initiative Profiles

Profiles were created for each of Newmarket's 21 core initiatives, including details on execution, cost, resource requirements, risks, and other key initiative characteristics; an overview of the two-page profiles' contents can be found below.





Page 1: Initiative Overview and Key Characteristics

- **Initiative Overview:** A summary of the initiative problem statement and opportunity, including relevant details or considerations.
- **Sub-Initiatives:** Any significant sub-components of this initiative.
- **Additional Considerations:** Additional considerations related to this initiative as discerned from research or consultation.
- **Costs Considerations:** High-level cost estimates related to the implementation of the initiative.
- **Resource Considerations:** Resources related to implementation.
- **Risks:** Potential risks to successful implementation.

Page 2: Execution Considerations

- **Execution Timeframe:** High-level proposed timeframe for execution.
- **Key Activities for Execution:** Key activities / steps to complete the initiative; pending complete, comprehensive scoping.
- **Dependencies for Consideration:** Any inter-initiative dependencies, overlaps, or sequencing considerations.
- **Best Practice Guidance:** Best-practice guidance or considerations for the initiative based on municipal practice or research.
- **Key Performance Indicators:** Potential KPIs to track the successful execution of the initiative.

Example Initiative Profiles are Presented on the Following Pages – These Example Profiles Reflect the Content that was Created for Each Identified Core Profile

6

Example Initiative Operationalization Profiles

Example Initiative Profile

OPTIMIZE BUSINESS PROCESS PRODUCTIVITY

Implement a Robust HRIS System (1/2)

INITIATIVE OVERVIEW:

Current processes for several HR functions (e.g., payroll, time entry, recruitment, information management, etc.) are highly manual and inefficient. **This initiative will introduce new HRIS systems and processes that are digitized and provide self-service opportunities to increase efficiency, automation, and accessibility.**

INITIATIVE STATUS: In-Progress

PRIORITY LEVEL: High

INITIATIVE OWNER: HR / Finance

SUB-INITIATIVES:

- Recruitment Processes
- Time Entry and Payroll
- Employee Information Access / Storage Systems
- Health and Safety Tracking System / Process
- Performance Management System
- Learning Management

ADDITIONAL CONSIDERATIONS:

The extent to which modules require customization should be carefully considered as a part of this initiative; over customization may hinder or undermine integration and implementation.

COST CONSIDERATIONS:

COST LEVEL: ~$750K-1M (5-YR COSTS)

Costs dependent on the number and breadth of systems implemented, as well the use of single versus multiple solutions; based on common industry solutions, Newmarket may expect annual costs of ~$100-150k for implementation of a comprehensive HRIS system, with additional implementation support costs.

RESOURCE CONSIDERATIONS:

RESOURCE LEVEL: HIGH

Significant implementation and change management resource costs should be expected. Staff leadership / guidance will be required to scope, plan, and lead execution of development. HR, Finance, and other departmental staff will be required to provide input and leadership in implementation. Overall, a cross-departmental project team of 4-5 internally will likely be required to implement the solution (i.e., alongside vendor-side support).

RISKS:

OVERALL RISK: HIGH

HRIS implementation will handle / manage large amounts of personal data and will play a core role in many internal processes / systems, presenting additional risk in the case of a malfunction, breakdown, or leak.

Example Initiative Profile

OPTIMIZE BUSINESS PROCESS PRODUCTIVITY

Implement a Robust HRIS System (2/2)

EXECUTION TIMEFRAME:	Year 1	Year 2	Year 3	Year 4	*Year 5*

KEY ACTIVITIES FOR EXECUTION:

- Review current HRIS needs and gaps in existing processes / systems; scope new HRIS implementation requirements, features, and other considerations for procurement.
- Develop and submit a RFI / RFP for the identifies HRIS requirements; follow-through the procurement process, identifying one or multiple solutions that will fill current HRIS needs.
- Based on the selected solutions, review the status of current HRIS data on employees that will be input / required for the new HRIS systems; assess the quality of this data and any steps that will need to be taken to prepare data for implementation.
- Work with selected providers to develop a comprehensive implementation plan and roadmap; identify staff requirements, resources, and accountabilities for implementation.
- As part of implementation, develop a comprehensive change management and communications strategy to support adoption.
- Ensure adequate employee training and onboarding is incorporated into the implementation plan as this will be a critical element in support of adoption.

DEPENDENCIES FOR CONSIDERATION:

No direct dependencies. The HRIS system implementation will likely benefit from many core capabilities initiatives, including the development of an overall data management strategy.

BEST PRACTICE GUIDANCE:

Due to the scope and scale of the HRIS systems to be implemented, as well as the data migrations likely required, a phased approach should likely be considered to ensure both sufficient planning and integration, as well as use training. Procurement should carefully consider the customization / integration requirements of a single, or multiple, HRIS systems / modules.

KEY PERFORMANCE INDICATORS / METRICS TO TRACK SUCCESS:

- Number of Manual Requests to HR for Services that are Self-Serve
- Time Spent on Common HRIS Tasks by HR Staff
- Number of Issue / Error Requests Related to the HRIS System

Example Initiative Profile

ESTABLISH CAPABILITIES TO ENABLE THE FUTURE OF WORK

Introduce a Back-End Integration Platform / Standards for Integration (1/2)

INITIATIVE OVERVIEW:

In the past, the Town has pursued certain initiatives with over-customization, and the expectation that singular, monolithic solutions can meet a wide variety of needs. Furthermore, and partially as a result of this approach, current and future platforms are not adequately integrated within the Town's digital infrastructure. **This initiative will introduce a back-end integration platform and standards to support integration of various Town platforms / software.**

INITIATIVE STATUS: Proposed

PRIORITY LEVEL: Core Capability

INITIATIVE OWNER: IT

SUB-INITIATIVES:

N/A

ADDITIONAL CONSIDERATIONS:

N/A

COST CONSIDERATIONS:

COST LEVEL: <$250K

This initiative will primarily be implemented through internal staff efforts, and cost requirements will be limited beyond the potential procurement of a system to support and streamline integration. Procurement of a solution to support this, currently anticipated to be FME by Safe Software, would likely cost ~$25k annually. Additional configuration and training support from a vendor with expertise in the tool may be valuable.

RESOURCE CONSIDERATIONS:

RESOURCE LEVEL: LOW

Successful implementation of this initiative will largely rely on existing IT staff. Staff will be educated on use of the tool and will leverage it routinely over the course of new integrations, introducing minimal additional resource requirements.

RISKS:

OVERALL RISK: RISKS IF NOT PURSUED

Without a back-end integration platform, integration of digital platforms will suffer, and new initiatives will be impeded.

Note that the scale of this initiative may introduce implementation risks.

Example Initiative Profile

ESTABLISH CAPABILITIES TO ENABLE THE FUTURE OF WORK

Introduce a Back-End Integration Platform / Standards for Integration (2/2)

EXECUTION TIMEFRAME:	Year 1	Year 2	*Year 3*	*Year 4*	*Year 5*

KEY ACTIVITIES FOR EXECUTION:

The Town currently leverages FME ("Feature Manipulation Engine") by Safe Software, a tool that supports simple data integration; extension of this solution to act as standard practice for all future integrations will ensure Town data and information is adequately shared and accessible between solutions.

- Develop / formalize an approach to implementing FME across all integrations, including policies / standard approaches and considerations.
- Identify procurement requirements and pursue requisite steps to procure FME licenses required to support implementation.
- Identify training needs, as well as other implementation considerations (i.e., consultant / external specialist support in set-up) and ensure staff are prepared for ongoing use.

DEPENDENCIES FOR CONSIDERATION:

This initiative has no immediate dependencies; however, it should be noted that the implementation of this initiative will impact the operations of existing solutions / software at the Town, as it will provide back-end integration. Therefore, ongoing implementations / adjustments may need to be coordinated on an ongoing basis during execution.

BEST PRACTICE GUIDANCE:

N/A

KEY PERFORMANCE INDICATORS / METRICS TO TRACK SUCCESS:

- Integrations Completed.

Example Initiative Profile

IMPROVE RESIDENT COMMUNICATION AND SERVICE ACCESSIBILITY

Introduce a Resident Self-Service Portal to Centralize Interactions with the Town (1/2)

INITIATIVE OVERVIEW:

Currently, reporting incidents, accessing services, and otherwise interacting with the Town is inefficient, manual, may require many touchpoints, and lacks any way to track or view the status of requests. **This initiative will introduce a centralized resident account and tracking system that integrates interactions / requests and allows residents and staff to monitor progress in a self-serve manner.**

INITIATIVE STATUS: Proposed

PRIORITY LEVEL: High

INITIATIVE OWNER: Strat. Initiatives / IT / Cust. Serv / Comms.

SUB-INITIATIVES:

Opportunities for self-service access include, but are not limited to:

- Tax information and payment / billing options;
- Utility information and payment / billing options;
- Property information.

ADDITIONAL CONSIDERATIONS:

This initiative should be considered in parallel with other resident communication / service delivery initiatives to maximize efficiencies and ensure alignment / integration.

COSTS LEVEL:

TECHNOLOGY CONSIDERATIONS

Costs required to develop the self-service portal and integrate it with other resident communication channels will vary significantly depending on the depth / breadth of services included, and degree that this initiative is jointly developed / procured with other digital resident channel initiatives (e.g., website, forms, mobile experience, etc.). Capabilities built out as part of this initiative may require additional investment in tools and staff.

RESOURCE CONSIDERATIONS

Resource requirements will depend on the level of integration with other web / resident communication initiatives. Staff support will be required to scope, procure, and implement the solution. Staff requirement will vary depending on the types of services included in the portal, and dedicated department-specific support will be required (i.e., finance support for a tax self-serve option). Significant training / change management resourcing will be required due to the breadth of this initiative.

RISKS:

OVERALL RISK: MEDIUM

This is a wide-ranging initiative with implications on communication channels and many departmental operations; as a result there is a higher potential for reputational and operational risk from failure.

Example Initiative Profile

IMPROVE RESIDENT COMMUNICATION AND SERVICE ACCESSIBILITY

Introduce a Resident Self-Service Portal to Centralize Interactions with the Town (2/2)

EXECUTION TIMEFRAME:	*Year 1*	**Year 2**	**Year 3**	**Year 4**	*Year 5*

KEY ACTIVITIES FOR EXECUTION:

A high degree of overlap exists between this initiative and three other initiatives targeted towards improving the Town's web / mobile communication and service access (i.e., replacing the website, establishing digital form capabilities, building a self-service portal, and a mobile experience). Prior to execution, an overall strategy for execution of these initiatives should be considered, as integration / joint procurement may be possible.

- Establish a strategy for the execution of the complete set of resident communication / service initiatives (i.e., website replacement, digital forms, self-serve portal, mobile experience) to ensure alignment of approach, integration between solutions, and potential joint procurement.
- Identify self-service requirements, including which existing digitized elements of Town service can be incorporated, and what additional services / resident touchpoints should be digitized and included in the portal; potentially launch consultations to incorporate resident feedback into planning.
- Develop procurement materials (i.e., RFP / RFI) and launch procurement process to identify a vendor for support; consider integration / joint procurement opportunities with other similar initiatives (i.e., see note above).

DEPENDENCIES FOR CONSIDERATION:

No direct dependencies. This initiative will feed into other key resident-service initiatives, including web / mobile functionality and the self-service portal, and these initiatives' integration should be considered from both directions. Furthermore, this initiative should align with the overall resident digital communications strategy.

BEST PRACTICE GUIDANCE:

Well planned, active, change management will be required to support residents transition towards self-service options. The launch of a self service portal should be well communicated, and residents should be aware of the need for change, incentivized to support the change, and provided with support to learn and continue to use the new system.

Opportunities to use physical systems should be maintained, albeit at a scaled-down level, in the short-term to ensure that accessibility is maintained for those who are unable to, or uncomfortable, using digital alternatives. Availability, and scope, of in-person can be further assessed in the future to ensure both efficiency and accessibility.

KEY PERFORMANCE INDICATORS / METRICS TO TRACK SUCCESS:

- Number of users registered / number of users accessing the platform within a given period.
- Payments / transactions made through the portal.
- Number of services / resources digitized and included in the portal.

Toronto
145 King Street East, 2nd Floor
Toronto, ON M5C 2Y7
416-864-7112

Ottawa
100 rue Queen Street, Suite 850
Ottawa, ON K1P 1J9
613-231-2630

strategycorp.com

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

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

Recommendation Report – Shining Hill OPA
Staff Report to Council

Report Number: 2021-82

Department(s): Planning and Building Services

Author(s): Meghan White

Meeting Date: November 15, 2021

Recommendations

1. That the report entitled Recommendation Report – Shining Hill OPA dated November 15, 2021 be received; and,

2.That Council adopt Official Plan Amendment Number 32, substantially in accordance with Appendix 2 of this report; and,

3. That the land use change request submitted by Shining Hill Estates Collection Inc, for the lands shown on Appendix 1, currently designated as Rural in the Region's Official Plan, be supported in principle subject to the completion of York Region's Municipal Comprehensive Review; and,

4.That staff be directed to bring back a further official plan amendment by-law for the lands shown on Appendix 1, currently designated as Rural in the Region's Official Plan, for Council's consideration after the Region's new Official Plan is in force and effect, if it changes the lands on Appendix 1 from Rural to Urban; and,

5. That Karen Whitney, Director, Community Planning and Development Services, York Region, be notified of this action; and,

6. That Paul Bailey of Shining Hill Estates Collection Inc. be notified of this action; and,

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

Executive Summary

This report recommends approval of the Official Plan Amendment submitted by Shining Hill Estates Collection Inc. The requested land use change from environmental protection to urban land uses has been found to conform to the Provincial and Regional Plans. These documents have already designated the lands for settlement or urban uses; therefore, the application does not constitute a land use change for them nor does it constitute an expansion to a settlement area.

In 2003, Council decided to place these lands in a restrictive designation. However, the planning policy context and the prevailing development situation has changed. The Provincial policies have changed and the majority of the greenfield areas have been built-out in Newmarket. Diversity of housing options for Newmarket is seen as a vital component in solving the current housing supply and affordability crisis.

Logistically, there is a need to separate the Official Plan Amendment approval into two different components. If Council agrees with the change in land use permissions (i.e. the "principle of land use"), there would be a need to have two different by-laws implementing this change at the local level brought forward at two separate times. The first by-law would allow the change for the lands in the Urban Area, the second by-law would bring in the change for the lands within the whitebelt. The second by-law could not be adopted by Council until after the Region of York completes its Municipal Comprehensive Review and its new Official Plan is in force and effect.

Subject to Council's further consideration, the following staff report on the official plan amendment describes considerations of good planning, public interest and benefits to current and future Newmarket residents.

Purpose

The purpose of this report is to present the findings of how this Official Plan Amendment application conforms to Provincial, Regional and local planning policies, outlines the amendment process to date, and makes recommendations to Council. Subject to Council's consideration, a draft OPA text is provided to capture the intent of why the OPA is appropriate and how it would be adopted.

Background

In 2003, Council went through a conformity exercise to bring the 1996 Official Plan into conformity with the Oak Ridges Moraine Conservation Plan (ORMCP). That process resulted in Official Plan Amendment number 28 to the 1996 Town of Newmarket Official Plan (OPA 28). Through the adoption of OPA 28 Council designated the area, generally south of Mulock Drive to the Newmarket/Aurora border, with a more restrictive standard than contemplated by the ORMCP. The approval of OPA 28 by the Minister of Municipal Affairs and Housing resulted in the enhanced Environmental Protection Area –

Oak Ridges Moraine designation. The ORMCP policies set a minimum in terms of environmental protection and allowed (still allows) for urban uses on this part of the Oak Ridges Moraine (ORM). The Council of the day decided that Newmarket in 2003 did not need development in the ORM and placed more stringent limitations on development than was prescribed in the ORMCP. In 2006, a new Official Plan was adopted and approved, and OPA 28 was not changed. The designations and limitations remained in place and are still in place today

Council has not needed to review the planning context of these lands since then. In the intervening years, the Province has updated the Provincial Policy Statement and the Growth Plan for the Greater Golden Horseshoe.

The application subject of this report was submitted in 2020. It was declared complete in August 2020 and the statutory Public Meeting was held January 18th, 2021. The lands subject to the application are located mostly in the ORM, with the most eastern portion of the lands not within the ORM. Figure 1 below shows the entire land holdings of Shining Hill Estate Collections Inc. in this area (red dashed line) as well the lands subject to this application (yellow). The Figure also shows the boundary of the Oak Ridges Moraine (brown line). The subject lands to the west (left) of the brown line are within the ORM and subject to OPA 28.

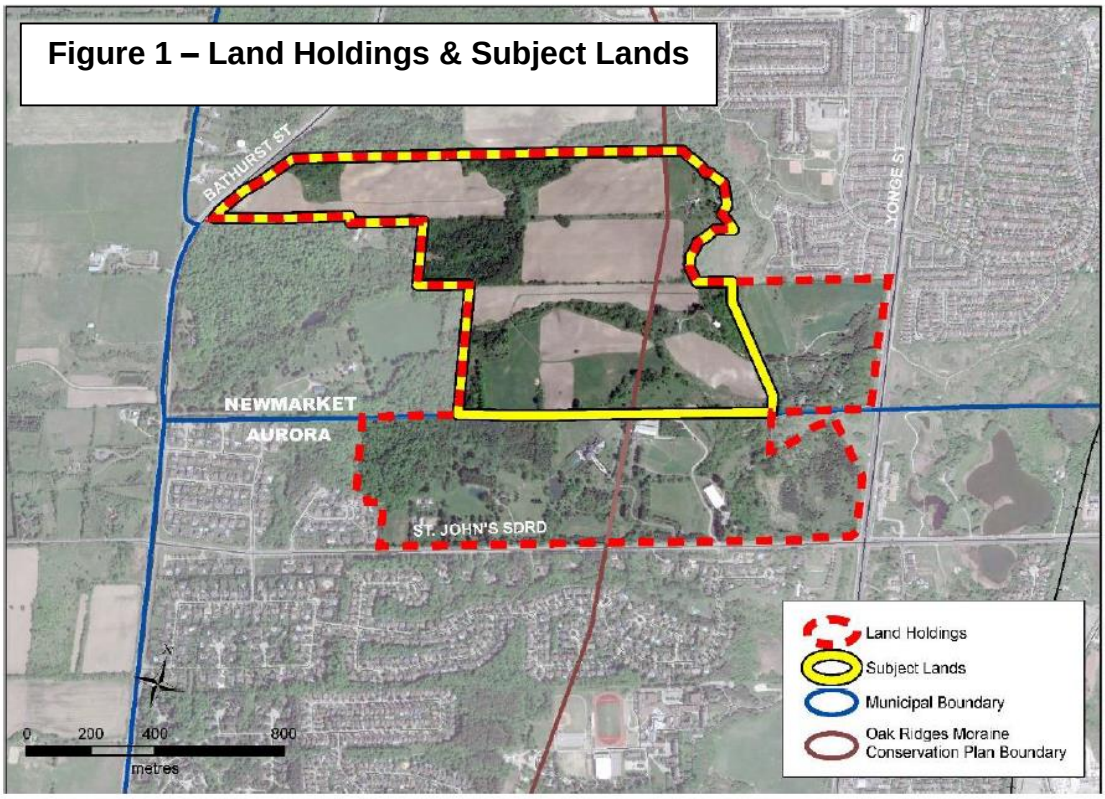


Figure 1 – Land Holdings & Subject Lands

It was determined from the outset the “Principle of Development” had to be determined by Council first, before any discussions on the form and type of development. The current application seeks to establish this principle. Only the appropriateness of urban

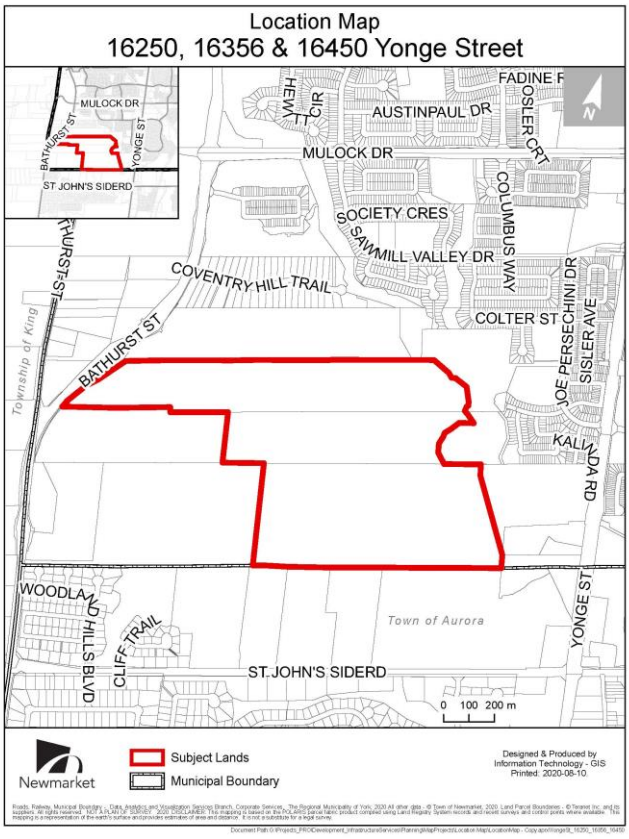
uses on the lands is being considered at this time. As will be discussed, the form, type and design of development will be explored and evaluated in subsequent applications.

Subject Lands

Municipally known as 16250, 16356 and 16450 Yonge Street, the subject lands are located between Yonge Street and Bathurst, as shown on the map below.

The subject lands are located on the southern boundary of Newmarket, between Yonge Street and Bathurst Street. They are comprised of three parcels totaling 83 hectares (205 acres).

The subject lands are mostly vacant, save for a few dwellings and associated structures. The lands are either currently being farmed or contain natural heritage features. The surrounding community consists of existing and proposed residential homes and environmental areas.



North: vacant land followed by low density residential dwellings.

South: estate residential dwellings and lands owned by the applicant within the Town of Aurora.

East: vacant lands, residential uses (existing and under construction) and Yonge Street.

West: Bathurst Street, estate residential dwellings and King Township.

Application

Given the scale of the proposed application and complexity of the planning policy framework, the applicant has submitted only an official plan amendment that seeks to establish the principle of land use (i.e. urban uses) only, not the precise land use mix or form of development. The application proposes to change the land use designation on the lands from an environmental protection designation to a designation that will allow for urban uses. Through re-designating the lands the Town will be identifying which lands are suitable for urban uses and which lands are not. Specifically, as identified by the applicant, the woodlands will be given a protected designation and ultimately transferred into public ownership. Other identified natural features such as wetlands and

their associated buffers will also be placed in a protected designation. Specifically, the mature woodlands comprise approximately 33 hectares or 81.5 acres, which is approximately 40% of the subject lands. Overall, 70% of the lands are currently proposed be conveyed to public ownership, through Natural Heritage lands, roads, parks, storwmater management lands and schools (approximately 58 hectares out of 83 hectares).

In the future, if the OPA policies are adopted by Council and approved by the Region of York, the land owner would be required to apply for a further official plan amendment which will be a Secondary Plan for the area. This Secondary Plan will delve into the broader land use mix, forms of development, design details of the roads, park locations, stormwater management facilities, etc.

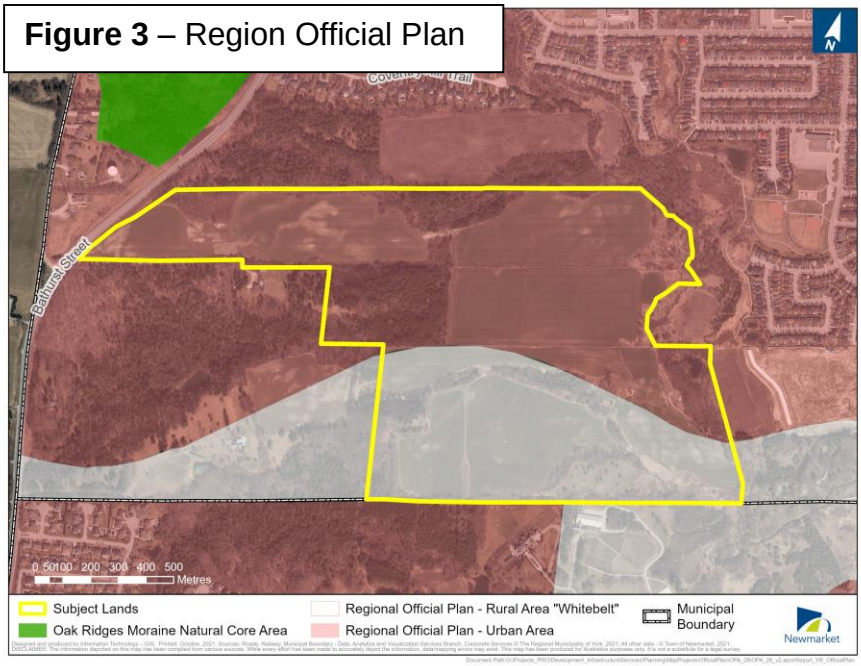
Supporting Studies

In accordance with the Town's requirements, the applicant submitted an Environmental Conditions Report, a Functional Servicing Report, and a Transportation Mobility Plan in support of the application. These reports have been reviewed and sufficient information was provided to determine that urban land uses can be accommodated on the lands. The studies show that there is sufficient infrastructure capacity to support urban land uses. The Environmental Conditions Report demonstrates that urban land uses can be accommodated while protecting the natural heritage features.

Process

As shown in Figure 3, part of the subject lands are in the Rural/whitebelt in the Region's Official Plan. The pink lands are designated Urban in the Region's Official Plan.

Figure 3 – Region Official Plan



Urban uses are not permitted in the Rural designation, however it is possible that the Rural designation will be changed by the Region through their Municipal Comprehensive Review (MCR). How this designation could change is elaborated on later in this report.

Council's planning decisions and the Town's Official Plan must, legally, conform to the Region's Official Plan. Currently the Region does not permit urban uses on a portion of the lands; therefore, the Town's official plan cannot permit urban uses at the present time either. Because of the Rural designation, Town Council cannot adopt an official plan amendment allowing urban uses for those portion of the subject lands. If Council chooses to permit the change in land use permissions, staff would bring forward two separate by-laws. The first by-law would implement the land use change on the lands inside the Urban Area. The second by-law would be brought back to Council after the completion of the Region's MCR process, once the Rural/whitebelt lands are re-designated from Rural to Urban in the Regional Official Plan.

It is staff's understanding through the MCR process that the Rural lands will become Urban, as it is a relatively small piece of Rural lands between larger Urban Areas. Until this redesignation is officially completed through the Region's MCR process Council cannot approve the land use change at the local level.

It is not premature for Council to consider the land use change at the local level, as Council's decision on the matter will assist the Region in their decision making process. The Region and the applicant understand this and agree that it is an appropriate time to consider the land use change and that it cannot formally happen on the Rural/whitebelt lands until the Region's official plan has changed. If the Region decides not to change the designation from Rural to Urban, staff will not bring forward the second by-law and the lands will retain their current land use designations.

Discussion

The Planning Act requires that a decision of Council in respect of the exercise of any authority that affects a planning matter shall be consistent with the policy statements issued under subsection (1) of the Act, and shall conform with provincial plans in effect on that date, or shall not conflict with them. The policy statement is the Provincial Policy Statement 2020 (the "PPS"). The relevant provincial plans comprise A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019 (the "Growth Plan"), the Oak Ridges Moraine Conservation Plan 2017 (the "Oak Ridges Moraine Plan"), and the Lake Simcoe Protection Plan (LSPP).

The section below outlines the applicable policies from these document and how the proposal fits within that context.

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land.

The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system. Planning decisions shall be consistent with the Provincial Policy Statement.

Growth Management & Housing

The PPS states: Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a horizon of up to 25 years. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

The PPS requires planning authorities to maintain sufficient land to accommodate projected residential growth. This is tracked and analyzed at the Regional level. As the majority of these lands are already designated Urban Area in the Region's Official Plan they are already included in the calculations for where growth can be accommodated in Newmarket. There is a small portion of the subject lands designated Rural in the Region's Official Plan, the Municipal Comprehensive Review aims to convert the lands to Urban Area as a technical amendment, this is discussed further in the report. The Region already considers the majority of the subject lands space where growth can be accommodated in Newmarket. Therefore also allowing for urban uses on the lands, at a local level, conforms to the PPS.

The PPS requires that municipalities shall provide for a range and mix of housing options and densities and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area. This is to be accomplished by establishing affordable housing rates (set for Newmarket by the Region), permitting and facilitating all housing options and intensification, directing development to locations with existing infrastructure, promoting transit supportive densities and establishing development standards which minimum the cost of housing and facilitate a compact urban form.

The requirement to meet "projected market-based" housing needs is a new statement/concept added to the PPS in 2020. This is one of the policies that has changed the planning policy landscape since Council last reviewed the appropriateness of development in this part of Newmarket. The intent of this policy is that market demand must be considered when developing planning policies. As discussed later in this report, the concept of housing driven in part by market demand is echoed in another leading provincial planning document: the Growth Plan for the Greater Golden Horseshoe.

Natural Heritage & Agriculture

Section 2.1.2 of the PPS states:

"The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems[1], should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features."

Section 2.1.5 further states that development is not permitted in Significant Woodlands[2] unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Section 2.1.8 speaks to no development in lands adjacent to natural heritage features unless the ecological function of adjacent lands has been evaluated and demonstrated that there will be no negative impacts. Negative Impacts is defined as: degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities

No development is proposed within the woodlands, wetlands or watercourses found on the subject lands. The Lake Simcoe Region Conservation Authority (LSRCA) provides review and analysis of environmental matters on behalf of the Town. The LSRCA believes the above noted policies can be met through the detailed studies that will be required as the planning process continues through the Secondary Plan, rezonings and subdivision plans. Those processes will have fine grained, detail studies that will provide the details on the exact nature and size of the buffers required from wetlands and woodlands. The proposal would see the woodlands conveyed to the Town. Having the woodlands in public ownership offers better protection as it eliminates the possibility of their development in the future. The proposed new Official Plan policies will ensure that this protection is continued and any impacts are further studied, as required.

---

[1] **Natural heritage system**: means a system made up of natural heritage features and areas and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include natural heritage features and areas, federal and provincial parks and conservation reserves, other natural heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying natural heritage systems, but municipal approaches that achieve or exceed the same objective may also be used

[2] **Significant Woodland**: means an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria established by the Ontario Ministry of Natural Resources and Forestry.

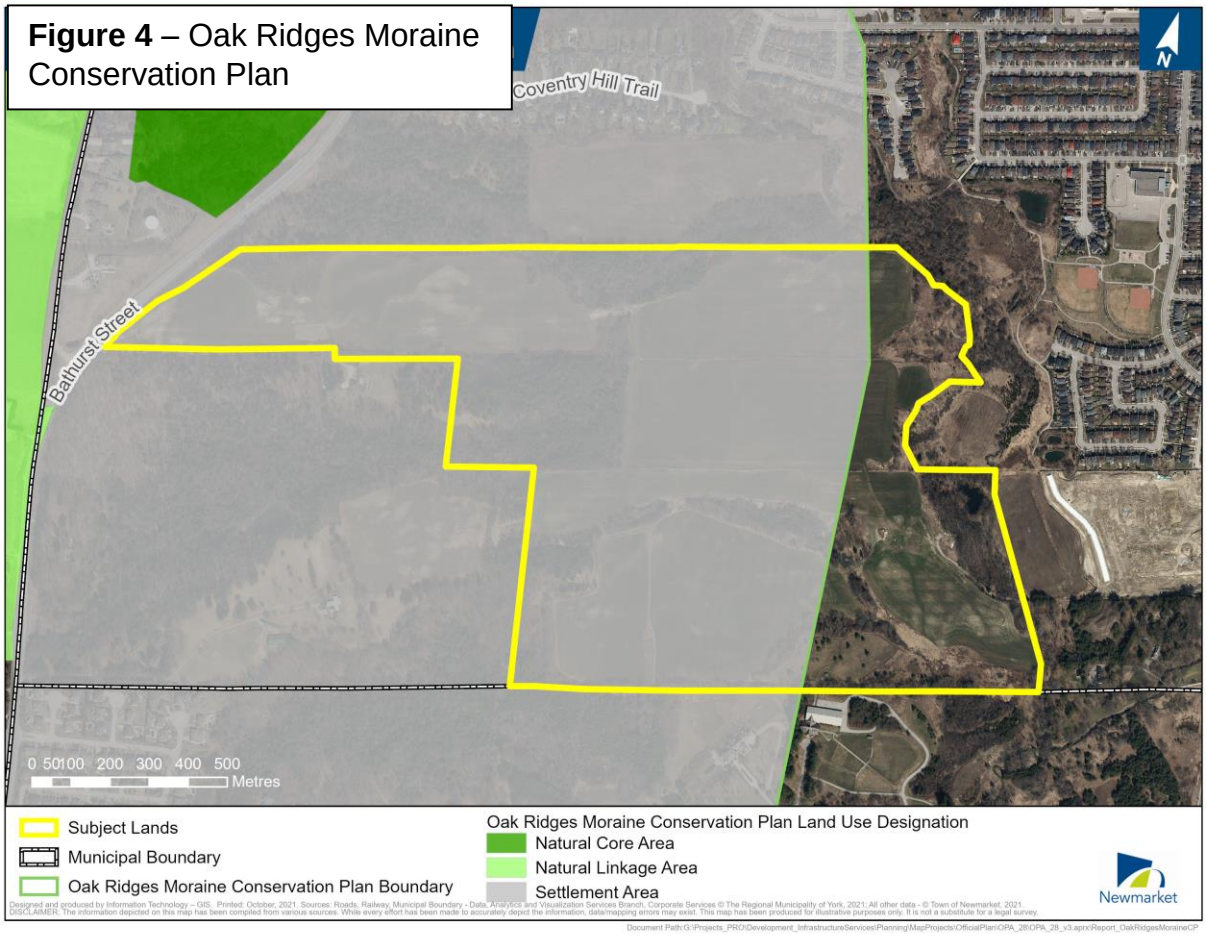
Section 2.3 of the PPS speaks to the projection of prime agricultural areas for long-term agricultural use. As discussed in detail in the Growth Plan section, the lands within Newmarket are not considered prime agricultural lands.

Based on the analysis presented above, it is staff's opinion that changing the land use permissions to allow urban uses is in conformity with the Provincial Policy Statement 2020.

Oak Ridges Moraine Conservation Plan

The property is partially located within the Oak Ridges Moraine Conservation Plan (ORMCP). As shown in Figure 4, the western portion of the subject site is designated Settlement Area in the Oak Ridges Moraine Conservation Plan (ORMCP).

Figure 4 – Oak Ridges Moraine Conservation Plan



Settlement lands in the ORMCP are intended to focus and contain urban growth by mitigating the impact of development on the natural ecological functions and hydrological features and promote the efficient use of land resources through intensification and redevelopment of underutilized lands within urban areas. ORMCP Settlement Areas permit some urban development and allow for a range of commercial, residential, industrial and institutional uses, when the natural features are appropriately identified, studied and negative impacts have been mitigated. The Settlement Area

designation has a broad list of objectives including maintaining the health of key natural heritage features, accommodating trail connections and promoting strong communities.

The ORMCP generally requires the minimizing of disturbances to natural features, ground water, and ensuring property drainage and minimizing site alteration. Sections 21 – 26 outline the need to identify and protect the minimum vegetative protection zone and key natural heritage/hydrological features, through natural heritage evaluations and watershed/conservation plans. The policies in the proposed OPA ensure that the natural heritage considerations from the ORMCP conformity exercise done in 2003 are maintained. This will continue to protect natural features identified in OPA 28 and therefore continue to conform to the requirements of the ORMCP.

The proposed OP policies will require additional detailed analysis and study of any natural features and the impact of urban uses on them through subsequent development applications (Secondary Plan, rezoning, subdivision plans, etc.), also ensuring their protection.

Subsection 24(8) (b)(ii) requires demonstration that there is an adequate water supply for the development, which does not compromise the ecological integrity of the Plan Area. If the land use change is approved, any development will be on full municipal water and sanitary sewer servicing and, through future development applications, will be required to demonstrate that it will not negatively affect the water supply and the ecological integrity of the surrounding area. The preliminary Functional Servicing Report submitted with the OPA application has demonstrated, at a high level, that this can be achieved. As further details are known, further studies will be required and limitations and/or mitigation measures can still be required through the subsequent required planning applications.

Subsection 27(3) requires the approval authority to consider the importance of ensuring that natural vegetation is maintained, and if possible, improved or restored, and that impervious surfaces are minimized to reduce stormwater runoff. The proposed official plan policies include requirements to retain and protect the identified on-site natural features, minimize disturbance to existing landform, and incorporate low impact development (LID) measures throughout a future new community. This will reduce impervious surface and help manage stormwater.

Section 43 requires that a sewage and water system plan demonstrates, among other things, that the quantity / quality of ground water and surface water will be maintained through any future development. The proposed official plan policies require the use of LID techniques such as swales, ditches and infiltration trenches in order to provide water quality and quantity control. Any future development would be on full municipal services, therefore any permitted redevelopment is not anticipated to have any impact to the quantity or quality of groundwater.

These lands have been identified for settlement uses for many years in the ORMCP, and through the Settlement Area designation, the Province has determined that this

area is appropriate for urban uses. As such, changing the Town's official plan designation from environmental protection to urban uses meets the intent of the Oak Ridges Moraine Conservation Plan.

Growth Plan, 2019

Planning decisions must also conform to the Growth Plan for the Greater Golden Horseshoe (Growth Plan).

Growth Management

The Growth Plan is about accommodating forecasted growth in complete communities. Complete communities are communities that are well designed to meet people's needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs, local services, public service facilities, and a full range of housing to accommodate a range of incomes and household sizes. Complete communities support quality of life and human health by encouraging the use of active transportation and providing high quality public open space, adequate parkland, opportunities for recreation, and access to local and healthy food. They provide for a balance of jobs and housing in communities across the GGH to reduce the need for long distance commuting. They also support climate change mitigation by increasing the modal share for transit and active transportation and by minimizing land consumption through compact built form. The proposed OPA policies will require that future development of the land creates a complete community with a compact built form[3] as required by the Growth Plan.

It is important to optimize the use of the existing urban land supply as well as the existing building and housing stock to avoid over-designating land for future urban development while also providing flexibility for local decision-makers to respond to housing need and market demand. The requirement for municipalities to have regard for market demand is a new addition to the Growth Plan and the PPS. This was a significant shift brought in by the Province in 2019. Municipalities now have to take market demand into account when managing growth. The application would allow for the future consideration of planning applications over the subject lands that, if approved, would assist in meeting market demand for housing.

The subject lands have been designated for settlement in the ORMCP and the Region's Official Plan; such as, the conversion to urban uses in the Town's Official Plan is not

---

[3] **Compact Built Form** A land use pattern that encourages the efficient use of land, walkable neighbourhoods, mixed land uses (residential, retail, workplace, and institutional) all within one neighbourhood, proximity to transit and reduced need for infrastructure. Compact built form can include detached and semidetached houses on small lots as well as townhouses and walk-up apartments, multi-storey commercial developments, and apartments or offices above retail. Walkable neighbourhoods can be characterized by roads laid out in a wellconnected network, destinations that are easily accessible by transit and active transportation, sidewalks with minimal interruptions for vehicle access, and a pedestrian-friendly environment along roads to encourage active transportation.

considered an expansion and therefore development of these lands is considered by the Growth Plan as utilizing the existing urban land supply.

Under the Growth Plan, the subject lands are within a Designated Greenfield Area (DGA). DGAs are defined as lands within Settlement Areas but outside the delineated built-up areas. This application does not constitute a settlement boundary expansion as the lands are within the DGA, which include settlement areas. The limits of the DGA are set by an official plan, in this case the Region's Official Plan as it sets most of the subject lands as urban (all the lands outside the Rural/whitebelt designation).

Natural Heritage System

A Natural Heritage System for the Growth Plan has been mapped by the Province to support a comprehensive, integrated, and long-term approach to planning for the protection of the region's natural heritage and biodiversity. The Natural Heritage System for the Growth Plan excludes lands within settlement area boundaries that were approved and in effect as of July 1, 2017. The subject lands were within the settlement area boundaries set by the Region's Official Plan in 2017 and therefore the Natural Heritage System policies of the Growth Plan do not apply to this application. For areas within settlement areas the Growth Plan relies on the policies of the PPS for Natural Heritage Systems. The proposal is consistent with the PPS Natural Heritage Systems policies.

Agricultural Policies

The Growth Plan provides for the identification and protection of the Agricultural System in the GGH, which contains some of Canada's most important and productive farmland; a finite, non-renewable resource.

An Agricultural System[4] for the GGH has been identified by the Province. Prime agricultural areas,[5] including specialty crop areas, will be designated in accordance with mapping identified by the Province and these areas will be protected for long-term use for agriculture.

---

[4] **Agricultural System** The system mapped and issued by the Province in accordance with this Plan, comprised of a group of inter-connected elements that collectively create a viable, thriving agricultural sector. It has two components: 1. An agricultural land base comprised of prime agricultural areas, including specialty crop areas, and rural lands that together create a continuous productive land base for agriculture; 2. An agri-food network which includes infrastructure, services, and assets important to the viability of the agri-food sector. (Greenbelt Plan)

[5] **Prime Agricultural Area** An area where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas are to be identified by the Ontario Ministry of Agriculture, Food and Rural Affairs using guidelines developed by the Province as amended from time to time. (Based on PPS, 2020 and modified for this Plan)

Prime Agricultural Lands Specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection

As shown in image below the subject lands are not considered to be part of the Province's Agricultural System nor are they Prime Agricultural Lands. All of Newmarket is shown as "settlement area" with no brown for Prime Agricultural Area shown within Newmarket.

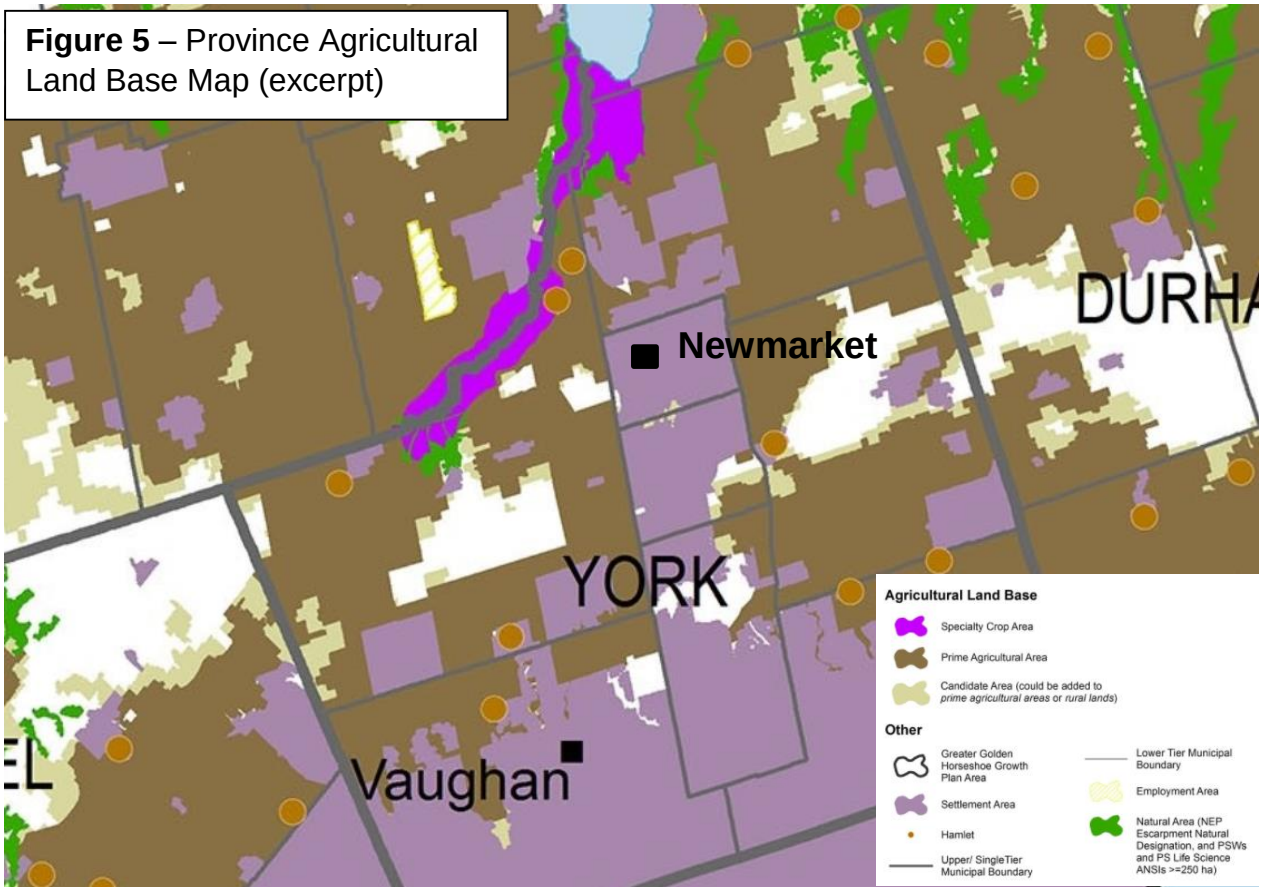


Figure 5 – Province Agricultural Land Base Map (excerpt)

Climate Change

Climate change poses a serious challenge for maintaining existing infrastructure and planning for new infrastructure, however, vulnerability assessments can help to identify risks and options for enhancing resilience. Similarly, comprehensive stormwater management planning, including the use of appropriate low impact development and green infrastructure, can increase the resiliency of our communities.

The Growth Plan policies regarding Climate Change state that: supporting the achievement of complete communities as well as the minimum intensification and density targets in this Plan and that reducing dependence on the automobile and supporting existing and planned transit and active transportation aid in mitigating the impacts on the climate. If the official plan amendment is approved, the new OP policies will require the development to be a complete community and reduce resident's dependence on the automobile.

Allowing urban uses on the subject lands has been found to conform to the Growth Plan, as the subject lands have already been designated for urban uses in the Growth Plan. Additionally the proposed official plan policies will create a complete, compact community that will be walkable and serve the daily needs of future residents.

York Region Official Plan

Decisions with respect to planning matters are required to conform to the York Region Official Plan (YROP). The YROP designates this site mostly “Urban Area” with some of the southern lands designated “Rural Area”. The entire lands are within the Regional Greenlands System with watercourses, wetlands and woodlands are located on the lands. The subject lands are located in Wellhead Protection Areas C and D (WHPA-C and WHPA-D), as well as a Recharge Management Area (WHPA-Q), an Area of High Aquifer Vulnerability, and a Highly Vulnerable Aquifer. Figure 1 of the YROP shows the lands being in Landform Conservation Areas 1 & 2. The site is located within the Lake Simcoe Watershed and is subject to the applicable policies of the Lake Simcoe Protection Plan.

As mentioned above, the subject lands are entirely located within the Regional Greenlands System and contain a number of environmental features and associated hazard lands. The Regional Greenlands System is conceptual and is intended to be identified more specifically in the local municipal official and secondary plans. Furthermore, the YROP permits the boundaries of the Regional Greenlands System to be refined, without the need for an amendment, as the result of an approved planning application where such a refinement is supported by the appropriate technical study. Upon this refinement, development and site alteration is prohibited within the Regional Greenlands System. The current application has proposed new limits for the Natural Heritage Areas, this boundary and buffers will continue to be refined through the Secondary Plan which would follow an approval of the land use change.

The Urban Area designation strategically focuses growth to urban areas to conserve resources and create sustainable and lively communities. A range of uses are permitted in the Urban Area designation, including residential and commercial uses. The Urban Area designation is where the YROP envisions growth and development. As discussed above, there is a portion of the subject lands which are in the Rural designation. The Region’s MCR intends to place those lands in the Urban Area designation as a matter of a technical amendment.

The YROP has many policies promoting a diversity and wide range of housing types and options. These policies support the achievement of the minimum intensification and density targets of the YROP and aim to contribute to the creation of complete communities. Allowing for urban uses on the subject lands will allow for Newmarket to continue to diversify its housing stock. Currently 75% of the dwelling units in Newmarket are single detached dwellings. That is a very popular form of housing; however, having the majority of dwelling units in Newmarket being of one type does not address the

housing needs of current and future residents. People and family groups are being left out of the housing market as there are not options that meet their lifestyle and financial needs. The proposed official plan policies aim to address that shortfall. While single detached dwellings would be permitted, the policies will require a broader mix of housing forms such as townhouses, semidetached dwellings, duplex, triplexes, quadruplexes, laneway houses, coach houses etc. The new housing forms in this area could fill in the types and forms of housing that are missing, and not currently planned for, in Newmarket. Establishing urban uses on the subject lands and allowing for this diversity of housing stock will appropriately implement the Region's Urban Area designation and housing policies.

Municipal Comprehensive Review

The Municipal Comprehensive Review is an exercise undertaken by the Region that reconsiders all aspects of their Official Plan. The considerations that are relevant to this application include population forecasts and the future of the whitebelt/redesignating lands from Rural to Urban. As part of York Region's MCR work, staff have been advised that it is recommended the rural/whitebelt lands that are located between the Urban Areas of Newmarket and Aurora will be redesignated to Urban Area. At the Regional level, this relatively small piece of Rural lands that is recommended to be changed as part of the technical updates to the designations. It does not figure into the Rural/whitebelt land conversions and expansions of Urban Areas that are being proposed through the MCR.

Lake Simcoe Protection Plan

The Lake Simcoe Protection Plan (LSPP) is a provincial plan which looks to the preservation and enhancement of Lake Simcoe as a significant water body. The policies of the LSPP speak to stormwater management, subwatershed planning, wetland protection, watercourse protection, natural heritage planning, significant valley lands, ecological offsetting and phosphorus offsetting. The Lake Simcoe Region Conservation Authority (LSRCA) administers the LSPP and has advised that the proposed Official Plan Amendment conforms to the relevant sections of the LSPP.

Changes to Provincial Plans & Planning Context

Since 2003 when Council last considered development on lands in the Oak Ridges Moraine, the Provincial Policy landscape has changed. The PPS and the Growth Plan have changed, requiring planning decisions to consider market demand.

In the early 2000's there were still large portions Newmarket that were undeveloped and available as greenfield lands. Figure 6, below, shows the large tracts of greenfield development area that have since been built-out.

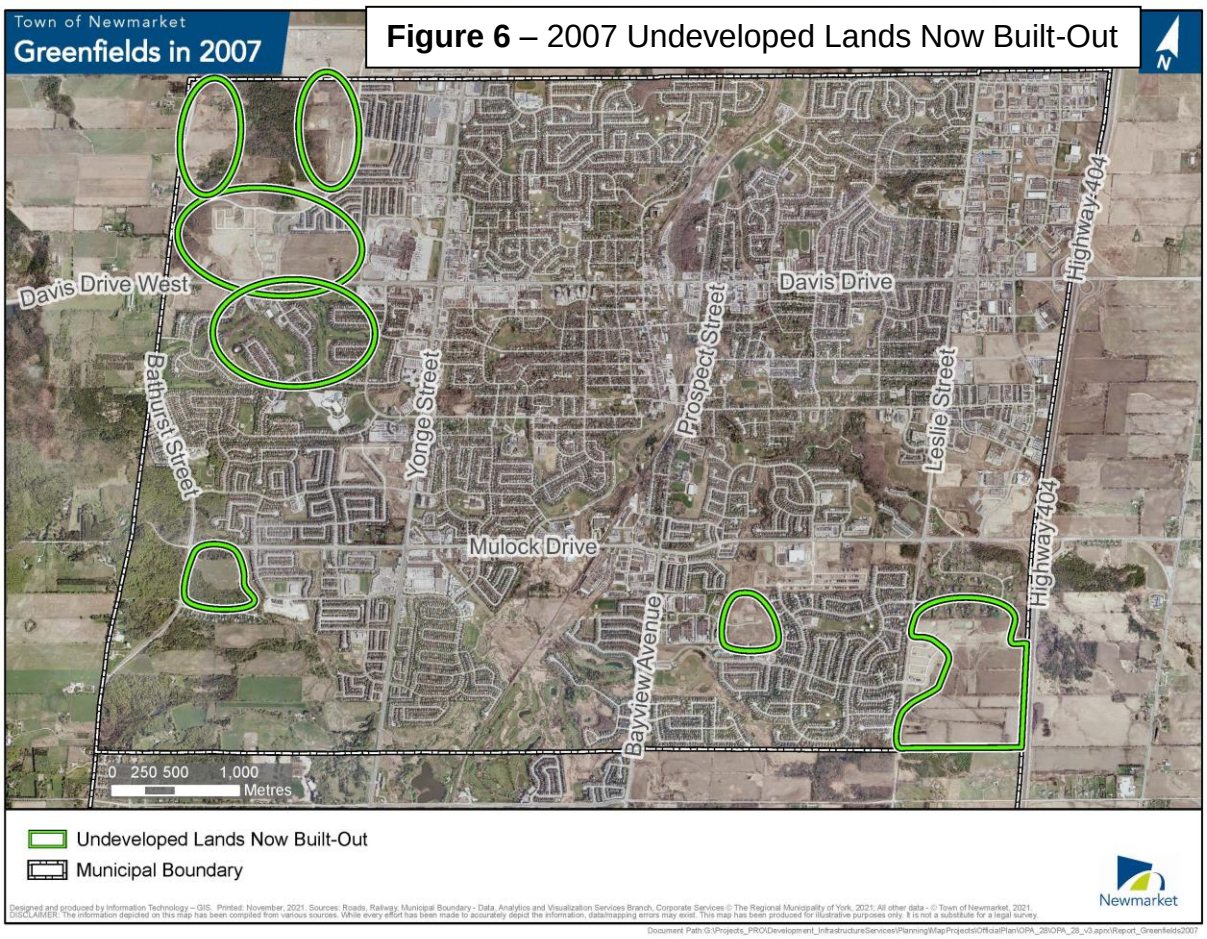


Figure 6 – 2007 Undeveloped Lands Now Built-Out

Since then, those lands have all been developed. Newmarket's population has grown from 77,000 in 2006 to 90,000 now. Houses were built to accommodate all of those new residents. Council is now required to look forward to accommodate 20,700 new residents by 2051. The subject lands will provide a space for those new residents. This potential new part of Newmarket's community also provides the opportunity to further diversify housing opportunities. Future growth will and should be accommodated in the Urban Centres, however that allows for the provision of only some kinds of housing – typically apartment style in buildings of varying height (4 to 17 storeys) and some limited new townhouses. These lands provide for the option to create new forms of ground related housing. The new Official Plan policies will permit and encourage duplex, triplex and quadruplex housing, as well as laneway housing and carriage houses, which are housing options that are currently not permitted in Newmarket. It is easier to accommodate these types of housing when the entire community has been designed with their inclusion in mind.

Town of Newmarket Official Plan – OPA 28

As previously discussed, the majority of the subject lands are subject to the 28th Amendment to the 1996 Town of Newmarket Official Plan (OPA 28). A portion of the

west side of the lands are not within the Oak Ridges Moraine and are therefore subject to the 2006 Official Plan. Those lands are currently designated Residential, and should the submitted OPA be approved their designation would also change to a new designation. Although the lands are within separate Official Plans currently, the policies discussed below would apply equally to the entire subject lands allowing for the comprehensive design for any new development.

The purpose and intent of OPA 28 has been discussed above in the Background section. The proposed new policies would maintain the protections for the natural features identified through OPA 28. They also allow for, and require, the detailed study of the natural features to understand the impacts of development and to establish appropriate buffers. As such, this amendment will be able to protect the spirit and intent of OPA 28 while allowing for new land uses and the associated community benefits discussed below.

Proposed New Official Plan Policies

Through this application, new policies guiding development on these lands can be created. It is an opportunity to raise the bar of community design in Newmarket to address the changing climate and the housing crisis. The official plan policies will endeavour to ensure the creation of a leading edge community that will be an excellent urban space and will decrease contributions to climate change. The proposed new policies (summarized below) will set a very high standard for development and consideration of modern and up to date standards for good community building.

The proposed new polices are based on three Guiding Principles:

1. Housing Affordability by providing for a mix of unit types, sizes, ownership models and tenures;
2. Addressing Climate Change through environmentally progressive housing and sustainable design; and
3. Community Focused Design to reduce car dependency.

The draft OPA document is attached as Appendix 2 to this report. At this time, only a high-level policy decision is being considered: to allow urban uses on the subject lands or not. As such, if approved, the new OP policies require a further Planning Act process to delve into all of the policy matters that have to be explored to develop a good community. The new policies require that a Secondary Plan process be undertaken to establish the design parameters for the new community. The proposed policies set the frame work for all of the areas that have to be investigated in the next stage of development. The proposed policies outline how the Secondary Plan will:

1. Protect and enhance the natural environment
2. Build a compact complete and diverse community
3. Promote efficient development patterns and standards
4. Strive for excellence through intentional place-making and urban design
5. Plan for active mobility options through the provision of complete streets

6. Set a high standard of sustainability, waste reduction, and energy and water efficiency

This would be a fully public process and it is anticipated that there would be many touch points and engagement sessions with Council and the public.

Community Benefits

In the planning context, allowing these lands to have urban uses offers benefits to the entire Newmarket community. Through Planning Act applications, and the development process, the Town can take lands into public ownership. This is a common practice. Lands are often taken into public ownership for a range of intentions from road widening purposes to the creation of new parks. As part of these future development processes, if the amendment is approved, the forests on the subject lands will be given to the Town. Trails will be created through the forests giving residents access to lands which were previously private. It has been raised several times that increased access to natural areas is essential for positive mental health and that the recent COVID lockdowns have highlighted the need for access to natural spaces. Bringing the lands into public ownership and adding trails grants access to these green spaces. If the lands remain in private ownership no access is available. Having the woodlands in public ownership also offers a better chance at proper forest management.

As mentioned, bringing the forested areas into public ownership will allow for an expansion of the Town's already extensive trail network. Trails are an excellent form of active transportation allowing for residents to travel the town without getting into their cars, as well as simply enjoying a leisurely walk. The development of a new community would increase the opportunities for trails and connectivity between Bathurst Street and Yonge Street.

Allowing urban uses on the subject lands will allow the Town and the landowner to work together to achieve a mix of housing. The proposed policies will require that housing forms beyond the standard single detached dwelling are provided. As previously discussed, providing for a mix of housing ensures there are options for all people, including affordable units, units suited to people with smaller housing needs, units for multi-generational families, etc. There is a gap in the housing types available in Newmarket and this development offers the opportunity to start to fill in that gap. Historically there have only been mainly single detached dwellings constructed in Newmarket. This well-serves one segment of the population. However, it excludes many people from homeownership. Increasing the diversity of housing forms provides more options to more people.

The community will also benefit from the higher standards of design and sustainability proposed in the new policies. It has been acknowledged that there is a climate change

emergency[6]. Requiring a higher level of sustainability in the design and construction of the new community will allow Newmarket to accommodate the projected growth while lessening its impact on the changing climate. The community design would incorporate Low Impact Development measures which ensure stormwater is returned to the ground instead of running to large stormwater ponds and through pipes and ultimately to Lake Simcoe.

Allowing for urban uses on the subject lands will also allow for the provision of new community uses. There will be new parks, trails and other public uses which will benefit all of Newmarket. This new development, if approved, will provide benefits to all Newmarket residents and not just the future residents that will live there.

Implementation

Should the Official Plan Amendment be approved, the land owner will be required to submit further official plan amendment(s) which will take the form of a Secondary Plan. This is a comprehensive exercise which will allow Council and the public the opportunity to delve into the details of the design of the new community. It will likely be one Secondary Plan/OPA which includes all the lands; however, the land owner may choose to redevelop in stages and come forward with separate Secondary Plans/OPAs for different phases.

The Secondary Plan will set the detailed policy framework for the development. The land owner will then be required to apply for Plans of Subdivision and zoning by-law amendments. Depending on the form and nature of the development, Draft Plan of Condominium and Site Plan applications may also be required. All of these processes (except Site Plan applications) are public processes with statutory requirements for public meetings and public input.

Agency Comments

Lake Simcoe Region Conservation Authority

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the application in terms of Section 3.1 of the PPS relating to Natural Hazards. The LSRCA reports that the development is generally outside the floodplain and that the detailed development limits will be refined through the future secondary plan.

The subject lands are partially within floodplain of tributaries of the East Holland River and there are evaluated and unevaluated wetlands on the subject lands. The presence of these two natural hazards/features require that any future development will require a permit from the LSRCA. This is a further check and balance on future development to ensure it is safe from flooding and that it does not negatively impact natural features.

[6] Council declared a Council Emergency on January 20, 2020.

The LSRCA is supportive of the buffers proposed in the Environmental Conditions Report. The proposed 10m buffer to woodlands and 30m buffer to watercourses and wetlands will be applied to the staked boundaries of these features. These limits can be enshrined in the refined designation locations of the future secondary plan.

Overall, the LSRCA has found that the information provided in the application is sufficient to establish the general concept of Principle of Development, to re-designate the lands to a designation permissive of urban uses, and to implement measures to conserve and enhance the key natural heritage features with additional work to be required.

Region of York

York Region relies on the Lake Simcoe Region Conservation Authority (LSRCA) to review and provide comment on natural heritage matters related to the Regional Greenlands System and associated applicable provincial plans and defer to the LSRCA and their review of these matters. The LSRCA indicated they have no objections to the proposed Official Plan Amendment.

The Region does not object to the change in land uses for the lands that are currently within the lands within the Urban Areas. A decision on the Rural lands will need wait until the MCR is complete. The Region did not raise any objections to the principle of urban land uses on the subject lands. They would continue to comment and review any further Planning Act applications that are required to redevelop the lands, should the permission to change the land uses be approved. It is staff's understanding that Regional staff will recommend the portion of the subject land in the whitebelt will move from Rural to Urban as a technical amendment and will be shown as such in the mapping with the new ROP.

The Region is the approval authority for this Official Plan Amendment.

Conclusion

In conclusion, this proposal is consistent with the Provincial, Regional and local planning context. The ORMCP, the Growth Plan and Region Official Plan designate this area as settlement allowing for urban uses. The proposed official plan amendment policies ensure reasonable development to create a complete community which will add to the overall Newmarket community. The more restrictive policies of OPA 28 were successful in allowing intensification efforts in the Urban Centres to get started. Now it is time to look ahead to the next 20 years and while the Urban Centres will continue to intensify they only provide for a few built forms. New lands are required to expand the offering of housing types available to future residents. Expanding the offering of housing options not only increases consumer choice but also provides for more affordability, more entry level housing as well as 'specialty' housing for a diversity of interests – housing choices suited to seniors, multi-generational family living, special needs, etc.

This official plan amendment is supported as it can achieve the above mentioned housing diversification while still maintaining and protecting the natural features on the subject lands. Change can be accommodated benefiting current and future Newmarket residents.

The official plan amendment is found to be considered good planning, in the public interest and of benefit to current and future Newmarket residents.

Business Plan and Strategic Plan Linkages

- Extraordinary Places and Spaces
- Mix and range of housing that is affordable to all

Consultation

The public has been consulted on a variety of occasions and methods:

- Two developer lead PICs were held: May and June 2021.
- Statutory Public Meeting was held January 18th 2021.
- Information was provided on the Town's website.
- The public was invited to provide comment via the Town's online engagement platform HeyNewmarket.

This resulted in staff receiving many emails and phone calls, over 180 emails were received. The majority of emails and public comments are not in favour of developing the lands, primarily siting environmental concerns. Some respondents made comments about increasing the availability of affordable housing. Some comments reflected if the lands are to be re-designated for development that all efforts should be made to ensure the new community is sustainable, and mitigates and adapts to climate change.

Many comments were submitted that residents need green space and as such these lands should not be developed. However, the lands are currently in private ownership and do not contribute to Newmarket residents accessing green space.

Many public comments are focused on the natural heritage and hydrogeologic aspect of the application. The Town, Region and the LSRCA will ensure through the future planning applications and subsequent development reviews that the environmental features (groundwater recharge, wetlands and woodlands) will be preserved and protected.

The public comments have been heard and it is felt that the proposed OP policies will ensure these concerns are understood while also allowing for the urban uses and community benefits.

Human Resource Considerations

None.

Budget Impact

None at this time.

Attachments

Appendix 1 – Area of deferred decision (lands not subject to OPA 32, at this time)

Appendix 2 - Draft Official Plan Amendment text

Submitted by

Meghan White, MCIP RPP, Senior Planner, Development

Approved for Submission

Adrian Cammaert, MCIP RPP, Manager, Planning Services

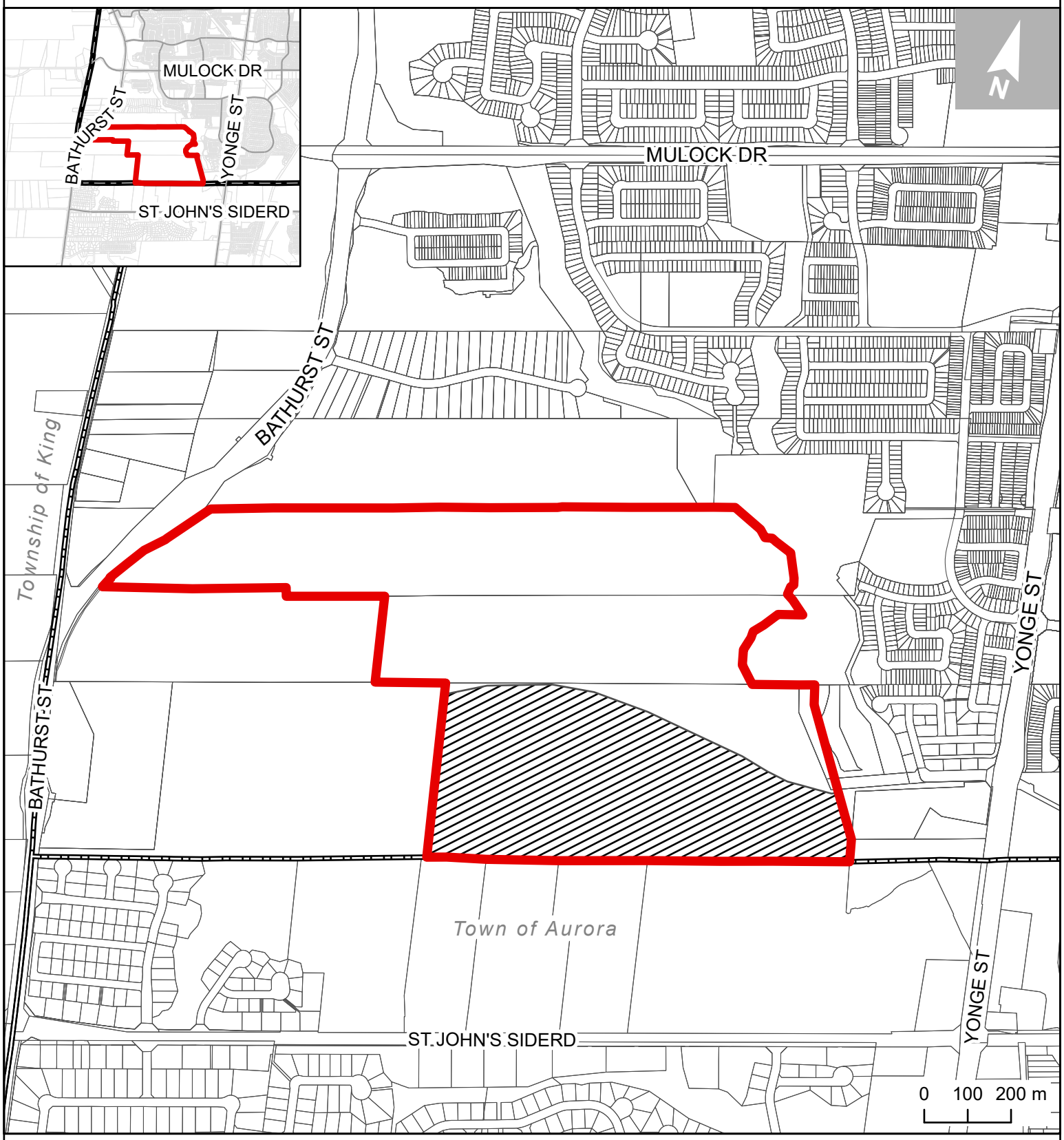
Jason Unger, MCIP RPP, Director, Planning & Building Services

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

Contact

Meghan White mwhite@newmarket.ca

Appendix 1



Newmarket

Subject Lands
Area of Deferred Decision
Municipal Boundary

Designed & Produced by
Information Technology - GIS
Printed: 2021-11-02.

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

Amendment No. 32
to the
Town of Newmarket Official Plan

CONTENTS

PART A THE PREAMBLE	PAGE
1. Purpose of the Amendment	i
2. Location	i
3. Basis	i
PART B THE AMENDMENT	
1. Format of the Amendment	1
2. Details of the Amendment	
Item 1 Section 6.7 OPA 28	7
Item 2 Section xx 2006 OP	
3. Schedules	
Schedule A – Land Use	
Schedule B – Natural Heritage	
PART C THE APPENDIX	
Map 1 – Location Map	

DRAFT

PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of the Town of Newmarket Official Plan 2006 and the policies and schedules of OPA 28 to Town of Newmarket Official Plan 1996, also known as the Oak Ridges Moraine Conformity OPA (OPA 28) to establish permissions for urban land uses on the subject lands and to set the policy framework for future redevelopment through a Secondary Plan.

2. Location

The proposed amendments are made to the text and schedules of the Secondary Plan and are applied to 16250, 16000 and 16*** Yonge Street as shown on Map 1 to this amendment.

The lands subject to this amendment are municipally known as described as 16250, 16356 and 16450 Yonge Street. They are located north of St John's Sideroad, between Yonge Street and Bathurst Street in the Town of Newmarket. The subject lands are vacant, save for a few dwellings and associated structures. The lands are either currently being farmed or contain natural heritage features.

3. Basis

Item 1 Section xx Town of Newmarket OP 2006

- Adding policies for requiring a Secondary Plan and establishing a framework for the Secondary Plan

Item 2 Section 6.7 OPA 28 to Town of Newmarket OP 1996

- Adding policies for requiring a Secondary Plan and establishing a framework for the Secondary Plan

The same wording will be added to both documents.

DRAFT

PART B THE AMENDMENT

The Amendment describes the additions, deletions and/or modifications to the Town of Newmarket Official Plan 2006 and OPA 28 to Town of Newmarket Official Plan 1996 and constitutes Official Plan Amendment No. 32.

1. Format of the Amendment

Official Plan Amendment No. 32 consists of the following proposed modifications to the text and schedules of the Town of Newmarket Official Plan 2006 and OPA 28 to Town of Newmarket Official Plan 1996.

2. Details of the Amendment

Section 6.7.6.11 is added to OPA 28, which removes the land designations from the subject lands and replaces it with Urban (Oak Ridges Moraine) Exception 1 and the requirement to complete a Secondary Plan in conformity with the following:

Section xx is added to the 2006 OP which removes the land designation from the subject lands and replaces it with Urban Exception x and the requirement to complete a Secondary Plan in conformity with the following:

6.7.6.11 The following policies consider the establishment of a new urban community partially within the Oak Ridges Moraine. The lands are designated for urban uses in the Oak Ridges Moraine Conservation Plan (ORMCP) and the YROP. Town Council through an Official Plan Amendment process have determined that these lands are, in principle, suitable for development subject to further detailed study, as required in the policies below.

The policies below require a Secondary Plan be completed based on these three Guiding Principles

1. **Housing Affordability by providing for a mix of unit types, sizes, ownership models and tenures.**

2. **Addressing Climate Change through environmentally progressive housing and sustainable design.**

3. **Community Focused Design to reduce car dependency.**

There is increasing evidence of the linkage between public health and community design. Communities built around the automobile eliminate regular physical activity, particularly walking, from daily life. Designing neighbourhoods around pedestrian activity with numerous destinations within walking distance can create better health outcomes and reduce automobile dependence.

DRAFT

Community design should also have regard for increasing levels of resiliency, anticipating increased risks to community infrastructure due to increases in temperature and extreme weather events.

Policies

6.7.6.11.1 Notwithstanding Section 6.7.6 of OPA 28, the following shall apply to the lands designated Urban (Oak Ridges Moraine) Exception 1.

6.7.6.11.2 No new development or lot creation will be permitted until the Secondary Plan (as described below) has been completed.

6.7.6.11.3 A Secondary Plan for the subject lands will be adopted as an amendment to this Plan to guide the development of a complete, sustainable new community area in Newmarket. The Secondary Plan will provide more specific land use policies and greater detail relating to land use, housing, infrastructure, transportation, community services, environment, etc.

6.7.6.11.4 The Secondary Plan shall be prepared by a multi-disciplinary team of experts and include innovative and comprehensive approaches to address the goals and principles defined below.

6.7.6.11.5 **Protecting and enhancing the natural environment**

The Secondary Plan will:

a) Confirm and refine the Natural Heritage System to ensure that natural heritage features, functions and water resources are protected and enhanced where possible.

b) Incorporate a community design approach that works with the Natural Heritage System (i.e. placing sensitive uses adjacent to, additional open space areas, minimizes impact to topography and soils) and enhances the tree canopy.

c) Implement relevant recommendations of a comprehensive Master Environmental Servicing Plan that addresses:

    a. applicable watershed and subwatershed studies;

    b. natural heritage and natural hazard requirements;

    c. municipal servicing in the context of urban development;

    d. water systems efficiencies and water conservation; and

    e. best practices in stormwater management.

d) Permit complementary uses to co-locate such as stormwater management facilities and parkland or other public uses, as appropriate.

DRAFT

e) Promote restoration and enhancement opportunities in and adjacent to the Natural Heritage System and to the tree canopy, where appropriate.

f) Incorporate the ORMCP conformity policies from OPA 28, as amended, as required and as appropriate.

g) Further refine the limits of the environmental features identified in OPA 28, and their associated buffers.

6.7.6.11.6 **Building a compact complete and diverse community**

The Secondary Plan will:

a) Promote efficient development patterns that provide for the daily needs of residents by locating residential neighbouhoods within easy access to a mixed-use community core and an interconnected system of parks and open space.

b) Identify a housing mix that provides for a range of housing types and tenure, including opportunities for affordable and shared housing.

c) Identify opportunities for multi-plex dwellings and accessory units such as duplex, triplex, quadruplex, coach houses, laneway housing and secondary suites to provide for more affordable housing opportunities.

d) Consider a maximum percentage for single detached dwellings and consider setting minimum targets for other forms of housing.

e) Identify appropriate locations for a community core area that provides a focus for the community and includes retail and community services within reasonable walking distance from the majority of the population and is accessible by transit.

f) Permit opportunities for live-work units that would allow for the transition of ground floor use as market demand changes and as the community matures over time.

g) Identify an interconnected parks and open space system Natural Heritage Features, as one of the main organizing elements of the community that will include active and passive parks, and multi-use trails and pathways.

h) Identify the community infrastructure (public facility and service) needs of the community through a Community Infrastructure Plan, as well as opportunities for places of worship.

i) Plan to meet or exceed the minimum density targets set out by the Growth Plan and the Region.

j) Plan for public community uses.

k) Address the test for development within the ORMCP Settlement Area

DRAFT

designations.

l) Address the YROP New Community Area policies.

6.7.6.11.7 **Promote efficient development patterns and standards**

The Secondary Plan will:

a) Ensure that appropriate densities within the Secondary Plan area are strategically located to promote cost efficient construction of new infrastructure.

b) Design streets in a manner that encourages transit ridership and locate land uses within convenient walking and cycling distances to transit stops.

c) Design the road network in a manner that enables transit routes within the Secondary Plan area to be located near and intersect with key destinations such as schools, parks and the Community Core.

d) Plan the phasing of future development to ensure a logical and sequential extension of infrastructure that is both cost effective and minimizes disruption of existing transportation routes, residential, and employment uses.

6.7.6.11.8 **Strive for design excellence through intentional place-making and urban design**

The Secondary Plan will:

a) Ensure the innovative planning and design of the public realm, built form and site development that is accessible by all, regardless of age or physical ability.

b) Create a community identity through the establishment of a high-quality public realm, creative placemaking, and a high standard of urban design (i.e. distinctive architectural style, well designed streetscapes, interactive parks and open space, landmarks and views, public art, etc.).

c) Plan for and locate community amenities, such as schools, parks and open space, to provide a variety of focal points for the community and a range of passive and active uses within walking distances to most residents.

d) Prepare a Community Design Plan that includes specific urban design guidelines based on the Town's Urban Design Guidelines and best development practices for community-building and site design. The Community Design Plan will include a comprehensive street and block plan; streetscape design guidelines; and will provide direction on built form, height and massing.

e) Ensure that built form relates to the human scale and buildings are oriented to the street to frame streetscapes, enhance the public realm and encourage

DRAFT

pedestrian activity.

f) Ensure that traffic calming measures are an integral part of the community design by integrating them into the streetscape design.

g) Ensure that the Natural Heritage System is integrated into the fabric of the community and are both visible and accessible.

6.7.6.11.9 **Plan for active mobility options through the provision of complete streets**

The Secondary Plan will:

a) Develop a comprehensive transportation system that emphasizes walking, cycling and transit as increasingly viable and attractive alternatives to the automobile.

b) Design complete streets that support a variety of users including pedestrians, cyclists, transit riders and motorists and accommodate all ages and abilities

c) Design public space in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 Part IV.1 Design of Public Spaces Standards (Accessibility Standards for the Built Environment)

d) Plan for a connected grid pattern of streets and blocks that provide multiple direct routes for improved pedestrian and cyclist movements.

e) Provide for a hierarchy of street types with appropriate and integrated facilities that increase opportunities for walking and cycling.

f) Plan for an extensive and connected system of trails through the Natural Heritage System, as appropriate.

g) Consider alternative street widths to create an urban space that is walkable and at a pedestrian scale.

h) Utilize Green Street designs.

6.7.6.11.10 **Set a high standard of sustainability, waste reduction, and energy and water efficiency.**

The Secondary Plan will:

a) Identify best management practices and approaches to stormwater management systems/facilities, water and wastewater systems, and the transportation network to maximize water and energy conservation and resilience at the community level.

b) Encourage the use of underground stormwater management facilities, where

DRAFT

appropriate.

c) Identify best management practices for green buildings to reduce demands on energy, water and waste systems.

d) Have a Community Energy and Sustainable Development Plan completed with consideration for a pilot program to showcase innovative and environmentally-progressive housing options.

e) Utilize, wherever possible through street alignments and building placement, opportunities to capture solar energy.

f) Ensure streetscape design incorporates appropriate resilient tree species and spacing to maximize heat island reduction.

g) Encourage environmental building design standards that employ building design and materials to reduce energy, water, and waste and the production of greenhouse gas emissions.

h) Incorporate Low Impact Development (LIDs) best practices and green infrastructure, wherever feasible to minimize runoff, reduce water pollution, and protect groundwater resources.

i) Encourage advancement of communication and information technologies such as coordinated communications utility placement and fiber optic ready buildings and homes.

6.7.6.11.11 **Implementation**

a) Ensure public engagement in the planning and development of the community and encourage involvement of all stakeholders. Utilize innovative techniques and going beyond statutory requirements.

b) Identify a general phasing plan that includes details regarding the sequencing of development.

DRAFT

Good Afternoon,

In 2003 this council decided to place these lands in a restrictive designation after consultation with the community with good reason.

Now in 2021 we are re-visiting this issue because of Provincial and Regional policy changes, which only favour Developers.

This valuable land still needs our protection more so now than ever before, building will only causes more pollution, traffic congestion, destruction of natural habitant for birds and animals, cutting down of trees and destroying the natural landscape of this land.

Shining Hill purchased this property knowing full well of the designation Newmarket assigned it, It is time We send a strong message to all Developers (including provincial and regional policy makers) that they cannot build wherever they please.

The environment matters, we should all take it seriously,

Thank you,

Andrew and Pina Knoop

On behalf of the Estates on Old Bathurst St in Newmarket, we again voice our opposition to the proposed change in designation of 16250, 16353, 13450 Yonge Street from rural to urban.

This property is part of the Oak Ridges Moraine and has been designated environmentally sensitive. In the face of climate change, now is not the time to develop green spaces. The land is currently being used for agriculture and should remain as such.

The proposed intersection onto Bathurst Street is located on a 'blind' hill and curve creating a traffic hazard. This issue has not been addressed.

The submitted plan places high density-housing near Bathurst Street and not near public transit and does not address to alleviate car dependency.

The residents of Newmarket unanimously voiced opposition to this proposed development at the public planning meetings.

Anthony Schneider

Good morning Mayor Taylor and Councillors:

OPA 28, enacted on September 29th 2003 and signed by Mayor Tom Taylor, includes the following policy:

"Section 5.2.5 is hereby amended by the addition of a new policy:

"d) To protect the unique ecological and hydrological features and functions of the Oak Ridges Moraine, ***in perpetuity."***

This explicit policy, in particular, the **definitive** phrase "in perpetuity" should, in my opinion, be **at the forefront** of Council's debate at the Committee of the Whole meeting on November 15th.

I would respectfully challenge the Planning Department's rationale for recommending approval of the Shining Hill Newmarket Application as per the Executive Summary of the Planning Report 2021-82 which states:

"Planning policy context and the prevailing development situation has changed."

In my opinion, the Provincial Policy Statement 2020 **continues to align** with the clear intent of OPA 28:

"Natural features and areas shall be ***protected for the long term"*** (PPS 2.1.1)

It is equally important to recognize that, while the "prevailing development situation" may have changed, this change is being aggressively managed by many whose **primary goal** is other than to improve the lives and well-being of current or future residents of Newmarket. Meanwhile, however, the **prevailing environmental situation** has undoubtedly changed for us all, worsening beyond what was likely predicted back in 2003. Therefore, this is surely a time for pause and due caution because once these few remaining environmentally sensitive areas are gone, they are gone and lost to a tide of development that knows no limit.

In summary, I ask you to uphold and protect the wise decision of Newmarket's 2003 Council in protecting the town's "unique ecological and hydrological features and functions" **in perpetuity.** The need to do so has not diminished and has not gone away. Importantly, quite the opposite is true in that, given the climate crisis we now face and in light of the perplexing continued loss of wildlife habitat, the need has never been greater.

Thank you for considering my comments.

Sincerely,

Wendy Kenyon

Aurora Resident

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

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

Recommendation Report Upper Canada Mall Master Plan Official Plan Amendment Staff Report to Council

Report Number: 2021-78

Department(s): Planning & Building Services

Author(s): Meghan White

Meeting Date: November 15, 2021

Recommendations

1.That the report entitled Recommendation Report Upper Canada Mall Master Plan Official Plan Amendment dated November 15, 2021 be received; and,

2.That the Official Plan Amendment No. 30 for the Upper Canada Mall Master Plan, substantially in accordance with the version attached, be adopted; and,

3. That staff be directed to forward the adopted Official Plan Amendment No. 30 to the Regional Municipality of York for approval; and,

4.That Oz Kemal of MHBC Planning Ltd., 442 Brant Street, Suite 204, Burlington, Ontario, L7R 2G4, be notified of this action; and,

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

Executive Summary

The Town has received an Official Plan Amendment (OPA) application to create a Master Plan for the long term redevelopment of the subject lands known municipally as 17600 Yonge Street and locally as the Upper Canada Mall (Mall or UCM). The OPA is required by Section 5.3.4 of the Urban Centres Secondary Plan to create a Master Plan for the Upper Canada Mall property. The Secondary Plan requires that the Master Plan sets out specific heights and densities for the property. The process of the OPA has also established details on the road and development block layout. It has been determined

that the proposed amendment to the Secondary Plan conforms to the PPS, the Growth Plan and the York Region Official Plan.

The new Regional Shopping Centre policies set the stage for the future redevelopment of the Mall property which will include introducing residential uses to the site and the expansion of the mall itself. This Master Plan envisions how the property will evolve over the coming decades to a mixed-use and vibrant community with a diversity of uses, park spaces and commercial opportunities. The redevelopment will happen in phases over approximately 30 to 40 years. The proposed Secondary Plan policies provide an outline and a framework guiding each phase as it comes forward. These policies intend to create a community with the Mall at the centre and with outdoor urban spaces as focal points. The new park spaces and pedestrian connections that will be created will benefit the future residents in this community and Newmarket as a whole.

The proposal has been reviewed by the Region, the Lake Simcoe Region Conservation Authority and internal review departments. Overall, there are no objections to the recommendation to adopt the Official Plan Amendment, with the understanding that there are still some technical details that will have to be explored through the rezoning and site plan approvals required for each phase.

Purpose

The purpose of this report is to recommend that Council adopt the Official Plan Amendment (OPA) that would establish the policies for the redevelopment of the Mall. This report presents the overall proposal, discusses the planning policy context surrounding the adoption recommendation and outlines the comments from our development review partners, as well as the comments received from the general public.

Background

Site Context

The subject lands are currently developed as the Upper Canada Mall, a regional two-storey indoor shopping mall surrounded by surface parking lots and stormwater management ponds. Since its opening in 1974, the mall has grown, alongside the Town, from 55 to approximately 250 stores and has become a key economic driver for Newmarket.

Located on the northwest corner of Davis Drive and Yonge Street, the lands have an approximate total site GFA of 121,137m^2. Surrounding land uses include the following:

North: a low-rise residential neighbourhood (north/northwest) and low-density commercial plazas (north/northeast)

East: low-density commercial plazas, vacant lots, a four-storey hotel and a car dealership

South: low-density commercial plazas, a low-density residential neighbourhood and a York Region Bus terminal

West: existing low-density residential neighbourhood and a future low-density residential neighbourhood, currently under construction.

Figure 1: Location Map

Proposal

Consistent with the requirements of Section 5.3.4 of the Urban Centres Secondary Plan (Secondary Plan), the application proposes to amend the Secondary Plan to permit the subject lands to develop into a high density mixed use community over the coming three to four decades. The proposed Master Plan aims to create a vibrant, high quality urban development by providing a mixture of land uses, heights and densities on the property. The Concept Plan found below, and in Appendix 1, shows the proposed road layout and park locations. The redevelopment is subdivided into blocks and the applicant intends to develop the different blocks in phases. The proposal is generally as follows:

- Four (4) **high density blocks** (A, B, H, and G) of mixed-use buildings 6 to 17 storeys high with a maximum FSI of 3.5. In these blocks 20 storeys and an FSI of 4.5 could be achieved with bonusing;

- Two (2) **medium-high density blocks** (C and G2) of mixed-use buildings 4 to 12 storeys high with a maximum FSI of 2.5. In these blocks 18 storeys and an FSI of 3.5 could be achieved with bonusing;
- Three (3) **medium density blocks** (E, N, and M) of mixed-use buildings, and the Mall in block M, 3 to 8 storeys high with a maximum FSI of 2.0. In these blocks 10 storeys and an FSI of 3.0 could be achieved with bonusing;
- One (1) **low density block** (D) of primarily residential buildings 2 to 6 storeys with a maximum FSI of 2.0; and
- **Parks and open space blocks** located throughout the subject lands, focusing on the primary east and south driveways and an Iconic Park space at the corner of Yonge Street and Davis Drive. Some of these blocks will be in public ownership and others will remain in private ownership but will be fully accessible to the public. (Privately Owned Public Spaces / POPS).

Figure 2: Height & Density Schedule excerpt

The image to the right shows where each of these height and density designations are proposed to be located.

It is acknowledged that the maximum heights and densities with bonusing in some of the proposed density designation exceed what is permitted elsewhere in the Secondary Plan. Rationale for this is provided in the following sections of this report.

The image below depicts the block structure and street network proposed. A mixture of private and public roads is proposed on the property and the ultimate structure of the blocks seeks to focus development density toward the intersection of Yonge Street and Davis Drive. A full sized version of the Concept Plan is attached as Appendix 1.

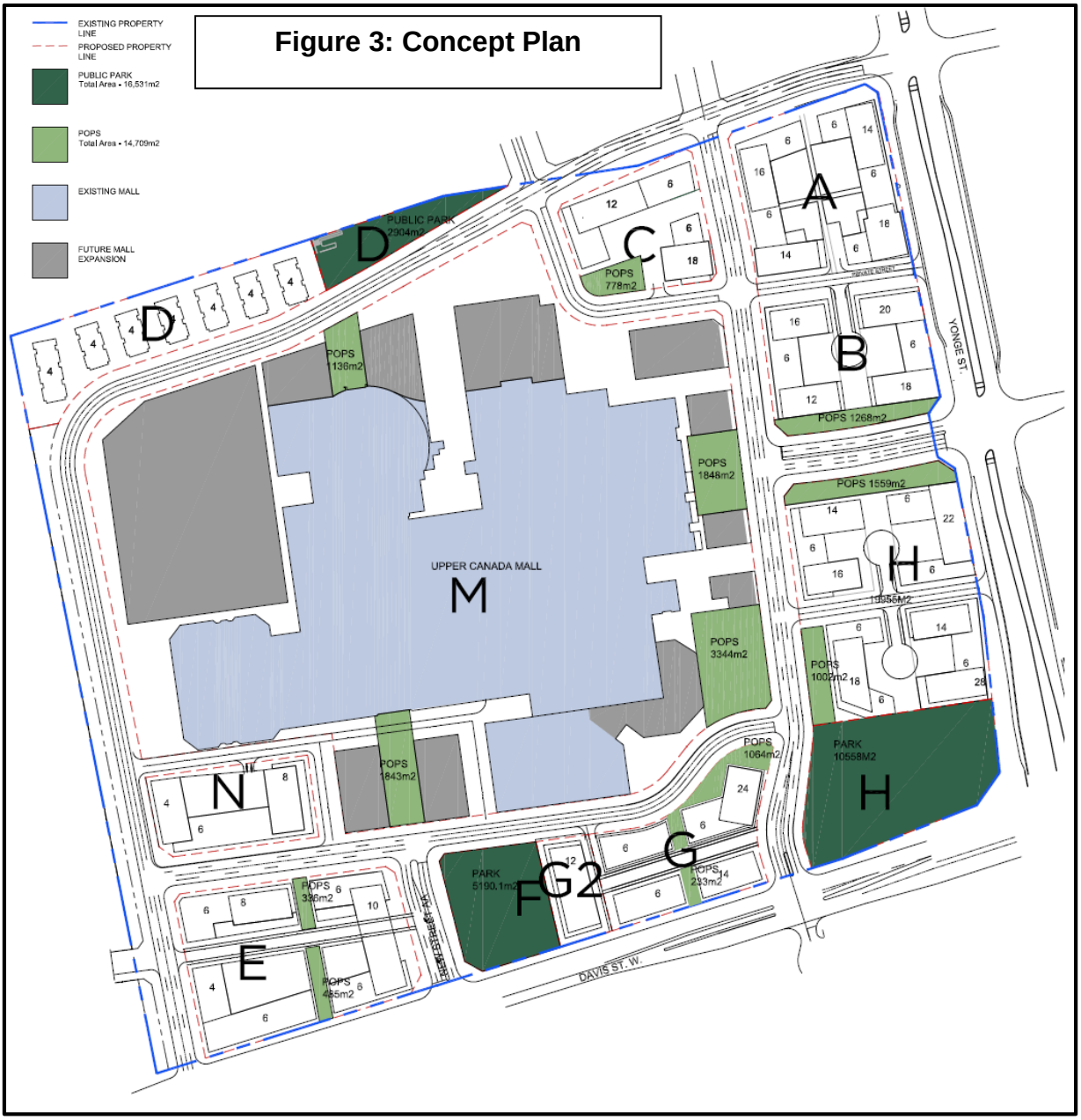


Figure 3: Concept Plan

The Master Plan proposes adding approximately 5,000 residential units, 9,700m^2 of non-residential space, a new road system and 4,500 parking spaces at and below grade to the existing property. The Master Plan plans for the Mall to remain and expand over time, adding residential uses and a significant amount of commercial space to the site. The Mall will be expanded but commercial uses will also be added along Yonge Street and Davis Drive to achieve the Secondary Plan's goals of lively and vibrant corridors. Both Yonge Street and Davis Drive, outside of the park spaces, are designated as Priority Commercial Areas in the Secondary Plan and this will remain in place through the amendment.

The Master Plan is estimated to accommodate approximately 8,600 people and 3,154 jobs, resulting in a proposed density of 382 persons and jobs per hectare.

Heights and Densities

The Master Plan (through an amendment to the Secondary Plan) amends the heights and densities that were shown in the Regional Shopping Centre Study Area in the Secondary Plan in accordance with the intention of Section 5.3.4.ii b) of the Secondary Plan. This section requires a future amendment to "establish minimum and maximum building heights and block densities" of the study area. The following minimum and maximum heights and densities are proposed for the Regional Shopping Centre Area:

Table 1: Heights & Densities

	Min Height	Max Height	Min FSI	Max FSI	Discretionary Max Height w Bonusing	Discretionary Max FSI w Bonusing
High Density	6 storeys	17 storeys	2.5	3.5	20 storeys	4.5
Med-High Density	4 storeys	12 storeys	2.0	2.5	18 storeys	3.5
Medium Density	3 storeys	8 storeys	1.0	2.0	10 storeys	3.0
Low Density	2 storeys	6 storeys	1.0	2.0		

The maximum permitted densities, which can be achieved with bonusing/Community Benefits, in the High Density, Med-High Density and Medium Density designations exceed the maximums currently established in the Secondary Plan. The highest density of 4.5 FSI exceeds the maximum elsewhere in the Secondary Plan of 4.0. A table detailing the specific changes is found below. The maximum height (20 storeys) does not exceed what is allowed in the Secondary Plan. It has been established that these densities can be supported on the site and that they are in keeping with the overall goals and policy objectives of the Character Area and Secondary Plan.

Through this OPA, a new Special Policy Area will be created around the Iconic Park located at the corner of Yonge Street and Davis Drive, as the heights and densities originally proposed further exceeded the maximum discretionary heights and densities contemplated by the Secondary Plan. The applicant has advised that this corner will be the last to redevelop and it could likely not be redeveloped for another 25, 35 or 40 years. Staff is unable to predict if the densities originally proposed (28 storeys and 6.7 FSI) will be acceptable at that time. Therefore the policies state that an OPA will be

required when that corner is redeveloped to refine the permitted heights and densities based on the Newmarket context that time.

Phasing

The phasing plan below (and the full sized version found in Appendix 2) shows the intended order of redevelopment of the subject property starting in the north-east corner and ending at Yonge Street and Davis Drive. The property is intended to be developed in phases to ensure the redevelopment can respond to current market demands and conditions, the presence of supporting infrastructures such as underground stormwater management ponds, sufficient parking availability and continued access to the retail centre throughout. The Special Policy Area mentioned above, captures parts of Phases 5, 6, & 7, with the exception of the Iconic Park.

The new policies of OPA 30 require that the ultimate design of the Iconic Park be created during the rezoning and site plan process for Phase 1. The policies require that the Iconic Park also have a two stage development, where the first stage is developed with Phase 1 and it includes paths around the stormpond, then later, when the stormpond is changed into an underground stormwater management facility for the last phase of development, the second stage of the Iconic Park will be implemented.

Figure 4: Phasing Plan

Transportation & Connectivity

The Secondary Plan identified a ring road around the mall and connections to properties to the north and west with several connections to Yonge and Davis. Through this process, the applicant has worked with the Town and the Region to ensure the design of those connections and the ring road are feasible. The proposed road and connection layout is in keeping with the Secondary Plan vision; there will be a local public road running parallel to Yonge Street connecting Davis Drive to the commercial property to the north and beyond. There will be a private road which runs around the entire mall. There will be private road connections to Yonge Street and to Davis Drive, primarily with right-in right-out access to give drivers alternatives to the main intersections. There is also a connection to the property to the west proposed. The design of the subdivision to the west, currently under construction, also contemplates this connection and its design was approved with the intention to establish this connection.

The new Regional Shopping Centre policies require an emphasis on pedestrian connections to abutting properties and through the site. These pedestrian connections aim to connect the future community on the subject lands with the surrounding neighbourhoods. The pedestrian experience in the new community will be enhanced by the new outdoor privately owned publically accessible spaces. The new policies also require the provision of Green Streets which will also contribute to an enhanced pedestrian experience, encouraging resident and shoppers to walk the property.

The Secondary Plan policies speak to attempting to create a transportation hub on the subject lands. The new Master Plan policies require the land owner to continue to work with the Town, Region and Metrolinx to improve transit facilities on and through the subject lands as the redevelopment evolves.

Discussion

Plan Conformity and Consistency

The Planning Act requires that a decision of Council in respect of a planning matter shall be consistent with the policy statements issued under subsection (1) of the Act, and shall conform to provincial plans in effect on that date, or shall not conflict with them. Applicable policies and how they are addressed by this application are discussed below.

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Decisions affecting planning matters “shall be consistent” with the policy statement.

The first section of the PPS (Policy 1.0) relates to building strong communities. Policies in this section emphasize the priority of promoting economically, physically, mentally, environmentally sustainable places to live. This OPA is consistent with these policies by

envisioning a transit-supportive, mixed-density and mixed-use community over the long-term.

Policy 2.0 concerns the wise use and management of natural heritage, water, agricultural, mineral, cultural heritage and archaeological resources for long-term economic, environmental and social prosperity. The PPS also supports and promotes intensification in designated growth areas by taking advantage of existing and planned infrastructure. The proposed Master Plan (and implementing OPA) is consistent with the PPS by utilizing and increasing the efficiency of existing land and infrastructure and by enhancing the sense of place and cultural identity associated with the local landmark.

Growth Plan

The Growth Plan directs growth to built-up areas designated within municipal official plans. The Urban Centres Secondary Plan will allow the Town to meet its intensification requirements under the Growth Plan. The UCSP directs the majority of the Town's future growth to the Yonge Street and Davis Drive corridors.

Policies of the Growth Plan and the goals of this OPA align to prioritize creating complete communities, reducing the dependence on private automobile through mixed-use and transit-supportive development; providing for high quality public spaces; supporting transit, walking, and cycling; implementing a minimum affordable housing target in accordance with the PPS; and achieving an appropriate transition of built form to adjacent uses.

This OPA promises to reinforce the vibrancy and resiliency of Newmarket as it continues to grow in the future by intensifying existing land and infrastructure, providing a diverse range and mix of housing, retail, commercial and other uses and expanding transit access and options. Furthermore, this Master Plan considers the effect of redevelopment on the nearby street life, surrounding neighbourhoods and municipality as a whole, and ensures that the function (mixed uses, accessibility, compact development) and the form (pedestrian oriented scale, welcoming atmosphere, safe design) of the redevelopment will positively impact the community in the long term.

The Growth Plan requires that Major Transit Stations Areas be planned to achieve a minimum gross density target of 160 residents and jobs for major transit station areas on priority transit corridors served by Bus Rapid Transit (BRT) such as the Viva BRT on Davis Drive and Yonge Street. The proposal provides 279 people per hectare, which exceeds the minimum target, however it is important to note that the target of 160 is across all major transit station areas and other sites may not achieve 160 ppl/ha and so it is necessary to achieve a range of densities to realise the overall objective.

The Growth Plan contains policies directing that municipalities create complete communities, reduce the dependence on private automobile through mixed-use, transit-supportive development. This proposal would improve the diversity of housing stock in

Newmarket, provide additional dwelling units close to transit and retail options and decrease dependence on private automobile use through implementing methods from the submitted Transportation Demand Management Strategy.

The Growth Plan further directs municipalities to provide for high quality public spaces that support transit, walking, and cycling. This is achieved in a range of ways, both through the development of numerous on-site parks and open space amenities and through the accessible and multi-modal path/street network internal to the site and connecting to the broader community.

The Growth Plan also directs the implementation of minimum affordable housing targets. The new OP policies reinforce the Secondary Plan's minimum 25% affordable housing across the site, and also encourages the landowner to achieve a higher target of 35% affordable units, which may require programs and incentives to assist in achieving the higher target and which may be established over the timeframe of this redevelopment.

The proposed amendment conforms to the Growth Plan and assists the Town in achieving its intensification targets.

York Region Official Plan

Decisions with respect to planning matters are required to conform to the York Region Official Plan (YROP). The YROP designates this site as part of the "Urban Area". Located at the intersection of Yonge Street and Davis Drive, the subject lands are part the Newmarket Regional Centre and two Regional Corridors which are planned to serve as the primary locations for the most intensive and greatest mix of development. The policy requirements of the YROP have been integrated into the Secondary Plan; further, the Regional Shopping Centre policies conform to the Secondary Plan and therefore conform to the YROP policies.

Lake Simcoe Protection Plan

The Lake Simcoe Protection Plan (LSPP) is a provincial plan which looks to the preservation and enhancement of Lake Simcoe as a significant water body. The policies of the LSPP speak to stormwater management, subwatershed planning, wetland protection, watercourse protection, natural heritage planning, significant valley lands, ecological offsetting and phosphorus offsetting. The Lake Simcoe Region Conservation Authority (LSRCA) administers the LSPP and has advised that the Official Plan Amendment conforms to the relevant sections of the LSPP.

Town of Newmarket Official Plan

The subject lands are located in the Urban Centres Secondary Plan Area which is OPA 10 to the Town of Newmarket Official Plan. An analysis of the Secondary Plan policies are found below.

Urban Centres Secondary Plan

The subject lands are within the Yonge and Davis Character Area. This character area is planned to be the highest density area in the Urban Centres. It is and will continue to be the primary retail node for the Urban Centres and the rest of Newmarket. This character area is planned to be built out with approximately 13,400 people and 10,100 jobs. It is planned to have approximately 65% residential uses and 35% employment (i.e. commercial) uses. The Secondary Plan envisions the Upper Canada Mall to redevelop into a mixed-use area; maintaining its predominantly retail function and evolving into a complete community with residential uses and amenity spaces, with a neighbourhood park identified at the corner of Yonge Street and Davis Drive which is a focal point for the character area, as well as for the overall Urban Centers.

The proposed redevelopment plan meets the intent and policies of the Yonge and Davis Character Area by contributing approximately 8,600 people and 3,154 jobs over the next few decades, which is 64% of the residential target and 31% of the employment target of the character area. The proposal creates an approximate 1 hectare park at the corner of Yonge Street and Davis Drive which will serve as a focal point. In addition, additional park space is provided along Davis Drive at Eagle Street and at the north end of the property, and Privately Owned Public Spaces (POPS) are provided throughout the subject property.

Section 5.3.4. ii of the Secondary Plan states that: “A Master Plan for the Regional Shopping Centre Study Area as identified on Schedules 3, 4 and 5 will be prepared by the landowner(s) in cooperation with the Town, York Region, Metrolinx and other relevant partners to address, as a minimum, the following criteria”. How each of these policies have been addressed are set out below:

a) the manner in which future development will achieve the objectives of this Plan, including the urban design policies;

The requirement to meet the urban design policies of the Secondary Plan has been continued in the amendment. All future rezoning and site plan applications will have to adhere to Section 7.3 of the Secondary Plan as well as the newly adopted Urban Design Guidelines.

b) establish minimum and maximum building heights and block densities, and demonstrate how these are in keeping with the objectives of this Plan and the various policies and targets for the Yonge and Davis Character Area and planned intensification in proximity to a planned regional mobility hub;

The proposed minimum and maximum heights listed below are in keeping with the Yonge and Davis Character Area as they are still the highest maximums permitted in the Secondary Plan; this character area is intended to have the highest density and will continue to function as the primary retail node for the Urban Centres and the Town.

The OPA proposes to create a special policy area at the corner of Yonge Street and Davis Drive, generally on either side of the Iconic Park (see Figure 4).

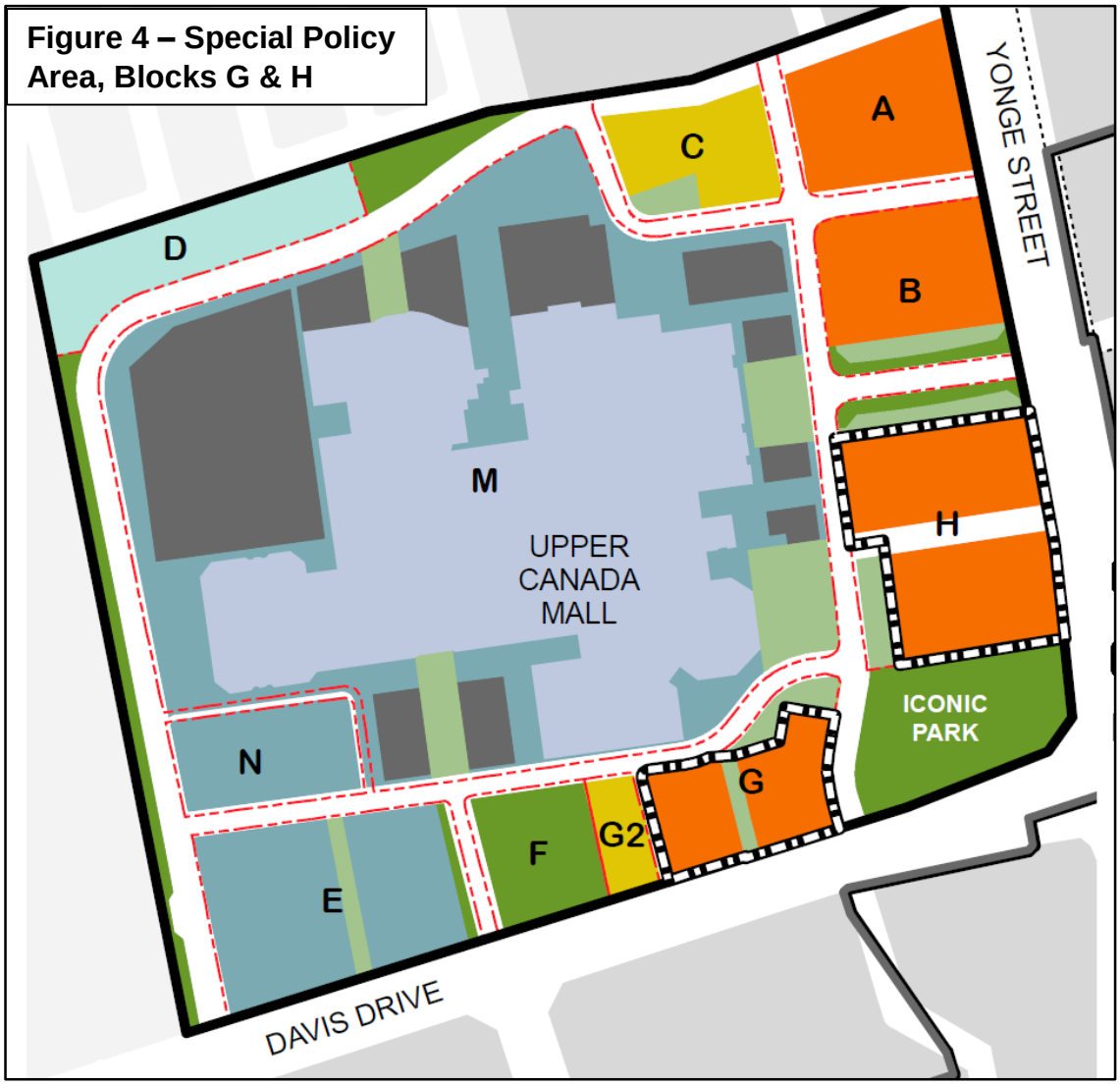


Figure 4 – Special Policy Area, Blocks G & H

This special policy area (white and black line around Blocks G & H) will allow for consideration of a future official plan amendment where the applicant can seek additional height and density permissions which may be appropriate at that time. It is acknowledged that this is proposed to be the last phase of development and it could be that by the time this phase is considered, additional height and density could be appropriate and desirable. Thus an official plan amendment can be considered at that time. The applicant had proposed buildings of 28, 24 and 22 storeys surrounding the Iconic Park. The OPA provides for 20 storeys, with bonusing, on these lands; a future process would be required to obtain the heights requested by the applicant. The applicant agreed to the Special Policy Area which currently limits the High Density designation to 20 storeys and an FSI of 4.5 with bonusing.

A maximum FSI of 4.5 is proposed for the High Density designation. This density could only be achieved by entering into a Section 37 Bonusing Agreement (or a Community Benefit Charge Agreement, whichever is applicable at the time of application), such that if the applicant chooses to pursue an FSI of 4.5 during the rezoning, Council will be able to set the terms under which that FSI can be achieved. Therefore, although it is slightly over the maximum of 4.0 FSI contemplated by the Secondary Plan the increase in density is justified (discussed further below) and will garner the Town extra community benefits, if the landowner choose to pursue that much density. It must be noted that by late 2022 a Community Benefits Charge by-law must be enacted. As the By-law has not yet been written or approved, it is yet unknown the impact of that future by-law on the bonusing provisions of the Secondary Plan.

The table below demonstrates the difference between what is currently allowed and what is proposed on the subject lands. The current permission is shown in black the proposed amount is shown in **blue**.

	Min Height	Max Height	Min FSI	Max FSI	Discretionary Max Height w Bonusing	Discretionary Max FSI w Bonusing
High Density	6 storeys	17 storeys	2.5	3.5	20 storeys	4.0 **4.5**
Med-High Density	4 storeys	12 storeys	2.0	2.5	15 storeys **18 storeys**	3.0 **3.5**
.**Medium Density**	3 storeys	8 storeys	1.5 **1.0**	2.0	10 storeys	2.5 **3.0**
Low Density	2 storeys	6 storeys	1.5 **1.0**	2.0		

The image to the right shows the layout of the proposed designations from the table above. The green areas are proposed parks and POPS.

The increases in discretionary maximum FSI with bonusing (and height in one designation) are justified as it has been demonstrated that the infrastructure can support the increased density. The increased density will also contribute to the overall build-out goals of the character area. The increased density is also supported as the property falls within the Yonge-Davis Major Transit Station Area (MTSA).

The new Regional Shopping Center policies propose an increase to the affordable housing target from 25% to 35%. The proposed policies require that each phase of the development aim to achieve 35% affordable housing; however, if that target is not achievable, each phase will be required to achieve 25% at a minimum. The increased density will also contribute to making the affordable housing targets achievable.

c) the detailed design for an iconic park space to Town standards in conjunction with the redesign of the existing private stormwater management ponds located at the south-east corner of the Study Area, and including the implementation of Low Impact Development (LID) standards;

The new Regional Shopping Centre policies require that the Iconic Park be fully designed in Phase 1 of the redevelopment. However, its construction will be phased in as the whole property redevelops. The policies require a first phase of the park be constructed with an interim solution addressing the existing stormwater management pond. The second phase of the Iconic Park will be where the storm pond is currently located. The removal of the pond to facilitate redevelopment is not currently planned until the final phase of the redevelopment. The new policies require that a partial park be constructed early but that the ultimate design won't be realized until the stormponds are relocated or removed. It is suggested that the overall design minimizes throw away costs by having a design that can be constructed in two phases. The first phase and interim solution will include the existing ponds by perhaps having trails around the pond(s). The ponds are being adjusted to permit the realignment of main Yonge Street entrance which is being done in conjunction with the Region's work on Yonge Street and as such an opportunity to incorporate trails is available.

The new policies continue to require that LID is incorporated into the detailed design of the redevelopment and will be considered as each block/phase is reviewed.

d) the incorporation of a gateway feature(s);

The Regional Shopping Centre policies require the incorporation of gateway features both within the design of the Iconic Park and at the primary entrance from Yonge Street.

e) findings and recommendations in the mobility hub study including, but not limited to, integration of transit into the site and/or between this site and the Yonge-Davis Drive Rapidway, the Bus Terminal and GO-train Station in accordance with the Metrolinx Mobility Hub Guidelines;

The 2011 Metrolinx Mobility Hub Guidelines, which are now being updated by Metrolinx, identified two mobility hubs in Newmarket: the "Newmarket Centre Mobility Hub" and the "Newmarket GO Mobility Hub". The "Newmarket GO Mobility Hub" is centred on the Tannery Mall property where the rapidway busses meet the GO Train, and was the subject of a Mobility Hub Study that has been incorporated into the Town's Urban Centres Secondary Plan. Conversely, a study has not been completed by Metrolinx, the Region or Town for the "Newmarket Centre Mobility Hub". Since the "Newmarket Centre Mobility Hub" was identified in 2011, Metrolinx has moved its GO Bus service out of the bus terminal at Davis Drive and Eagle Street. This bus station now only serves York Region Transit (YRT) and the two Viva lines. Because this location lacks a second high order transit mode, it cannot be considered a true "mobility hub" without two intersecting transit modes.

The potential for a mobility hub, as well as the idea of moving the current bus station onto the mall property, was discussed with Metrolinx, York Region, the Town, and the property owner in early discussions during the development of the master plan. At that time, neither Metrolinx nor the Region supported the idea and the plan and policies began to take shape accordingly. Notwithstanding this, the property owner has worked with the Region to ensure that YRT buses can access the site and provide connections from the site to other areas of Town. It's proximity to a Viva Station (on Yonge St south of Davis Dr) provides transit connections to many other parts of the Region. Specifically, the applicant has designed the roads and intersections such that buses are able to travel north and south of the future public road with a stop for layby pickup. This allows for buses to travel throughout the mall site in the future, should a decision be made to further incorporate transit integration into the site.

The Regional Shopping Centre policies will require the owner to consider and revisit the strengthening of transit integration and transit connections onto the site at each phase of the development. The owner, Region and Town, will re-examine transit integration with every rezoning and/or site plan application as the redevelopment progresses. This will ensure the redevelopment of the property focuses on transit-oriented design, and ensures direct, efficient, safe, pedestrian connections to transit.

f) a Traffic Impact Report including a detailed Transportation Demand Management Strategy consistent with Policy 9.3.5;

A Transportation Demand Management Strategy has been submitted and the findings will be incorporated into the detailed design of each phase/block as the redevelopment progresses.

g) how development will minimize the need for surface parking on the site, and maximize the integration of required parking into above or below-ground parking structures;

The Regional Shopping Centre policies requires that surface parking be minimized, and the concept plan demonstrates that the current surface parking areas will be transformed into buildings and parks. A parking structure has been incorporated into the future expansion of the Mall. The new buildings will be primarily serviced by underground parking. All of the Secondary Plan policies regarding cladding and hiding parking structures will be adhered to.

h) the phased integration of non-commercial uses into the site;

The Regional Shopping Centre policies allow for a mixture of uses, including residential uses, being integrated on to the site. The building currently proposed for the first phase is a mixed use residential rental apartment building with commercial at-grade along Yonge Street. Each subsequent redevelopment will add additional non-commercial uses into the site, while maintaining and expanding the main commercial function of the Mall.

i) the phasing of development, including the location and design of any single storey and/or single use buildings, and how these may be redeveloped over time to achieve the longer term vision for the area;

No single story or single use buildings are proposed. The Regional Shopping Centre policies require at least a two storey, or more, minimum height for all buildings.

j) the final location and design of both public and private roads and how these will achieve the intended circulation and connectivity of the Street Network conceptually identified on Schedule 5; and

The new street network achieves the intended circulation while maintaining the existing entrances and exits and meeting the Town and Region's transportation design requirements.

k) the required elements of a Concept Site Plan and Streetscape and Landscape Plan in accordance with Policy 14.2.8(i).

The Concept Site Plan and Streetscape and Landscape Plans were submitted. They generally meet the requirements of Policy 14.2.8(i). They are attached as Appendix 1 and 3 respectively. These types of plans will also be required for each phase of the redevelopment.

It is staff's opinion that the OPA implementing the proposed Master Plan for the subject lands represent good planning and is in keeping with the Town's policies as well as all higher level Regional and Provincial Plans.

Community Benefits

The eventual redevelopment of the Mall will provide for benefits to the broader Newmarket community. As the Secondary Plan calls for, adding additional residential units and jobs in an area already fully serviced by roads and infrastructure benefits Newmarket and the Region by curbing urban sprawl. Part of Newmarket's contribution to mitigating climate change and responding to Council's declaration of a Climate Emergency is to allow for increased densities and for building complete and compact communities. Having the primarily commercial mall property evolve into a mixed-use community with the provisions of places to live, places to work and places to play will benefit all of Newmarket.

In addition, the new Regional Shopping Center policies state that consideration will be given to incorporating public community uses into the redevelopment the property. If the applicant chooses to bring forward applications for densities and heights at the discretionary maximums set out in the Secondary Plan, the community benefits will be in accordance with Section 14.2.9 of the Secondary Plan, which lists all of the possible community benefits. The Town's Implementation Guidelines for Height and/or Density Bonusing in the Urban Centres provide further details. Or, applications will have to be consistent with a new Community Benefits Charge By-law, if it is in place at the time of application.

The new policies speak to an aspirational target of 35% affordable housing throughout the community. This increase in the target is supported by a general intent to have more affordable housing in Newmarket. However, it is acknowledged that without incentive programs, achieving 1/3 of all units to meet the Region's affordability targets might not be possible. Therefore, the policies state that if 35% affordability cannot be achieved, that the redevelopment must meet the standard 25% required by the Secondary Plan. These affordability targets require that 25% of the new units are sold or rented at a threshold that is deemed to be affordable by the Region. The affordability targets aim to increase the variety and diversity of housing stock in this community and Newmarket more broadly. The applicant has advised that the majority of the new dwelling units in this property are proposed to be rental units, thereby greatly expanding the availability of rental units in Newmarket over the coming decades.

The proposal allows for the creation of 3.3 hectares of parkland over the whole site where it is currently only commercial space and an asphalt parking lot. The 3.3 hectares includes two large public parks: an Iconic Park of 1 ha at Yonge and Davis and a 0.5 ha park at Eagle and Davis. There is also a small public park at the north end of the site of 0.3 ha. The remainder of the parkland is provided through Privately Owned Public Spaces (POPS) scattered over the whole site. The Secondary Plan originally envisioned

a single park of about 1.6ha at the corner of Yonge and Davis. The proposal provides for more parkland than the Secondary Plan originally called for and distributing the parkland throughout the community leads to better urban spaces and an enhanced pedestrian experience.

The new OP policies also allow for the provision of new community uses on the subject lands, thus providing for new community services in the highest density part of Town and benefiting all Newmarket residents. The exact nature of any future community uses will be determined through each rezoning and site plan phase.

Zoning By-law and Site Plan Approvals

The existing zoning only permits commercial uses associated with the Mall. In order to implement the new Regional Shopping Centre policies, rezoning applications will be required. Each phase, which is generally one block shown on the Concept Plan, will require a rezoning and site plan approval. At the time of the rezoning a Holding Provision may be placed on the subject lands for servicing allocation and other requirements.

With each rezoning and site plan application the standard parkland (or cash-in-lieu) calculations will be undertaken in accordance with the Parkland Dedication By-law in place at that time. This will analyse if the lands provided are enough to satisfy the requirements of the By-law. If not, additional lands, or cash-in-lieu, will be required and can be secured through the rezoning and site plan agreement.

Site Plan Approval is required for each block to ensure all of the detailed technical design requirements are met based on the specific buildings proposed.

Comments

Staff circulate applications to the Town's review partners and make materials available to the public. The below sections summarize the comments received from the circulation of the application.

York Region

The Region does not object to the adoption of this Official Plan Amendment and continues to recommend that a higher affordable housing percentage (35%) be pursued. Staff agree that this target is desirable as there is an affordable housing crisis in Newmarket and York Region. As such, staff has written the OPA policies such that an attempt is made to reach 35% affordable housing over the whole development. However, as mentioned, it is acknowledged that achieving this target may not be achievable, depending on which incentive programs are available at the time of site plan approval and construction. Therefore the policies require that if 35% cannot be achieved that 25% must be achieved. This would require that each phase achieve a minimum of 25% affordable housing based on the Region's definition of affordability at the time of rezoning and site plan approval.

Engineering Services

The Engineering Department has reviewed the proposal and there remain some outstanding matters to be addressed. Most of the servicing and stormwater management matters will be addressed through the detailed design of the blocks as each phase is brought forward for a rezoning and site plan approval.

In order to provide the applicant with some certainty with respect to land uses and the park spaces, staff are recommending that the amendment be approved with policies that require an Engineering Master Plan be completed in the first phase of the redevelopment. This is to allow the matter of land use to be decided and the detailed design work can continue based on that information.

Town Arborist

If Council deems to approve the amendment, staff will ensure compliance with the Tree Preservation, Protection, Replacement, and Enhancement Policy through the future rezoning and site plan applications.

Lake Simcoe Region Conservation Authority

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the application as a “Major Development” under the Lake Simcoe Protection Plan (LSPP) and the South Georgian Bay Lake Simcoe Source Protection Plan, as exempt from Ontario Regulation 179/06 under the *Conservation Authorities Act* and as part of the Recharge Management Area (WHPA Q2) of the South Georgian Bay Lake Simcoe Source Protection Plan, and in accordance with the Natural Heritage and Natural Hazard policies of the Provincial Policy Statement (PPS) and the Greenbelt Plan.

The LSRCA is satisfied that, from a watershed management perspective, that the application is consistent with the applicable policies. Consequently, the LSRCA has no objection to the approval of this OPA application. They further note that more detailed comments will be provided at the site plan application stage in order to ensure compliance with applicable policies related to stormwater management and hydrogeology.

Other Review Partners

- Building Services has been advised of the application and has no comments on the application.
- Legal Services has been advised of the application and they have noted various comments pertaining to the ownership and conveyance of land/easements, etc. that can be dealt with at future rezoning and site plan approval stages.

- The York Region District School Board has been advised of the application and has advised that a public elementary school site is not required within the proposed development.
- The Southlake Regional Health Centre has been advised of the application and they have noted the ongoing need for capital investment and public support to meet the needs of the region's growing population.
- Enbridge Gas has been advised of the application and they have noted no objection and the right to reserve their development conditions.

Conclusion

The proposal conforms to, meets the intent of, and supports the goals of the PPS, the Growth Plan, the York Region Official Plan and the Town's Official Plan. The Secondary Plan required the creation of a master plan for the redevelopment of the subject lands. This amendment fulfills this requirement of the Secondary Plan.

The new policies created by this amendment aim to create a new community surrounding the mall which will benefit future residents and the broader Newmarket community. The policies will achieve a community that is walkable and provides for amenities both public and private for Newmarket residents.

Business Plan and Strategic Plan Linkages

The Master Plan OPA is in accordance with the Town's Official Plan and supports the following of Council's Strategic Priorities as noted below:

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

Consultation

The applicant hosted their own Public Information Centre (PIC) on April 7, 2021. The Statutory Public Meeting was held June 21 2021.

There were residents who attended each meeting. The Planning Department has also received comments via email before and after these meetings. In general the public comments received focus around the following concerns. Responses are also provided below.

Parking

Residents have expressed concern that there won't be parking available for visitors to the Mall. The parking for the Mall will be incorporated into a future parking garage. The future parking garage will have to be appropriately screened in accordance with the

design policies in the Secondary Plan. The parking for the new mixed-use buildings residents will be primarily located underground. There maybe some surface parking for visitors, but it is the intention of the new policies that surface parking is minimized.

Compatibility with existing residential uses

Residents expressed concern that the proposed location of the ring road will not be compatible with the existing residential uses, specifically those on Knapton Drive. The new policies require that buffering be implemented between existing residents and new uses. Buffering can take the form of privacy fencing, landscape buffers, retention of mature trees, or other methods that are deemed appropriate through the rezoning and site plan approval processes. There is also currently a grade difference, with the mall property being lower than the backyards of the houses on Knapton. This grade difference, which is substantial in some places, will further assist in buffering any impacts of the ring road.

The new policies also require enhanced public engagement as each phase redevelops. This will ensure that residents are aware of the phases and can participate in the detailed design of the redevelopment.

Pedestrian Connectivity

Residents have expressed a desire for better pedestrian connectivity to the mall from surrounding neighbourhoods. As discussed above, the new policies acknowledge increased pedestrian connectivity between the mall property and the surrounding neighbourhoods offer benefits to both communities. Details on the connections will be established at the rezoning and site plan stage for each phase/block.

Internal departments and external agencies have also been consulted through this process. Their comments have been addressed above.

Human Resource Considerations

None.

Budget Impact

The appropriate planning application fee has been received for the Official Plan Amendment application. The Town will also receive revenue from development charges and assessment revenue with the development of this proposal over the coming years, in the event the application is approved.

Attachments

Appendix 1 – Concept Plan with development blocks

Appendix 2 – Phasing Plan

Appendix 3 - Streetscape and Landscape Plan

Appendix 4 - Draft Official Plan Amendment

Submitted by

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

Approved for Submission

Adrian Cammaert, Manager, Planning Services

Jason Unger, Director, Planning & Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

Meghan White at mwhite@newmarket.ca

SITE STATISTICS

20210614

TOTAL

Overall Site Area	307,891
Road Area	61,981
Mall Land Area	133,524
POPS	14,896
Park Area	18,652
Net Area	93,734
GFA Existing Mall (Excl. Sears Home & Booster Stations)	117,769
Total Mall GFA	121,137
GFA Mall with future additions	149,008
GFA Non-Residential Proposed	8,700
GFA Non-Residential Total	157,708
GFA Residential Proposed	419,409
Total GFA	577,117
Number of Units	5,121
Parking	5,157

AREA CALCULATIONS

Block A	
Net Land Area	12647
Parks	0
Non Res GFA	462
FSI (Non-Res)	0.04
Res GFA	61602
FSI (Res)	4.87
No. Units	814
Parking	1007

Block B	
Net Land Area	11173
POPS	1268
Non Res GFA	2138
FSI (Non-Res)	0.19
Res GFA	59989
FSI (Res)	5.37
Est. No. Units	702
Parking	877

Block C	
Net Land Area	7379
POPS	778
Non Res GFA	500
FSI (Non-Res)	0.07
Res GFA	33995
FSI (Res)	4.61
Est. No. Units	408
Parking	367

EXISTING PROPERTY LINE

PROPOSED PROPERTY LINE

PUBLIC PARK
Total Area - 16,531m2

POPS
Total Area - 14,709m2

EXISTING MALL

FUTURE MALL EXPANSION

Block D	
Net Land Area	10067
Parks	2904
Non Res GFA	0
FSI (Non-Res)	0.00
Res GFA	13472
FSI (Res)	1.34
Est. No. Units	148
Parking	162

Block E	
Net Land Area	15220
POPS	821
Non Res GFA	500
FSI (Non-Res)	0.03
Res GFA	43740
FSI (Res)	2.87
Est. No. Units	485
Parking	436

Block F	
Net Land Area	0
Parks	5190
Non Res GFA	0
FSI (Non-Res)	0.00
Res GFA	0
FSI (Res)	0.00
Est. No. Units	0
Parking	0

Block G	
Net Land Area	8627
POPS	1297
Non Res GFA	1600
FSI (Non-Res)	0.19
Res GFA	45332
FSI (Res)	5.25
Est. No. Units	549
Parking	494

Block G2	
Net Land Area	2551
Parks	0
Non Res GFA	0
FSI (Non-Res)	0.00
Res GFA	20048
FSI (Res)	7.86
Est. No. Units	230
Parking	207

Block H	
Net Land Area	19955
Parks	10558
POPS	2561
Non Res GFA	2500
FSI (Non-Res)	0.13
Res GFA	122267
FSI (Res)	6.13
Est. No. Units	1547
Parking	1392

Block N	
Net Land Area	6122.5
Parks	0
Non Res GFA	1000
FSI (Non-Res)	0.16
Res GFA	18965
FSI (Res)	3.10
Est. No. Units	238
Parking	214

Block M	
Net Land Area	133,524
POPS	8171
Non Res GFA	117,769
FSI (Non-Res)	0.88
Res GFA	0
FSI (Res)	0.00
Est. No. Units	0
Parking	0

This drawing is the property of the Architec and may not be reproduced or used without the express consent of the Architect The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work

ISSUED RECORD

2021.06.14- REVISED

REVISION RECORD

NORTH

RAW

405-317 ADELAIDE ST. W.
TORONTO CANADA M5V 1P
+1 416 599 9729
WWW.RAWDESIGN.CA

18020

UPPER CANADA MAL
NEWMARKET

OXFORD GROUP

CONCEPTUAL PLAN

1:3000

A100

FIGURE 2

OXFORD
AN OMERS COMPANY

RAW

MHBC PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE

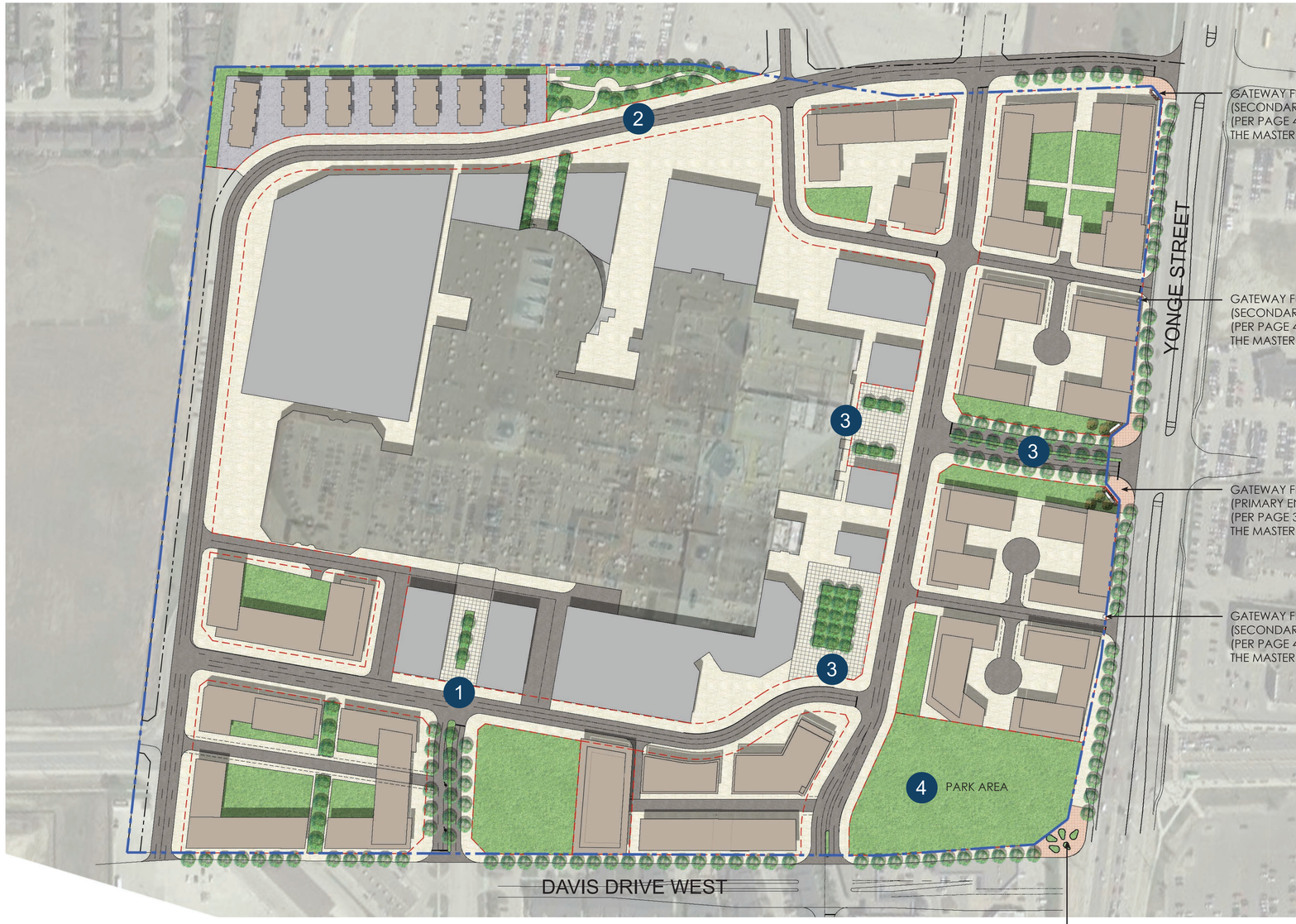
17600 YONGE ST, NEWMARKET
UPPER CANADA MALL MASTER PLAN
PROJECT #18020
22 APRIL 2021

PHASING

Washington Square Park,
New York, NY

Domain
Austin, TX

Carnaby Street
London, ENG



Oakbrook Center
Oakbrook, IL

Berzy Park
Toronto, ONT

Domain
Austin, TX

Joel Weeks Park
Toronto, ONT

Avalon
Alpharetta, GA

Westfield Valencia Town Center
Santa Clarita, CA

Avalon
Alpharetta, GA

Glenbow Museum
Calgary, AB

Promenade of Light
London, ENG

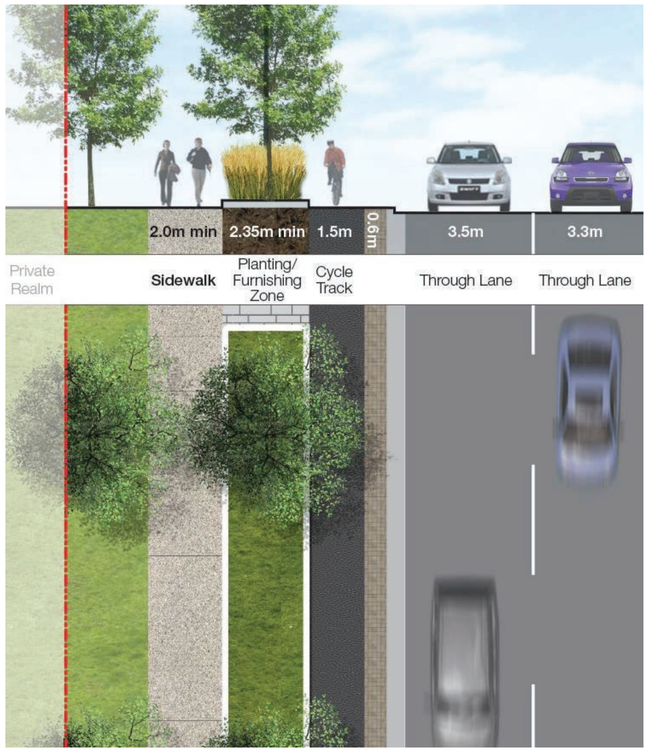
DATE : April 23, 2021
SCALE : N.T.S.

SUBJECT TO CHANGE DURING DESIGN
DEVELOPMENT AND CONSTRUCTION

UPPER CANADA MALL | LANDSCAPE CONCEPT

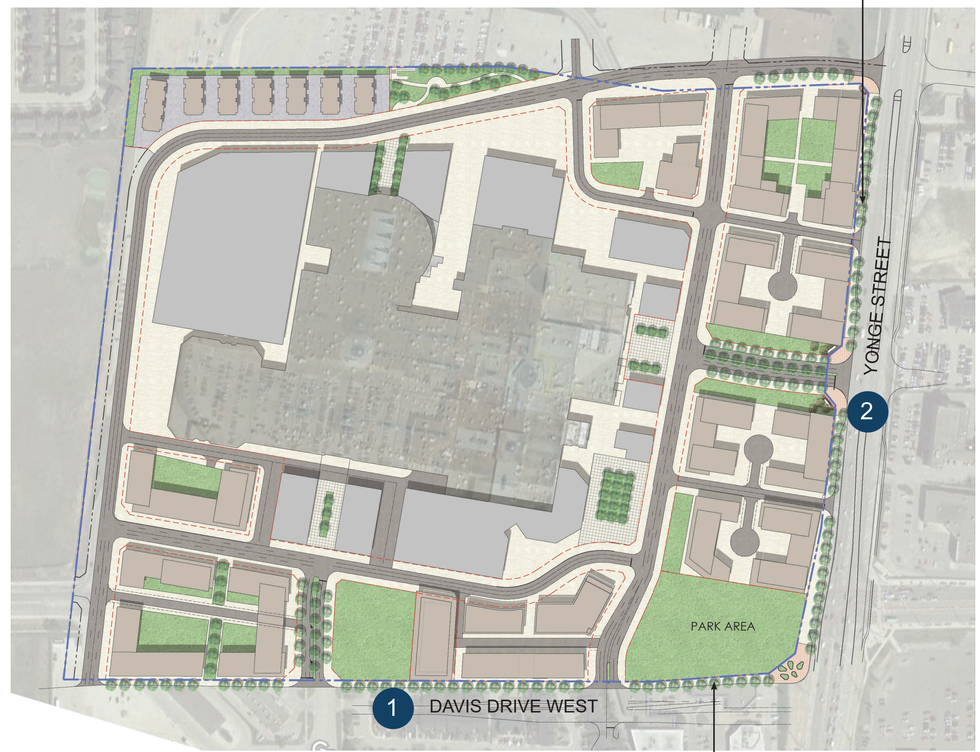
MHBC
PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

1 DAVIS DRIVE



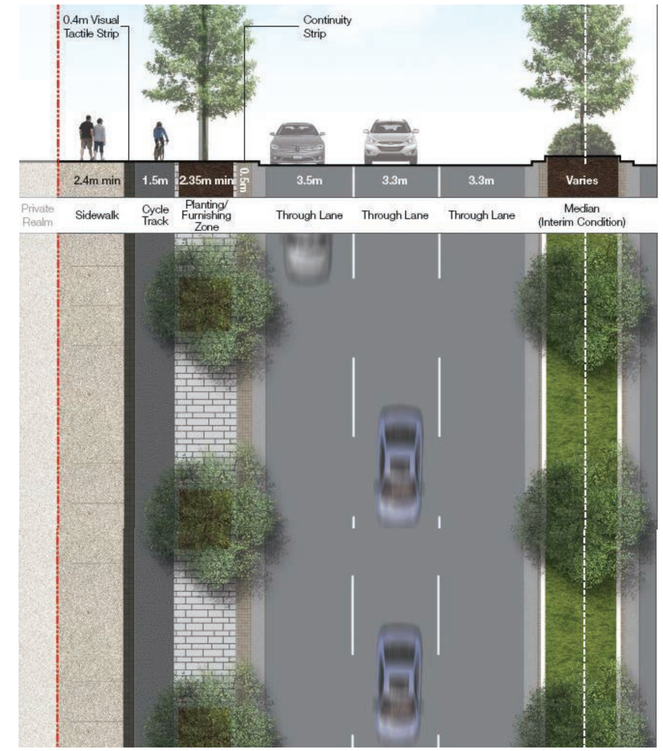
REFER TO STREETSCAPE PLAN & SECTION ON PAGE 48 OF PHASE4.0 OF THE MASTER PLAN

STREETSCAPE PLAN & SECTION
(PER PAGE 28 OF PHASE4.0 OF YONGE STREET & DAVIS DRIVE STREETSCAPE MASTER PLAN)



STREETSCAPE PLAN & SECTION
(PER PAGE 48 OF PHASE4.0 OF YONGE STREET & DAVIS DRIVE STREETSCAPE MASTER PLAN)

2 YONGE STREET



REFER TO STREETSCAPE PLAN & SECTION ON PAGE 28 OF PHASE4.0 OF THE MASTER PLAN

PLANTING PALETTE

Common Hackberry
Celtis occidentalis

Bur Oak
Quercus macrocarpa

Feather Reed Grass
Calamagrostis x acutifolia

Red Osier Dogwood
Cornus sericea

Red Elder
Sambucus racemosa ssp. pubens

Black Eyed Susan
Rudbeckia hirta

STREETSCAPE

PLANTING PALETTE

Silver Maple
Acer saccharinum

Honey Locust
Gleditsia triacanthos var. inemis

Little Bluestem
Schizachyrium scoparium

Allegheny Serviceberry
Amelanchier laevis

Spicebush
Lindera benzoin

Purple Cone Flower
Echinacea purpurea

DATE : April 23, 2021
SCALE : N.T.S.

SUBJECT TO CHANGE DURING DESIGN DEVELOPMENT AND CONSTRUCTION

UPPER CANADA MALL | STREETSCAPE CONCEPT

MHBC
PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

Amendment No. 30
to the
Town of Newmarket Official Plan

CONTENTS

PART A	**THE PREAMBLE**	**PAGE**
1.	Purpose of the Amendment	i
2.	Location	i
3.	Basis	i
PART B	**THE AMENDMENT**	
1.	Format of the Amendment	1
2.	Details of the Amendment	
	Item 1 Section 5.0 Land Use	7
	Item 2 Section 6.0 Character Areas	11
	Item 3 Section 10.0 Parks, Open Space and Natural Heritage	11
	Item 4 Schedule 3: Land Use	12
	Item 5 Schedule 4: Height and Density	12
	Item 6 Schedule 5: Street Network	12
	Item 7 Schedule 6: Parks, Open Space & Natural Heritage	12
	Item 8 Schedule 7: Regional Shopping Center Plan	12
3.	Schedules	
	Schedule A – Schedule 3: Land Use	
	Schedule B – Schedule 4: Height and Density	
	Schedule C – Schedule 5: Street Network	
	Schedule D – Schedule 6: Parks, Open Space & Natural Heritage	
	Schedule E – Schedule 7: Regional Shopping Center Plan	

DRAFT

PART C THE APPENDIX

Map 1 – Location Map

Map 2 – Phasing Plan

DRAFT

PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of Section II of the Town of Newmarket Official Plan (OPA No. 10), also known as the Newmarket Urban Centres Secondary Plan (Secondary Plan) to establish the Master Plan for the redevelopment of the Upper Canada Mall.

2. Location

The proposed amendments are made to the text and schedules of the Secondary Plan and are applied to 17600 Yonge Street as shown on Map 1 to this amendment.

The lands subject to this amendment are legally described as Part of Lots 96 and 97, Concession 1, West of Yonge Street, Town of Newmarket, Regional Municipality of York. The Subject Lands are located at the north west corner of Davis Drive and Yonge Street, and have an area of 30.78 ha (76.06 acres). The current use of the site is a regional shopping centre, and surrounding uses include low density residential and commercial to the north, commercial to the east, low density residential and commercial to the south, and low density residential to the west.

3. Basis

The majority of the Secondary Plan came into effect on April 30, 2015 save and except sections that were appealed. All appeals have been dealt with and the Secondary Plan came into full force and effect on October 18, 2018.

The Subject Lands are currently designated as being within the Newmarket Urban Centres Secondary Plan Area in accordance with Schedule A Land Use of the Town of Newmarket Official Plan. Schedules 3, 4, and 5 of the Secondary Plan identify the Subject Lands as the Regional Shopping Centre Study Area. Section 5.3.4 of the Secondary Plan identifies the Subject Lands as within the Yonge and Davis Character Area and anticipates that this area will evolve over the longer term into a mixed use area while maintaining its key function as a significant retail centre. Section 5.3.4 further identifies that a Master Plan for the Regional Shopping Centre Area is to be prepared by the landowner in cooperation with the Town, York Region, Metrolinx, and other relevant parties.

This amendment introduces new land use schedules to implement the Master Plan contemplated in Section 5.3.4 of the Secondary Plan and will permit the Subject

DRAFT

Lands to develop over the longer term into a mixed use area. The effect of this amendment is to alter the land use, height and density, street network, and parks designations in the Secondary Plan to implement a Master Plan as envisioned in Section 5.3.4.

The site is currently designated Mixed Use, Parks and Open Space, and Priority Commercial on Schedule 3 of the Secondary Plan. The amendment seeks to modify the location of the Parks and Open Space designation to concentrate it towards the northwest corner of Yonge Street and Davis Drive. Schedule 4 of the Secondary Plan designates a series of heights and densities on the Subject Lands. The amendment seeks to modify the placement of these designations to include a larger proportion of high density uses, with high and medium-high density uses along both Davis Drive and Yonge Street. Schedule 5 of the Secondary Plan contains a conceptual street network for the Regional Shopping Centre Study Area. The amendment seeks to modify the location of the proposed road network to accommodate the modified densities on Schedule 3. Schedule 6 of the Secondary Plan designates a neighbourhood park along the eastern edge of the Subject Lands. The amendment seeks to modify the location of this park to create in iconic park and gateway at the intersection of Yonge Street and Davis Drive. The amendment creates a new Schedule 7 which will show just the Regional Shopping Centre area and the heights and densities permitted. It will also show the development blocks, road network and park locations for context.

The proposed Master Plan is in conformity with the policy direction of the York Region Official Plan, Town of Newmarket Official Plan, and Secondary Plan, and serves to implement a Master Plan for the Subject Lands as required by the Secondary Plan.

Item 1 Section 5.0 Land Use

- Revise Section 5.1 to remove the reference to the Study Area and replace it with Regional Shopping Centre.
- Revise Policy 5.3.4 Regional Shopping Centre Study Area to recognize the completed Master Plan.
- Add Policy 5.3.4.1 to 5.3.4.1.xxvii which sets out the development criteria and further policy objectives for the redevelopment of the Upper Canada Mall property.

Item 2 Section 6.0 Character Areas

- Revise Section 6.3.5.v to remove reference to the Regional Shopping Center Study Area and replace with reference to the Regional Shopping Centre Area.

Item 3 Section 10.0 Parks, Open Space and Natural Heritage

- Revise Section 10.3.2.ii.b) to address the new size and plan for the Iconic Park.

Item 4 Schedule 3: Land Use

The following changes are proposed to Schedule 3: Land Use to provide reflect the Master Plan:

- Rename Regional Shopping Centre Study Area to Regional Shopping Center and add reference to Schedule 7;
- Adjust the proposed internal road network; and
- Adjust the Park and Open Space designations to match the proposed parks.
- Adjust the Priority Commercial Areas to reflect the road and block layout

Item 5 Schedule 4: Height and Density

- Rename Regional Shopping Centre Study Area to Regional Shopping Center Area and add reference to Schedule 7;
- Remove the height and density designations from the subject property note they are shown on Schedule 7

Item 6 Schedule 5: Street Network

The changes listed in Item 4 are also applicable to Schedule 5: Street Network. In addition, the following change is proposed to Schedule 5: Street Network:

- Adjust the Pedestrian Mews on the west side of the property further south to reflect the connection to the neighbouring property.

Item 7 Schedule 6: Parks, Open Space and Natural Heritage

The changes listed in Item 4 are also applicable to Schedule 6: Parks, Open Space and Natural Heritage. In addition, the following change is proposed to Schedule 6: Parks, Open Space and Natural Heritage for consistency purposes:

- Size and shape of the Iconic Park at Yonge and Davis;

Item 8 Schedule 7: Regional Shopping Center Plan

DRAFT

Add a new Schedule to the Secondary Plan, Schedule 7: Regional Shopping Center Plan which outlines the permitted minimum and maximum heights and densities.

DRAFT

PART B THE AMENDMENT

The Amendment describes the additions, deletions and/or modifications to Section II of the Town of Newmarket Official Plan and constitutes Official Plan Amendment No. 30.

1. Format of the Amendment

Official Plan Amendment No. 30 consists of the following proposed modifications to the text and Schedules to Section II of the Town of Newmarket Official Plan, also known as Newmarket Urban Centres Secondary Plan (Secondary Plan). Sections and Schedules of the Secondary Plan proposed for modifications are identified as **"Items**".

Where additions to the existing text are proposed, they are identified in "**bold**". Where the text is proposed to be deleted, it is shown in "~~strikethrough~~". Where appropriate, unchanged text has been included for context and does not constitute part of Official Plan Amendment No. 30.

2. Details of the Amendment

Item 1 Section 5.0 Land Use

a) Replace both instances of "Regional Shopping Centre Study Area" with "Regional Shopping Centre" in Section 5.1.

b) Replace Sections 5.3.4. and 5.3.4.1 with the following:

5.3.4 Regional Shopping Centre

i) The Regional Shopping Centre located at Yonge Street and Davis Drive identified on Schedule 7 is recognized as a key economic driver within the Town. It is anticipated that this area will evolve over the longer term into a mixed use area while maintaining its key function as a significant retail centre.

ii) Redevelopment of the Regional Shopping Center (Upper Canada Mall) shall be in accordance with Section 5.4.3.1.

5.4.3.1 Redevelopment of the Regional Shopping Centre

i) The site density and building height on lands municipally known in 2019 as 17600 Yonge Street, and commonly referred to as Upper Canada Mall, shall be as shown on Schedule 7.

ii) Each designation shown on Schedule 7 has a minimum and maximum density (FSI) and height permitted. The High, Medium-

High, and Medium designations also provide for a discretionary increase in height and density which can be applied for through a rezoning. Increases to the Permitted Maximum Heights or Permitted Maximum FSIs, but that do not exceed the Discretionary Maximum Height With Bonusing or the Discretionary Maximum FSI With Bonusing identified on Schedule 7, may be permitted without an amendment to the Official Plan, subject to the bonusing provisions of Policy 14.2.9 and the other applicable policies of this Plan, and in particular the Density and Height policies of Section 6 and the Urban Design policies of Section 7, as amended. Applications for rezoning which exceed the maximum permitted and are within the discretionary maximum will be subject to the Community Benefits Charge By-law or a Section 37 Bonusing agreement, whichever is applicable at the time. Community Benefits will be in accordance with Policy 14.2.9 of the Secondary Plan, as amended. Increased discretionary heights and densities will be considered on a phase by phase basis (i.e. with each rezoning application).

iii) The Special Policy Area at Yonge Street and Davis Drive, generally covering parts of Blocks G & H shown on Schedule 7, will allow for the consideration for additional heights and densities over the maximum discretionary heights and densities that are provided for on Schedule 7 by amendment to this Plan by the land owner. Any additional height and density permitted by a future official plan amendment will be subject to the community benefits and/or bonusing provisions in place at that time.

iv) A target of 35% of affordable housing, as per Regional policy 3.5.7, is desirable over the entire Regional Shopping Centre, shown on Schedule 7. However, if the Region of York target of 35% is not achievable, a minimum of 25% affordable housing must be achieved over the entire Regional Shopping Centre. Each phase of development must demonstrate how it is contributing to the overall goal so that all of the required affordable housing is not provided in one phase, one building, or one block of the development. York Region's definition of affordability will be used at the time of rezoning and site plan for each phase/block.

v) These policies do not preclude minor expansions or alterations to the Mall.

vi) As part of each development Phase shown on Appendix 2 of OPA 30, the Owner, Town and Region shall review the existing and planned public transportation connections, to the Upper Canada Mall site, and examine opportunities to strengthen transit integration focusing on transit-oriented design, and ensuring direct, efficient, safe, pedestrian connections to transit.

vii) Traffic, transportation, and transit will be further studied at each phase during the detailed design of the rezoning and site plan applications. The findings of the Transportation Demand Management Strategy shall be incorporated into the detailed design of each phase and block.

viii) Appropriate screening will be provided between residential lots which abut the subject lands and the new development. Screening may be provided in the form of fencing, landscape buffers, or other means as appropriate.

ix) Building placement and design shall look to reducing the impact of shadows on the Iconic Park identified on Schedule Park and surrounding low density residential areas.

x) Concept Site Plans and Streetscape and Landscape Plans, in accordance with Policy 14.2.8(i), shall be required for each application for rezoning and/or site plan application.

xi) All of the urban design elements of Section 7.3 of the Secondary Plan and the Town of Newmarket Urban Design Guidelines shall be addressed at each phase during the detail design of the site plan and zoning by-law amendment applications.

xii) Section 5.3.2 Priority Commercial Areas applies to the subject lands as shown on Schedule 3.

xiii) Specific energy efficiency and water conservation measures, as well as solid waste and construction waste management strategies will be required for each phase of the redevelopment.

xiv) Consideration for District Energy and Geothermal systems and other alternative heating/cooling systems will be further explored and considered in subsequent phases of development.

xv) Overall surface parking will be minimized as redevelopment happens on the subject lands. All Secondary Plan policies regarding cladding and hiding parking structures shall apply.

xvi) Each building shall incorporate solar panels and/or a white roof.

xvii) The detailed design of the Iconic Park, shown on Schedule 7, shall include gateway features. The design of the principle entrance to the site from Yonge Street shall also include gateway features.

xviii) Any additional streetscaping requirements along both the Yonge Street and Davis Drive frontages, outlined in the Yonge Street Davis

DRAFT

Drive Streetscape Master Plan shall be incorporated into the detailed design at the rezoning and site plan stage.

xix) Future public roads will be designed to incorporate green infrastructure such as LID, examples may include bio-swales, raingardens, permeable surfaces, infiltration facilities and soil cells.

xx) An Engineering Master Plan for the overall development will have to be completed in the first phase of the redevelopment.

xxi) Phasing of parkland will not be tied to construction of units but work towards the ultimate parkland dedication for the Regional Shopping Centre as shown in Schedule 7, and in accordance with the agreed upon parkland phasing plan. The requirements of the Parkland Dedication By-law will be reviewed through each rezoning and site plan application to determine if additional lands or cash-in-lieu is required.

xxii) Detailed design of the Iconic Park will happen in Phase 1 of the redevelopment. Due to the stormwater ponds, the Iconic Park will be designed as such that it can be split into two phases. The Park design submitted in Phase 1 should be the ultimate park design (both phases). The Iconic Park will be designed such that it can be phased in, with the first phase of construction happening in Phase 1 of the redevelopment. The detailed design will take guidance from Policy 10.3.2.ii.b) of this Plan.

xxiii) An interim design of the Iconic Park will be constructed with the first phase of the park to provide access to the proposed trails in the stormwater ponds. At the time of the second phase of the Iconic Park construction, this interim design will be replaced.

xxiv) Further detailed communication with residents will be required at rezoning stage for each phase of the project. For blocks adjacent to existing residential areas, enhanced communication (beyond statutory requirements) will be required, consideration should be given to in person and online Public Information Centres and enhanced engagement with residents.

xxv) Consideration shall be given to locating public community uses on the lands.

xxvi) Consideration shall be given to pedestrian connections into surrounding lands during rezoning and site plan approvals. Pedestrian connections aim to connect the future community on the subject lands with the surrounding neighbourhoods. They will contribute to the walkability of the Regional Shopping Centre and the surrounding neighbourhoods. Specifically the Pedestrian Mews

shown on Schedule 5 will be implemented during the detailed design of that phase/block.

xxvii) In support of the future undergrounding of hydro wires a 5m easement or land dedication in favour of, and to the satisfaction of Newmarket Tay Power (NTP), shall be provided along the Yonge Street frontage. A 5m easement or land dedication shall also be required along Davis Drive frontage. This is outside of the Regional ROW for Yonge Street and Davis Drive.

xxviii) All other policies of the Secondary Plan shall also apply. If there is conflict between this section and another section, this section shall prevail.

Item 2 Section 6.0 Character Areas

a) Revise Policy 6.3.5.v. as follows:

The ~~site of the Upper Canada Mall~~ Regional Shopping Centre as identified on Schedule 3 & 7 is anticipated to redevelop over the long term into a mixed use area, while still maintaining it's predominantly retail function and is subject to the Regional Shopping Centre ~~Study Area~~ provisions of this Plan (Sections 5.3.4 and 5.3.4.1). The Yonge Davis ~~Neighbourhood Park~~ **Iconic Park,** shown on **Schedules 6 & 7**, is the main focal point for the Yonge and Davis Character Area, as well as for the overall Urban Centres.

Item 3 Section 10.0 Parks, Open Space and Natural Heritage

a) Revise Policy 10.3.2.ii.b) as follows:

~~Neighbourhood Park 2~~ **Iconic Park** (Yonge and Davis **Iconic Park, approximately 1.0** ha ~~Yonge and Davis, currently identified at a minimum of approximately 1.4 ha~~) - The ~~Neighbourhood Park~~ **Iconic Park** at Yonge Street and Davis Drive will be a major focal point within the Urban Centres and **will be implemented in phases to allow for the undergrounding of the existing stormponds**. ~~may be enlarged as development proceeds in this area~~. It will function as a dynamic outdoor space, evoking a sense of community pride and identity that serves the planned intensification of the surrounding area. ~~The existing stormwater management pond, which is currently privately owned, will be reconfigured through innovative stormwater management techniques. I~~**t will be designed** so that it may allow for an enhanced green space and landmark civic feature including the

existing stormponds. This park will accommodate a greater degree of hardscaped elements, dynamic public art pieces, informal play, seating areas and spaces for cultural gatherings. The development of this open space feature will require a detailed landscape plan and it is intended to be one of the signature and iconic spaces within the Urban Centres when completed. **The redevelopment of the park will happen in phases, in accordance with Section 3.5.4.1. To minimize throw away costs, the design should allow for construction in two phases. The first phase and interim solution will address the existing stormwater management pond(s) on the property.**

Item 3 Schedule 3: Land Use

Delete Schedule 3: Land Use and replace with the attached Schedule A to this amendment as Schedule 3 to the Secondary Plan.

Item 4 Schedule 4: Height and Density

Delete Schedule 4: Height and Density and replace with the attached Schedule B to this amendment as Schedule 4 to the Secondary Plan.

Item 5 Schedule 5: Street Network

Delete Schedule 5: Street Network and replace with the attached Schedule C to this amendment as Schedule 5 to the Secondary Plan.

Item 6 Schedule 6: Parks, Open Space & Natural Heritage

Delete Schedule 6: Parks, Open Space & Natural Heritage and replace with the attached Schedule D to this amendment as Schedule 6 to the Secondary Plan.

Item 7 Schedule 7: Regional Shopping Center Plan

Add Schedule 7: Regional Shopping Center Plan to the Secondary Plan

3. Schedules

Schedule A – Schedule 3: Land Use

Schedule B – Schedule 4: Height and Density

DRAFT

Schedule C – Schedule 5: Street Network

Schedule D – Schedule 6: Parks, Open Space & Natural Heritage

Schedule E – Schedule 7: Regional Shopping Centre Plan

4. Implementation and Interpretation

This Amendment to the Official Plan will be implemented as follows:

a) Zoning By-law

It is Council's intent to implement this Amendment by enacting an appropriate zoning by-law pursuant to the provisions of the Planning Act R.S.O. 1990, C.P. 13, on the lands affected by this amendment.

b) Site Plan Approval

It is Council's intent to implement this Amendment, the land use designations and policies of this Plan, and a high standard of site layout and design by requiring site plan approval pursuant to the provisions of the Planning Act, on the Lands affected by this Amendment.

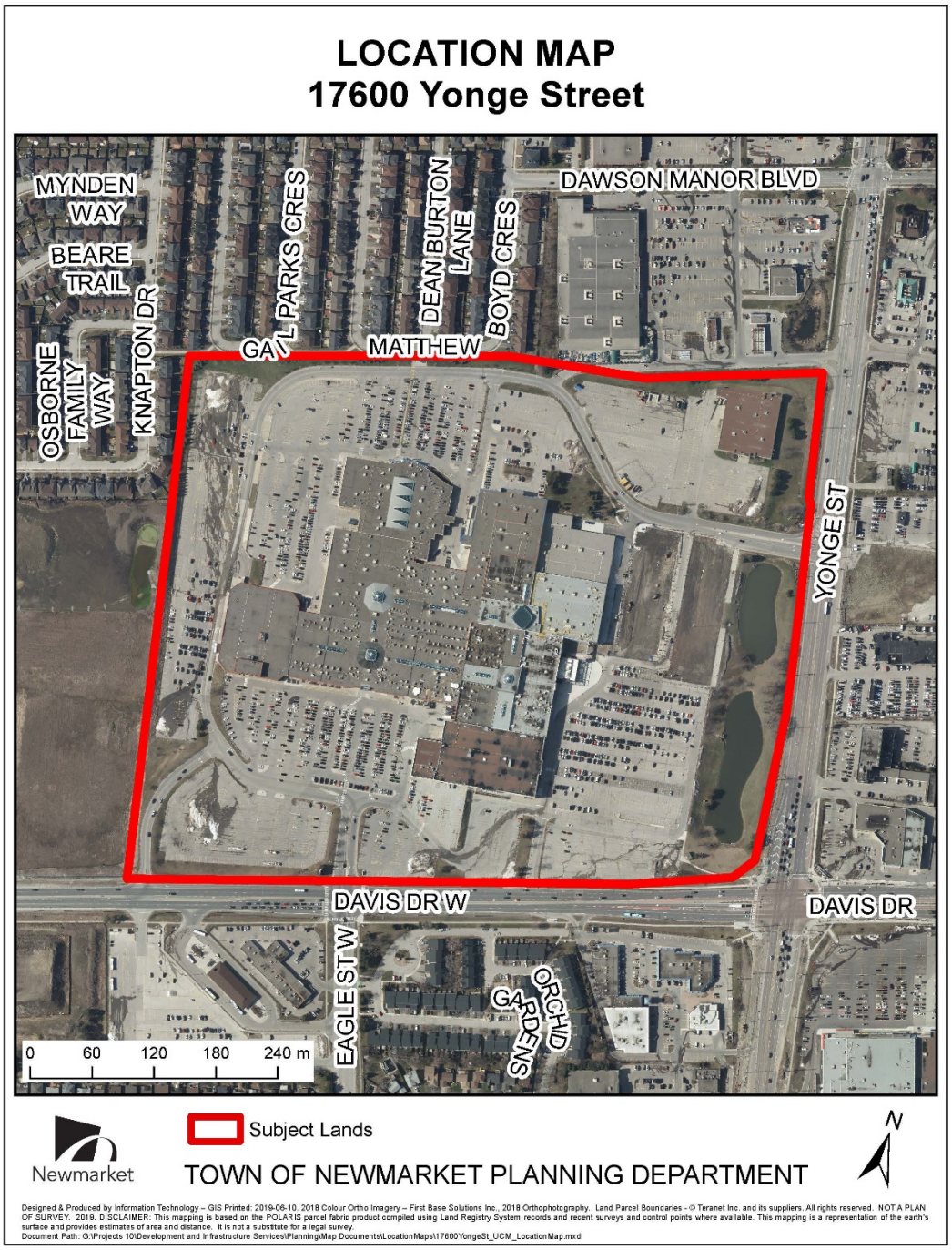
DRAFT

PART C THE APPENDIX

The following appendix does not constitute part of this Amendment and is included for information purposes only.

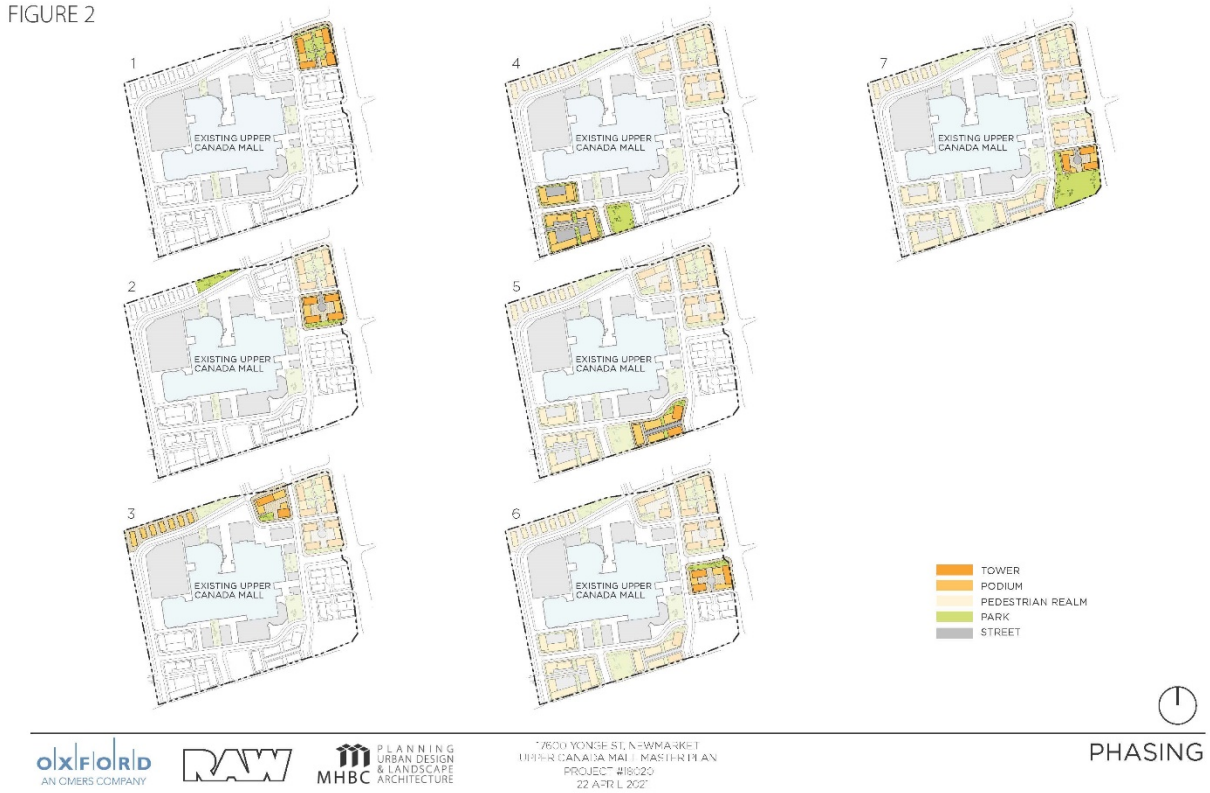
1. Map 1

Map 1, which shows the location of the subject lands is attached hereto for information purposes only.



2. Map 2

Map 2, which shows the proposed phasing plan is attached hereto for information purposes only.



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

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

Jordanray Boulevard Parking Review
Staff Report to Council

Report Number: 2021-59

Department(s): Engineering Services

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

Meeting Date: September 13, 2021

Recommendations

1.That the report entitled Jordanray Boulevard Parking Review dated September 13, 2021 be received; and,

2.That parking amendments noted in Appendix B be approved; and,

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

Purpose

The purpose of the report is to outline the study findings and public consultation for a parking review on Jordanray Boulevard, in the area of the 90 degree bend at house number 95 (see map in Appendix A).

Background

At its regular meeting of May 10, 2021, Town Council adopted the following recommendation:

That Staff be directed to conduct a study to determine the feasibility of parking restrictions on Jordanray Boulevard at the bend at house number 95.

Since the study was initiated through a Council request for a specific location, and there was not the benefit of a petition to describe support from households on the street, Town staff looked at a slightly broader study area beyond house number 95. The area studied

included both approaches to the curved section of Jordanray Boulevard to determine community opinions and needs on what he affected residents would prefer in terms of parking conditions for the study area.

Discussion

As noted above, the study area was enlarged to take into consideration the households that would be impacted by a change in parking restrictions and the impacts to vehicles driving through the curved section. Currently, there is little opportunity to park on the outer part of the curve due to the presence of closely spaced driveways, but there is the potential for parking immediately before and just after the inner side of the curve. Such parking could start at the curve on the inner side, up to Menczel Crescent. The inner curve has flankage to homes on Jordanray Boulevard, but there are no driveways present. Approximately ten on-street parking spaces are available.

For this study, a total of twenty households were contacted by mailed letter dated June 23, 2021. Only five of the twenty provided a response. Of the five households, two wanted NO parking on the inner curve, 1 wanted NO parking just on at least the inner curve if not both sides of the curve, 1 wanted no parking clearly on both sides, and 1 wanted no changes. There was really no consensus from the public, other than wanting some type of parking restriction.

Based on a number of previous studies that the Town has undertaken, the parking on the inner curve is likely the most problematic for motorists. Having to negotiate through parked vehicles through the curved section may be difficult at times. However, this section of the inner curve provides on-street parking for the immediate households, so Staff's intention is to provide safe traffic operations while maintaining some parking.

In light of the request for some parking restrictions at the curve, it is recommended that parking be restricted on the inner curve (north side) for approximately 25 metres, as shown in Appendix A. The end result would be to maintain some on-street parking while improving traffic operations.

Conclusion

In order to ensure operational safety while still providing some parking, it is recommended that the existing parking restrictions be amended to create a new No Parking zone on the inner side of the curve, for approximately 25 metres. Appendix B contains the proposed Parking By-Law amendments.

Business Plan and Strategic Plan Linkages

Well-planned and connected… strategically planning for the future to improve information access and enhance travel to, from, and within Newmarket.

Consultation

Town staff reached out by mail to consult 20 households that would be impacted by any parking changes. Each of the 20 households received a letter, dated June 23, 2021, requesting their input. The purpose was to solicit any comments. The Town received 5 responses, of which 2 wanted parking restrictions added on the inner side, one wanted parking restrictions on the inner side or preferably both sides, one wanted parking restrictions on both sides, and one wanted no changes.

To further communicate the findings and invite more feedback, all households within the study area will receive a copy of this report and a notice indicating the date and time of the Committee of the Whole meeting at which the matter will be heard. Residents who wish to address the Committee will have the opportunity to do so at that time.

Human Resource Considerations

None

Budget Impact

Funds for the required signage would come from the Regulatory Signs – Engineering line from the Operating Budget. The cost would be approximately $500.00 for the required signage. There is sufficient money in this account to cover the cost.

Attachments

Appendix A – Proposed parking zone

Appendix B- Parking Bylaw amendments

Approval

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

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

Contact

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

Appendix A –Proposed No Parking Zone

No Parking Zone (Proposed)

On-street parking space (representative)

Appendix B: Proposed Parking Bylaw Amendments

THAT Schedule IV (No Parking) of the Parking By-law 2019-63, as amended, be further amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Jordanray Boulevard	North/ west (inner curve)	From the property line between house #89 and #91 Jordanray Boulevard to a point opposite the property line between house #96 and #98 Jordanray Boulevard	Anytime

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

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

Mulock Drive Multi-Use Path Feasibility Study Final Report
Staff Report to Council

Report Number: 2021-79

Department(s): Engineering Services

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

Meeting Date: November 15, 2021

Recommendations

1.That the report entitled Mulock Drive Multi-Use Path Feasibility Study Final Report dated November 15, 2021 be received; and,

2.That the Mulock Drive MUP Feasibility Study Final Report prepared by WSP Canada, dated September 2021, be received; and,

3.That Council approve moving to Phase 2 – Detailed Design; and,

4.That funding in the amount of $370,000.00 be allocated to create the Detailed Design; and,

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

Purpose

The purpose of this report is to outline the results of the Mulock Drive Multi-Use Path (Mulock MUP) Feasibility Study and recommend next steps for the Mulock MUP.

Background

The Mulock MUP, which is proposed to extend from Harry Walker Parkway to Bathurst Street, is an addition to the Active Transportation Implementation Plan (ATIP) to enhance active transportation within the Town. This new MUP will provide a major east-west spine for active transportation. It will connect existing facilities (such as the Magna

Centre, Newmarket High School, Town offices) with existing active transportation routes (including the Harry Walker Parkway bike lanes, the Leslie Street bike lanes, the Tom Taylor Trail, the Yonge Street cycle track, and the Bathurst Street bike lanes) and with future amenities such as the Mulock Park and the Mulock GO station.

Information Report INFO 2021-17, dated May 20, 2021 and entitled "Mulock Drive Multi-use Path Feasibility Study Update", introduced the project formally to Town Council and initiated the public consultation component of the Feasibility Study. A virtual public presentation was made as Item 4.3 of the Committee of the Whole of May 25, 2021, in which the Consultant, WSP Canada, provided a progress report on the Mulock MUP Feasibility Study and showed the preferred alignment of the MUP based on the results of a field investigation and a preliminary engineering analysis.

To continue with further public input, a Virtual Public Information Centre (VPIC) was held on June 10th, 2021, at 6:30 pm. Details of the VPIC can be found on page 17 of the final Feasibility Study report contained in Appendix B, and in Appendix D of that same final Feasibility Study report. Town Staff have also engaged York Region Staff through a Technical Advisory Committee established to oversee the progress of the Mulock MUP. York Region has been kept apprised of the Mulock MUP throughout the Feasibility phase, and this rapport will continue through the next phases, should Council decide to go ahead with the Detailed Design.

The Mulock MUP project is divided into three distinct phases. Phase 1, or the "Feasibility Study" has now been completed and is the subject of this report. Phase 2 or "Detailed Design", if approved by Council, will determine specific construction requirements, exact costing and the preparation of the construction tender documents. If Town Council approves proceeding to Phase 2 (Detailed Design), then this phase would commence immediately, with the goal of having contract packages ready for tendering by the summer of 2022. Phase 3 or "Construction" is subject to budget approval by Council and could commence as early as fall of 2022, likely with two stages of construction straddling through 2022 and 2023, and completion of all restoration, landscaping and roadworks in late 2023 or early 2024.

Discussion

The preferred alignment of the Mulock MUP has not changed much since it was presented to Council at the Committee of the Whole of May 25, 2021 and in the Information Report INFO 2021-17. The only change to the alignment is a proposed additional 'spur' of the Mulock MUP to Newmarket High School that would run along College Manor Drive, to Pickering Crescent, to the school driveway. This can be further explored during Detailed Design. The Virtual Public Information Centre of June 10th revealed many good comments from the community on how to improve the design of the Mulock MUP, but these did not affect the alignment. The remainder of the proposed route is still predominantly on the north side, with some changes to the south side to

take advantage of a better boulevard platform or to avoid obstructions. Appendix A shows the conceptual alignment.

The full final report from the Consultant, WSP Canada, for the Feasibility Study is found in Appendix B. The preliminary costing for the Mulock MUP is given below, under 'Budget Impact'.

Conclusion

The Mulock MUP Feasibility Study has been completed with preliminary costing. Based on the public consultation process, the community is supportive of the Mulock MUP. It is recommended that the project proceed to the next Phase (Phase 2 – Detailed Design).

Business Plan and Strategic Plan Linkages

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

ii) Continue to implement the traffic mitigation strategy and Active Transportation Plan and explore/advance an off-road Mulock multi-use path;

v) Develop a 'complete street' design and construction/reconstruction methodology to support ongoing safe street initiatives and continue to explore design options related to speed reduction, where appropriate.

Consultation

The study team consists of a Technical Advisory Committee comprised of Town staff and York Region staff. The study team provides input and shares information with other groups within the Town and York Region.

The consultant presentation at the May 25th Committee of the Whole meeting provided the opportunity for Town Council to review the project process to date and to provide input.

On June 10, 2021, from 6:30 p.m. to 8:00 p.m., a Virtual Public Information Centre (VPIC) was held to inform the public and seek their input.

Human Resource Considerations

None

Budget Impact

To complete the entire Project, both Phase 2 – Detailed Design and Phase 3 – Construction, a preliminary cost of **$3.7 million** has been estimated. This figure would be further refined during the Detailed Design phase.

The preliminary budget breakdown is noted below.

Preliminary "Detailed Design" and "Construction" Costs:

- General Works (e.g. tree removal, tree protection, traffic closures, etc.): **$461,000**
- Road and Boulevard Works (e.g. remove existing sidewalk, facility installation, pavement markings, signage features): **$2,140,000**
- Additional Costs for Guiderail near Leslie St (recommended to ensure a consistent 3.0 m MUP facility width closer to Leslie Street): **$90,000**
- Additional Cost for Toe Wall east of Bayview Avenue (may be identified as required following later detailed design work): **$75,000**
- Traffic Work (reprogramming of existing traffic signal controllers and relocation of current median cutbacks at 6 signalized intersections): **$900,000**
- **NOT INCLUDED IN THE ABOVE** – Separate Spur from the MUP to Newmarket High School, to be determined during Detailed Design Phase

The total for the above is $3.7 million, excluding the spur from the MUP to Newmarket High School. Of the $3.7 million, approximately $370,000 (or 10% of the total cost) is for the Detailed Design work to be done by the Consultant. This $370,000 is embedded into the preliminary "Detailed Design" and "Construction Costs" above.

A 30% contingency is also included in the above costs. It should be noted that this contingency is higher than in a typical construction project due to the early stage of the cost estimate and the need for a detailed design before a more refined cost estimate can be made. The contingency is also taking into account some challenges that could be associated with elements and infrastructure related to the main intersections, the Metrolinx rail corridor, the Holland River Bridge and other challenges that could be uncovered during the detailed design.

The funding for Phase 2 – Detailed Design would come from the Engineering design budget. There are sufficient funds in the design budget for this work to proceed.

The funding for Phase 3 – Construction would come from several sources including Development Charges and potential grants from the Provincial and Federal Governments, as well as possible funding from York Region which is currently being explored, as Mulock Drive is a Regional Road.

While this project is not on the currently recommended capital program for construction beginning in 2022, upon completion of detailed design, should construction commence in the third or fourth quarter of 2022, the required funding and the corresponding funding

source(s) will be proposed to Council through the quarterly reallocation of capital expenditures being recommended by the Town's Treasurer.

Furthermore, staff will continue to investigate other sources of funding for the construction, including federal grants such as Infrastructure Canada's Active Transportation Fund (which was announced on March 12, 2021 and which funds up to 60% of eligible costs for qualifying active transportation projects), as well as York Region's Pedestrian and Cycling Partnership Program and the Municipal Streetscape Partnership Program, which provide lump sum grants towards the construction of eligible projects. Staff will also seek other funding opportunities from various levels of government and other granting agencies.

Attachments

Appendix A – Conceptual Alignment

Appendix B – Mulock Drive MUP Feasibility Report

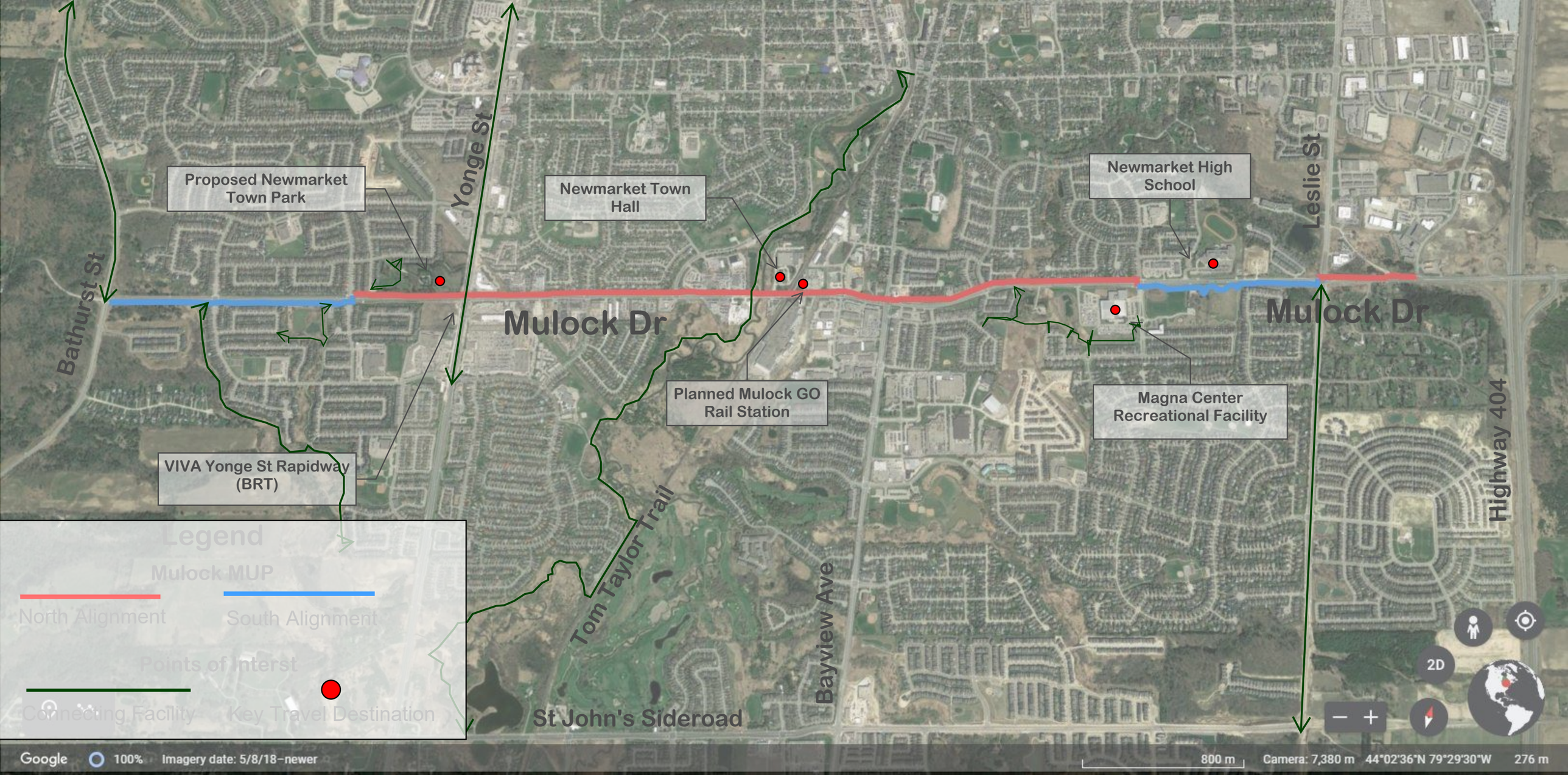
Approval

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

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

Contact

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


Proposed Newmarket Town Park
Newmarket Town Hall
Newmarket High School
Yonge St
Leslie St
Bathurst St
Mulock Dr
Mulock Dr
Planned Mulock GO Rail Station
Magna Center Recreational Facility
VIVA Yonge St Rapidway (BRT)
Highway 404
Tom Taylor Trail
Bayview Ave
St John's Sideroad
Legend
Mulock MUP
North Alignment
South Alignment
Points of Interst
Connecting Facility
Key Travel Destination
2D
Google
100%
Imagery date: 5/8/18–newer
800 m
Camera: 7,380 m 44°02'36"N 79°29'30"W 276 m

Newmarket Mulock Drive Multi-Use Path Feasibility Study

Newmarket

Newmarket Mulock Drive Multi-Use Path Feasibility Study
Final Report
Prepared by:

Table of Contents

1 PROJECT SUMMARY 1

2 MULOCK DRIVE PROJECT OVERVIEW 3

2.1 Project Context 3

2.2 Goals & Objectives 4

2.3 Project Schedule 5

3 CORRIDOR ROUTE EVALUATION 6

3.1 Design Considerations 6

3.2 Corridor Roll Plan 7

3.3 Corridor Evaluation Criteria 13

3.4 Corridor Evaluation Results 14

3.5 Project Renderings 15

3.6 Arborist Review 16

3.7 Public Consultation 17

4 DESIGNING THE FACILITY 18

4.1 Facility Design Guidance 18

4.2 Driveway Treatments 19

4.3 Intersection Treatments (Crossrides) 20

4.4 Signage Guidelines 21

5 IMPLEMENTATION AND NEXT STEPS 22

5.1 Project Costing 22

5.2 Future MUP Connection to Newmarket Highschool 23

5.3 Conclusion 24

Appendices

APPENDIX A: DETAILED COSING SUMMARY

APPENDIX B: DETAILED ROLL PLAN & TYPICAL SECTIONS

APPENDIX C: ARBORIST REVIEW & TREE PLANTING REPORT

APPENDIX D: VIRTUAL PIC PRESENTATION

1 PROJECT SUMMARY

This report documents a design feasibility study and recommends a preferred solution for the proposed alignment and preliminary design for a multi-use pathway (MUP) along Mulock Drive, in the Town of Newmarket. Stretching just over 6km, from Bathurst St to Harry Walker Parkway South, the proposed MUP represents a significant expansion of the Town's active transportation and recreational trails network and will serve as a key spine route for the Town-wide active transportation and trails network. Mulock Drive is under the jurisdiction of the Region of York and is a key arterial road and mobility corridor within the Town. The corridor provides important connections for residents to key destinations and existing active transportation routes and trails, including the Tom Taylor Trail, Newmarket Town Hall, Magna Centre and proposed Newmarket Town Park. The goal of this project was to assess which side of Mulock Drive should be considered for a MUP and then develop a design alignment and high-level cost estimate to inform the Town, should they wish to advance the project to detailed design and implementation.

The process of designing a multi-use pathway along the Mulock Dr corridor began by collaborating with Town staff to identify a vision and series of route selection criteria to align the project with local objectives. Once developed, a series of investigative activities were completed within the corridor to thoroughly understand all relevant existing conditions, including constraints and opportunities. This included a topographic and engineering survey, desktop review, arborist (tree condition and potential impact) review, field investigations and input from discussions with Town and Regional staff, as well as the project team for the new Town Park. Notable aspects of the corridor recorded included: boulevard widths, tree cover, utilities and other infrastructure, elevation changes, intersecting driveways and, existing signalized intersections and active transportation facilities (i.e. sidewalks, MUPs and connecting trails). Using this information, three route alignments were identified and mapped out, exploring different alternatives of how the facility might be best implemented in the Mulock Dr corridor to provide key connections to destinations and to minimize the impact to existing trees and other infrastructure. The preferred route alignment was then determined through the application of a set of evaluative criteria adapted from planning and design guidance and best practices for MUPs, assessment of existing infrastructure along the corridor, consideration of existing and planned key destinations (e.g. new Town Park), input from Town staff and consideration of the project's overall goals and objectives.

The study team presented the study process, evaluation criteria and draft preferred alignment and other results from the technical analysis to the Town of Newmarket's Committee of the Whole on Tuesday May 25th, 2021, where it was very positively received. The next step in confirming the draft preferred alignment and to ensure the project process considered local ideas, comments and concerns, consisted of a virtual public information center, which was held on June 10th, 2021. In addition to a PowerPoint presentation, the event featured an interactive online commenting board which allowed participants to comment directly on segments of the draft MUP design concept along the entire corridor. Those who participated were very supportive of the proposed new MUP. A few key items raised included the need to consider safety of intersection crossings, high-volume intersecting driveways and a preference to have a connection from the new MUP to Newmarket High School.

The design concept was then refined and finalized incorporating feedback received from the Committee of the Whole, the Public (through a virtual PIC) and from comments from Town staff. The design concept was informed by a series of industry leading references and guides including the Ontario Traffic Manual's (OTM) Book 18: Cycling Facilities, and applicable York Regional and Newmarket standards.

The estimated cost to design and implement the proposed multi-use pathway was developed based on current industry unit prices within Southern Ontario. The total cost to implement the facility was estimated at **$2.87M**. This figure assumes a contingency rate of 30%, a 10% rate for detailed design work and an additional **$165k** for optional design features, with a more detailed breakdown provided in ***Appendix A***. This estimate however, is not a substitute for additional costing that should be completed as part of a future detailed design phase, should the Town select to proceed with this project.

It is recommended that:

1. The Town of Newmarket proceed with developing a detailed design for the following facility, based on the preferred alignment and preliminary design recommended in this study.
2. Although not part of Mulock MUP design assignment, based on input from the Public and Town staff, it is recommended the Town consider designing a new MUP connection from the Mulock MUP directly to Newmarket High School. The extension is proposed to include replacing the sidewalk on east side of College Manor north of Mulock Dr with an asphalt MUP, as well as continuing the MUP along south side of Pickering Crescent to connect directly to the school entrance.

2 MULOCK DRIVE PROJECT OVERVIEW

2.1 PROJECT CONTEXT

In January 2021, WSP was retained by the Town of Newmarket to assess the feasibility of implementing a multi-use path within the existing public-right-of-way along Mulock Drive. This 4-5 lane roadway is under the jurisdiction of the Region of York and extends from Bathurst Street in the west to Harry Walker Parkway South in the east, totalling 6.3km in length. Mulock Drive also intersects with several other major north/south regional roads including Yonge Street, Bayview Avenue, and Leslie Street.

Key destinations directly accessible from this corridor include the proposed Newmarket Town Park, Yonge Street Transitway, Newmarket Town Hall, Magna Centre, Newmarket High School, and Newmarket Islamic Centre. Seven additional primary and secondary schools are also located within 300 metres of Mulock Drive, as well as numerous commercial and institutional plazas. A multi-use pathway (MUP) along the Mulock Drive corridor would significantly improve connectivity for people of all ages and abilities between the Town's various parks, trails and the numerous key destinations on Mulock Dr. Notable facilities include Jim Bond Park, Dennis Park, Bailey Ecological Park, and Wesley Brooks Conservation Area. The latter two areas are part of a larger network of green space that continues south into the Town of Aurora, complete with a ravine system and the Tom Taylor walking/cycling trail network. Fairy Lake is also accessible through the Wesley Brooks Conservation Area.

The proposed MUP along Mulock Drive offers an excellent opportunity to provide an all ages and abilities recreational and active transportation facility. It supports making Mulock Dr a more complete street that better accommodates all travel modes and will serve as a key east/west spine across Newmarket that will link to the Town's existing and planned active transportation network. The many destinations and potential connections found along the corridor (see ***Figure 1***) underline the benefits of proceeding with the Mulock Dr MUP.

Figure 1: A map depicting the location of the proposed Mulock Dr MUP and nearby destinations and facility connections

2.2 GOALS & OBJECTIVES

To guide the feasibility study in accordance with local objectives and technical precedence, a series of project goals and objectives were identified. These are listed below in ***Table 1*** and reflect a broad range of considerations developed through discussions with Town staff and informed by best practices. Input provided over the course of the study from Town staff, Members of Council and the Public also informed the development these goals and objectives.

Table 1:Provides an overview of the project goals and objectives which informed the following feasibility study.

Connect to Key Destinations	
Magna Centre, a community centre located on Mulock Drive. *Source: Google Maps*	Improving connectivity to destinations and amenities along the Mulock corridor remains a key project priority. Notable examples include Newmarket High School, Magna Centre, and the various shopping plazas which incent residents to travel more by active modes.
Navigate constrained segments, grades and utilities	
Mulock' s existing right of way remains constrained by various elements *Source: Google Maps*	The proposed MUP would improve the travel conditions for cyclists and pedestrians by providing an operating environment free from vehicular traffic. While accommodable within the road right-of-way, the chosen alignment will need to navigate around the existing grades, trees and utilities infrastructure that share this space.
Minimize potential conflicts between users (i.e.: at driveways)	
Photo of a high frequency driveway treatment along an MUP facility within York Region *Source: WSP*	Driveways from adjacent lots pose a potential collision risk between MUP users and intersecting motorist traffic. The installation of proactive and highly visual design treatments at these conflict points can reinforce predictable traffic operations that enhance safety for all road users.
Minimize Utility, Tree and Other Infrastructure Impacts	
Section of existing sidewalk along Mulock Drive *Source: WSP*	Minimize the need to relocate light poles, trees and other infrastructure where feasible to minimize costs. This can be partly achieved by replacing a sidewalk on one side of the street with a wider asphalt multi-use pathway in the same location.

Account for future development along the corridor	
Image depicting the secondary plan study area for the proposed Mulock GO Station *Source: Town of Newmarket*	In addition to current travel destinations, the proposed MUP should align with planned developments along the corridor to support projected travel patterns. This includes the new GO station planned near Newmarket Town Hall and the Newmarket Town Park planned just west of Yonge St.
Accommodate intersection treatments	
Photo of a combined crossride treatment, across a signalized intersection within York Region *Source: WSP*	To ensure a safe travel experience across all parts of the network, it is vital that the appropriate treatments and amenities be applied where intersecting vehicular roadways. Bicycle traffic signals and crossrides are commonly applied solutions used to minimize potential conflict points and improve safety for all road users.

2.3 PROJECT SCHEDULE

Work to develop a preliminary design for the Mulock multi-use pathway began in January 2021 and was completed in September of 2021. Within this period, a series of technical and consultative exercises were undertaken to first, select a preferred alignment and then, to develop the design concept. ***Figure 2*** below provides an overview of this timeline, with all key study events and stages of work identified:

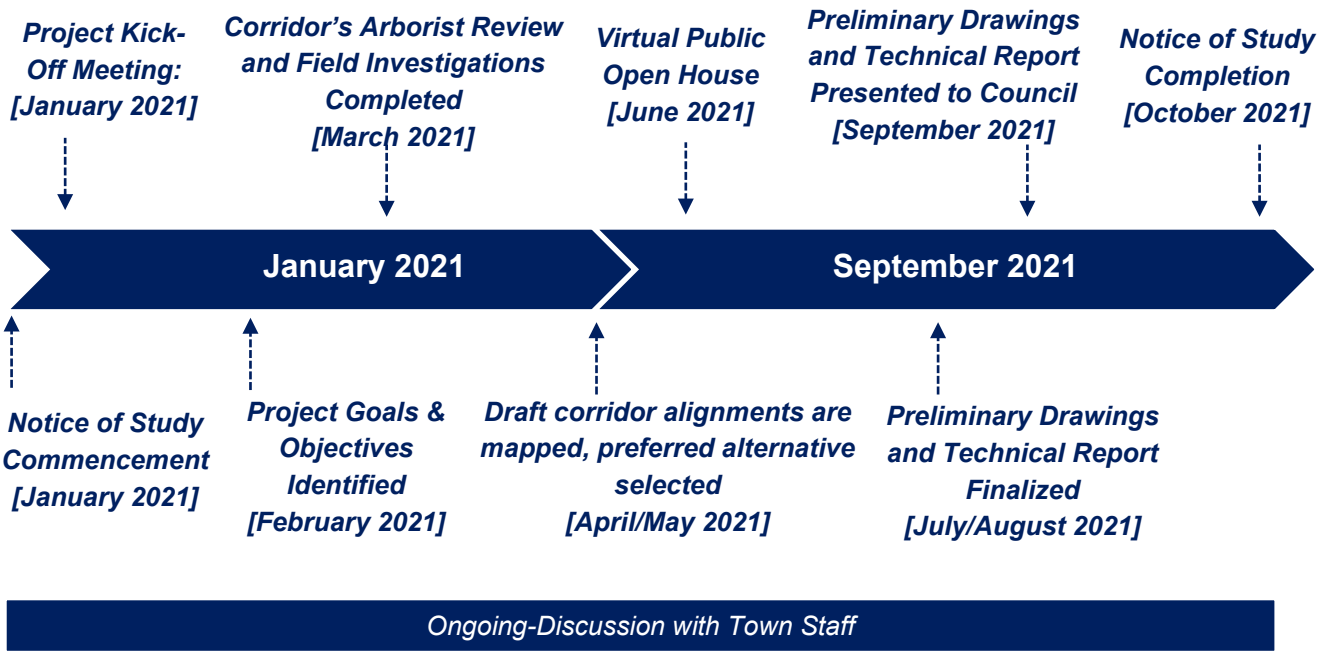


Figure 2: Figure illustrating key deliverables and stages of work within the timeline of the following study

3 CORRIDOR ROUTE EVALUATION

3.1 DESIGN CONSIDERATIONS

To ensure the proposed Mulock MUP facility met its various underlying goals and objectives, several elements and aspects were considered in the determination of an optimal design and alignment. The complete list of items detailed within ***Table 2***, relied on a combination of high-level planning guidance provided within OTM Book 18, as well as discussions and engagement held with the Town and public throughout the project process. This comprehensive exercise was undertaken across all segments and intersections through a series of desktop analyses and field visits along the corridor. Examples include, at the locations of Mulock Drive and Sawmill Valley Drive(***Figure 3***) and Mulock Drive and Rourke Place (***Figure 4***), as shown within the annotated photos provided below.

Table 2: List of design considerations and how they were applied in designing and mapping alignments for the proposed multi-use pathway facility

Consideration	Design Application
Access to key destinations	Alignment prioritized access to key destinations and trip generators, such as populated residential neighbourhoods, major parks, commercial districts and other well visited sites
Reutilize existing infrastructure	Chosen facility alignment sought to utilize existing trails and sidewalk infrastructure to minimize costs and disruptions to the existing active transportation network
Minimize tree relocates and removals	Based off the outcomes of the arborist study, the need for tree relocates/removals was minimized to maintain the existing canopy
Work within existing right-of-way	As a fully separated facility, it was essential that the facility maximize space availability within the roadway's current public right-of-way width
Safe intersection treatments	To minimize hazards at intersections, the facility was designed to utilize existing signal infrastructure and place crossrides at direct crossing alignments
Avoid crossing busy driveways	To avoid potential conflicts with turning vehicles, the chosen facility alignment sought to avoid driveways with high and/or heavy vehicular traffic
Minimize the need for utility relocates	Chosen facility alignment was routed to avoid existing utilities infrastructure to avoid the need for costly relocations and or removals
Geometric feasibility and affordability	To minimize costs, the chosen alignment sought to avoid the need for costly regrading and/or road reconstruction work to accommodate the facility

3.2 CORRIDOR ROLL PLAN

To determine the optimal corridor alignment for the proposed MUP facility, three different alternatives were identified and evaluated. Alternative alignments were distinguished by the sides of the street on which they where placed and where they cross at signalized intersections. These decisions strived to maximize the facility's access to key destinations, avoid geometric constraints, and make best use of existing infrastructure. Some segments of the three options are similar and/or overlap and are noted below.

BATHURST STREET - COLUMBUS WAY [*Figure 5*]

Alignment 1

Travels along the south side of Mulock Dr between Bathurst St and Columbus Dr, crossing Sawmill Valley Dr and Columbus Way with combined crossrides. Repurposes an existing sidewalk and maintains connections to several localized trail systems servicing neighbourhoods south of Mulock Dr. Crosses onto the north side of Mulock Dr along the eastern side of the signalized intersection at Mulock Dr and Columbus Way.

Alignment 2

Directly overlaps Alignment 1 and Alignment 3. Travels along the south side of Mulock Dr between Bathurst St and Columbus Dr, crossing Sawmill Valley Dr and Columbus Way with combined crossrides. Repurposes an existing sidewalk and maintains connections to several localized trail systems servicing neighbourhoods south of Mulock Dr. Crosses onto the north side of Mulock Dr along the eastern side of the signalized intersection at Mulock Dr and Columbus Way.

Alignment 3

Directly overlaps Alignment 1 and Alignment 2. Travels along the south side of Mulock Dr between Bathurst St and Columbus Dr, crossing Sawmill Valley Dr and Columbus Way with combined crossrides. Repurposes an existing sidewalk and maintains connections to several localized trail systems servicing neighbourhoods south of Mulock Dr. Crosses onto the north side of Mulock Dr along the eastern side of the signalized intersection at Mulock Dr and Columbus Way.

Figure 5: Roll plan illustrating the alignment of three considered alternatives, along Mulock Drive between Bathurst Street and Columbus Way.

COLUMBUS WAY -SANDFORD STREET [*Figure 6*]

Alignment 1

Continues along the north side of Mulock Dr parallel to the roadway, crossing over Yonge St as a combined crossride. East of Yonge St, the facility maintains a similar alignment, with commercial driveway treatments applied along the vehicular entranceways to nearby commercial plazas. This segment repurposes an existing sidewalk.

Alignment 2

Continues along the north side of Mulock Dr, parallel to the roadway until Osler Crescent, where the facility turns upwards and continues through Jim Bond Park and the planned Newmarket Town Park (within the existing Mulock Farms parcel). Returns to the northern boulevard of Mulock Dr at Yonge St and then crosses as a combined crossride. East of Yonge St, the facility carries along the northern boulevard of Mulock, with commercial driveway treatments applied along the vehicular entranceways to the nearby commercial plazas. This segment repurposes an existing sidewalk.

Alignment 3

Continues along the north side of Mulock Dr, parallel to the roadway until Osler Crescent, where the facility then turns upwards and continues through Jim Bond Park and the planned Newmarket Town park (within the existing Mulock Farms parcel). Returns to the northern boulevard of Mulock Dr at Yonge St and then crosses south then east as a combined crossride. East of Yonge St, the facility carries along the southern boulevard of Mulock, with commercial driveway treatments applied along the vehicular entranceways to the nearby commercial plazas. This segment repurposes an existing sidewalk.

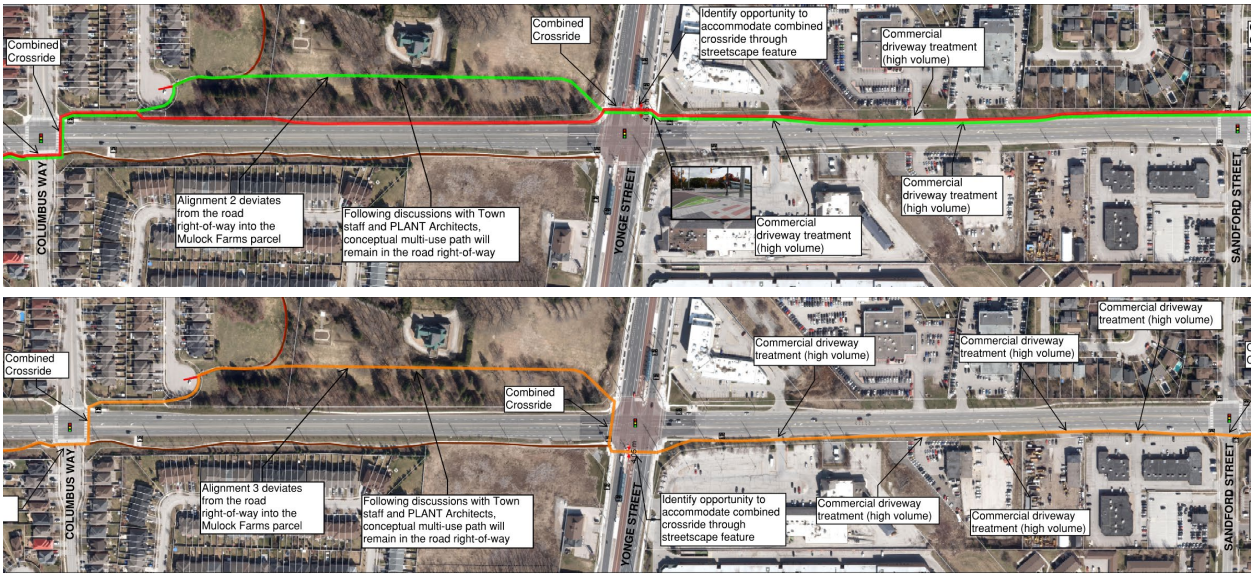


Figure 6: Roll plan illustrating the alignment of three considered alternatives, along Mulock Drive between Columbus Way and Sandford Street.

SANDFORD STREET – METROLINX RAIL CORRIDOR [*Figure 7*]

Alignment 1

Continues along the northern boulevard of Mulock Drive, crossing the intersections of Sandford St and Cane Parkway as combined crossrides. Further east, the alignment provides a connection to the Tom Taylor Trail and then narrows over the water course bridge due to geometric constraints. The alignment then crosses over at a grade rail crossing just past Newmarket Town Hall.

Alignment 2

Directly overlaps Alignment 1. Continues along the northern boulevard of Mulock Drive, crossing the intersections of Sandford St and Cane Parkway as combined crossrides. Further east, the alignment provides a connection to the Tom Taylor Trail and then narrows over the water course bridge due to geometric constraints. The alignment then crosses over an at grade rail crossing just past Newmarket Town Hall.

Alignment 3

Continues along the southern boulevard of Mulock Drive, with commercial driveway treatments applied along the vehicular entranceways to the various commercial plazas. Further east, the alignment provides a connection to the Tom Taylor Trail and then narrows over the water course bridge due to geometric constraints. The alignment then crosses over an at grade rail crossing just past Newmarket Town Hall.

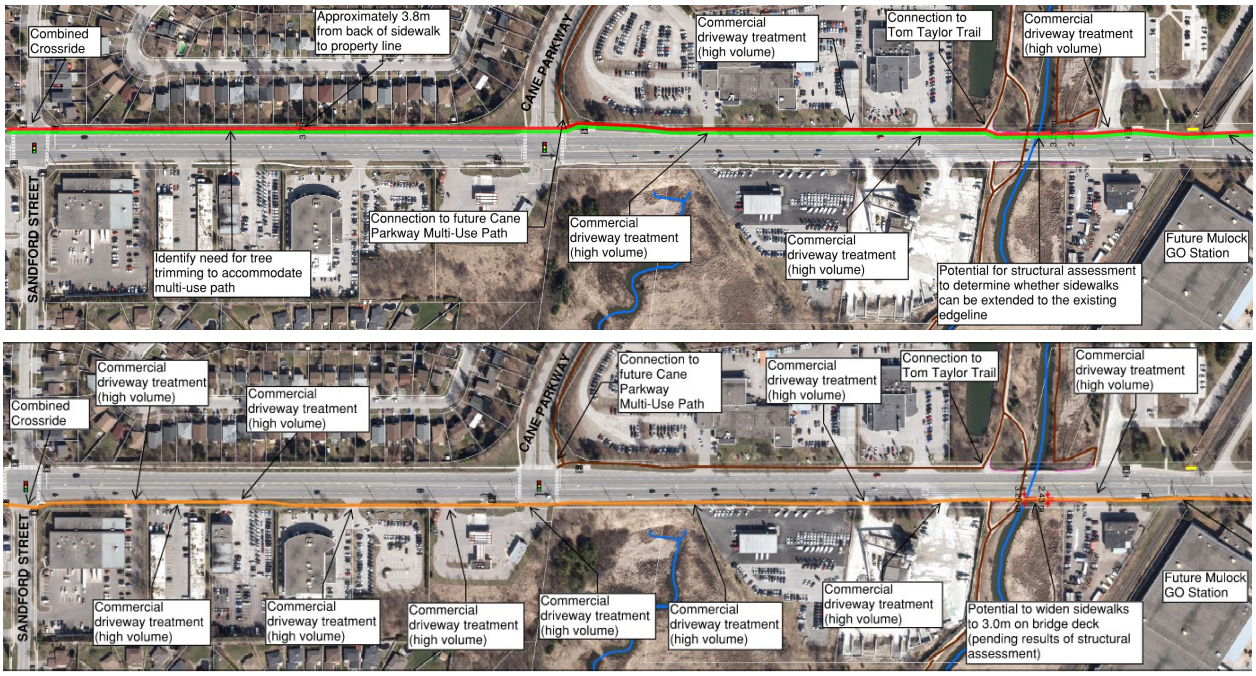


Figure 7: Roll plan illustrating the alignment of three considered alternatives, along Mulock Drive between Sandford Street and Newmarket Town Hall.

METROLINX RAIL CORRIDOR – COLLEGE MANOR DRIVE [*Figure 8*]

Alignment 1

Continues along the northern boulevard of Mulock Dr crossing the intersections of Steven Court, Bayview Avenue and College Manor Dr as combined crossrides. Commercial driveway treatments are also applied along the vehicular entranceways to the various commercial plazas. While almost entirely parallel to the roadway, the alignment briefly bends further north just east of Bayview Avenue, to utilize an existing sidewalk and connect to a local trail system.

Alignment 2

Directly overlaps Alignment 1. Continues along the northern boulevard of Mulock Dr crossing the intersections of Steven Court, Bayview Avenue and College Manor Dr as combined crossrides. Commercial driveway treatments are also applied along the vehicular entranceways to the various commercial plazas. While almost entirely parallel to the roadway, the alignment briefly bends further north between Bayview Avenue and College Manor Drive, to utilize an existing sidewalk and connect to a local trail system.

Alignment 3

Continues along the southern boulevard of Mulock Dr, crossing the intersections of Steven Court, Bayview Avenue and College Manor Dr as combined crossrides. Commercial driveway treatments are also applied along the vehicular entranceways to the various commercial plazas. While almost entirely parallel to the roadway, the alignment bends further north between Bayview Avenue and College Manor Drive, to utilize an existing sidewalk.

Figure 8: Roll plan illustrating the alignment of three considered alternatives, along Mulock Drive between Newmarket Town Hall and College Manor Drive.

COLLEGE MANOR DRIVE – NEWMARKET HIGH SCHOOL CROSSING [*Figure 9*]

Alignment 1

Continues along the northern boulevard of Mulock Dr, crossing south then east at the intersection of College Manor Dr, as a combined crossride. The alignment then continues east along the southern boulevard, following an existing meandering path built within the fields of the nearby Magna Center. This alignment also connects to an existing local trail system which services neighbourhoods south of Mulock Dr.

Alignment 2

Continues along the northern boulevard of Mulock Dr, crossing the intersection of College Manor Dr as a combined crossride. Eastward, the facility follows the existing sidewalk, with commercial driveway treatments applied along the vehicular entranceways to the various commercial plazas

Alignment 3

Continues along the southern boulevard of Mulock Dr, crossing College Manor Dr as a combined crossride. Commercial driveway treatments are applied along the vehicular entranceways to the various commercial plazas. The alignment then continues east along the southern boulevard, following an existing meandering path built within the fields of the nearby Magna Center, also connecting to an existing localized trail which services neighbourhoods south of Mulock Dr. The facility then crosses onto the northern side of Mulock Dr as a combined crossride, using the midblock crossing directly adjacent to Newmarket High School.

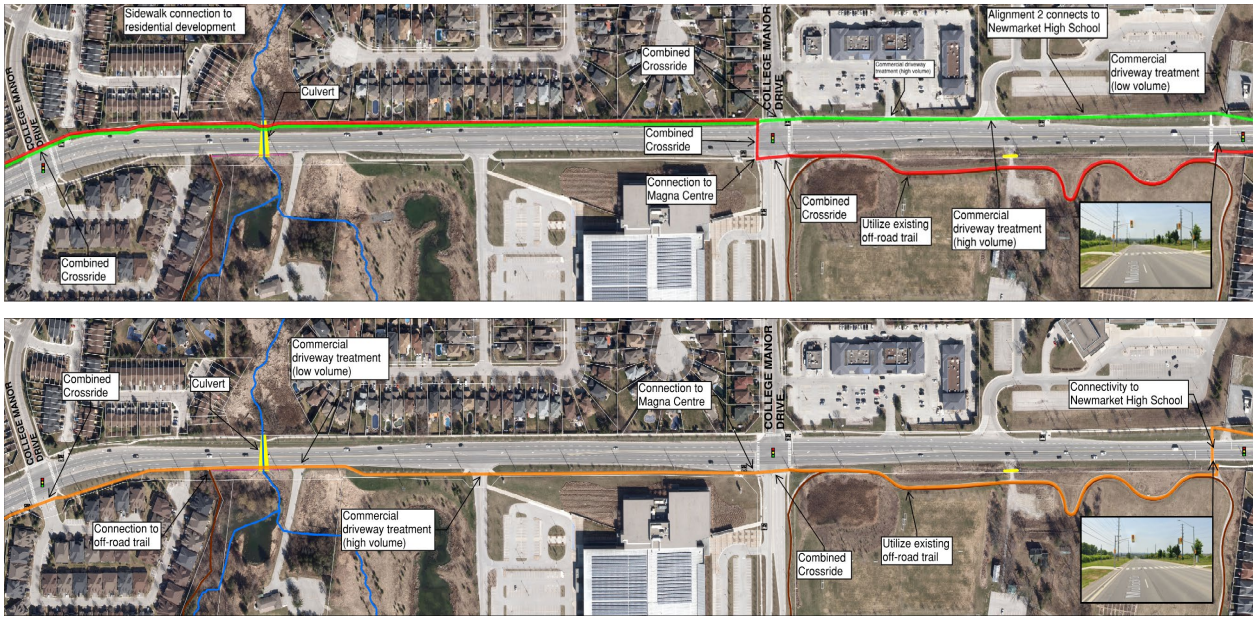


Figure 9: Roll plan illustrating the alignment of three considered alternatives, along Mulock Drive between College Manor Drive and the Magna Centre.

NEWMARKET HIGH SCHOOL CROSSING – HARRY WALKER PARKWAY SOUTH [*Figure 10*]

Alignment 1

Continues along the southern boulevard of Mulock Dr, crossing north then east at the intersection of Leslie St as a combined crossride. The facility then continues along the northern boulevard of Mulock Dr until the corridor's terminus Harry Walker Parkway.

Alignment 2

Continues along the northern boulevard of Mulock Dr, crossing the intersection of Leslie St as a combined crossride. The facility then continues along the northern boulevard of Mulock Dr until the corridor's terminus Harry Walker Parkway.

Alignment 3

Continues along the northern boulevard of Mulock Dr, crossing south then east at the intersection of Leslie St as a combined crossride. The facility then continues along the southern boulevard of Mulock Dr until crossing back north at the intersection of Harry Walker Parkway, as a combined crossride.

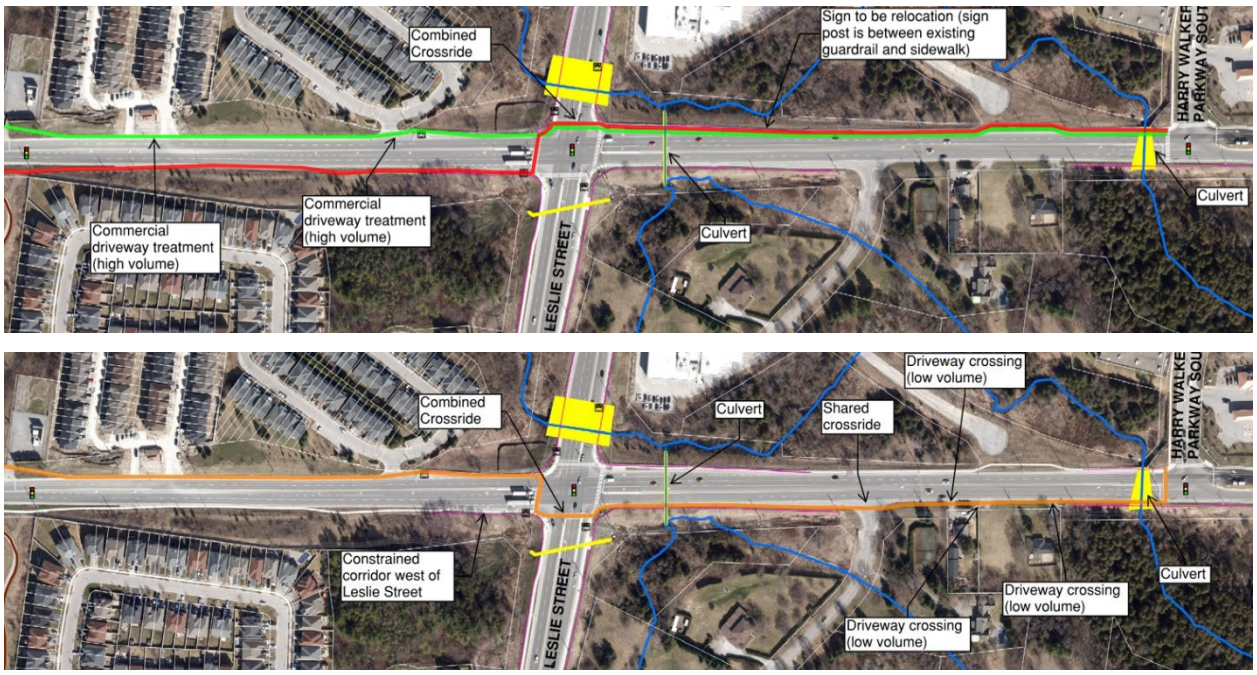


Figure 10: Roll plan illustrating the alignment of three considered alternatives, along Mulock Drive between the Magna Centre and Harry Walker Parkway South.

3.3 CORRIDOR EVALUATION CRITERIA

To inform the selection of an optional alignment among the three considered alternatives, a range of evaluative criteria were identified. The items listed below were chosen based on guidance from leading planning and design references, including OTM Book 18, York Region's Pedestrian and Cycling Design Guidelines as well as consideration of the project's underlying goals and objectives. To carry out this evaluation a three-point scale ranking system was used for each criterion:

Conflict Mitigation:

Conflict mitigation between motorists, cyclists and pedestrian due to a wider buffer from adjacent motor vehicle traffic. Rankings were assigned based off the number of potential safety hazards to facility users.

Constructability & Cost:

Feasibility of implementing a multi-use path facility based off construction costs assumed from required relocates of utility poles, guide rails, and fire hydrants along the corridor. Rankings were assigned based off the presence of existing facilities, even grading, minimal utilities needing relocating and other factors which define feasibility.

Residential Access/Proximity:

Access and proximity to residential neighborhoods located along the Mulock Dr corridor. Rankings were assigned based off the degree of connectivity to localized facilities and populated residential areas

Transit Impacts:

Impacts to transit stops, including concrete bus pads, transit shelters, and other amenities found at transit stops. Rankings were assigned based off the need for transit amenities needing relocating.

Tree Impacts:

Impacts to trees and potential removal / relocation of existing trees along the corridor to accommodate the multi-use path (as identified from the tree impact study). Rankings were assigned based off the need for trees needing relocating.

Connectivity:

Potential to connect to existing and proposed AT network identified in the Active Transportation Implementation Plan. Rankings were assigned based off the degree of connectivity to the existing active transportation network.

Destination Access:

Quantity of destinations and attractions accessible from the multi-use path, particularly for youth and seniors. Rankings were assigned based off the quantity of connections to facilities frequented by vulnerable traffic users (i.e. schools, community centers, parks, retirement homes)

Driveway Frequency:

Frequency and size of driveways that intersect the multi-use path. Rankings were assigned based off the quantity of intersecting driveways and their traffic volumes.

Intersection Frequency:

Frequency of intersections that intersect the multi-use path. Rankings were assigned based off the quantity of required intersection crossings required by facility users.

3.4 CORRIDOR EVALUATION RESULTS

Based off the framework of the previously listed criteria, all three corridors were thoroughly evaluated. For each criterion, a score of “3” reflected the highest suitability while a score of “1” reflected the lowest suitability. The alignment which received the highest overall score was then deemed to be the preferred option. Importantly, while foundational to the selection of a preferred alternative, this process did not circumvent the final confirmation of both town staff, members of the public, and technical experts. The results of this scoring are depicted below within ***Table 3***.

Table 3: Results of the corridor-wide evaluation completed for all three route alignments

CORRIDOR WIDE EVALUATION			
Criteria	**Alignment Option 1**	**Alignment Option 2**	**Alignment Option 3**
Conflict Mitigation	**3**	**2**	**2**
Constructability & Cost	**3**	**3**	**2**
Residential Proximity & Access	**3**	**3**	**3**
Transit Impacts	**3**	**3**	**3**
Tree Impacts	**2**	**1**	**2**
Connectivity	**3**	**3**	**3**
Destination Access	**3**	**3**	**3**
Driveway Frequency	**3**	**3**	**2**
Intersection Frequency	**3**	**3**	**3**
Total Score	**26**	**24**	**23**
Final Rank	**1**	**2**	**3**

Based on the evaluation of the three alternatives, Alignment 1 was ultimately selected, having received the highest total score of 26 points. Among all evaluative criteria, Alignment 1 received the highest score of 3 points, except for “Tree Impacts”, for which it received a score of two points (still the highest value score received among all three alternatives). The evaluation approach and results were reviewed with Town staff and confirmed prior to initiating the design concept phase for the draft preferred alternative. A complete roll plan of these suggested alignment with typical section details, is included within ***Appendix B***.

3.5 PROJECT RENDERINGS

To better illustrate the proposed MUP facility along Mulock Dr, a series of project renderings were developed. While beyond the scope of a conventional preliminary design exercise, renderings help to build public enthusiasm for the proposed facility and serve as a vital reference for later detailed design work. Overall, four separate renderings were developed (***Figure 11***), to showcase how the facility could look across the various conditions featured along its alignment. While conceptual, aspects of the shown facility were designed to reflect applicable standards from OTM Book 18 as well as elements of the draft alignment.

Rendering #1:
Dr just East of Bathurst (Municipal Boundary)

Rendering #2:
Mulock Dr just west of Yonge St (proposed Newmarket Town Park)

Rendering #3:
Mulock Dr just south of Yonge St

Rendering #4:
Mulock Dr between Bayview Avenue College Manor Dr

Figure 11: Illustrative rendering showing what the proposed multi-use pathway along Mulock Drive could look like at key locations

3.6 ARBORIST REVIEW

An important consideration that informed the alternatives evaluation and ultimate selection of a preferred MUP alignment was minimizing the impact to trees, including those that may need to be relocated or removed. This approach was also consistent with the goal of making the best use of existing infrastructure and trees and minimizing MUP implementation costs and environmental impacts. Ultimately, the intention of the exercise is to maintain, if not increase, the number of trees in the final design (i.e. relocate or plant new trees). The range of tree types identified as part of this assessment include the following:

- Trees within the City right of way (ROW) along Mulock Dr;
- Larger trees >20cm diameter at breast height (DBH)DBH within 7m of the sidewalk;
- Smaller trees <20cm DBH within 3m of the sidewalk; and
- And any trees within the ROW with canopy overhanging the sidewalk.

To properly assess the associated criterion identified within the corridor-wide evaluation, a thorough arborist review was completed to understand tree impacts of each alignment option (***Table 4***). In addition to mapping the location of all trees found within the corridor (***Figure 12***), the review labelled both the type and diameter of each tree. This review was completed assuming that each MUP alignment would feature a 3.6m facility width and remain within the existing public boulevard. While each alignment was generally designed to align where the existing sidewalk is located or existing multi-use pathways, slight adjustments were considered to reduce the need for some tree relocates. A copy of the report which culminated this arborist review, is attached within ***Appendix C***.

Table 4: Results of the arborist review for each of the three MUP alignment alternatives evaluated

Alignment	Trees identified for removal	Trees identified for potential impacts
Option 1 (Preferred)	89	123
Option 2	95	153
Option 3	67	89

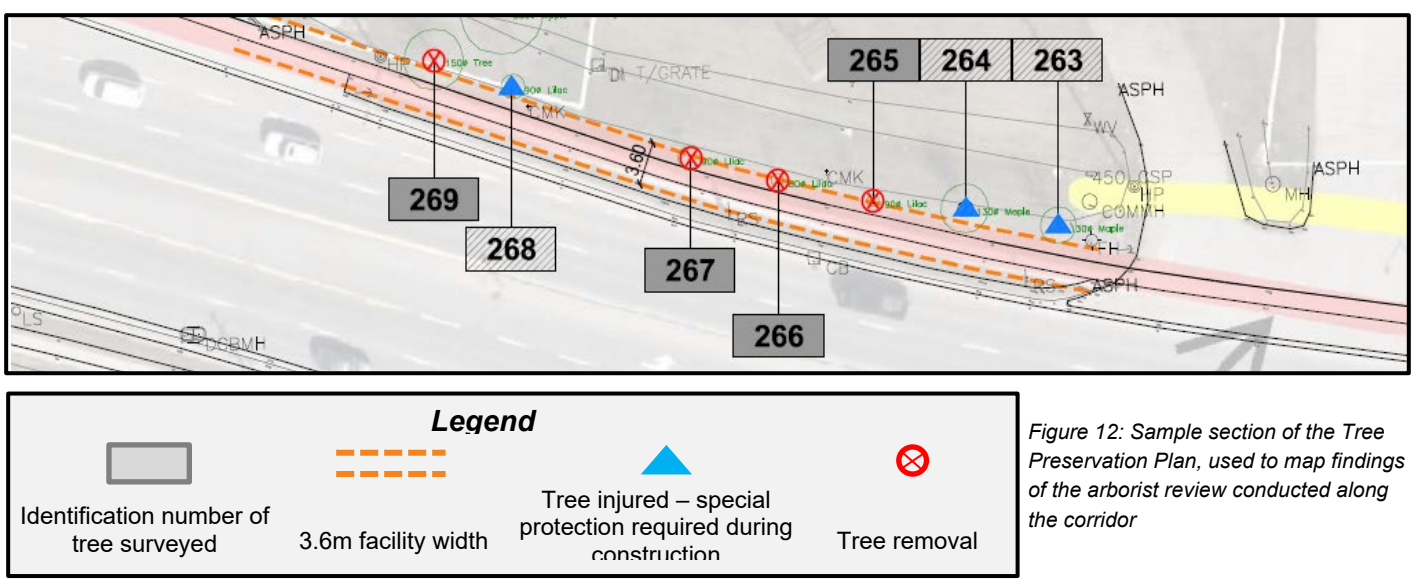


Figure 12: Sample section of the Tree Preservation Plan, used to map findings of the arborist review conducted along the corridor

3.7 PUBLIC CONSULTATION

As part of the following feasibility study, a virtual public-information center (PIC) was held during the evening of June 10th, 2021. The event was scheduled to share the outcomes of the project's corridor evaluation and confirm the selected alignment with members of the public. In addition to PowerPoint presentation, the event featured an interactive mapping exercise, available both during the event and for one week afterwards, to solicit targeted feedback. Using the online Miro Board tool, participants were invited to add their comments to a map of the study area with the three alignment options overlaid on top (***Figure 13***). A copy of the PIC Presentation is provided with ***Appendix D***, with the complete list of Miro board comments accessible through the following link: https://miro.com/app/board/o9J_IBL-5GU=/.

Concerns for cyclist safety were noted on all three alignment options, with several comments raised over the safety of intersection crossings along Mulock Drive. Having the proposed trail shift from the south side of Mulock to the north side was another commonly raised concern, with many comments mentioning that crossing the drive at its busy intersections already poses a danger to cyclists.

Another commonly raised concern related to the lack of connectivity among existing active transportation facilities that intersect the corridor. Many comments noted how current cyclists take Mulock to connect to the existing trail network as well as north-south routes along the major arterials. It was noted that many of the current cyclists along this corridor are commuters, rather than recreational riders and as such, require a comfortable connection to destinations on or around Mulock Drive. Notable examples include nearby shopping plazas, Newmarket High School, and the proposed Newmarket Town Park. This feedback emphasized the need for a facility design which features safer transitions near access points of nearby arterial roads and key destinations.

Overall, feedback received from the virtual PIC largely confirmed the range of considerations factored into choosing a preferred route alignment and the resultant selection of Alignment #1. While supported, many respondents remain opposed to the Alignment's lack of a direct connection to Newmarket High School. Although identified as a major trip generator, safety concerns were raised over routing the facility closer by, along the nearby northern boulevard of Mulock Drive. Specifically, the corridor segment's sharp elevation change combined with multiple high-volume driveway crossings, imposed a serious collision risk between fast moving cyclists and turning vehicular traffic. As a safer solution, the project team suggested that a potential spur line connection along College Manor Drive be considered as part of a future feasibility assignment. Additional details on this recommendation are provided within Section 5.2 of this report.

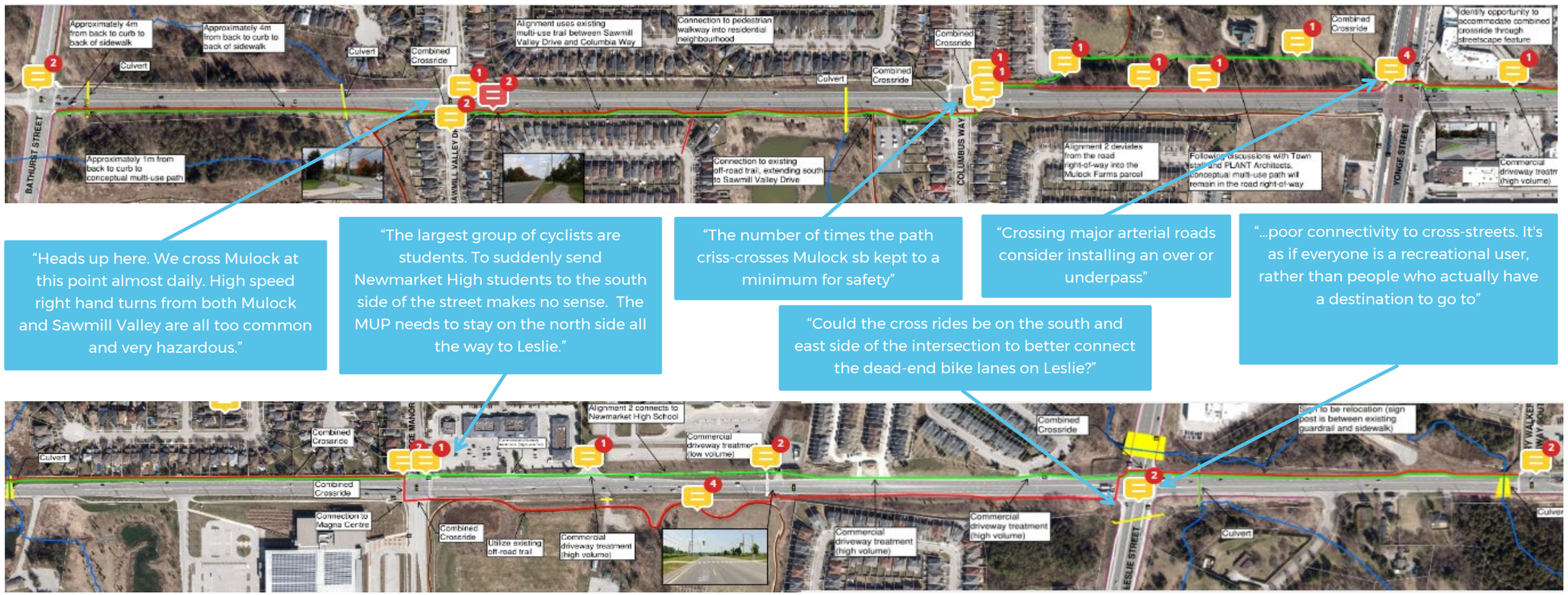


Figure 13: Screenshots taken of the online Miro boards, posted to gather feedback on the three different facility route alignments considered. Featured speech bubbles denote sample direct comments received from the engagement exercise

4 DESIGNING THE FACILITY

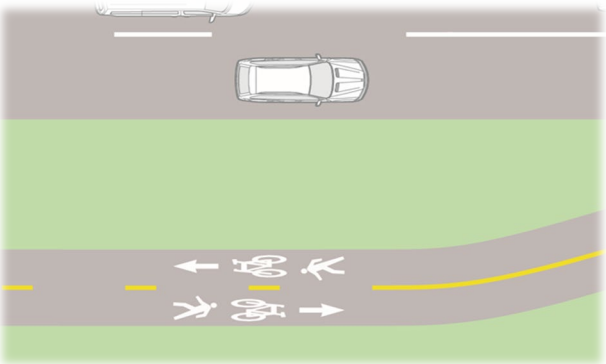
4.1 FACILITY DESIGN GUIDANCE

To ensure a facility design that reflects the most up-to-date and innovative guidance, industry leading references and guides were thoroughly examined and applied. Key among which is the Ontario Traffic Manual's (OTM) Book 18: Cycling Facilities, which is currently being updated to incorporate emerging best practices. This includes information specific to multi-use pathways (*Table 5*), the facility type selected as part of the following design assignment. Although OTM Book 18 served as a primary reference, it did not supersede the application of York Region's own existing standards and guidelines pertaining to the design of cycling facilities and the overall cycling network.

Table 5: OTM Book 18 Design Guidance: Multi-Use Pathways (Section 4.3.4.

	Multi-Use Pathways
Facility Description	A two-way path that is horizontally and vertically separated from the travelled portion of the roadway by a curb and buffer. Multi-use paths are shared by cyclists and pedestrians
OTM Book 18 Reference	*Section 4.3.4*
Application	This facility provides two-way travel shared by bikes and pedestrians and is suitable for roadways with moderate to high traffic volumes and speeds
Geometry	**Desired Width**: 3.5 metres **Suggested Minimum:** 3.0 metres Paths may be reduced to 2.4 m over very short distances, in constrained areas or in complex circumstances, such as to avoid utility poles or other infrastructure that may be costly to relocate, or in cases where a very low volume of users is anticipated
Signs & Pavement Markings	Refer to applicable existing York Region guidelines (see Section 3.3 – 3.5 of report)

Photo of the Newmarket East-West Bikeway along Eagle St, an existing multi-use pathway facility [Source: HDR]



Conceptual plan drawing of a multi-use pathway facility [Source: OTM Book 18]

4.2 DRIVEWAY TREATMENTS

Despite an objective to minimize driveway intersections, with so many found within the Mulock corridor, avoiding them entirely remained unfeasible. Instead, it was important that appropriate design treatments and amenities be applied across all intersecting driveways to ensure the safety and comfort of all MUP users. While too expensive to achieve this through grade separation or signalization, there remained several cost-efficient alternatives available. These include targeted signage and additional pavement markings, which visually reinforce safe and efficient traffic operations. To inform the appropriate application of these treatments, ***Section 6.2 Driveways*** of the York Region Pedestrian and Cycling Planning Guidelines were carefully reviewed and followed. The design recommendations are consistent with York Region guidelines based on facility type and the kind of intersecting driveway (as defined by traffic volumes and surrounding context) and proposed treatments related to "Multi-Family Residential" (***Figure 14***) and "Commercial/Industrial or Volume > 100 VPH" (***Figure 15***), at the locations shown in ***Figure 16***.

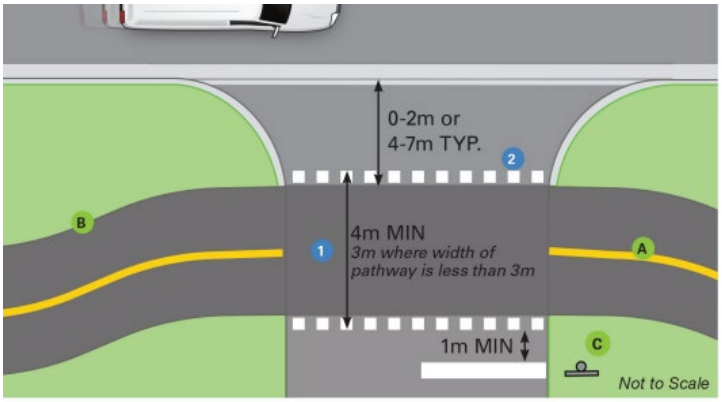


Figure 14: Design guidelines related to Multi-Family Residential Driveways (Source: Exhibit 6-14 York Region Pedestrian and Cycling Planning Design Guidelines)

Multi-Family Residential

1 & 2: Treatment of "Elephant's Feet" ***must be*** applied across the entire driveway

A & B: Yellow median ***may be*** extended through the driveway and MUP ***may*** approach at a slight bend to enhance safety

C: ***Optional*** advisory "Pedestrian and Bicycle Crossing Ahead Sign '

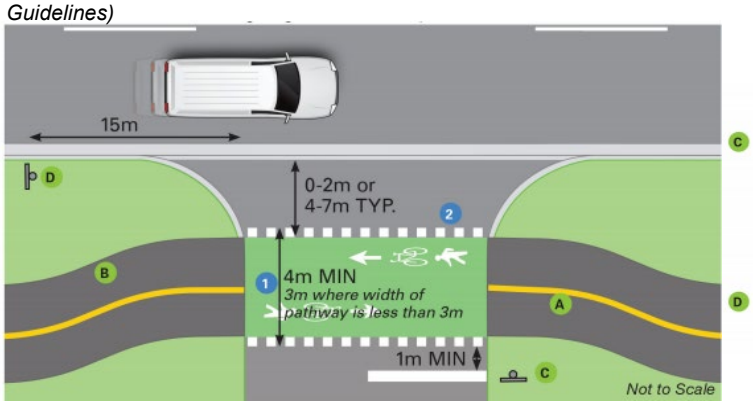


Figure 15: Design guidelines related to Commercial/Industrial Driveways (Source: Exhibit 6-15 York Region Pedestrian and Cycling Planning Design Guidelines)

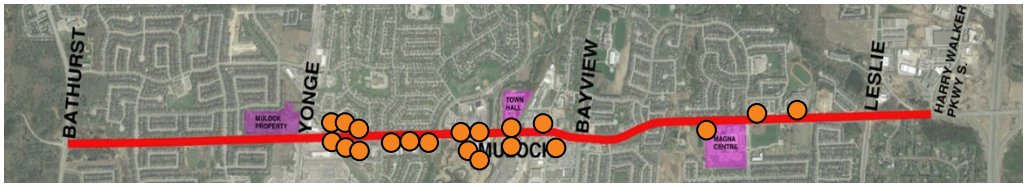
Commercial/Industrial (or volumes > 100 VPH)

1 & 2: Combined Crosside ***must be*** applied across entire driveway

A & B: Yellow median ***may be*** extended through the driveway and MUP ***may*** approach at a slight bend to enhance safety

C & D: ***Optional*** advisory "Pedestrian and Bicycle Crossing Ahead" and Bicycle Trail Crossing Side Street" signage

Optional green paint treatment



Multi-Family Residential Crossing

Commercial/industrial (or volumes > 100 VPH) Crossing

Figure 16: Map depicting the location were the following two driveway treatments are recommended along the Mulock Drive corridor

4.3 INTERSECTION TREATMENTS (CROSSRIDES)

To ensure a safe and seamless travel experience across all parts of the corridor, the appropriate treatments and amenities are recommended to be applied across all intersecting vehicular roadways. Despite the presence of existing signals and crosswalks, features that enable cyclists to cross without dismounting and walking their bike do not currently exist. This can be resolved through the implementation of "crossrides" at each intersection, which permit cyclists to continue riding through the crossing consistent with Ontario Traffic Manual Book 18: Cycling Facilities and the Highway Traffic Act (HTA). Crossrides consist of series of pavement markings which delineate the movement of cyclists from adjacent pedestrian traffic. Of the three different types commonly applied, both ***Combined*** (***Figure 17***) and ***Mixed*** (***Figure 18***) crossrides are recommended by York Region:

Combined Crossride

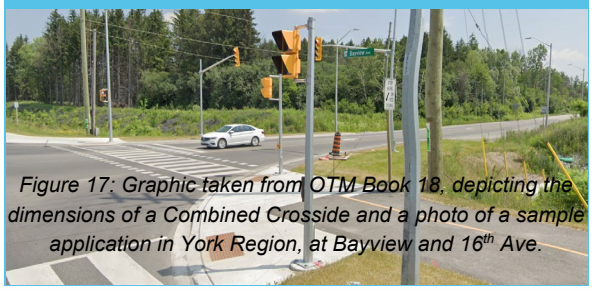
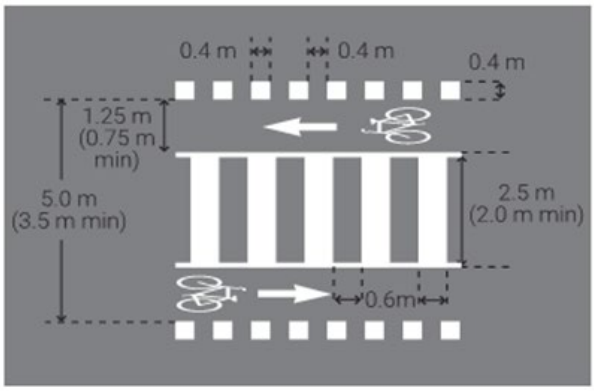


Figure 17: Graphic taken from OTM Book 18, depicting the dimensions of a Combined Crosside and a photo of a sample application in York Region, at Bayview and 16th Ave.



Crossings are provided on both sides of a pedestrian crosswalk and are typically used in conditions where pedestrians and cyclists approach the crossing on a shared facility. When pedestrians are expected to cross in the centre on the crosswalk markings, Tactile Walking Surface Indicators (TWSI) should be implemented across the full width of the combined crossing where the pedestrian and cyclist space is mixed at the approaches. Combined crossrides may be used at signalized or unsignalized crossings.

Mixed Crossride

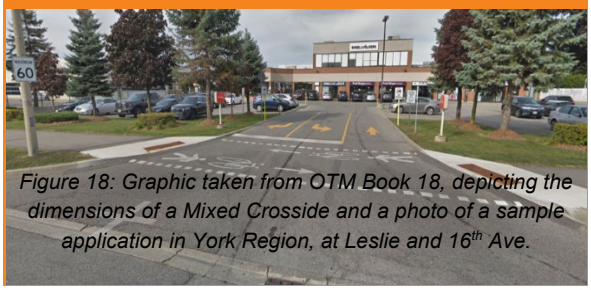
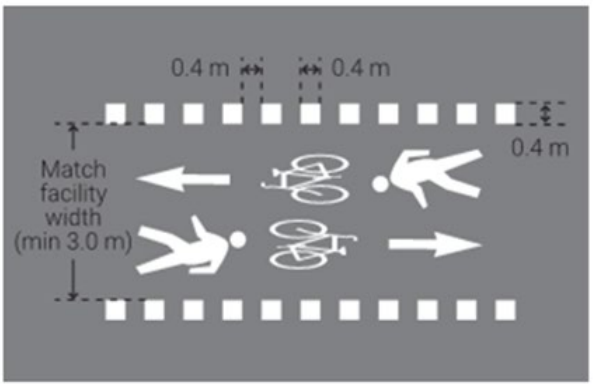


Figure 18: Graphic taken from OTM Book 18, depicting the dimensions of a Mixed Crosside and a photo of a sample application in York Region, at Leslie and 16th Ave.



Intended for use at low volume unsignalized crossings and driveways, where pedestrians and cyclists are approaching the crossing on a shared facility, such as a MUP. These treatments allow cyclists and pedestrians to operate in a shared space. They are more space efficient and should only be implemented in locations where cyclists and pedestrian volumes are low or where cyclist volumes are high while pedestrian volumes are low. The HTA does not currently allow mixed crossrides to be implemented at signalized intersections.

4.4 SIGNAGE GUIDELINES

Signage is an effective and necessary feature of any multi-use pathway to assist user navigation and instruct proper traffic etiquette and operations. For the proposed Mulock MUP facility, these requirements were based off the guidance of various technical references, including ***Section 7.1 Signage*** of York Region's Pedestrian & Cycling Design Guidelines. Although the York Region Guidelines addresses common signage types, signage requirements were equally informed upon guidance listed within relevant Regional Traffic Policies, OTM Book 18: Cycling Facilities and OTM Book 12: Traffic Signals. While not exhaustive, the list provided below show images and planning guidelines associated with key signage types which should be included as part of the Mulock's MUP design:

TURNING VEHICLES YIELD TO BICYCLE SIGN

Applications: Intersections (signalized and unsignalized), facility transitions and driveways

Usage: Reminds motorists to yield to cyclists through conflict zones (ahead of merging zones).

YIELD TO PEDESTRIANS SIGN

Applications: Intersections (signalized and unsignalized), facility transitions and driveways

Usage: Reminds cyclists to yield to through cyclist traffic.

SHARED PATHWAY SIGN

Applications: Intersections (signalized and unsignalized), midblock crossings

Usage: Reminds pedestrians and cyclists that they are using a shared facility. Placed at the start of facilities or across intersections

RAILWAY CROSSING AHEAD

Applications: Railway crossings

Usage: Reminds pedestrians and cyclists of an upcoming at grade railway crossing.

Wayfinding Signage Design Principles

Conspicuity*: signs attract visual attention and are easily discerned by users*

Simplicity: *sings are legible and comprehensible and not overcrowded with information*

Predictability: *signs offer information in a consistent manner*

Progressive Disclosure: *signs present information in a manageable amount for users*

Progression: *signs are placed in a position that allow users (cyclists) to maintain their movement*

Connectivity*: signs should allow users to see the extent they can travel by walking or cycling*

5 IMPLEMENTATION AND NEXT STEPS

5.1 PROJECT COSTING

To set reasonable financial expectations related to the future design and implementation of the proposed multi-use pathway facility, a high-level project cost was developed. This figure was reliant on the precedence of similar projects recently built across Southern Ontario as well as a thorough understanding of the Mulock corridor. Overall, the proposed facility is estimated at an overall cost of **$2.87M**. Provided below is a list of the key factors and considerations that informed this figure, with a complete breakdown provided within Appendix A:

- **$461k** in costs towards general construction works (i.e. small tree removals, traffic closures);
- **$2.14M** in costs towards road and boulevard works (i.e. removal of existing sidewalk, facility installation, pavement markings, signage features);
    - **$90K** in additional costs for optional guiderail works near Leslie St, recommended to ensure a consistent 3.0m MUP facility width closer to Leslie Street;
    - **$75K** in additional costs for optional toe wall work east of Bayview Avenue, which may be identified as required following later detailed design work;
- 30% contingency rate included, typical for the preliminary design of a multi-use pathway preliminary where utilities and detailed design impacts remain undetermined; and
- 10% rate included for future detailed design engineering work.

Excluded from this figure are estimated costs related to potential traffic work, including the reprogramming of existing traffic signal controllers and relocation of current median cutbacks, which would be assumed by the Region. The following preliminary design features crossings at 6 signalized intersections where existing traffic signals and median island may be impacted. Assuming a unit cost of $100,000-$150,000 per intersection, this work would be estimated to add $600K to $900K onto the existing project cost. Also excluded from the following estimate are costs related to the design and construction of a separate spur line connection to Newmarket High School. Like the facility design, this costing figure would also depend on the outcome of a separate associated preliminary and eventual detail design process. Costs were also not calculated for segments of the proposed Mulock facility where a multi-use pathway has already been implemented. This includes the section between Plantation and Columbus (600m) and another section 450 meters east of Fernback Rd (within the Magna Centre fields).

5.2 FUTURE MUP CONNECTION TO NEWMARKET HIGH SCHOOL

An underlying objective in designing the Mulock MUP was to maximize connectivity to key destinations located along the corridor. This included local schools, such as Newmarket Highschool, located just east of the intersection of Mulock Dr and College Manor Dr. Providing access to Newmarket Highschool not only aligns with anticipated travel patterns but promotes active transportation as a more convenient and safer travel alternative for youth in the community. This is particularly important to provide access for people of all ages and promote physical activity as part of a healthier lifestyle.

Two options for this future connection were assessed. The first involved extending the Mulock MUP west to the driveway entrance to Newmarket High School. However, this would require the MUP to cross a busy plaza entrance which was flagged by both the study team and Town staff as an undesirable option from a risk and safety perspective.

The second alternative that was assessed and is recommended involves constructing a MUP in place of the sidewalk on east side of College Manor (Plaza side) north of Mulock Dr as then continuing the MUP along the back of the plaza on Pickering Crescent to connect directly to the school (***Figure 19***). It is recommended that the Town undertake a design study in the future should the Mulock Dr MUP project b approved. This could be combined with the detailed design of the Mulock Dr MUP.

Figure 19: Figure depicting the suggested alignment of a spur line connection from the proposed Mulock MUP, to connect to Newmarket High School

5.3 CONCLUSION

The proposed multi-use pathway along Mulock Drive represents a significant expansion to the Town of Newmarket's active transportation network. Extending over 6 km long across the entire width of the Town of Newmarket, the Mulock Dr MUP will provide vital connections to key travel destinations and existing active transportation facilities, helping to promote multi-modal travel along the corridor and across the Town. The preferred alignment and design were developed through a series of technical exercises, informed by the guidance of industry leading references and practices. This includes a complete arborist study of the corridor to identify and mitigate impacts to potential tree cover and a thorough and measurable evaluation of three different alignment alternatives. The recommended alignment also reflects a strong understanding of local needs and priorities as informed through Council and Public consultations conducted during the study. During all key stages of project work, town staff were routinely consulted, with a draft study update presented to Committee of the Whole in May of 2021. This was then followed by an interactive public information center hosted in June 2021, to engage input from members of the public.

The estimated cost to design and construct the Mulock Dr Multi-Use Pathway is $2.87M, assuming a contingency rate of 30% and rate of 10% for future detailed design work

If approved by Town Council, it is recommended that staff proceed with the detailed design phase. It is also recommended that Town staff explore potential external funding sources to offset the cost to the Town to construct this facility. For example, the Federal Government in the summer of 2021 announced a $400 million active transportation infrastructure fund to support a new National Active Transportation Strategy. Details on this program and the application process can be found on Infrastructure Canada Website https://www.infrastructure.gc.ca/trans/active-actif-eng.html.

In addition to advancing to the detailed design phase for the Mulock Dr MUP, it is recommended that the Town, design and implement a separate spur line to provide a direct connection to Newmarket High School. Suggestively, this would involve a MUP in place of the sidewalk on east side of College Manor (Plaza side) north of Mulock Dr, which would then continue along the back of the plaza on the south side of Pickering Crescent and connect directly to the school's main entrance.

The proposed Mulock Dr MUP represents a significant expansion and a new east/west spine to the Town's active transportation and highly valued recreational trails network, will accommodate users of all ages and abilities and support the Town's goals and policies, including improving public health and quality of life of all Newmarket residents.

Appendix A: Detailed Costing Summary

Town of Newmarket - Active Transportation Facilities 211-00396-00

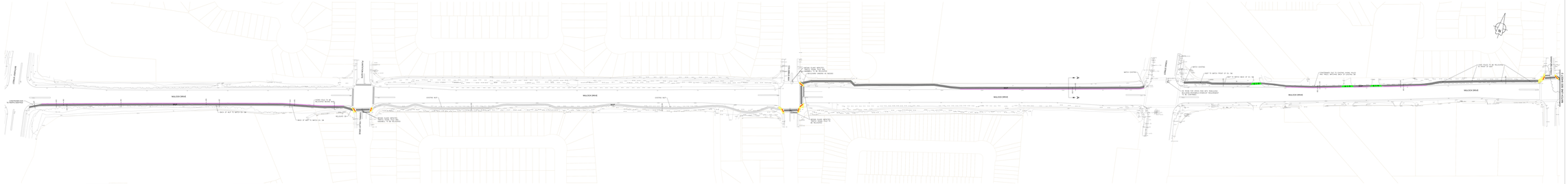
Mulock Drive - Bathurst Street to Harry Walker Parkway South

Preliminary Construction Cost Estimate (September 2021) - Setback 0.6m from Roadway, 3.0m MUP

	Item	Description	Unit	Quantity	Unit Cost	Total	Comments
		Part A - General					
General	1.01	Construction Layout	L.S.	1	$ 65,000.00	**$ 65,000.00**	
	1.02	Small Tree Removals	ea	154	$ 100.00	**$ 15,400.00**	From preservation plans
	1.03	Maintenance of Traffic	L.S.	1	$ 110,000.00	**$ 110,000.00**	Assumes 5% of Section B
	1.04	Supply and Install Field Office for City Staff	L.S.	1	$ 40,000.00	**$ 40,000.00**	
	1.05	Supply, Install and Maintain Silt Fence for Erosion and Sediment Control	m	4000	$ 25.00	**$ 100,000.00**	Assumes one side at a time completed
	1.06	Supply, Install and Maintain Tree Protection Fence	m	1200	$ 20.00	**$ 24,000.00**	From preservation plans at 4m per injured tree
		Subtotal (Part A - General excluding contingency)				**$ 354,400.00**	
		30% contingency (Part A)				**$ 106,320.00**	
		SubTotal (Part A - General)				**$ 460,720.00**	
Road and Boulevard Works		**Part B - Road and Boulevard Works**					
	2.01	Remove and Dispose of Existing Concrete Curb and Gutter (All Types)	m	300	$ 18.00	**$ 5,400.00**	For intersection works
	2.02	Remove and Dispose of Existing Concrete Sidewalk	m2	14500	$ 18.00	**$ 261,000.00**	
	2.03	Clearing and Grubbing	m2	8700	$ 5.00	**$ 43,500.00**	Assumes approximately 0.9m grass boulevard width removed per metre of sidewalk removed
	2.04	Remove and Dispose of Existing Steel Beam Guide Rail Including End Treatment	m	390.0	$ 18.00	**$ 7,020.00**	**As an option to provide a more consistent and desirable MUP facility**
	2.05	Pavement Marking Obliterating - Stop Lines and Zebra Marking Lines	m	950	$ 20.00	**$ 19,000.00**	
	2.06	Relocate sign and post	ea	5	$ 100.00	**$ 500.00**	Added for 60% design
	2.07	HL-8 (50mm) Binder Course Asphalt (PG 58-28) - for Cycle Facility or MUP	m2	16700	$ 12.00	**$ 200,400.00**	Pavement structure matches recent Clark project. Geotechnical report to confirm recommendations
	2.08	HL-3 (40mm) Surface Course Asphalt (PG 64-28) - for Cycle Facility or MUP	m2	16700	$ 10.00	**$ 167,000.00**	Pavement structure matches recent Clark project. Geotechnical report to confirm recommendations
	2.09	Supply, Place and Compact 150mm Granular A for MUP base	t	6250	$ 28.00	**$ 175,000.00**	Assumes 150mm depth
	2.10	Construct 150 mm Thick Concrete Sidewalk	m2	700	$ 100.00	**$ 70,000.00**	Intersection works only
	2.11	Construct 125mm Thick Coloured Concrete Buffer	m2	1000	$ 105.00	**$ 105,000.00**	Pavement structure matches recent Vaughan project.
	2.12	Supply and Install Tactile Warning Surface Indicators	ea	350	$ 300.00	**$ 105,000.00**	Intersection works only
	2.13	Toe Wall (including all removals and installation works)	m	50.0	$ 1,500.00	**$ 75,000.00**	East of Bayview
	2.14	Guiderail (including end treatments and extra 0.6m MUP width)	m	450.0	$ 200.00	**$ 90,000.00**	**As an option to provide a more consistent and desirable MUP facility.** Includes widening MUP from 2.4m to 3.0m
	2.15	Permanent Durable Pavement Markings-10cm white line	m	170	$ 6.00	**$ 1,020.00**	
	2.16	Permanent Durable Pavement Markings - 60cm Stop Lines and for Zebra crossing	m	700	$ 35.00	**$ 24,500.00**	
	2.17	Permanent Durable Pavement Markings - Elephant's feet (40cm x 40 cm)	m	450	$ 24.00	**$ 10,800.00**	
	2.18	Pavement markings - Green Thermoplastic cycle crossing	m	390	$ 200.00	**$ 78,000.00**	
	2.19	Pavement markings - Bicycle Symbol and Arrow	ea	18	$ 110.00	**$ 1,980.00**	
	2.20	Pavement markings - Pedestrian Symbol	ea	18	$ 85.00	**$ 1,530.00**	
	2.21	Permanent Roadway Signage	ea	200	$ 265.00	**$ 53,000.00**	Assumes 20 signs per/km per direction.
	2.22	Streetlight Pole Relocation Complete with Luminaire and Bracket. Install Handhole and Re-Route Existing Underground Duct Wiring into Handhole. Splice Cables and Connect	ea	9	$ 10,000.00	**$ 90,000.00**	
	2.23	Supply and install Chain Link Fence	m	336	$ 150.00	**$ 50,400.00**	
	2.24	Remve and Install Fire Hydrant	ea	1	$ 15,000.00	**$ 15,000.00**	
		SubTotal (Part B - Road and Boulevard Works excluding contingency)				**$ 1,650,050.00**	
		30% contingency (Part B)				**$ 495,015.00**	
		SubTotal (Part B - Road and Boulevard Works)				**$ 2,145,065.00**	
		Signalized Intersection Median and Signal works	ea	6.0	$ 0.00	**$ 0.00**	**To be completed by York Region**
		Rail Crossing Implementation	ea	1.0	TBD	**TBD**	**To be assessed in Detailed Design in coordination with Metrolinx and Region**
		Bridge ATF Component Widening	ea	1.0	TBD	**TBD**	**To be assessed by Structrual Engineers for whether widening the ATF along the bridge can be completed**
		10% Design (Engineering)				**$ 265,000.00**	
		Total (Mulock Drive)				**$ 2,870,785.00**	

Geotechnical borehole program to confirm proposed MUP pavement structure

Appendix B: Detailed Roll Plan & Typical Sections



LEGEND

- PROPOSED MULTI-USE TRAIL
- EXISTING MULTI-USE TRAIL
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE COLORED BUFFER RANGE 0.6m TO 1.0m
- PROPOSED TACTILE PLATE
- PROPOSED DRIVEWAY MIXED CROSSING
- PROPOSED COMBINED CROSSRIDE
- POTENTIAL TOE WALL REQUIRED

MULOCK DRIVE

CONCEPTUAL DESIGN
SCALE 1:500

(SHEET 1 OF 3)

LEGEND

- PROPOSED MULTI-USE TRAIL
- EXISTING MULTI-USE TRAIL
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE COLORED BUFFER RANGE 0.6m TO 1.0m
- PROPOSED TACTILE PLATE
- PROPOSED DRIVEWAY MIXED CROSSING
- PROPOSED COMBINED CROSSRIDE
- POTENTIAL TOE WALL REQUIRED

MULOCK DRIVE

CONCEPTUAL DESIGN
SCALE 1:500

(SHEET 2 OF 3)

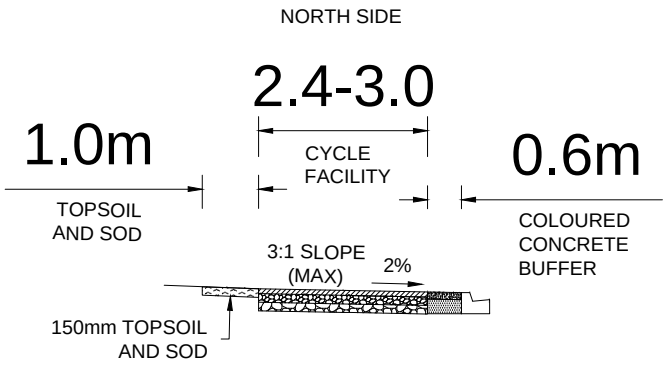
LEGEND

- PROPOSED MULTI-USE TRAIL
- EXISTING MULTI-USE TRAIL
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE COLORED BUFFER RANGE 0.6m TO 1.0m
- PROPOSED TACTILE PLATE
- PROPOSED DRIVEWAY MIXED CROSSING
- PROPOSED COMBINED CROSSRIDE
- POTENTIAL TOE WALL REQUIRED

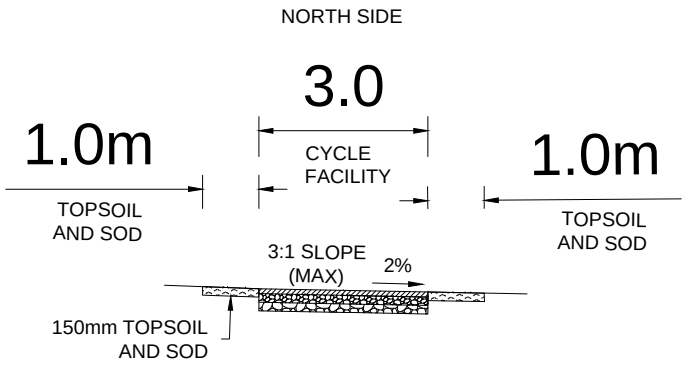
MULOCK DRIVE

CONCEPTUAL DESIGN
SCALE 1:500

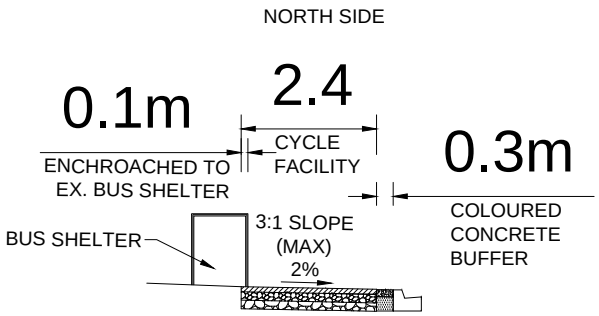
MULOCK DRIVE MUP CROSS SECTIONS



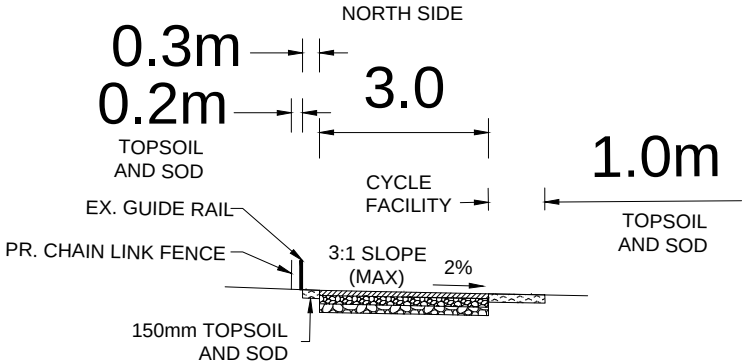
SECTION A - A



SECTION B - B



SECTION C - C



SECTION D - D

Appendix C: Arborist Review & Tree Planting Report

TOWN OF NEWMARKET

MULOCK DRIVE MULTI-USE TRAIL FEASIBILITY STUDY

TREE INVENTORY & ASSESSEMENT REPORT

MULOCK DRIVE MULTI-USE TRAIL FEASIBILITY STUDY

TREE INVENTORY & ASSESSMENT REPORT

TOWN OF NEWMARKET

PROJECT NO.: 211-00396-00
DATE: APRIL 08, 2021

WSP

WSP.COM

REVISION HISTORY

FIRST ISSUE

April 8, 2021	Preliminary Design Submission			
Prepared by	Reviewed by	Approved By		
Peter McNamara	Peter McNamara	Sham Nankoosingh		
REVISION 1				
<Date>	<Remarks>			
Prepared by	Reviewed by	Approved By		
<preparer, title>	<reviewer, title>	<approver, title>		
REVISION 2				
<Date>	<Remarks>			
Prepared by	Reviewed by	Approved By		
<preparer, title>	<reviewer, title>	<approver, title>		

SIGNATURES

PREPARED BY

April 8, 2021

Tiffany Waters, B.Sc.
Ecologist, ISA Certified Arborist ON-2590A

Date

REVIEWED BY

Peter McNamara

April 8, 2021

Peter McNamara, B.A.
Senior Landscape Technician / Certified Arborist ON-1140A

Date

APPROVED[1] BY *(must be reviewed for technical accuracy prior to approval)*

Peter McNamara

April 8, 2021

Peter McNamara, B.A.
Senior Landscape Technician / Certified Arborist ON-1140A

Date

WSP Canada Inc. prepared this report solely for the use of the intended recipient, Town of Newmarket, in accordance with the professional services agreement. The intended recipient is solely responsible for the disclosure of any information contained in this report. The content and opinions contained in the present report are based on the observations and/or information available to WSP Canada Inc. at the time of preparation. If a third party makes use of, relies on, or makes decisions in accordance with this report, said third party is solely responsible for such use, reliance or decisions. WSP Canada Inc. does not accept responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken by said third party based on this report. This limitations statement is considered an integral part of this report.

[1] Approval of this document is an administrative function indicating readiness for release and does not impart legal liability on to the Approver for any technical content contained herein. Technical accuracy and fit-for-purpose of this content is obtained through the review process. The Approver shall ensure the applicable review process has occurred prior to signing the document.

The original of this digital file will be conserved by WSP Canada Inc. for a period of not less than 10 years. As the digital file transmitted to the intended recipient is no longer under the control of WSP Canada Inc., its integrity cannot be assured. As such, WSP Canada Inc. does not guarantee any modifications made to this digital file subsequent to its transmission to the intended recipient.

TABLE OF CONTENTS

1 INTRODUCTION 1

1.1 Study Limits 1

1.2 Tree Inventory Methodology 1

2 TREE INVENTORY AND ASSESSMENT 2

2.1 Vegetation 2

2.2 Condition 4

3 DEFINITIONS 5

4 DISCUSSION 7

4.1 Proposed Trail 7

4.2 Tree Recommendations / Assumptions 7

4.2.1 Tree Removal 7

4.2.2 Tree Injury 7

4.2.3 Tree Preservation 7

4.2.4 Tree Transplanting 7

4.3 Tree Removals 8

4.4 Tree Injury 8

4.5 Tree Preservation 9

5 MITIGATION MEASURES 10

5.1 General Mitigation Measures 10

5.2 Air Spade / Hydro Vacuum Excavation 10

5.4 Root Pruning Practices 11

5.5 Branch Pruning Practices 11

6 SPECIES AT RISK 13

7 TREE REMOVALS / INJURY / COMPENSATION 14

7.1 Compensation Notes 14

8 CONCLUSION 15
9 LIMITATIONS OF ASSESSMENT 16

TABLES

TABLE 2.1 – SPECIES AND QUANTITY 2
TABLE 2.1 – TREE LOCATION 3
TABLE 3.1 – DEFINITIONS 5
TABLE 3.2 – TREE ASSESSMENT CRITERIA.....6
TABLE 4.1 – TREE REMOVAL TABLE 8
TABLE 4.2 – TREE INJURY LOCATION TABLE 9
TABLE 4.3 – TREE INJURY LOCATION TABLE 9
TABLE 7.1 – REMOVAL, INJURY AND COMPENSATION TABLE 14

FIGURES

APPENDICES

A TREE INVENTORY TABLES

1 INTRODUCTION

WSP Canada Inc. (WSP) has been retained to undertake a tree inventory and prepare a technical memo to identify the existing vegetation around the proposed multi-use trail along Mulock Drive between Bathurst Street and Harry Walker Parkway, approximately 6km in length. The purpose of this technical memo is to discuss the findings of the tree inventory, identify areas where the proposed multi-use trail may impact existing trees and provide recommendations for future work.

1.1 STUDY LIMITS

- A tree inventory was conducted along the following areas:
  - North and South sides of Mulock Drive between Bathurst Street to Harry Walker Parkway
  - Trees adjacent to existing multi-use trails have been omitted

1.2 TREE INVENTORY METHODOLOGY

A tree inventory and assessment were conducted by two (2) WSP Certified Arborists on March 18, 19, 22 and 23, 2021 to identify species, size, and quantity and evaluate the health of vegetation along the proposed multi-use trail. The assessment focused on:

- Trees within the City ROW along Mulock Drive;
- Larger trees >20cm DBH within 7 m of the sidewalk;
- Smaller trees <20cm DBH within 3 m of the sidewalk;
- And any trees within the ROW with a canopy overhanging the sidewalk

Vegetation has been inventoried for species, size and condition and separated into 617 individual trees (trees #01 and 02 to 617) and one (1) tree grouping of eleven (11) Eastern White Cedars (Thuja occidentalis) (tree #03).

This report is to be read in conjunction with:

- Appendix A: Tree Inventory Tables
- Tree Preservation Plans (TP-1 to TP-10)

2 TREE INVENTORY AND ASSESSMENT

Vegetation was observed predominantly along the existing sidewalk along Mulock Drive. Most trees and vegetation are planted along the existing sidewalk and are a mixture of native and introduced naturally occurring deciduous and coniferous trees. Within the study area, 35 tree species or varieties were inventoried (Table 2.1).

2.1 VEGETATION

The most common species identified was Japanese Tree Lilac (Syringa reticulata ssp. Reticulata), followed by Norway Maple (Acer negundo) and Cherry species (Prunus sp.). Trees were young to mature with a DBH range of 3 to 90 cm, with a majority between 3 to 25 cm DBH. Refer to Table 2.1 that outlines the species and quantities of each species.

Table 2.1 – Species and Quantity

COMMON NAME	SCIENTIFIC NAME	NUMBER OF TREES
Hedge Maple	*Acer campestre*	17
Amur Maple	*Acer ginnala*	23
Manitoba Maple	*Acer negundo*	8
Norway Maple	*Acer platanoides*	89
Red Maple	*Acer rubrum*	5
Silver Maple	*Acer saccharinum*	7
Sugar Maple	*Acer saccharum*	29
Ohio Buckeye	*Aesculus glabra*	4
Serviceberry Species	*Amelanchier sp.*	2
Northern Catalpa	*Catalpa speciosa*	1
Common Hackberry	*Celtis occidentalis*	17
Hawthorn Species	*Crataegus sp.*	2
Russian Olive	*Eleagnus angustifolia*	2
Green Ash	*Fraxinus pennsylvanica*	1
Honey-locust	*Gleditsia triacanthos*	16
Kentucky Coffee-tree	*Gymnocladus dioicus*	2
Black Walnut	*Juglans nigra*	11
Apple Species	*Malus sp.*	36
White Spruce	*Picea glauca*	27

Blue Spruce	*Picea pungens*	9
Black Pine	*Pinus nigra*	5
Scots Pine	*Pinus sylvestris*	1
Cherry Species	*Prunus sp.*	70
Pear Species	*Pyrus sp.*	15
Bur Oak	*Quercus macrocarpa*	17
English Oak	*Quercus robur*	2
Northern Red Oak	*Quercus rubra*	8
Oak Species	*Quercus sp.*	2
Black Locust	*Robinia pseudoacacia*	4
Japanese Tree Lilac	*Syringa reticulata ssp. reticulata*	152
Eastern White Cedar	*Thuja occidentalis*	11 (1 group)
American Elm	*Ulmus americana*	5
Elm Species	*Ulmus sp.*	8
Accolade Elm	*Ulmus x Morton*	2
Little-leaf Linden	*Tilia cordata*	17
Total		**627**

Table 2.2 – Tree Location

LOCATION / BY-LAW	TREE ID	TOTAL
North Side of Mulock Drive	1, 2, 6, 10, 11, 15 to 143, 194 to 223, 263 to 270, 272 to 300, 308 to 356, 358 to 393, 480 to 613	420
South Side of Mulock Drive	3 (11 trees), 4, 5, 7, 8, 9, 12, 13, 14, 144 to 193, 224 to 262, 271, 301 to 307, 357, 394 to 479, 614 to 617	207
Total		**627**

2.2 CONDITION

Overall tree health ranges between good and poor; a majority observed to be in good condition. Signs of decline and defects were observed on a small number of trees including:

- Lean;
- Weakly formed unions;
- Poor form;
- Overall lack of vigour;
- Broken branches and stems;
- Dead branches;
- Peeling bark;
- Soil mounded around trunks;
- Pruning or topping;
- Multiple stems;
- Trunk wounds;
- Exposed roots with mower damage;
- Gridling roots;
- Poor compartmentalization; and,
- Epicormic shoots.
- Symptoms of decline in one (1) Ash (*Fraxinus* sp.) tree observed due to the presence of EAB. Symptoms included:
    - 'D' shaped exit holes in bark;
    - Suckering at the base;
    - Water sprouting up trunk;
    - Woodpecker damage from woodpeckers eating the larvae;
    - Deadwood in crown; and,
    - Treatment for EAB observed on some Ash trees (e.g. green spray-painted dots and tree tags).

3 DEFINITIONS

The following are the definitions of the assessment categories utilized in our tree assessment:

Table 3.1 – Definitions

ACRONYM / DEFINITION	DESCRIPTION
Tree Number	This number refers to the number on the on the tree tag or alpha-numeric, alphabetical or tree grouping label listed in Appendix A: Tree Inventory and Preservation Charts and labelled on the Tree Preservation Plans (e.g. PK01, P01 or TG-01).
Tree Grouping	A tree grouping is more than one (1) tree located within proximity of other trees with no separation between the canopies.
DBH	This refers to diameter (in centimetres) at breast height and is measured at 1.4 m above the ground for each tree.
Tree Protection Zone	This to the area around a tree that is to be protected through tree protection measures e.g. hoarding. No construction activities are to be undertaken within this zone.
Suppressed	Refers to trees that have their crowns completely overtopped by adjacent trees and received limited to very limited sunlight.
Co-dominant Stem	Stems equal in size and relative importance that make up the overall crown of the tree.
Union	Junction point where two or more stems meet. A 'U' shaped junction indicates a well-formed union. A 'V' shaped junction indicates a weakly formed union, whereas stems grow and increase in girth, weak bark called 'included bark' forms within the junction and stems start to push apart causing vertical cracks and loss of structure.
Compartmentalization	This is a naturally occurring process by which chemical and physical barriers are synthesized to prevent the spread of decay and disease in trees.
Irregular Tree Form	Refers to branches and stems that have formed irregularly often resulting in contorted growth, weak attachments, weakly formed unions and codominant stems. The irregular growth of scaffold (lateral) branches typically leads to damage to other scaffold branches.
Imminently Hazardous Tree	Refers to a destabilized or structurally compromised tree that is in imminent danger of causing damage or injury to life or property.
Injure and Injury	Described as any act that will harm a tree's health, including failure to protect in accordance with standards set by the Cities tree protection / preservation policy.
Root Zone	Refers to the subterranean area around the tree measured from the trunk to up to 2-3m beyond the dripline.
Critical Root Zone	The minimum area of the root system necessary to maintain vitality or stability of the tree. Typically, this area extends to the drip line of the tree. The severing of one root can cause approximately 5-20% loss of the root system. A reduction of this area by greater than 30% can pose stability concerns for the tree.

Table 3.2 – Tree Assessment Criteria

DEFINITION	DESCRIPTION
Trunk Integrity (T.I.)	This is an assessment of the trunk for any defects or weaknesses. It is measured on a scale of poor, fair, good.
Canopy Structure (C.S.)	This is an assessment of the scaffold branches, unions and the canopy of the tree. This is measured on a scale of poor, fair, good.
Canopy Vigour (C.V.)	This is an assessment of the health of the tree and assesses the amount of deadwood and live growth in the crown as compared to a 100% healthy tree. The size, colour and amount of foliage are also considered in this category. This is measured on a scale of poor, fair, good.
Good	Tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI, CS, CV).
Fair	Tree displays 15%-40% deficiency/defect within the given tree assessment criteria (TI, CS, CV).
Poor	Tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI, CS, CV).

4 DISCUSSION

This section is a discussion of the retention potential, preservation and / or impacts to trees within the proposed limits of the Multi-Use trial.

Proposed works, vegetation recommendations, impacts and preservation are detailed in the following sections.

4.1 PROPOSED TRAIL

- Limits of construction are anticipated to be 3.6m

4.2 TREE RECOMMENDATIONS / ASSUMPTIONS

Assessments of tree injury, removal and preservation were based on the following criteria.

4.2.1 TREE REMOVAL

- Removal is based on the degree of excavation / disturbance within dripline and critical root zone. The following assumption has been used to determine whether a tree requires removal which is based on the amount of disturbance within the critical root zone that could result in the decline or mortality of the tree;
  - Diameter of the tree x 5 = encroachment zone
    - (e.g. 50cm x 5 = 2.5m encroachment zone)
- Any encroachment from construction activities into this zone would result in the recommendation that the tree be removed.

4.2.2 TREE INJURY

- Where construction, excavation, grading or use of equipment and vehicles will occur within the dripline and root zone of existing trees the potential exists for injury to trees through broken branches, pruning, damage to and compaction of roots;
- Any encroachment into the dripline will be considered an injury;
- Tree injury is recommended to be mitigated by measures enacted during construction and measures enacted post construction.

4.2.3 TREE PRESERVATION

- Preservation of trees is considered where there is no encroachment, excavation or disturbance within the dripline or encroachment zone.

4.2.4 TREE TRANSPLANTING

- Potential exists for the transplanting of young trees, generally under <10cm DBH.
- Transplanting depends on trees that are in good condition and the availability of a temporary transplanting site.

4.3 TREE REMOVALS

Impacts to trees will occur where trees are located within the limits of the proposed trail and 3.6m construction / excavation limits. Tree removal will be considered where:

- Trees are within the excavation limit;
- Trees where the encroachment exceeds 5 times the trunk diameter.

The following table details the tree numbers and quantity of trees that may require removal on the north and south sides of Mulock Drive

Table 4.1 – Tree Removal Table

Location	Tree #	Total
North Side of Mulock Drive	1, 2, 23, 24, 34, 57, 58, 59, 77, 103, 104, 105, 110, 115, 139, 141, 142, 143, 195, 196, 198, 199, 200, 201, 202, 204, 207, 2089, 210, 211, 220, 265, 266, 267, 269, 273, 274, 276, 280, 285, 287, 290, 291, 293, 296, 300, 314, 318, 322, 328, 331, 334, 336, 337, 338, 340, 344, 346, 347, 348, 349, 352, 353, 354, 355, 356, 359, 360, 363, 366, 371, 384, 480, 500, 509, 512, 513, 518, 520, 523, 524, 540, 547, 548, 551, 560, 562, 567, 568, 579, 587, 589, 604	94
South Side of Mulock Drive	144 to 161, 162 to 167, 243, 247, 249, 251, 252, 253, 254, 258, 261, 262, 301, 302, 303, 304, 357, 396, 397, 398, 399, 400, 401, 402, 404, 405, 416, 423, 441, 446, 450, 451, 468, 614, 615, 616, 617	60
Totals		**154**

- Based on the table above approximately 20% of the trees on the north side and 30% of the trees on the south side of Mulock Drive would require removal.

4.4 TREE INJURY

- Tree injury consists of any impact to the above and below ground components of the tree e.g. roots and branches. For this assignment, injury is assumed where the proposed construction / excavation limits will occur within the dripline;
- The minimization of tree injury can be achieved through mitigative measures that are utilized during construction and post construction. These measures are discussed in Section 5.
- Refer to the following Table details the tree #'s and quantity of trees that may be injured.

Table 4.2 – Tree Injury Location Table

Location	Tree #	Total
North Side of Mulock Drive	6, 10, 11, 15, 19, 20, 21, 22, 25, 28, 30, 31, 32, 33, 35 to 42, 45 to 53, 56, 68 to 71, 74, 100, 106, 107, 108, 120 122, 123, 126 to 131, 133, 134, 144, 203, 205, 206, 212, 215, 263, 264, 268, 270, 272, 275, 277, 278, 281, 283, 283, 284, 286, 289, 292, 297, 310, 319, 320, 321, 323, 324, 326, 330, 332, 339, 341, 342, 350, 351, 358, 361, 362, 364, 365, 370, 372, 378, 383, 385, 387, 388, 393, 481, 482, 483, 483, 487, 489, 490, 494, 495, 498, 499 to 505, 507, 508, 511, 514, 515, 517, 5189, 521, 522, 526, 527, 529, 630, 532, 534, 535, 538, 543, 555, 556, 557, 566, 572, 573, 574, 578, 582, 584, 594, 595, 596, 601, 606, 607, 610, 611, 612, 613	155
South Side of Mulock Drive	4, 9, 168 to 172, 174, 189, 190, 191, 193, 242, 245, 248, 250, 256, 259, 260, 402, 424, 426, 439, 452, 456, 457, 459, 460, 461, 464, 465, 466, 469, 470, 471, 472, 473, 474, 475	41
Totals		**196**

- Based on the table above approximately 48% on the north side and 25% of the trees on the south side of Mulock Drive would be injured (excluding tree removals).

4.5 TREE PRESERVATION

Trees can be preserved where there will be no encroachment into the dripline. Refer to the following Table details the tree #'s and quantity of trees that may be injured.

Table 4.3 – Tree Injury Location Table

Location	Tree #	Total
North Side of Mulock Drive	16, 17, 18, 26, 27, 29, 39, 43, 44, 54, 55, 60, 61, 62, 63, 64, 65, 66, 67, 72, 73, 75, 76, 78, 79, 80, 81, 82, 83 to 99, 101, 102, 109, 111, 112, 113, 114, 116, 117, 118, 119, 121, 124, 125, 132, 135, 136, 137, 138, 140, 197, 209, 213, 214, 216, 217, 218, 219, 221, 222, 223, 278, 288, 294, 295, 298, 299, 308, 309, 311, 312, 313, 315, 316, 325, 327, 329, 333, 335, 342, 345, 367, 368, 369, 373, 374, 375, 376, 377, 379, 380 381, 382, 386, 389, 390, 391, 392, 485, 486, 488, 491, 492, 493, 497, 506, 516, 525, 528, 531, 533, 536, 537, 539, 541, 542, 544, 545, 546, 549, 550, 552, 554, 558, 559, 561, 563, 564, 565, 569, 570, 571, 575, 576, 577, 580, 581, 582, 585, 586, 588, 590, 591, 592, 593, 597, 598, 599, 600, 602, 603, 605, 608, 609	171
South Side of Mulock Drive	3, 5, 7, 8, 12, 13, 13, 173, 175, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 192, 224 to 241, 255, 257, 271, 305, 306, 307, 394, 395, 406 to 415, 417, 418, 419, 420, 421, 422, 425, 427, 440, 442, 443, 444, 445, 447, 448, 449, 453, 455, 458, 462, 463, 467, 476, 477, 478, 479	106
Totals		**277**

- Based on the table above approximately 52% on the north side and 72% of the trees on the south side of Mulock Drive could be preserved (excludes tree removals and includes tree injury).

5 MITIGATION MEASURES

The survival rates for trees, which are in proximity to construction, are dependent on the resultant changes to a variety of environmental and anthropogenic factors. These construction activities bring about changes to a variety of environmental features such as the existing microclimate that includes winds, air temperature, soil moisture, amount of available sunlight, soil quality, and the level of the water table. Increased human activities may also damage the structure and/or physiological activities of the trees. The full effects of any damage that occurs may not appear until several years after its occurrence. Thus, it is essential that both vegetative clearing and preservation methods follow the guidelines below and those generally accepted as keeping with good horticultural and construction practices. The guidelines are subject to adjustments deemed reasonable and appropriate considering the proximity and number of trees involved and the site-specific servicing requirements.

5.1 GENERAL MITIGATION MEASURES

- To minimize damage to roots it is recommended that excavators scrape soil within the same direction of the roots and not across. Any roots exposed are too be pruned neatly and cleanly.
- Any roots exposed during grading are to be pruned using good arboricultural practices and per the guidelines in this report.
- Areas where excavation, grading and construction have compacted soil within a reduced TPZ, at the completion of construction, scarify soil to a depth of 100mm. Restore disturbed areas as per Landscape Plans and /or the following methods below:
    - Water trees periodically during construction; and,
    - After construction it is recommended that a 75mm depth layer of mulch be placed in a 2m radius around the trunks of these trees.
- Trees shall not have any rigging cables or hardware of any sort attached or wrapped around them, nor shall any contaminants be dumped within the protective areas. Further, no contaminants shall be dumped or flushed where they may come into contact with the feeder roots of the trees.
- If it is necessary to remove additional limbs or portions of trees after construction has commenced, to accommodate the construction, the consulting arborist is to be informed and under their direction the removal is to be executed carefully and in full accordance with arboricultural techniques, by a certified arborist.

5.2 AIR SPADE / HYDRO VACUUM EXCAVATION

Where excavation, grading or construction may encroach into the dripline Air-spade / hydro-vacuum excavation is recommended to minimize the damage to roots from construction activities.

Where this measure may be applied, the following steps are recommended:

- At the limit of the excavation /construction, air-spade / hydro-vacuum excavate to a depth of 300mm and at a width of 0.5m to expose roots;
- Ensure that the pressure used from the air spade / hydro-vacuum is such that it will not damage roots during excavation;
- Prune any roots in this area using good arboricultural practices per the guidelines in this report or under the supervision of a Certified Arborist;
- Backfill with excavated material, or better, immediately after completion of air spade excavation to prevent roots from drying out;

- Upon completion reinstate tree protection fencing to original location;
- Water trees periodically during construction; and,
- Apply a layer of 50mm depth mulch in a 2m radius around the trees.

5.3 HORIZONTAL ROOT PROTECTION

To be utilized where encroachments into the dripline and or encroachment zone may occur and where air-spade is not feasible. The intent of this measure is to reduce compaction.

Where this measure is applied, the following steps are recommended:

- Application to be reviewed and approved by the contract administrator prior to installation;
- Place layer of non-woven geo-textile material on top of sod;
- Place 30cm depth wood chip mulch on top of geo-textile. Where required place 4x4 timbers to hold mulch in place;
- Place 4'x8' plywood boards (minimum ¾" thick) length wise within the TPZ between the trunk and limit of excavation on top of mulch;
- Field fit if necessary. Board width and length may vary depending on available space
- Upon completion, remove boards, timbers, fabric and spread mulch in a 1m diameter around the trunk to a depth of 5cm and reinstate tree protection fencing to original location; and,
- Scarify soil to 2" depth and re-seed or re-sod.

5.4 ROOT PRUNING PRACTICES

- All approved root pruning is to take place by or under the supervision of an arborist and in accordance with the Toronto Tree Protection Specifications.
- Pruned root ends shall be neatly and squarely trimmed, and the area shall be backfilled with clean native fill as soon as possible to prevent desiccation and promote root growth.
- The exposed roots shall not be allowed to dry out and an appropriate watering schedule shall be undertaken (e.g. water bi-weekly to field capacity between **June 1st and September 15th**) so that the roots maintain optimum soil moisture during construction and backfilling operations.
- Backfilling shall occur immediately and shall be with clean uncontaminated topsoil from an approved source. It is recommended that texture of backfill be coarser than existing soils, and that backfill comes into clean contact with existing soils (remove air pockets, sod, etc.).

5.5 BRANCH PRUNING PRACTICES

- All limbs damaged or broken during construction should be pruned cleanly, utilizing by-pass secateurs in accordance with approved horticultural practices. Should there be a potential risk of transfer of disease from infected to non-infected trees, tools must be disinfected after pruning each tree by dipping in methyl hydrate. This practice is particularly important during periods of tree stress and when pruning many members of the same genera, within which a disease could be spread quickly (i.e., Verticillium Wilt on Maples or Fireblight on genera of the Rosaceae family).
- All pruning cuts should be made to a growing point such as a bud, twig or branch, cut just outside the branch collar (the swollen area at the base of the branch that sometimes has a bark ridge), and perpendicular to the

branch being pruned rather than as close to the trunk as possible. This minimizes the site of the wound. No stubs should be left. Poor cut location, poor cut angle and torn cuts are not acceptable.

- Extensive pruning is best completed before plants break dormancy. Pruning should be limited to the removal of no more than 25% of the total bud and leaf bearing branches. Pruning should include the careful removal of:
  - Deadwood;
  - Branches that are weak, damaged, diseased and those which will interfere with construction activity;
  - Secondary leaders of conifers;
  - Trunk and root suckers;
  - Trunk waterspouts; and,
  - Tight V-shaped or weak crotches (included unions).
- Any branches that overhang the work area and require pruning are to be pruned using good arboricultural practices utilizing by-pass secateurs in accordance with approved horticultural practices and/or American National Standard (ANSI) A300 (Part 1) – 2008 Pruning.
- The Contractor must report immediately any damage to trees such as broken limbs, damage to roots, or wounds to the main trunk or stem systems so that the damage can be assessed immediately.

6 SPECIES AT RISK

As part of the street tree inventory along Mulock Drive (March 18-23, 2021), one potential Butternut tree was observed on an adjacent property that could be impacted by the creation of a multi-use trail. Butternut is an Endangered tree species and Butternut trees and their habitat are protected by the Endangered Species Act (ESA). The tree is located in the backyard of 568 Mulock Court which backs onto the existing sidewalk along Mulock Drive.

Butternut

- Butternut is listed as Endangered and receives species and habitat protection under the ESA (2007), O.Reg 242/08.
- Under the ESA, Butternut trees within or adjacent to development and potentially impacted must undergo an health assessment by a certified Butternut Health Assessor in order to determine if the trees are protected under the ESA and to identify the subsequent steps that must be taken to ensure ESA compliance.

Conclusion / Recommendation

- Based on a visual assessment of the tree and its surroundings, we believe the tree is a hybrid Butternut which would be exempt from the ESA, based on the following characteristics:
  - The bark is typical of a hybrid;
  - Twigs and buds could not be assessed as they were high up on the tree;
  - Since there were no leaves on the tree, tree leaf characteristics could not be assessed;
  - No fruit was seen;
  - There was a wound on the upper part of the trunk, but no indication of canker was seen from the ground;
  - Tree appears to have been planted in the centre of the rear property line. The backyard has been landscaped consisting of gardens and lawn.

If works are planned along the existing sidewalk or its vicinity (i.e. close to this tree), the tree should be assessed during the growing season by a provincially-designated Butternut Health Assessor, and a Butternut Health Assessment submitted to the Ministry of the Environment, Conservation, and Parks (MECP) for their review. This process documents the tree's status (pure vs hybrid) based on visual characteristics and ensures compliance with the ESA. The City may already have a BHA report on file if the tree has previously been assessed.

7 TREE REMOVALS / INJURY / COMPENSATION

This section summarizes the potential removals and injury to trees as a result of the proposed trail.

7.1 COMPENSATION NOTES

- The table below details the quantities of removals and injury and preservation of trees that may be one item used to determine the feasibility of the multi-use trail.

Table 7.1 – Removal, Injury and Compensation Table

Location	Removals	Injury	Preservation	Total
North side	94			94
		155		155
			171	171
South Side	60			60
		41		41
			106	106
Total	**154**	**196**	**277**	**627**

8 CONCLUSION

Much of the vegetation found ranges from young to mature and is characterized by a mixture of planted native and non-native urban tolerant species and cultivars.

Impacts to existing trees is greater on the north side than the south side of Mulock Drive. Part of this is due to the greater number of trees located on the north side and the proximity of existing trees to the sidewalk that is proposed to be widened. There will be no impacts to trees where existing multi-use trails on the north and south sides of Mulock Drive.

Tree impacts to be assessed should the project proceed to detailed design. Tree Preservation Plans and an Arborist Report will be required to determine impacts and provide recommendations on protection of trees, mitigation measures and compensation. The plans and report would be required to meet Town of Newmarket's Tree Preservation, Protection, Replacement and Enhancement Policy (2005) and the Region's of York's Street Tree and Forest Preservation Guidelines (2016).

9 LIMITATIONS OF ASSESSMENT

- It is our policy to attach the following clause regarding limitations. We do this to ensure that the client is aware of what is technically and professionally realistic in retaining trees.
- The assessment of the trees presented in this report has been made using accepted arboricultural techniques. These include a visual examination of all the above ground parts of the tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of attack by insects, discoloured foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the trees and the surrounding site, and the proximity of property and people. Except where specifically noted, the trees were not cored, probed or climbed and there was no detailed inspection of the root crowns involving excavations.
- Notwithstanding the recommendations and conclusions made in this report, it must be recognized that trees are living organisms, and their health and vigour constantly change over time. They are not immune to changes in site conditions or seasonal variations in the weather conditions.
- While reasonable efforts have been made to ensure that the subject trees are healthy, no guarantees are offered, or implied, that these trees or any of their parts will remain standing. It is both professionally and practically impossible to predict with absolute certainty the behaviour of any single tree or its component parts under all circumstances. Inevitably, a standing tree will always pose some level of risk. Most trees have the potential for failure under adverse weather conditions, and the risk can only be eliminated if the tree is removed.

APPENDIX

A TREE INVENTORY TABLES

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
1		*Acer ginnala*	*Amur Maple*	1	15	15	G	G	G	5	7	ROW		1.8	Remove	Trunk cracked sealed, exposed roots with wounds, epicormic shoots, under hydro, photo 2886	
2		*Acer ginnala*	*Amur Maple*	1	12	12	G	G	G	4	7	ROW		1.8	Remove	Trunk crack sealed, epicormic shoots, under hydro	
3	THUJOCC	*Thuja occidentalis*	*Eastern White Cedar*	11	11	11	G	G	G	1	8	ROW		1.8	Preserve	Row of cedars	
4	CRAT_SP	*Crataegus sp.*	*Hawthorn sp.*	1	8,8,8,8	16	G	G	G	2	8	ROW		1.8	Injure-Preserve	Multistem	
5	ACERPLA	*Acer platanoides*	*Norway Maple*	1	27	27	G	G	G	8	20	ROW		1.8	Preserve		
6	ROBIPSE	*Robinia pseudoacacia*	*Black Locust*	1	34	34	F	F	G	6	14	ROW		2.4	Injure-Preserve	Major stem removed, broken branches, trunk wounds, canopy extends over sidewalk	
7	ROBIPSE	*Robinia pseudoacacia*	*Black Locust*	1	11, 11, 11	19	G	G	G	4	12	ROW		1.8	Preserve	Photo 2892	
8	ROBIPSE	*Robinia pseudoacacia*	*Black Locust*	1	11	11	G	G	G	3	8	ROW		1.8	Preserve	Photo 2892	
9	ROBIPSE	*Robinia pseudoacacia*	*Black Locust*	1	8, 11, 12, 12	22	G	G	G	6	12	ROW		1.8	Injure-Preserve	Photo 2892	
10		*Eleagnus angustifolia*	*Russian Olive*	1	7,8,10	15	G	G	G	6	8	ROW		1.8	Injure-Preserve	Canopy extends over sidewalk	
11		*Eleagnus angustifolia*	*Russian Olive*	1	24,16	29	G	G	G	6	12	ROW		1.8	Injure-Preserve	Canopy extends over sidewalk	
12	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	13,13,10	21	G	G	G	6	12	ROW		1.8	Preserve	Major trunk removed, epicormic shoots	
13	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	13,10,8,8,8	22	G	G	G	6	12	ROW		1.8	Preserve		
14	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	10,7	12	G	G	G	6	12	ROW		1.8	Preserve		
15	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	14,12,9	21	F	F	F	3	12	ROW		1.8	Injure-Preserve	Tag 1779, removed trunks, epicormic shoots, exposed roots, twisted stems	
16	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Minor trunk wound	
17	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
18	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
19	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve		
20	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve		
21	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	12	12	G	G	G	2	12	ROW		1.8	Injure-Preserve		
22	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	12	12	G	G	G	2	12	ROW		1.8	Injure-Preserve		
23	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	15	15	G	G	G	2	15	ROW		1.8	Remove		
24	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Remove		
25	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve		
26	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
27	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
28	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve		
29	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
30	ACERPLA	*Acer platanoides*	*Norway Maple*	1	27	27	G	G	G	3	16	ROW		1.8	Injure-Preserve	Trunk wound, photo 2906	
31	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	7	7	G	G	G	1	5	ROW		1.2	Injure-Preserve	Shuberts Chokecherry	
32	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	10	10	G	G	G	2	5	ROW		1.8	Injure-Preserve	Shuberts Chokecherry, trunk wound	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
33	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	11	11	G	G	G	2	5	ROW		1.8	Injure-Preserve	Shuberts Chokecherry	
34	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	F	F	G	3	6	ROW		1.8	Remove	Major stem removed, epicormic shoots, water sprouts	
35	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	F	F	G	3	6	ROW		1.8	Injure-Preserve	Wound at base of trunk, pruned branches	
36	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	16	16	G	G	G	2	12	ROW		1.8	Injure-Preserve	Pruned branches	
37	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	G	F	F	2	12	ROW		1.8	Injure-Preserve		
38	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	16	16	G	G	G	4	12	ROW		1.8	Injure-Preserve		
39	AMEL_SP	*Amelanchier sp.*	*Serviceberry sp.*	1	11	11	P	F	G	1	12	ROW		1.8	Preserve	Major trunk wound with rot	
40	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	14	14	G	G	G	2	12	ROW		1.8	Injure-Preserve		
41	ACERPLA	*Acer platanoides*	*Norway Maple*	1	24	24	G	F	F	2	12	ROW		1.8	Injure-Preserve		
42	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	16	16	G	G	G	3	12	ROW		1.8	Injure-Preserve	Major limb pruned off	
43	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve		
44	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve		
45	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	14	14	G	G	G	2	8	ROW		1.8	Injure-Preserve	Shuberts Chokecherry, trunk crack, water sprouts, epicormic shoots	
46	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	18	18	G	G	G	3	12	ROW		1.8	Injure-Preserve		
47	ACERPLA	*Acer platanoides*	*Norway Maple*	1	17	17	G	G	G	4	6	ROW		1.8	Injure-Preserve		
48	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	6	ROW		1.2	Injure-Preserve		
49	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	11	11	G	G	G	1	8	ROW		1.8	Injure-Preserve	Water sprouts	
50	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	6	ROW		1.8	Injure-Preserve	Water sprouts, epicormic shoots	
51	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	17	17	G	G	G	3	12	ROW		1.8	Injure-Preserve		
52	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	20	20	G	G	G	3	12	ROW		1.8	Injure-Preserve		
53	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	19	19	G	F	G	3	12	ROW		1.8	Injure-Preserve	Poor form	
54	PICEPUN	*Picea pungens*	*Blue Spruce*	1	23	23	G	G	G	3	16	ROW		1.8	Preserve		
55	MALU_SP	*Malus sp.*	*Apple sp.*	1	21	21	G	G	G	3	12	ROW		1.8	Preserve		
56	PICEPUN	*Picea pungens*	*Blue Spruce*	1	22	22	G	G	G	3	12	ROW		1.8	Injure-Preserve		
57	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	G	G	G	1	12	ROW		1.8	Remove		
58	MALU_SP	*Malus sp.*	*Apple sp.*	1	13	13	F	F	G	3	5	ROW		1.8	Remove	Wound at trunk base, lean	
59	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	F	G	G	1	12	ROW		1.8	Remove	Trunk wound	
60	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	6	ROW		1.2	Preserve		
61	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve		
62	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Preserve		
63	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	12	12	G	G	G	2	8	ROW		1.8	Preserve	Shuberts Chokecherry	
64		*Acer ginnala*	*Amur Maple*	1	10	10	G	G	G	2	8	ROW		1.8	Preserve		
65	MALU_SP	*Malus sp.*	*Apple sp.*	1	12	12	G	G	G	2	6	ROW		1.8	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
66	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve		
67	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	6	ROW		1.2	Preserve		
68	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	F	G	G	3	6	ROW		1.8	Injure-Preserve	Trunk wounds	
69	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	14	14	G	G	G	2	8	ROW		1.8	Injure-Preserve		
70	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	12	12	F	G	G	3	6	ROW		1.8	Injure-Preserve	Trunk wounds	
71	MALU_SP	*Malus sp.*	*Apple sp.*	1	10	10	G	G	G	3	6	ROW		1.8	Injure-Preserve		
72	MALU_SP	*Malus sp.*	*Apple sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
73	MALU_SP	*Malus sp.*	*Apple sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
74	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	11	11	G	G	G	3	8	ROW		1.8	Injure-Preserve	water sprouts	
75	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry	
76	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	P	G	G	1	6	ROW		1.2	Preserve	Lots of trunk wounds	
77	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	P	F	G	1	8	ROW		1.2	Remove		
78	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	8	ROW		1.2	Preserve		
79	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	8	ROW		1.2	Preserve	Sealed trunk wound	
80	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	5	5	G	G	G	1	8	ROW		1.2	Preserve		
81	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	F	G	G	2	8	ROW		1.2	Preserve	Trunk wounds	
82	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	2	8	ROW		1.2	Preserve		
83	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	6	ROW		1.2	Preserve		
84	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	6	ROW		1.2	Preserve		
85	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	6	ROW		1.2	Preserve		
86	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	F	G	G	2	8	ROW		1.2	Preserve	Trunk base wound	
87	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	2	10	ROW		1.2	Preserve		
88	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	F	G	G	2	8	ROW		1.2	Preserve	Trunk base wound	
89	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
90	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	6	ROW		1.2	Preserve		
91	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	6	ROW		1.2	Preserve		
92	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	8	ROW		1.2	Preserve		
93	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	F	G	G	1	8	ROW		1.2	Preserve	Minor trunk wounds	
94	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	F	G	G	1	6	ROW		1.2	Preserve	Minor trunk wounds	
95	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	F	G	G	1	6	ROW		1.2	Preserve	Minor trunk wounds	
96	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
97	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
98	ACERPLA	*Acer platanoides*	*Norway Maple*	1	21	21	G	G	G	2	16	ROW		1.8	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
99	MALU_SP	*Malus sp.*	*Apple sp.*	1	13	13	F	G	G	3	7	ROW		1.8	Preserve	Minor trunk wounds	
100	ACERPLA	*Acer platanoides*	*Norway Maple*	1	26	26	F	F	G	5	16	ROW		1.8	Injure-Preserve	Exposed roots, major branches pruned off	
101	ACERPLA	*Acer platanoides*	*Norway Maple*	1	17	17	P	F	F	3	12	ROW		1.8	Preserve	Major wounds and rot on stem, many branches already removed	
102	MALU_SP	*Malus sp.*	*Apple sp.*	1	10	10	G	G	G	3	6	ROW		1.8	Preserve		
103	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	10	10	G	G	G	3	10	ROW		1.8	Remove		
104	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	10	10	G	G	G	2	8	ROW		1.8	Remove		
105	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	2	8	ROW		1.2	Remove		
106	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	2	8	ROW		1.2	Injure-Preserve		
107	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	2	8	ROW		1.2	Injure-Preserve		
108	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	9	9	G	G	G	2	10	ROW		1.2	Injure-Preserve		
109	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve		
110	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	6	ROW		1.8	Remove		
111	ACERCAM	*Acer campestre*	*Hedge Maple*	1	5	5	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
112	ACERCAM	*Acer campestre*	*Hedge Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
113	MALU_SP	*Malus sp.*	*Apple sp.*	1	12	12	G	G	G	2	6	ROW		1.8	Preserve		
114	ACERCAM	*Acer campestre*	*Hedge Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
115	ULMUAME	*Ulmus americana*	*American Elm*	1	29	29	G	G	G	3	20	ROW		1.8	Remove		
116	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
117	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	5	ROW		1.2	Preserve	Epicormic sprouts	
118	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	3	ROW		1.2	Preserve	Gator bag	
119	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	3	ROW		1.2	Preserve		
120	ACERPLA	*Acer platanoides*	*Norway Maple*	1	26	26	G	G	G	3	20	ROW		1.8	Injure-Preserve		
121	ACERPLA	*Acer platanoides*	*Norway Maple*	1	12, 10	16	G	G	G	4	14	ROW		1.8	Preserve		
122	ACERPLA	*Acer platanoides*	*Norway Maple*	1	26	26	G	G	G	6	16	ROW		1.8	Injure-Preserve		
123	ACERPLA	*Acer platanoides*	*Norway Maple*	1	25	25	G	F	G	6	16	ROW		1.8	Injure-Preserve	Pruned branches	
124	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	3	ROW		1.2	Preserve	Gator bag	
125	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	3	ROW		1.2	Preserve	Gator bag	
126	MALU_SP	*Malus sp.*	*Apple sp.*	1	11	11	F	G	G	2	6	ROW		1.8	Injure-Preserve	Minor trunk wounds	
127	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve	Minor trunk wounds	
128	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	8	ROW		1.2	Injure-Preserve		
129	PINUNIG	*Pinus nigra*	*Black Pine*	1	23	23	G	G	G	3	6	ROW		1.8	Injure-Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
130	PINUNIG	*Pinus nigra*	*Black Pine*	1	25	25	G	G	G	3	10	ROW		1.8	Injure-Preserve		
131	PINUNIG	*Pinus nigra*	*Black Pine*	1	23	23	G	G	G	3	6	ROW		1.8	Injure-Preserve		
132	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Preserve		
133	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	10	ROW		1.8	Injure-Preserve		
134	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	13	13	G	G	G	2	10	ROW		1.8	Injure-Preserve		
135	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Preserve		
136	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Preserve		
137	PINUNIG	*Pinus nigra*	*Black Pine*	1	32	32	G	G	G	5	16	ROW		2.4	Preserve		
138	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	33, 25	41	F	F	F	8	18	ROW		3	Preserve	Growing on slope, branch wounds with rot, water sprouts	
139	PICEPUN	*Picea pungens*	*Blue Spruce*	1	30	30	G	G	G	3	18	ROW		2.4	Remove		
140	PICEPUN	*Picea pungens*	*Blue Spruce*	1	30	30	G	G	G	3	18	ROW		2.4	Preserve		
141	PICEPUN	*Picea pungens*	*Blue Spruce*	1	30	30	G	G	G	3	18	ROW		2.4	Remove		
142	PICEPUN	*Picea pungens*	*Blue Spruce*	1	28	28	G	G	G	3	16	ROW		1.8	Remove		
143	PICEPUN	*Picea pungens*	*Blue Spruce*	1	23	23	G	G	G	3	16	ROW		1.8	Remove		
144	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	11	11	G	G	G	2	8	ROW		1.8	Remove		
145	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Remove	Sealed trunk wound	
146	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Remove		
147	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	11	11	G	G	G	2	8	ROW		1.8	Remove		
148	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Remove	Water sprouts, sealed trunk wound	
149	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	2	8	ROW		1.8	Remove	Water sprouts, sealed trunk wound	
150	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	10	10	G	G	G	2	8	ROW		1.8	Remove		
151	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	10	10	G	G	G	2	8	ROW		1.8	Remove	Branch wound	
152	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	12	12	G	F	G	2	8	ROW		1.8	Remove	Heavy pruning, water sprouts	
153	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	11	11	G	G	G	2	8	ROW		1.8	Remove		
154	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	11	11	G	G	G	2	8	ROW		1.8	Remove		
155	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	12	12	G	F	G	3	10	ROW		1.8	Remove	Poor pruning	
156	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	12	12	G	F	G	2	8	ROW		1.8	Remove	Poor pruning	
157	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	12	12	F	G	G	2	8	ROW		1.8	Remove	Trunk wound partially sealed	
158	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	P	G	G	2	8	ROW		1.2	Remove	Bad trunk wound	
159	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	P	G	G	2	8	ROW		1.2	Remove	Bad trunk wound	
160	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	P	G	G	2	8	ROW		1.2	Remove	Bad trunk wound	
161	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	9	9	P	G	G	2	8	ROW		1.2	Remove	Bad trunk wound	
162	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	5	ROW		1.2	Remove		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
163	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove	Trunk wound partially sealed	
164	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove		
165	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove		
166	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove		
167	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove		
168	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	5	ROW		1.2	Injure-Preserve		
169	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	5	ROW		1.2	Injure-Preserve		
170	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	P	G	G	1	5	ROW		1.2	Injure-Preserve		
171	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	5	ROW		1.2	Injure-Preserve		
172	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	P	G	G	1	5	ROW		1.2	Injure-Preserve	Wound at trunk base	
173	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	7	7	G	G	G	1	6	ROW		1.2	Preserve	Tag 117	
174	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	14	14	G	F	G	2	10	ROW		1.8	Injure-Preserve	Tag 118	
175	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	7	7	G	G	G	1	8	ROW		1.2	Preserve	Tag 119	
176	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	2	10	ROW		1.2	Injure-Preserve	Tag 120	
177	ACERCAM	*Acer campestre*	*Hedge Maple*	1	15	15	G	G	G	2	10	ROW		1.8	Preserve	Tag 121	
178	ACERCAM	*Acer campestre*	*Hedge Maple*	1	14	14	G	G	G	2	10	ROW		1.8	Preserve	Tag 122	
179	ACERCAM	*Acer campestre*	*Hedge Maple*	1	14	14	G	G	G	2	10	ROW		1.8	Preserve	Tag 123	
180		*Acer ginnala*	*Amur Maple*	1	8	8	G	G	G	2	5	ROW		1.2	Preserve	Tag 124	
181	ACERCAM	*Acer campestre*	*Hedge Maple*	1	16	16	G	G	G	2	12	ROW		1.8	Preserve	No tag	
182	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	1	8	ROW		1.8	Preserve	Tag 126	
183	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	8	ROW		1.2	Preserve	Tag 127	
184	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	6	ROW		1.2	Preserve	Tag 128	
185	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	P	G	G	1	6	ROW		1.8	Preserve	Tag 129, trunk wounds	
186	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	P	G	G	1	6	ROW		1.2	Preserve	Tag 130, trunk wounds	
187	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve	Tag 131	
188	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve	Tag 132	
189	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	8	ROW		1.2	Injure-Preserve	Tag 133	
190	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	P	G	G	1	6	ROW		1.2	Injure-Preserve	Tag 134, trunk wound at base	
191	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	8	ROW		1.2	Injure-Preserve	Tag 135	
192	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve	Tag 136	
193	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	8	ROW		1.2	Injure-Preserve	Tag 137	
194	QUERROB	*Quercus robur*	*English Oak*	1	15	15	F	G	G	1	12	ROW		1.8	Injure-Preserve	Trunk wound at base	
195	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	2	4	ROW		1.2	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
196	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	P	G	G	1	4	ROW		1.8	Remove	Trunk wound at base	
197	QUERROB	*Quercus robur*	*English Oak*	1	8	8	G	G	G	2	9	ROW		1.2	Preserve	Major branch removed	
198	MALU_SP	*Malus sp.*	*Apple sp.*	1	18	18	G	G	G	3	6	ROW		1.8	Remove		
199	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	4	ROW		1.8	Remove		
200	PINUNIG	*Pinus nigra*	*Black Pine*	1	22	22	G	G	G	3	6	ROW		1.8	Remove		
201	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	6	ROW		1.2	Remove	Trunk wound almost sealed	
202	ACERPLA	*Acer platanoides*	*Norway Maple*	1	16	16	F	G	G	3	10	ROW		1.8	Remove	Trunk wound at base	
203	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	6	ROW		1.8	Injure-Preserve		
204	ACERPLA	*Acer platanoides*	*Norway Maple*	1	24	24	G	G	G	4	12	ROW		1.8	Remove		
205	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Injure-Preserve		
206	PICEGLA	*Picea glauca*	*White Spruce*	1	9	9	G	G	G	2	8	ROW		1.2	Injure-Preserve		
207	PINUSYL	*Pinus sylvestris*	*Scots Pine*	1	22	22	G	G	G	5	16	ROW		1.8	Remove		
208	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	8	ROW		1.2	Remove		
209	ACERPLA	*Acer platanoides*	*Norway Maple*	1	21	21	G	G	G	1	16	ROW		1.8	Preserve		
210	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	6	ROW		1.8	Remove		
211	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	F	G	G	1	6	ROW		1.2	Remove	Trunk wound at base	
212	AMEL_SP	*Amelanchier sp.*	*Serviceberry sp.*	1	14	14	P	F	G	3	6	ROW		1.8	Injure-Preserve	bad trunk wounds, poor form	
213	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
214	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
215	ACERPLA	*Acer platanoides*	*Norway Maple*	1	19	19	G	G	G	5	6	ROW		1.8	Injure-Preserve		
216	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	5	5	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
217	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
218	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
219	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
220	MALU_SP	*Malus sp.*	*Apple sp.*	1	13	13	F	G	G	3	4	ROW		1.8	Remove	Trunk wounds	
221	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	11	11	G	G	G	1	6	ROW		1.8	Preserve		
222	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	F	G	G	1	4	ROW		1.2	Preserve	Trunk wounds	
223	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	7	7	G	G	G	1	8	ROW		1.2	Preserve		
224	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	6	ROW		1.2	Preserve		
225	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	6	ROW		1.2	Preserve		
226	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve		
227	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	6	ROW		1.2	Preserve		
228	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	6	ROW		1.8	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Thuja occidentalis
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
229	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	11	11	G	G	G	1	6	ROW		1.8	Preserve		
230		*Acer ginnala*	*Amur Maple*	1	11	11	G	G	G	2	6	ROW		1.8	Preserve		
231	ACERCAM	*Acer campestre*	*Hedge Maple*	1	12	12	G	G	G	2	6	ROW		1.8	Preserve		
232	ACERCAM	*Acer campestre*	*Hedge Maple*	1	11	11	G	G	G	3	6	ROW		1.8	Preserve		
233		*Acer ginnala*	*Amur Maple*	1	9	9	P	G	G	3	6	ROW		1.2	Preserve	bad crack on trunk	
234	ACERCAM	*Acer campestre*	*Hedge Maple*	1	11	11	G	G	G	3	6	ROW		1.8	Preserve		
235	ACERCAM	*Acer campestre*	*Hedge Maple*	1	13	13	G	G	G	3	6	ROW		1.8	Preserve		
236	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	13	13	G	G	G	1	8	ROW		1.8	Preserve		
237	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Preserve		
238	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	8	ROW		1.2	Preserve		
239	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	9	9	G	G	G	1	8	ROW		1.2	Preserve		
240	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	8	ROW		1.2	Preserve		
241	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Preserve	Minor trunk wound	
242	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6,6,7	11	G	G	G	1	6	ROW		1.8	Injure-Preserve		
243	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Remove		
244	MALU_SP	*Malus sp.*	*Apple sp.*	1	20	20	G	G	G	3	8	ROW		1.8	Remove	minor trunk wounds at base	
245	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve	Trunk wound at base	
246	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	16	16	G	G	G	3	12	ROW		1.8	Injure-Preserve		
247	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	20	20	G	G	G	3	12	ROW		1.8	Remove		
248	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve		
249	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	16	16	G	G	G	3	12	ROW		1.8	Remove		
250	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve		
251	MALU_SP	*Malus sp.*	*Apple sp.*	1	20	20	P	P	G	3	8	ROW		1.8	Remove	Trunk wounds, pruned major limb (removed), poor form, epicormic shoots	
252	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	14	14	P	P	G	3	8	ROW		1.8	Remove	Marked for removal,black knot abundant, many limbs pruned off, poor form, epicormic shoots	
253	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	4	4	G	G	G	1	5	ROW		1.2	Remove	Gator bag	
254	MALU_SP	*Malus sp.*	*Apple sp.*	1	16	16	P	P	G	3	8	ROW		1.8	Remove	Lean, epicormic shoots, trunk wounds at base	
255	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Preserve		
256	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve		
257	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
258	MALU_SP	*Malus sp.*	*Apple sp.*	1	16	16	P	P	G	3	8	ROW		1.8	Remove	Trunk wounds, pruned major limb (removed), poor form, epicormic shoots, water sprouts	
259	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	4	ROW		1.2	Injure-Preserve	Gator bag	
260	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	3	3	G	G	G	1	4	ROW		1.2	Injure-Preserve	Gator bag	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
261	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	11	11	P	P	G	1	8	ROW		1.8	Remove	Trunk wounds, pruned major limb (removed), poor form, epicormic shoots, water sprouts	
262	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Gator bag	
263	ACERCAM	*Acer campestre*	*Hedge Maple*	1	14	14	G	G	G	3	10	ROW		1.8	Injure-Preserve		
264	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	13	13	G	G	G	2	10	ROW		1.8	Injure-Preserve		
265	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Remove		
266	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove	Lean	
267	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	6	ROW		1.2	Remove		
268	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	8	ROW		1.2	Injure-Preserve		
269	CELTOCC	*Celtis occidentalis*	*Common Hackberry*	1	16	16	G	G	G	3	10	ROW		1.8	Remove		
270	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	19	19	P	G	G	3	8	ROW		1.8	Injure-Preserve	Trunk wounds, pruned limbs, epicormic sprouts, water sprouts	
271	PICEPUN	*Picea pungens*	*Blue Spruce*	1	20	20	G	G	G	3	14	ROW		1.8	Preserve		
272	MALU_SP	*Malus sp.*	*Apple sp.*	1	16	16	G	G	G	3	7	ROW		1.8	Injure-Preserve		
273	ACERPLA	*Acer platanoides*	*Norway Maple*	1	31, 26	40	P	P	G	6	18	ROW		2.4	Remove	Wounds at base, two trunks from the base, pruned limbs, marked with orange spray paint - possibly slated for removal.	
274	ACERCAM	*Acer campestre*	*Hedge Maple*	1	11	11	G	G	G	3	7	ROW		1.8	Remove		
275	MALU_SP	*Malus sp.*	*Apple sp.*	1	16	16	G	G	G	3	5	ROW		1.8	Injure-Preserve		
276	ACERPLA	*Acer platanoides*	*Norway Maple*	1	35	35	P	G	G	6	18	ROW		2.4	Remove	Bad trunk wound,branch wounds, exposed roots, girdling roots	
277	MALU_SP	*Malus sp.*	*Apple sp.*	1	12	12	G	G	G	3	5	ROW		1.8	Injure-Preserve		
278	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	7	7	G	G	G	2	8	ROW		1.2	Preserve	Possibly Accolade Elm Ulmus x Morton	
279	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	
280	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Chanticleer pear, gator bag	
281	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	18	18	G	G	G	7	22	ROW		1.8	Injure-Preserve		
282	MALU_SP	*Malus sp.*	*Apple sp.*	1	20,14,16, 15	33	G	G	G	7	12	ROW		2.4	Injure-Preserve		
283	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	
284	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	
285	ACERPLA	*Acer platanoides*	*Norway Maple*	1	35	35	G	G	G	7	18	ROW		2.4	Remove		
286	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	
287	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Chanticleer pear, gator bag	
288	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	5	5	G	G	G	2	6	ROW		1.2	Preserve		
289	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	
290	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	3	3	G	G	G	1	4	ROW		1.2	Remove	Chanticleer pear, gator bag	
291	ACERPLA	*Acer platanoides*	*Norway Maple*	1	35	35	G	G	G	7	18	ROW		2.4	Remove		
292	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
293	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Chanticleer pear, gator bag	
294	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	F	G	G	1	10	ROW		1.8	Preserve	Trunk wound	
295	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	G	G	G	1	10	ROW		1.8	Preserve		
296	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Chanticleer pear, gator bag	
297	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Chanticleer pear, gator bag	
298	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	3	3	P	G	G	1	4	ROW		1.2	Preserve	Chanticleer pear, gator bag, bad crack on stem	
299	ACERPLA	*Acer platanoides*	*Norway Maple*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve		
300	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Chanticleer pear, gator bag	
301	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	G	G	G	4	12	ROW		1.8	Remove		
302	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	G	G	G	4	12	ROW		1.8	Remove		
303	ACERPLA	*Acer platanoides*	*Norway Maple*	1	16	16	G	G	G	4	10	ROW		1.8	Remove		
304	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	G	G	G	4	12	ROW		1.8	Remove		
305	ACERRUB	*Acer rubrum*	*Red Maple*	1	5	5	P	G	G	1	5	ROW		1.2	Preserve	Bad trunk wounds	
306	CRAT_SP	*Crataegus sp.*	*Hawthorn sp.*	1	6,6,4,4	10	G	G	G	1	5	ROW		1.8	Preserve		
307	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	7	7	G	G	G	1	5	ROW		1.2	Preserve		
308	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	G	G	G	1	10	ROW		1.8	Preserve		
309	PYRU_SP	*Pyrus sp.*	*Pear sp.*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Chanticleer pear, gator bag	
310		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	gator bag	
311	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	G	G	G	1	10	ROW		1.8	Preserve		
312		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	gator bag	
313	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	G	G	G	1	10	ROW		1.8	Preserve	Lower branch broken	
314		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	gator bag	
315		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	gator bag	
316	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	G	G	G	1	10	ROW		1.8	Preserve		
317		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	gator bag	
318		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	gator bag	
319	ACERPLA	*Acer platanoides*	*Norway Maple*	1	10	10	G	G	G	1	10	ROW		1.8	Injure-Preserve		
320		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	gator bag	
321		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	gator bag	
322	ACERPLA	*Acer platanoides*	*Norway Maple*	1	30	30	G	G	G	5	16	ROW		2.4	Remove		
323	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	G	G	G	2	7	ROW		1.8	Injure-Preserve	Minor trunk wound, minor lean	
324		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	gator bag	
325	ACERPLA	*Acer platanoides*	*Norway Maple*	1	7	7	G	G	G	1	10	ROW		1.2	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
326		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Injure-Preserve	gator bag	
327		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	gator bag	
328	ACERPLA	*Acer platanoides*	*Norway Maple*	1	30	30	G	G	G	5	16	ROW		2.4	Remove	Exposed roots with wounds	
329		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	gator bag	
330		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Injure-Preserve	gator bag	
331	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	26, 18	32	F	F	G	4	20	ROW		2.4	Remove	Branch pruning wounds, epicormic shoots, unbalanced crown, relatively straight trunks for this species	
332	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	24	24	F	F	G	4	20	ROW		1.8	Injure-Preserve	Unbalanced crown, minor lean	
333	ACERNEG	*Acer negundo*	*Manitoba Maple*	1	14	14	F	F	G	5	14	ROW		1.8	Preserve	Unbalanced crown, minor lean	
334	ACERPLA	*Acer platanoides*	*Norway Maple*	1	30	30	G	G	G	5	16	ROW		2.4	Remove	Minor wound at base of trunk from mower, broken branch	
335		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	gator bag	
336		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Remove	gator bag	
337	ACERCAM	*Acer campestre*	*Hedge Maple*	1	6	6	G	G	G	1	5	ROW		1.2	Remove		
338	ACERPLA	*Acer platanoides*	*Norway Maple*	1	24	24	G	G	G	5	20	ROW		1.8	Remove	Also a Multistem (4) apple at this location in fair health, not mapped, dripline 5m, height 16m	
339	MALU_SP	*Malus sp.*	*Apple sp.*	1	19	19	G	G	G	3	8	ROW		1.8	Injure-Preserve	Minor mower damage at base, marked with green dot on trunk	
340	ACERPLA	*Acer platanoides*	*Norway Maple*	1	25	25	G	G	G	5	20	ROW		1.8	Remove		
341	ACERPLA	*Acer platanoides*	*Norway Maple*	1	19	19	G	G	G	3	8	ROW		1.8	Injure-Preserve		
342	ACERCAM	*Acer campestre*	*Hedge Maple*	1	6	6	G	G	G	1	4	ROW		1.2	Preserve		
343	ACERPLA	*Acer platanoides*	*Norway Maple*	1	15	15	G	G	G	3	18	ROW		1.8	Injure-Preserve		
344	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	F	G	G	3	8	ROW		1.8	Remove	Minor trunk wound from mower damage	
345	ACERPLA	*Acer platanoides*	*Norway Maple*	1	15	15	F	F	G	3	18	ROW		1.8	Preserve	Unbalanced crown, minor lean, water sprouts	
346		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Remove	gator bag	
347	ACERPLA	*Acer platanoides*	*Norway Maple*	1	36	36	G	G	G	5	20	ROW		2.4	Remove	Pruning wounds, dead branch	
348		*Acer ginnala*	*Amur Maple*	1	4	4	G	G	G	1	6	ROW		1.2	Remove	gator bag	
349	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	F	G	G	3	8	ROW		1.8	Remove	Minor trunk wound from mower damage, broken branch	
350	ACERCAM	*Acer campestre*	*Hedge Maple*	1	9	9	F	G	G	1	5	ROW		1.2	Injure-Preserve	Trunk wounds	
351	CATASPE	*Catalpa speciosa*	*Northern Catalpa*	1	19	19	G	G	G	3	14	ROW		1.8	Injure-Preserve		
352	ACERPLA	*Acer platanoides*	*Norway Maple*	1	32	32	F	F	G	5	20	ROW		2.4	Remove	Pruned for hydro resulting in unbalanced crown, trunk wound from mower	
353	ACERPLA	*Acer platanoides*	*Norway Maple*	1	14	14	P	F	G	3	6	ROW		1.8	Remove	1m long trunk wound with rot, pruning has resulted in unbalanced crown	
354	MALU_SP	*Malus sp.*	*Apple sp.*	1	11	11	F	F	G	2	6	ROW		1.8	Remove	Minor trunk wound from mower damage, broken branches	
355	MALU_SP	*Malus sp.*	*Apple sp.*	1	11	11	G	G	G	3	8	ROW		1.8	Remove		
356	ACERPLA	*Acer platanoides*	*Norway Maple*	1	26	26	G	G	G	5	18	ROW		1.8	Remove	Minor trunk wounds, exposed roots with mower damage	
357	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	26	26	G	G	G	5	18	ROW		1.8	Remove		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
358	ACERCAM	*Acer campestre*	*Hedge Maple*	1	9	9	G	G	G	2	8	ROW		1.2	Injure-Preserve		
359	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	5	ROW		1.2	Remove	Schubert Chokecherry, epicormic shoots	
360	ACERPLA	*Acer platanoides*	*Norway Maple*	1	29	29	G	F	F	5	18	ROW		1.8	Remove	Branch wounds on major limbs, unbalanced crown as pruned for hydro	
361	MALU_SP	*Malus sp.*	*Apple sp.*	1	11	11	G	G	G	3	8	ROW		1.8	Injure-Preserve	Epicormic shoots, unbalanced crown	
362	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	5	ROW		1.2	Injure-Preserve		
363	MALU_SP	*Malus sp.*	*Apple sp.*	1	20, 25, 18, 18	41	G	F	G	3	10	ROW		3	Remove	Multi stem, pruned limbs, major additional stems removed at base	
364	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	5	ROW		1.2	Injure-Preserve	Schubert Chokecherry, epicormic shoots	
365	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	G	G	G	3	8	ROW		1.8	Injure-Preserve	Minor trunk wound from mower damage	
366	ACERPLA	*Acer platanoides*	*Norway Maple*	1	26	26	F	F	F	6	18	ROW		1.8	Remove	Branch wounds on major limbs, unbalanced crown as pruned for hydro, trunk wound at base, exposed roots with mower damage	
367	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
368	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
369	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
370	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	6	ROW		1.2	Injure-Preserve	Schubert Chokecherry, epicormic shoots	
371	ACERPLA	*Acer platanoides*	*Norway Maple*	1	26	26	F	F	F	6	18	ROW		1.8	Remove	Branch wounds on major limbs, major branch removed, water sprouts	
372	MALU_SP	*Malus sp.*	*Apple sp.*	1	14	14	G	G	G	3	8	ROW		1.8	Injure-Preserve	Epicormic sprout, trunk wound, lean	
373	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
374	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
375	ACERPLA	*Acer platanoides*	*Norway Maple*	1	19	19	G	G	G	4	18	ROW		1.8	Preserve		
376	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
377	MALU_SP	*Malus sp.*	*Apple sp.*	1	10	10	G	G	G	2	6	ROW		1.8	Preserve		
378	ACERPLA	*Acer platanoides*	*Norway Maple*	1	30	30	G	F	G	6	22	ROW		2.4	Injure-Preserve	Branch wounds from pruning, pruned for hydro	
379	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
380	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
381	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
382	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
383	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Injure-Preserve	Gator bag	
384	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	4	4	G	G	G	1	4	ROW		1.2	Remove	Gator bag	
385	MALU_SP	*Malus sp.*	*Apple sp.*	1	15, 15	21	P	F	G	3	10	ROW		1.8	Injure-Preserve	One stem has strong lean and bad rot at base	
386	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
387	ACERPLA	*Acer platanoides*	*Norway Maple*	1	28	28	G	G	G	6	22	ROW		1.8	Injure-Preserve	Branch wounds from pruning, minor wound at base of trunk, exposed roots with mower damage, girdling roots	
388	MALU_SP	*Malus sp.*	*Apple sp.*	1	24, 22, 25	41	F	F	G	6	12	ROW		3	Injure-Preserve	Major limbs have been removed, broken branch, unbalanced crown	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
389	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	5	ROW		1.2	Preserve	Schubert Chokecherry	
390	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22, 15	27	F	F	G	4	18	ROW		1.8	Preserve	Included bark, unbalanced crown	
391	MALU_SP	*Malus sp.*	*Apple sp.*	1	26	26	F	F	G	6	12	ROW		1.8	Preserve	Major limbs have been removed, unbalanced crown	
392	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
393	ACERPLA	*Acer platanoides*	*Norway Maple*	1	28	28	G	G	G	8	22	ROW		1.8	Injure-Preserve	Branch wounds from pruning, minor wound at base of trunk	
394	FRAXPEN	*Fraxinus pennsylvanica*	*Green Ash*	1	28	28	P	P	P	8	22	ROW		1.8	Preserve	Hazard tree, Emerald Ash Borer larvae exit holes, water sprouts, lots of dead branches. Main branches lacking buds, epicormic sprouts with buds.	
395	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	28	28	F	F	G	5	22	ROW		1.8	Preserve	Pruned for hydro, unbalanced crown, crack on trunk, epicormic sprouts	
396	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	7	7	G	G	G	1	5	ROW		1.2	Remove		
397	ACERPLA	*Acer platanoides*	*Norway Maple*	1	15	15	G	G	G	2	4	ROW		1.8	Remove	Existing tag 745	
398	ACERPLA	*Acer platanoides*	*Norway Maple*	1	15	15	G	G	G	2	4	ROW		1.8	Remove	Existing tag 746	
399	ACERPLA	*Acer platanoides*	*Norway Maple*	1	15	15	G	F	G	2	4	ROW		1.8	Remove	Existing tag 747, west side half of canopy has been pruned off	
400	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	12	12	G	G	G	1	8	ROW		1.8	Remove		
401	ACERPLA	*Acer platanoides*	*Norway Maple*	1	16	16	F	F	F	3	8	ROW		1.8	Remove	Existing tag 750, leader has been topped at 2.25m for hydro	
402	ACERPLA	*Acer platanoides*	*Norway Maple*	1	15	15	G	F	G	2	8	ROW		1.8	Injure-Preserve	Existing tag 751, pruned major limb, unbalanced crown	
403	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	14	14	G	G	G	1	8	ROW		1.8	Preserve		
404	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	13	13	G	G	G	1	8	ROW		1.8	Remove		
405	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Remove	Schubert Chokecherry, epicormic shoots	
406	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry	
407	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry	
408	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry	
409	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4	4	G	G	G	1	6	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
410	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	6	6	G	G	G	1	8	ROW		1.2	Preserve		
411	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve	Possibly Accolade Elm Ulmus x Morton	
412	ACERPLA	*Acer platanoides*	*Norway Maple*	1	17	17	P	P	F	1	8	ROW		1.8	Preserve	Existing tag 753, bad trunk wound with rot, water sprouts, major limb has been removed, unbalanced crown, wounds at base of trunk	
413	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve	Possibly Accolade Elm Ulmus x Morton	
414	ACERPLA	*Acer platanoides*	*Norway Maple*	1	19	19	P	G	G	2	8	ROW		1.8	Preserve	Bad trunk wound at base with rot, hazard tree	
415	ULMUAME	*Ulmus americana*	*American Elm*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve		
416	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	21	21	G	G	G	4	15	ROW		1.8	Remove		
417	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	7	7	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, broken branch with water sprouts	
418	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
419	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
420	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
421	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
422	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
423	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	21	21	G	G	G	4	15	ROW		1.8	Remove		
424	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	21	21	G	G	G	4	15	ROW		1.8	Injure-Preserve		
425	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	21	21	G	G	G	4	15	ROW		1.8	Preserve		
426	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	21	21	G	G	G	4	15	ROW		1.8	Injure-Preserve	Water sprouts	
427	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry	
428	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry	
429	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry	
430	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	F	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots, trunk wound	
431	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
432	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
433	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
434	AESCGLG	*Aesculus glabra*	*Ohio Buckeye*	1	8	8	G	G	G	1	5	ROW		1.2	Preserve		
435	AESCGLG	*Aesculus glabra*	*Ohio Buckeye*	1	8	8	G	G	G	1	5	ROW		1.2	Preserve		
436	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	G	F	G	4	16	ROW		1.8	Preserve	Poor form	
437	ACERRUB	*Acer rubrum*	*Red Maple*	1	9	9	G	G	G	2	10	ROW		1.2	Preserve		
438	ACERRUB	*Acer rubrum*	*Red Maple*	1	9	9	G	G	G	2	10	ROW		1.2	Preserve		
439	ACERPLA	*Acer platanoides*	*Norway Maple*	1	23	23	G	G	G	5	14	ROW		1.8	Injure-Preserve	Exposed root with mower damage, dirt mounded around stem	
440	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
441	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Remove		
442	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	P	F	F	3	14	ROW		1.8	Preserve	Bad trunk wound (possibly canker) with rot, pruned major limbs, exposed roots with mower damage, soil mounding around trunk, shaded by adjacent conifer to south	
443	ACERPLA	*Acer platanoides*	*Norway Maple*	1	24	24	G	G	G	5	14	ROW		1.8	Preserve	pruned major limbs, exposed roots with mower damage, soil mounding around trunk	
444	GYMNDIO	*Gymnocladus dioicus*	*Kentucky Coffee-tree*	1	5	5	G	G	G	1	4	ROW		1.2	Preserve		
445	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	P	G	G	3	14	ROW		1.8	Preserve	Bad trunk wound with rot, exposed roots with mower damage, soil mounding around trunk	
446	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Remove		
447	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	6	6	G	G	G	1	6	ROW		1.2	Preserve		
448	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
449	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	8	8	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
450	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Remove	Schubert Chokecherry, epicormic shoots	
451	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	F	G	G	1	7	ROW		1.2	Remove	Schubert Chokecherry, epicormic shoots	
452	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Injure-Preserve	Schubert Chokecherry, epicormic shoots	
453	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
454	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
455	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Schubert Chokecherry, epicormic shoots	
456	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	G	G	G	3	14	ROW		1.8	Injure-Preserve	exposed roots with mower damage, soil mounding around trunk	
457	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	G	G	G	3	14	ROW		1.8	Injure-Preserve	exposed roots with mower damage, soil mounding around trunk	
458	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	6	6	G	G	G	1	7	ROW		1.2	Preserve	Possibly Accolade Elm Ulmus x Morton	
459	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	G	G	G	3	14	ROW		1.8	Injure-Preserve	exposed roots with mower damage, soil mounding around trunk	
460	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	G	G	G	4	14	ROW		1.8	Injure-Preserve	exposed roots with mower damage, soil mounding around trunk	
461	ACERPLA	*Acer platanoides*	*Norway Maple*	1	21	21	G	G	G	4	14	ROW		1.8	Injure-Preserve	exposed roots with mower damage, soil mounding around trunk	
462	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	21	21	G	G	G	4	13	ROW		1.8	Preserve	Water sprouts	
463	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	20	20	G	G	G	3	15	ROW		1.8	Preserve		
464	ACERPLA	*Acer platanoides*	*Norway Maple*	1	21	21	G	G	G	4	14	ROW		1.8	Injure-Preserve	exposed roots with mower damage, soil mounding around trunk	
465	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	18	18	G	G	G	3	15	ROW		1.8	Injure-Preserve	Epicormic shoots	
466	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	8	8	G	G	G	1	8	ROW		1.2	Injure-Preserve		
467	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	8	8	G	G	G	1	8	ROW		1.2	Preserve	Epicormic shoots, soil mounding at base of trunk	
468	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	22	22	G	G	G	3	20	ROW		1.8	Remove	Water sprouts	
469	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve	Possibly Accolade Elm Ulmus x Morton	
470	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	9	9	G	G	G	1	8	ROW		1.2	Injure-Preserve	Possibly Accolade Elm Ulmus x Morton	
471	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	10	10	G	G	G	1	8	ROW		1.8	Injure-Preserve	Possibly Accolade Elm Ulmus x Morton	
472	ACERRUB	*Acer rubrum*	*Red Maple*	1	9	9	G	G	G	1	10	ROW		1.2	Injure-Preserve		
473	ACERPLA	*Acer platanoides*	*Norway Maple*	1	17	17	G	G	G	3	10	ROW		1.8	Injure-Preserve		
474	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	18	18	G	G	G	3	10	ROW		1.8	Injure-Preserve	Water sprouts	
475	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	18	18	G	G	G	3	10	ROW		1.8	Injure-Preserve	Epicormic sprouts, exposed roots with mower damage	
476	ACERPLA	*Acer platanoides*	*Norway Maple*	1	9	9	G	G	G	1	10	ROW		1.2	Preserve		
477	ACERPLA	*Acer platanoides*	*Norway Maple*	1	9	9	G	G	G	1	10	ROW		1.2	Preserve		
478	ACERPLA	*Acer platanoides*	*Norway Maple*	1	9	9	G	G	G	1	10	ROW		1.2	Preserve		
479	ACERPLA	*Acer platanoides*	*Norway Maple*	1	9	9	G	G	G	1	10	ROW		1.2	Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
480	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	90	90	F	F	F	10	30	ROW		5.4	Remove	Diameter estimated, existing tag 1873, approximately 75 honey bees / wasps buzzing around and crawling into/out of a crack in the trunk on west side and 3m above ground, basic visual assessment only - bees suggest possible cavity which could affect trunk integrity, minor trunk mowing wounds, dead smaller branches.	
481	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	15	15	G	G	G	3	10	ROW		1.8	Injure-Preserve		
482	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	15	15	G	G	G	3	10	ROW		1.8	Injure-Preserve		
483	PICEGLA	*Picea glauca*	*White Spruce*	1	32	32	G	G	G	3	30	ROW		2.4	Injure-Preserve	Very tall, lower limbs pruned off	
484	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	15	15	G	G	G	3	8	ROW		1.8	Injure-Preserve		
485	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve	Gator bag	
486	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	10	10	G	G	G	2	9	ROW		1.8	Preserve		
487	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	70	70	G	F	F	10	30	ROW		4.2	Injure-Preserve	Diameter estimated, existing tag 0109, pruned off rotted major limb in canopy, minor trunk wound at base, dripline over sidewalk	
488	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	17	17	G	G	G	4	16	ROW		1.8	Preserve		
489	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	80	80	G	F	F	10	30	ROW		4.8	Injure-Preserve	Diameter estimated, existing tag 1875, major limb in canopy dead and has been removed	
490	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	7	7	G	G	G	4	7	ROW		1.2	Injure-Preserve		
491	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	3	25	ROW		1.8	Preserve		
492	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	3	25	ROW		1.8	Preserve		
493	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	3	25	ROW		1.8	Preserve		
494	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	90	90	F	F	F	10	30	ROW		5.4	Injure-Preserve	Diameter estimated, existing tags 1876 and 0441, a few major limbs have been pruned off- suggesting tree is in decline	
495	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	80	80	G	G	G	10	30	ROW		4.8	Injure-Preserve	Diameter estimated, existing tag 1877, minor trunk wound at base	
496	ACERPLA	*Acer platanoides*	*Norway Maple*	1	8	8	G	G	G	3	8	ROW		1.2	Injure-Preserve		
497	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	13	13	G	G	G	3	8	ROW		1.8	Preserve		
498	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	80	80	P	F	F	12	30	ROW		4.8	Injure-Preserve	Diameter estimated, existing tags 1878 and 0093, trunk rotten for about 4m on east side	
499	QUER_SP	*Quercus sp.*	*Oak sp.*	1	9	9	F	G	G	2	10	ROW		1.2	Injure-Preserve	Trunk wound, appears to be some twig dieback but hard to determine in leaf off condition, White or Bur Oak	
500	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	24	24	G	G	G	5	15	ROW		1.8	Remove		
501	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	11	11	G	G	G	3	10	ROW		1.8	Injure-Preserve	Poor form	
502	ACERRUB	*Acer rubrum*	*Red Maple*	1	14	14	G	G	G	3	14	ROW		1.8	Injure-Preserve	Exposed root with mower damage	
503	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	11	11	G	G	G	3	10	ROW		1.8	Injure-Preserve	Poor form	
504	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	18	18	G	G	G	5	16	ROW		1.8	Injure-Preserve		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
505	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	80	80	P	G	G	10	30	ROW		4.8	Injure-Preserve	Diameter estimated, existing tag 1879, minor trunk wound at base, major trunk crevice with rot on west side at 3m above ground to 4m above ground	
506	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	11	11	F	G	G	3	8	ROW		1.8	Preserve	Trunk wound, exposed root with mower damage	
507	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	24	24	G	G	G	5	15	ROW		1.8	Injure-Preserve		
508	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	14	14	G	G	G	4	12	ROW		1.8	Injure-Preserve	Mower wound at base of trunk	
509	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	24	24	G	G	G	5	15	ROW		1.8	Remove	Water sprouts where small limbs have been pruned	
510	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	21	21	F	G	G	5	15	ROW		1.8	Preserve	Trunk wounds	
511	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	21	21	G	G	G	5	15	ROW		1.8	Injure-Preserve		
512	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	24	24	F	G	G	6	15	ROW		1.8	Remove	Trunk wounds	
513	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	24	24	G	G	G	6	18	ROW		1.8	Remove	Water sprouts where small limbs have been pruned	
514	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	21	21	G	G	G	5	18	ROW		1.8	Injure-Preserve	Water sprouts	
515	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	21	21	G	G	G	6	18	ROW		1.8	Injure-Preserve	Epicormic sprouts, poor form	
516	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	18	18	G	G	G	6	18	ROW		1.8	Preserve	Water sprouts	
517	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	22	22	G	G	G	5	18	ROW		1.8	Injure-Preserve		
518	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	20	20	G	G	G	5	18	ROW		1.8	Remove		
519	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	25	25	G	G	G	6	18	ROW		1.8	Injure-Preserve		
520	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	26	26	G	G	G	6	18	ROW		1.8	Remove	minor injury at trunk base	
521	ACERSAC	*Acer saccharinum*	*Silver Maple*	1	20	20	G	G	G	5	18	ROW		1.8	Injure-Preserve		
522	ACERPLA	*Acer platanoides*	*Norway Maple*	1	25	25	G	G	G	6	18	ROW		1.8	Injure-Preserve		
523	GYMNDIO	*Gymnocladus dioicus*	*Kentucky Coffee-tree*	1	24	24	G	G	G	6	18	ROW		1.8	Remove		
524	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	24	24	G	G	G	6	18	ROW		1.8	Remove	Exposed roots with mower damage	
525	ACERPLA	*Acer platanoides*	*Norway Maple*	1	27	27	G	G	G	6	18	ROW		1.8	Preserve		
526	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	24	24	G	G	G	6	18	ROW		1.8	Injure-Preserve		
527	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	22	22	G	G	G	4	18	ROW		1.8	Injure-Preserve	Mower wounds at base of trunk	
528	PRUN_SP	*Prunus sp.*	*Cherry sp.*	1	4,8,7,5,10	16	F	F	F	2	7	ROW		1.8	Preserve	Multistem cherry shrub, trunk wounds	
529	QUER_SP	*Quercus sp.*	*Oak sp.*	1	6	6	G	G	G	1	4	ROW		1.2	Injure-Preserve	Similar to bur oak but leaves and twig not typical, minor trunk wound	
530	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	12	12	F	F	G	3	10	ROW		1.8	Injure-Preserve	Lean, poor form, water sprouts, sealed mower wound	
531	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	45	45	G	G	G	7	24	ROW		3	Preserve		
532	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	90	90	F	F	F	8	30	ROW		5.4	Injure-Preserve	Diameter estimated, existing tags 1880 and 0746, mower wounds at base of trunk, included bark, major limb pruned off, cherry shrub growing in branch crotch, major limb mostly dead	
533	AESCGLG	*Aesculus glabra*	*Ohio Buckeye*	1	5	5	G	G	G	1	5	ROW		1.2	Preserve		
534	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	45	45	G	G	G	7	24	ROW		3	Injure-Preserve	One large limb pruned and has water sprouts	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
535	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	13	13	G	G	G	3	12	ROW		1.8	Injure-Preserve	Mower wounds at base of trunk	
536	ULMUAME	*Ulmus americana*	*American Elm*	1	26	26	F	F	G	6	18	ROW		1.8	Preserve	Tree seems to be the result of an epicormic shoot - there is a well-rotted large 60 cm stump at the base. Many newer epicormic sprouts, form slightly unbalanced.	
537	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	50	50	G	G	G	7	24	ROW		3	Preserve	Existing tag 1881	
538	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	90	90	G	G	G	12	30	ROW		5.4	Injure-Preserve	Diameter estimated, full crown, well balanced, great form. Excellent health	
539	AESCGLG	*Aesculus glabra*	*Ohio Buckeye*	1	5	5	G	G	G	1	5	ROW		1.2	Preserve		
540	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	21	21	G	G	G	5	16	ROW		1.8	Remove		
541	PICEGLA	*Picea glauca*	*White Spruce*	1	28	28	G	G	G	6	30	ROW		1.8	Preserve	Honeysuckle shrub growing at base	
542	PICEGLA	*Picea glauca*	*White Spruce*	1	28	28	G	G	F	4	30	ROW		1.8	Preserve	Reduced vigour possibly from shading from other conifers	
543	ACERPLA	*Acer platanoides*	*Norway Maple*	1	25	25	G	G	G	6	16	ROW		1.8	Injure-Preserve	Lean, exposed roots with mower damage, girdling roots	
544	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	F	4	25	ROW		1.8	Preserve	Reduced vigour possibly from shading from other conifers	
545	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	4	30	ROW		1.8	Preserve	Honeysuckle shrub growing at base	
546	ACERPLA	*Acer platanoides*	*Norway Maple*	1	25	25	G	G	G	6	16	ROW		1.8	Preserve	exposed roots with mower damage, girdling roots	
547	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	18	18	G	F	G	6	16	ROW		1.8	Remove	Poor form, pruning has caused water sprouts	
548	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	F	F	G	6	18	ROW		1.8	Remove	Exposed roots with a few severed from mechanical damage, sealed trunk wounds, lean, poor form, pruning has caused water sprouts	
549	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	5	5	G	G	G	1	7	ROW		1.2	Preserve		
550	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	23	23	G	G	G	6	18	ROW		1.8	Preserve		
551	ACERPLA	*Acer platanoides*	*Norway Maple*	1	22	22	G	G	G	4	14	ROW		1.8	Remove	Exposed roots with mower damage	
552	ACERPLA	*Acer platanoides*	*Norway Maple*	1	14	14	P	P	P	2	7	ROW		1.8	Preserve	Major wound on trunk extends along whole length from base up to top of tree, exposed inner bark and crack, recommended for removal	
553	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	7	7	G	G	G	1	6	ROW		1.2	Preserve		
554	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
555	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	40	40	G	G	G	10	26	ROW		2.4	Injure-Preserve		
556	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	28	28	G	G	G	12	24	ROW		1.8	Injure-Preserve	Trunk wound	
557	ACERPLA	*Acer platanoides*	*Norway Maple*	1	16	16	G	G	G	3	12	ROW		1.8	Injure-Preserve	Exposed roots with mower damage, girdling roots, trunk wound at base, severed root from mechanical damage	
558	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	4	26	ROW		1.8	Preserve	Trunk wound at base	
559	PICEGLA	*Picea glauca*	*White Spruce*	1	27	27	G	G	G	6	30	ROW		1.8	Preserve		
560	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	26	26	G	G	G	7	18	ROW		1.8	Remove	Mower damage at base of trunk and on exposed roots, girdling root	
561	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	16	16	G	G	G	3	14	ROW		1.8	Preserve		
562	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	20	20	G	G	G	5	18	ROW		1.8	Remove		

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
563	PICEGLA	*Picea glauca*	*White Spruce*	1	20	20	G	G	G	4	26	ROW		1.8	Preserve	Mower wounds at base of trunk	
564	PICEGLA	*Picea glauca*	*White Spruce*	1	25	25	G	G	G	5	28	ROW		1.8	Preserve		
565	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	24	24	G	G	G	5	18	ROW		1.8	Preserve	Exposed roots and severed roots from mechanical damage	
566	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	12	12	G	G	G	4	12	ROW		1.8	Injure-Preserve		
567	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	26	26	G	G	G	6	22	ROW		1.8	Remove		
568	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	24	24	G	G	G	6	22	ROW		1.8	Remove		
569	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	6	24	ROW		1.8	Preserve	Exposed roots with mower damage	
570	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	6	24	ROW		1.8	Preserve		
571	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	5	24	ROW		1.8	Preserve		
572	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	4	4	G	G	G	2	5	ROW		1.2	Injure-Preserve	Minor trunk wound, shaded by conifers and trying to grow branches towards the north so slightly unbalanced crown	
573	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	80	80	G	G	G	10	30	ROW		4.8	Injure-Preserve	Diameter estimated, existing tree tag 1883, trunk wounds at base from mower damage	
574	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	6	6	G	G	G	3	7	ROW		1.2	Injure-Preserve		
575	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	6	24	ROW		1.8	Preserve	Cherry shrub growing at base, exposed roots with mower damage	
576	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	5	24	ROW		1.8	Preserve	Cherry shrub growing at base, exposed roots with mower damage	
577	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	14	14	G	G	G	3	12	ROW		1.8	Preserve		
578	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	6	6	G	G	G	4	12	ROW		1.2	Injure-Preserve		
579	PICEPUN	*Picea pungens*	*Blue Spruce*	1	17	17	G	G	G	4	18	ROW		1.8	Remove	Exposed roots with mechanical damage, severed roots	
580	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	25	25	G	G	G	6	18	ROW		1.8	Preserve	Exposed roots with mower damage, girdling roots	
581	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	3	3	G	G	G	1	4	ROW		1.2	Preserve		
582	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	70	70	G	G	G	10	30	ROW		4.2	Injure-Preserve	Diameter estimated, existing tag 1884	
583	ACERPLA	*Acer platanoides*	*Norway Maple*	1	11	11	G	G	G	4	8	ROW		1.8	Preserve	Trunk wound at base from mower, poor form due to shading, tree is growing branches towards the north causing an unbalanced crown	
584	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	80	80	F	F	F	10	30	ROW		4.8	Injure-Preserve	Diameter estimated, some dead and broken branches, cherry shrub at base, small hole in one major limb	
585	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	4	4	G	G	G	2	8	ROW		1.2	Preserve		
586	PICEGLA	*Picea glauca*	*White Spruce*	1	22	22	G	G	G	4	16	ROW		1.8	Preserve		
587	ACERPLA	*Acer platanoides*	*Norway Maple*	1	20	20	G	G	G	5	22	ROW		1.8	Remove	Trunk wound at base from mower	
588	ULMUAME	*Ulmus americana*	*American Elm*	1	22, 21,20,24,25	44	G	G	G	5	25	ROW		3	Preserve	Exposed roots with mower damage	
589	QUERRUB	*Quercus rubra*	*Northern Red Oak*	1	23	23	G	G	G	5	22	ROW		1.8	Remove	Exposed roots with mower damage, girdling roots	
590	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	4	24	ROW		1.8	Preserve	Exposed roots with mower damage	
591	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	4	24	ROW		1.8	Preserve	Trunk wound at base	
592	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	4	24	ROW		1.8	Preserve	Trunk wound at base	

Appendix A: Tree Inventory Tables

Project: Mulock Drive, Newmarket - Trail Feasibility Study | **Field Work Completed By:** L. Wallis (ISA#ON-2484A), C. Perkin (ISA# ON-2306A), J. Mentlik

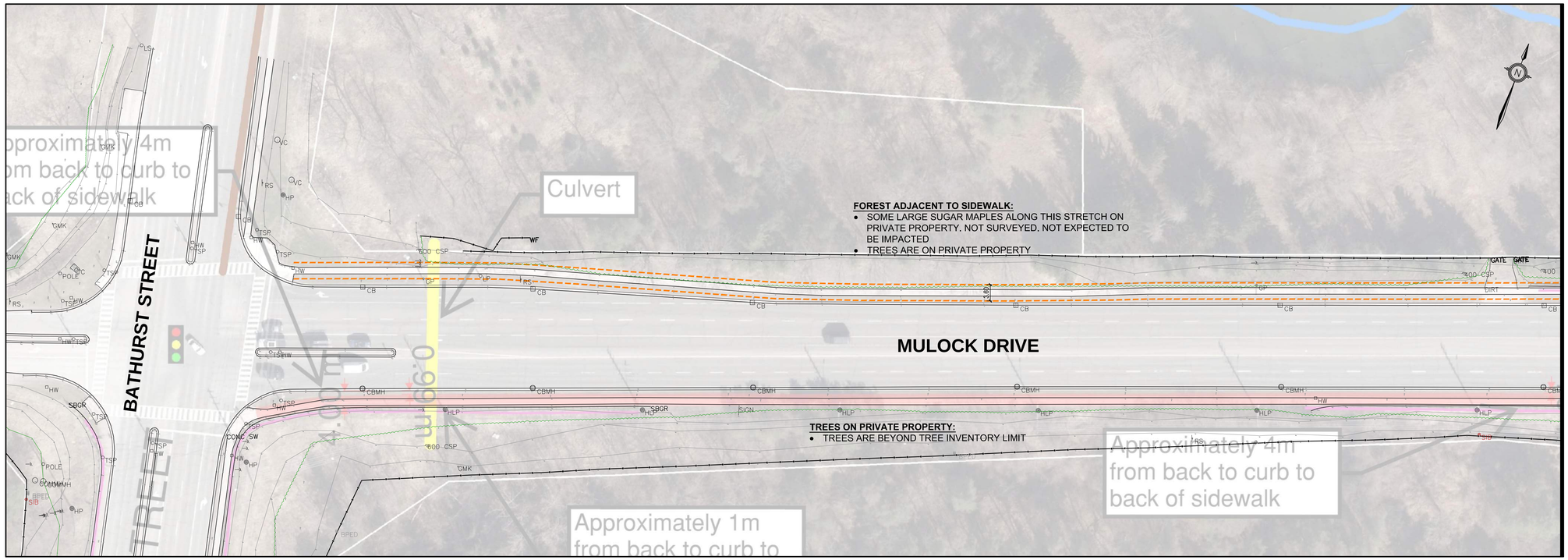
Date of Field Work: March 18, 19, 22, 23, 2021 | **Weather:** March 18 and 19 (cool, 5 degrees), March 22 and 23 (Warm, 15 degrees)

Tree Condition Assessment Criteria:
TI - Trunk Integrity: assessment of the trunk for any defects or weaknesses.
CS - Canopy Structure: assessment of scaffold branches, unions and canopy
CV - Canopy vigour: assessment of the health of the tree, based on the % of deadwood, disease, pests & live crown

Tree Condition:
Good (G): tree displays less than 15% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Fair (F): tree displays 15-40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)
Poor (P): tree displays greater than 40% deficiency/defect within the given tree assessment criteria (TI,CS,CV)

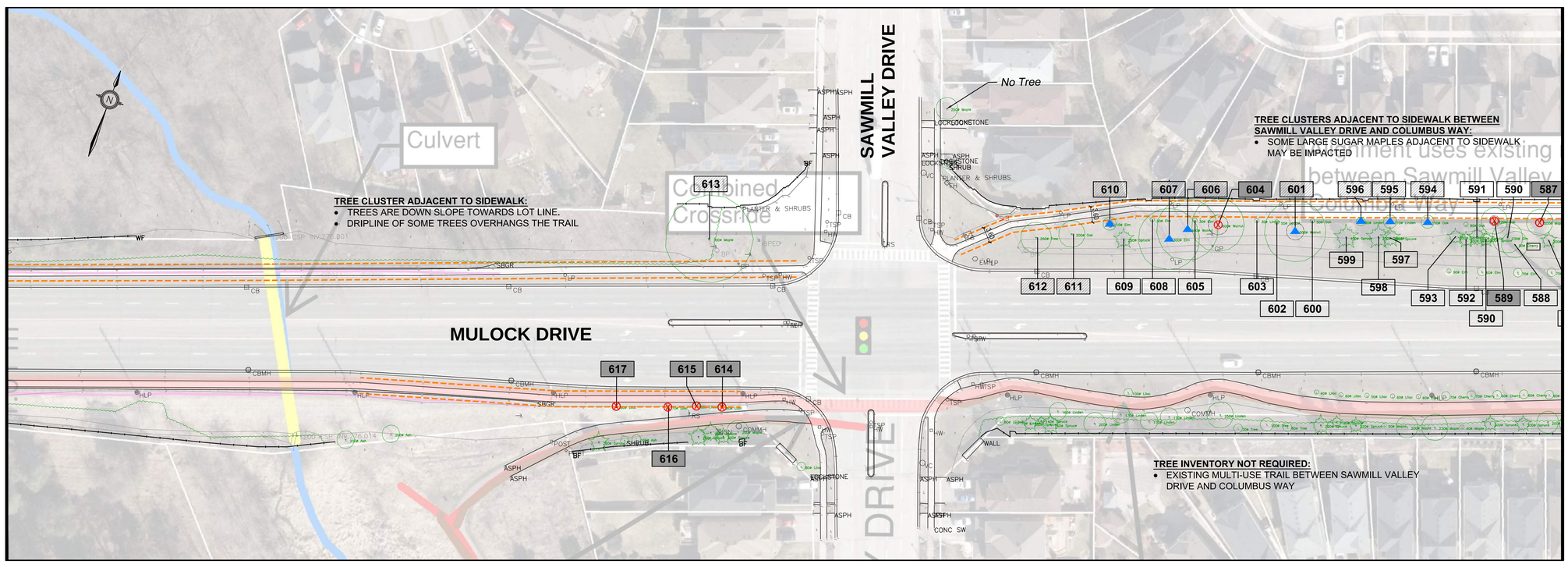
Legend:
Trees to be Preserved
Trees to be Removed
Trees to be Injured / Mitigation / Post Construction Monitoring

Tree #	Code	Botanical Name	Common Name	Qty.	DBH (cm)	Effective DBH	TI	CS	CV	Dripline Radius (m)	Height (m)	Tree Location / Applicable By-law	City of Toronto Category	Tree Protection Zone (m)	Recommendation	Comments - Health	Comments - Removal/Preservation
593	PICEGLA	*Picea glauca*	*White Spruce*	1	24	24	G	G	G	4	24	ROW		1.8	Preserve		
594	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	16	16	G	G	G	4	12	ROW		1.8	Injure-Preserve		
595	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	12	12	G	G	G	2	12	ROW		1.8	Injure-Preserve		
596	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	12	12	G	G	G	2	12	ROW		1.8	Injure-Preserve		
597	PICEGLA	*Picea glauca*	*White Spruce*	1	25	25	G	G	G	4	24	ROW		1.8	Preserve		
598	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	5	26	ROW		1.8	Preserve		
599	PICEGLA	*Picea glauca*	*White Spruce*	1	28	28	G	G	G	5	30	ROW		1.8	Preserve		
600	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	4	4	G	G	G	1	4	ROW		1.2	Preserve		
601	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	40	40	G	G	G	8	28	ROW		2.4	Injure-Preserve		
602	GLEDTRI	*Gleditsia triacanthos*	*Honey-locust*	1	4	4	G	G	G	2	6	ROW		1.2	Preserve		
603	TILICOR	*Tilia cordata*	*Little-leaf Linden*	1	4	4	F	G	G	1	4	ROW		1.2	Preserve	Trunk wound	
604	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	45	45	G	G	G	10	28	ROW		3	Remove	Existing tree tag 1885	
605		*Ulmus x Morton*	*Accolade Elm*	1	4	4	P	G	G	1	8	ROW		1.2	Preserve	Tag says Accolade Elm Ulmus x Morton, bad wound on trunk 1.5m long	
606	JUGLNIG	*Juglans nigra*	*Black Walnut*	1	40	40	G	G	G	8	28	ROW		2.4	Injure-Preserve		
607	ULMUAME	*Ulmus americana*	*American Elm*	1	23,26,28,26,27,20	61	G	G	G	10	28	ROW		4.2	Injure-Preserve	Some pruned limbs with water sprouts, exposed roots with mower damage	
608		*Ulmus x Morton*	*Accolade Elm*	1	4	4	G	G	G	1	8	ROW		1.2	Preserve	Tag says Accolade Elm Ulmus x morton, no visible buds - may be dead. Could be reassessed during leaf on season. No visible damage.	
609	PICEGLA	*Picea glauca*	*White Spruce*	1	26	26	G	G	G	4	26	ROW		1.8	Preserve		
610	ULMU_SP	*Ulmus sp.*	*Elm sp.*	1	15	15	G	G	G	4	14	ROW		1.8	Injure-Preserve	Possibly Accolade Elm Ulmus x Morton	
611	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	20	20	G	G	G	4	18	ROW		1.8	Injure-Preserve	Bark is peeling off some branches, tree health could be assessed during leaf on season	
612	QUERMAC	*Quercus macrocarpa*	*Bur Oak*	1	22	22	G	G	G	4	18	ROW		1.8	Injure-Preserve	Bark is peeling off some branches, tree health could be assessed during leaf on season, exposed root with mower damage	
613	ACERSAS	*Acer saccharum*	*Sugar Maple*	1	75	75	G	G	G	10	30	ROW		4.8	Injure-Preserve	Diameter estimated, existing tag 1886, area immediately to west of tree from 1m from trunk to the extent of the dripline has been cleared of brush and is being used as access to a residence for construction of a pool and pool house. No Tree Protection Fencing in place. Verify if a permit was issued and if requirements are being met.	
614	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	8	8	G	G	G	1	5	ROW		1.2	Remove	Epicormic shoots	
615	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	7	7	G	G	G	1	5	ROW		1.2	Remove	Epicormic shoots	
616	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	5	ROW		1.2	Remove	Epicormic shoots	
617	SYRIRET	*Syringa reticulata ssp. reticulata*	*Japanese Tree Lilac*	1	5	5	G	G	G	1	5	ROW		1.2	Remove	Epicormic shoots	



TP-1A

MATCHLINE - REFER TO SHEET TP-1B



MATCHLINE - REFER TO SHEET TP-1A

MATCHLINE - REFER TO SHEET TP-2

TP-1B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

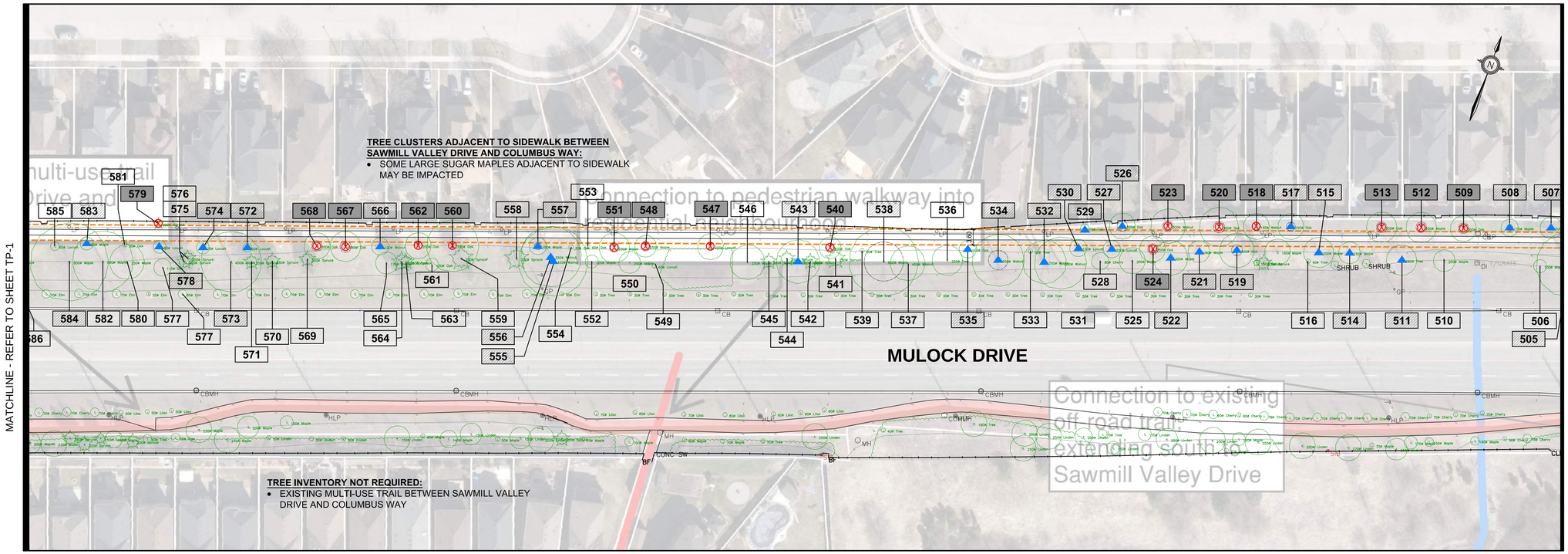
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

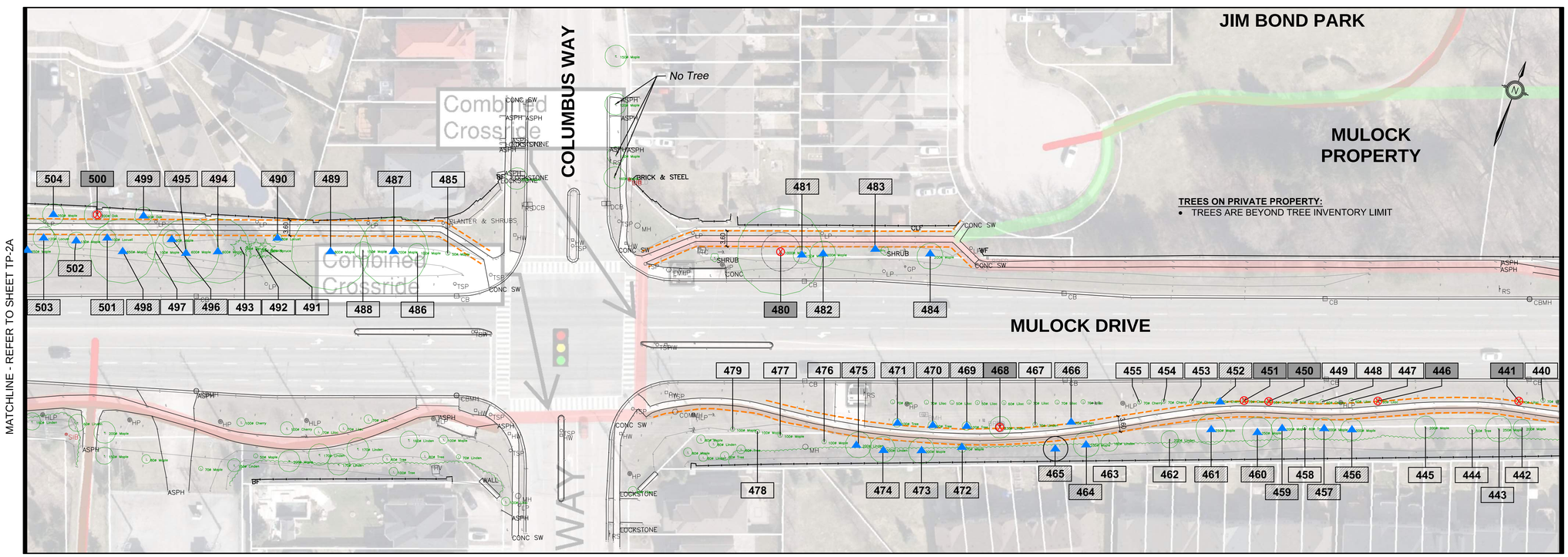
SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-1

FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:14pm



TP-2A



TP-2B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

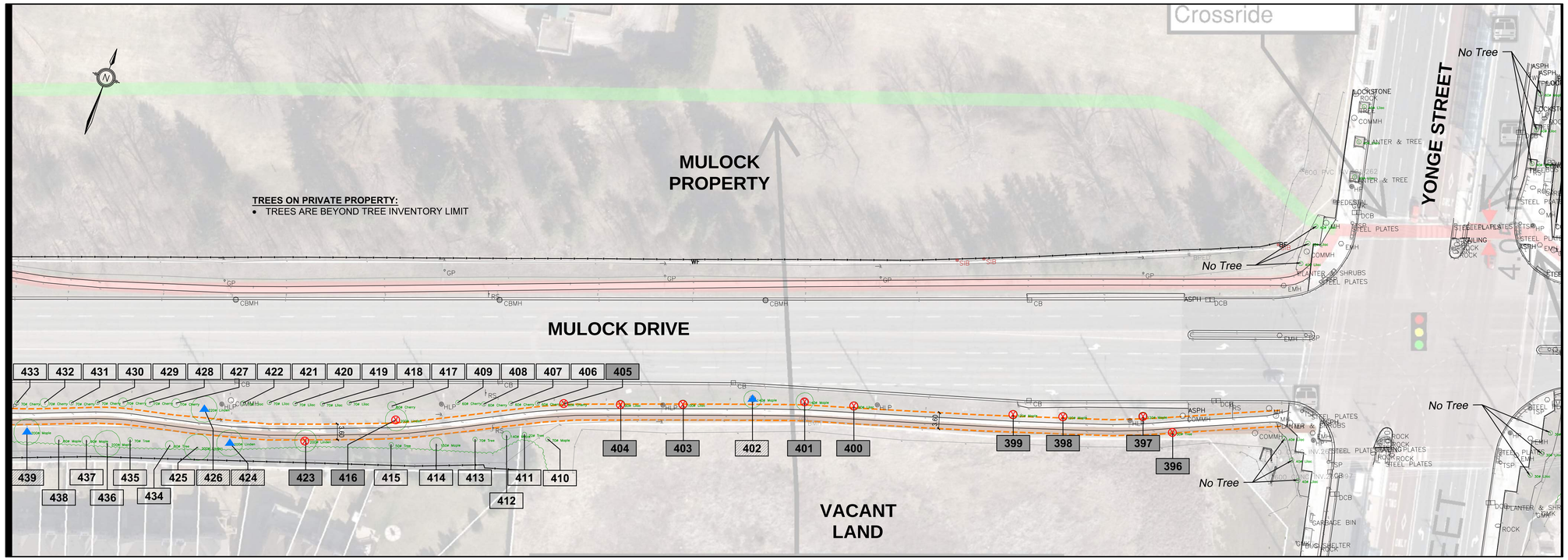
wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

SCALE 1 : 500
DATE MARCH 2021
DRAWING NUMBER 211-00396-00-LA
SHEET NUMBER TP-2

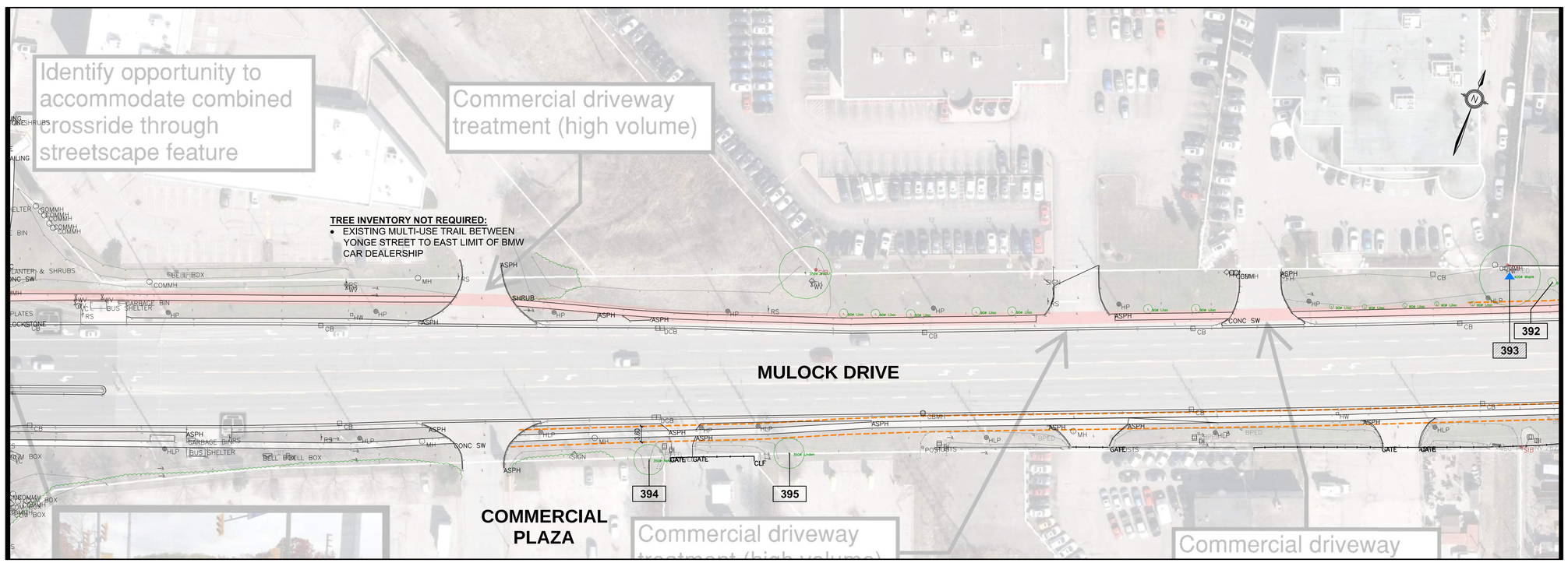
FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:24pm



MATCHLINE - REFER TO SHEET TP-2

MATCHLINE - REFER TO SHEET TP-3B

TP-3A



MATCHLINE - REFER TO SHEET TP-3A

MATCHLINE - REFER TO SHEET TP-4

TP-3B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

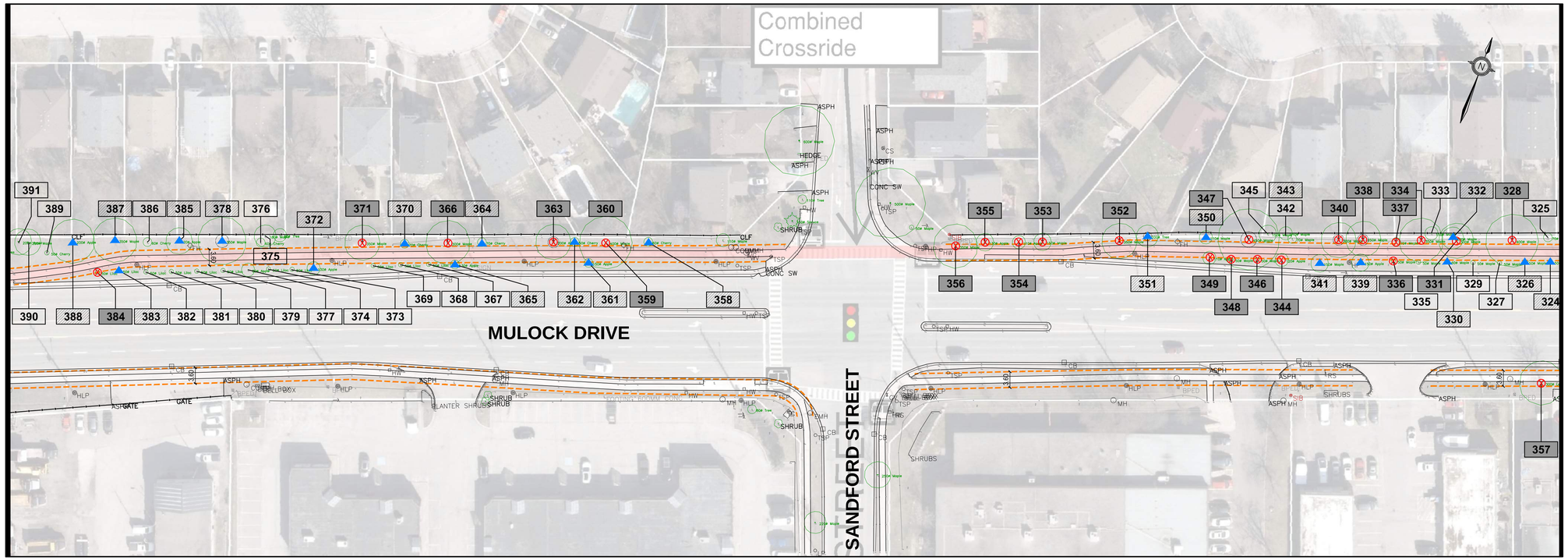
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

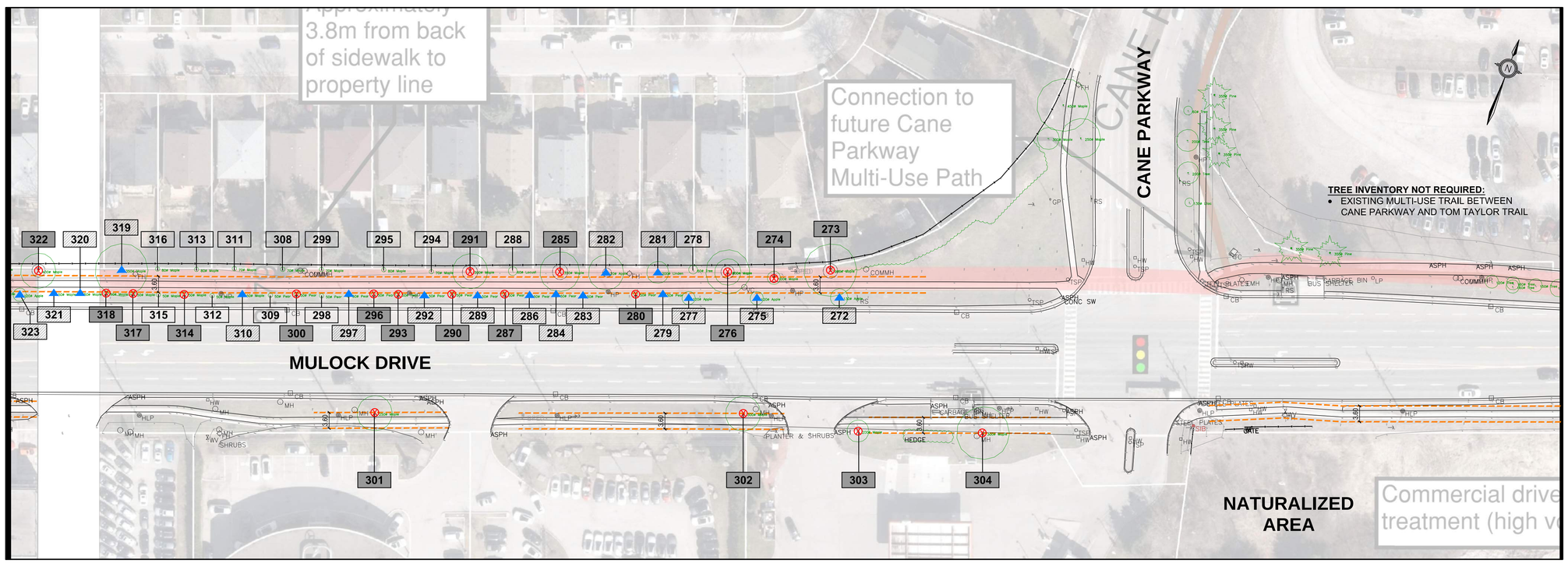
SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-3

FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:25pm



TP-4A



TP-4B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

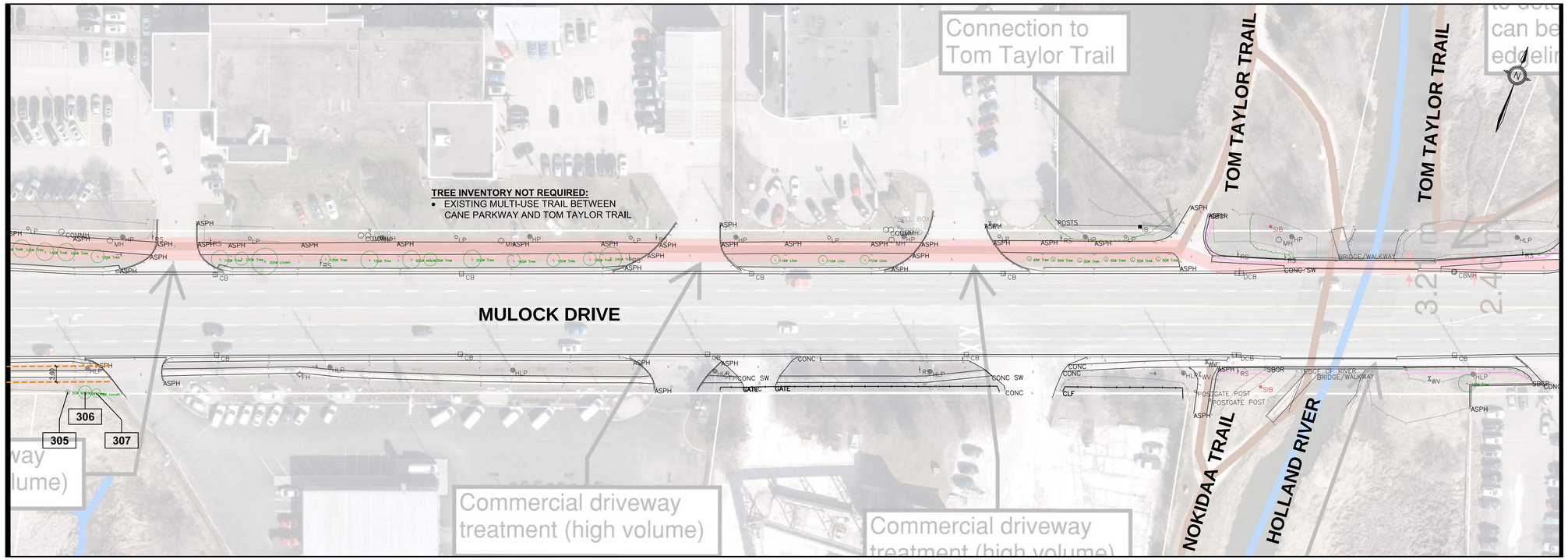
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

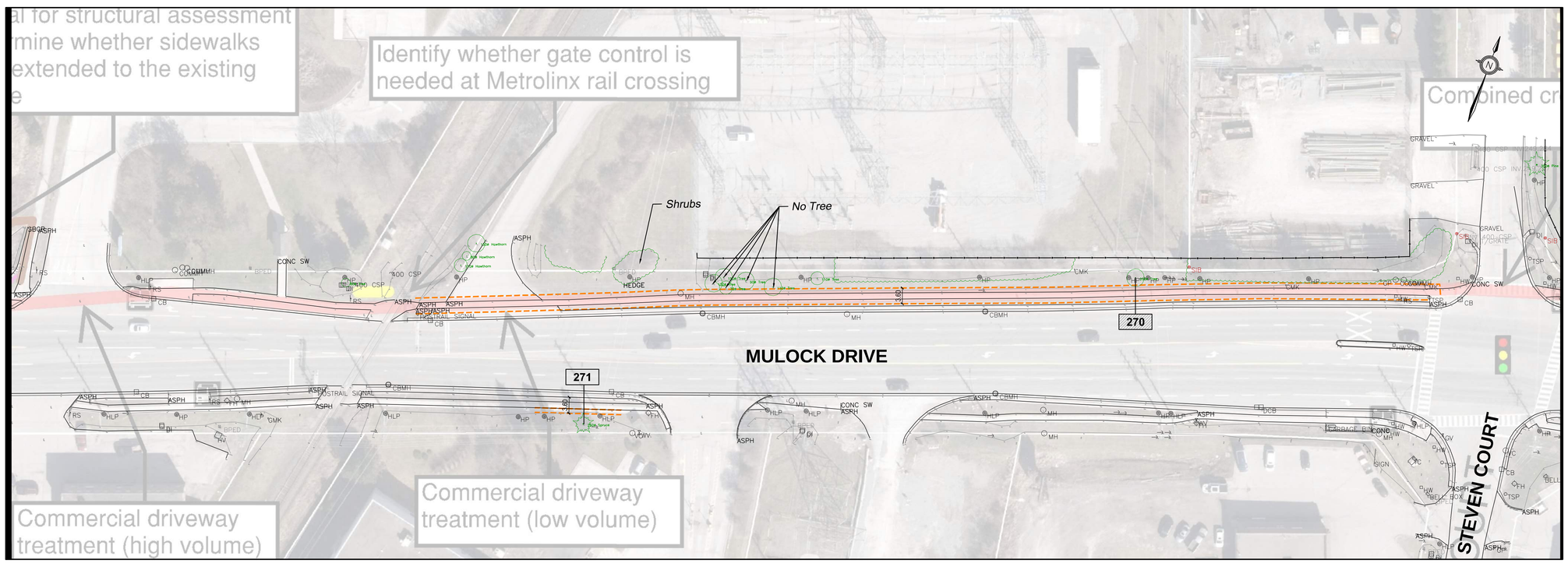
SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-4

FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:41pm



TP-5A



TP-5B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

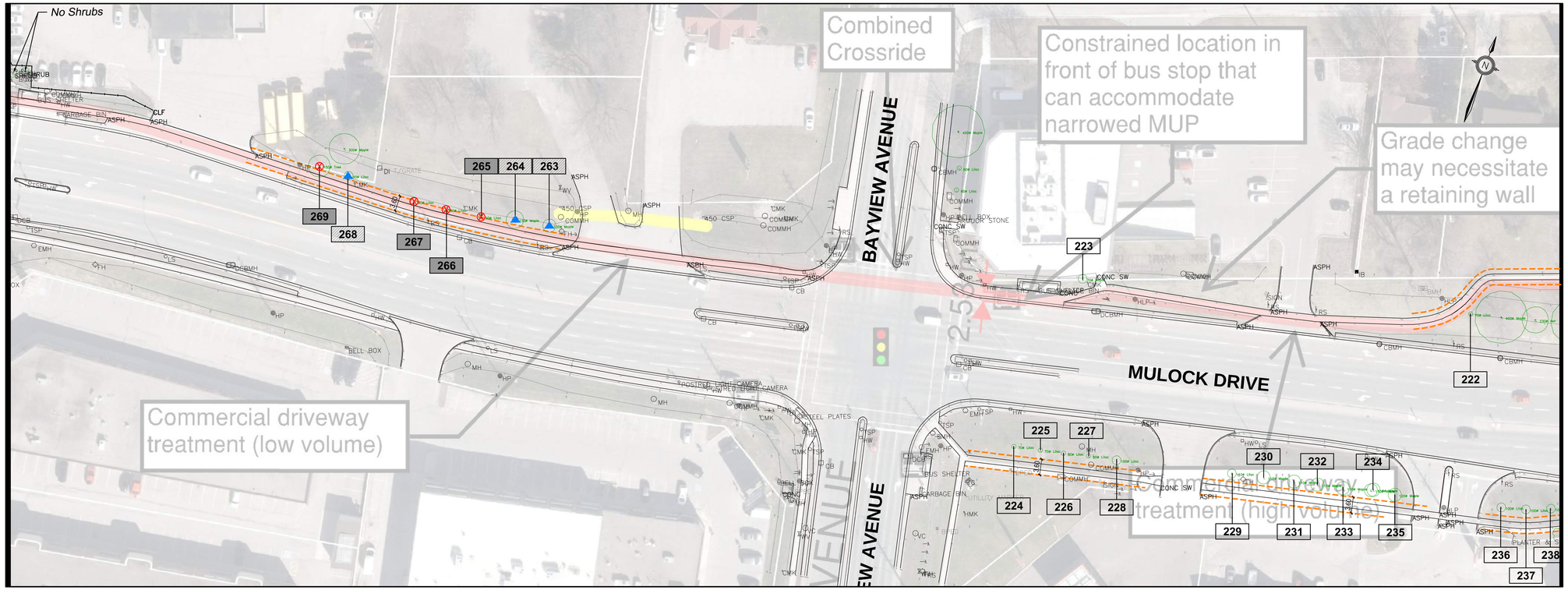
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

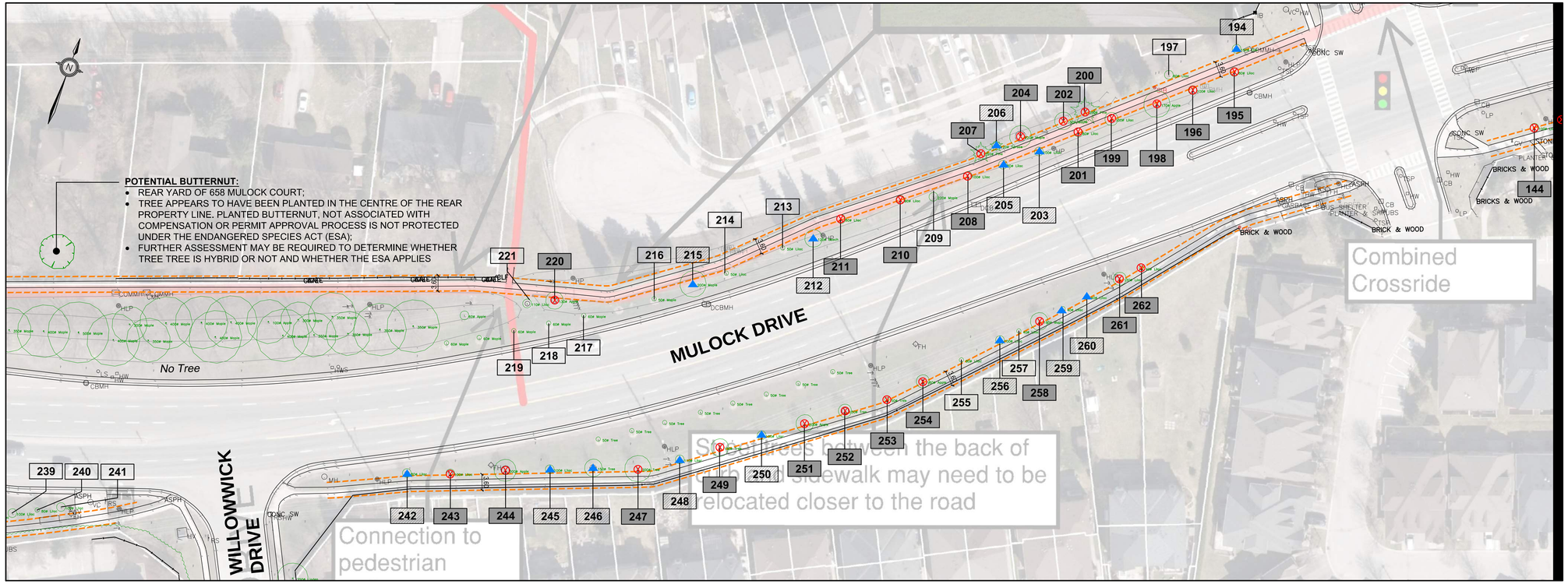
SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-5

FILENAME: C:\Users\mcnamap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:40pm



TP-6A



TP-6B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

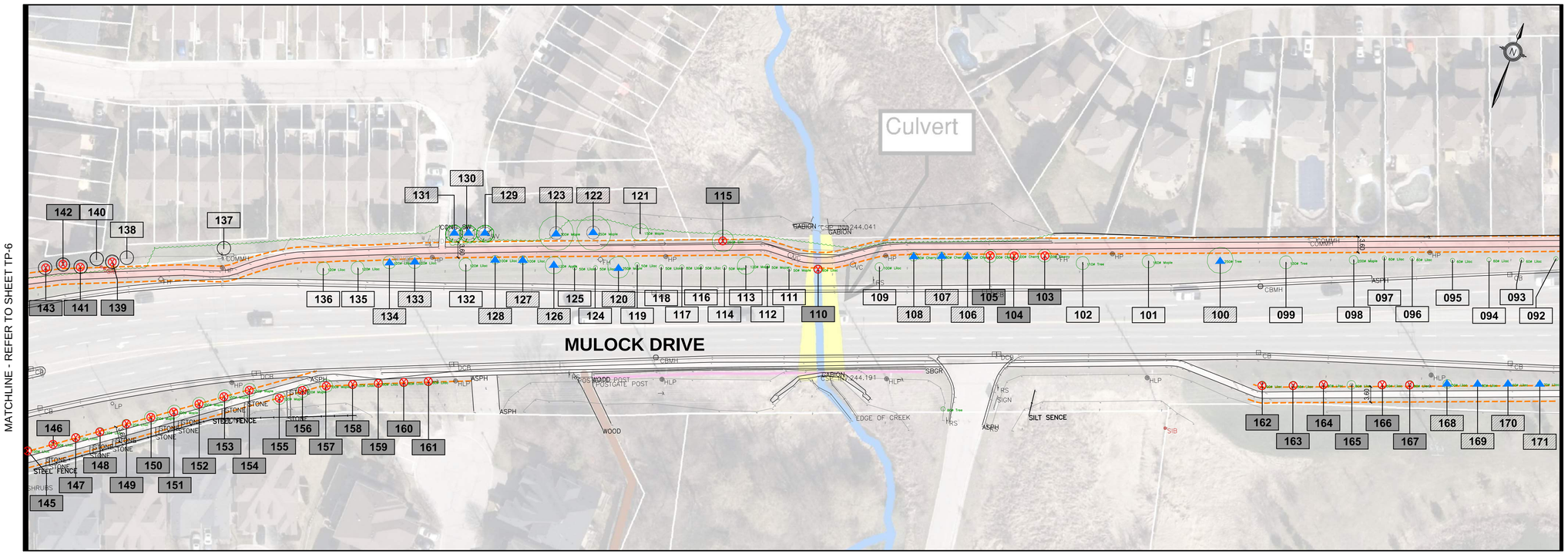
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

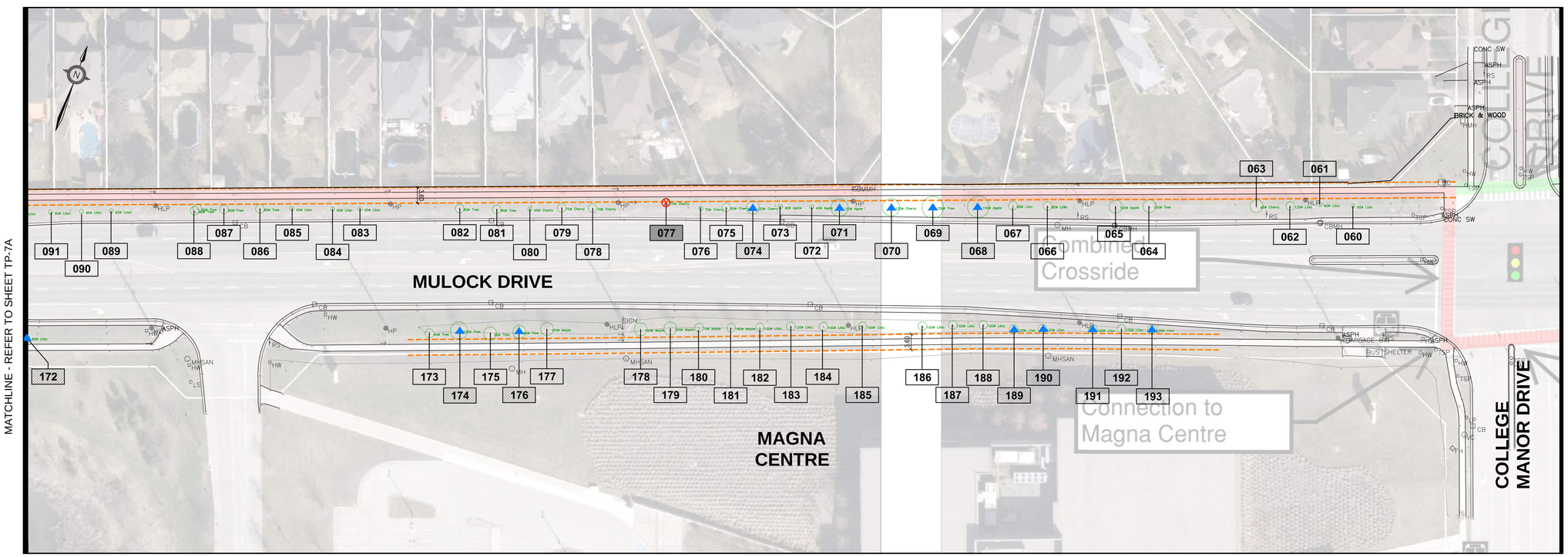
SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-6

FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:24pm



TP-7A



TP-7B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  - Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

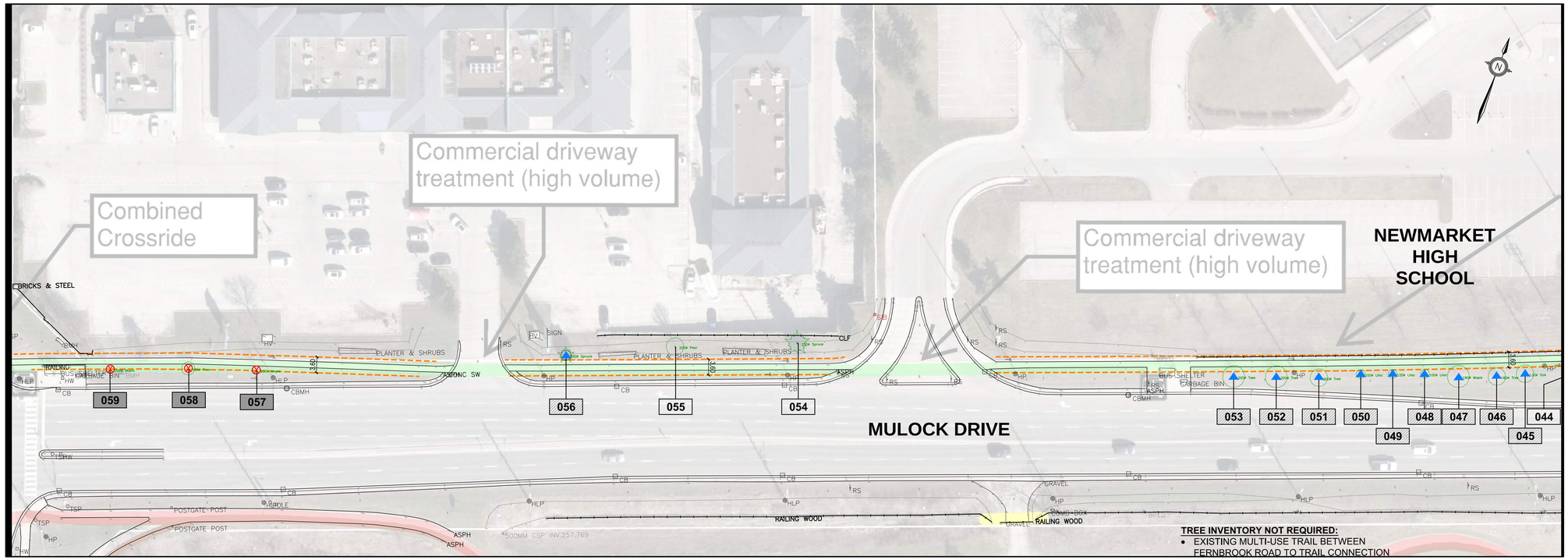
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

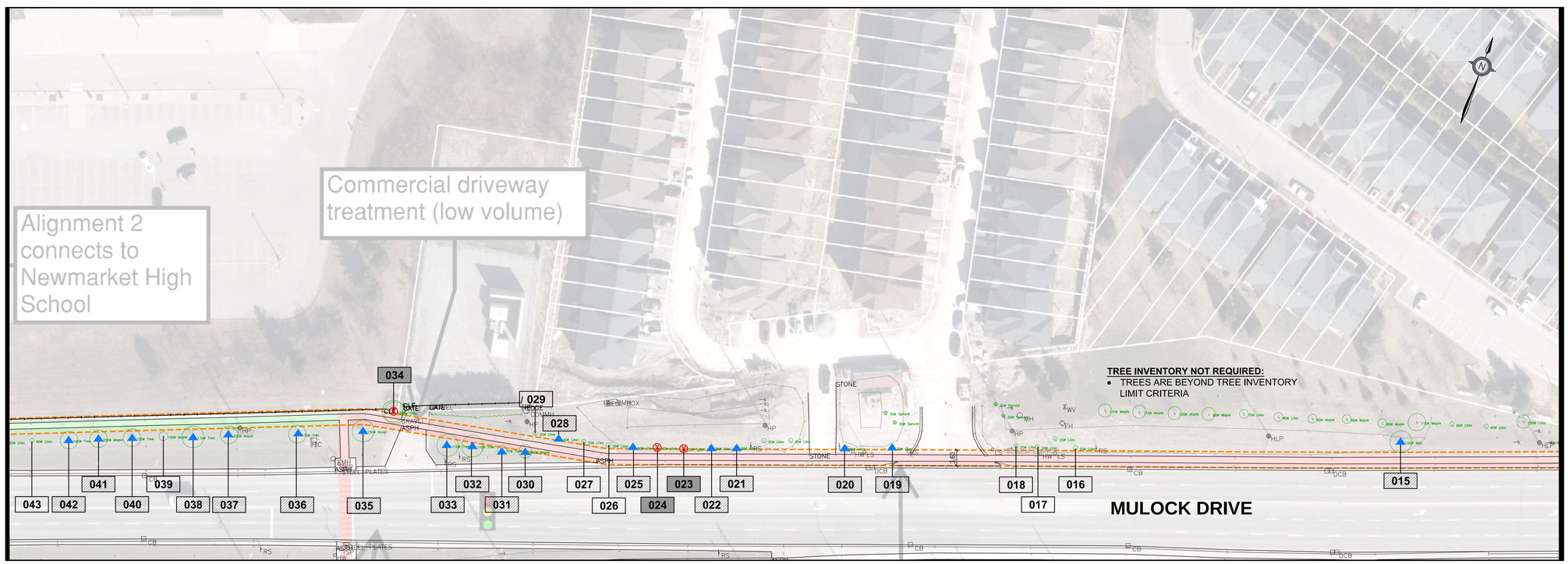
SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-7

FILENAME: C:\Users\pmcnamara\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:24pm



TP-8A



TP-8B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

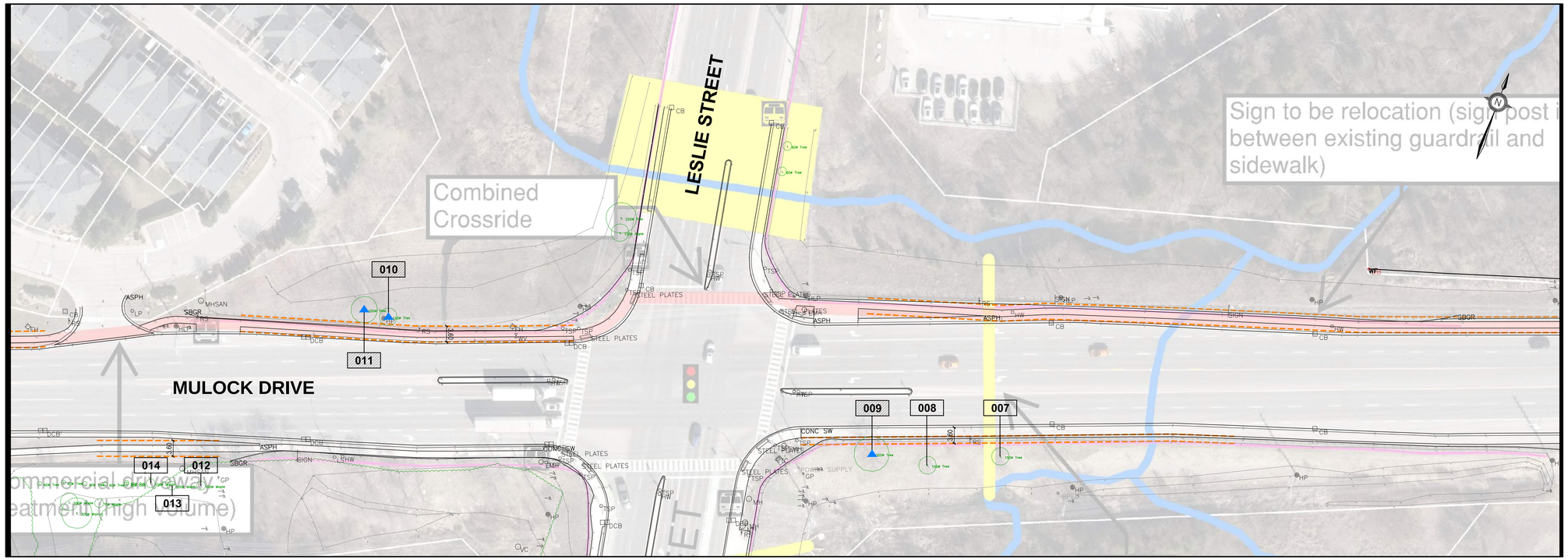
PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

SCALE 1 : 500
DATE MARCH 2021
DRAWING NUMBER 211-00396-00-LA
SHEET NUMBER TP-8

FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:21pm

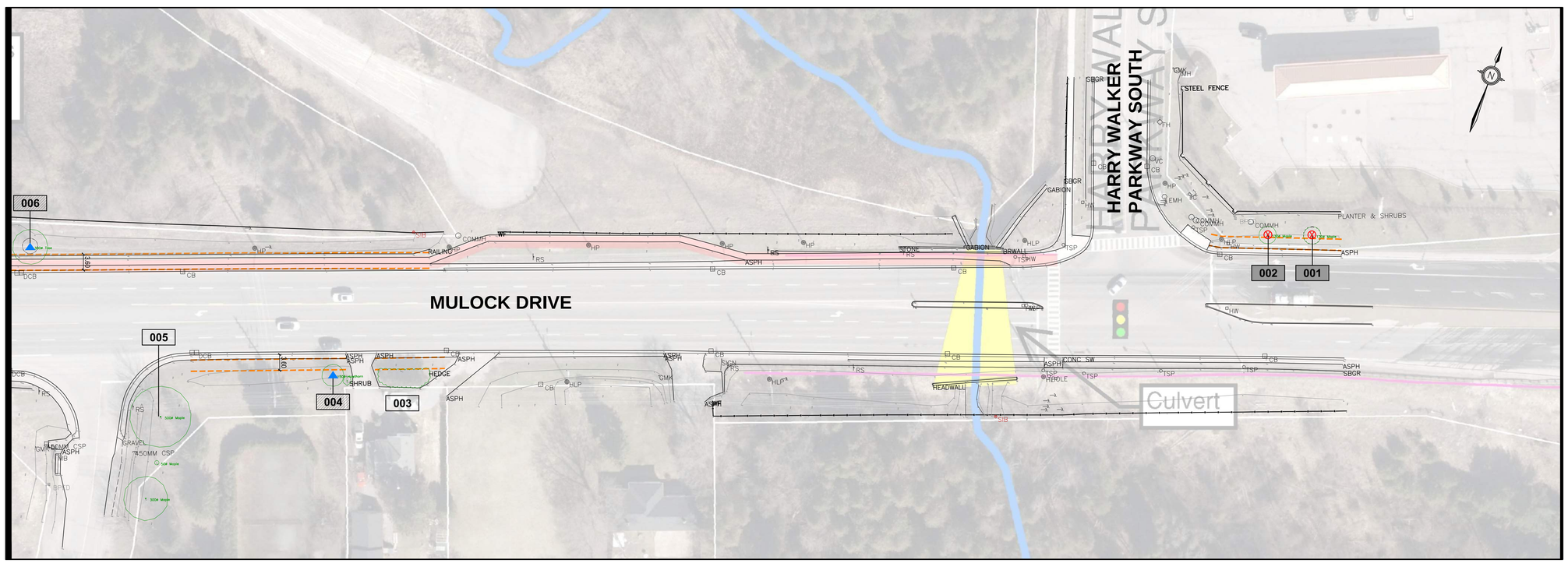
MATCHLINE - REFER TO SHEET TP-8



MATCHLINE - REFER TO SHEET TP-9B

TP-9A

MATCHLINE - REFER TO SHEET TP-9A



TP-9B

KEY MAP

LEGEND:

- PROPERTY LINE
- EXISTING INDIVIDUAL TREE (SURVEYED)
- EXISTING INDIVIDUAL TREE (NOT SURVEYED) LOCATIONS ARE APPROXIMATE.
- EXISTING TREE GROUPING
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE PRESERVED
- T-? IDENTIFICATION NUMBER FOR TREE THAT WILL BE INJURED. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- T-? IDENTIFICATION NUMBER FOR EXISTING TREE TO BE REMOVED DUE TO CONSTRUCTION
- TREE REMOVAL SYMBOL. TREE TO BE REMOVED
- TREE INJURY SYMBOL. MITIGATION RECOMMENDED DURING CONSTRUCTION AND MONITORING POST CONSTRUCTION. REFER TO NOTES ON SHEET TP-10
- APPOXIMATE LIMIT OF CONSTRUCTION - 3.6m
- LIMIT OF ENCROACHMENT
  REMOVAL OF TREES IS RECOMMENDED WHERE THE LIMIT OF CONSTRUCTION ENCROACHES INTO THIS ZONE:
  • Diameter of trunk x 5 = Encroachment Zone (50cm diameter x 5 = 2.5m Zone)

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION PLAN

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

SCALE	DATE
1 : 500	MARCH 2021

DRAWING NUMBER	SHEET NUMBER
211-00396-00-LA	TP-9

FILENAME: C:\Users\mcnamarap\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:21pm

GENERAL TREE PRESERVATION NOTES AND GUIDELINES

TREE PRESERVATION AND PROTECTION RECOMMENDATIONS:

THE SURVIVAL RATES FOR TREES, WHICH ARE IN PROXIMITY TO CONSTRUCTION SITES ARE DEPENDENT ON THE RESULTANT CHANGES TO A VARIETY OF ENVIRONMENTAL AND ANTHROPOGENIC FACTORS. THESE CONSTRUCTION ACTIVITIES BRING ABOUT CHANGES TO A VARIETY OF ENVIRONMENTAL FEATURES INCLUDING THE EXISTING MICROCLIMATE INCLUDING WINDS, TEMPERATURE, SOIL MOISTURE, AMOUNT OF AVAILABLE SUNLIGHT, SOIL QUALITY, AND THE LEVEL OF THE WATER TABLE. INCREASED HUMAN ACTIVITIES MAY ALSO DAMAGE THE STRUCTURE AND / OR PHYSIOLOGICAL ACTIVITIES OF THE TREES. THE FULL EFFECTS OF THE DAMAGE MAY NOT APPEAR UNTIL SEVERAL YEARS AFTER ITS OCCURRENCE. THUS, IT IS ESSENTIAL THAT BOTH VEGETATIVE CLEARING AND PRESERVATION METHODS FOLLOW THE GUIDELINES BELOW AND THOSE GENERALLY ACCEPTED AS KEEPING WITH GOOD HORTICULTURAL AND CONSTRUCTION PRACTICES. THE GUIDELINES ARE SUBJECT TO ADJUSTMENTS DEEMED REASONABLE AND APPROPRIATE CONSIDERING THE PROXIMITY AND NUMBER OF TREES INVOLVED AND THE SITE-SPECIFIC SERVICING REQUIREMENT.

GENERAL RECOMMENDATIONS:

- ALL TREES WITHIN THE TREE PRESERVATION ZONE MUST BE LEFT STANDING. THE TREE REMOVALS MUST BE COORDINATED TO BE COMPLETED OUTSIDE OF THE BIRD NESTING SEASON, **APPROXIMATELY FROM THE END OF MARCH TO THE END OF AUGUST**.
- ALL REMOVALS MUST BE FELLED INTO THE WORK AREA TO ENSURE THAT DAMAGE DOES NOT OCCUR TO THE TREES WITHIN THE TREE PRESERVATION ZONE.
- UPON COMPLETING OF THE TREE REMOVALS, ALL FELLED TREES ARE TO BE CHIPPED , UNLESS OTHERWISE ADVISED BY THE CONSULTING CERTIFIED ARBORIST. THIS WORK MUST BE COMPLETED OUTSIDE OF THE BIRD NESTING SEASON, **APPROXIMATELY FROM THE END OF MARCH TO THE END OF AUGUST.**
- TREE PROTECTION FENCING / SILT FENCE MUST BE INSTALLED AS PER THE CITY OF VAUGHAN AND REGION OF YORK DETAILS AS SHOWN ON THE TREE PRESERVATION PLAN. UPON INSTALLATION OF THE FENCING, THE CONTRACTOR WILL CONTACT THE CONSULTING ARBORIST TO REVIEW AND APPROVE THE FENCING AND ITS LOCATION PRIOR TO COMMENCEMENT OF ANY GRADING WORK.
- AREAS WITHIN THE TREE PRESERVATION ZONE ARE NOT TO BE USED FOR ANY TYPE OF STORAGE (E.G. STORAGE OF DEBRIS, CONSTRUCTION MATERIAL, SURPLUS SOILS, AND CONSTRUCTION EQUIPMENT), NO TRENCHING OR TUNNELLING FOR UNDERGROUND SERVICES SHALL BE LOCATED WITHIN THE TREE PROTECTION ZONE OR DRIPLINE OF TREES DESIGNATED FOR PRESERVATION WITHIN OR ADJACENT TO THE CONSTRUCTION ZONE.

TREE INJURY:

TYPICALLY TREE ROOTS EXTEND 1.5 TO 3 TIMES BEYOND THE DRIPLINE OF THE TREE AND ARE WITHIN THE TOP 150mm OF THE SOIL. TYPES OF DAMAGE FROM CONSTRUCTION INCLUDE:

- PHYSICAL INJURY
- SOIL COMPACTION
- SEVERING OF ROOTS
- SMOTHERING OF ROOTS
- SPLIT OR BROKEN BRANCHES
- EXCESSIVE PRUNING

SOIL COMPACTION REDUCES PORE SPACE, OXYGEN AVAILABLE TO ROOTS INCREASES CARBON DIOXIDE ACCUMULATION, RESTRICTS ROOT GROWTH AND THE ABILITY TO ABSORB WATER AND NUTRIENTS, AS WELL AS IMPAIRS DRAINAGE.
SMOTHERING OF ROOTS: 90% OF FINE ABSORBING ROOTS ARE WITHIN THE UPPER 150-300mm OF THE SOIL. SMOTHERING WITH THE ADDITION OF SOIL CAN KILL THE ROOTS AND STRESS THE TREE.
PHYSICAL INJURY, SPLIT OR BROKEN BRANCHES HINDER THE TREES ABILITY TO COMPARTMENTALIZE (CLOSE) WOUNDS PROPERLY.

ROOT PRUNING PRACTICES:

- DURING EXCAVATION OPERATIONS IN WHICH THE ROOT AREA IS AFFECTED, THE CONTRACTOR IS TO PRUNE ALL EXPOSED ROOTS CLEANLY. PRUNED ROOT ENDS ARE TO BE NEATLY AND SQUARELY TRIMMED AND THE AREA IS TO BE BACKFILLED WITH CLEAN NATIVE FILL AS SOON AS POSSIBLE TO PREVENT DESICCATION AND PROMOTE ROOT GROWTH. THE EXPOSED ROOTS SHOULD NOT BE ALLOWED TO DRY OUT, AND THE CONTRACTOR SHALL DISCUSS WATERING OF THE ROOTS WITH THE CONSULTING ARBORIST SO THAT THE ROOTS SHALL MAINTAIN OPTIMUM SOIL MOISTURE DURING CONSTRUCTION AND BACKFILLING OPERATIONS, YET SO NOT TO INTERFERE WITH CONSTRUCTION OPERATIONS. BACKFILLING MUST BE WITH CLEAN UNCONTAMINATED TOPSOIL FROM AN APPROVED SOURCE. TEXTURE MUST BE COARSER THAN EXISTING SOILS, AND TO COME INTO CLEAN CONTACT WITH EXISTING SOILS (REMOVE AIR POCKETS, SOD, ETC.)
- TREE ROOTS SHOULD NOT BE EXCAVATED WITHIN THE CRITICAL STRUCTURAL ROOTING AREA. THIS IS THE MINIMUM AREA OF THE ROOT SYSTEM NECESSARY TO MAINTAIN VITALITY OR STABILITY OF THE TREE. TYPICALLY THIS AREA EXTENDS TO THE DRIPLINE OF THE TREE. THE SEVERING OF ONE ROOT CAN CAUSE APPROXIMATELY 5-20% LOSS OF THE ROOT SYSTEM. A REDUCTION OF THIS AREA BY GREATER THAN 30% CAN POSE STABILITY CONCERNS FOR THE TREE.
- A SLOW RELEASE FERTILIZER EG: BONE MEAL OR APPROVED EQUAL TO BE APPLIED TO TREES WHERE ROOT PRUNING OR ROOT DAMAGE HAS OCCURRED. APPLY PER MANUFACTURER'S RECOMMENDATIONS
- ROOTS OVER 2.5cm DIAMETER THAT ARE TO BE CUT SHOULD BE PRUNED RATHER THAN LEFT TORN OR CRUSHED
- AT THE COMMENCEMENT OF CONSTRUCTION PRUNE ROOTS CLEANLY USING ACCEPTABLE ARBORICULTURAL PRACTICES AND IMMEDIATELY BACKFILL WITH APPROPRIATE MATERIAL. THE FOLLOWING ARE GENERAL METHODS OF ROOT PRUNING TO TO UTILIZED WHEN GRADING / CONSTRUCTION WILL OCCUR WITHIN THE DRIPLINE OF TREES:
    1. SOIL EXCAVATION USING SUPERSONIC AIR TOOLS, PRESSURIZED WATER OR HAND TOOLS, FOLLOWED BY SELECTIVE ROOT CUTTING
    2. CUTTING THROUGH THE SOIL ALONG A PREDETERMINED LINE ON THE SURFACE USING TOOL SPECIFICALLY DESIGNED TO CUT ROOTS
    3. MECHANICALLY EXCAVATING (e.g. BACKHOE) THE SOIL AND PRUNING WHAT IS LEFT OF THE EXPOSED ROOTS.
    4. CUTS TO BE MADE WITH HAND PRUNING SHEARS, BY-PASS BLADE, PRUNING SAW. DO NOT USE ANVIL TYPE PRUNERS.

BRANCH PRUNING PRACTICES:

- ALL LIMBS DAMAGED OR BROKEN DURING THE COURSE OF CONSTRUCTION SHOULD BE PRUNED CLEANLY, UTILIZING BY-PASS SECATEURS IN ACCORDANCE WITH APPROVED HORTICULTURAL PRACTICES. SHOULD THERE BE A POTENTIAL RISK OF TRANSFER OF DISEASE FROM INFECTED TO NON-INFECTED TREES; TOOLS MUST BE DISINFECTED AFTER PRUNING EACH TREE BY DIPPING IN METHYL HYDRATE. THIS PRACTICE IS PARTICULARLY IMPORTANT DURING PERIODS OF TREE STRESS AND WHEN PRUNING MANY MEMBERS OF THE SAME GENERA, WITHIN WHICH A DISEASE COULD BE SPREAD QUICKLY (I.E., VERTICILLIUM WILT ON MAPLES OR FIRE BLIGHT ON GENERA OF THE ROSACEA FAMILY).
- ALL PRUNING CUTS SHOULD BE MADE TO A GROWING POINT SUCH AS A BUD, TWIG OR BRANCH, CUT JUST OUTSIDE THE BRANCH COLLAR (THE SWELLEN AREA AT THE BASE OF THE BRANCH THAT SOMETIMES HAS A BARK RIDGE), AND PERPENDICULAR TO THE BRANCH BEING PRUNED RATHER THAN AS CLOSE TO THE TRUNK AS POSSIBLE. THIS MINIMIZES THE SITE OF THE WOUND. NO STUBS SHOULD BE LEFT. POOR CUT LOCATION, POOR CUT ANGLE AND TORN CUTS ARE NOT ACCEPTABLE.
- EXTENSIVE PRUNING IS BEST COMPLETED BEFORE PLANTS BREAK DORMANCY. PRUNING SHOULD BE LIMITED TO THE REMOVAL OF NO MORE THAN ONE THIRD (1/3) OF THE TOTAL BUD AND LEAF BEARING BRANCHES. PRUNING SHOULD INCLUDE THE CAREFUL REMOVAL OF
  DEADWOOD,
  BRANCHES THAT ARE WEAK, DAMAGED, DISEASED AND THOSE WHICH WILL INTERFERE WITH CONSTRUCTION ACTIVITY,
  SECONDARY LEADERS OF CONIFERS,
  TRUNK AND ROOT SUCKERS,
  TRUNK WATERSPOUTS, AND
  TIGHT V-SHAPED OR WEAK CROTCHES (INCLUDED UNIONS).
- THE CONTRACTOR MUST IMMEDIATELY REPORT ANY DAMAGE TO TREES SUCH AS BROKEN LIMBS, DAMAGE TO ROOTS, OR WOUNDS TO THE MAIN TRUNK OR STEM SYSTEMS SO THAT THE DAMAGE CAN BE ASSESSED IMMEDIATELY.
- THE TREE PROTECTION FENCING WILL BE MAINTAINED UNTIL ALL CONSTRUCTION IS COMPLETED, SOILS ARE STABILIZED AND ALL OF THE EQUIPMENT HAS BEEN REMOVED FROM THE SITE.
- ANY BRANCHES THAT OVERHANG THE WORK AREA AND REQUIRE PRUNING ARE TO BE PRUNED USING GOOD ARBORICULTURAL PRACTICES UTILIZING BY-PASS SECATEURS IN ACCORDANCE WITH APPROVED HORTICULTURAL PRACTICES AND/OR AMERICAN NATIONAL STANDARD (ANSI) A300 (PART 1) - 2008 PRUNING

UNDERGROUND SERVICING AND UTILITIES:

- PRIOR TO ANY EXCAVATION, TREE REMOVAL, OR TREE PLANTING, CONTRACTOR SHALL PROVIDE UTILITY STAKE-OUT. ANY DAMAGE TO UTILITIES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR FOR ALL REPAIRS AND ASSOCIATED COSTS.
- CONTRACTOR TO MAKE GOOD ALL DISTURBED AREAS.

TREE IMPACT / REMOVAL / PRESERVATION ASSUMPTIONS

ASSUMPTIONS:

ASSESSMENTS OF TREE INJURY, REMOVAL AND PRESERVATION WERE BASED ON SEVERAL CRITERIA.

TREE INJURY

- WHERE CONSTRUCTION, EXCAVATION, GRADING OR USE OF EQUIPMENT AND VEHICLES WILL OCCUR WITHIN THE DRIPLINE AND ROOT ZONE OF EXISTING TREES THE POTENTIAL EXISTS FOR INJURY TO TREES THROUGH BROKEN BRANCHES, PRUNING, DAMAGE TO AND COMPACTION OF ROOTS
- ANY ENCROACHMENT INTO THE DRIPLINE WILL BE CONSIDERED AN INJURY.
- TREE INJURY IS RECOMMENDED TO BE MITIGATED BY MEASURES ENACTED DURING CONSTRUCTION AND MEASURES ENACTED POST CONSTRUCTION. REFER TO NOTES ON THIS SHEET

REMOVAL

- REMOVAL IS BASED ON THE DEGREE OF EXCAVATION / DISTURBANCE WITHIN DRIPLINE AND CRITICAL ROOT ZONE. THE FOLLOWING ASSUMPTION HAS BEEN USED TO DETERMINE WHETHER A TREE REQUIRES REMOVAL WHICH IS BASED ON THE AMOUNT OF DISTURBANCE WITHIN THE CRITICAL ROOT ZONE THAT COULD RESULT IN THE DECLINE OR MORTALITY OF THE TREE
- DIAMETER OF THE TREE X 5 = ENCROACHMENT ZONE
  - (E.G. 50cm x 5 = 2.5m ENCROACHMENT ZONE)
- ANY ENCROACHMENT FROM CONSTRUCTION ACTIVITIES INTO THIS ZONE WOULD RESULT IN THE RECOMMENDATION THAT THE TREE BE REMOVED.

PRESERVATION

- TREE PRESERVATION IS CONSIDERED WHERE THERE IS NO ENCROACHMENT INTO THE DRIPLINE OR ENCROACHMENT ZONE

LIMIT OF CONSTRUCTION

- LIMIT OF CONSTRUCTION IS ANTICIPATED TO BE 3.6m WIDTH

TREE INJURY MITIGATION AND POST CONSTRUCTION MONITORING

TREE INJURY:

- WHERE CONSTRUCTION, EXCAVATION, GRADING OR USE OF EQUIPMENT AND VEHICLES WILL OCCUR WITHIN THE DRIPLINE AND ROOT ZONE OF EXISTING TREES THE POTENTIAL EXISTS FOR INJURY TO TREES THROUGH BROKEN BRANCHES, PRUNING, DAMAGE TO AND COMPACTION OF ROOTS.
- THE FOLLOWING MITIGATION MEASURES ARE RECOMMENDED TO BE IMPLEMENTED DURING CONSTRUCTION. MITIGATION MEASURES ARE NOT LIMITED TO THE MEASURES NOTED ON THIS SHEET. ADDITONAL MEASURES MAY BE REQUIRED SHOULD THE PROJECT PROCEED TO DETAILED DESIGN.

HORIZONTAL ROOT PROTECTION

TO BE UTILIZED IN AREAS WHERE ENCROACHMENTS INTO THE DRIPLINE AND OR ENCROACHMENT ZONE WILL OCCUR. THE FOLLOWING ARE GENERAL RECOMMENDATIONS ON THE IMPLEMENTATION OF THIS MEASURE:

- PLACE LAYER OF NON-WOVEN GEO-TEXTILE MATERIAL ON TOP OF SOD;
- PLACE 30CM DEPTH WOOD CHIP MULCH ON TOP OF GEO-TEXTILE. WHERE REQUIRED PLACE 4X4 TIMBERS TO HOLD MULCH IN PLACE;
- PLACE 4'X8' PLYWOOD BOARDS (MINIMUM ¾" THICK) LENGTH WISE WITHIN THE TPZ BETWEEN THE TRUNK AND LIMIT OF EXCAVATION ON TOP OF MULCH;
- FIELD FIT IF NECESSARY, BOARD WIDTH AND LENGTH MAY VARY DEPENDING ON AVAILABLE SPACE;
- INSTALL TREE PROTECTION HOARDING AROUND ROOT PROTECTION AREA;
- UPON COMPLETION, REMOVE BOARDS AND SPREAD MULCH IN A 1M DIAMETER AROUND THE TRUNK TO A DEPTH OF 5CM AND REINSTATE TREE PROTECTION FENCING TO ORIGINAL LOCATION;
- APPLICATION TO BE REVIEWED AND APPROVED BY THE CONTRACT ADMINISTRATOR PRIOR TO INSTALLATION;
- RESTORE DISTURBED AREAS.

AIR-SPADE / HYDRO-VACUUMM EXCAVATION

WHERE CONSTRUCTION WILL OCCUR WITHIN THE DRIPLINE AND / OR ENCROACHMENT ZONE THIS MEASURE IS RECOMMENDED. THE FOLLOWING ARE GENERAL RECOMMENDATIONS ON THE IMPLEMENTATION OF THIS MEASURE:

- APPLY THIS MEASURE TO EXPOSE ROOTS SO THAT THEY CAN BE PRUNED. THE PRUNING OF ROOTS PRIOR TO CONSTRUCTION WILL ALLOW ROOTS TO SPROUT NEW ROOTS FROM CUT ROOT ENDS ONCE SOIL HAS BEEN BACKFILLED;
- AIR-SPADE / HYDRO-VACUUM EXCAVATE ON THE OUTSIDE OF THE TPZ AND ALONG THE LIMIT OF EXCAVATION ON THE WEST SIDE OF THE TREE (AS SHOWN ON PLAN). APPLY AT A WIDTH OF 0.5m AND EXCAVATE TO A DEPTH OF 0.3m ALONG THE LENGTH OF THE TREE PROTECTION ZONE;
- ENSURE THAT THE PRESSURE USED FROM THE AIR-SPADE / HYDRO-VACUUM IS SUCH THAT IT WILL NOT DAMAGE ROOTS DURING EXCAVATION;
- PRUNE ROOTS IN ACCORDANCE WITH NOTES ON SHEET TP-14 OR UNDER THE SUPERVISION OF A CERTIFIED ARBORIST.
- BACKFILL WITH EXCAVATED MATERIAL OR BETTER, IMMEDIATELY AFTER COMPLETION OF EXCAVATION AND ROOT PRUNING, TO PROTECT ROOTS FROM DRYING OUT;
- WATER TREES PERIODICALLY DURING CONSTRUCTION;
- AT THE COMPLETION OF CONSTRUCTION, RESTORE DISTURBED AREAS WITH A LAYER OF 75mm SHREDDED BARK MULCH IN A 2m RADIUS AROUND THE AFFECTED TREES (MAY VARY DEPENDING ON TREE LOCATION).

MITIGATION MEASURES WITHIN THE DRIPLINE

THE FOLLOWING STEPS ARE RECOMMENDED WHERE CONSTRUCTION ACTIVITY WILL OCCUR WITHIN THE DRIPLINE:

1. APPLY 150-300mm MULCH OR 150mm MULCH + ROAD MASTS ON ALL AREAS OF POTENTIAL COMPACTION (FOOT/VEHICLE TRAFFIC). SEE NOTES FOR 'WORK WITHIN A TREE PROTECTION ZONE' BELOW FOR ADDITIONAL GUIDELINES FOR WORKING WITHIN THE DRIPLINE.
2. PRUNE ALL DAMAGED ROOTS WITHIN EXCAVATION ZONE NEATLY AND SQUARELY WITH SHARP DISINFECTED BLADES. SEE 'ROOT PRUNING PRACTICES' ON THIS SHEET.
3. PRUNE DAMAGED LIMBS WITH SHARP DISINFECTED BLADES. SEE 'BRANCH PRUNING PRACTICES' ON THIS SHEET.
4. WATER AFFECTED TREES TO FIELD CAPACITY WITHIN THE ENTIRE DRIPLINE BI-WEEKLY FROM JUNE 1ST TO SEPTEMBER 15TH.
5. NEVER STORE EQUIPMENT / MATERIALS WITHIN A TREE PROTECTION ZONE. SEE 'TREE PROTECTION ZONE' SECTION ON THIS SHEET.
6. CONTRACTOR TO ADHERE TO THE GUIDELINES ON THIS SHEET

POST-CONSTRUCTION MONITORING

- DUE TO CONSTRUCTION ACTIVITIES WITHIN CLOSE PROXIMITY OF THE TRUNKS OF SOME TREES, POST CONSTRUCTION MONITORING WILL BE REQUIRED TO ASSESS TREE HEALTH AND SIGNS OF DECLINE. TREE MAINTENANCE REPORTS WILL BE PREPARED BY A CERTIFIED ARBORIST AND SUBMITTED TO THE CONTRACT ADMINISTRATOR.
- THESE REPORTS WILL COINCIDE WITH THE COMPLETION OF CONSTRUCTION. REPORTS WILL INCLUDE:
  - AN ASSESSMENT OF ALL TREES DAMAGED DURING GRADING AND CONSTRUCTION;
  - PROVIDE REMEDIAL RECOMMENDATIONS FOR ANY DAMAGED TREES THAT ARE TO BE RETAINED USING CURRENT AND ACCEPTED ARBORICULTURAL PRACTICES;
  - TIMING OF REMEDIAL MEASURES; AND,
  - RECOMMENDATION OF FURTHER TREES TO BE REMOVED OR TRANSPLANTED OR REPLACEMENT.

INSPECTION SCHEDULE

- DURING EARTH WORKS: SPRING/EARLY SUMMER (TREES SHOWING SIGNS OF STRONG BUDDING/LEAF-OUT), MID-SUMMER, FALL (WHILE TREES ARE IN LEAF);
- AFTER COMPLETION OF CONSTRUCTION; AND,
- TWO SITE VISITS DURING THE FOLLOWING GROWING SEASON (AFTER TREE LEAF-OUT HAS OCCURRED).

TREE ASSESSMENT REPORT

- FOR A DETAILED DESCRIPTION OF TREE SPECIES, SIZE, CONDITION AND RECOMMENDATIONS REFER TO APPENDIX A: TREE INVENTORY TABLES IN THE TREE ASSESSMENT REPORT PREPARED BY WSP CANADA INC., DATED: APRIL 8, 2021.
- REFER TO THE ARBORIST REPORT FOR SPECIFIC RECOMMENDATIONS, PROTECTIVE AND MITIGATION MEASURES.

KEY MAP

No.	REVISIONS	BY	DATE	APPR.
1	FEASABILITY STUDY SUBMISSION	PM	2021.03.31	–

ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED

CLIENT
TOWN OF NEWMARKET

MUNICIPALITY
NEWMARKET

PROJECT TITLE
MULOCK DRIVE MULTI-USE TRAIL
FEASABILITY STUDY

SHEET TITLE
TREE PRESERVATION
PLAN NOTES

wsp
100 Commerce Valley Dr. West
Thornhill, Ont. L3T 0A1
Tel (905) 882-1100
Fax (905) 882-0055
www.mmm.ca

PETER McNAMARA, BA
ISA Certified Arborist ON-1140A

DESIGNED	DRAWN	CHECKED
AK	PM	LSN

SCALE: NTS
DATE: MARCH 2021

DRAWING NUMBER: 211-00396-00-LA
SHEET NUMBER: TP-10

FILENAME: C:\Users\mcnamara\OneDrive - WSP O365\Documents\Newmarket - Mulock Drive - Feasability Study\Drawings\Tree Preservation Plans.dwg
PLOTDATE: Apr 08, 2021 - 2:29pm

Appendix D: Virtual PIC Presentation

MULOCK DRIVE MULTI-USE PATH FEASIBILITY STUDY

The Corporation of the Town of Newmarket

VIRTUAL PUBLIC INFORMATION CENTRE
JUNE 10TH, 2021 | 7:00 – 8:00 P.M.

Newmarket

wsp

MULOCK DRIVE MUP CORRIDOR PROJECT

- WSP retained by Town in Winter 2021 to assess the feasibility of a multi-use path along one side of Mulock Drive
- Bathurst Street to Harry Walker Parkway South
- 6.3km in length
- Significant number of commercial driveways (Yonge-Bayview)

GOALS & OBJECTIVES

Connect to key destinations

Navigate constrained segments, grades and utilities

Minimize potential conflicts between users (i.e.: at driveways)

Re-use existing infrastructure

Account for future development along the corridor

Accommodate intersection treatments

Mulock Drive east of Sawmill Valley Drive (WSP)

DESIGN CONSIDERATIONS

Connectivity to Mulock Farms site

Connectivity to existing trails

Grade changes

Mulock Drive at Sawmill Valley Drive (WSP)

Constructability & Cost

Guardrails

Existing utility poles

Add crossride intersection treatments

DESIGN CONSIDERATIONS

Bus stops & bus shelters

Frequency of commercial driveways

Boulevard width

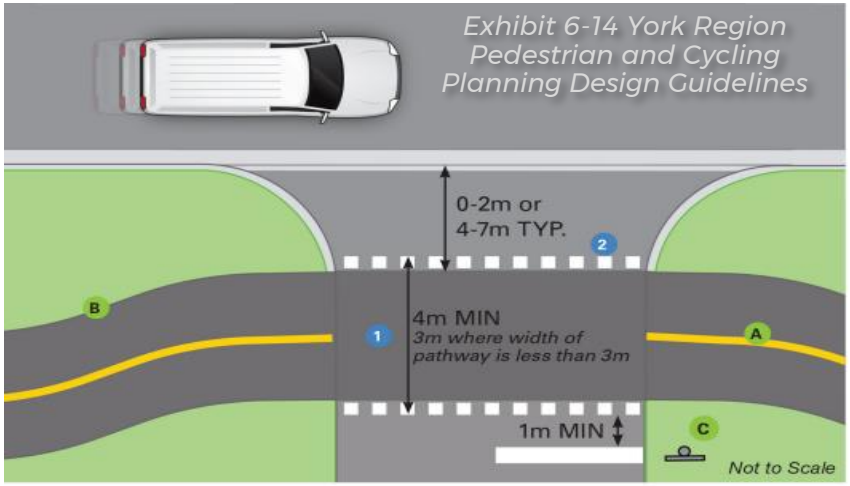
Mulock Drive adjacent to Rourke Place (WSP)

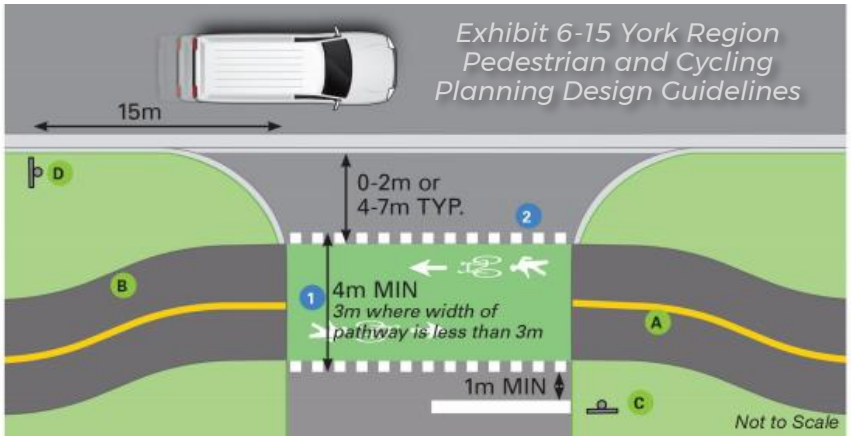
Using existing trails (where feasible)

Proximity to residential populations

Minimizing impacts to mature trees

PROPOSED DRIVEWAY TREATMENTS: MULTI-USE PATHS





Multi-Family Residential

1 & 2: Treatment of "Elephant's Feet" ***must be*** applied across the entire driveway

A & B: Yellow median ***may be*** extended through the driveway and MUP ***may*** approach at a slight bend to enhance safety

C: ***Optional*** advisory "Pedestrian and Bicycle Crossing Ahead Sign'

Commercial/Industrial (or volumes > 100 VPH)

1 & 2: Combined Crosside ***must be*** applied across entire driveway

A & B: Yellow median ***may be*** extended through the driveway and MUP ***may*** approach at a slight bend to enhance safety

C & D: ***Optional*** advisory "Pedestrian and Bicycle Crossing Ahead" and Bicycle Trail Crossing Side Street" signage

- ***Optional*** green paint treatment

EXAMPLE OF CROSSRIDE TREATMENTS: INTERSECTIONS AND DRIVEWAYS

Combined Crossride

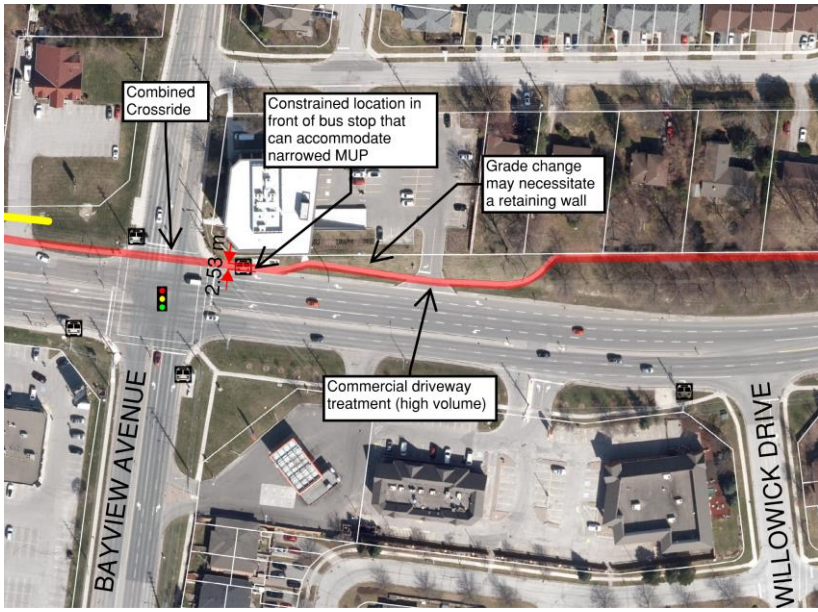
Combined crossrides are typically used at signalized intersections where pedestrians and cyclists approach the crossing on a shared facility.

Mixed Crossride

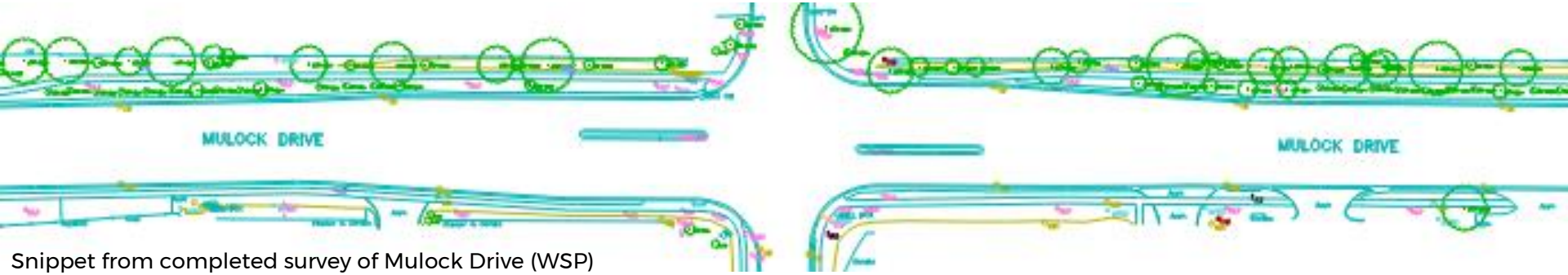
Mixed crossrides are typically used at unsignalized crossings and driveways, where pedestrians and cyclists approach crossing on a shared facility.

WHAT HAS BEEN DONE TO DATE?

- Completed survey of the corridor
- Identified and assessed 3 conceptual alignment options
- Reviewed alignment options with Town and Regional staff
- Inventoried and classified driveways
- Arborist report completed and submitted
- Primary field investigation completed
- Presented to Town Council on May 25th



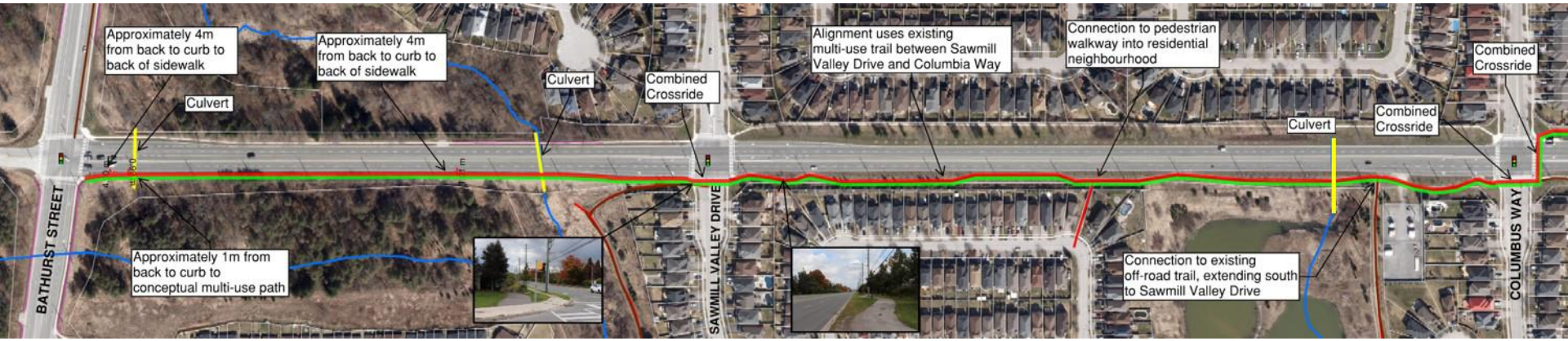
Snippet from conceptual alignment mark-up drawing (WSP)



Snippet from completed survey of Mulock Drive (WSP)

CORRIDOR WALK-THROUGH

BATHURST STREET - COLUMBUS WAY

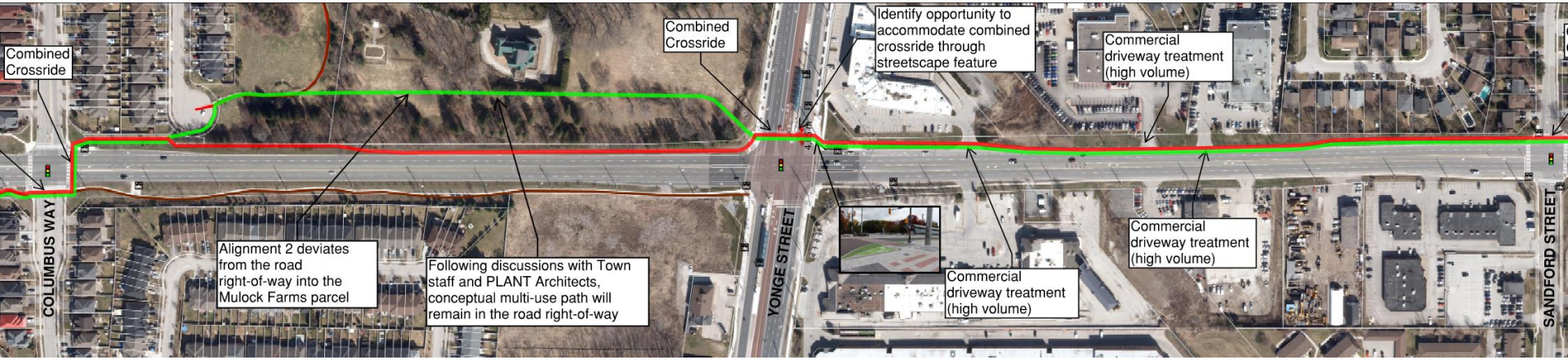


Above: Alignment 1 illustrated in red; Alignment 2 illustrated in green

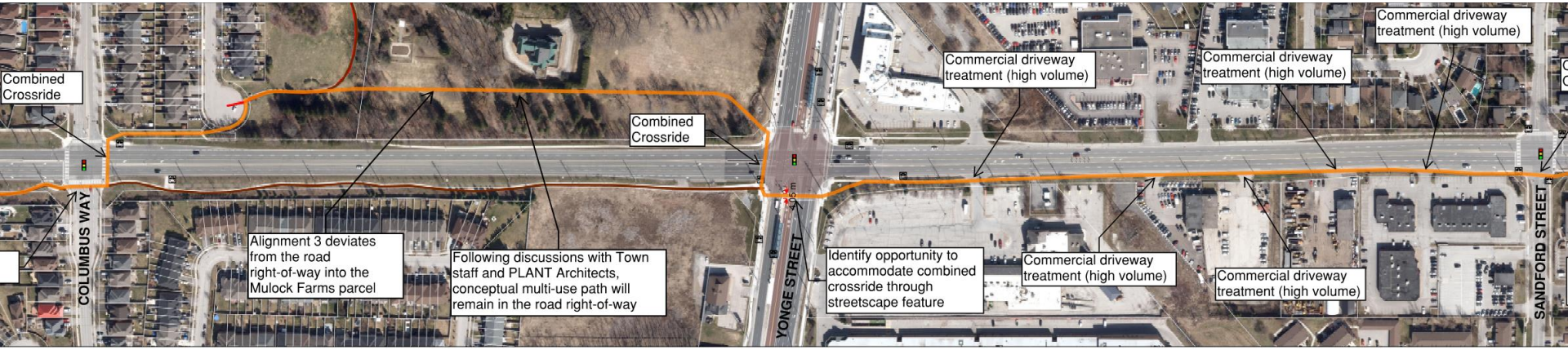
Above: Alignment 3 illustrated in orange

CORRIDOR WALK-THROUGH

COLUMBUS WAY – SANDFORD STREET



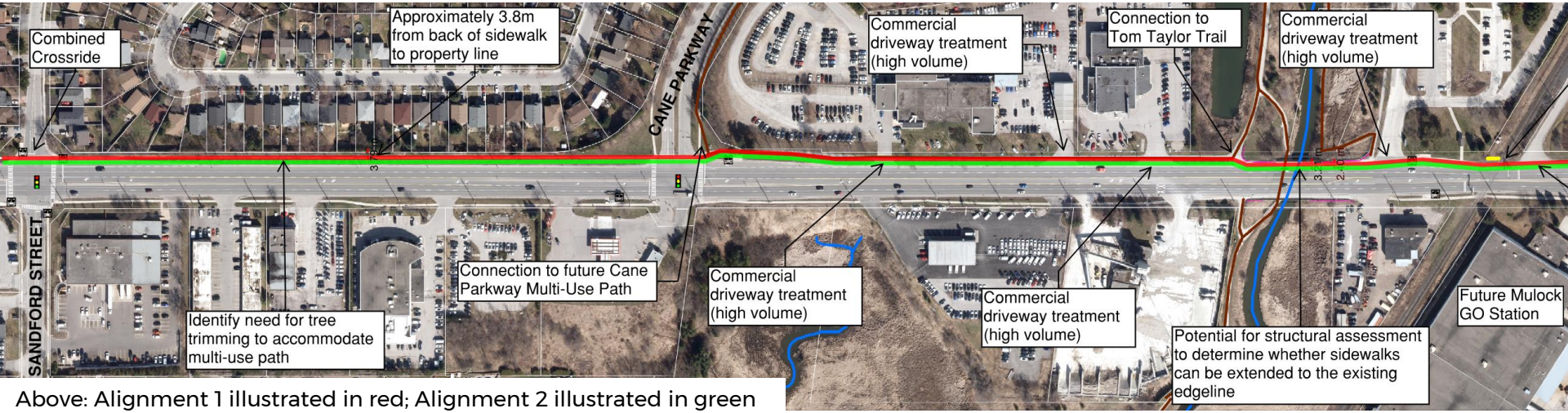
Above: Alignment 1 illustrated in red; Alignment 2 illustrated in green



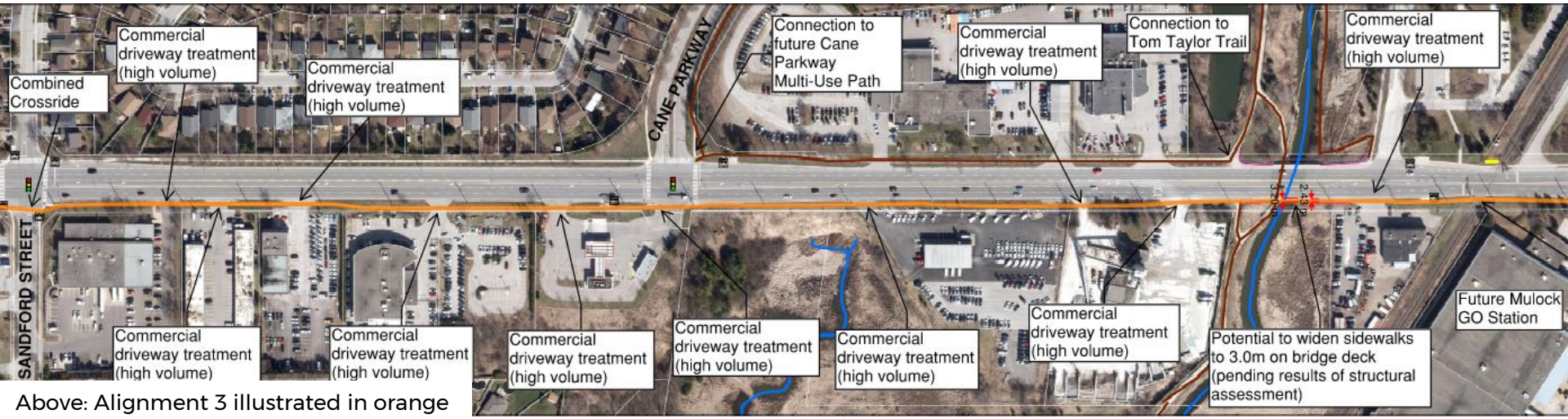
Above: Alignment 3 illustrated in orange

CORRIDOR WALK-THROUGH

SANDFORD STREET – METROLINX RAIL CORRIDOR



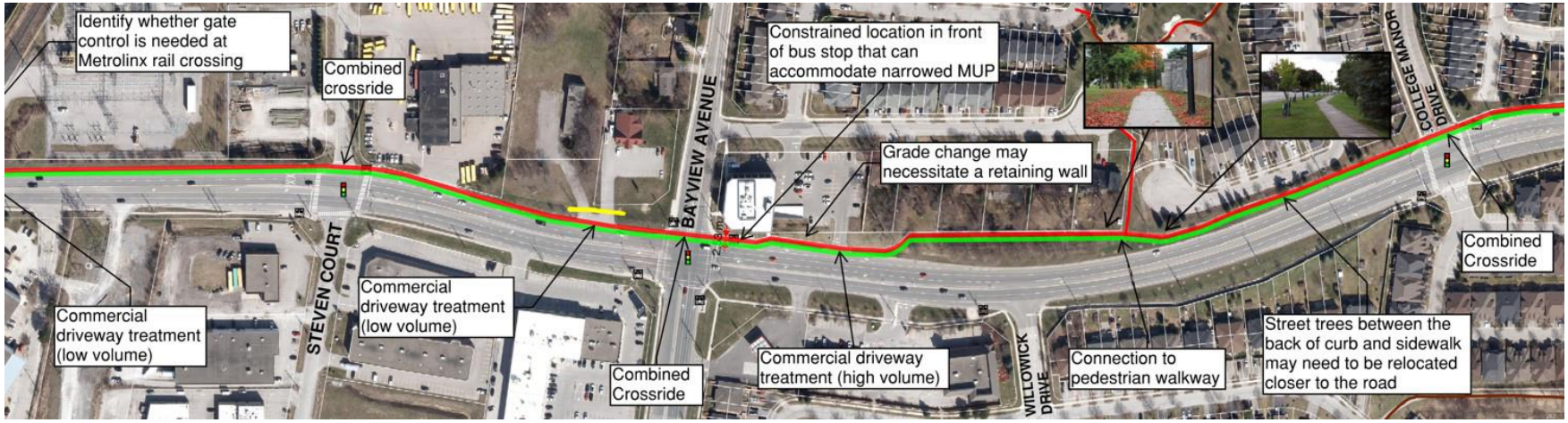
Above: Alignment 1 illustrated in red; Alignment 2 illustrated in green



Above: Alignment 3 illustrated in orange

CORRIDOR WALK-THROUGH

METROLINX RAIL CORRIDOR – COLLEGE MANOR DRIVE

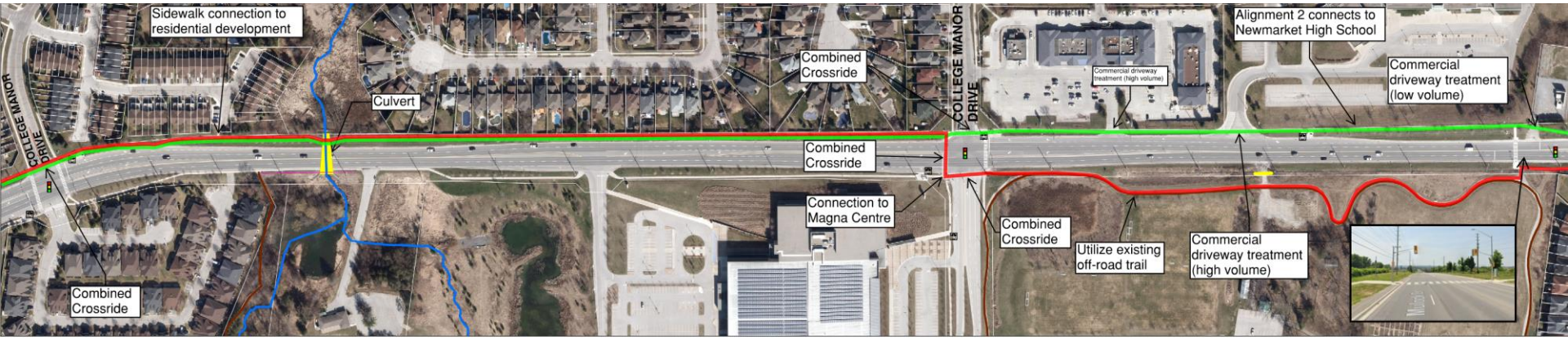


Above: Alignment 1 illustrated in red; Alignment 2 illustrated in green

Above: Alignment 3 illustrated in orange

CORRIDOR WALK-THROUGH

COLLEGE MANOR DRIVE – NEWMARKET HIGH SCHOOL CROSSING

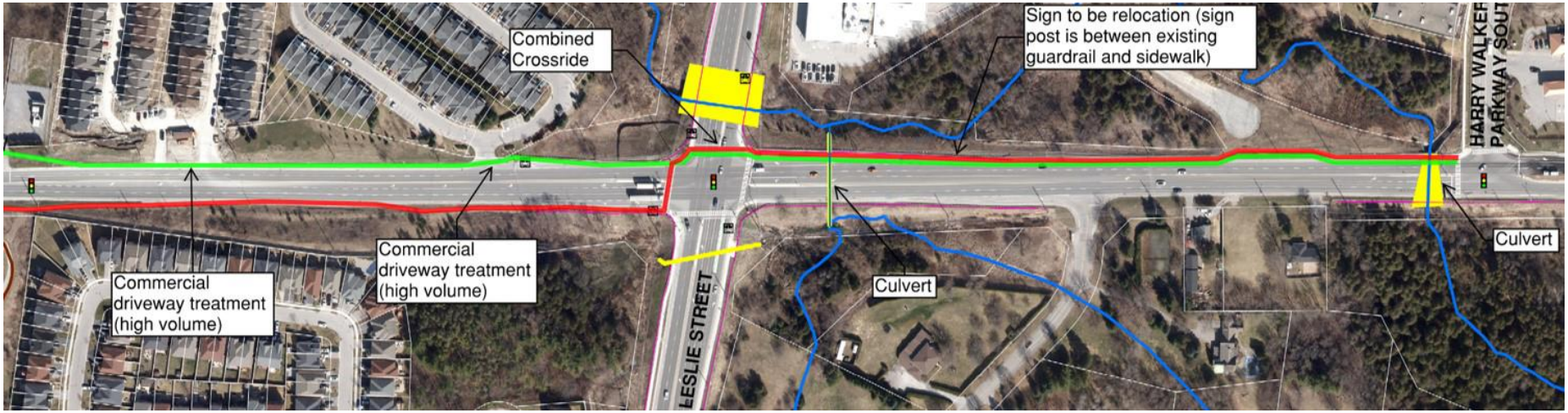


Above: Alignment 1 illustrated in red; Alignment 2 illustrated in green

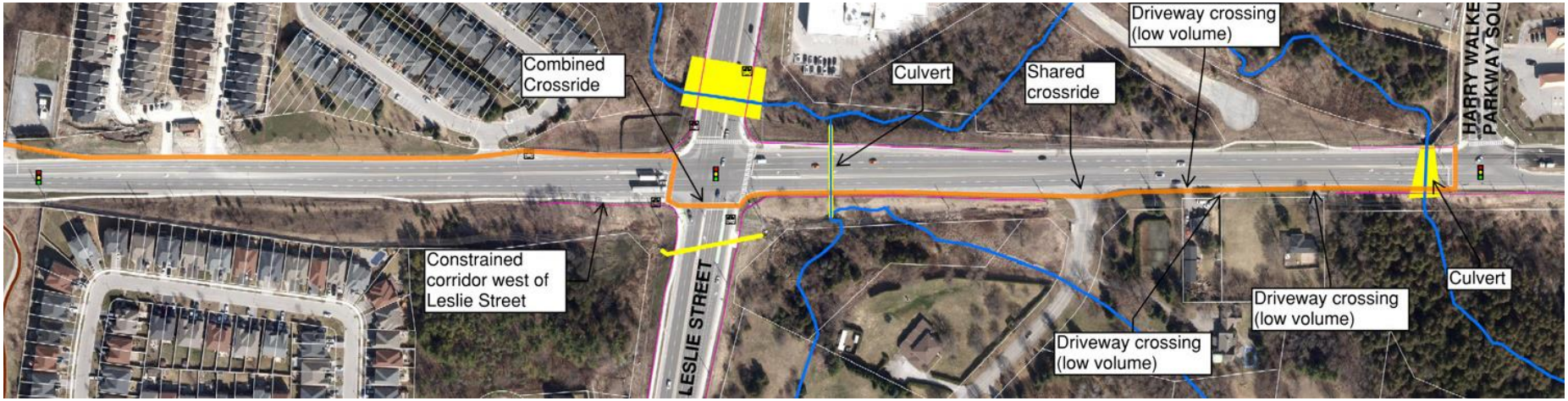
Above: Alignment 3 illustrated in orange

CORRIDOR WALK-THROUGH

NEWMARKET HIGH SCHOOL CROSSING – HARRY WALKER PARKWAY SOUTH



Above: Alignment 1 illustrated in red; Alignment 2 illustrated in green



Above: Alignment 3 illustrated in orange

CORRIDOR EVALUATION CRITERIA

- **Conflict Mitigation** – Conflict mitigation between motorists, cyclists and pedestrians.
- **Constructability & Cost** – Corridor suitability and the level of effort to implement a multi-use path. Assumed cost to construct a multi-use path including impacts to utility poles, guide rails, and fire hydrants along the corridor.
- **Residential Access/Proximity** - Residential neighbourhood access and proximity to the multi-use path along Mulock Drive.
- **Transit Impacts** - Impacts to transit stops, including concrete bus pads, transit shelters, and other amenities found at transit stops.
- **Tree Impacts** - Impacts to trees and potential removal / relocation of existing trees along the corridor to accommodate the multi-use path.
- **Connectivity** - Potential to connect to existing and proposed AT network identified in the Active Transportation Implementation Plan.
- **Destination Access** - Number of destinations and attractions to be accessed by the multi-use path, particularly for youth and seniors.
- **Driveway Frequency** - Frequency and size of driveways that intersect multi-use path.
- **Intersection Frequency** - Frequency of intersections that intersect multi-use path.

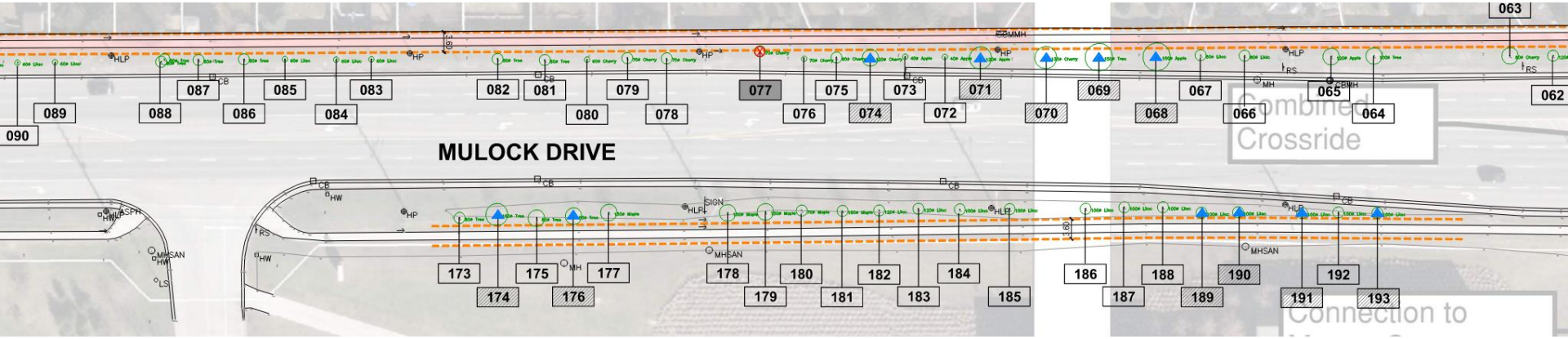
DRAFT CORRIDOR EVALUATION RESULTS

- Alignment option 1 ranked as having the highest score
  - Highest score for conflict mitigation and constructability & cost metrics
- Alignment option 3 ranked as having the lowest score
  - Lowest overall score in the constructability & cost and driveway frequency metrics

CORRIDOR-WIDE	CRITERIA	Conflict Mitigation	Constructability & Cost	Residential Access/Proximity	Transit Impacts	Tree Impacts	Connectivity	Destination Access	Driveway Frequency	Intersection Frequency	Total Score	Rank
	Alignment Option 1	3	3	3	3	2	3	3	3	3	26	1
	Alignment Option 2	2	3	3	3	1	3	3	3	3	24	2
	Alignment Option 3	2	2	3	3	2	3	3	2	3	23	3

ARBORIST REVIEW

- Tree impacts associated with the 3 alignment options have been evaluated
- Tree types have been identified and impacts have been classified
- 3.6m clearance zone from the centerline of the sidewalk was used to assess tree impacts
- **The intention is to maintain if not exceed the number of trees in the final design (i.e. relocate or plant new trees)**

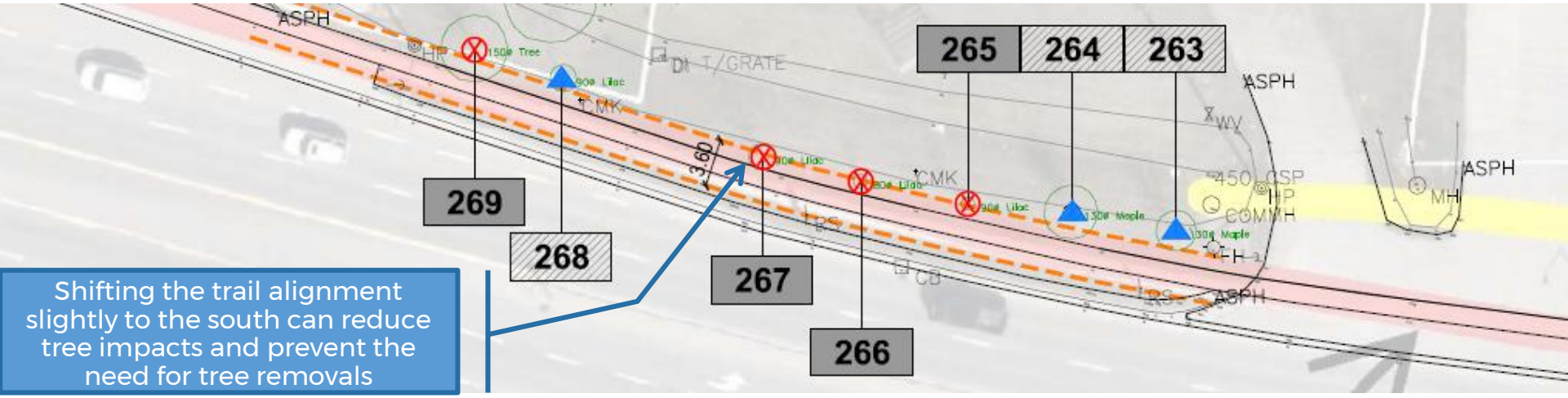


Snippet from Tree Preservation Plan (WSP)

ARBORIST REVIEW

Alignment	Trees identified for removal ⊗	Trees identified for potential impacts ▲
Option 1 (Preferred)	89	123
Option 2	95	153
Option 3	67	89

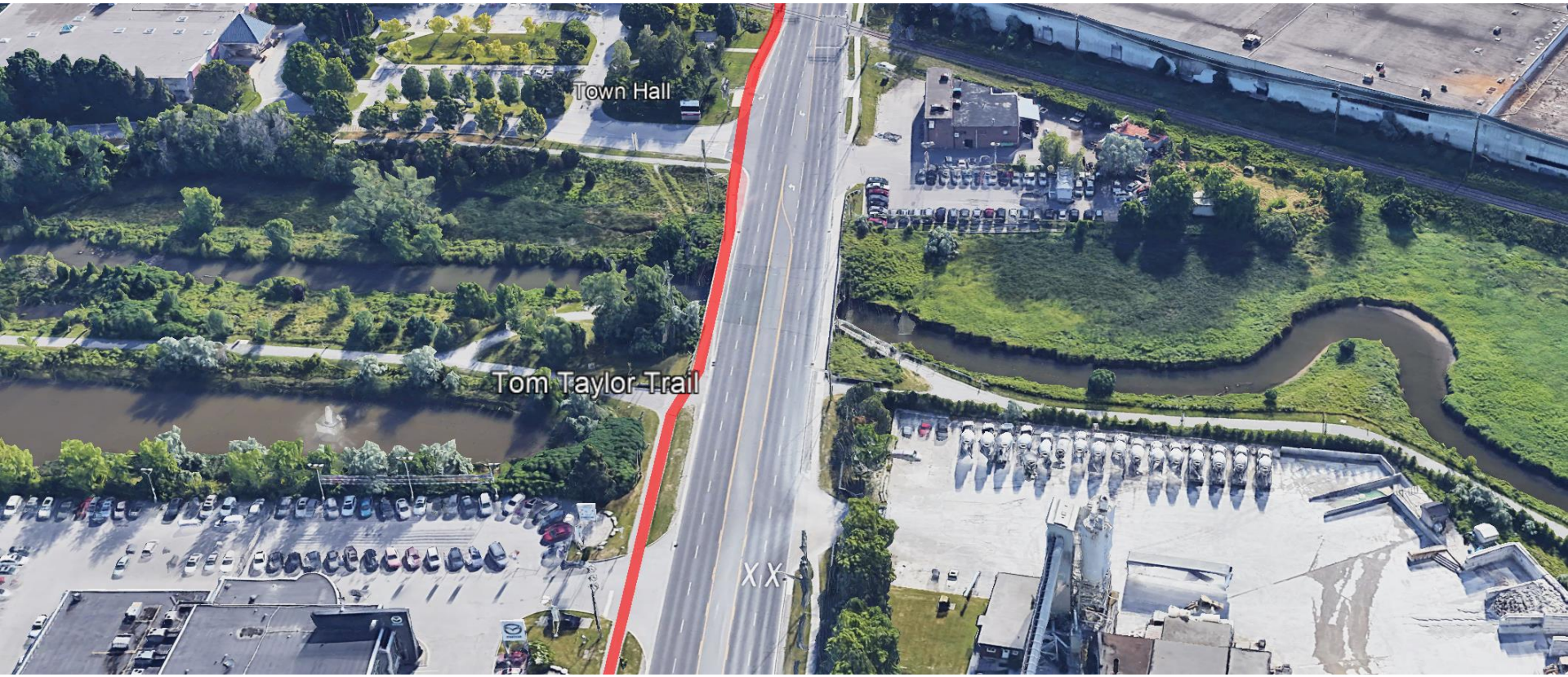
*There is an opportunity to reduce the number of trees that will be impacted by realigning the MUP where feasible



Shifting the trail alignment slightly to the south can reduce tree impacts and prevent the need for tree removals

CORRIDOR FLY-THROUGH

Click here to view a video of the corridor fly-through.



WE WANT TO HEAR FROM YOU!

Go to: https://miro.com/app/board/o9J_lBL-5GU=/

The design team identified and assessed 3 alignments (red, green and orange lines). Our draft preferred alignment is Option 1 (red line).

Our ask to you:

Please review the alignments and provide us with your comments on all 3 options and whether you think the preferred alignment is the best choice for Newmarket.

NEXT STEPS & CONTACT INFO

- Review public input from the virtual public open house
- Refine and confirm preferred alignment based on public and Town staff input
- Complete functional design and prepare high-level cost-estimate of preferred alignment
- Present final design report and findings to Town Council

Mark Kryzanowski (Town)
Manager, Transportation Services
Engineering Services
Development & Infrastructure Services

T: 905-953-5300 extension 2508
Email: mkryzanowski@newmarket.ca

J. David McLaughlin (WSP)
Manager
National Active Transportation Practice
Transportation Planning and Science

T +1-905-882-7306
E Dave.McLaughlin@wsp.com

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

Memorandum

November 17, 2021

RE: Consent Item 6.7 – 2022 User Fees and Charges – Financial Services Report – CoW November 15, 2021 – Question regarding the proposed $15 Tax Receipt

As requested, staff prepared the following memo to address Council's request for further information on the proposed charge for Tax receipts ($15) in 2022. This fee was discussed during the Committee of the Whole on November 15, 2021.

As indicated in the report titled "2022 User Fees and Charges – Financial Services", the purpose of a tax receipt is to provide proof of all property tax payments made for the tax year(s) indicated. Some property owners, usually business owners, are able to claim their property tax payment as an income tax deduction. The property owners who claim this deduction, if audited by Canada Revenue Agency (CRA), must provide proof of payment to the Municipality. The CRA would typically request for the property owner to contact the Municipality, in which the property tax payment was made to purchase/generate a Tax receipt as proof of payment.

In developing a recommendation to charge new fees, Finance staff analyzed all user fees charged by all York Region municipalities as well as Toronto, Barrie and Mississauga. Staff indicated that many Municipalities have opted to charge a fee for printing tax receipts. The following table illustrates the municipalities staff used as a comparison and the corresponding fee charged for a Tax receipt:

MUNICIPALITY	FEE AMOUNT
Markham	$26.00
Mississauga	$25.00
Vaughan	$23.00
King City	$20.00
Toronto	$18.74
Richmond Hill	$18.25
Aurora	$15.60
Barrie	$15.00
Georgina	$10.00
East Gwillimbury	N/A
Whitchurch-Stouffville	N/A
Newmarket	N/A

Of all the nine (9) York Region Municipalities, six (6) have elected to charge for a Tax receipt. The only York Region Municipalities that have yet to charge for this product are East Gwillimbury, Whitchurch-Stouffville and Newmarket.

The average fee charged for Tax Receipts by all Municipalities in the table above is $19. Town staff recommends a charge of $15.00, which is less than average.

For more information, please contact me at lvillanueva@newmarket.ca

Lawrence Villanueva
Supervisor, Property Tax and Assessment
Financial Services - Town of Newmarket
lvillanueva@newmarket.ca

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

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

2022 User Fees and Charges – Financial Services Staff Report to Council

Report Number: 2021-80

Department(s): Financial Services

Author(s): Anita Gibson, Sr. Financial Analyst, Elisa Gulotta, Tax & Assessment Analyst

Meeting Date: November 15, 2021

Recommendations

1.That the report entitled 2022 New User Fees and Charges for Financial Services dated November 15, 2021 be received; and,

2.That the attached Schedule "B" marked as the Town of Newmarket 2022 Corporate Services – Financial Services be approved and adopted by by-law; and,

3.That the fee adjustments come into full force and effect as of January 1, 2022; and,

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

Executive Summary

See below.

Purpose

The purpose of this report is to recommend increases and introduce new fees in Financial Services, to become effective January 1, 2022.

Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget review process and application of the Service Pricing Policy. Based on the Service Pricing Policy, fees and charges are categorized by user and type of service.

The proposed user fee charges vary depending upon the services provided. All new fees proposed are done so in an effort to recover Town costs, staff time and resources.

The 2022 target increase was suggested at 1.5% – Presented to CoW May 3, 2021 – Report 2021-32. Typically, the increase represents the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process. On an annual basis, the Treasurer has the Delegated Authority under Report 2021-67, to approve the increase to fees and charges up to the lessor of the rate of inflation or 2.5%.

Discussion

Property Tax Staff completed an analysis of Financial Services Fees and Charges in 2021 by comparing the Town's fee schedule with other surrounding municipalities. The municipalities used for comparison were: Aurora, East Gwillimbury, Georgina, King, Markham, Richmond Hill, Vaughan, Whitchurch-Stouffville, Barrie, Toronto, and Mississauga. The fees proposed below are not currently charged by the Town of Newmarket. If approved, these new fees still remain well below the average fee charged for the same product/service offered by the municipalities listed above.

The purpose of this initiative is to implement new user fees for services provided by the Town in an effort to further diversify the Town's revenue capabilities. The new fees proposed are relatively common practices with other municipalities.

Property tax user fees provide a significant revenue source for the Town, which results in approximately $325,000 annually. Staff estimates that the proposed fees will bring an additional $50,000 or approximately 15% in the first year. Staff will monitor the budgetary impact of the new fees on an annual basis.

New Fees & Charges

Tax Bill Re-print – A $25 fee is proposed for every tax bill re-print. Staff re-prints approximately 400 tax bills each year, this fee will assist with recovering printing and staff time costs.

Payment Recalled by Bank – These are payment transactions that are recalled at the request of property owner through their banking or financial institutions. Requests for reversal are sent to staff via fax. Staff receives the request, completes the required forms and forwards the documents back to the financial institution. Payments must then be reversed on the property tax system. A fee of $15 is proposed for this service.

Tax Receipt – The Property Tax Department prints over 1,000 tax receipts per year. This statement is typically required by Canada Revenue Agency (CRA) to provide proof of payment for the previous tax year. A fee of $15 is proposed for this statement.

Transfer Utilities to Tax Account – Unpaid water charges from the utility bill is transferred to the property owner's property tax account after 90 days in arrears. The Town currently does not charge for this service. Staff is proposing to apply a $5 fee to the owner's property tax account whenever water arrears are added.

Title Search – Title searches are often required when a property is being registered for tax sale. A title search on a property costs approximately $40, which is purchased through the Ontario Land Property Records Portal. Staff is proposing a $50 administrative fee be applied onto the tax account whenever a title search is pulled as a result of a tax sale.

Rush Tax Certificate – The current fee for tax certificate requests is $82 per certificate. This same fee is charged whether the request is received in advance or rushed (same day request). When law firms request an urgent tax certificate, staff is proposing to impose a higher fee as a result of the rush. Tax certificates that are ordered well in advance (where staff is provided at least one business day notice) will not be affected. Staff is proposing a $100 charge per rushed tax certificate.

Post-Dated Cheque Retrieval or Date Change – The Town receives thousands of post-dated cheques each year. Each cheque is verified twice, batched and entered into the system for processing. Throughout the year, some residents request to retrieve a post-dated cheque and/or to mail the cheque back to them. Retrieving batched post dated cheques is a time consuming process for staff. As a result, staff is proposing a $30 fee be charged for this service.

Tax Appeal Application – There is currently no fee charged for filing tax applications with the Town. These applications are received, reviewed and processed in house. Staff is proposing a $40 fee be charged for every tax application received.

In general, implementation of these new fees will be done in stages. First, residents and property owners will be advised of new fees via Corporate Communications regular Council Highlights, on Town of Newmarket's website and Social Media platforms. Once the fees are implemented, Customer service staff will be trained on the new fees and to assist residents with its implementation. The first request for any of these new product/service will be processed free of charge and the resident will be advised that the subsequent request(s) will be subject to Council approved fees.

<u>Other Fee Changes above/below inflationary increase:</u>

<u>Fee Decrease:</u>

Statement of Property Taxes: Decrease from **$41.00 to $20.00**.

Although this fee has been approved by Council in 2006, staff has not yet implemented this fee. In addition, staff also determined that the fee should be reduced to align with what other comparable municipalities charge for this product.

Fee Increases:

Staff is proposing to increase the following existing fees above the inflationary increase. In comparison to other municipalities, the following fees are well below the average. As a result, staff is proposing to slightly increase the following fees:

New Ownership Maintenance Fee – *From $20.00 to $30.00*

The average fee charged is $38.50.

New Account/Roll Number – *From $30.00 to $40.00*

The average fee charged is $54.75.

All other increases are the proposed 2022 budget increase of 1.5%, and within the Treasurers' Delegated Authority.

Conclusion

Schedule B represents Corporate Services – Financial Services Fees and Charges levied by the municipality that are not linked to specific legislation other than the general provisions of the Municipal Act 2001.

Business Plan and Strategic Plan Linkages

The adoption of the 2022 Fees and Charges is in alignment with Council's strategic priority of long-term financial sustainability.

Consultation

Advertisement on the Town of Newmarket's website will be provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas.

In addition, notice will be given through advertisement on the Town Page of the local newspaper in advance of Council's consideration.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Operating Budget: Staff estimates that the proposed new fees, increases and decreases of existing fees will result in an additional $50,000 for the first year. All fees and charges have been factored into the 2022 budget proposals. Increases or changes to the fees and charges are limited to cost recovery.

Capital Budget: Not applicable.

Attachments

Schedule B – 2022 Corporate Services – Financial Services

Approval

Lawrence Villanueva
Supervisor, Property Tax & Assessment

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

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

For more information on this report, contact Lawrence Villanueva at 905-953-5300 ext. 2143 or lvillanueva@newmarket.ca

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE B

Commission: Corporate Services **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
FINANCIAL SERVICES							
Accounting							
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	**N**	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	$0.00	**1.25% monthly on outstanding balance**	0.00%
Accounts Receivable Collection Charges	16% of the outstanding balance	**N**	16% of the outstanding balance	16% of the outstanding balance	$0.00	**16% of the outstanding balance**	0.00%
Treasurer's Compliance Letter	each	**N**	$82.00	$83.23	$0.00	**$83.23**	1.50%
Returned Payment	each	**N**	$50.00	$50.75	$0.00	**$50.75**	1.50%
Verification of Local Improvements	each	**N**	$82.00	$83.23	$0.00	**$83.23**	1.50%
Financial Services Administrative Fee	16% of invoice	**Y**	16% of invoice	16% of invoice		**16% of invoice+HST**	0.00%
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	**Y**	5% of Security Requirement, maximum $65,000 +HST	5% of Security Requirement, maximum $65,000 +HST		**5% of Security Requirement, maximum $65,000 +HST**	0.00%
Property Tax/Assessment							
Tax Certificate	each	**N**	$82.00	$83.23	$0.00	**$83.23**	1.50%
Returned Payment	each	**N**	$50.00	$50.75	$0.00	**$50.75**	1.50%
Statement of Unpaid Taxes (Arrear Notices)	each 4 X per year	**N**	$5.00	$5.08	$0.00	**$5.08**	1.50%
Statement of Property Taxes	each	**N**	$41.00	$20.00	$0.00	**$20.00**	-51.22%
Detailed Analysis of Property Tax Account	per hour	**N**	$45.00	$45.68	$0.00	**$45.68**	1.50%
Update Mortgage Company Information	each	**N**	$15.00	$15.23	$0.00	**$15.23**	1.50%
Property Tax Administrative Fee-Additions to the Tax Account for Collection	15% of invoice	**Y**	16% of invoice	16% of invoice		**16% of invoice+HST**	0.00%
New Ownership Maintenance Fee	per account	**N**	$20.00	$30.00	$0.00	**$30.00**	50.00%
Detailed Calculations of Tax Adjustments (other than property owner)	per tax year	**N**	$30.00	$30.45	$0.00	**$30.45**	1.50%
New Account/Roll Number	each	**N**	$30.00	$40.00	$0.00	**$40.00**	33.33%
Online Banking Roll Correction	after first correction	**N**	$50.00	$50.75	$0.00	**$50.00**	1.50%
Assessment Roll Printout	each	**N**	$2.00	$2.00	$0.00	**$2.00**	0.00%
Tax Bill Reprint	each	**N**	$0.00	$25.00	$0.00	**$25.00**	NEW
Payment Recalled by Bank	each	**N**	$0.00	$15.00	$0.00	**$15.00**	NEW
Tax Receipt	each	**N**	$0.00	$15.00	$0.00	**$15.00**	NEW
Transfer Utilities to Tax Account	each	**N**	$0.00	$5.00	$0.00	**$5.00**	NEW
Title Search	each	**N**	$0.00	$50.00	$0.00	**$50.00**	NEW
Rush Tax Certificate	each	**N**	$0.00	$100.00	$0.00	**$100.00**	NEW
Post-Dated Cheque Retrieval or Date Change	each	**N**	$0.00	$30.00	$0.00	**$30.00**	NEW
Tax Appeal Application	each	**N**	$0.00	$40.00	$0.00	**$40.00**	NEW

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

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

Q3 Financial Update for 2021
Staff Report to Council

Report Number: 2021-81

Department(s): Financial Services

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

Meeting Date: November 15, 2021

Recommendations

1.That the report entitled Q3 Financial Update for 2021 dated November 15, 2021 be received; and,

2.That Council approve reduction of 2021 capital programs totaling $7,999,020 based on revised project delivery timelines as outlined in this report, of which $5,759,000 will be reallocated to the 2022 capital program, $15,000 is already included in 2022 program and $2,225,020 will be released as projects were completed under budget; and,

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

Purpose

The purpose of the report is to:

- provide an update on the year-to-date third quarter financial results;
- provide year-end forecasts; and
- obtain Council approval on changes to the 2021 capital program, including allocation to programs of future years.

Background

Council approved the 2021 budget totaling $174.7 million in December 2020 and breakdown of the budget are as follows:

1. tax-supported operating budget $89.8 million
2. rate-supported operating budget $47.0 million
3. capital budget $37.9 million

Subsequent to Council approval of the 2021 Capital program of $36.3 million and capital spending authority of $37.9 million in December 2020, Council approved changes to the 2021 capital program and capital spending authority bringing the totals to $42.9 million and $44.0 million respectively.

Discussion

At the end of the third quarter, revenues were lower than budget by close to $3.0 million, and expenditures were lower than budget by $9.4 million. Prior to any year-end reserve transfers, the tax-supported operating budget incurred a net favourable variance of $6.4 million.

The net favourable variance includes COVID-19 expenditures of $2.8 million. The Town received Safe Restart grant of close to $0.8 million and COVID-19 Recovery Funding for Municipalities Program of $2.5 million. They have yet to be accounted for against the Q3 COVID-19 expenditures. These grants and contingency budget of $0.5 million will be applied at year-end to offset full-year COVID-19 expenditures pending year-end results.

Revenues were lower than budget mainly in recreation programs, art and culture programs, ice rentals and fitness programs and memberships due to facility closures impacted by the pandemic. Parking infraction revenues & other fines and animal licenses were also lower than budget. Penalty and interest revenues for overdue charges were higher than budgeted as waived amounts from 2020 were collected in 2021.

Facility closures also resulted in lower direct program expenditures such as casual wages and supplies. Other favourable variances incurred in general maintenance, sidewalk maintenance, equipment maintenance & repairs, parks spot improvements, trail rehabilitation & maintenance and tree removal program.

Lower than budgeted spending in some of the annual programs were deliberate to offset the financial impact of the pandemic.

Furthermore, lower than budgeted expenditures were incurred in winter control and any favourable variance at year-end will be transferred to the winter control reserve.

Year-end projection for tax-supported operating budget is currently forecasted to be $0.3 million. Major drivers include salary gapping, higher penalty and interest revenues offset by lower bank interest income.

Central York Fire Services (CYFS)

CYFS incurred a net favourable variance of $0.7 million mainly due to salary gapping, consulting and wellness program being on hold. It is anticipated that there will be a surplus at year-end. The year-end surplus will be transferred to reserve as part of the strategy to fund Station 4-5.

A report on third quarter results was tabled to Joint Council Committee (JCC) on November 2, 2021.

Newmarket Public Library

At the end of the third quarter, Library incurred a nominal favourable variance. Library anticipates to be on budget by year-end.

Rate-Supported Operating Budget

Water and Wastewater

At the end of the third quarter, water and wastewater incurred a net favourable variance of $2.2 million. Region did not increase their rates in 2021 for the second consecutive year due to the pandemic which contributed to the favourable variance. As well, lower than budgeted expenditures were incurred in cathodic protection program, pipe relining, emergency maintenance and general maintenance. It is anticipated that budgets in some of these programs will not be fully expended by year-end.

Stormwater

Expenditures were lower than budget by $0.3 million mainly in stormwater management maintenance and catchbasin cleaning. Stormwater revenue final billing will be reflected in Q4. Staff anticipates the budget will be fully expended by year-end.

Capital Budget

Total capital expenditures at the end of September 30, 2021 was $10.96 million, representing 25.6% of the revised capital program (Standard program 26.1%, Major projects 25.1%). Staff evaluated project delivery timelines and identified 13 projects as completed with net savings of $1.8 million under budget. Therefore, the adjusted capital completion rate at the end of third quarter is 29.8% (Standard program 35.7%, Major projects 25.1%).

Also identified, $5.7 million is to be carried over to 2022. $2.4 million is classified as Major projects and $3.3 million in the Standard program will need to be provided for through the unallocated provision.

Issues with supply chains attributed to delays in project delivery.

Capital Program	2021 Budget	Proposed Q3 changes	2021 Revised Budget	To be included in 2022 Budget
Reallocations - based on revised capital project delivery timeline				
1021002 Web - AODA Compliance	15,000	-15,000	-	-
1317008 - Replace Tax Billing System	100,000	-80,000	20,000	80,000
1399002 Replace/Upgrade ERP Systems	450,000	-200,000	250,000	200,000
1399001 Upgrade/Replace Desktop&Equip	208,749	-120,000	88,749	120,000
1019001 - Mulock Est Concept Master Plan	150,000	-95,000	55,000	-
6818020 - Community Energy Plan Implemn.	75,000	-60,000	15,000	60,000
6819060 - Urban Design Guidelines	78,000	-36,000	42,000	36,000
6821001 Official Plan Review & Update	125,000	-125,000	-	125,000
3220001 - Old Main St. Tertiary Plan	300,000	-288,000	12,000	288,000
3299001 Mun. Infrastructure Projects	4,624,000	-1,200,000	3,424,000	1,200,000
3299003 Road Resurfacing Program	1,500,000	-500,000	1,000,000	-
3299002 Fleet Replacements	1,400,000	-1,100,000	300,000	600,000
4019016 - SWM Pond Clean Outs/Retrofits	570,000	-90,000	480,000	-
5217034 - Glenway Park Development	1,100,000	-200,000	900,000	-
5218039 - Sundial Park Development	230,020	-230,020	-	-
5219021 - Recreation Playbook Impl.	1,950,000	-600,000	1,350,000	600,000
5218040 - Replace Sports Field Lighting	445,000	-30,000	415,000	-
5219058 - Sport Field Prot. Net Phase II	270,000	-30,000	240,000	-
5320001 - Hollingsworth Arena Demolition	600,000	-400,000	200,000	-
5320006 - OTH - Replace South Stairs	200,000	-150,000	50,000	-
2119006 Replacement of HazMat Truck	950,000	-950,000	-	950,000
2121001 Pumper Truck Replacemen #06-14	750,000	-750,000	-	750,000
2121003 Pumper Truck Replacemen #06-15	750,000	-750,000	-	750,000
Total	***16,840,769***	***-7,999,020***	***8,841,749***	***5,759,000***

The remaining capital programs are currently projected to be completed by year-end.

Conclusion

Staff will continue to monitor the budgets and report Q4 financial results in Q1 2022.

Deferral of $5,759,000 in capital programs will be included as part of the 2022 capital program, to be addressed in the 2022 budget process.

Business Plan and Strategic Plan Linkages

This report supports the Council priority under the strategic pillar of Long Term Financial Sustainability. To align with the Fiscal Strategy recommendation, Q3 investment results are reported under the information report “2021 Q3 Investment Summary”.

Consultation

Operational Leadership Team (OLT) and Strategic Leadership Team (SLT) were consulted on operating budgets and changes to the 2021 capital program based on revised project delivery timelines.

Human Resource Considerations

Not applicable to this report.

Budget Impact

As outlined in this report, 2021 capital programs that will not be delivered by end of 2021 will be included in the 2022 capital program, to be addressed as part of the 2022 budget process.

Attachments

Appendix 1 – 2021 Q3 Operating Results

Appendix 2 – 2021 Q3 Water, Wastewater and Stormwater Operating Results

Appendix 3 – 2021 Q3 Capital Expenditures

Approval

Mike Mayes, CPA, CGA, DPA

Director of Financial Services

Esther Armchuk, LL.B

Commissioner, Corporate Services

Contact

Andrea Tang, CPA, CA

Manager, Finance & Accounting / Deputy Treasurer, atang@newmarket.ca (ext. 2104)

Town of Newmarket
2021 Third Quarter
OPERATING RESULTS

Departments	Year-to-Date to September 30, 2021			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	$	$	$	$
Members of Council				
Revenues	-	-	-	-
Expenditures	888,933	939,687	50,754	1,286,948
Net surplus/(deficit)	**(888,933)**	**(939,687)**	**50,754**	**(1,286,948)**
C.A.O. - Office				
Revenues	7,705	213,387	(205,682)	284,520
Expenditures	2,545,573	2,810,693	265,121	3,471,480
Net surplus/(deficit)	**(2,537,867)**	**(2,597,306)**	**59,439**	**(3,186,960)**
Corporate Services				
Revenues	920,681	1,637,901	(717,220)	2,383,899
Expenditures (note 1)	9,576,943	10,641,910	1,064,967	14,417,754
Net surplus/(deficit)	**(8,656,262)**	**(9,004,009)**	**347,747**	**(12,033,855)**
Central York Fire Services				
Revenues	314,434	344,625	(30,191)	459,503
Expenditures	10,186,321	10,916,477	730,157	16,057,910
Net surplus/(deficit)	**(9,871,886)**	**(10,571,852)**	**699,966**	**(15,598,407)**
Community Services				
Revenues	3,525,990	6,074,522	(2,548,532)	7,950,135
Expenditures	5,759,559	8,745,334	2,985,775	11,533,371
Net surplus/(deficit)	**(2,233,570)**	**(2,670,812)**	**437,242**	**(3,583,236)**
Development & Infra. Services				
Revenues	4,456,237	4,932,524	(476,287)	6,318,590
Expenditures	20,232,569	26,538,775	6,306,206	35,832,386
Net surplus/(deficit)	**(15,776,332)**	**(21,606,251)**	**5,829,919**	**(29,513,796)**
Library Services				
Revenues	7,681	104,299	(96,618)	203,473
Expenditures	2,560,816	2,727,893	167,077	3,690,895
Net surplus/(deficit)	**(2,553,135)**	**(2,623,594)**	**70,459**	**(3,487,422)**
General Government				
Revenues	3,761,022	2,526,700	1,234,322	4,809,600
Expenditures	3,435,773	3,143,296	(292,477)	4,082,113
Net surplus/(deficit)	**325,249**	**(616,596)**	**941,845**	**727,487**
Debt Servicing				
Revenues	1,684,881	1,815,560	(130,679)	2,420,745
Expenditures	4,585,157	4,530,229	(54,928)	5,178,801
Net surplus/(deficit)	**(2,900,276)**	**(2,714,669)**	**(185,607)**	**(2,758,056)**
Property Taxes				
Revenues	67,968,845	67,968,845	(0)	67,968,845
Expenditures	-	-	-	-
Net surplus/(deficit)	**67,968,845**	**67,968,845**	**(0)**	**67,968,845**
COVID-19				
Revenues	-	-	-	
Expenditures	2,766,174	-	(2,766,174)	-
Net surplus/(deficit)	**(2,766,174)**	**-**	**(2,766,174)**	**-**
Allocations				
Revenues	-	-	-	-
Expenditures	(2,064,465)	(2,064,465)	(0)	(2,752,348)
Net surplus/(deficit)	**2,064,465**	**2,064,465**	**(0)**	**2,752,348**
GRAND-TOTAL				
Revenues	82,647,477	85,618,363	(2,970,886)	92,799,310
Expenditures	60,473,353	68,929,829	8,456,476	92,799,310
Net surplus/(deficit)	**22,174,125**	**16,688,534**	**5,485,591**	**-**

Town of Newmarket

2021 Third Quarter

Water, Wastewater & Stormwater Operating Results

Area	Year-to-date (September 30, 2021)				Full Year Budget
	Actual	Budget	Variance		
	$	$	$	%	$
Water Rate Group					
Revenues	15,063,565	14,945,699	117,866	0.8%	19,646,000
Expenditures	12,543,817	13,834,907	1,291,090	9.3%	18,211,427
Net	**2,519,748**	**1,110,792**	**1,408,956**	**55.9%**	**1,434,573**
Wastewater Rate Group					
Revenues	16,866,140	16,864,599	1,541	0.0%	22,164,000
Expenditures	15,142,777	15,980,774	837,997	5.2%	20,990,633
Net	**1,723,363**	**883,825**	**839,538**	**95.0%**	**1,173,367**
Storm Water Rate Group					
Revenues	1,764,180	1,764,180	0	0.0%	2,410,960
Expenditures	1,321,958	1,646,374	324,416	19.7%	2,173,708
Net	**442,222**	**117,806**	**324,416**	**275.4%**	**237,252**
Allocations					
Revenues	-	-	-	0.0%	-
Expenditures	1,997,430	1,997,430	(0)	0.0%	2,663,256
Net	**(1,997,430)**	**(1,997,430)**	**(0)**	**0.0%**	**(2,663,256)**
Transfer To/ From Rate Stabilization Reserves					
Revenues	-	-	-	0.0%	-
Expenditures	-	136,452	136,452	100.0%	181,936
Net	**-**	**(136,452)**	**136,452**	**0.0%**	**(181,936)**

GRAND-TOTAL					
Revenues	33,693,886	33,574,478	119,408	0.4%	44,220,960
Expenditures	31,005,983	33,595,937	2,589,954	7.7%	44,220,960
Net	**2,687,903**	**(21,459)**	**2,709,362**	**-12625.8%**	-

Town of Newmarket
2021 Third Quarter
CAPITAL EXPENDITURES

Commission / Department / Area	Year-to-Date Actual (September 30, 2021) ($)	Budget 2021 ($)	% of Spending
General Government			
	-	115,000	0.0%
Total	**-**	**115,000**	**0.0%**
Corporate Services			
Information Technology	146,258	920,749	15.9%
Legislative Services	-	61,200	0.0%
Asset Mgmt	-	340,400	0.0%
Total	**146,258**	**1,322,349**	**11.1%**
Community Services			
Recreation & Culture Services	12,039	60,000	20.1%
Total	**12,039**	**60,000**	**20.1%**
Development & Infrastructure Services			
Planning & Building	295,846	613,000	48.3%
Roads	1,556,681	8,220,000	18.9%
Water	693,416	9,418,903	7.4%
Wastewater	676	-	0.0%
Storm Water	312,542	630,000	49.6%
Facilities	634,529	1,816,000	34.9%
Parks	1,889,451	6,945,020	27.2%
Trails	723	-	0.0%
Other	-	45,000	0.0%
Total	**5,383,864**	**27,687,923**	**19.4%**
Library Services			
	-	225,500	0.0%
Total	**-**	**225,500**	**0.0%**
Central York Fire Services			
	5,415,035	13,452,528	40.3%
Total	**5,415,035**	**13,452,528**	**40.3%**
GRAND TOTAL	**10,957,196**	**42,863,300**	**25.6%**

SUMMARY

Total Standard Program	**4,924,502**	**18,836,569**	**26.1%**

MAJOR PROJECTS

Total Major Projects	**6,032,694**	**24,026,731**	**25.1%**
Total	**10,957,196**	**42,863,300**	**25.6%**

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

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

Off Street Parking Program
Staff Report to Council

Report Number: 2021-77

Department(s): Legislative Services

Author(s): John Comeau, Acting Manager of Regulatory Services

Meeting Date: November 15, 2021

Recommendations

1.That the report entitled Off Street Parking Program dated November 15, 2021 be received; and,

2.That Council adopt the proposed off street parking permit program; and,

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

Purpose

The purpose of the report is to seek direction from Council to re-implement the Town's Off Street Parking Program to allow residents to park off-street through seasonal winter parking restrictions.

Background

On November 16, 2020 at a regular Committee of the Whole meeting, Town staff presented Report 2020-87, which included a summary of overnight parking restrictions coming into effect prohibiting on-street parking between the hours of 2:00am and 6:00am throughout the winter season. Council further directed staff to explore alternative options for residents to be able to park off-street while overnight parking restrictions remain in effect and in conjunction with the COVID-19 Pandemic.

On December 7, 2020 at a regular Committee of the Whole Meeting, Town Staff presented Report 2020-95 which outlined a proposed Off Street Parking Program allowing residents the opportunity to apply for and obtain a Parking Permit to park in one

of four Town-owned lots. This program was proposed to help assist residents who, as a result of the COVID-19 pandemic, had additional vehicles parked at their residence. Council adopted the Off Street Parking Program on December 14th, 2020 at a Council Meeting. Key aspects of the program included:

- Residents were able to obtain a permit through the Town's online parking portal
- There were no fees associated with the permit
- Four Town owned lots were utilized in the program
    - Town Offices (395 Mulock Drive)
    - Magna Centre (800 Mulock Drive)
    - Ray Twinney Complex (100 Eagle Street) and;
    - Downtown – P3 Parking Lot
- Vehicles were permitted to park from 7pm-7am

The previously adopted Off Street Parking Program went live on December 23rd, 2020 and expired on April 15th, 2021 as the winter parking restrictions lifted. Winter parking restrictions have once again come into effect as of November 1st, 2021 and residents are once again looking for creative solutions to their parking issues.

Discussion

A combination of increased parking demands, lingering effects of the COVID-19 pandemic and the start of our winter parking restrictions have led staff to seek additional parking solutions for our residents. In an effort to measure the success of last year's Off Street Parking Program, Staff have taken into consideration a number of different factors.

Measuring the Success of Last Year's Program

Permits Issued

During the time that the Off Street Parking Program was in effect last year, Town staff issued the following number of permits for each location:

LOT	PERMITS ISSUED
Magna Centre	17
Ray Twinney Complex	40
Town Offices (395 Mulock)	11
Downtown – P3 Parking Lot	26

As illustrated by the chart above, there weren't a significant number of permits issued (94). The program was running for 113 days, which indicates an average of 0.83 permits were issued per night by the Town. Demand for off street parking was lower

than expected, however, access to Town lots for off-street parking provided residents with an additional option while the seasonal winter parking restrictions were in effect. This enhanced our levels of customer service and assisted in keeping our roadways free of parked vehicles during snow removal season.

Enforcement Action

In implementing the Off Street Parking Program last year, Regulatory Services developed an enforcement strategy in order to ensure compliance with the terms and conditions of the permit. Most importantly, parking lots were monitored in the morning times to ensure vehicles had been relocated by 7am each morning for the purpose of snow removal.

The Parking Division has reported high rates of compliance with the terms of the permit. No significant enforcement action was necessary as a result of the Off Street Parking Program.

Feedback from the Community

In consulting with the Town's Customer Service Department it was determined that minimal comments were received regarding the Off Street Parking Program. No complaints regarding the program were received. One request to extend the program into this year was received.

Parking exemption requests and inquiries regarding parking solutions continue to be frequently received by both Customer Service and Regulatory Services.

Re-Implementing the Off Street Parking Program

After reviewing the results of last years program, Staff are recommending Council re-implement the Off Street Parking Program. Re-implementing this program provides residents of Newmarket with additional options for the temporary parking of additional vehicles during winter months. This will enhance our customer service levels and help ensure our roadways are kept clear of parked vehicles for snow removal.

The program is proposed to run exactly as it ran previously. Residents will apply for permits through the Town's online parking portal. Permits will allow residents to park their vehicles from 7pm-7am in one of the four previously approved parking lots. No fee will be associated with this permit. As was the case last year, Regulatory Services will have Enforcement Staff monitor the lots associated with the program to ensure compliance with permit conditions.

Consultation with the Town's Recreation and Culture Department have indicated that the operation of the Off Street Parking Program will not have a negative effect on any programs or events that may occur. Consultation with Economic Development has indicated no concerns regarding the use of Downtown P3 – Parking lot.

Staff is recommending that the Off-Street Parking Program be implemented yearly from November 1st – April 15th to fall in line with our winter parking restrictions.

Conclusion

Staff is requesting Council's approval to re-implement the Off-Street Parking Program in the same manner as it was implemented in 2020. The four parking lots proposed will continue to serve as a pilot project and allow Staff to gather further feedback on the program to better assess its long term sustainability. Staff is requesting that this Off-Street Parking Program remain in place until it can be further explored during the Residential Parking Review identified on the Town's Outstanding Matters List (Item #12).

Business Plan and Strategic Plan Linkages

The strategic vision of the Town of Newmarket is rooted in the concept of being Well Beyond the Ordinary. This report also aligns with the Council Strategic Priority Pillar of Safe Transportation - providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

Consultation

Consultation with Public Works Services, Customer Service, Recreation and Culture, and Economic Development was completed.

Consultation was also completed with the Town's Claims and Risk Analyst.

Human Resource Considerations

There are no impacts to human resources, as the proposed lots are currently being maintained throughout the winter season. Increased enforcement of the proposed lots will occur through existing staff resources.

Budget Impact

There will be no budget impacts for re implementing this program.

Attachments

None.

Approval

Lisa Lyons, Director, Legislative Services/Town Clerk

Esther Armchuk, Commissioner, Corporate Services

Contact

John Comeau, Acting Manager, Regulatory Services

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

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

Sidewalk Snow Clearing and Sod Damage
Information Report to Council

Report Number: INFO-2021-33

Department(s): Public Works Services

Author(s): Jeff Bond, Manager, Parks and Property Services

Distribution Date: October 25, 2021

In accordance with the Procedure By-law, any member of Council may make a request to the Town Clerk that this Report be placed on an upcoming Committee of the Whole agenda for discussion.

Executive Summary

The Town of Newmarket provides sidewalk snow clearing services for all Town-owned sidewalks. The service ensures safe and accessible travel for pedestrians and abides by minimum standards set out by the Province and the Town. Winter maintenance on sidewalks results in a number of resident calls regarding the overall service and also for sod damage due to plowing. This inadvertent damage not only results in repair costs, it also upsets property owners. Overall costs, incidents per snow event and resident calls have generally been trending downward over the past five years. Staff have worked on and successfully implemented a number of mitigation measures in an effort to minimize instances where damage occurs. In addition, staff continue to monitor new and innovative products and equipment within the industry. Further to that, Town staff continue to implement pilot projects, such as the Sidewalk Markers initiative, in an effort to improve sidewalk snow clearing services within the Town.

Purpose

This report is intended to provide an update on Sidewalk Snow Clearing Services and specifically the impact of that service on damage to sod. The information report will also outline solutions that are being put in place for the 2021-2022 winter season as well as innovative approaches to sidewalk snow clearing services that Town staff have been exploring and monitoring.

Background

Under the Municipal Act, the Town is required to provide safe travel for pedestrians on sidewalks owned by the Town. This is specified under the Ontario Reg. 239/02

regarding the Minimum Maintenance Standards for Municipal Highways Act, section 16.3 Snow Accumulation on Sidewalks. The Town also has specific policy minimum maintenance standards regarding sidewalk snow clearing (NMS-19-2006). The Town's minimum maintenance standard exceeds that of the Ontario Regulation.

Newmarket's Minimum Maintenance Standards-19 indicates that snow removal operations will commence when the maximum new fallen or wind-blown snow, accumulated on the sidewalk or walkway surface, is 5 cm in any one area. Primary sidewalks and walkways shall be cleared of snow within twenty-four (24) hours and secondary sidewalks will be responded to upon satisfactory completion of Primary Sidewalks.

While Town services often exceed these minimum standards, they are established to ensure that the Town provides safe paths of travel for residents, supports active transportation and meets accessibility requirements for residents. The Town's failure to comply with the minimum maintenance standards potentially exposes the municipality to increased liability and litigation.

Public Works Service (PWS) maintenance staff, in particular Parks and Property Services provides snow clearing, as well as ice management on sidewalk surfaces. The Town is responsible for over 365 kms of sidewalks and trails, including the Tom Taylor Trail. Sidewalk snow clearing is carried out with internal staff and resources, as well as contracted resources. There are currently 17 sidewalk routes, in addition to 1 Trail route. Approximately 60% of snow removal is performed in house while approximately 40% is performed with contracted services.

The Town experiences approximately 45 winter maintenance events each season. During an event, Town staff are dispatched to address their route, and often have to return the next day to clean up from the event. The average route will see approximately 1000 kms of travel each year, and overall the Town estimates that our sidewalk routes reach a cumulative travel distance of approximately 16,000 kms annually.

Discussion

Customer Service Calls and Costs

The Town received 117 calls for the 2020-2021 season, directly related to sod damage from winter sidewalk maintenance. During the 2020-21 winter season, the Town received the fewest number of calls in the past five years. In addition, the number of complaints regarding sod damage when compared to the number of winter snow events, has generally declined for the past 5 years.

The Town received 298 customer service calls regarding sidewalk snow clearing in the 2020-2021 season. These calls would be related to timing, service quality and also sidewalk snow clearing damage to lawns. Of the 298 calls, 117 were specifically related to sod damage from winter sidewalk maintenance.

Table 1.1 - Customer Service Tickets for Sod Damage, outlines sod damage calls over the past 5 years and how they relate to the number of events. The data indicates that the number of sod damage tickets has generally declined over the past 5 years, when compared to the number of winter events experienced. This general reduction in calls has also occurred as the number of kilometres of sidewalk has grown.

Table 1.1 – Customer Service Tickets for Sod Damage

Year	Kms of Sidewalk Maintained	Number of Winter Maintenance Events	Number of Sod Damage Tickets per Year	Avg. Number of Tickets Per Winter Event
2020/2021	365	39	117	3.0
2019/2020	352	46	153	3.3
2018/2019	350	49	135	2.8
2017/2018	349	51	224	4.4
2016/2017	287	48	276	5.8

Costs were approximately $14,000 on sod restoration due to sidewalk snow plowing damage incurred during the 2020-2021 season. This equates to $38 per kilometre of sidewalk serviced for the year. This number is expected to decline moving forward, as contractor serviced routes (40% of sidewalk routes) now require the contractor to restore any sod damage at their cost.

PWS staff track locations of sod damage, through information from equipment operators and through customer service heat tickets. These locations are restored in the spring through restoration by soil/seed for minor damage, and through soil/sod for more significant repairs. If an operator notices damage was inadvertently created, the operator will provide a door hanger to the residence notifying the property owner that the damage has been logged and it will be repaired in the spring.

The Town provides restoration when conditions are suitable in the spring. It is the responsibility of the property owner to water and maintain restored areas. Educational information is provided through a door hanger at the time of repair notifying the resident and providing guidance on how to manage the restoration and contact information for additional questions.

Table 1.2 – Sidewalk Sod Damage Costs, outlines the historic costs for sod restoration over the past 5 years. The cost per kilometer has generally declined over the past 5 years. This illustrates an ongoing improvement in mitigating sod damage during sidewalk snow clearing and also an overall reduction in costs.

Table 1.2 – Sidewalk Sod Damage Costs

Year	Kms of Sidewalk Maintained	Number of Winter Maintenance Events	Sod Damage Costs	Avg. Sod Damage Costs Per Event	Avg. Annual Sod Damage Costs Per Km Serviced
2020/2021	365	39	$14,000	$359	$38.36
2019/2020	352	46	$24,500	$533	$69.60
2018/2019	350	49	$22,529	$460	$64.37
2017/2018	349	51	$25,849	$507	$74.07
2016/2017	287	48	$25,591	$533	$89.17

It is important to note that the current costs incurred for sod damage, relate to both Town and contracted services. A new contract has been awarded for contracted sidewalk snow clearing services starting with the 2021-2022 season. As a change, all damage created by contracted services will be repaired at the cost of the contractor. This should result in a further decline in the costs incurred by the Town.

Causes and Mitigation Measures

There are a number of sources and variables that contribute and affect the amount of sod damage caused during sidewalk snow clearing. Staff have identified a number of causes and have implemented a number of mitigation measures.

It is important to note that while staff work to reduce costs for sod repairs, staff are also working to minimize the impact and disruption to residents. Property owners often take pride in maintaining their properties and the Town has worked to identify the root causes and implement measures to manage them so that damage can be avoided in the first place. There are a number of factors that contribute to sod damage during the sidewalk snow clearing process.

Causes

Weather – Typically the largest factor. Sod damage is most prone to occur during early season and late season snow falls. During these times, if temperatures do not freeze the sod, any error by the driver will peel or damage the unfrozen sod. When sustained colder temperatures keep the sod frozen, often damage is minimized or eliminated as the plow blade or tires travel over the sod without damage.

Snow Fall Amounts – If there is a snow fall of approximately 10 centimetres or more, often drivers cannot see the defined edges of the sidewalk. This is of greater concern early in the season when there is no previous snow windrow from plowing to follow and

the sod may not be frozen. With climate change effecting the winter weather, this also creates issues with more frequent melting of windrows, which in turn creates a new white canvas where drivers do not have windrows to follow. Furthermore, the weight and depth of snow can affect the ability to track/drive the plow straight on the sidewalk. With increased depth and weight of snow, the resistance of the heavy wet snow can shift the tractor horizontally during the plowing process.

Sod overgrowth – In many instances' residents may not be maintaining a clean edge on the sidewalk. Overtime, grass can grow out and over the sidewalk and as a result the blade of the plow will catch this overgrowth and cause damage.

Driver Error – While all staff are fully trained and are considered professionals, driver error is a reasonable contributing factor. All drivers are assigned a route in an effort to achieve consistency and route knowledge of challenging locations. Weekend winter events and staff vacations/illnesses effect the consistency of staff assigned to routes. This increases the risk of lawn damage. Drivers are often driving under challenging conditions, during snow, at night or even managing significant glare off the fresh snow. This is also coupled with operating large heavy equipment for long periods of time, with little margin for error. All staff are aware of the impacts of sod damage and work to minimize this on their routes. Management regularly tracks damage on the individual routes, as well as remind staff of this; particularly during snow events where potential damage is more likely.

Sidewalk Width – Regulations require the Town to clear the entire surface of the sidewalk, edge to edge. Failure to do so can impact safety on the sidewalk and expose the corporation to additional liability. This 'edge to edge' requirement removes the option of plowing a narrower portion of the sidewalk, and ensures that there is a fully maintained sidewalk that also meets AODA requirements, where available. Furthermore, the variations in sidewalk widths on routes, ranging from narrower/older locations to wider/newer locations, require operators to continually adjust blade widths/angles throughout the plowing process.

Mitigation Measures

Staff have implemented several mitigation measures over time and have also advanced the type of equipment used to improve sidewalk snow clearing. Staff continue to explore industry advancements and innovative equipment, such as autonomous snow plows as potential pilot projects for the future.

The Town has focused on a number of opportunities to manage sod damage by implementing mitigation measures over the past few years. These efforts have resulted in a reduction in sod damage; however, staff continue to look towards improving driver training, piloting new equipment and monitoring innovation within the industry. These efforts and advancements in mitigation are listed below.

Driver training

1. Training has become a key focus. Staff are trained and their skills are often developed gradually with more experience. This includes having more complicated routes assigned to more senior and full-time staff and easier routes assigned to newer casual/seasonal staff. Furthermore, staff work to maintain assigned routes in an effort to allow drivers to better master the route they are servicing. PWS staff and contractors attend third party training before each winter begins in an effort to make equipment operators as competent and safe for this type of work.
2. Drivers also complete dry runs of their route, prior to snow fall. This allows them to identify challenging locations and also to record any concerns on the routes. These locations are noted on maps and if obstacles are noted, residents are informed. While staff have assigned routes, in instances of absences, staff are shifted and may not be quite as familiar with the route.
3. Management staff do monitor the amount of damage caused on individual routes and by contractors. As needed, actions are taken to react to trends or anomalies and manage the quality of work by individual staff as well as contracted services.

Equipment Improvements

4. Over the years, the fleet servicing our sidewalk routes has been upgraded from the traditional straight blades to articulating multi-positioning blades, known as 5-way blades. These blades have provided on demand control of the blade -- its width, direction and configuration for drivers. This has helped reduce damage and improve the overall quality of the service.
5. Articulating equipment (tractors that bend in the centre) has helped reduce damage on tight curves and sharp corners. The town has replaced some farm-style tractors with articulating equipment over the past few years; however, this comes at a cost premium as articulating equipment costs almost double what a traditional tractor cost.
6. Staff have also modified all sidewalk plow blades. Blades often arrive with a straight edge that often catch sod or overgrown edges. Staff have angled/curved the edges of the blade to further help with mitigating sod damage. This has become a key practice throughout municipalities.

Innovation and Advancements

7. Staff have piloted a narrower innovative piece of equipment (Holder) which undertook a pilot project during the 2019/2020 winter maintenance season. The intent was to experiment with this newly introduced equipment on smaller sized sidewalks. his was successful and resulted in a purchase for the 2020/2021 winter season. Currently the Holder machine completes approximately a 14 km route of sidewalks that are between 1.0-1.2 metres (40-48 inches) mostly in the historic/older part of downtown Newmarket. While this narrower equipment does

help with reducing some sod damage, there are limitations and its application is limited. There are limitations with the top speed for road travel from its home base and clearing curb face sidewalks or sidewalks near roads, due to its reduced plowing power. Staff continue to monitor its performance, maintenance requirements and its overall effectiveness.

8. In the summer of 2020, Town of Newmarket PWS staff hosted an outdoor demonstration of an automated snow clearing machine. The robotics company, located in Ontario, is currently undertaking some pilot projects within the province. The equipment accuracy related to sidewalk snow clearing as well as sod damage, continues to be an area requiring ongoing development and innovation. Staff continue to monitor the progress of this technology closely and the associated pilot projects being undertaken during the 2021-2022 winter season, particularly among municipalities.

Communication

PWS, Corporate Communications and Customer Service have worked collaboratively over the years to evolve and enhance communications around sidewalk snow clearing and sod damage. Many aspects of winter sidewalk maintenance are communicated before the winter season begins, throughout the season and at key points of concern/risk, such as a significant winter event.

In addition to various communication pieces such as dry run inspections, potential delays in service and general education, staff also communicate high risk times for sod damage. This includes messaging about possible lawn damage due to warmer weather, during forecasted events. These communications often provide education on the situation and messaging on how to contact the Town and how to report sod damage. Further communication is provided in the spring around restoration, repairs and care for the restored sod/grass.

The Town has provided communications regarding sidewalk snow clearing and sod damage, in various forms of effective media. They include website information, videos, print, door hangers, social media platforms and written notices. Staff continue to monitor resident feedback and adjust our approach as necessary.

Sidewalk Markers Pilot Project

PWS will be undertaking a pilot program for the 2021-2022 season, which will provide sidewalk markers to property owners in an effort to mitigate sod damage and to provide residents with another level of protection from potential sod damage.

For the 2021-2022 season, PWS will be embarking on a pilot project that will provide sidewalk markers for residents. The purpose of the pilot project is to provide residents with sidewalk markers for sidewalks fronting or flanking their properties. The support of

the Town to provide the markers combined with resident's effort in installing them, should help minimize damage and resident frustration.

The pilot project will allow residents to pick up a limited number of markers for a sidewalk adjacent to their property. The installation of those markers and storage of them, will be the responsibility of the property owner. The Town will provide these free of charge, as we are hopeful the costs of sod repair will be mitigated. Staff will limit the number of these markers per property and will also limit the number of markers handed out for the overall pilot (approximately 250 homes). These markers will also be a non-traditional colour (Example: Blue) compared to other markers readily available, to ensure use is more likely to remain for sidewalks, as intended. A communication plan is being prepared for this and a roll out managed appropriately. The roll out of this pilot project is set to occur in November.

Staff will monitor the resident take up, costs and overall success of the project. If successful, staff will look to implement this on a more extensive and permanent basis.

Conclusion

The Town provides snow clearing and ice management services to all Town owned sidewalks. The service provides a safe and accessible path of travel for residents in a timely manner. While damage to sod does occur, the Town's ongoing efforts have resulted in a steady decline in Customer Service tickets and repair costs. While it is reasonable to suggest that sod damage cannot be completely eliminated, Town staff continue to provide their best effort to improve the situation. Staff continue to monitor innovation within the industry and the roll out of pilot projects such as the sidewalk markers will likely continue the positive improvements made over the several years.

Business Plan and Strategic Plan Linkages

Fiscal Sustainability, Service Efficiency, Customer Service Excellence

Consultation

Town staff have been consulting with other municipalities in regards to their experiences and methods to help mitigate sod damage due to winter sidewalk snow clearing. The experiences of those municipalities are similar to what the Town is currently experiencing. In addition to monitoring other municipalities and innovation within the industry, staff have also worked internally with our Communications, Customer Service, Engineering, Risk and Legal departments.

Human Resource Considerations

None at this time.

Budget Impact

At this time there is no impact on the PWS operating budget. The costs incurred as a result of the pilot project for sidewalk markers can be managed within the 2021 and 2022 PWS operating budget.

Attachments

None

Contact

Jeff Bond, Manager, Parks and Property Services. jbond@newmarket.ca , 905-953-5300 x 2582

Approval

Peter Noehammer, Commissioner Development & Infrastructure Services

Mark Agnoletto, Director Public Works Services

Jeff Bond, Manager Parks & Property Services, Public Works Services

Central York Fire Services

Minutes

Joint Council Committee

Date:	Tuesday, September 7, 2021
Time:	9:30 AM
Location:	Electronic VIA ZOOM See How to Login Guide
Members Present:	Councillor Gallo, Town of Aurora Deputy Mayor & Regional Councillor Vegh, Town of Newmarket Councillor Broome, Town of Newmarket Councillor Gilliland, Town of Aurora Councillor Bisanz, Town of Newmarket Councillor Thompson, Town of Aurora
Staff Present:	I. Laing, Fire Chief, Central York Fire Services C. Duval, Assistant Deputy Chief, Central York Fire Services J. Inglis, Deputy Chief, Central York Fire Services R. Volpe, Deputy Chief, Central York Fire Services R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket A. Tang, Manager of Finance & Accounting, Town of Newmarket A. Gibson, Senior Financial Analyst, Town of Newmarket L. Georgeff, Director of Human Resources, Town of Newmarket A. Walkom, Legislative Coordinator, Town of Newmarket J. Grossi, Legislative Coordinator, Town of Newmarket

The meeting was called to order at 9:30 AM.
Councillor Bisanz in the Chair.

1. Additions & Corrections to the Agenda

None.

2. Conflict of Interest Declarations

None.

3. Presentations

None.

4. Deputations

None.

5. Approval of Minutes

5.1 Central York Fire Services – Joint Council Committee Meeting Minutes of July 6, 2021

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of July 6, 2021 be approved.

Carried

5.2 Central York Fire Services – Joint Council Committee Meeting (Closed Session) Minutes of July 6, 2021

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That the Central York Fire Services – Joint Council Committee Meeting (Closed Session) Minutes of July 6, 2021 be approved.

Carried

6. Items

6.1 CYFS Second Quarter Report 2021

The Senior Financial Analyst for the Town of Newmarket provided an overview of the CYFS 2021 Second Quarter Report and highlighted lines related to the snowplowing contract adjustment, pandemic related expenditures, and both the Whitchurch Stouffville and King retainers.

Members discussed dispatch services, the wellness program, and emergency management material funding related to the COVID-19 pandemic.

Moved by: Councillor Broome

Seconded by: Deputy Mayor & Regional Councillor Vegh

1. That Fire Services Report JCC-2021-09 entitled CYFS Second Quarter Report 2021 dated September 7, 2021 be received; and,
2. That CYFS Second Quarter Report 2021 be received for information.

Carried

6.2 CYFS Draft 2022 Operating and Capital Budgets

The Director of Financial Services/Treasurer for the Town of Newmarket provided an overview of the CYFS Draft 2022 Operating and Capital Budgets. He advised that the draft budget came in on target and reviewed key dates prior to approval.

Members discussed the cost recovery program, the fire master plan, and vehicle replacement costs related to electric vehicles. They further advised that a special meeting would be scheduled to address all questions related to the 2022 draft budgets.

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

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. That Fire Services Report JCC-2021-10 CYFS Draft 2022 Operating and Capital Budgets dated September 7, 2021 be received; and,
2. **That the Joint Council Committee (JCC) draft budgets be deferred to a special meeting in October 2021.**

Carried

7. New Business

7.1 Mandatory Vaccination Policy

Councillor Gallo queried Staff regarding the status of mandatory vaccination policies for CYFS employees. Chief Laing advised that approximately 80% of CYFS employees have reported that they are fully vaccinated, and that both the Town of Aurora and Newmarket have advised that they are developing policies regarding COVID 19 vaccinations. The Director of Human Resources for the Town of Newmarket advised that an Employee Vaccination Policy was being presented to Newmarket Council, with a process for exemptions regarding religious beliefs and human rights available.

7.2 Central York Fire Services Updates

Deputy Chief Rocco Volpe provided updates on the following items:

- Requested clarification regarding the year end update on the Whitchurch Stouffville Fire Protection Agreement, and requested that Staff be able to bring it forward in Q1, 2022. Councillor Bisanz advised that a Closed Session memorandum would be expected at the January CYFS-JCC meeting.
- Provided an update on a future report regarding Phase 2 of the Cost Recovery Program which will ask JCC to include multi-purpose smoke alarms and carbon monoxide alarms, and elevator rescues (non-emergency) into the existing program.
- Advised that all CYFS Stations would be participating in small ceremonies at 10:00 AM on September 11, 2021 in recognition of 9/11.
- Recognized Chief Ian Laing on 45 years of service, and Deputy Chief Claude Duval on 20 years of service.

8. Closed Session

Councillor Bisanz advised that there was no requirement for a Closed Session.

9. Adjournment

Moved by: Councillor Thompson

Seconded by: Councillor Gilliland

1. That the meeting be adjourned at 10:31 AM.

Carried

_____

Councillor Bisanz, Chair

_____

Date

Central York Fire Services

Minutes

Joint Council Committee

Date:	Monday, October 18, 2021
Time:	10:00 AM
Location:	Electronic VIA ZOOM See How to Login Guide
Members Present:	Councillor Bisanz, Town of Newmarket, Chair Councillor Broome, Town of Newmarket Councillor Gilliland, Town of Aurora Councillor Thompson, Town of Aurora Deputy Mayor & Regional Councillor Vegh, Town of Newmarket
Members Absent:	Councillor Gallo, Town of Aurora
Staff Present:	I. McDougall, Chief Administrative Officer, Town of Newmarket D. Nadorozny, Chief Administrative Officer, Town of Aurora I. Laing, Fire Chief, Central York Fire Services L. Georgeff, Director of Human Resources, Town of Newmarket M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora J. Inglis, Deputy Chief, Central York Fire Services R. Volpe, Deputy Chief, Central York Fire Services A. Walkom, Legislative Coordinator, Town of Newmarket A. Tang, Manager of Finance & Accounting, Town of Newmarket C. Duval, Assistant Deputy Chief, Central York Fire Services J. Grossi, Legislative Coordinator, Town of Newmarket

The meeting was called to order at 10:13 AM.
Councillor Bisanz in the Chair.

1. Additions & Corrections to the Agenda

The Legislative Coordinator advised of the following correction to the agenda:

- Item 3.1: A revised presentation was distributed on Monday, October 18, 2021.

2. Conflict of Interest Declarations

None.

3. Presentations

3.1 CYFS 2022 Preliminary Draft Budget

Chief Laing thanked everyone from Central York Fire Services and the finance department who worked on developing the 2022 preliminary draft budget. The Director of Financial Services/Treasurer for the Town of Newmarket provided an introduction to the Central York Fire Services Preliminary Draft Budget presentation.

The Manager of Finance & Accounting for the Town of Newmarket provided an overview of the operating budget based on the CYFS 10-year plan, increases due to the collective agreement, and reviewed revenues. She further reviewed the shared services allocation compared to historical data, and specific capital budget requests.

Members queried staff regarding the cost recovery program, availability of COVID-19 funding for pandemic related costs, and inflation assumptions.

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the presentation regarding the CYFS 2022 Preliminary Draft Budget be received.

Carried

4. Deputations

None.

5. Items

5.1 CYFS Draft 2022 Operating and Capital Budgets

Moved by: Councillor Gilliland

Seconded by: Deputy Mayor & Regional Councillor Vegh

1. That Fire Services Report JCC-2021-10 CYFS Draft 2022 Operating and Capital Budgets dated September 7, 2021 be received; and,
2. That the Joint Council Committee (JCC) receive the draft budgets; and,
3. That the JCC recommend the draft budgets to Aurora Council for review and then to Newmarket Council for approval, per the Joint Services Agreement.

Carried

6. Closed Session

Councillor Bisanz advised that there was no requirement for a Closed Session.

7. Adjournment

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. That the meeting be adjourned at 10:57 AM.

Carried

_____

Councillor Bisanz, Chair

_____

Date

Newmarket Public Library Board

Minutes

Date:	Wednesday, September 15, 2021
Time:	5:30 PM
Location:	Electronic VIA ZOOM See How to Login Guide
Members Present:	Darcy McNeill, Chair Jane Twinney, Vice Chair Kelly Broome Darryl Gray Leslee Mason Art Weis Victor Woodhouse
Staff Present:	Tracy Munusami, CEO Jennifer Leveridge, Manager, Library Services Benjamin Shaw, Manager, Library Operations Lianne Bond, Administrative Coordinator

1. Call to Order

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

2. Adoption of Agenda Items

2.1 Adoption of the Regular Agenda

2.2 Adoption of the Closed Session Agenda

2.3 Adoption of the Consent Agenda Items

One item was added under Policies and one item was added under Closed Session

Motion 21-09-210

Moved by Art Weis
Seconded by Darryl Gray

That items 2.1 to 2.3 be adopted as amended.

Carried

3. Declarations

None were declared.

4. Consent Agenda Items

4.1 Adoption of the Regular Board meeting minutes for Wednesday, June 16, 2021 and Monday, July 12, 2021

4.2 Strategic Operations Report for June, July and August, 2021

4.3 Second Quarter Statistics

4.4 Second Quarter Financial Statement

4.5 Bank Transfer

Motion 21-09-211

Moved by Jane Twinney
Seconded by Darryl Gray

That items 4.1 to 4.5 be adopted and approved as presented.

Carried

5. Policies

5.1 Health and Safety Policies

Motion 21-09-212

Moved by Leslee Mason
Seconded by Art Weis

That the Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.

Carried

5.2 Temporary Face Covering Policy

The Library Board reviewed the Temporary Face Covering Policy and asked for further clarification regarding what is considered approved face coverings.

5.3 Collection Development Policy

Revisions to the Collection Policy were reviewed by the Library Board. Further changes to the Policy were requested before approval.

5.4 Vaccination Policy

The CEO recommended that the Library Board adopt the Town of Newmarket's Vaccination policy for Library employees.

Motion 21-09-213

Moved by Art Weis
Seconded by Victor Woodhouse

That the Library Board adopt the Town of Newmarket's Vaccination Policy as presented.

Carried

6. Business Arising

6.1 Strategic Planning Update

The Strategic Planning Consultants have completed a site visit of the Library and the Community and Stakeholder surveys have been conducted. Two Board members have joined the Strategic Planning Committee.

Motion 21-09-214

Moved by Darryl Gray
Seconded by Leslee Mason

That the Library Board receive the verbal update on Strategic Planning.

Carried

6.2 Indigenous Land Acknowledgement

Motion 21-09-215

Moved by Darryl Gray
Seconded by Kelly Broome

That the Library Board adopt the following Land Acknowledgement of Indigenous Peoples to begin Library Board meetings;

Ahneen, Biindigen - Hello, Welcome

We acknowledge that the Newmarket Public Library is located on the traditional territories of the Wendat, Haudeno-saunee, and the Anishinaabe peoples and the treaty land of the Williams Treaties First Nations and other Indigenous peoples whose presence here continues to this day. We thank them for sharing this land with us.

We also acknowledge the Chippewas of Georgina Island First Nation as our close neighbours and friends, and we work to ensure a cooperative and respectful relationship.

Miigwetch - Thank you

Carried

6.3 Dr. Seuss Books Update/Collection Policy Update

Through consultation with community members and libraries, the Dr. Seuss Report outlined changes that the Library will be undertaking to the address materials of concern.

Motion 21-09-216

Moved by Kelly Broome
Seconded by Jane Twinney

That the Library Board receive the report on Dr. Seuss books of concern update.

Carried

6.4 Library Board Action List

The Library Board reviewed and updated that Action List.

Motion 21-09-217

Moved by Leslee Mason
Seconded by Darryl Gray

That the Library Board receive the Action List as amended.

Carried

7. New Business

7.1 Ontario Public Library Week

The Library Board reviewed the report on Canada Library Workers Day and Ontario Public Library Week. A proclamation request will be sent to the Town of Newmarket to proclaim October 17-23, 2021 as Ontario Public Library Week.

Motion 21-09-219

Moved by Darryl Gray
Seconded by Art Weis

That the Library Board receive the report on the Canada Library Workers Day and Ontario Public Library Week;

And That the Library Board directs staff to request the Town of Newmarket proclaim October 17-23, 2021 as Ontario Public Library Week.

Carried

8. Closed Session (If required)

Motion 21-09-220

Moved by Kelly Broome
Seconded by Leslee Mason

That the Library Board move into a Closed Session at 6:30 pm for personal matters about an identifiable individual, R.S.O 1990, Chapter P.44, 16.4 (4) (b).

Carried

Motion 21-09-221

Moved by Kelly Broome
Seconded by Art Weis

That the Library Board move out of Closed Session at 6:34 pm.

Carried

9. Dates of Future Meetings

The next regular Board meeting is scheduled for Wednesday, October 20, 2021 at 5:30 pm. Location electronic via Zoom

10. Adjournment

Motion 21-09-222

Moved by Kelly Broome
Seconded by Jane Twinney

That there being no further business the meeting adjourn at 6:35 pm.

Carried

_____

Darcy McNeill, Chair

_____

Tracy Munusami, Secretary/Treasurer

Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date:	Thursday, September 30, 2021
Time:	7:30 PM
Location:	Electronic VIA ZOOM See How to Login Guide
Members Present:	Jackie Playter, Chair Councillor Morrison (7:38 PM - 8:12 PM) Ron Atkins Norman Friend Billie Locke Cathie Searle
Members Absent:	Ross Caister
Staff Present:	W. Broydell, Curatorial Assistant D. Smith, Recreation Programmer A. Walkom, Legislative Coordinator

1. Call to order

The meeting was called to order at 7:34 PM. Jackie Playter in the Chair.

2. Regrets

Ross Caister was unable to attend due to illness.

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the Elman W. Campbell Museum Board send flowers to Ross Caister.

Carried

3. Additions & Corrections to the Agenda

None.

4. Conflict of Interest Declarations

None.

5. Approval of Minutes

5.1 Elman W. Campbell Museum Board Meeting Minutes of November 19, 2020

Moved by: Ron Atkins

Seconded by: Cathie Searle

1. That the Elman W. Campbell Museum Board Meeting Minutes of November 19, 2020 be approved.

Carried

6. Business arising from the Minutes

Members discussed the Old Flame Brewery adjacent to the Museum and issues with parking, smoking on the property and the sign blocking view of the Museum.

7. Correspondence and Communications

None.

8. Financial Report

Jackie Playter provided a financial report which included an overview of the Museum budget and reserve.

Moved by: Councillor Morrison

Seconded by: Ron Atkins

1. That the financial report be received.

Carried

9. Museum Report

The Curatorial Assistant advised that the Museum had reopened to the public on September 7, 2021. She provided a report which outlined the Museum programs and events which have been held since the reopening. She advised that the Museum had received the Community Museums Operating Grant and a Community Museum Digital Funding grant.

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the Museum Report be received.

Carried

10. Friends of the Museum Report

Billie Locke advised that the Friends of the Museum have not yet met since the reopening of the Museum and are planning to meet in October 2021.

11. New Business

(1) Newmarket Archives - Jackie Playter advised that the Newmarket Historical Society has raised the money necessary to hire an archivist for the archives project.

(2) Town Vaccination Policy - Members discussed the requirements of the Town COVID-19 Vaccination Policy as it relates to Board Members.

12. Next Meeting

The next meeting of the Elman W. Campbell Museum Board is October 21, 2021.

13. Adjournment

The meeting adjourned at 8:12 PM.

_____

Jackie Playter, Chair

_____

Date

Town of Newmarket

Minutes

Appointment Committee

Date:	Thursday, September 30, 2021
Time:	10:30 AM
Location:	Electronic VIA ZOOM
Members Present:	Mayor Taylor Deputy Mayor & Regional Councillor Vegh Councillor Twinney
Staff Present:	Jaclyn Grossi, Legislative Coordinator

The meeting was called to order at 10:32 AM.
Councillor Twinney in the Chair.

1. Notice

Councillor Twinney advised that all Town facilities were closed to the public, and that members of the public were encouraged to attend electronic Appointment Committee Meetings by emailing clerks@newmarket.ca.

2. Additions and Corrections

None.

3. Conflict of Interest Declarations

None.

4. Presentations and Deputations

None.

5. Approval of Minutes

5.1 Appointment Committee Meeting Minutes of February 16, 2021

Moved by: Deputy Mayor & Regional Councillor Vegh

1. That the Appointment Committee Meeting Minutes of February 16, 2021 be approved.

Carried

6. Items

7. Closed Session

Moved by: Mayor Taylor

1. That the Appointment Committee resolve into Closed Session for the purpose of discussing personal matters about identifiable individuals as per Section 239 (2)(b) of the Municipal Act for a vacancy on the Accessibility Advisory Committee.

Carried

The Appointment Committee resolved into Closed Session at 10:33 AM.
The Appointment Committee (Closed Session) Minutes are recorded under separate cover.
The Appointment Committee resumed into Open Session at 10:39 AM.

7.1 Appointment Committee Meeting (Closed Session) Minutes of February 16, 2021

Moved by: Mayor Taylor

1. That the Appointment Committee Meeting (Closed Session) Minutes of February 16, 2021 be approved.

Carried

7.2 Applications to the Newmarket Accessibility Advisory Committee (AAC) (1 vacant position)

Moved by: Deputy Mayor & Regional Councillor Vegh

1. That the confidential direction to Staff be approved.

Carried

8. New Business

None.

9. Adjournment

Moved by: Deputy Mayor & Regional Councillor Vegh

1. That the meeting be adjourned at 10:40 AM.

Carried

_____

Councillor Twinney, Chair

_____

Date

Town of Newmarket

Minutes

Newmarket Anti-Black Racism Task Force

Date:	Tuesday, October 5, 2021
Time:	4:00 PM
Location:	Electronic VIA ZOOM See How to Login Guide
Members Present:	Jerisha Grant-Hall Nadia Hansen Councillor Bisanz Councillor Broome Holly Douglass Gavin Gunter Councillor Morrison Maxine Gordon Palomino Rory Rodrigo
Members Absent:	Lori-Anne Beckford Claudius Brown Gary Miranda Opiyo Oloya Kimberly Roach Leslie Serieux
Staff Present:	J. Rose, Healthy Program Workplace Specialist J. Grossi, Legislative Coordinator
Guests:	Kim Clark

The meeting was called to order at 4:07 PM.
Jerisha Grant-Hall in the Chair.

1. Notice

Jerisha Grant-Hall advised that all Town facilities were closed to the public, and that members of the public were encouraged to attend an electronic meetings by joining through the ZOOM information provided with the agenda.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations

4.1 Engaged Inclusive Communities Summary Report

Kim Clark provided a presentation to the Newmarket Anti-Black Racism Task Force regarding the Engaged Inclusive Communities Summary Report. She outlined the project focus and overview including a two phased approach, and identified themes developed throughout the research so far. She concluded the presentation with a review of the areas for opportunity and next steps.

The Task Force Members discussed the availability of census data to update the project, Diversity, Inclusion and Equity, and the Neighbourhood Network partnership.

Moved by: Councillor Morrison

Seconded by: Gavin Gunter

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

Carried

5. Deputations

None.

6. Approval of Minutes

6.1 Newmarket Anti-Black Racism Task Force Meeting Minutes of September 7, 2021

Moved by: Maxine Gordon Palomino

Seconded by: Councillor Bisanz

1. That the Newmarket Anti-Black Racism Task Force Meeting Minutes of September 7, 2021 be approved.

Carried

7. Items

7.1 Affirmation

Jerisha Grant-Hall provided the following affirmation to the Task Force:

Replenishing ourselves is helpful for practicing the art of compassion and cultivating a deeper sense of love for ourselves. In a world that may try to oppress, marginalize, devalue or strip you of your worth - it is your duty to keep your foundation solid, and dismiss any falsehoods, that try to redefine your truths.

Find your inner voice and speak nourishment into your life. Take control of your unconscious mind and find your peace. Reconnect with the parts of you that have gotten lost in the whirlwind of daily life, be still, focus on your breathing and begin the process of diminishing the noise around you as focus on the voice that rings truth within you.

I will not conform or lesser my standards to appease or appeal to anyone who does not accept me for who I am and what I am.

The color of my skin is not definitive of where I belong in this world and no one will be allowed to disregard my presence, or silence my voice, based on the color of my flesh.

If there is anyone in my life that tries to disturb or threaten my peace, I will compassionately remove them from my space and focus on the souls whom I share a genuine connection with.

I give myself permission to weep and to experience sorrow, to laugh or to cry, to make mistakes or feel failure, to grieve and to praise, and I will recognize my humanness and be submerged in all its glory.

The love that I cultivate towards myself will be the calm within my storms. My life is deserving of its best chance, and I will walk on the path that promotes inner healing. I will stay grounded and rooted in the fruit of internal love, and I will not be swayed to believe less of myself or what I am capable of becoming.

7.2 Report from Working Group

Jerisha Grant-Hall advised that draft recommendations had been developed by the working group and organized into themes based on the research conducted previously by the sub-committees. She advised that additional comments were received by the working group and will be included in the final recommendations.

The Task Force Members discussed potential Council questions during the presentation, survey question response inclusion, and their Terms of Reference.

Jerisha Grant-Hall also updated the Task Force regarding the timeline for the final presentation to Council, and invited all Members to attend the Committee of the Whole meeting.

8. New Business

None.

9. Adjournment

Moved by: Gavin Gunter

Seconded by: Holly Douglass

1. That the meeting be adjourned at 5:10 PM.

Carried

_____

Jerisha Grant-Hall, Chair

_____

Date

Town of Newmarket

Minutes

Main Street District Business Improvement Area Board of Management

Date:	Wednesday, October 6, 2021
Time:	8:30 AM
Location:	Electronic VIA ZOOM See How to Login Guide
Members Present:	Allan Cockburn, Vice Chair Councillor Kwapis Councillor Twinney Rob Clark Debbie Hill (9:32 AM - 9:59 AM) Ken Sparks
Members Absent:	Tom Hempen, Chair Mark Iacovetta Jennifer McLachlan Omar Saer
Staff Present:	E. Hawkins, Business Development Specialist J. Grossi, Legislative Coordinator

The meeting was called to order at 8:36 AM.
Councillor Kwapis in the Chair.
Quorum was lost at 9:32 AM, and quorum was regained at 9:59 AM.

1. Notice

Councillor Kwapis advised that all Town facilities were closed to the public, and that members of the public were encouraged to attend an electronic Advisory

Committee or Board Meeting by joining through the ZOOM information provided with the agenda.

2. Additions and Corrections to the Agenda

None.

3. Conflict of Interest Declarations

- Rob Clark declared a conflict with item 7.2: Website Contract Update, as additional funds were being discussed to complete the the BIA website and content creation, as his company has recently been contracted to complete the project.

4. Presentations & Recognitions

None.

5. Deputations

5.1 Small Business Community (SBC) Club Inc.

Ali Keshavarz, Small Business Community (SBC) Club Inc. provided a deputation which outlined his mobile app loyalty program available to all businesses, which provided shoppers with points for each purchase in those stores who were registered with SBC.

The Board Members queried the presenter on the program reach related to location and the uptake thus far.

Moved by: Councillor Twinney

Seconded by: Ken Sparks

1. That the deputation provided by Amir Taheri, SBC Club Inc. regarding the Small Business Community (SBC) Club Inc. be received.

Carried

5.2 York Pride Festival

Jacob Gal and Brianne Evelyn provided a deputation regarding the 2022 York Pride Festival plans which include both in person and virtual events. They asked if the Main Street District Business Improvement Area would be interested in sponsoring the purchase of new decals and banners in the amount of $3000 to increase presence on Main Street.

The Board Members advised that they would discuss possible sponsorship opportunities at a later meeting and provide an update. Rob Clark further advised that RC Design would sponsor the purchase of banners for 2022.

1. That the deputation provided by Jacob Gal regarding the York Pride Festival be received.

6. Approval of Minutes

6.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of September 1, 2021

Moved by: Ken Sparks

Seconded by: Councillor Twinney

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

Carried

7. Items

7.1 Festivals & Events Ontario Membership

The Board Members discussed the Festivals & Events Ontario membership benefits and how to take advantage of all that is offered in the upcoming year.

Moved by: Allan Cockburn

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management approve the 2021/2022 membership fees for Festivals & Events Ontario in the amount of $203.40.

Carried

7.2 Website Contract Update

The Business Development Specialist provided an update regarding the website contract and reminded the Board Members that RC Design had taken over the contract from the previous vendor. The remaining approved funds for the contract totaled $5000 and an additional $3500 was being requested to complete the content creation, which was not captured in the original scope.

Moved by: Allan Cockburn

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management approve an additional $3500 for the website contract to complete the content creation.

Carried

Rob Clark took no part in the discussion or vote on the foregoing matter due to a declared conflict.

7.3 Sub-Committee Reports

Street Events

- Ken Sparks advised that were no updates regarding street events, and that the Board was currently waiting on a decision from the Town regarding the 2021 Santa Claus Parade and the Candlelight Parade.

Advertising

- Rob Clark provided an overview of the August report from neighbur regarding engagement and activity.

Website

- No further updates were provided.

Moved by: Allan Cockburn

Seconded by: Councillor Twinney

1. That the sub-committee reports be received.

Carried

7.4 Parking Update

The Board Members discussed the current 30 minute parking restrictions on Main Street and reviewed the survey data of the General Membership regarding this topic. They also discussed the opportunity for additional wayfinding availability within the Main Street District.

Moved by: Allan Cockburn

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management support the continuation of 30 minute parking restrictions on Main Street.

Carried

7.5 Staff Update

7.5.1 Financial Update

The Business Development Specialist advised that a detailed update would be available at the next meeting.

7.5.2 Financial Incentive Program Staff Working Group Update

The Business Development Specialist advised that there were no new applications at this time.

7.5.3 "My Main Street" Funding Opportunity

The Business Development Specialist provided an overview of the My Main Street Local Business Accelerator program including the non-repayable contributions, ambassadors, and the community market profile. Additional information can be found at mymainstreet.ca/accelerator-program.

1. That the Main Street District Business Improvement Area Board of Management support the submission of an application for the My Main Street Accelerator Program.

7.6 AGM Date

The Board Members disccsued possible dates and items for the 2021 Annual General Meeting, and advised that the preferred date was Tuesday, November 9, 2021 at 7:00 PM.

8. New Business

8.1 Strategic Plan

The Board Members discussed the continuation of a strategic plan development, and advised that Rob Dale would be reengaged with an update to be provided at the next meeting.

9. Closed Session

Councillor Kwapis advised that there was no a requirement for Closed Session.

10. Adjournment

Moved by: Rob Clark

Seconded by: Allan Cockburn

1. That the meeting be adjourned at 10:13 AM.

Carried

_____

Tom Hempen, Chair

_____

Date

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

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

Memorandum

Delegation of Authority re: Fees & Charges

November 22, 2021

The annual Fees and Charges By-laws and attached schedules will be considered at the November 22, 2021 Council meeting.

This memorandum serves to advise, as information only, that there are some Fees and Charges Schedules/Appendices that will have no increase for the year 2022 and that on an annual basis, the Treasurer has the delegated authority to approve adjustments to fees and charges provided that any increase does not exceed the prescribed rate of inflation..

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

For more information, e-mail mmayes@newmarket.ca

Corporation of the Town of Newmarket

By-law 2021-54

A By-law to A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (All Departments Reproduction Costs) and Corporate Services – Finance/Procurement and Information Technology Departments.

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

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

That Schedule I of By-law 2021-54 be enacted.

That should any section of this by-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the by-law shall continue in full force and effect; and

That notwithstanding fees and charges prescribed by other legislation, By-law 2021-54 supersedes all other fees and charges previously established by the Town of Newmarket for the services identified in this by-law; and,

On an annual basis, the Treasurer has the delegated authority to approve the adjustment of fees and charges up to the rate of inflation.

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

That this by-law shall come into full force and effect on January 1, 2022.

Enacted this 22nd day of November, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE I

Department: All Departments **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Plan Reproduction:						
24” x 36” sheet – for first sheet	per sheet	$ 18.65	$ 19.47	$ 2.53	**$22.00**	4.4%
additional sheets	per sheet	$ 9.33	$ 9.73	$ 1.26	**$10.99**	4.3%
36” x 42” sheet – for first sheet	per sheet	$ 18.65	$ 19.47	$ 2.53	**$22.00**	4.4%
additional sheets	per sheet	$ 9.33	$ 9.73	$ 1.26	**$10.99**	4.3%
Photocopy:	per copy	$ 0.98	$ 1.11	$ 0.14	**$1.25**	13.3%

Corporation of the Town of Newmarket

By-law 2021-55

A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Legal Services Fees)

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

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

That Schedule C of By-law 2021-55 be enacted.

That should any section of this by-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the by-law shall continue in full force and effect; and

That notwithstanding fees and charges prescribed by other legislation, By-law 2021-55 supersedes all other fees and charges previously established by the Town of Newmarket for the services identified in this by-law; and,

On an annual basis, the Treasurer has the delegated authority to approve the adjustment of fees and charges up to the rate of inflation.

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

That this by-law shall come into full force and effect on January 1, 2022.

Enacted this 22nd day of November, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE C

Department: Legal Services **Effective Date: January 1, 2022**

NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **$288.00** per lawyer and **$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
SUBDIVISION/CONDOMINIUM DEVELOPMENT (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Residential Subdivision (includes Residential Condominium) Base Fee (includes first 100 lots and/or developable blocks)	each	**Y**	$ 10,887.88	$ 11,051.20	$1,436.66	**$12,487.86**	1.5%
Plus Additional Fee for Each Lot - 101 to 250 Lots	per lot	**Y**	$ 36.88	$ 37.43	$4.87	**$42.30**	1.5%
Plus Additional Fee for Each Lot - 251 to 400 Lots	per lot	**Y**	$ 24.24	$ 24.60	$3.20	**$27.80**	1.5%
Plus Additional Fee for Each Lot – 401 and over	per lot	**Y**	$ 15.81	$ 16.04	$2.09	**$18.13**	1.5%
Additional legal work required beyond four engineering drawing submissions and/or required as a result of unusual complexity	hourly	**Y**				**Based on hourly rate**	n/a
Standard Subdivision Agreement	each	**Y**	$ 6,982.87	$ 7,087.61	$921.39	**$8,009.00**	1.5%
Amendments to Standard Subdivision Agreement	each	**Y**	$ 2,120.04	$ 2,151.85	$279.74	**$2,431.58**	1.5%
Commercial/Industrial Subdivision	base fee	**Y**	$ 7,047.15	$ 7,152.85	$929.87	**$8,082.72**	1.5%
Commercial/Industrial Subdivision	per acre	**Y**	$ 145.41	$ 147.59	$19.19	**$166.78**	1.5%
Security Release Requests - Subdivision	each	**Y**	$ 387.76	$ 393.58	$51.17	**$444.74**	1.5%
Security Reduction Requests - Subdivision	each	**Y**	$ 199.15	$ 202.14	$26.28	**$228.41**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE C

Department: Legal Services **Effective Date: January 1, 2022**

NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **$288.00** per lawyer and **$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
SITE PLAN (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Standard Site Plan Agreement	each	**Y**	$ 1,674.85	$ 1,699.97	$221.00	**$1,920.97**	1.5%
Public / Private Schools - Standard Site Plan Agreement	each	**Y**	$ 680.60	$ 690.81	$89.81	**$780.61**	1.5%
Amendment to Site Plan Agreement (includes amendment to head agreement)	each	**Y**	$ 680.60	$ 690.81	$89.81	**$780.61**	1.5%
Security Release Requests - Site Plan	each	**Y**	$ 377.20	$ 382.86	$49.77	**$432.63**	1.5%
Security Reduction Requests - Site Plan	each	**Y**	$ 193.73	$ 196.63	$25.56	**$222.19**	1.5%
LEGAL WORK RELATED TO COMMITTEE OF ADJUSTMENT OR ONTARIO MUNICIPAL BOARD DECISIONS (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	each	**Y**	$ 684.91	$ 695.18	$90.37	**$785.55**	1.5%
Amendment to a Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	each	**Y**	$ 1,685.92	$ 1,711.21	$222.46	**$1,933.67**	1.5%
Conveyance of land (As required as a condition of a minor variance or consent application and/or OMB decision)	each	**Y**	$ 653.29	$ 663.09	$86.20	**$749.30**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE C

Department: Legal Services **Effective Date: January 1, 2022**

NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **$288.00** per lawyer and **$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
REAL ESTATE (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Registration of a Document	each	**Y**	$ 334.02	$ 339.03	$44.07	**$383.11**	1.5%
Discharge or Release of a Registered Document	each	**Y**	$ 280.28	$ 284.49	$36.98	**$321.47**	1.5%
OTHER (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Agreements / Documents not listed above (based on complexity)	each	**Y**	$1,296 *A non-refundable $250 minimum deposit is required at the time of the request.	$1,315 *A non-refundable $250 minimum deposit is required at the time of the request.	$168.48	**$1,463.48**	1.5%
Renewal or Amendment to an Agreement / Document	each	**Y**	$ 653.29	$ 663.09	$86.20	**$749.29**	1.5%
Miscellaneous (Legal issues only)	each	**Y**	$ 316.11	$ 320.85	$41.71	**$362.56**	1.5%

Corporation of the Town of Newmarket

By-law 2021-56

A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Legislative Services General Fees)

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

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

That Schedule F of By-law 2021-56 be enacted; and,

That should any section of this by-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the by-law shall continue in full force and effect; and

That notwithstanding fees and charges prescribed by other legislation, By-law 2021-56 supersedes all other fees and charges previously established by the Town of Newmarket for the services identified in this by-law; and,

On an annual basis, the Treasurer has the delegated authority to approve the adjustment of fees and charges up to the rate of inflation.

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

That this by-law shall come into full force and effect on January 1, 2022.

Enacted this 22nd day of November, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
VITAL STATISTICS							
Death Registration	each	**N**	$ 32.00	$ 32.00	$0.00	**$32.00**	0.0%
GENERAL ADMINISTRATION							
Municipal Information - Liquor Application	each	**N**	$ 182.00	$ 184.73	$0.00	**$184.73**	1.5%
Municipal Letter Special Occasion - Liquor	each	**N**	$ 51.00	$ 51.77	$0.00	**$51.77**	1.5%
Ontario Land Tribunal Appeal Fee	each	**N**	$ 173.00	$ 500.00	$0.00	**$500.00**	189.0%
General Administration	each	**N**	$ 56.00	$ 56.84	$0.00	**$56.84**	1.5%
Certificate of Compliance for each property which has had a Property Standard Order	each	**N**	$ 126.00	$ 127.89	$0.00	**$127.89**	1.5%
Certificate of Compliance for each property which has not had a Property Standard Order	each	**N**	$ 63.50	$ 64.45	$0.00	**$64.45**	1.5%
Certificate of Compliance for each property which has had an Order and charges have been laid	each	**N**	$ 263.00	$ 266.95	$0.00	**$266.95**	1.5%
Certificate of Compliance for interior common area(s) which have had a Property Standards Order	each	**N**	$ 126.00	$ 127.89	$0.00	**$127.89**	1.5%
Certificate of Compliance for interior common area(s) which have not had an Order	each	**N**	$ 63.50	$ 64.45	$0.00	**$64.45**	1.5%
Certificate of Compliance for interior common area(s) which have had an Order and charges have been laid	each	**N**	$ 263.00	$ 266.95	$0.00	**$266.95**	1.5%
Certificate of Compliance for accessory building(s) or other structure(s) which have had a Property Standards Order	each	**N**	$ 126.00	$ 127.89	$0.00	**$127.89**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Certificate of Compliance for accessory building(s) or other structure(s) which have not had an Order	each	**N**	$ 63.50	$ 64.45	$0.00	**$64.45**	1.5%
Certificate of Compliance for accessory building(s) or other structure(s) which have had an Order and charges have been laid	each	**N**	$ 256.25	$ 260.09	$0.00	**$260.09**	1.5%
Property Standards Appeal Fee	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
Property Standards Reinspection Fee	each	**N**	$ 182.00	$ 184.73	$0.00	**$184.73**	1.5%
Private Parking Administration Fee	each	**N**	$ 110.00	$ 111.65	$0.00	**$111.65**	1.5%
By-law Reinspection Fee	each	**N**	$ 79.00	$ 80.19	$0.00	**$80.19**	1.5%
Garbage Administration(large articles)	each	**N**	$ 58.00	$ 58.87	$0.00	**$58.87**	1.5%
Animal Control - Appeal	each	**N**	$ 128.00	$ 129.92	$0.00	**$129.92**	1.5%
Licensing Appeal	each	**N**	$ 128.00	$ 129.92	$0.00	**$129.92**	1.5%
NOISE				$ -			
Noise Exemption Application	each	**N**	$ 75.00	$ 76.13	$0.00	**$76.13**	1.5%
Noise Permit Fee for one day Event		**N**	$ 25.50	$ 25.88	$0.00	**$25.88**	1.5%
Noise Permit Fee for two to five day Event	each	**N**	$ 61.50	$ 62.42	$0.00	**$62.42**	1.5%
Noise Permit Fee for Construction - 1 day	each	**N**	$ 79.00	$ 80.19	$0.00	**$80.19**	1.5%
Noise Permit Fee for Construction - under 6 months	each	**N**	$ 153.75	$ 156.06	$0.00	**$156.06**	1.5%
Noise Permit Fee for Construction - over 6 months	each	**N**	$ 230.50	$ 233.96	$0.00	**$233.96**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
POOLS							
Permit Fee - Above Ground Pool	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
Permit Fee - Hot Tub	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
Permit Fee - Inflatable Pool	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
Permit Fee - In Ground Pool	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
Permit Fee - Ponds	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
SIGNS							
Sign By-law Exemption Fee	each	**N**	$ 182.00	$ 184.73	$0.00	**$184.73**	1.5%
Ground Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Fascia Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Mural Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Projecting Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Construction Information Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Hoarding Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
New Home Development Sign	each	**N**	$ 118.00	$ 119.77	$0.00	**$119.77**	1.5%
Development Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Subdivision Development Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Portable Sign	each	**N**	$ 118.00	$ 119.77	$0.00	**$119.77**	1.5%
Mobile Sign	each	**N**	$ 118.00	$ 119.77	$0.00	**$119.77**	1.5%
Inflatable Sign	each	**N**	$ 468.00	$ 475.02	$0.00	**$475.02**	1.5%
Banner Sign	each	**N**	$ 118.00	$ 119.77	$0.00	**$119.77**	1.5%
Election Sign Permit Fee	each	**N**	$ 250.00	$ 253.75	$0.00	**$253.75**	1.5%
Election Sign Removal	per sign	**N**	$ 25.00	$ 25.38	$0.00	**$25.38**	1.5%
Billboard Sign	each	**N**	$ 1,762.00	$ 1,788.43	$0.00	**$1,788.43**	1.5%
Billboard Sign Renewal	every 5 years	**N**	$ 588.00	$ 596.82	$0.00	**$596.82**	1.5%
Variance Fee - Staff Review	per review	**N**	$ 294.00	$ 298.41	$0.00	**$298.41**	1.5%
Variance Fee - Committee	per review	**N**	$ 588.00	$ 596.82	$0.00	**$596.82**	1.5%
Sign Removal	each	**N**	$ 177.00	$ 179.66	$0.00	**$179.66**	1.5%
Lens Replacement	each	**N**	$ 234.00	$ 237.51	$0.00	**$237.51**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Sign Fees for Yonge St. N from Davis Dr. (affected by construction) until December 31, 2022							
Ground Sign	each	**N**	$ 150.00	$ 150.00	$0.00	**$150.00**	0.0%
Fascia Sign	each	**N**	$ 150.00	$ 150.00	$0.00	**$150.00**	0.0%
Mural Sign	each	**N**	$ 400.00	$ 400.00	$0.00	**$400.00**	0.0%
Projecting Sign	each	**N**	$ 150.00	$ 150.00	$0.00	**$150.00**	0.0%
Construction Information Sign	each	**N**	$ 150.00	$ 150.00	$0.00	**$150.00**	0.0%
Hoarding Sign	each	**N**	$ 400.00	$ 400.00	$0.00	**$400.00**	0.0%
New Home Development Sign	each	**N**	$ 80.00	$ 80.00	$0.00	**$80.00**	0.0%
Portable Sign	each	**N**	$ 80.00	$ 80.00	$0.00	**$80.00**	0.0%
Mobile Sign	each	**N**	$ 80.00	$ 80.00	$0.00	**$80.00**	0.0%
Inflatable Sign	each	**N**	$ 150.00	$ 150.00	$0.00	**$150.00**	0.0%
Banner Sign	each	**N**	$ 100.00	$ 100.00	$0.00	**$100.00**	0.0%
Billboard Sign Renewal	every 5 years	**N**	$ 500.00	$ 500.00	$0.00	**$500.00**	0.0%
Variance Fee - Staff Review	per review	**N**	$ 250.00	$ 253.75	$0.00	**$253.75**	1.5%
Variance Fee - Committee	per review	**N**	$ 500.00	$ 507.50	$0.00	**$507.50**	1.5%
Sign Removal	each	**N**	$ 150.00	$ 152.25	$0.00	**$152.25**	1.5%
Commissioning of Documents (except foreign pensions) - resident	per document	**Y**	$ 21.00	$ 21.32	$2.77	**$24.09**	1.5%
Commissioning of Documents (except foreign pensions) - non-resident	per document	**Y**	$ 23.10	$ 23.45	$3.05	**$26.49**	1.5%
Certification of Town Documents	per document	**Y**	$ 6.00	$ 6.09	$0.58	**$6.67**	1.5%
PARKING ENFORCEMENT							
Parking Enforcement Private Special Events (minimum 3 hours)	per hour	**N**	$ 53.25	$ 54.05	$0.00	**$54.05**	1.5%
Parking Enforcement Charities & Non-Profit Organizations (minimum 3 hours)	per hour	**N**	$ 38.00	$ 38.57	$0.00	**$38.57**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Parking Enforcement Filming (minimum 3 hours)	per hour	**N**	$ 64.50	$ 65.47	$0.00	**$65.47**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
PARKING EXEMPTIONS							
Parking Exemption - 24 - hour period		**N**	$ 5.00	$ 5.08	$0.00	**$5.08**	1.5%
Parking Exemption - 5 - day period		**N**	$ 15.00	$ 15.23	$0.00	**$15.23**	1.5%
FILMING PERMIT							
Administration Fee		**N**	$ 132.00	$ 133.98	$0.00	**$133.98**	1.5%
Film Permit Fee	each	**N**	$ 448.00	$ 454.72	$0.00	**$454.72**	1.5%
Administration Fee - private property		**N**	$ 153.00	$ 155.30	$0.00	**$155.30**	1.5%
Municipal Property Fee	if applicable	**N**	$ 279.00	$ 283.19	$0.00	**$283.19**	1.5%
Contribution to Main Street District BIA if filming within designated BIA		**N**	$ 1,000.00	$ 1,015.00	$0.00	**$1,015.00**	1.5%
Security Deposit - No Special Effects	each	**N**	$ 1,500.00	$ 1,522.50	$0.00	**$1,522.50**	1.5%
Security Deposit - Minor Special Effects	each	**N**	$ 5,000.00	$ 5,075.00	$0.00	**$5,075.00**	1.5%
Security Deposit - Special Effects	each	**N**	$ 20,000.00	$ 20,300.00	$0.00	**$20,300.00**	1.5%
FENCE							
Application for Fence Variance	each	**N**	$ 287.00	$ 291.31	$0.00	**$287.00**	1.5%
Request for an Appeal to the Appeal Committee	each	**N**	$ 574.00	$ 582.61	$0.00	**$574.00**	1.5%
Administration fee for fail to Appear to Hearing	each	**N**	$ 100.00	$ 101.50	$0.00	**$100.00**	1.5%
REGISTRATION OF ACCESSORY DWELLING UNITS							
Application (Non-refundable)	each	**N**	$ 250.00	$ 253.75	$0.00	**$253.75**	1.5%
Lost identification plate	each	**N**	$ 10.25	$ 10.40	$0.00	**$10.40**	1.5%
Registration Letter (Resale)	each	**N**	$ 20.50	$ 20.81	$0.00	**$20.81**	1.5%
Accessory Dwelling Unit Appeal	each	**N**	$ 102.50	$ 104.04	$0.00	**$104.04**	1.5%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
MARRIAGES							
Marriage Licence (resident)	each licence	**N**	$ 150.00	$ 150.00	$0.00	**$150.00**	0.0%
Marriage Licence (non-resident)	each licence	**N**	$ 165.00	$ 165.00	$0.00	**$165.00**	0.0%
Civil Marriage Solemnization Service Fee	per service	**Y**	$ 450.00	$ 450.00	$58.50	**$508.50**	0.0%
Witness Fee	per person	**Y**	$ 58.00	$ 58.00	$7.54	**$65.54**	0.0%
Rehearsal Fee for offsite	per service	**Y**	$ 86.00	$ 86.00	$11.18	**$97.18**	0.0%
Marriage Licence/Ceremony package	per service	**Y**	$ 555.00	$ 555.00	$72.15	**$627.15**	0.0%
Recording/Videotaping a ceremony or celebration	per service	**Y**	$ 25.00	$ 25.00	$3.25	**$28.25**	0.0%
Renewal of vows celebration package	per service	**Y**	$ 450.00	$ 450.00	$58.50	**$508.50**	0.0%
Administration fee to be charged for change of wedding/ celebration date within 7 days		**Y**	$ 30.00	$ 30.00	$3.90	**$33.90**	0.0%
Administration fee to be charged for cancellation before consultation		**Y**	$ 58.00	$ 58.00	$7.54	**$65.54**	0.0%
Administration fee to be charged for cancellation after consultation		**Y**	$ 172.00	$ 172.00	$22.36	**$194.36**	0.0%
Cancellation of ceremony the day of/no show		**Y**	$ 450.00	$ 450.00	$58.50	**$508.50**	0.0%
Cancellation of witnesses		**Y**	$ 50.00	$ 50.00	$6.50	**$56.50**	0.0%

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees **Effective Date: Jan 1, 2022**

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
LOTTERY LICENCES							
Bingo	**% from OLG**	**N**				**% from OLG**	
Nevada	**3% of the prize value**	**N**				**3% of the prize value**	
Raffle	**3% of the prize value**	**N**				**3% of the prize value**	
ELECTION CANDIDATE NOMINATIONS							
	Mayor	**N**			$0.00	**$0.00**	#DIV/0!
	Regional Councillor	**N**			$0.00	**$0.00**	#DIV/0!
	Councillor	**N**			$0.00	**$0.00**	#DIV/0!
FREEDOM OF INFORMATION							
Application	each	**N**			$0.00	**$0.00**	#DIV/0!
Photo Copies	per page	**N**			$0.00	**$0.00**	#DIV/0!
Disks	per disk	**N**			$0.00	**$0.00**	#DIV/0!
Manually Searching Records $7.50 per ¼ hour	per hour	**N**			$0.00	**$0.00**	#DIV/0!
Preparation of Record of Disclosure	per hour	**N**			$0.00	**$0.00**	#DIV/0!
Developing a Computer Program $15.00 per ¼ hour	per hour	**N**			$0.00	**$0.00**	#DIV/0!

Newmarket

Corporation of the Town of Newmarket

By-law 2021-57

A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Recreation & Culture Fees)

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

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

That Schedules A (1 through 16) be enacted; and,

That should any section of this by-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the by-law shall continue in full force and effect; and

That notwithstanding fees and charges prescribed by other legislation, By-law 2021-57 supersedes all other fees and charges previously established by the Town of Newmarket for the services identified in this by-law; and,

On an annual basis, the Treasurer has the delegated authority to approve the adjustment of fees and charges up to the rate of inflation.

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

That this by-law shall come into full force and effect on January 1, 2022.

Enacted this 22nd day of November, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (1)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Administration Fees
Key Business: Administration Fees

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Refundable Security Deposit*	per event	Yes	$2,500.00	$2,500.00		**$2,500.00**
SOCAN Administration Fee	per day	Yes	$5.00	$5.00		**$5.00**
SOCAN ReSound Fee	per day	Yes	Varies	Varies		
Insurance administration fee	per policy	Yes	$5.00	$5.00		**$5.00**
Special Event Insurance Administration Fee	per policy	Yes	$10.00	$10.00		**$10.00**
Indoor Banner Hanging		Yes	$84.40	$84.40		**$84.40**
Cheque Refund Fee		Yes	$25.00	$25.00		**$25.00**
Annual Park Mobile Vendor (15 minutes)		Yes	$150.00	$150.00		**$150.00**
Admin Few of Fitness Centre Membership Holds/Cancellations/Transfers	per transaction	No	$10.00	$10.00		**$10.00**
Membership Card Replacement		No	$5.00	$5.00		**$5.00**
Bookings						
Cancellation Admin Fee	per hour		$25.00	$25.00		**$25.00**
Key sign out (refundable)	per event	Yes	$54.60	$54.60		**$54.60**
Equipment & Event Support Fees						
Forklift and Driver (min. 3 hours)	per hour	Yes	$76.80	$76.80		**$76.80**
Gym Equipment rental charge	Per hour	Yes	$28.10	$28.10		**$28.10**
Sledge & Stick rental	Per use	Yes	$6.90	$6.90		**$6.90**
Ice cart rental-incl. staff (min 8 hrs)	per hour	Yes	$118.20	$118.20		**$118.20**
Garbage Cans/Recycling- extra fee	for 5	Yes	$28.70	$28.70		**$28.70**
Special Event Hydro	Per box	Yes	$43.60	$43.60		**$43.60**
Park staff with utility vehicle	Per Hour	Yes	$50.00	$50.00		**$50.00**
Port-o-Potty	Per Event	Yes	$175.00	$175.00		**$175.00**
Special Events						
Non Profit Vendor	per vendor per	No	$30.00	$30.00		**$30.00**
Profit Vendor	per vendor per	No	$60.00	$60.00		**$60.00**
Profit Vendor - Tables and chairs required	per vendor per	No	$80.00	$80.00		**$80.00**

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (1)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Administration Fees
Key Business: Administration Fees

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Park Clean Up (1 Truck & 2 Staff)	per hour	Yes	$50.00	$50.00		**$50.00**
Food Truck at Special Events	per vendor	Yes	$150.00	$150.00		**$150.00**
Food Truck at Canada Day Event	per vendor	Yes	$300.00	$300.00		**$300.00**

* Refundable Security Deposit applicable to all indoor and outdoor facilities as deemed appropriate up to a maximum of $2,500.
Cancellation fee is 15% of the total time cancelled.

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (2)

Department: Recreation & Culture **Effective Date: January 1, 2022**

Category: Rentals
Key Business: The Tim Hortons Gym Rentals

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non prime gym/ rate after 9 pm Weekdays/Sat & Sun 5 - 11 pm	Per hour	Yes	$66.80	$66.80	$3.00	**$69.80**
Prime time (4pm - 9pm, Mon-Fri, all day sat and sun)	Per hour	Yes	$121.40	$121.40	$3.00	**$124.40**
Prime Commercial/Non-Resident	Per hour	Yes	$155.20	$155.20	$3.00	**$158.20**
Adult Tournaments/Resident 5 hrs, up to 10 hours	per rental	Yes	$562.80	$562.80	$3.00	**$565.80**
Youth Tournament/Resident 5 hrs, up to 10 hours	per rental	Yes	$450.20	$450.20	$3.00	**$453.20**
Special Event Not for Profit	per hour	Yes	$66.80	$66.80	$3.00	**$69.80**

Please note RAS is charged per hour

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (3)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Arenas - Magna Centre, RJT, Hollingsworth Civic

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non prime youth ice rental	Per hour	Yes	$119.40	$119.40	$15.00	**$134.40**
Non prime adult ice rental	Per hour	Yes	$129.50	$129.50	$15.00	**$144.50**
Non prime Commercial/Non-Res	Per hour	Yes	$129.50	$129.50	$15.00	**$144.50**
Prime time youth ice rental	Per hour	Yes	$170.00	$170.00	$15.00	**$185.00**
Prime time adult ice rental	Per hour	Yes	$200.00	$200.00	$15.00	**$215.00**
Prime Commercial*/Non-Res ice rental	Per hour	Yes	$300.00	$300.00	$15.00	**$315.00**
School rental rate	per hour	Yes	$31.10	$31.10	$15.00	**$46.10**
Arena Special Event set up (ice in)**	Per day	Yes	$1,960.60	$1,960.60	$25.00	**$1,985.60**
Arena Special Event (ice in)	Per day	Yes	$3,278.10	$3,278.10	$25.00	**$3,303.10**
Non Profit Special Event Set up	per day	Yes	$1,147.30	$1,147.30	$15.00	**$1,162.30**
Non Profit Special Event	per day	Yes	$2,008.40	$2,008.40	$15.00	**$2,023.40**
Special Events surcharge (per Ticket)	each	No	$1.00	$1.00	$0.00	**$1.00**
Special Events surcharge (per Ticket)	family	No	$3.00	$3.00	$0.00	**$3.00**
Rental of Floor Boards	per day	Yes	$2,794.50	$2,794.50	$0.00	**$2,794.50**
Moving Floor Boards (RJT to Magna)	per day	Yes	$2,277.00	$2,277.00	$0.00	**$2,277.00**
Equipment Moving (1 truck, 2 staff)	per hour	Yes	$50.00	$50.00	$0.00	**$50.00**
Dressing Room Fee	per day	Yes	$31.10	$31.10	$1.00	**$32.10**

*10 % reduction for Lease agreement in direct correlation with the operation of their lease.
* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.
*Administration fees could apply towards bookings

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (4)

Department: Recreation & Culture **Effective Date: January 1, 2022**

Category: Rentals

Key Business: Floor - Magna Centre, RJT, Hollingsworth Civic

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO GST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non Prime time	Per hour	Yes	$48.54	$48.54	$15.00	**$63.54**
Youth Prime	Per hour	Yes	$57.61	$57.61	$15.00	**$72.61**
Adult Prime	Per hour	Yes	$75.90	$75.90	$25.00	**$100.90**
Commercial*/Non-Res Prime floor rental	Per hour	Yes	$117.60	$117.60	$25.00	**$142.60**
Non-Profit special event	per day	Yes	$1,120.00	$1,120.00	$25.00	**$1,145.00**
Arena Floor Special Event set up (ice out)	Per day	Yes	$1,369.10	$1,369.10	$25.00	**$1,394.10**
Arena Floor Special Event (ice out)**	Per day	Yes	$1,993.90	$1,993.90	$25.00	**$2,018.90**

*10 % reduction for Lease agreement in direct correlation with the operation of their lease.

* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

*Administration fees could apply towards bookings

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (5)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Fields & Parks (Community Services)

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Lawn Bowling User Fees	per Resident	Yes	$22.40	$22.40	$4.00	**$26.40**
Lawn Bowling User Fees	per Non-Res.	Yes	$56.10	$56.10	$15.00	**$71.10**
Pitch/Diamond Use Youth	per hour	Yes	$16.45	$16.45	$1.00	**$17.45**
Pitch/Diamond Use Youth with lights	per hour	Yes	$20.57	$20.57	$1.00	**$21.57**
Pitch/Diamond Use Adult	per hour	Yes	$30.88	$30.88	$1.00	**$31.88**
Pitch/Diamond Use Adult with lights	per hour	Yes	$36.64	$36.64	$1.00	**$37.64**
Pitch/Diamond Commercial/Non-Res	per hour	Yes	$36.88	$36.88	$15.00	**$51.88**
Pitch/Diamond Commercial/Non-Res with lights	per hour	Yes	$40.99	$40.99	$15.00	**$55.99**
Artificial Turf Field Youth	per hour	Yes	$25.00	$25.00	$1.00	**$26.00**
Artificial Turf Field Adult	per hour	Yes	$45.00	$45.00	$1.00	**$46.00**
Artificial Turf Field Commercial/Non-Res	per hour	Yes	$51.00	$51.00	$15.00	**$66.00**
Artificial Turf Field with Lights Youth	per hour	Yes	$28.65	$28.65	$1.00	**$29.65**
Artificial Turf Field with Lights Adult	per hour	Yes	$50.10	$50.10	$1.00	**$51.10**
Artificial Turf Field with Lights Commercial/Non-Res	per hour	Yes	$56.10	$56.10	$15.00	**$71.10**
Park Booking	per day	Yes	$32.40	$32.40	$15.00	**$47.40**
Park Booking Non Res	per day	Yes	$45.90	$45.90	$15.00	**$60.90**
Park Booking Special Event Commercial (1 Area)	per day	Yes	$176.70	$176.70	$15.00	**$191.70**
Park Booking Special Event/Non-profit (1 Area)	per day	Yes	$130.70	$130.70	$15.00	**$145.70**
Park Booking Special Event (Multiple areas)	per day	Yes	$202.10	$202.10	$15.00	**$217.10**
Park Booking Special Event Commercial (Multiple areas)	per day	Yes	$327.80	$327.80	$15.00	**$342.80**
Park Fitness Use	per day	Yes	$10.40	$10.40	$15.00	**$25.40**
Tournament Rate	per event	Yes	$217.40	$217.40	$216.30	**$433.70**

* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.
*Administration fees could apply towards bookings

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (6)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Meeting Room - Non-profit (3 hrs or less)	per event	Yes	$30.00	$30.00	$15.00	$45.00
Meeting Room - Non profit Additional per/hr rate	per hour	Yes	$9.00	$9.00	$0.00	$9.00
Meeting Room - Resident (3 hrs or less)	per event	Yes	$60.00	$60.00	$15.00	$75.00
Meeting Room - Resident Additional per/hr rate	per hour	Yes	$20.00	$20.00	$0.00	$20.00
Meeting Room - Commercial/Non-Resident (3 hrs or less)	per event	Yes	100 per hour	100 per hour	$15.00	$115.00
Meeting Room - Commercial/Non-Resident Additional per/hr rate	per hour	Yes	$25.00	$25.00	$0.00	$25.00
Small Hall (no kitchen) - Non-profit (3 hrs or less)	per event	Yes	$65.00	$65.00	$15.00	$80.00
Small Hall (no kitchen) - Non-profit Additional per/hr rate	per hour	Yes	$15.00	$15.00	$0.00	$15.00
Small Hall (no kitchen) - Resident (3 hrs or less)	per event	Yes	$130.00	$130.00	$15.00	$145.00
Small Hall (no kitchen) - Resident Additional per/hr rate	per hour	Yes	$25.00	$25.00	$0.00	$25.00
Small Hall (no kitchen) - Commercial/Non-Resident (3 hrs or less)	per event	Yes	$175.00	$175.00	$15.00	$190.00
Small Hall (no kitchen) - Commercial/Non-Resident Additional per/hr rate	per hour	Yes	$35.00	$35.00	$0.00	$35.00

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (6)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Event Hall with kitchen - Resident (3 hrs or less)	per event	Yes	$200.00	$200.00	$15.00	$215.00
Event Hall with kitchen - Resident Additional per/hr rate	per hour	Yes	$75.00	$75.00	$0.00	$75.00
Event Hall with kitchen - Commercial/Non-Resident (3 hrs or less)	per event	Yes	$350.00	$350.00	$15.00	$365.00
Event Hall with kitchen - Commercial/Non-Resident Additional per/hr rate	per hour	Yes	$75.00	$75.00	$0.00	$75.00
Extra Fee for events with alcohol	per event	Yes	$100.00	$100.00	$0.00	$100.00
Special Events (Daily Rate - 12 Hrs)	per event	Yes	$600-$1500	$600-$1500	$15.00	$615-$1515
Dryland Training - 1 hr only and no set-up	per hour	Yes	$15.00	$15.00	$1.00	$16.00
SOCAN - no dancing - additional to room rental per event (101 to 300 individuals)	per event	Yes	$39.40	$39.40	$0.00	$39.40
SOCAN - with dancing - additional to room rental per event (101 to 300 individuals)	per event	Yes	$78.80	$78.80	$0.00	$78.80
Parking Lot Rental	per day	Yes	$99.40	$99.40	$15.00	$114.40
Parking Lot Rental Non Profit	per day	Yes	$38.20	$38.20	$15.00	$53.20
Parking Lot Rental Commercial	per day	Yes	$256.80	$256.80	$25.00	$281.80
Outdoor/Parking Lot Rental	per day	Yes	$96.50	$96.50	$15.00	$111.50
Outdoor/Parking Lot Rental Non Profit	per day	Yes	$37.20	$37.20	$15.00	$52.20
Outdoor/Parking Lot Rental Commercial	per day	Yes	$249.40	$249.40	$25.00	$274.40

*SOCAN fees regulated or established by either Provincial legislation or third party.
* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.
*Non Profit groups must provide charitable number to qualify for fee

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (7)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Program Registration
Key Business: Museum

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE
Children/Family Programs	per person	No	$3.00-$6.00	$3.00-$6.00	$0.00
Adult Programs	per person	Yes	$6.00-$10.00	$6.00-$10.00	$0.00
In House Educational Programs for Schools	per person	No	$3.50	$3.50	$0.00
Outreach Educational Programs for Schools	per person	No	$3.50	$3.50	$0.00
Outreach Educational Programs for Groups	per person	Yes	$60.00	$60.00	$0.00

Note: These programs must have a minimum of 12 to 30 participants.

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (8)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Admissions. Memberships & Passes
Key Business: Daily Admissions & Member Passes

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability **for drop in activities only**. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Special Event Admissions						
Special Event Admissions	per person	Yes	$4 to $8	$4 to $8	$0.00	**$4 to $8**
Gym Admissions						
Preschool Daily Gym	per person	Yes	$1.33	$1.33	$0.00	**$1.33**
Senior Gym admission	Per person	Yes	$1.33	$1.33	$0.00	**$1.33**
Child/Youth Gym admission	Per person	Yes	$1.33	$1.33	$0.00	**$1.33**
Adult Gym admission	Per person	Yes	$2.65	$2.65	$0.00	**$2.65**
Track Admissions						
Senior/Child/Youth Track admission	Per person	Yes	$1.33	$1.33	$0.00	**$1.33**
Adult Track admission	Per person	Yes	$1.33	$1.33	$0.00	**$1.33**
Ice Admissions						
Preschool Daily Ice	per person	Yes	$1.33	$1.33	$0.00	**$1.33**
Parent Tot Skate and PT Shinney	Per family	Yes	$3.54	$3.54	$0.00	**$3.54**
Senior Public Skate per skate	Per person	Yes	$2.65	$2.65	$0.00	**$2.65**
Child/Youth Public Skate per skate	Per person	Yes	$2.65	$2.65	$0.00	**$2.65**
Adult Public Skate per skate	Per person	Yes	$2.65	$2.65	$0.00	**$2.65**
Family Shinney	Per Family	Yes	$6.42	$6.42	$0.00	**$6.42**
Shinney Hockey	Per person	Yes	$4.87	$4.87	$0.00	**$4.87**
Ticket Ice	Per person	Yes	$7.08	$7.08	$0.00	**$7.08**
Shinney Hockey 1.5 hr	per person	Yes	$6.63	$6.63	$0.00	**$6.63**
AQUATIC ADMISSIONS - All pools, excluding Rogers Wading Pool (no charge)						
Public Swimming:						
Adult (18 - 54 yrs.)	Per Adult	Yes	$2.65	$2.65	$0.00	**$2.65**
Youth (15 - 17 yrs.)	Per Youth	Yes	$2.65	$2.65	$0.00	**$2.65**
Child (4 - 14 yrs.)	Per Child	Yes	$2.65	$2.65	$0.00	**$2.65**
Preschool (3 years & under)	Per Child	Yes	$1.33	$1.33	$0.00	**$1.33**

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (8)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Admissions. Memberships & Passes
Key Business: Daily Admissions & Member Passes

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability **for drop in activities only**. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Senior (55 yrs. +)	Per Senior	Yes	$2.65	$2.65	$0.00	**$2.65**
Aquabics - Adult:						
1 visit	Per Adult	Yes	$6.19	$6.19	$0.00	**$6.19**
Fit Forever - Senior:						
1 visit	Per Senior	Yes	$5.75	$5.75	$0.00	**$5.75**
FITNESS CENTRE MONTHLY MEMBERSHIPS						
Single Adult Resident	Per person	Yes	$32.50	$32.50	$0.00	**$32.50**
Single Adult Non-Resident	Per person	Yes	$42.50	$42.50	$0.00	**$42.50**
Single Student (16 years of age and older)	Per person	Yes	$22.50	$22.50	$0.00	**$22.50**
Household (up to 2 adults, children living in same house) Resident	Per household	Yes	$57.50	$57.50	$0.00	**$57.50**
Household (up to 2 adults, children living in same house) Non-Resident	Per household	Yes	$67.50	$67.50	$0.00	**$67.50**
Single Adult Assisted (for those who qualify to receive financial assistance though income test)	Per person	Yes	$16.25	$16.25	$0.00	**$16.25**
Single Student Assisted (for those who qualify to receive financial assistance though income test)	Per person	Yes	$11.25	$11.25	$0.00	**$11.25**
Household Assisted (Up to 2 adults, children living in same house, for those who qualify to receive financial assistance though income test)	Per household	Yes	$28.75	$28.75	$0.00	**$28.75**
Day Passes	Per person	Yes	$8.00	$8.00	$0.00	**$8.00**
Multi Use Passes - Includes Shinney and Ticket ice						
10 + Visits	Per Person	Yes	% off 1 visit pass		20% off 1 visit pass	
20 + Visits	Per Person	Yes	% off 1 visit pass		25% off 1 visit pass	
30 + Visits	Per Person	Yes	% off 1 visit pass		30% off 1 visit pass	
100 + Visits-Track, Pool, Gym, Skate	Per Person	Yes	% off 1 visit pass		55% off 1 visit pass	
100 + Visits-Aquafit	Per Person	Yes	% off 1 visit pass		60% off 1 visit pass	

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (9)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Shared Use Schools

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Shared Use School Fees: Private rentals, adult group and for - profit youth group	per hour	Yes	$31.30	$31.30	$3.00	**$34.30**
Sports and community organizations	per hour	Yes	$20.80	$20.80	$3.00	**$23.80**
Brownies, Guides, Cubs and Scouts (15 weeks)	per session	Yes	$51.70	$51.70	$3.00	**$54.70**
Non Resident Shared Use School Fees: Private rentals, adult group and for - profit youth group	per hour	Yes	$65.10	$65.10	$3.00	**$68.10**
Non Resident Sports and community organizations	per hour	Yes	$54.60	$54.60	$3.00	**$57.60**
Non Resident Brownies, Guides, Cubs and Scouts (15 weeks)	per session	Yes	$85.50	$85.50	$3.00	**$88.50**

All Non Resident rentals add $30.00 per hour

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (10)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Service Area: Recreation Youth Centre & Sk8 Park

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE (Maximum charge $5.00 per program)
RENTALS (RESIDENT)					
Gymnasium	Per hour	Yes	$67.30	$67.30	$15.00
Sk8Park	Per hour	Yes	$91.10	$91.10	$15.00

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (11)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Service Area: Aquatics

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS SURCHARGE	TOTAL FEE BEFORE TAXES
Rentals - RJT Complex Pool and Metro Aquatic Centre						
Magna/RJT Pool with slide Res. - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	$109.40	$109.40	$15.00	**$124.40**
Magna/RJTPool with slide Non-Res - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	$153.10	$153.10	$15.00	**$168.10**
RJT Pool w/o slide Res - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	$89.10	$89.10	$15.00	**$104.10**
RJT Pool w/o slide Non-Res- includes cost of 1 lifeguard up to 30 people	Per hour	Yes	$132.90	$132.90	$15.00	**$147.90**
One lane or diving well Res.	Per hour	Yes	$15.90	$15.90	$15.00	**$30.90**
One lane or diving well Non-Res.	Per hour	Yes	$22.30	$22.30	$15.00	**$37.30**
Rentals - Gorman Pool						
Gorman Pool rental Res. - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	$89.10	$89.10	$15.00	**$104.10**
Gorman Pool rental Non-Res- includes cost of 1 lifeguard up to 30 people	Per hour	Yes	$132.90	$132.90	$15.00	**$147.90**
Lifeguards - Additional						
1 additional Lifeguard	Per hour	Yes	$22.00	$22.00	$0.00	**$22.00**
2 additional Lifeguards	Per hour	Yes	$44.00	$44.00	$0.00	**$44.00**
3 additional Lifeguards	Per hour	Yes	$66.00	$66.00	$0.00	**$66.00**
USER GROUPS - NON-PROFIT/SCHOOLS/RESIDENT USERS **Fee includes 1 lifeguard, however all rentals require a minimum of 2 lifeguards (legislated) for up to 30 people - See additional lifeguard fees**						
Competitive / YR Schools/Res Swim Team/Synchro	Per hour	Yes	$68.70	$68.70	$15.00	**$83.70**
One Lane - Youth	Per hour	Yes	$9.80	$9.80	$5.00	**$14.80**
USER GROUPS - NON-PROFIT /OUT OF REGION SCHOOLS (O.O.R.) USERS/COMMERCIAL						
Competitive / O.O.R. Schools/Swim Team/Synchro - Non-Profit	Per hour	Yes	$109.90	$109.90	$15.00	**$124.90**
Commercial User/Profit (Scuba/Other) without Slide	Per hour	Yes	$208.00	$208.00	$25.00	**$233.00**

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (12)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Mobile Stage Trailer

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Rental - Not for Profit Newmarket Groups	4 Hours	Yes	$308.94	$308.94		**$308.94**
Rental - Not for Profit Newmarket Groups	8 Hours	Yes	$427.00 ($100.00 each additional hour past 8 hours)	$427.00 ($100.00 each additional hour past 8 hours)		**Varies by number of hours**
Rental - For Profit Groups (events in Newmarket)	4 Hour Min.	Yes	$995.00 ($100.00 each additional hour)	$995.00 ($100.00 each additional hour)		**Varies by number of hours**
Rental - Non-resident Groups (events outside Newmarket)	8 Hour Min. (incl.. Transport)	Yes	$3,582.00 ($100.00 each additional hour)	$3,582.00 ($100.00 each additional hour)		**Varies by number of hours**

Note: A $0.60 per km will also apply on any travel outside Newmarket.

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (13)

Department: Recreation & Culture **Effective Date: January 1, 2022**

Category: Rentals
Key Business: TRAIN

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Rental - Not for Profit - Newmarket Groups	half day	Yes	$304.90	$304.90	$25.00	**$329.90**
Rental - Not for Profit - Newmarket Groups	full day	Yes	$429.40	$429.40	$25.00	**$454.40**
Rental - For Profit Groups - in Newmarket	4 hr. min.	Yes	$765 + $90 each additional hour	$765 + $90 each additional hour	$25.00	**Varies**

Charges include - 1 train driver, 1 hostess & transport to and from event.
*A $0.60 per km will also apply on any travel outside Newmarket.

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (14)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Program Registration
Key Business: Programs

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES
Camps				
General	Per day	No	$30.00-$37.30	$32.00-$58.60
Specialty	Per day	No	$33.10-$38.30	$35.00-$40.30
Sports	Per day	No	$33.10-$58.00	$35.00-$59.00
Leadership	Per day	No	$34.20-$37.30	$35.00-$37.30
Playgrounds	Per day	No	$0.00	$0.00
Extended Care	Per day	No	$5.00	$5.00
After School Programs				
After School Programs	Per day	No	$1.00-$2.38	$1.00-$3.00
Inclusion				
Youth General	Per hour	No	$8.06-$8.57	$8.06-$8.57
Youth Specialized	Per hour	No	$7.41-$14.00	$7.41-$14.00
Adult General Sports	Per hour	Yes	$4.57-$10.00	$4.57-$10.00
Adult Specialized	Per hour	Yes	$6.68-$13.36	$6.68-$13.36
Adult Day Program	Per hour	Yes	$8.13-$21.50	$8.13-$21.50
Drop In	Per hour	Yes	$3.25-$8.13	$3.25-$8.13

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (14)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Program Registration
Key Business: Programs

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES
1:1 Support	Per hour	No	$16.38-$20.00	$16.38-$20.00
Children & Youth Camps	Per day	No	$25.00-$63.00	$25.00-$63.00
BASE Camp	Per day	No	$61.96-$146.66	$61.96-$146.66
Fitness				
General	Per hour	Where applicable	$4.50-$7.50	$4.50-$7.50
Personal Training	per hour	Yes	$23.33-$500	$23.33-$500
Specialty	per hour	Yes	$9.49-$10.00	$9.49-$10.00
Aquatics				
Swim Lessons	Per hour	No	$12.54-19.54	$12.54-19.54
Private Lessons	Per hour	Yes	$14.69-$67.96	$14.69-$67.96
Advanced Leadership Re-certification	per course	Yes	$78.45-$94.80	$78.45-$94.80
*Advanced Leadership- Full Course	Per course	Yes	$104.53-$342.52	$104.53-$342.52
*Course fee depends on length of course (hrs)/legislated criteria, exam and book fees				

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (14)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Program Registration
Key Business: Programs

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES
Sports				
General	per hour	Where applicable	$2.80-$8.50	$2.80-$8.50
Specialized	per hour	Where applicable	$6.29-$10.16	$6.29-$10.16
Skatepark	per hour	Yes	$10.00-$22.50	$10.00-$22.50
Leagues	per hour	Yes	$3.11-$13.12	$3.11-$13.12
Preschool				
General	per hour	No	$3.10-$7.50	$3.50-$7.50
Culture				
Dance - Specialty for Children	Per hour	No	$5.41-$14.42	$5.41-$14.42
Dance - Specialty for Adult	Per hour	Yes	$11.33-$16.48	$11.33-$16.48
Dance - General	Per hour	No	$5.41-$14.42	$5.41-$14.42
Arts - General for Children	Per hour	No	$4.12-$10.30	$4.12-$10.30
Arts - General for Adults	Per hour	Yes	$5.15-$18.54	$5.15-$18.54
Arts - Specialty for Youth	Per hour	No	$7.21-$14.94	$7.21-$14.94
Arts - Specialty for Adults	Per hour	Yes	$13.39-$21.63	$13.39-$21.63
Cooking	Per hour	No	$12.36-$15.45	$12.36-$15.45

TOWN OF NEWMARKET
2022 USER FEE
Schedule A (14)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Program Registration
Key Business: Programs

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES
Music - General	Per hour	No	$8.76	$8.76
Arts - Event	Per event	Yes	$0.00-$51.50	$0.00-$51.50

TOWN OF NEWMARKET
2022 USER FEE
Schedule A(15)

Department: Recreation & Culture **Effective Date: January 1, 2022**

Category: Rentals

Key Business: Birthday Party Rentals

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Birthday Party Packages						
Public Skate and Public Swim	**Per 20 attendee's**	Yes	$212.20	$212.20	**$0.00**	**$212.20**
Private Gym and Skate Park	**Per 20 attendee's**	Yes	$249.30	$249.30	**$0.00**	**$249.30**
Birthday Extra Guest	**Per Person**	Yes	$12.40	$12.40	**$0.00**	**$12.40**
Birthday Party Additional Facility - E.g. Add Gym to Sk8 Park	**per booking**	Yes	$64.80	$64.80	**$0.00**	**$64.80**

TOWN OF NEWMARKET
2022 USER FEE
Schedule A(16)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Old Town Hall

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
Studios and Atrium (Backstage)	Single Studio Resident use	Up to 3 hours	$70.45	$70.45	$15.00	$85.45	Yes	$96.56
		Greater than 3 hours, 8 hrs. max	$201.65	$201.65	$15.00	$216.65	Yes	$244.81
	Single Studio Non resident	Up to 3 hours	$139.25	$139.25	$15.00	$154.25	Yes	$174.30
		Greater than 3 hours, 8 hrs. max	$261.40	$261.40	$15.00	$276.40	Yes	$312.33
	Both Studios Resident (includes Kitchen)	Up to 8 hours	$427.35	$427.35	$15.00	$442.35	Yes	$499.86
	Both Studios Commercial/Non-resident (includes Kitchen)	Up to 8 hours	$567.95	$567.95	$15.00	$582.95	Yes	$658.73
Commercial Art Display/Installation	Art Exhibit, Set Up time within any room(s) within building	Hourly, Daily max of $200	$25.65	$25.65	-	$25.65	Yes	$28.98
	Art Exhibit, Public Access (no admission fee)	Commission Per sale	$0.40	40%	-	40%	Yes	40%
Kitchen	Resident Kitchen Use - Minimum 2 hours	Per hour	$51.25	$51.25	$15.00	$66.25	Yes	$74.86
	Non Resident Kitchen Use - Minimum 2 hours	Per hour	$51.25	$51.25	$15.00	$66.25	Yes	$74.86

TOWN OF NEWMARKET
2022 USER FEE
Schedule A(16)

Department: Recreation & Culture **Effective Date: January 1, 2022**
Category: Rentals
Key Business: Old Town Hall

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2021 FEE BEFORE TAXES	2022 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
Entire Building	Set-up Day	Any part of single day	$1,000.00	$1,000.00	$15.00	$1,015.00	Yes	$1,146.95
	Event Day Resident	Full Day Access to regular business hours	$ 2,500.00	$ 2,500.00	$15.00	$2,515.00	Yes	$2,841.95
	Event Day Non resident	Full Day Access to regular business hours	$ 3,000.00	$ 3,000.00	$15.00	$3,015.00	Yes	$3,406.95

Notes:
Some Rentals may prevent use of other rooms due to nature of use.
Minimum Hourly booking is 1.5 hrs. Room will be set up by town staff, but must be vacated by end of allotted time.

Corporation of the Town of Newmarket

By-law 2021-58

A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Legislative Services – Licensing Fees)

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

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

That the attached Schedule of By-law 2021-58 be enacted; and,

That should any section of this by-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the by-law shall continue in full force and effect; and

That notwithstanding fees and charges prescribed by other legislation, By-law 2021-58 supersedes all other fees and charges previously established by the Town of Newmarket for the services identified in this by-law; and,

On an annual basis, the Treasurer has the delegated authority to approve the adjustment of fees and charges up to the rate of inflation.

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

That this by-law shall come into full force and effect on January 1, 2022.

Enacted this 22nd day of November, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
2022 USER FEES

DEPARTMENT: Legislative Services - Licensing Fees **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	TOTAL FEE	INCREASE
ADULT ENTERTAINMENT PARLOURS						
Owner*	each	**N**	$ 640.00	$ 649.60	**$ 649.60**	**1.5%**
Owner/Operator*	each	**N**	$ 515.00	$ 522.73	**$ 522.73**	**1.5%**
Operator*	each	**N**	$ 384.00	$ 389.76	**$ 389.76**	**1.5%**
Entertainer	each	**N**	$ 263.00	$ 266.95	**$ 266.95**	**1.5%**
ADULT VIDEOS						
Store*	each	**N**	$ 448.00	$ 454.72	**$ 454.72**	**1.5%**
Video Tape Store-where provision of Adult Videotapes is only incidental to the carrying on of the business of the provision of videotapes*	each	**N**	$ 394.00	$ 399.91	**$ 399.91**	**1.5%**
ANIMAL LICENSING						
Standard Dog or Cat over 4 months (non-refundable)	each	**N**	$ 35.00	$ 35.00	**$ 35.00**	**0.0%**
Seniors/Special Rate Dog or Cat over 4 months (non-refundable)	each	**N**	$ 30.00	$ 30.00	**$ 30.00**	**0.0%**
Dog or Cat transfer from other Municipality (non-refundable)	each	**N**	$ 5.00	$ 5.00	**$ 5.00**	**0.0%**
Dog or Cat replacement tag (non-refundable)	each	**N**	$ 5.00	$ 5.00	**$ 5.00**	**0.0%**
CARNIVAL	each	**N**	$ 285.00	$ 289.28	**$ 289.28**	**1.5%**

TOWN OF NEWMARKET
2022 USER FEES

DEPARTMENT: Legislative Services - Licensing Fees **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	TOTAL FEE	INCREASE
CATERING/REFRESHMENT VEHICLES						
Cart/Vehicle/Bicycle*	each	**N**	$ 328.00	$ 332.92	**$ 332.92**	**1.5%**
Refreshment Special Occasion Permit	each	**N**	$ 84.00	$ 85.26	**$ 85.26**	**1.5%**
CLOTHING DONATION BINS						
Clothing Donation Bin	each	**N**	$ 233.00	$ 236.50	**$ 236.50**	**1.5%**
Clothing Donation Bin - Charities	each	**N**	$ 87.00	$ 88.31	**$ 88.31**	**1.5%**
Clothing Donation Bin - Change Location	each	**N**	$ 59.00	$ 59.89	**$ 59.89**	**1.5%**
Clothing Donation Bin - Impound Fee per Bin	each	**N**	$ 100.00	$ 101.50	**$ 101.50**	**1.5%**
Clothing Donation Bin - Daily Storage Fee per Bin	each	**N**	$ 20.00	$ 20.30	**$ 20.30**	**1.5%**
DRIVING SCHOOL INSTRUCTOR						
Driving School Instructor	each	**N**	$ 128.00	$ 129.92	**$ 129.92**	**1.5%**
Replacement Plate	each	**N**	$ 85.00	$ 86.28	**$ 86.28**	**1.5%**
Vehicle transfer	each	**N**	$ 182.00	$ 184.73	**$ 184.73**	**1.5%**

TOWN OF NEWMARKET
2022 USER FEES

DEPARTMENT: Legislative Services - Licensing Fees **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	TOTAL FEE	INCREASE
FIREWORKS						
Mobile Sales Premise	each		$ 384.00	$ 389.76	**$ 389.76**	**1.5%**
Temporary Sales Premise	each		$ 384.00	$ 389.76	**$ 389.76**	**1.5%**
Permanent Sales Premise	each		$ 384.00	$ 389.76	**$ 389.76**	**1.5%**
HAWKERS & PEDLAR						
Class A operator	each	**N**	$ 437.00	$ 443.56	**$ 443.56**	**1.5%**
Employer License	each	**N**	$ 315.00	$ 319.73	**$ 319.73**	**1.5%**
Class B “Special Sale” Per Day	each	**N**	$ 113.00	$ 114.70	**$ 114.70**	**1.5%**
Class B “Special Sale” Maximum of 7 days	each	**N**	$ 384.00	$ 389.76	**$ 389.76**	**1.5%**
Class C “Shopping Mall”	each	**N**	$ 450.00	$ 456.75	**$ 456.75**	**1.5%**
Class D “Shopping Mall”	each	**N**	$ 403.00	$ 409.05	**$ 409.05**	**1.5%**
Class E “Show Sale”	each	**N**	$ 427.00	$ 433.41	**$ 433.41**	**1.5%**
Lost Picture ID	each	**N**	$ 25.00	$ 25.38	**$ 25.38**	**1.5%**
Limousine Companies						
Initial License Fee (one-time)	each	**N**	$ 1,000.00	$ 1,015.00	**$ 1,000.00**	**1.5%**
Annual Renewal Licence Fee	each	**N**	$ 500.00	$ 507.50	**$ 500.00**	**1.5%**
Mobile Business License - Other Classification	each	**N**	$ 150.00	$ 152.25	**$ 150.00**	**1.5%**
NEWSPAPER BOXES	each	**N**	$ 58.00	$ 58.87	**$ 58.87**	**1.5%**
Newspaper Box - Impound fee per box	each	**N**	$ 63.00	$ 63.95	**$ 63.95**	**1.5%**
Newspaper Box - Daily storage fee per box	each	**N**	$ 20.00	$ 20.30	**$ 20.30**	**1.5%**
OUTDOOR SERVING AREAS*	each	**N**	$ 374.00	$ 379.61	**$ 379.61**	**1.5%**
Personal Wellness Centre	each	**N**	$ 150.00	$ 152.25	**$ 152.25**	**1.5%**
Pet Stores	each	**N**	$ 150.00	$ 152.25	**$ 152.25**	**1.5%**

TOWN OF NEWMARKET
2022 USER FEES

DEPARTMENT: Legislative Services - Licensing Fees **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	TOTAL FEE	INCREASE
SECOND HAND GOODS SHOPS & DEALERS*	each	**N**	$ 458.00	$ 464.87	**$ 464.87**	**1.5%**
Short Term Rentals						
STR Companies One-Time Licence Fee	each	**N**	$ 5,000.00	$ 5,000.00	**$ 5,000.00**	**0.0%**
STR Booking Fees - $1 Dollar for each night booked (per bedroom)	each	**N**	$ 1.00	$ 1.00	**$ 1.00**	**0.0%**
Short Term Rental Operators						
1 Bedroom	each	**N**	$ 100.00	$ 101.50	**$ 100.00**	**1.5%**
2 Bedrooms	each	**N**	$ 200.00	$ 203.00	**$ 200.00**	**1.5%**
3 Bedrooms	each	**N**	$ 200.00	$ 203.00	**$ 300.00**	**1.5%**

TOWN OF NEWMARKET
2022 USER FEES

DEPARTMENT: Legislative Services - Licensing Fees **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	TOTAL FEE	INCREASE
TAXICAB COMPANIES						
Taxicab Company Annual License Fee (1-9 vehicles)	each	**N**	$ 1,000.00	$ 1,015.00	**$ 1,015.00**	**1.5%**
Taxicab Company Annual License Fee (10-19 vehicles)	each	**N**	$ 2,000.00	$ 2,030.00	**$ 2,030.00**	**1.5%**
Taxicab Company Annual Fee (20+ vehicles)	each	**N**	$ 3,000.00	$ 3,045.00	**$ 3,045.00**	**1.5%**
Tow Truck Company New Application License Fee (1-3 vehicles)	each	**N**	$ 1,000.00	$ 1,015.00	**$ 1,015.00**	**1.5%**
Tow Truck Company Annual Renewal License Fee (1-3 vehicles)	each	**N**	$ 750.00	$ 761.25	**$ 761.25**	**1.5%**
Tow Truck Company New Application License Fee (4-6 vehicles)	each	**N**	$ 2,000.00	$ 2,030.00	**$ 2,030.00**	**1.5%**
Tow Truck Company Annual Renewal License Fee (4-6 vehicles)	each	**N**	$ 1,500.00	$ 1,522.50	**$ 1,522.50**	**1.5%**
Tow Truck Company New Application License Fee (7-9 vehicles)	each	**N**	$ 3,000.00	$ 3,045.00	**$ 3,045.00**	**1.5%**
Tow Truck Company Annual Renewal License Fee (7-9 vehicles)	each	**N**	$ 2,250.00	$ 2,283.75	**$ 2,283.75**	**1.5%**
Tow Truck Company New Application License Fee (10+ vehicles)	each	**N**	$ 4,000.00	$ 4,060.00	**$ 4,060.00**	**1.5%**
Tow Truck Company Annual Renewal License Fee (10+ vehicles)	each	**N**	$ 3,000.00	$ 3,045.00	**$ 3,045.00**	**1.5%**
TRANSPORTATION NETWORK COMPANIES (TNCS)						
TNC Annual Licence Fee	each	**N**	$ 20,000.00	$ 20,300.00	**$ 20,300.00**	**1.5%**
Per Trip Fee	each	**N**	$ 0.30	$ 0.30	**$ 0.30**	**1.5%**
*Late Payment Fee for some classes of licenses		**N**	$ 25.00	$ 25.38	**$ 25.38**	**1.5%**

Corporation of the Town of Newmarket

By-law 2021-59

A By-law to adopt Fees and Charges for Services or Activities Provided by the Town of Newmarket for the following (Corporate Services – Financial Services, Property Tax/Assessment, Procurement Services, Information Technology)

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

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

That the attached Schedule B of By-law 2021-59 be enacted; and,

That should any section of this by-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the by-law shall continue in full force and effect; and

That notwithstanding fees and charges prescribed by other legislation, By-law 2021-59 supersedes all other fees and charges previously established by the Town of Newmarket for the services identified in this by-law; and,

On an annual basis, the Treasurer has the delegated authority to approve the adjustment of fees and charges up to the rate of inflation.

For the purposes of such, the prescribed rate of inflation is defined to be the lessor of 2.5% and the target rate established by Council as part of their budget direction. The target rate will be the annual increase in the Consumer Price Index (CPI) for Toronto at the end of March, but will be subject to Council review and approval. There is one exception to this restriction; for low dollar fees that for practical reasons are best subject to increases every few years and not annually. For such items, the increase would be limited not by the prescribed rate of inflation, but by the accumulated inflation since the last rate adjustment.

That this by-law shall come into full force and effect on January 1, 2022.

Enacted this 22nd day of November, 2021.

John Taylor, Mayor

Lisa Lyons, Town Clerk

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE B

Commission: Corporate Services **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
FINANCIAL SERVICES							
Accounting							
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	**N**	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	$0.00	**1.25% monthly on outstanding balance**	0.00%
Accounts Receivable Collection Charges	16% of the outstanding balance	**N**	16% of the outstanding balance	16% of the outstanding balance	$0.00	**16% of the outstanding balance**	0.00%
Treasurer's Compliance Letter	each	**N**	$82.00	$83.23	$0.00	**$83.23**	1.50%
Returned Payment	each	**N**	$50.00	$50.75	$0.00	**$50.75**	1.50%
Verification of Local Improvements	each	**N**	$82.00	$83.23	$0.00	**$83.23**	1.50%
Financial Services Administrative Fee	16% of invoice	**Y**	16% of invoice	16% of invoice		**16% of invoice+HST**	0.00%
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	**Y**	5% of Security Requirement, maximum $65,000 +HST	5% of Security Requirement, maximum $65,000 +HST		**5% of Security Requirement, maximum $65,000 +HST**	0.00%
Property Tax/Assessment							
Tax Certificate	each	**N**	$82.00	$83.23	$0.00	**$83.23**	1.50%
Returned Payment	each	**N**	$50.00	$50.75	$0.00	**$50.75**	1.50%
Statement of Unpaid Taxes (Arrear Notices)	each 4 X per year	**N**	$5.00	$5.08	$0.00	**$5.08**	1.50%
Statement of Property Taxes	each	**N**	$41.00	$20.00	$0.00	**$20.00**	-51.22%
Detailed Analysis of Property Tax Account	per hour	**N**	$45.00	$45.68	$0.00	**$45.68**	1.50%
Update Mortgage Company Information	each	**N**	$15.00	$15.23	$0.00	**$15.23**	1.50%
Property Tax Administrative Fee-Additions to the Tax Account for Collection	15% of invoice	**Y**	16% of invoice	16% of invoice		**16% of invoice+HST**	0.00%
New Ownership Maintenance Fee	per account	**N**	$20.00	$30.00	$0.00	**$30.00**	50.00%
Detailed Calculations of Tax Adjustments (other than property owner)	per tax year	**N**	$30.00	$30.45	$0.00	**$30.45**	1.50%
New Account/Roll Number	each	**N**	$30.00	$40.00	$0.00	**$40.00**	33.33%
Online Banking Roll Correction	after first correction	**N**	$50.00	$50.75	$0.00	**$50.00**	1.50%
Assessment Roll Printout	each	**N**	$2.00	$2.00	$0.00	**$2.00**	0.00%
Tax Bill Reprint	each	**N**	$0.00	$25.00	$0.00	**$25.00**	NEW
Payment Recalled by Bank	each	**N**	$0.00	$15.00	$0.00	**$15.00**	NEW
Tax Receipt	each	**N**	$0.00	$15.00	$0.00	**$15.00**	NEW
Transfer Utilities to Tax Account	each	**N**	$0.00	$5.00	$0.00	**$5.00**	NEW
Title Search	each	**N**	$0.00	$50.00	$0.00	**$50.00**	NEW
Rush Tax Certificate	each	**N**	$0.00	$100.00	$0.00	**$100.00**	NEW
Post-Dated Cheque Retrieval or Date Change	each	**N**	$0.00	$30.00	$0.00	**$30.00**	NEW
Tax Appeal Application	each	**N**	$0.00	$40.00	$0.00	**$40.00**	NEW

TOWN OF NEWMARKET
2022 USER FEES
SCHEDULE B

Commission: Corporate Services **Effective Date: January 1, 2022**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
PROCUREMENT SERVICES							
Quotations, Proposals and Tenders	Range from $10 to $259 depending on the complexity or value of the solicitation	**Y**	Range from $10 to $265 depending on the complexity or value of the solicitation	Range from $35 to $200 depending on the complexity or value of the solicitation		**Range from $35 to $200 depending on the complexity or value of the solicitation**	0.00%
INFORMATION TECHNOLOGY							
Custom Mapping (minimum charge of 1/2 hour)	per hour	**Y**	$51.25	$52.02	$6.76	**$58.78**	1.50%
	per additional copy (size 8.5x11 to 11x17)	**Y**	$2.04	$2.07	$0.27	**$2.34**	1.50%
	per additional copy (larger than 11x17)	**Y**	$5.13	$5.20	$0.68	**$5.88**	1.50%
Ward Polling Location Map	per copy	**Y**	$15.65	$15.89	$2.07	**$17.95**	1.50%
Individual Ward Map	per copy	**Y**	$15.65	$15.89	$2.07	**$17.95**	1.50%
Detailed Street Map	per copy	**Y**	$25.63	$26.01	$3.38	**$29.39**	1.50%
Municipal Address Map Series	full set of 42, D sized sheets	**Y**	$128.13	$130.05	$16.91	**$146.95**	1.50%
	per sheet (D sized)	**Y**	$6.85	$6.95	$0.90	**$7.85**	1.50%
	full set of 42, 11x17	**Y**	$78.41	$79.59	$10.35	**$89.94**	1.50%
	per sheet (11x17)	**Y**	$2.04	$2.07	$0.27	**$2.34**	1.50%
Large 2007 Ortho Meeting Room Map	per copy	**Y**	$51.25	$52.02	$6.76	**$58.78**	1.50%
Large 2009 Ortho Meeting Room Map	per copy	**Y**	$51.25	$52.02	$6.76	**$58.78**	1.50%
Large 2011 Ortho Meeting Room Map	per copy	**Y**	$102.50	$104.04	$13.52	**$117.56**	1.50%

Corporation of the Town of Newmarket

By-law 2021-60

A By-law to adopt Amendment Number 30 to the Town of Newmarket Official Plan, Amending Official Plan Amendment Number 10, the Urban Centres Secondary Plan (Upper Canada Mall, 17600 Yonge Street).

The Council of the Corporation of the Town of Newmarket, in accordance with the provisions of Section 17(22) and 21 of the Planning Act, RSO 1990, c.P.13, hereby enacts as follows:

1. That Amendment Number 30 to the Town of Newmarket Official Plan, consisting of the following explanatory text, is hereby adopted

2. And that this By-law shall come into force and take effect on the day of the final passing thereof.

Enacted this 22nd day of November, 2021.

_____
John Taylor, Mayor

_____
Lisa Lyons, Town Clerk

Amendment No. 30
to the
Town of Newmarket Official Plan

CONTENTS

PART A	**THE PREAMBLE**	**PAGE**
1.	Purpose of the Amendment	3
2.	Location	3
3.	Basis	3
PART B	**THE AMENDMENT**	
1.	Format of the Amendment	1
2.	Details of the Amendment	
	Item 1 Section 5.0 Land Use	7
	Item 2 Section 6.0 Character Areas	11
	Item 3 Section 10.0 Parks, Open Space and Natural Heritage	11
	Item 4 Schedule 3: Land Use	12
	Item 5 Schedule 4: Height and Density	12
	Item 6 Schedule 5: Street Network	12
	Item 7 Schedule 6: Parks, Open Space & Natural Heritage	12
	Item 8 Schedule 7: Regional Shopping Center Plan	12
3.	Schedules	
	Schedule A – Schedule 3: Land Use	
	Schedule B – Schedule 4: Height and Density	
	Schedule C – Schedule 5: Street Network	
	Schedule D – Schedule 6: Parks, Open Space & Natural Heritage	
	Schedule E – Schedule 7: Regional Shopping Center Plan	

PART C THE APPENDIX

Map 1 – Location Map

Map 2 – Phasing Plan

PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of Section II of the Town of Newmarket Official Plan (OPA No. 10), also known as the Newmarket Urban Centres Secondary Plan (Secondary Plan) to establish the Master Plan for the redevelopment of the Upper Canada Mall.

2. Location

The proposed amendments are made to the text and schedules of the Secondary Plan and are applied to 17600 Yonge Street as shown on Map 1 to this amendment.

The lands subject to this amendment are legally described as Part of Lots 96 and 97, Concession 1, West of Yonge Street, Town of Newmarket, Regional Municipality of York. The Subject Lands are located at the north west corner of Davis Drive and Yonge Street, and have an area of 30.78 ha (76.06 acres). The current use of the site is a regional shopping centre, and surrounding uses include low density residential and commercial to the north, commercial to the east, low density residential and commercial to the south, and low density residential to the west.

3. Basis

The majority of the Secondary Plan came into effect on April 30, 2015 save and except sections that were appealed. All appeals have been dealt with and the Secondary Plan came into full force and effect on October 18, 2018.

The Subject Lands are currently designated as being within the Newmarket Urban Centres Secondary Plan Area in accordance with Schedule A Land Use of the Town of Newmarket Official Plan. Schedules 3, 4, and 5 of the Secondary Plan identify the Subject Lands as the Regional Shopping Centre Study Area. Section 5.3.4 of the Secondary Plan identifies the Subject Lands as within the Yonge and Davis Character Area and anticipates that this area will evolve over the longer term into a mixed use area while maintaining its key function as a significant retail centre. Section 5.3.4 further identifies that a Master Plan for the Regional Shopping Centre Area is to be prepared by the landowner in cooperation with the Town, York Region, Metrolinx, and other relevant parties.

This amendment introduces new land use schedules to implement the Master Plan contemplated in Section 5.3.4 of the Secondary Plan and will permit the Subject

Lands to develop over the longer term into a mixed use area. The effect of this amendment is to alter the land use, height and density, street network, and parks designations in the Secondary Plan to implement a Master Plan as envisioned in Section 5.3.4.

The site is currently designated Mixed Use, Parks and Open Space, and Priority Commercial on Schedule 3 of the Secondary Plan. The amendment seeks to modify the location of the Parks and Open Space designation to concentrate it towards the northwest corner of Yonge Street and Davis Drive. Schedule 4 of the Secondary Plan designates a series of heights and densities on the Subject Lands. The amendment seeks to modify the placement of these designations to include a larger proportion of high density uses, with high and medium-high density uses along both Davis Drive and Yonge Street. Schedule 5 of the Secondary Plan contains a conceptual street network for the Regional Shopping Centre Study Area. The amendment seeks to modify the location of the proposed road network to accommodate the modified densities on Schedule 3. Schedule 6 of the Secondary Plan designates a neighbourhood park along the eastern edge of the Subject Lands. The amendment seeks to modify the location of this park to create in iconic park and gateway at the intersection of Yonge Street and Davis Drive. The amendment creates a new Schedule 7 which will show just the Regional Shopping Centre area and the heights and densities permitted. It will also show the development blocks, road network and park locations for context.

The proposed Master Plan is in conformity with the policy direction of the York Region Official Plan, Town of Newmarket Official Plan, and Secondary Plan, and serves to implement a Master Plan for the Subject Lands as required by the Secondary Plan.

Item 1 Section 5.0 Land Use

- Revise Section 5.1 to remove the reference to the Study Area and replace it with Regional Shopping Centre.
- Revise Policy 5.3.4 Regional Shopping Centre Study Area to recognize the completed Master Plan.
- Add Policy 5.3.4.1 to 5.3.4.1.xxvii which sets out the development criteria and further policy objectives for the redevelopment of the Upper Canada Mall property.

Item 2 Section 6.0 Character Areas

- Revise Section 6.3.5.v to remove reference to the Regional Shopping Center Study Area and replace with reference to the Regional Shopping Centre Area.

Item 3 Section 10.0 Parks, Open Space and Natural Heritage

- Revise Section 10.3.2.ii.b) to address the new size and plan for the Iconic Park.

Item 4 Schedule 3: Land Use

The following changes are proposed to Schedule 3: Land Use to provide reflect the Master Plan:

- Rename Regional Shopping Centre Study Area to Regional Shopping Center and add reference to Schedule 7;
- Adjust the proposed internal road network; and
- Adjust the Park and Open Space designations to match the proposed parks.
- Adjust the Priority Commercial Areas to reflect the road and block layout

Item 5 Schedule 4: Height and Density

- Rename Regional Shopping Centre Study Area to Regional Shopping Center Area and add reference to Schedule 7;
- Remove the height and density designations from the subject property note they are shown on Schedule 7

Item 6 Schedule 5: Street Network

The changes listed in Item 4 are also applicable to Schedule 5: Street Network. In addition, the following change is proposed to Schedule 5: Street Network:

- Adjust the Pedestrian Mews on the west side of the property further south to reflect the connection to the neighbouring property.

Item 7 Schedule 6: Parks, Open Space and Natural Heritage

The changes listed in Item 4 are also applicable to Schedule 6: Parks, Open Space and Natural Heritage. In addition, the following change is proposed to Schedule 6: Parks, Open Space and Natural Heritage for consistency purposes:

- Size and shape of the Iconic Park at Yonge and Davis;

Item 8 Schedule 7: Regional Shopping Center Plan

Add a new Schedule to the Secondary Plan, Schedule 7: Regional Shopping Center Plan which outlines the permitted minimum and maximum heights and densities.

PART B THE AMENDMENT

The Amendment describes the additions, deletions and/or modifications to Section II of the Town of Newmarket Official Plan and constitutes Official Plan Amendment No. 30.

1. Format of the Amendment

Official Plan Amendment No. 30 consists of the following proposed modifications to the text and Schedules to Section II of the Town of Newmarket Official Plan, also known as Newmarket Urban Centres Secondary Plan (Secondary Plan). Sections and Schedules of the Secondary Plan proposed for modifications are identified as **"Items**".

Where additions to the existing text are proposed, they are identified in "**bold**". Where the text is proposed to be deleted, it is shown in "~~strikethrough~~". Where appropriate, unchanged text has been included for context and does not constitute part of Official Plan Amendment No. 30.

2. Details of the Amendment

Item 1 Section 5.0 Land Use

a) Replace both instances of "Regional Shopping Centre Study Area" with "Regional Shopping Centre" in Section 5.1.

b) Replace Sections 5.3.4. and 5.3.4.1 with the following:

5.3.4 Regional Shopping Centre

i) The Regional Shopping Centre located at Yonge Street and Davis Drive identified on Schedule 7 is recognized as a key economic driver within the Town. It is anticipated that this area will evolve over the longer term into a mixed use area while maintaining its key function as a significant retail centre.

ii) Redevelopment of the Regional Shopping Center (Upper Canada Mall) shall be in accordance with Section 5.4.3.1.

5.4.3.1 Redevelopment of the Regional Shopping Centre

i) The site density and building height on lands municipally known in 2019 as 17600 Yonge Street, and commonly referred to as Upper Canada Mall, shall be as shown on Schedule 7.

ii) Each designation shown on Schedule 7 has a minimum and maximum density (FSI) and height permitted. The High, Medium-

High, and Medium designations also provide for a discretionary increase in height and density which can be applied for through a rezoning. Increases to the Permitted Maximum Heights or Permitted Maximum FSIs, but that do not exceed the Discretionary Maximum Height With Bonusing or the Discretionary Maximum FSI With Bonusing identified on Schedule 7, may be permitted without an amendment to the Official Plan, subject to the bonusing provisions of Policy 14.2.9 and the other applicable policies of this Plan, and in particular the Density and Height policies of Section 6 and the Urban Design policies of Section 7, as amended. Applications for rezoning which exceed the maximum permitted and are within the discretionary maximum will be subject to the Community Benefits Charge By-law or a Section 37 Bonusing agreement, whichever is applicable at the time. Community Benefits will be in accordance with Policy 14.2.9 of the Secondary Plan, as amended. Increased discretionary heights and densities will be considered on a phase by phase basis (i.e. with each rezoning application).

iii) The Special Policy Area at Yonge Street and Davis Drive, generally covering parts of Blocks G & H shown on Schedule 7, will allow for the consideration for additional heights and densities over the maximum discretionary heights and densities that are provided for on Schedule 7 by amendment to this Plan by the land owner. Any additional height and density permitted by a future official plan amendment will be subject to the community benefits and/or bonusing provisions in place at that time.

iv) A target of 35% of affordable housing, as per Regional policy 3.5.7, is desirable over the entire Regional Shopping Centre, shown on Schedule 7. However, if the Region of York target of 35% is not achievable, a minimum of 25% affordable housing must be achieved over the entire Regional Shopping Centre. Each phase of development must demonstrate how it is contributing to the overall goal so that all of the required affordable housing is not provided in one phase, one building, or one block of the development. York Region's definition of affordability will be used at the time of rezoning and site plan for each phase/block.

v) These policies do not preclude minor expansions or alterations to the Mall.

vi) As part of each development Phase shown on Appendix 2 of OPA 30, the Owner, Town and Region shall review the existing and planned public transportation connections, to the Upper Canada Mall site, and examine opportunities to strengthen transit integration focusing on transit-oriented design, and ensuring direct, efficient, safe, pedestrian connections to transit.

vii) Traffic, transportation, and transit will be further studied at each phase during the detailed design of the rezoning and site plan applications. The findings of the Transportation Demand Management Strategy shall be incorporated into the detailed design of each phase and block.

viii) Appropriate screening will be provided between residential lots which abut the subject lands and the new development. Screening may be provided in the form of fencing, landscape buffers, or other means as appropriate.

ix) Building placement and design shall look to reducing the impact of shadows on the Iconic Park identified on Schedule Park and surrounding low density residential areas.

x) Concept Site Plans and Streetscape and Landscape Plans, in accordance with Policy 14.2.8(i), shall be required for each application for rezoning and/or site plan application.

xi) All of the urban design elements of Section 7.3 of the Secondary Plan and the Town of Newmarket Urban Design Guidelines shall be addressed at each phase during the detail design of the site plan and zoning by-law amendment applications.

xii) Section 5.3.2 Priority Commercial Areas applies to the subject lands as shown on Schedule 3.

xiii) Specific energy efficiency and water conservation measures, as well as solid waste and construction waste management strategies will be required for each phase of the redevelopment.

xiv) Consideration for District Energy and Geothermal systems and other alternative heating/cooling systems will be further explored and considered in subsequent phases of development.

xv) Overall surface parking will be minimized as redevelopment happens on the subject lands. All Secondary Plan policies regarding cladding and hiding parking structures shall apply.

xvi) Each building shall incorporate solar panels and/or a white roof.

xvii) The detailed design of the Iconic Park, shown on Schedule 7, shall include gateway features. The design of the principle entrance to the site from Yonge Street shall also include gateway features.

xviii) Any additional streetscaping requirements along both the Yonge Street and Davis Drive frontages, outlined in the Yonge Street Davis

Drive Streetscape Master Plan shall be incorporated into the detailed design at the rezoning and site plan stage.

xix) Future public roads will be designed to incorporate green infrastructure such as LID, examples may include bio-swales, raingardens, permeable surfaces, infiltration facilities and soil cells.

xx) An Engineering Master Plan for the overall development will have to be completed in the first phase of the redevelopment.

xxi) Phasing of parkland will not be tied to construction of units but work towards the ultimate parkland dedication for the Regional Shopping Centre as shown in Schedule 7, and in accordance with the agreed upon parkland phasing plan. The requirements of the Parkland Dedication By-law will be reviewed through each rezoning and site plan application to determine if additional lands or cash-in-lieu is required.

xxii) Detailed design of the Iconic Park will happen in Phase 1 of the redevelopment. Due to the stormwater ponds, the Iconic Park will be designed as such that it can be split into two phases. The Park design submitted in Phase 1 should be the ultimate park design (both phases). The Iconic Park will be designed such that it can be phased in, with the first phase of construction happening in Phase 1 of the redevelopment. The detailed design will take guidance from Policy 10.3.2.ii.b) of this Plan.

xxiii) An interim design of the Iconic Park will be constructed with the first phase of the park to provide access to the proposed trails in the stormwater ponds. At the time of the second phase of the Iconic Park construction, this interim design will be replaced.

xxiv) Further detailed communication with residents will be required at rezoning stage for each phase of the project. For blocks adjacent to existing residential areas, enhanced communication (beyond statutory requirements) will be required, consideration should be given to in person and online Public Information Centres and enhanced engagement with residents.

xxv) Consideration shall be given to locating public community uses on the lands.

xxvi) Consideration shall be given to pedestrian connections into surrounding lands during rezoning and site plan approvals. Pedestrian connections aim to connect the future community on the subject lands with the surrounding neighbourhoods. They will contribute to the walkability of the Regional Shopping Centre and the surrounding neighbourhoods. Specifically the Pedestrian Mews

shown on Schedule 5 will be implemented during the detailed design of that phase/block.

xxvii) In support of the future undergrounding of hydro wires a 5m easement or land dedication in favour of, and to the satisfaction of Newmarket Tay Power (NTP), shall be provided along the Yonge Street frontage. A 5m easement or land dedication shall also be required along Davis Drive frontage. This is outside of the Regional ROW for Yonge Street and Davis Drive.

xxviii) All other policies of the Secondary Plan shall also apply. If there is conflict between this section and another section, this section shall prevail.

Item 2 Section 6.0 Character Areas

a) Revise Policy 6.3.5.v. as follows:

The ~~site of the Upper Canada Mall~~ Regional Shopping Centre as identified on Schedule 3 & 7 is anticipated to redevelop over the long term into a mixed use area, while still maintaining it's predominantly retail function and is subject to the Regional Shopping Centre ~~Study Area~~ provisions of this Plan (Sections 5.3.4 and 5.3.4.1). The Yonge Davis ~~Neighbourhood Park~~ **Iconic Park,** shown on **Schedules 6 & 7**, is the main focal point for the Yonge and Davis Character Area, as well as for the overall Urban Centres.

Item 3 Section 10.0 Parks, Open Space and Natural Heritage

a) Revise Policy 10.3.2.ii.b) as follows:

~~Neighbourhood Park 2~~ **Iconic Park** (Yonge and Davis **Iconic Park, approximately 1.0** ha ~~Yonge and Davis, currently identified at a minimum of approximately 1.4 ha~~) - The ~~Neighbourhood Park~~ **Iconic Park** at Yonge Street and Davis Drive will be a major focal point within the Urban Centres and **will be implemented in phases to allow for the undergrounding of the existing stormponds**. ~~may be enlarged as development proceeds in this area~~. It will function as a dynamic outdoor space, evoking a sense of community pride and identity that serves the planned intensification of the surrounding area. ~~The existing stormwater management pond, which is currently privately owned, will be reconfigured through innovative stormwater management techniques. I~~**t will be designed** so that it may allow for an enhanced green space and landmark civic feature including the

existing stormponds. This park will accommodate a greater degree of hardscaped elements, dynamic public art pieces, informal play, seating areas and spaces for cultural gatherings. The development of this open space feature will require a detailed landscape plan and it is intended to be one of the signature and iconic spaces within the Urban Centres when completed. **The redevelopment of the park will happen in phases, in accordance with Section 3.5.4.1. To minimize throw away costs, the design should allow for construction in two phases. The first phase and interim solution will address the existing stormwater management pond(s) on the property.**

Item 3 Schedule 3: Land Use

Delete Schedule 3: Land Use and replace with the attached Schedule A to this amendment as Schedule 3 to the Secondary Plan.

Item 4 Schedule 4: Height and Density

Delete Schedule 4: Height and Density and replace with the attached Schedule B to this amendment as Schedule 4 to the Secondary Plan.

Item 5 Schedule 5: Street Network

Delete Schedule 5: Street Network and replace with the attached Schedule C to this amendment as Schedule 5 to the Secondary Plan.

Item 6 Schedule 6: Parks, Open Space & Natural Heritage

Delete Schedule 6: Parks, Open Space & Natural Heritage and replace with the attached Schedule D to this amendment as Schedule 6 to the Secondary Plan.

Item 7 Schedule 7: Regional Shopping Center Plan

Add Schedule 7: Regional Shopping Center Plan to the Secondary Plan

3. Schedules

Schedule A – Schedule 3: Land Use

Schedule B – Schedule 4: Height and Density

Schedule C – Schedule 5: Street Network

Schedule D – Schedule 6: Parks, Open Space & Natural Heritage

Schedule E – Schedule 7: Regional Shopping Centre Plan

4. Implementation and Interpretation

This Amendment to the Official Plan will be implemented as follows:

a) Zoning By-law

It is Council's intent to implement this Amendment by enacting an appropriate zoning by-law pursuant to the provisions of the Planning Act R.S.O. 1990, C.P. 13, on the lands affected by this amendment.

b) Site Plan Approval

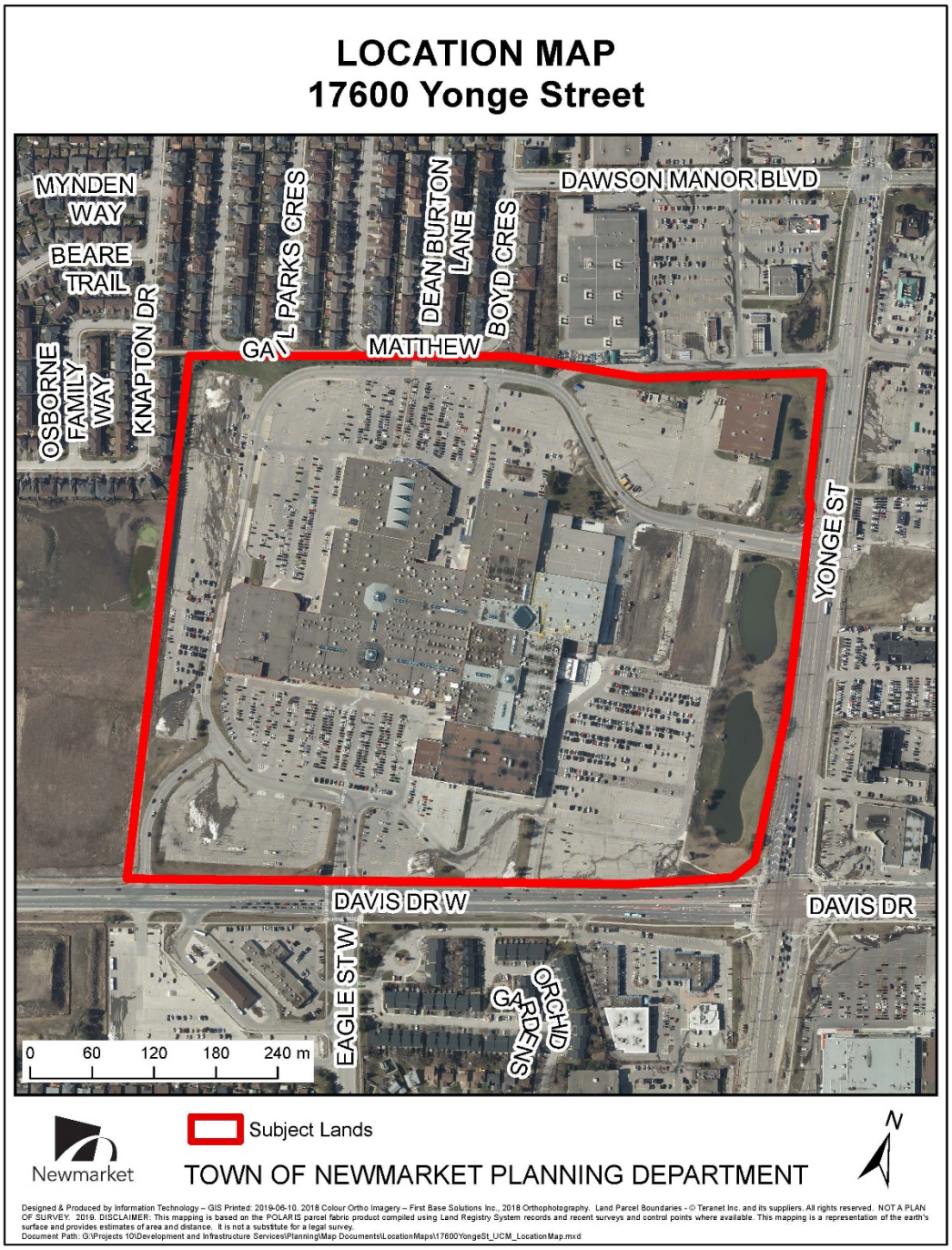
It is Council's intent to implement this Amendment, the land use designations and policies of this Plan, and a high standard of site layout and design by requiring site plan approval pursuant to the provisions of the Planning Act, on the Lands affected by this Amendment.

PART C THE APPENDIX

The following appendix does not constitute part of this Amendment and is included for information purposes only.

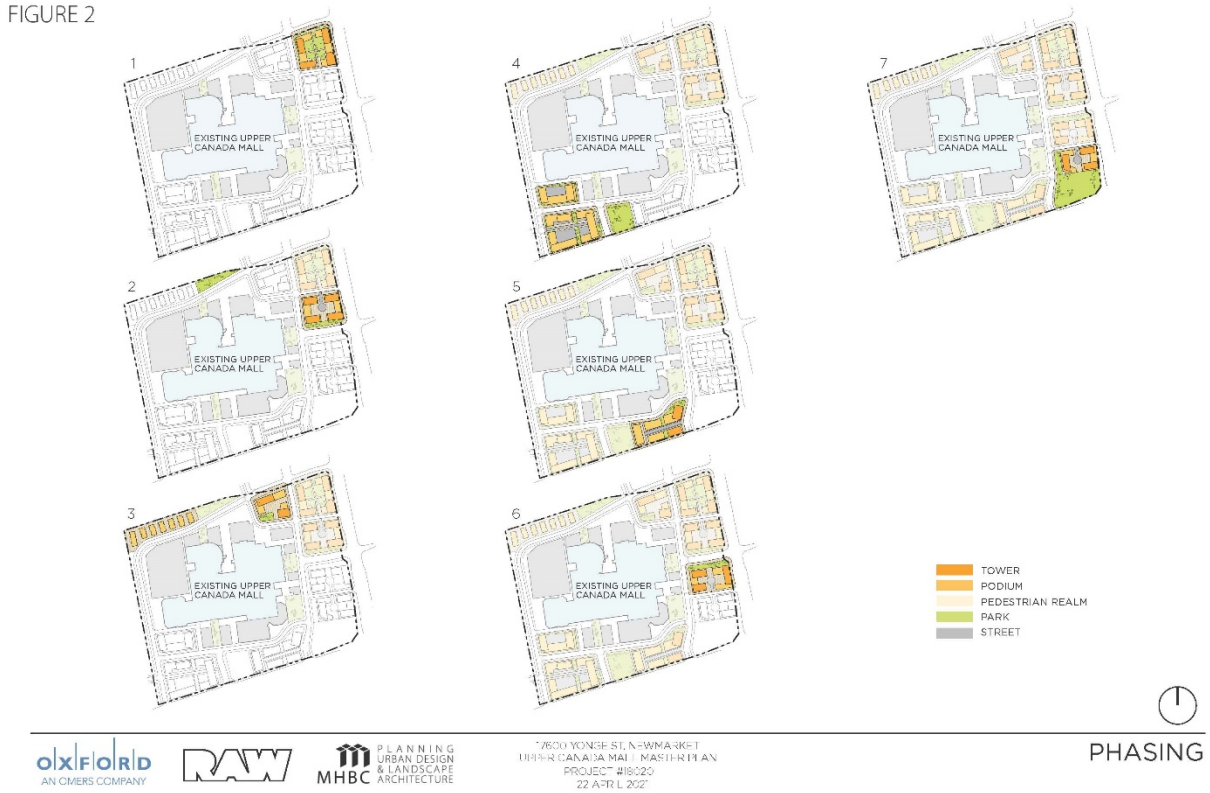
1. Map 1

Map 1, which shows the location of the subject lands is attached hereto for information purposes only.



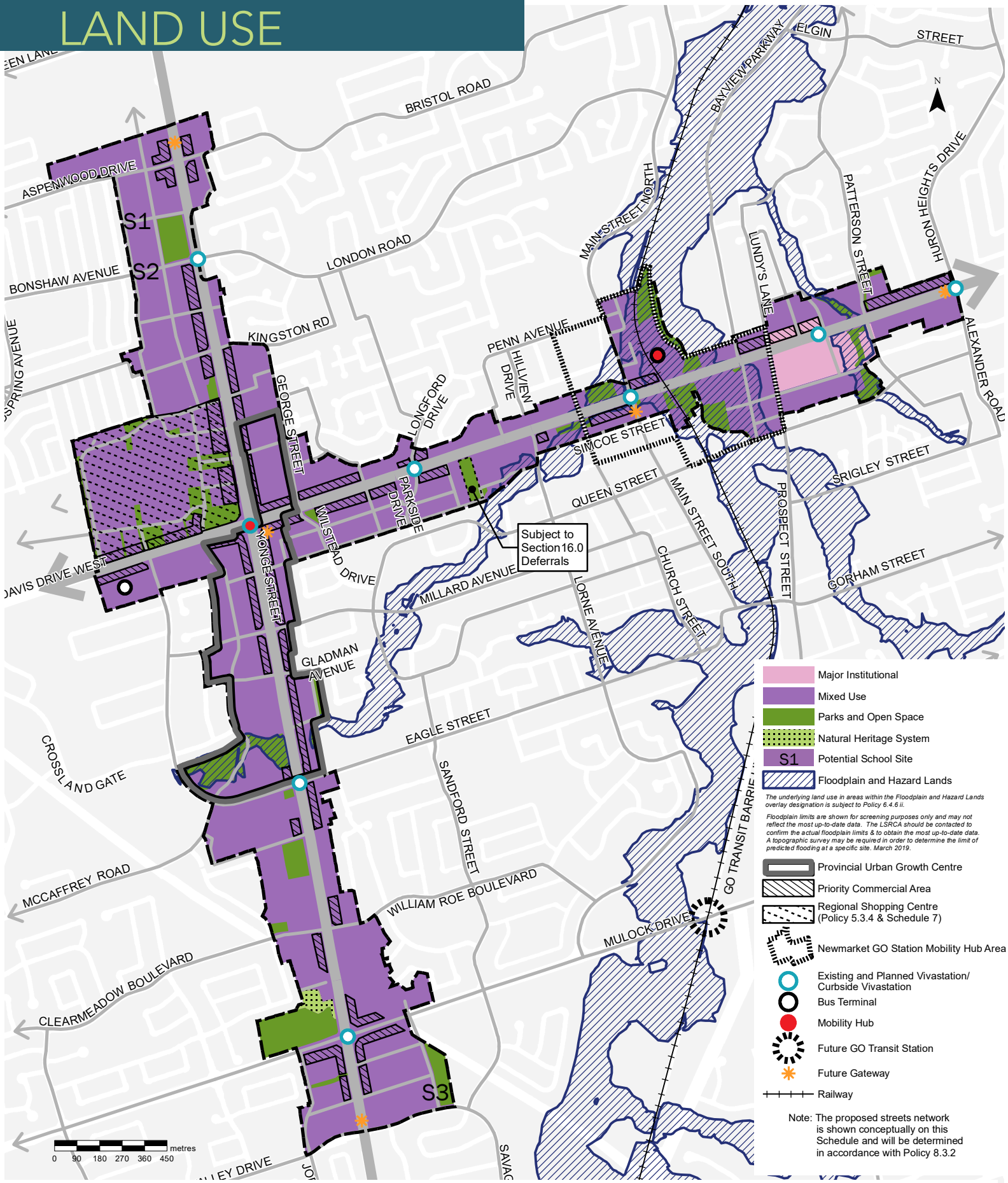
2. Map 2

Map 2, which shows the proposed phasing plan is attached hereto for information purposes only.



SCHEDULE 3: LAND USE

Newmarket

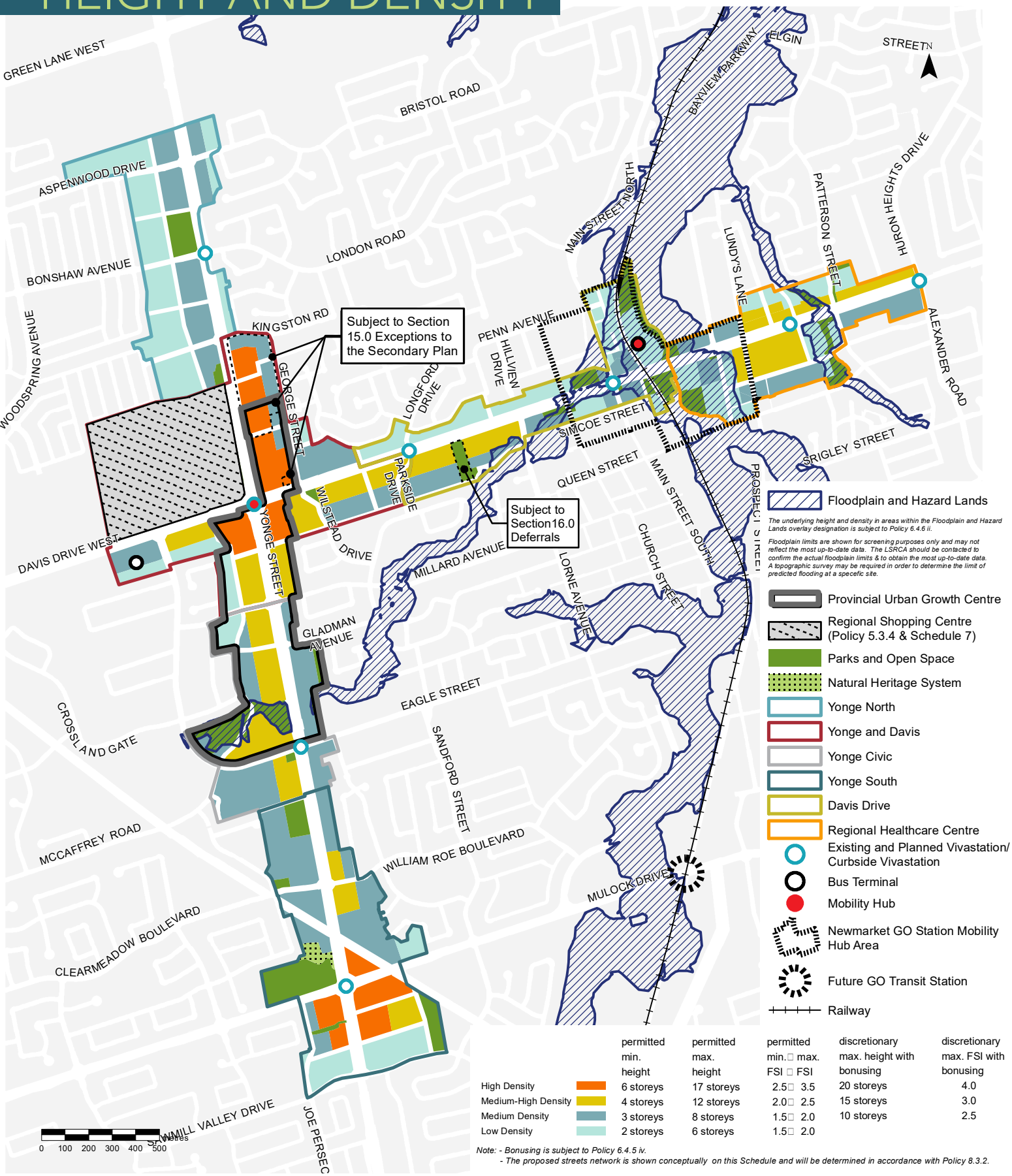


Designed & Produced by Information Technology – GIS Updated: September 2021. Source: Roads, Municipal Boundary, Railway, Waterbodies- Geomatics Division, Planning and Development Services Department © The Regional Municipality of York, 2011; Flood Plain - Lake Simcoe Region Conservation Authority, 2019; All other map layers - Town of Newmarket. **DISCLAIMER: This document is provided by the Town of Newmarket for your personal, non-commercial use. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.**

G:\Projects 10\Development and Infrastructure Services\Planning\Map Documents\Secondary_Plan\Working\SecondaryPlan_Schedule_3_UCM_NOV2021.mxd

SCHEDULE 4: HEIGHT AND DENSITY

Newmarket



	permitted min. height	permitted max. height	permitted min. FSI	permitted max. FSI	discretionary max. height with bonusing	discretionary max. FSI with bonusing
High Density	6 storeys	17 storeys	2.5	3.5	20 storeys	4.0
Medium-High Density	4 storeys	12 storeys	2.0	2.5	15 storeys	3.0
Medium Density	3 storeys	8 storeys	1.5	2.0	10 storeys	2.5
Low Density	2 storeys	6 storeys	1.5	2.0		

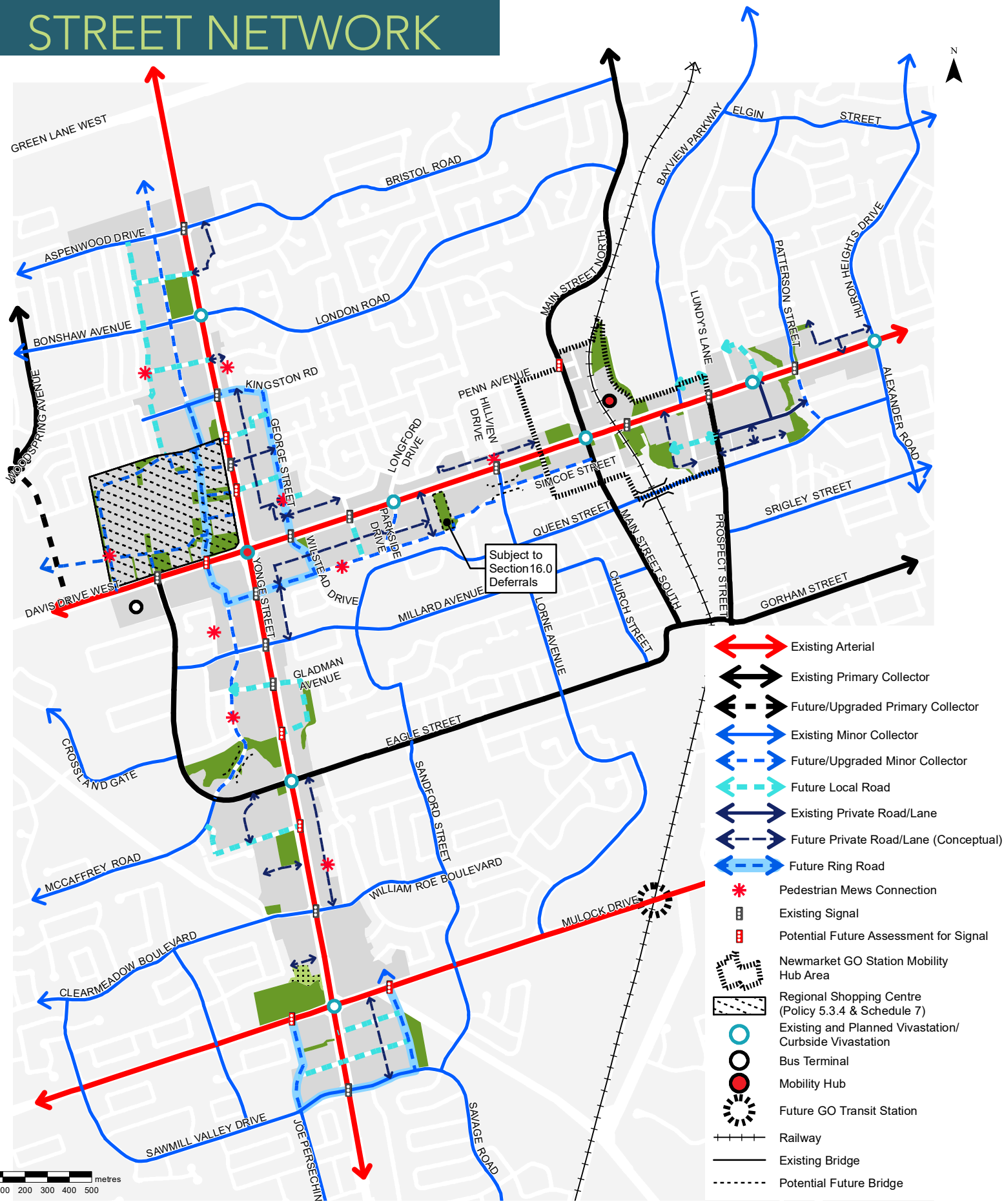
Note: - Bonusing is subject to Policy 6.4.5 iv.
- The proposed streets network is shown conceptually on this Schedule and will be determined in accordance with Policy 8.3.2.

Designed & Produced by Information Technology – GIS Updated: September 2021. Source: Roads, Municipal Boundary, Railway, Waterbodies- Geomatics Division, Planning and Development Services Department © The Regional Municipality of York, 2011; Flood Plain - Lake Simcoe Region Conservation Authority, 2019; All other map layers - Town of Newmarket. **DISCLAIMER: This document is provided by the Town of Newmarket for your personal, non-commercial use. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.**

G:\Projects 10\Development and Infrastructure Services\Planning\Map Documents\Secondary_Plan\Working\SecondaryPlan_Schedule_4_UCM_NOV2021.mxd

SCHEDULE 5: STREET NETWORK

Newmarket

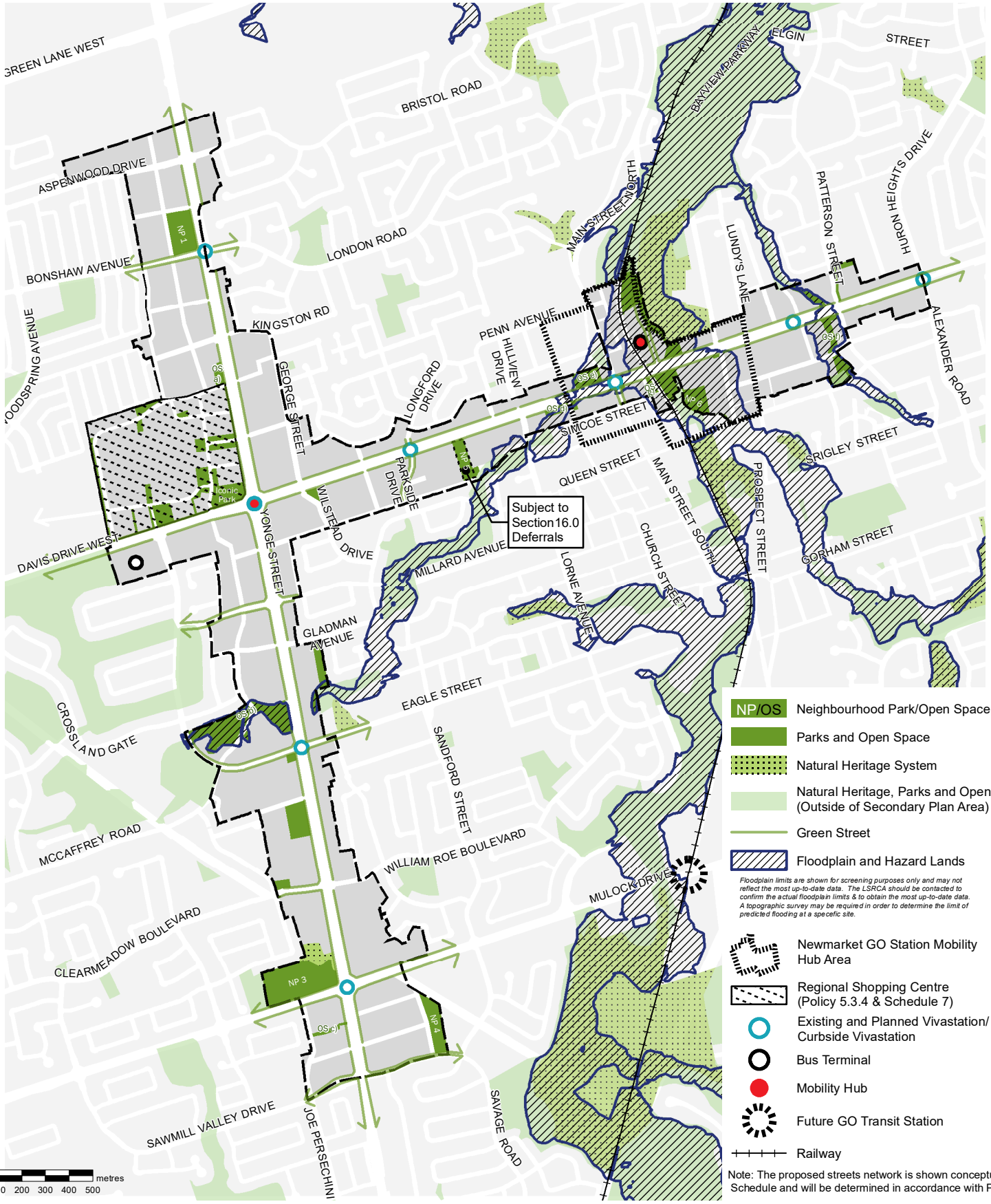


Designed & Produced by Information Technology – GIS Updated: September 2021. Source: Roads, Municipal Boundary, Railway, Waterbodies- Geomatics Division, Planning and Development Services Department © The Regional Municipality of York, 2011; Flood Plain - Lake Simcoe Region Conservation Authority, 2019; All other map layers - Town of Newmarket. **DISCLAIMER: This document is provided by the Town of Newmarket for your personal, non-commercial use. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.**

G:\Projects 10\Development and Infrastructure Services\Planning\Map Documents\Secondary_Plan\Working\SecondaryPlan_Schedule_5_UCM_NOV2021.mxd

SCHEDULE 6: PARKS, OPEN SPACE & NATURAL HERITAGE

Newmarket

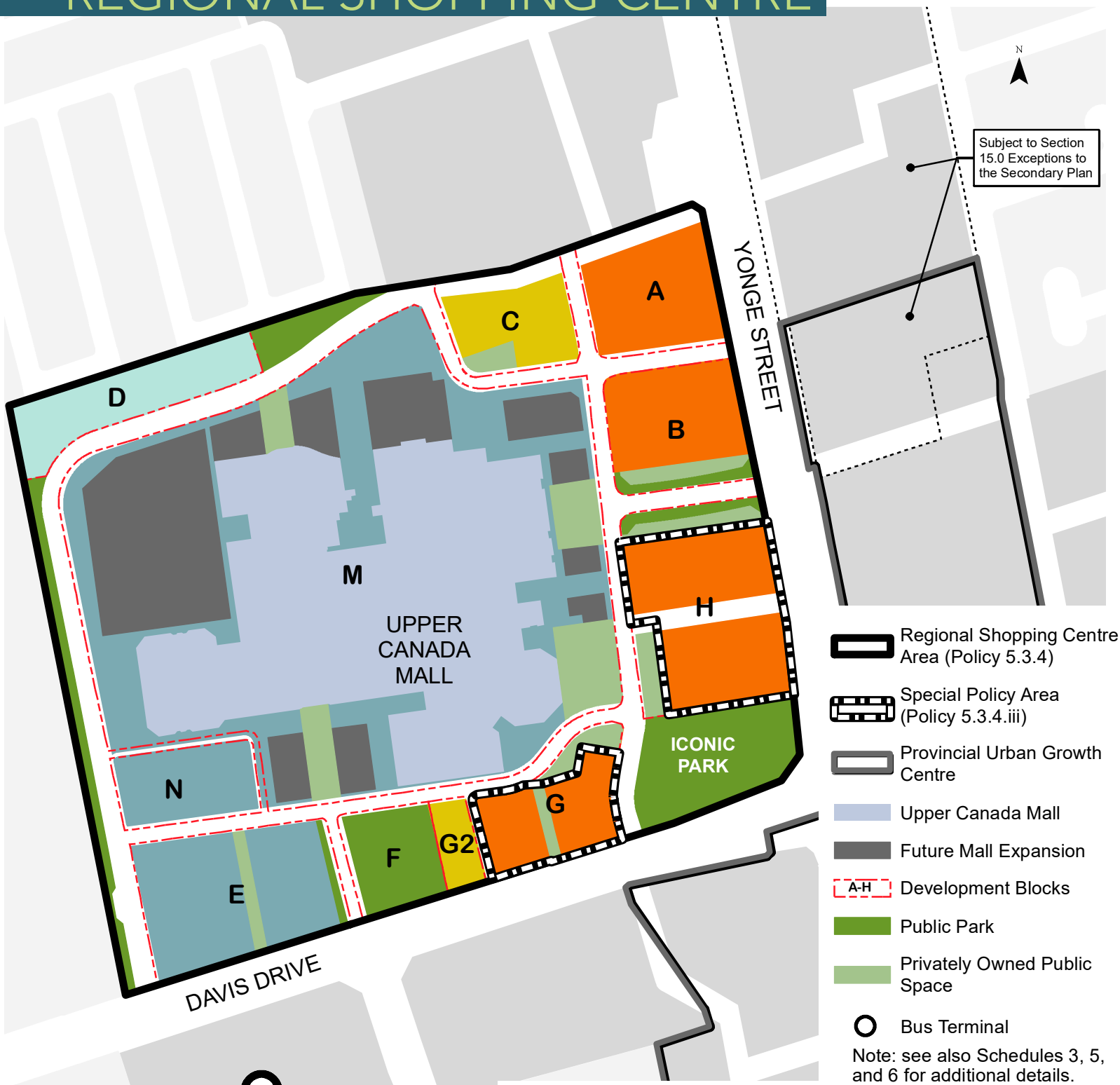


Designed & Produced by Information Technology – GIS Updated: September 2021. Source: Roads, Municipal Boundary, Railway, Waterbodies- Geomatics Division, Planning and Development Services Department © The Regional Municipality of York, 2011; Flood Plain - Lake Simcoe Region Conservation Authority, 2019; All other map layers - Town of Newmarket. **DISCLAIMER: This document is provided by the Town of Newmarket for your personal, non-commercial use. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.**

G:\Projects 10\Development and Infrastructure Services\Planning\Map Documents\Secondary_Plan\Working\SecondaryPlan_Schedule_6_UCM_NOV2021.mxd

SCHEDULE 7: REGIONAL SHOPPING CENTRE

Newmarket



		permitted min. height	permitted max. height	permitted min. FSI	permitted max. FSI	discretionary max. height with bonusing	discretionary max. FSI with bonusing
High Density		6 storeys	17 storeys	2.5	3.5	20 storeys	4.5
Medium-High Density		4 storeys	12 storeys	2.0	2.5	18 storeys	3.5
Medium Density		3 storeys	8 storeys	1.5	2.0	10 storeys	3.0
Low Density		2 storeys	6 storeys	1.5	2.0		

Note: An increase in the Discretionary Max Height and FSI with Bonusing of the High Density Special Policy Areas may be determined by a future Official Plan Amendment application by the applicant.

Designed & Produced by Information Technology – GIS Updated: September 2021. Source: Roads, Municipal Boundary, Railway, Waterbodies- Geomatics Division, Planning and Development Services Department © The Regional Municipality of York, 2011; Flood Plain - Lake Simcoe Region Conservation Authority, 2019; All other map layers - Town of Newmarket. **DISCLAIMER: This document is provided by the Town of Newmarket for your personal, non-commercial use. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.**

G:\Projects 10\Development and Infrastructure Services\Planning\Map Documents\Secondary_Plan\Working\SecondaryPlan_Schedule_7_UCM_NOV2021.mxd

Newmarket

Corporation of the Town of Newmarket

By-law 2021-61

A By-law to amend by-law 2019-63, as amended, being a by-law to regulate parking within the Town of Newmarket.
(Schedule IV – No Parking).

Whereas it is deemed necessary to amend By-law 2019-63, as amended, being a By-law to Regulate Parking within the Town of Newmarket.

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

1. THAT Schedule IV (No Parking) of the Parking By-law 2019-63, as amended, be further amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Jordanray Boulevard	North/ west (inner curve)	From the property line between house #89 and #91 Jordanray Boulevard to a point opposite the property line between house #96 and #98 Jordanray Boulevard	Anytime

Enacted this 22nd day of November, 2021.

_____
John Taylor, Mayor

_____
Lisa Lyons, Town Clerk

Newmarket

Corporation of the Town of Newmarket

By-law 2021-62

A By-law to confirm the proceedings of a meeting of Council - Electronic – November 22, 2021

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

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

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

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

1. That subject to Section 3 of this by-law, every decision of Council, as evidenced by resolution or motion, taken at the meeting at which this by-law is passed, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted;

2. And that the execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized;

3. And that nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied;

4. And that any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

Enacted this 22nd day of November, 2021.

_____
John Taylor, Mayor

_____
Lisa Lyons, Town Clerk