

Additions & Corrections to the Agenda

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

Declarations of Pecuniary Interest

Presentations & Recognitions

1. PowerPoint Presentation by Ms. Sharon Sterling, Director, Transportation Planning, WSP Canada Inc. regarding Hospital Area Parking Review. (Related to Item 5) p. 1
2. RESCHEDULED TO APRIL 18, 2016 - Mr. Paul Ferguson, President, Newmarket-Tay Power to address the Committee regarding CustomerFirst Shareholding.
3. RESCHEDULED TO APRIL 18, 2016 - Mr. Paul Ferguson, President, Newmarket-Tay Power to address the Committee regarding Ontario Energy Board Scorecard.
4. PowerPoint Presentation by the Director of Legislative Services/Town Clerk and the Manager of Customer Services regarding 'Customer Complaint Policy'. (Related to Item 6)

Presentation to be distributed when available.

Deputations

Consent Items (Items # 5 to 31)

5. Development and Infrastructure Services Report - Engineering Services 2016-17 dated March 2, 2016 regarding Hospital Area Parking Review. p. 22

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-17 dated March 2, 2016 entitled 'Hospital Area Parking Review' be received and the following recommendations be adopted:

i) THAT the Strategic Action Plan contained in Appendix A of this report be implemented to address parking issues in the Southlake Regional Health Centre area;

ii) AND THAT a copy of this report and the Council Extract and the WSP report be forwarded to representatives of Southlake Regional Health Centre for their review and coordination with Town staff.

6. Joint Community Services - Customer Services and Corporate Services - Legislative Services Report 2016-03 dated March 9, 2016 regarding 'Customer Complaint Policy'. p. 26

The Commissioner of Community Services, the Acting Commissioner of Corporate Services, the Director of Legislative Services and the Manager of Customer Services recommend:

a) THAT Joint Community Services - Customer Services and Corporate Services - Legislative Services Report 2016-03 dated March 9, 2016 regarding 'Customer Complaint Policy' be received and the following recommendation be adopted:

i) THAT Council adopt Policy No. CORP.1-10 'Customer Complaint Policy' (attached as Appendix A).

7. Corporate Services Report - Legislative Services 2016-08 dated March 8, 2016 regarding Regional Municipality of York - Road Rehabilitation Program (Noise By-law Exemption). p. 37

The Acting Commissioner of Corporate Services, the Director of Legislative Services and the Supervisor of By-law Enforcement recommend:

a) THAT Corporate Services Report - Legislative Services 2016-08 dated March 8, 2016 regarding Regional Municipality of York - Road Rehabilitation Program Request for Exemption from the Noise By-law be received and the following recommendations be adopted:

i) THAT a by-law to exempt the Regional Municipality of York from the Noise By-law (2004-94) be enacted to facilitate their road rehabilitation program on Prospect Street in the Town of Newmarket for a period from April 11, 2016 to June 10, 2016 between the hours of 8:00 p.m. to 10:00 p.m. Monday through Saturday;

ii) AND THAT the Regional Municipality of York notify area residents one week prior to the start of the work.

8. Joint Community Services Report - Economic Development, Recreation and Culture, Development and Infrastructure Services Public Works Services, Corporate Services - Legislative Services 2016-10 dated March 2, 2016 regarding the Town of Newmarket Food Truck Program. p. 41

The Commissioners of Community Services, Development and Infrastructure Services and Corporate Services and the Director of Recreation and Culture, Public Works Services and the Supervisor of By-law Enforcement recommend:

a) THAT Community Services Report - Economic Development, Community Services - Recreation and Culture, Development and Infrastructure Services - Public Works and Corporate Services - Legislative Services Joint Report 2016-10 dated March 2, 2016 regarding the Town of Newmarket Food Truck Program be received and the following recommendations be adopted:

i) THAT effective in 2016, the Town issue an annual Request for Proposals for annual licenses for up to two food trucks at Fairy Lake Parking Lot # 1 and up to two food trucks along Cane Parkway adjacent to Fairy Lake Park (see Attachment A and B for specific locations);

ii) AND THAT in follow-up to his February 1, 2016 Committee of the Whole deputation, Mr. Andrew Tedford - Wickedly Sinful Truck Eats and Sweets be informed of Council direction with respect to this report.

9. Joint Community Services - Recreation and Culture, Development and Infrastructure Services - Public Works Services, Engineering Services, Corporate Services - Finance Report 2016-11 dated March 2, 2016 regarding Implementation Plan - Future Facilities and Land Use. p. 47

The Commissioners of Community Services, Development and Infrastructure Services, Corporate Services and the Directors of Recreation and Culture, Public Works Services and Engineering Services recommend:

a) THAT Joint Community Services - Recreation and Culture, Development and Infrastructure Services - Public Works Services, Engineering Services, Corporate Services - Finance Report 2016-11 dated March 2, 2016 regarding Implementation Plan - Future Facilities and Land Use be received and the following recommendations be adopted:

i) THAT Phase 2 of the Recreation Playbook Implementation Plan be approved as outlined in the report, with public consultation done as part of applicable design processes;

ii) AND THAT Phase 3 of the Recreation Playbook Implementation Plan be shared with the community through a public consultation process;

iii) AND THAT Council and the Newmarket Library Board conduct a facilitated Joint Planning Workshop in Q3, 2016 to explore future library considerations;

iv) AND THAT future Council Workshops be done to consider specific uses and negotiation strategies on potential property acquisitions, as outlined in the report.

10. Corporate Services Report - Legal Services 2016-02 dated March 9, 2016 p. 55 regarding the Review and Update of Delegation By-law 2007-114.

The Acting Commissioner of Corporate Services and the Director of Legal Services/Municipal Solicitor recommend:

a) THAT Corporate Services Report - Legal Services 2016-*2 dated March 9, 2016 regarding the Review and Update of Delegation By-law 2007-114 be received and the following recommendations be adopted:

i) THAT subject to Council comments and suggestions to staff regarding the matters contained in the draft revised Delegation By-law, that staff be directed to bring forward the updated Delegation By-law substantially in the form attached as 'Appendix A' to Council for adoption;

ii) AND THAT the revised, approved Delegation By-law be updated from time to time to reflect new areas of delegated authority.

11. Development and Infrastructure Services Report - Engineering Services 2016-09 p. 96 dated February 10, 2016 regarding 955-995 Mulock Drive, Application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision - Lorne Park Gardens Inc. - Letter Received from YRSCC 969 and YRCC 944.

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-09 dated February 10, 2016 regarding the letter received from YRSCC 969 and YRCC 944 with respect to the Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision for Lorne Park Gardens Inc. located at 955-995 Mulock Drive be received and the following recommendations be adopted:

i) THAT the Town not consider assuming responsibility for maintenance of the storm sewer system located within the YRSCC 969 and YRCC 944 lands;

ii) AND THAT Ms. Wendy Gamoyda, President of YRSCC 969 and Mr. Scott Stewart, President of YRCC 944 be notified of this action.

12. Development and Infrastructure Services Report - Engineering Services 2016-11 dated March 1, 2016 regarding Cedar Manor Residential Subdivision Phase 2 Request for Final Acceptance and Assumption. p. 103

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-11 dated March 1, 2016 regarding the Final Acceptance and Assumption of Underground Works be received and the following recommendations be adopted:

i) THAT the request for Final Acceptance and Assumption of Underground Works of the Cedar Manor Residential Subdivision, Phase 2, 65M-4340 as shown on the attached map, be finally accepted and assumed by the Town;

ii) AND THAT Mr. Mauro Baldassarra of Cedar Manor Home Corp. and Mr. Angelo A. Maurizio, P. Eng., of Schaeffers Consulting Engineers Ltd. be notified of these recommendations.

13. Development and Infrastructure Services Report - Engineering Services 2016-13 dated March 1, 2016 regarding Cedar Manor Residential Subdivision Phase 3 Request for Final Acceptance and Assumption. p. 107

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-13 dated March 1, 2016 regarding the Final Acceptance and Assumption of Underground Works be received and the following recommendations be adopted:

i) THAT the Request for Final Acceptance and Assumption of Underground Works of the Cedar Manor Residential Subdivision, Phase 3 as shown on the attached map, be finally accepted and assumed by the Town;

ii) AND THAT Mr. Mauro Baldassarra of Cedar Manor Home Corp., and Mr. Angelo A. Maurizio, P. Eng., of Schaeffers Consulting Engineers Ltd. be notified of these recommendations.

14. Development and Infrastructure Services Report - Engineering Services 2016-12 dated February 22, 2016 regarding Servicing Extension Agreement (By-law 2001-102). p. 111

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-12 dated February 22, 2016 regarding Servicing Extension Agreement (By-law 2001-102) be received and the following recommendations be adopted:

i) THAT staff be authorized to work with the Town of East Gwillimbury to complete a servicing justification study to assess the impact on the existing Newmarket sanitary sewer system of extending servicing beyond the lands identified in the 'Servicing Extension Agreement' (By-law 2001-102), in order to service East Gwillimbury's Highway 404 Employment Lands to meet immediate needs;

ii) AND THAT the Town of East Gwillimbury engages the Town of Newmarket's Engineering Consultant, WSP, currently undertaking the Town's 'Water/Wastewater Master Planning Study' to complete a servicing justification study, at their sole cost and to the satisfaction of the Town;

iii) AND THAT subject to the recommendations in the servicing justification study that the Servicing Extension Agreement be amended accordingly;

iv) AND THAT the CAO, Town of East Gwillimbury be notified of this action by the Clerk.

15. Development and Infrastructure Services Report - Engineering Services 2016-15 dated March 4, 2016 regarding Amendments to the Parking By-law 1993-62 - Alex Doner Drive. p. 116

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-15 dated March 4, 2016 regarding Amendments to the Parking By-law 1993-62 - Alex Doner Drive be received and the following recommendations be adopted:

i) THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by deleting the following:

The south side of Alex Doner Drive between #302 and #334 - prohibited time - anytime.

ii) AND THAT the necessary By-law be prepared and submitted to Council for its approval.

16. Development and Infrastructure Services Report - Engineering Services 2016-18 dated March 4, 2016 regarding Amendments to the Parking By-law 1993-62 - Walter Avenue. p. 119

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2016-18 dated March 4, 2016 regarding Amendments to the Parking By-law 1993-62 - Walter Avenue be received and the following recommendations be adopted:

i) THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by deleting the following:

Both Sides of Walter Avenue between Newbury Drive to north limit - prohibited times - anytime

ii) AND THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by adding the following:

North Side of Walter Avenue between Newbury Road and #48 Walter Avenue - prohibited times – anytime

West Side of Walter Avenue between Barbara Road and Cardinal Crescent - prohibited times - anytime

iii) AND THAT the necessary By-law be prepared and submitted to Council for its approval.

17. Development and Infrastructure Services - Planning and Building Services Report 2016-10 dated March 10, 2016 regarding Application for Official Plan Amendment and Zoning By-law Amendment - 16333 Leslie Street. p. 123

The Commissioner of Development and Infrastructure Services and the Director of Planning and Building Services recommend:

a) THAT Development and Infrastructure Services - Planning and Building Services Report 2016-10 dated March 10, 2016 regarding Application for Official Plan Amendment and Zoning By-law Amendment be received and the following recommendations be adopted:

i) THAT the Application for Official Plan Amendment and Zoning By-law Amendment, as submitted by 724903 Ontario Inc. for lands being composed of Block 102, Plan 65M-3963, municipally known as 16333 Leslie Street be referred to a public meeting;

ii) AND THAT following the public meeting, issues identified in this report, together with comments of the public, Committee, and those received through the agency and departmental circulation of the application be addressed by staff in a comprehensive report to the Committee of the Whole, if required;

iii) AND THAT Ms. Janice A. Robinson, Goldberg Group, 2098 Avenue Road, Toronto, ON M5M 4A8 be notified of this action.

18. Newmarket Public Library Board Minutes of January 20, 2016. p. 134

The Newmarket Public Library Board recommends:

a) THAT the Newmarket Public Library Board Minutes of January 20, 2016 be received.

19. Main Street District Business Improvement Area Board of Management Minutes of January 19, 2016. p. 138

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

a) THAT the Main Street District Business Improvement Area Board of Management Minutes of January 19, 2016 be received.

20. New Business Item of the Main Street District Business Improvement Area Board of Management Minutes of January 19, 2016 regarding cellular service. p. 145

The Operational Leadership Team recommends:

a) THAT the following be referred to staff.

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

a) THAT the Main Street District Business Improvement Area Board of Management requests the Town of Newmarket staff investigate the feasibility of improved cellular phone coverage and extension of Wi-Fi network service in the downtown core.

21. Newmarket Environmental Advisory Committee Minutes of December 9, 2015. p. 146

The Newmarket Environmental Advisory Committee recommends:

a) THAT the Newmarket Environmental Advisory Committee Minutes of December 9, 2015 be received.

22. Newmarket Downtown Development Committee Minutes of November 27, 2015. p. 149

The Newmarket Downtown Development Committee recommends:

a) THAT the Newmarket Downtown Development Committee Minutes of November 27, 2015 be received.

23. Joint Newmarket Downtown Development Committee and Lower Main Street South Heritage Conservation District Advisory Group Minutes of November 27, 2015. p. 153

The Joint Newmarket Downtown Development Committee and Lower Main Street South Heritage Conservation District Advisory Group recommend:

a) THAT the Joint Newmarket Downtown Development Committee and Lower Main Street South Heritage Conservation District Advisory Group Minutes of November 27, 2015 be received.

24. Accessibility Advisory Committee Minutes of January 21, 2016 and March 10, 2016. p. 156

The Accessibility Advisory Committee recommends:

a) THAT the Accessibility Advisory Committee Minutes of January 21, 2016 and March 10, 2016 be received.

25. Item 1 of the Accessibility Advisory Committee Minutes of March 10, 2016. p. 163

The Accessibility Advisory Committee recommends:

a) THAT the Town of Newmarket enter into an agreement with the City of Vaughan for the provision of accessible taxicab services;

i) AND THAT the Accessibility Advisory Committee work with Town staff to develop a communication and marketing plan.

26. Central York Fire Services - Joint Council Committee Minutes of November 3, 2015. p. 164

The Central York Fire Services - Joint Council Committee recommend:

a) THAT the Central York Fire Services - Joint Council Committee Minutes of November 3, 2015 be received.

27. Central York Fire Services - Joint Council Committee (Closed Session) Minutes of November 3, 2015.

The Central York Fire Services - Joint Council Committee recommends:

a) THAT the Central York Fire Services - Joint Council Committee (Closed Session) Minutes of November 3, 2015 be received.

28. Correspondence dated February 27, 2016 from Mr. Jack Hurst, President, Triton Sales & Marketing Inc. requesting proclamation of April 4 to 17, 2016 as 'Stop the Illegal and Illicit Trade of Wildlife in York Region Weeks' in the Town of Newmarket. p. 169

Recommendations:

a) THAT the correspondence by Mr. Jack Hurst, President, Triton Sales & Marketing Inc. be received;

i) AND THAT the Town of Newmarket proclaim April 4 to 17, 2016 as 'Stop the Illegal and Illicit Trade of Wildlife in York Region Weeks';

ii) AND THAT the proclamation be advertised in the Town Page advertisement and on the Town's website www.newmarket.ca

29. Correspondence dated March 6, 2016 from Ms. Marilyn McIvor on behalf of Senator Nancy Greene Raine requesting proclamation of Saturday, June 4, 2016 as 'National Health and Fitness Day' in the Town of Newmarket. p. 173

Recommendations:

a) THAT the correspondence from Ms. Marilyn McIvor on behalf of Senator Nancy Greene Raine be received and the following recommendations be adopted:

i) THAT the Town of Newmarket proclaim Saturday, June 4, 2016 as 'National Health and Fitness Day';

ii) AND THAT the proclamation be advertised in the Town Page advertisement and on the Town's website www.newmarket.ca

30. Correspondence dated February 9, 2016 from Mr. Jason Hagan, LAS Program Manager, Association of Municipalities of Ontario requesting support of resolution regarding 'Prudent Investor Standard'. p. 176

Recommendation:

a) THAT the correspondence from Mr. Jason Hagan, LAS Program Manager, Association of Municipalities of Ontario requesting support of resolution regarding 'Prudent Investor Standard' be received.

31. List of Outstanding Matters. p. 178

Recommendation:

a) THAT the List of Outstanding Matters be received.

Action Items

Reports by Regional Representatives

Notices of Motion

Motions

New Business

Closed Session (if required)

Public Hearing Matters - 7:00 p.m.

- 32. Development and Infrastructure Services Report - Planning and Building Services Report 2016-08 dated February 11, 2016 and related Council Extract, Public Meeting Notice regarding Application for Official Plan Amendment and Zoning By-law Amendment - 429 and 445 Harry Walker Parkway South. p. 185
- 33. Development and Infrastructure Services Report - Planning and Building Services Report 2016-04 dated January 21, 2016 and related Council Extract, Public Meeting Notice regarding Application for Official Plan and Zoning By-law Amendment - 260 Eagle Street. p. 195

Addendum (Additions and Corrections)

- 2a. See Item 2 - PowerPoint Presentation by Mr. Paul Ferguson rescheduled to Committee of the Whole of April 18, 2016.
- 3a. See Item 3 - PowerPoint Presentation by Mr. Paul Ferguson rescheduled to Committee of the Whole of April 18, 2016.
- 34. Deputation by Ms. Annabel Arnison regarding Development and Infrastructure Services Report - Planning and Building Services 2016-04 dated January 21, 2016, Application for Official Plan and Zoning By-law Amendment - 260 Eagle Street (Related to Item 33) p. 207

Adjournment

NEWMARKET HOSPITAL AREA PARKING STUDY

FINAL REPORT-PRESENTATION
March 21, 2016



ACKNOWLEDGEMENTS

2

- **Town of Newmarket Staff**
- **Southlake Regional Health Centre**
- **Residents**
- **Consultant Team**
 - Transforward
 - Schmied Communications

2

THANK YOU!

➤ **The purpose study is to:**

- Review current parking situation in the hospital area and affected surroundings
- Review best practices
- Provide recommendations for on-street parking control in the hospital area of influence for present and future horizon.

➤ **A parking study** should propose regulatory or other method(s) of parking control the Town could implement on streets surrounding the hospital area.

	Task
Phase 1: INFORMATION GATHERING	Project Start-up meeting – confirm scope, approach & schedule protocol
	Review of Current Newmarket Policies and Standards
	Conduct Field Inventory of the Study Area
	Best Practice Review
	Stakeholder Consultation
Phase 2: ANALYSIS, PRELIMINARY OPTIONS AND CONSULTATION	Review Parking Demand
	Develop Preliminary Parking Demand Management Measures
	Progress Report – will contain inventory of all on-street parking in the surrounding residential streets and hospital off-street parking; comparative analysis of best practices of other similar hospitals; walking distances; potential on-street options to address future parking
	Organize and Hold 1 Public Information Centre for Residents and Other Stakeholders
Phase 3: FINAL REPORT AND PRESENTATION	DRAFT Report – prepare a Draft report documenting data collection, best practice, current condition, results of consultation with the public and recommend on-street Parking Demand Management Strategy for the study areas
	Meet with Town Staff to present the draft final recommendations and obtain comments
	FINAL Report – incorporate Town's comments on draft report into a final report
	Presentation – present the study findings and recommend on-street Parking Demand Management Strategy for the study areas to Committee of the Whole (Town Council).

- Interviews with political representatives and local residents.
- Historical Review of Complaints, review all complaints from 2012-2015

➤ **Field Surveys and Observations**

- On-street parking locations, inventory and restrictions
- Off-street parking locations, inventory and rates
- On-street parking violations

➤ **Consultation**

- Historical review of complaints
- Interviews of residents, political and hospital representatives

➤ **Best Practice Review**

- Review of similar hospital areas in GTA

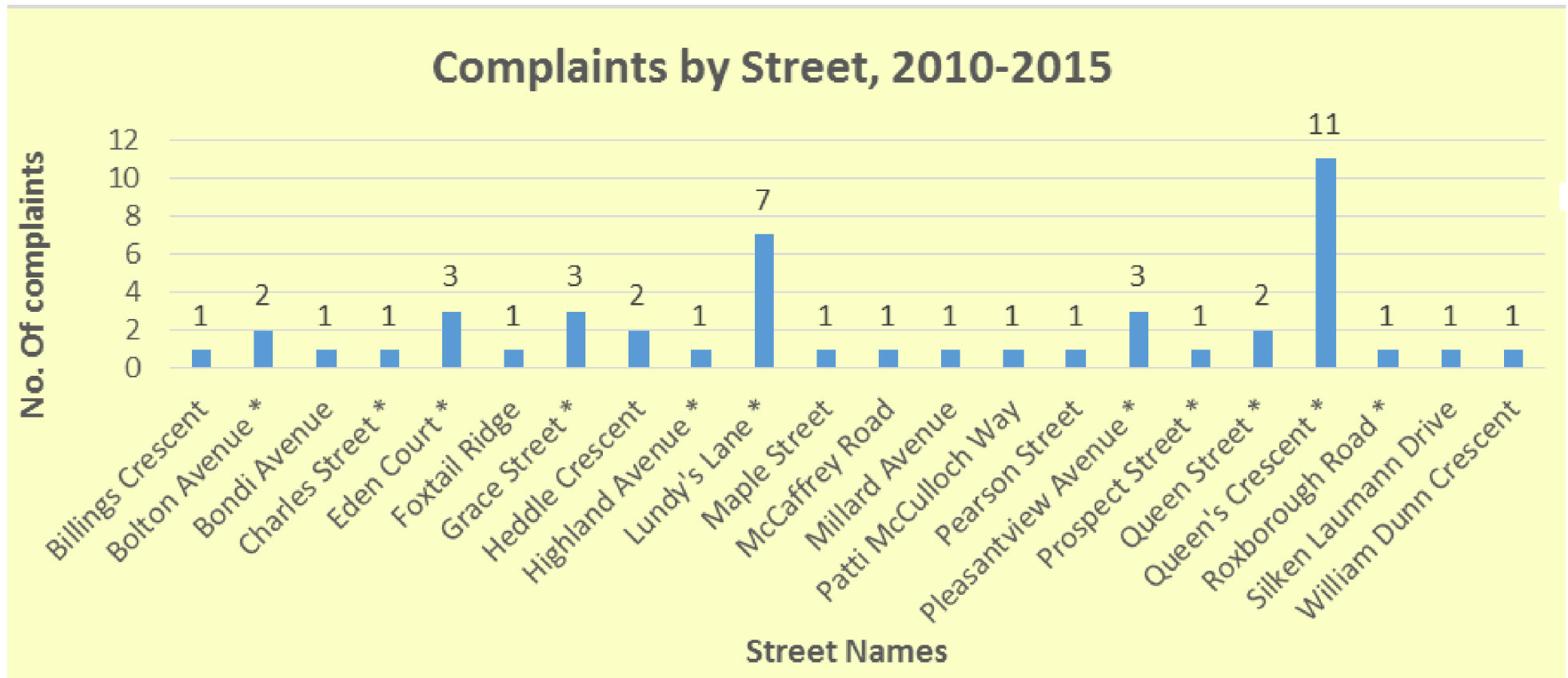
➤ **Parking Management Strategy**

- On-street Parking Management
- Travel Demand Management

STUDY FINDINGS – Historic Complaints

➤ Review 5 years of Complaints

- 1. Queen's Crescent 2. Lundy's Lane 3. Grace Street
- 4. Eden Court 5. Pleasantview Avenue



1. Significant Signage Implementation



Legend

- - Parking allowed - 2 hrs
- - No Parking Mon-Fri-8am-5pm
- - No Parking-Fire Route
- - No Stopping
- - No Parking- 8am-8pm
- - No Parking-Mon-Fri-8am-6pm
- - No Parking-Mon-Fri-8am-8pm
- - No Parking-Mon-Fri-4pm-6pm
- - No Parking
- - No signs

1. Pavement Markings



STUDY FINDINGS – Consultation

➤ Political Representatives

➤ Current Conditions

- Improvement in on-street parking issues beyond Alexander Road
- Public wants to avoid paying for parking
- Transit not an option for all going to the hospital
- Signage process takes too long
- Some short-term parking issues due to transit construction
- Insufficient By-law officers for proper enforcement

➤ Opportunities and Solutions

- Parking meters on streets near the hospital (not unanimous)
- Parking Permits, but have concerns
- Improved transit service
- Can the hospital assist with enforcement?

STUDY FINDINGS – Consultation

➤ Residents

➤ Current Conditions

- Painted lines and no stopping signs ignored
- Little enforcement
- Parked vehicles cause congestion
- Illegal parkers impact roadway speed and safety
- Illegal parking on Lundy's Lane major concern
- Vehicle queue at/in front of Medical Arts Building
- Illegal parkers create property damage

➤ Opportunities and Solutions

- Increase enforcement
- Town to respond in more timely manner



STUDY FINDINGS - Field Surveys - Inventory

11

TYPE	ID	LOCATION/ADDRESS	USER	PARKING SUPPLY		
				Visitors	Staff	Total
HOSPITAL PARKING	HP1	Parking Lot Garage	Staff/Visitors	175	274	449
	HP2	Emergency Area Parking	Visitors	13	9	22
	HP3	596 Davis Drive	Visitors Lot	293	-	293
	HP4	Medical Arts Building	Staff/Visitors	51	67	118
	HP5	Northeast Stall Lot	staff	-	55	55
	HP6	Southeast Staff Lot	staff	-	99	99
	HP7	South Lot	staff	-	203	203
	HP8	Charles Street Lot	staff	-	354	354
	HP9	Tenatronics Lot	staff	-	167	167
	HP10	Charles Street Lot	staff	-	207	207
	HP11	Prospect Street & Grace Street	Staff	-	66	66
	TOTAL			532	1,501	2,033
PUBLIC PARKING	P1	465 Davis Drive	Public	475	-	475
	P2	Park Wise - 567 Davis Dr.	Public	87	-	87
	P3	Park Wise - 615 Davis Dr.	Public	179	-	179
		Sub-total		741	-	741
		GRAND TOTAL		1,273	1,501	2,774

➤ Off-Street Parking Supply

- 2,033 spaces- Hospital site
\$3.50/half hour-\$20.00 daily max.
- 741 Public parking spaces
Daily Max \$3-5.00

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LOCATION	PARKING SUPPLY
Main Street	21
Charles Street	16
Prospect Street	20
Bayview Parkway	15
TOTAL PARKING	72

➤ On-Street Parking Supply

- 72 spaces
- 2-hour limit
- No fee



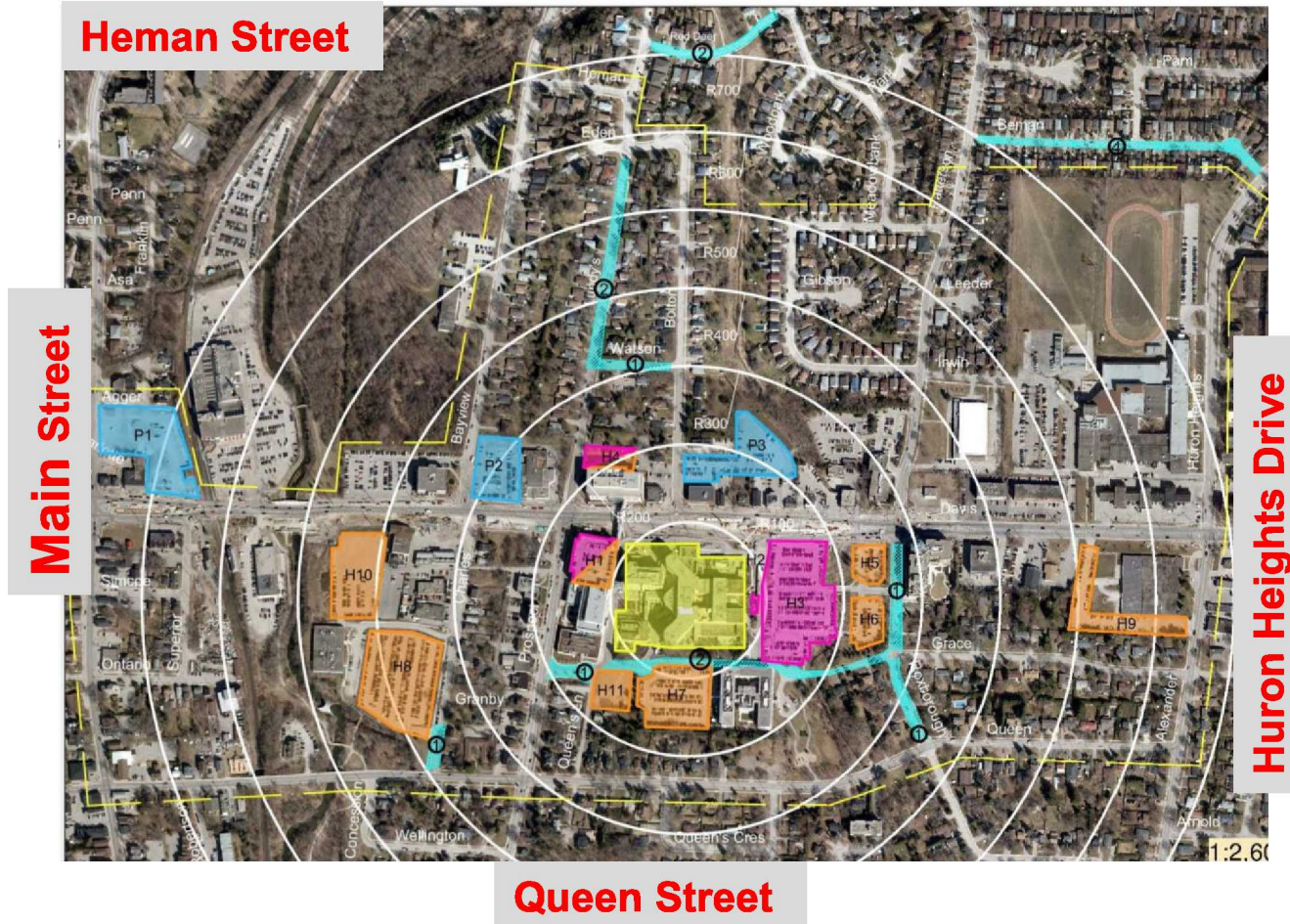
STUDY FINDINGS - Field Surveys and Observations

12

➤ Survey On-street Parking

- 9 hours per day
- 3 busiest days at hospital
- Public parking lots less than 50% occupied

SURVEY DATE	TIME
Tuesday, October 6, 2015	10:00 am – 7:00 pm
Thursday, November 5, 2015	10:00 am – 7:00 pm
Saturday, November 7, 2015	1:00 pm – 6:00 pm



➤ Streets With Violations

1. Lundy's Lane
2. Grace Street
3. Charles Street
4. Roxborough Road
5. Watson Avenue
6. Alexander Road

12

➤ Observed Changes - No Violation

1. Queen's Crescent
2. Pleasantview Avenue
3. Eden Court
4. Queen Street

➤ Observed No Change - Violations

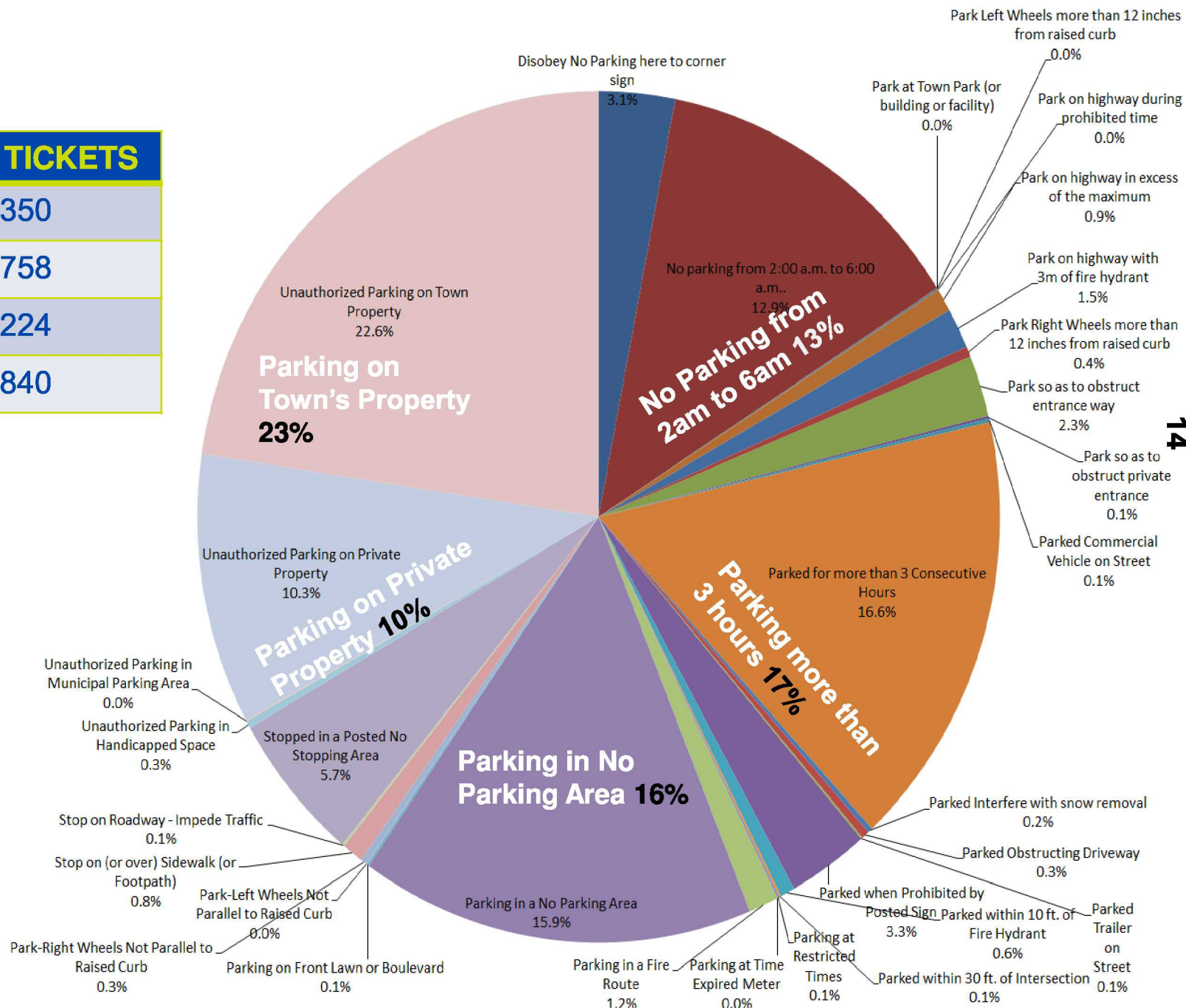
1. Lundy's Lane
2. Grace Street
3. Charles Street
4. Roxborough Road
5. Watson Avenue
6. Alexander Road

STREET	NO. OF COMPLAINTS RECEIVED	OBSERVED VIOLATIONS
Alexander Road	0	1
Watson Avenue	0	1
Charles Street	1	3
Roxborough Road	1	1
Grace Street	3	7
Lundy's Lane	7	7
Billings Crescent	1	0
Bolton Avenue	2	0
Bondi Avenue	1	0
Eden Court	3	0
Foxtail Ridge	1	0
Hedde Crescent	2	0
Highland Avenue	1	0
Maple Street	1	0
McCaffrey Road	1	0
Milard Avenue	1	0
Patti McCulloch Way	1	0
Pearson Street	1	0
Pleasantview Avenue	3	0
Prospect Street	1	0
Queen Street	2	0
Queen's Crescent	11	0
Silken Laumann Drive	1	0
William Dunn Crescent	1	0

STUDY FINDINGS - Enforcement

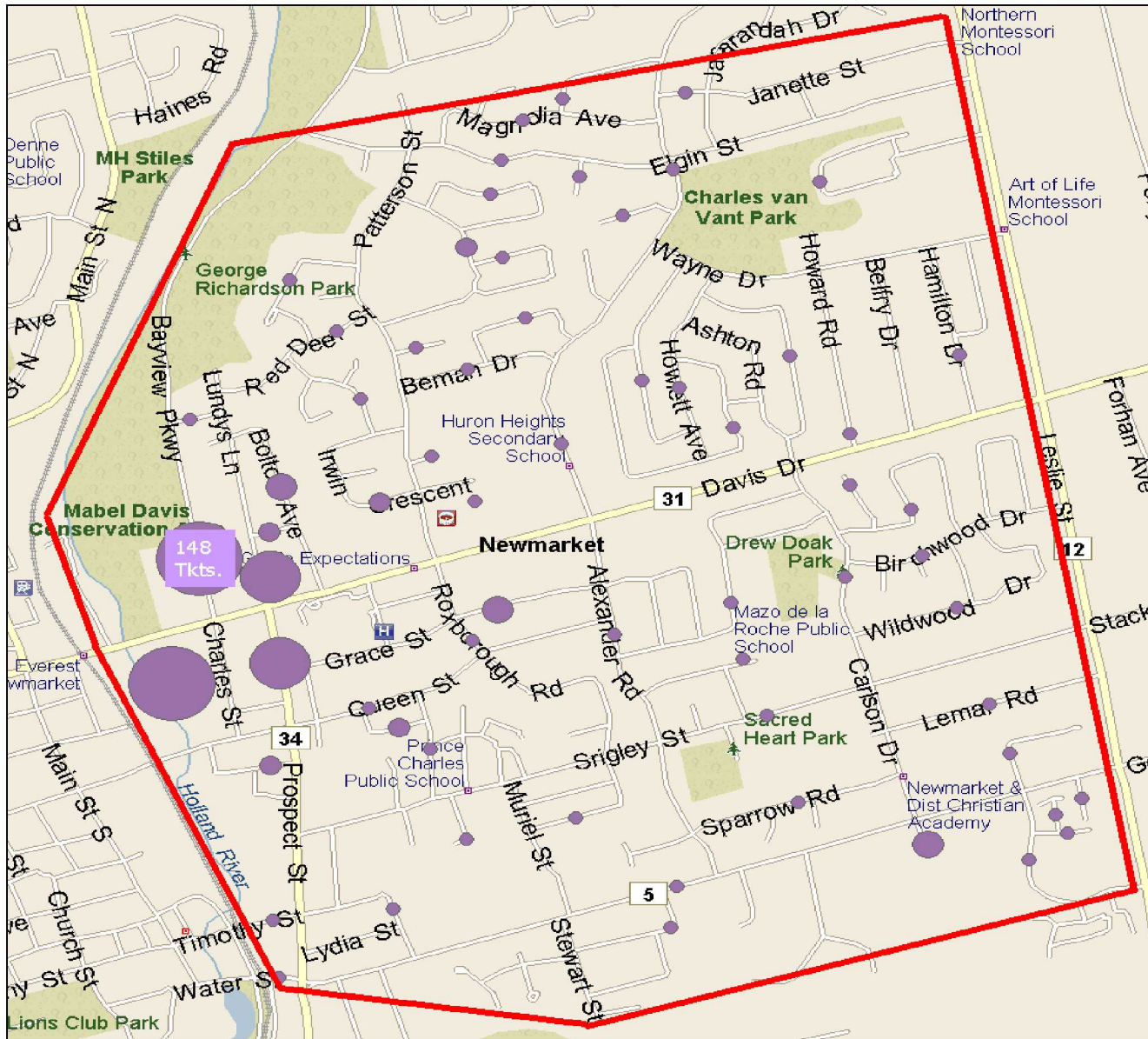
14

YEAR	NO. OF TICKETS
2012	8,350
2013	5,758
2014	6,224
2015	4,840



STUDY FINDINGS – Enforcement – Lundy's Lane

15



YEAR	NO. OF TICKETS on Lundy's Lane
2012	160
2013	99
2014	184
2015- Sept	113

15

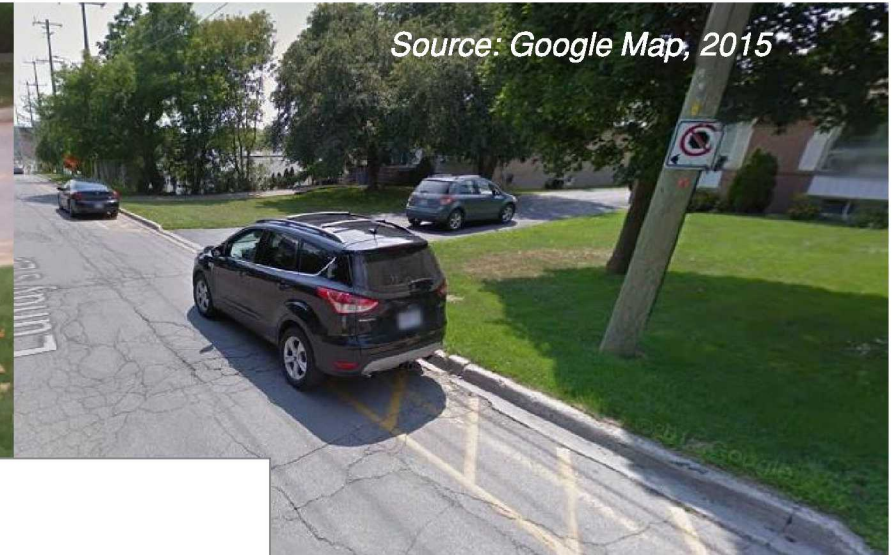
➤ Large number of tickets in Lundy's Lane area

STUDY FINDINGS – Enforcements – Lundy's Lane 16

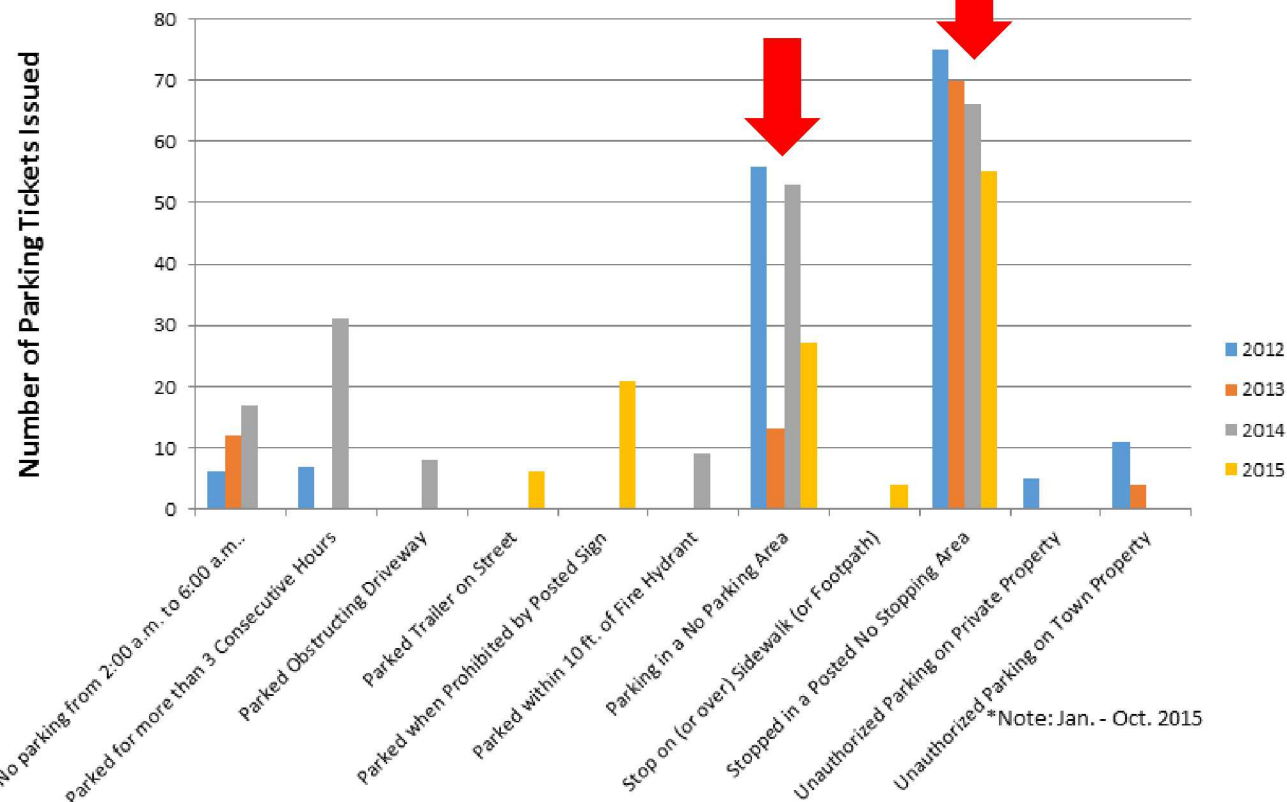
Source: Lundy's Lane residents



Source: Google Map, 2015



**Type of Parking Tickets Issued on Lundy's Lane
2012 to 2015***



- Stopped in no stopping area
- Yearly decline

STUDY FINDINGS – Best Practice Review

17

Municipality	Hospital	Signage	Parking Permit	Meter Parking	Residential Parking zone	Others
Newmarket	Southlake Regional Health Centre	Yes	No	No	No	No
Markham	Markham Stouffville	Yes	Yes	No	Yes	No
Brampton	William Osler Health System	Yes	Yes	No	Yes	No
Mississauga	Trillium Heath Centre 100 Queensway W.	Yes	No	Yes	No	No
Mississauga	Credit Valley Hospital 2200 Eglinton Ave. W.	Yes	No	No	No	No
Niagara Falls	Greater Niagara General 5546 Portage Rd.	Yes	Yes	Yes	No	No
Richmond Hill	Mackenzie Richmond Hill 10 Trench St., Richmond Hill	Yes	No	No	No	No
Toronto	Rouge Valley Centenary 2867 Ellesmere Rd.	Yes	No	No	No	No
Toronto	The Scarborough Hospital 3030 Lawrence Ave. E.	Yes	No	No	No	No
Toronto	Toronto East General 825 Coxwell Ave.	Yes	Yes	Yes	No	No
Toronto	Etobicoke General Hospital 101 Humber College Blvd.	Yes	No	No	No	No

17

➤ How does Newmarket compare?

➤ Permit program

- Not suitable for Newmarket in current environment, due to low volume of violation in general
- Illegal parkers would likely not comply at current rate
- Can be expensive to operate
- Some inconvenience to local residents

➤ Metered parking

- Only 3 of 10 municipalities had metered parking
- Good for short-term parkers, if conveniently located and cost effective
- Not a clear solution to illegal parking
- Can still have compliance issues
- Can be considered when and if currently available inexpensive (\$3/\$5) parking spaces not available

➤ Signage

- Have a very extensive and robust signage system, among the best reviewed
- Largest area covered
- Can do some consolidation of time periods
- Can improve consistency of time periods

➤ Enforcement

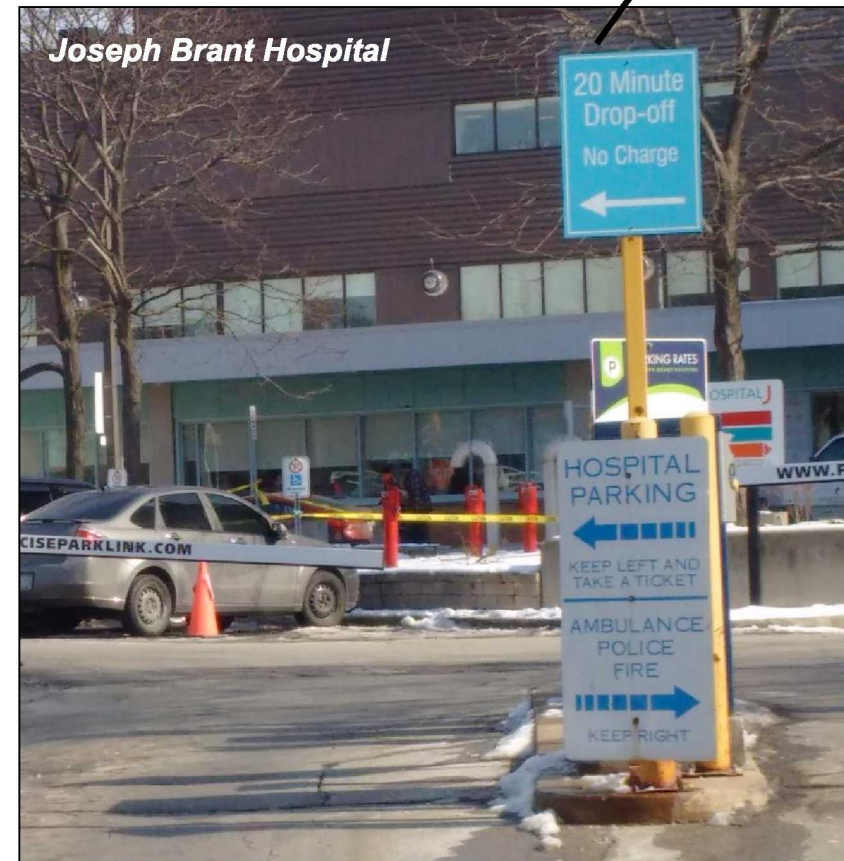
- Enforcement is adequate but some areas can be improved

RECOMMENDATIONS - Short Term Strategy

19

1. Town and Hospital partner to inform public of 15 minute grace period
2. Hospital and Town inform public of improved transit service

Clearly
communicated



19

RECOMMENDATIONS - Long Term Strategy

1. Future developments have adequate pick-up/drop-off or short-term parking on site.
2. Annual program to monitor on-street parking within Hospital Zone.
3. Annual monitoring of signs to improve visibility and effectiveness.
4. Increase level of parking enforcement in priority areas.
5. Town, Region and Hospital expand Transit Incentive Program- staff, patients/caregivers with multiple frequent visits.
6. Conduct review of all on-street parking restriction signs to have consistent time period at appropriate locations.
7. Town and Hospital partner to develop a Parking Master Plan for Hospital Zone.

THANK YOU

March 2, 2016

**DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT
ENGINEERING SERVICES 2016-17**

TO: Committee of the Whole

SUBJECT: Hospital Area Parking Review
File No.: T.08 T.30 21

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Services Report – ES 2016-17 dated March 2, 2016 entitled “Hospital Area Parking Review” be received and the following recommendations be adopted:

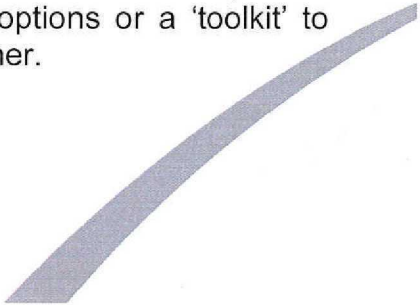
- 1. THAT the Strategic Action Plan contained in Appendix A of this report be implemented to address parking issues in the Southlake Regional Health Centre area.**
- 2. AND THAT a copy of this report and the Council Extract and the WSP report be forwarded to representatives of Southlake Regional Health Centre for their review and coordination with Town staff.**

BACKGROUND

At its regular meeting of September 8, 2014, Town Council adopted the direction “THAT staff review parking issues and explore the possibility of permit parking on streets surrounding the hospital corridor”. (Item #24)

The parking issues around the hospital area stem back a number of years in a number of locations. In the past, Town Council and staff have had to respond to parking issues on Lundy's Lane, Queen's Crescent, Grace Street, Queen's Lane, Pleasantview Avenue, Hollingsworth Arena, and a number of other areas. After dealing with a number of these parking issues, Town staff were concerned that the problem was being 'pushed around' and a consistent and comprehensive approach may be needed.

To examine the parking issue, the Town retained the consulting services of WSP Canada Inc. (WSP) to study the request for permit parking potential and best practices of other municipalities with hospitals. The expected outcome would be parking management options or a 'toolkit' to address current and future issues in a consistent and comprehensive manner.



COMMENTS

It should be clarified that the purpose of the study was to manage parking on municipal roads only; the study does not include parking management on the hospital property.

The study scope was specifically to review the existing parking practices, and to determine areas of improvement for both the existing and future hospital area. WSP undertook field observations and data collection within the study area to obtain a true sense and scope of the parking issues, in particular 'hot spot' locations. As well, WSP undertook an extensive review of best practices in dealing with hospital parking issues from other municipalities including hospitals in York Region and around the GTHA. Also, WSP undertook one-on-one interviews with staff, Council members and some community members to get an understanding of the parking issues firsthand.

Based on the review and research, the study found:

1. There is no evidence of large scale on-street parking problems on the roadways surrounding the hospital with parking enforcement being generally adequate, but the key problem areas could be better targeted during the peak periods and peak days.
2. The public parking supply within the study area is sufficient to meet the current demand.
3. The public parking facilities (private parking lots) within the study area are significantly more affordable than on the hospital site itself and are within acceptable walking distances to the hospital.
4. On-street parking signs have varying end times, are missing in some areas, and are inconsistent in others, which can lead to some confusion.
5. The best practice review and current field observations indicate that the measures employed by the Town to restrict illegal on-street parking have been effective.

The study looked at a number of potential solutions such as increasing enforcement, residential parking permits, pay and display machines, and designated pick-up and drop-off areas. Based on the potential solutions and study results, a Strategic Action Plan was developed to address the parking issues on a short-term 'now' basis, and a longer-term 'on-going' basis. Attached as Appendix A is the proposed Strategic Action Plan

It is recommended that Town staff be guided by the Strategic Action Plan contained in Appendix A to mitigate parking problems on streets around the hospital.

PUBLIC CONSULTATION

WSP consulted Town staff, Town Council members and community members in the development of their report. Town Planning and parking Enforcement staff were consulted during the study process.

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.

HUMAN RESOURCE CONSIDERATIONS

No impact on current staffing levels.

IMPACT ON BUDGET

Operating Budget (Current and Future)

There is no anticipated impact to the Operating Budget other than potentially streamlining the process when investigating complaints thereby saving staff time.


Capital Budget


No impact.

CONTACT

For more information on this report, please contact Mark Kryzanowski at 905-895-5193 extension 2508; mkryzanowski@newmarket.ca.

Prepared by:


M. Kryzanowski, M.C.I.P., R.P.P.
Manager, Transportation Services


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


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

APPENDIX A

9 STRATEGIC ACTION PLAN

The following identifies the measures that should be adopted/implemented by the Town of Newmarket to continue to minimize and reduce the instances of on-street illegal parking in the short and long-term.

9.1 SHORT-TERM

- A. The Town and Hospital partner to inform patients of the 15 minutes grace period for parking available in hospital parking lots. The following actions can be taken:
 - Improve signage at driveways/roadways on Lundy's Lane and within Lot 4 (Medical Arts Building) property to advise of the grace period
 - Consider additional signs that indicate pick-up and drop-offs are allowed within parking lots
 - Post similar notice within elevators and each office to advise guest of the 15 min grace period
- B. The Hospital, the Town and York Region Transit participate in a marketing campaign to advise staff, visitors and patients of the recent improvements to transit services to access the hospital.

9.2 LONG-TERM

- C. The Town review all future development applications (within the Hospital Zone) where high level of visitors and pick-up/drop-off is anticipated to have adequate and easy access to short-term parking ON-SITE
- D. Implement an annual program to monitor on-street parking within the Hospital Zone to identify any change in parking trends, identify illegal parking hot spots to be targeted for enforcements.
- E. Conduct annual monitoring of signs within the Hospital Zone to ensure visibility and effectiveness.
- F. Increase the level of parking enforcement within the Hospital Zone and make it a priority area with multiple visits daily to the identified hot spots.
- G. The Hospital, Town and York Region Transit to continue the Transit Incentive Program for the hospital, where staff and patients requiring frequent visits can buy transit tickets/passes at discounted rates through the York Region Discount Transit Program.
- H. Conduct a review of all on-street parking restriction signs to consolidate into a few consistent signs to achieve parking objectives.
- I. The Town and the Hospital should work together to develop a Parking Master Plan that considers the future expansion and growth of the Hospital, the loss of existing staff parking lots and the loss of privately owned public parking lots to redevelopment.

March 9, 2016

**JOINT COMMUNITY SERVICES – CUSTOMER SERVICES & CORPORATE SERVICES –
LEGISLATIVE SERVICES REPORT 2016-03**

TO: Mayor Van Bynen and Members of Council

SUBJECT: Customer Complaint Policy

ORIGIN: Legislative Services & Customer Services

RECOMMENDATIONS

THAT Joint Community Services – Customer Services & Corporate Services Legislative Services Report 2016-03 dated March 9, 2016 regarding “Customer Complaint Policy” be received; and,

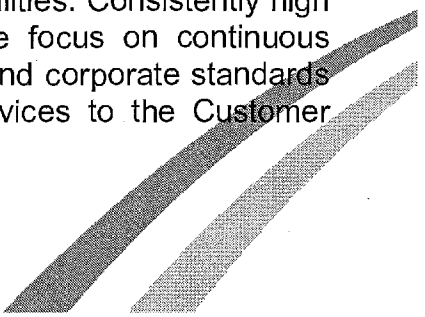
- 1. THAT Council adopt Policy No. CORP.1-10 “Customer Complaint Policy” (attached as Appendix A);**

COMMENTS

Background

The Town of Newmarket provides exceptional service delivery to its residents. Findings from the most recent Community Survey (2014) indicate that 95% of residents are satisfied with the Town of Newmarket as a place to live, 78% of residents are satisfied with their local government and almost 80% are satisfied with the services provided. Furthermore, the 2014 Community Satisfaction Survey revealed that residents found staff to be knowledgeable and competent; that they were treated fairly; and that residents were informed of everything they had to do in order to get the service or information requested. Customer satisfaction in government services is crucially important; research shows a very clear linkage between a resident's level of satisfaction related to service delivery and their level of confidence in their elected officials.

The Town of Newmarket's approach to service delivery is often considered as a centre for best practices and is a model often shared with and adopted by other municipalities. Consistently high levels of customer satisfaction can be attributed to our corporate-wide focus on continuous improvement, soliciting, evaluating and responding to resident feedback and corporate standards related to service delivery. The successful expansion of front-line services to the Customer



Service Kiosks at the Magna Centre, Ray Twinney Complex and the Old Town Hall also reinforces the commitment to even better customer service. The introduction of formal policies and protocols outlining how customers can escalate complaints helps ensure increased fairness and consistency, provide our residents with a reliable channel to pursue unresolved issues and help to minimize any involvement on the part of the Municipal Ombudsman.

Draft Policy Development

A staff working group with representatives from the Communications, Executive Services, Legislative Services, Legal Services, and Customer Services departments was formed to develop a customer complaint policy, a draft of which is attached in Appendix A for Council's consideration.

The draft Policy:

- Outlines how customer complaints will be reviewed and escalated within the department where the complaint originated, largely formalizing existing protocols;
- Includes standards to ensure customer complaints are handled fairly and consistently and that complainants and staff are informed of the process (including any policies or appeal procedures required to be followed in the course of their complaint);
- Provides for a customer complaint review committee comprised of senior staff to determine if the principles of the draft Policy were appropriately considered when a complaint is reviewed by a department;
- Ensures that processes are in place so that there are updates and/or a resolution at each point of escalation and that the customer is apprised of the status and the outcome;
- Requires that senior staff review customer complaints routinely for continuous improvement; and,
- Refers customers to the Municipal Ombudsman should they be dissatisfied with the Town's response in addressing their complaint or where staff have determined a complaint is frivolous and/or vexatious in nature based on guidelines included in the draft Policy.

Based on current experience, staff expect the majority of complaints will be addressed in the Step 1 (Department Contact Review) or Step 2 (Senior Department Contact Review).

Potentially Frivolous &/or Vexatious & Intimidating Complaints

Although complaints which are potentially frivolous and/or vexatious and intimidating in nature are rare, the draft Policy will assist in managing such complaints to ensure compliance with the Town's Harassment and Discrimination Free Workplace Policy (HR. 13-04) and efficient use of staff time and resources.

The draft Policy proposes that complaints which are determined to be intimidating in nature will be referred to the process under the Town's Harassment and Discrimination Free Workplace Policy (HR. 13-04) and complaints which are potentially frivolous and/or vexatious may be referred to the customer complaint review committee to help advise the applicable department on options for managing valid complaints in an efficient and effective manner, including referral to the Municipal Ombudsman. The customer complaint review committee will ensure careful consideration of potentially frivolous and/or vexatious complaints, taking into consideration legal precedents and

best practices in managing complaints in a respectful and professional manner with the best intention to ensure valid complaints are heard and addressed. A similar framework for the disposition of frivolous and/or vexatious complaints is set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). MFIPPA provides authority for the Clerk to refuse frivolous and/or vexatious requests for records and information. In addition, a Municipal Ombudsman or the Provincial Ombudsman may refuse trivial, frivolous and/or vexatious complaints.

Next Steps

Should Council adopt the draft Policy, staff training will occur as part of a larger corporate initiative to provide even better customer service to residents. Supervisors in the Customer Services Department are working very closely with the Human Resources Department to create a program that will help reinforce key customer service skills, serve as a reminder of our corporate service standards while introducing the expectations related to the draft Policy. Website content will be developed to provide information to the public about the making of a complaint, in addition to the role of the Municipal Ombudsman and link to their office's website and contact information.

An important aspect of the draft Policy is the requirement for senior management to regularly review complaint trends and take appropriate actions to address negative trends observed. In addition, the draft Policy will be reviewed on a regular basis by senior management and the Municipal Ombudsman.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Well-equipped and Managed

- Implementing policies and processes that reflect sound and accountable governance.

Community Engagement

- Aligning ourselves with communication best practices

Efficiency/Financial Management

- Ensuring efficient and effective services

CONSULTATION

The Operational and Strategic Leadership Teams were consulted in the preparation of this policy. Staff also sought input from the City of Mississauga and City of Toronto, Office of the Municipal Ombudsman.

HUMAN RESOURCES IMPACT

Following a period of staff training, human resources impacts will be minimal given that the draft Policy is a formalization of existing practices, as well as the introduction of a documented, more formal escalation channel.

BUDGET IMPACT (CURRENT AND FUTURE)

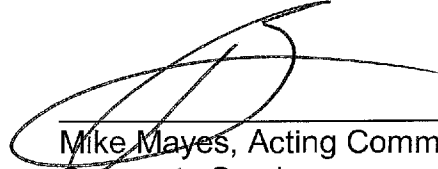
There are no anticipated budget impacts associated with approval of the draft Policy.

CONTACT

For more information on this report, please contact Andrew Brouwer, Director of Legislative Services/Town Clerk at abrouwer@newmarket.ca or at 905-953-5300, ext. 2211 or Bonnie Munslow, Manager, Customer Services at bmunslow@newmarket.ca or at 905-953-5300, ext. 2251.



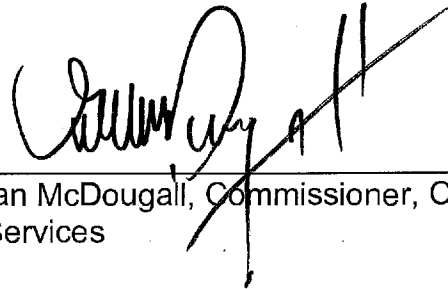
Andrew Brouwer, Director, Legislative
Services/Town Clerk



Mike Mayes, Acting Commissioner,
Corporate Services



Bonnie G. Munslow, Manager, Customer Services



Ian McDougall, Commissioner, Community
Services



CORPORATE POLICY

Sub Topic: Customer Complaint Policy	Policy No. CORP.1-10
Topic: Accountability and Transparency	Employees Covered: All Employees
Section:	Council Adoption Date:
Effective Date:	Revision No: Date:

Policy Statement & Strategic Plan Linkages

Customer Satisfaction is a priority for the Town of Newmarket. The Town is committed to satisfying customer expectations in all areas of service. Receiving feedback on services helps improve processes and can identify areas for improvement. Offering customers opportunities to escalate concerns reinforces commitments to excellent service delivery.

This policy relates to the key area of focus "Well-Equipped and Managed" of the Strategic Plan.

Purpose

The purpose of this policy is to outline the underlying principles and processes for the disposition of complaints related to services delivered by the Town, ensuring and supporting transparency and accountability. This policy attempts to ensure that any response and review of complaints is fair, impartial and respectful to all parties involved.

Principles

This policy and its procedures is based on the following complaint management principles:

Ease of comprehension
& access

The process should be easy to understand and accessible to customers;

Accountability	The process should be well understood by staff and include routine monitoring of complaints by senior management to ensure matters resulting from repeated complaints are addressed;
Confidence	Customers should have confidence in the reliability of the process;
Confidentiality	Customer complaints will remain confidential in accordance with applicable policies;
Fairness & independence	The process should be fair and include an independent review process;
Impartiality	The process should be impartial and filing complaints will not adversely affect the quality of future Town services delivered to complainants;
Effectiveness	Staff should address issues within their authority and capacity. Customers should be advised of options to resolve the complaint;
Flexibility	Staff should have the discretion to adjust and adapt their response based on the nature of the complaint; and,
Timeliness	Timelines should be established by staff in responding to complaints filed.

Definitions

Complainant means a customer making a complaint under this policy.

Complaint means a written or oral expression of dissatisfaction about services, actions, or lack of actions by an employee, contractor or volunteer of the Town of Newmarket by a customer. Examples include but are not limited to perceptions of:

- A failure to do something agreed to do;
- A failure to observe policy or procedures;
- An error made by an employee, contractor, or volunteer of the Town;
- Unfair or discourteous actions/statements made by an employee, contractor, or volunteer of the Town;
- Access to services;
- Timeliness of service; and,
- Quality of service.

This policy does not apply to complaints made by employees, contractors, or volunteers working on behalf of the Town, or complaints about Members of Council.

Cyberbullying means the use of communication technologies to engage in deliberate, repeated or hostile behaviour intended to harm embarrass, Harass or slander someone deliberately, including, but not limited to: social media outlets (e.g. Facebook, Instagram, Twitter, YouTube), personal blogs, web pages, discussion groups or online media/newspaper articles;

Frivolous means a Complaint that is reasonably perceived by Town staff to be (a) without reasonable or probable cause, (b) without merit or substance, or (c) trivial;

Harassment or **Harass** involves engaging in a course of behaviour, comment or conduct, whether it occurs inside or outside the work environment, that is or ought reasonably to be known to be unwelcome. It includes but is not limited to any behaviour, conduct or comment that is directed at or is offensive to another person:

- (a) on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the Human Rights Code; or
- (b) which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate or ridicule the recipient.

Intimidation means unwarranted conduct, including, but not limited to: Cyberbullying, discrimination, Harassment, violence or threats of violence, profanity, personal insults or communication that is deemed threatening;

Ombudsman means the Ombudsman of Ontario or the Ombudsman appointed by Council in accordance with Section 223.13 (1) of the Municipal Act, 1996, as amended where applicable.

Town means the Corporation of the Town of Newmarket;

Vexatious means a Complaint that is Frivolous and which is pursued in a manner that is reasonably perceived by Town staff to be (a) malicious, (b) intended to embarrass or Harass the recipient, or (c) intended to be a nuisance.

Procedures

General Complaint Procedures

1. Anyone personally affected or their representative can submit a complaint and it will be reviewed in accordance with this procedure. Anonymous Complaints will not be accepted.
2. Complaints should be made through the Customer Services department or directly to the responsible department in person, by phone, email or letter.

Step 1 – Department Contact Review

- 1.1 Complaints will be directed to and assessed by a designated departmental contact with sufficient authority and capacity to address the scope of the complaint. The Complainant will be advised of the name, telephone number and email address of the designated departmental contact through the Customer Services department or responsible department.
- 1.2 Relative to the Complaint, the designated departmental contact will advise the Complainant of the following, in his or her own opinion, as applicable:
 - If the Complaint has merit:
 - An outline of actions which will be taken by the Town with the intent of resolving the Complaint;
 - Any required actions to be taken on the part of the Complainant, including known fees or charges; and,
 - Estimated timeframes associated with the actions required to resolve the Complaint
 - Should the designated departmental contact determine that he/she does not have sufficient authority or capacity to respond to the Complaint he/she will refer the Complaint for further review under Step 2;
 - Any optional or mandatory appeal mechanisms available, both internally and externally;
 - Other information necessary to help inform the Complainant of the Town's actions; and,
 - Further review of the Complaint as outlined in 1.3 or Step 2, if requested or required.
- 1.3 Should the Complainant believe that his/her Complaint has not been adequately addressed in 1.2, he/she may refer the Complaint for further review under Step 2.
- 1.4 Subject to 1.3, the complaint filed is deemed to be closed.

Step 2 – Senior Department Contact Review

- 2.1 Complaints will be directed to and assessed by a designated senior departmental contact with sufficient authority and capacity to address the scope of the Complaint reviewed in Step 1. The Complainant will be advised of the name, telephone number and email address of the designated senior departmental contact by the designated departmental contact.
- 2.2 The senior departmental contact will review the assessment of the Complaint in Step 1 and advise the Complainant of the outcome of the review.

- 2.3 Should the Complainant believe that the review of the Complaint undertaken by the senior departmental contact was inadequate, he/she may refer the Complaint for further review under Step 3.
- 2.4 The senior departmental contact will maintain a separate record of his/her review in accordance with the Town's records retention policies and protocols.
- 2.5 Subject to 2.3, the Complaint filed is deemed to be closed.

Step 3 – Complaint Review Committee

- 3.1 With input from and records retained by the senior departmental contact, an internal staff committee referred to as the Complaint Review Committee comprised of the applicable Commissioner (or his/her designate) and Manager of Customer Services will assess the review undertaken in Step 2 for the following purposes:
 - a. Accuracy and completeness;
 - b. Clarity of response and information provided
 - c. Fairness, including opportunity for internal or external appeal; and,
 - d. Opportunities for further refinement of customer Complaints management;
 - e. Opportunities for improvements in service delivery including a review of existing practices and processes.
- 3.2 The Complainant may request a meeting with the committee, and the committee may request a meeting with the Complainant to assess the review undertaken in Step 2.
- 3.3 A written response will be provided to the Complainant outlining the committee's assessment of the review undertaken in Step 2 and indicate that should the Complainant believe that the assessment of the review undertaken by the committee was inadequate, he/she may refer the Complaint to the Ombudsman.
- 3.4 The committee will maintain a separate record of their assessment of the review in Step 2 in accordance with the Town's records retention policies and protocols.
- 3.5 The Complaint filed is deemed to be closed.
- 3.6 Should the Ombudsman, on his or her review determine any further actions or recommendations, the Town will take these recommendations into consideration and may re-consider its previous response.

Threats, Intimidation

- 1. Staff should report to their designated or senior department contact and the Human Resources department immediately:

- (a) Any implied or explicit threats made against the safety of the staff member or the safety of others in the course of handling the Complaint;
 - (b) Any Intimidation behaviour in the course of handling the Complaint, which may be established by a variety of circumstances that may include:
 - (i) the content, tone and language of a person's correspondence, especially if the language used is insulting, offensive or abusive; or,
 - (ii) unsubstantiated, derogatory or inflammatory allegations against Town staff.
2. Harassment, discrimination, threats or matters of a similar nature will be dealt with through the Harassment and Discrimination Free Workplace Policy HR. 13-04.

Potentially Frivolous or Vexatious Complaints

1. Where the Complaint may be considered Frivolous or Vexatious or there appears to be a pattern of Frivolous or Vexatious Complaints, a department may seek advice from the Complaint Review Committee to ensure valid Complaints are heard and addressed in a professional and mutually respectful manner, while ensuring efficient use of Town resources.
2. Despite any Step in this Policy, the Complaint Review Committee may recommend that a department refer a Frivolous or Vexatious Complaint to the Ombudsman and that it deem the Complaint file closed (subject to any further steps as determined by the Ombudsman under step 3.6 above).

Responsibilities of Employees

1. Staff will treat all Complaints as confidential and protect the Complainant's privacy according to Protection of Personal Information Policy CORP.1-08.
2. The Town will fully cooperate with the Ombudsman in executing his or her statutory duties.
3. Each department and the will routinely review their Complaint records for issues and trends to assess quality of service and improve processes.
4. The Operational Leadership Team and/or Senior Leadership Team will routinely review corporate Complaint trends for the purpose of continuous service and process improvements.

Review Period

Periodic reviews of this policy and process will be undertaken.

Cross-References

Council Code of Conduct 2016-10

Employee Code of Conduct CAO.3-01

Employee Complaint Policy 4-02

Protection of Personal Information policy CORP. 1-08

March 8, 2016

**CORPORATE SERVICES REPORT –
LEGISLATIVE SERVICES 2016-08**

TO: Committee of the Whole

SUBJECT: *Regional Municipality of York – Road Rehabilitation Program (Noise By-law Exemption)*

ORIGIN: Director, Legislative Services/Town Clerk & Supervisor, By-law Enforcement

RECOMMENDATIONS

THAT Corporate Services Report – Legislative Services 2016-08 dated March 8, 2016 regarding “Regional Municipality of York – Road Rehabilitation Program Request for Exemption from the Noise By-law” be received and the following recommendations be adopted:

1. THAT a by-law to exempt the Regional Municipality of York from the Noise By-law (By-law 2004-94) be enacted to facilitate their road habilitation program on Prospect Street in the Town of Newmarket for a period from April 11, 2016 to June 10, 2016 between the hours of 8:00 p.m. to 10:00 p.m., Monday through Saturday.
2. AND THAT the Regional Municipality of York notify area residents one week prior to the start of the work.

COMMENTS

The purpose of this report is to seek Council's approval of a request for an exemption from the Noise By-law (By-law 2004-94) from Regional Municipality of York regarding the Road Rehabilitation Program along Prospect Street from Lydia Street to Davis Drive. The Road Rehabilitation Program includes removal of the existing asphalt and repaving with new asphalt, repairs to curbs, catchbasins and manholes and upgrading of the cross-walks at all intersections to meet the new *Accessibility for Ontarians with Disabilities Act (AODA)* requirements.

Corporate Services Department

TOWN OF NEWMARKET
395 Mulock Drive
PO Box 328 STN Main
Newmarket, ON L3Y 4X7

www.newmarket.ca
info@newmarket.ca

Attachment "A" outlines details to the request.

The Region's request is to undertake the work at non-peak hours (8 p.m. through 10 p.m.) all days of the week finishing on Sunday evenings to minimize disruption regarding other projects in the vicinity to residents in the area

The Noise By-law restricts the operation of construction equipment or the conduct of any alteration or repair of any building between the 8 p.m. and 7 a.m. Monday through Friday and 8 p.m. to 9 a.m. on Saturdays, Sundays and holidays.

Given the context for the work required to be undertaken, staff recommends approval of the exemption request to the Noise By-law during the hours requested, excluding early start on Sundays.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report relates to the "Well Equipped and Managed" link of the Town's community vision implementing policy and processes that reflect sound, accountable governance.

CONSULTATION

There was no consultation required in regard to this report.

HUMAN RESOURCE CONSIDERATION

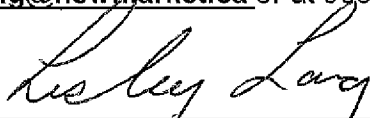
There are no human resources considerations related to this report.

BUDGET IMPACT (CURRENT AND FUTURE)

There are no budget impacts related to this report.

CONTACT

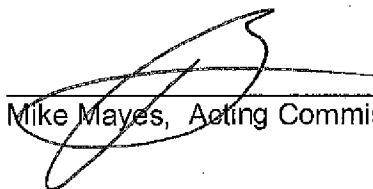
For more information on this report, please contact Lesley Long, Supervisor of Bylaws at llong@newmarket.ca or at 905 953-5300, ext. 2222



Lesley Long, Supervisor of Bylaw Enforcement



Andrew Brouwer, Director, Legislative Services /Town Clerk



Mike Mayes, Acting Commissioner of Corporate Services



Transportation Services

Capital Planning and Delivery Branch
Fax: 905-836-4590

March 8, 2016

Lesley Long
Supervisor of Bylaw Enforcement
Town of Newmarket
395 Mulock Drive
P. O. Box 328, Station Main
Newmarket, ON L3Y 4X7
E-mail: llong@newmarket.ca

BY E-MAIL ONLY

Dear Ms. Long:

**Re: Request for Exemption to Town of Newmarket Bylaw 2004-94 to Allow
Night Work
Removal of Asphalt Pavement and Hot Mix Asphalt Paving
Prospect Street (Y.R. 34) from Lydia Street to Davis Drive (Y.R. 31)
Our File: T03 (C) 3996 16-155**

The Regional Municipality of York (Region) requests that the Town of Newmarket approve an exemption to Town Bylaw 2004-94 to allow for night-time construction work during the period April 11, 2016 to June 10, 2016 for the rehabilitation of Prospect Street from Lydia Street to Davis Drive.

As part of our ongoing Road Rehabilitation Program, the Region is planning to undertake the rehabilitation of Prospect Street from Lydia Street to Davis Drive in 2016. The project includes removal of the existing asphalt and repaving with new asphalt, repairs to curbs, catchbasins and maintenance holes, and upgrading of the cross-walks at all intersections to meet the new Access for Ontarians with Disabilities Act (AODA) requirements. We plan to do the work during the spring months with the start of the construction planned for Monday, April 11 and project completion by Friday, June 10.

To reduce the overall disruptions to road users in Newmarket and to expedite the completion of the work we would like to extend the daily work shifts to 10:00 p.m. in the evenings from Monday to Saturday, as well as having the opportunity to work on Sunday from 7:00 a.m. to 10:00 p.m. Our reasons for this are set out below.

In addition to the Prospect Street construction, there are a number of traffic disruption activities occurring in the vicinity including the Leslie Street construction from Broughton Lane to Mulock Drive by York Region, relocation of utilities on Yonge Street, as well as deficiency clean up on Davis Drive by viva.

These activities are expected to commence in early spring and will be ongoing most of the year.

The Regional Municipality of York, 17250 Yonge Street, Newmarket, Ontario L3Y 6Z1
Tel: 1-877-464-9675
Internet: www.york.ca

March 8, 2016

Request for Noise By-law Exemption to Allow Night Work

Prospect Street (Y.R. 34) from Lydia Street to Davis Drive (Y.R. 31)

Our File: T03 (C) 3996 16-155

Permitting the contractor to work the extended hours will allow the Region to complete this work efficiently and expeditiously, and shorten the duration of the Prospect Street construction thereby reducing traffic disruptions for the area.

The main equipment used for this type of project includes:

- Pavement grinding machines
- Paving and asphalt compaction machines
- Dump trucks
- Miscellaneous other smaller construction equipment

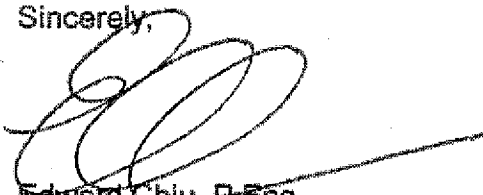
The noisiest parts of the project will be while old broken curb is removed and during the grinding of the old asphalt. The remainder of the work will be quieter, with the main noise sources being the engines of the equipment and trucks.

This project will proceed as a moving operation. Although the project site is 0.9 km long, the area under active construction at any one time will be much smaller. In general, only a few hundred metres of the site will have construction activity ongoing at any one time. At any particular location we do not expect to be working for more than 10 working days.

Region staff can make a presentation to Newmarket Council about the project if that would be of use to Council in their deliberations about our request. Please let me know if this would be useful, and if it is, could you please also advise how I can be added as a delegate to speak at the meeting when this request will be considered.

I trust this gives you enough information to process our request. If you have any questions or require further information please do not hesitate to contact the undersigned.

Sincerely,



Edward Chiu, P.Eng.
Senior Project Manager

EC/nw/mm

Copy to: Salim Alibhai, Director of Capital Planning and Delivery, York Region via e-mail only
David Atkins, Manager of Engineering, York Region via e-mail only



COMMUNITY SERVICES – RECREATION AND CULTURE
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March 2, 2016

JOINT REPORT # 2016 - 10

**COMMUNITY SERVICES REPORT – ECONOMIC DEVELOPMENT
 COMMUNITY SERVICES – RECREATION AND CULTURE
 DEVELOPMENT AND INFRASTRUCTURE SERVICES – PUBLIC WORKS
 CORPORATE SERVICES – LEGISLATIVE SERVICES**

TO: Mayor Van Bynen
 Members of Council

SUBJECT: Town of Newmarket Food Truck Program

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

RECOMMENDATIONS

THAT Community Services – Economic Development, Community Services – Recreation and Culture, Development and Infrastructure Services – Public Works and Corporate Services – Legislative Services Joint Report # 2016 – 10 dated March 2, 2016 regarding the Town of Newmarket Food Truck Program be received and the following recommendation(s) be adopted:

- 1. THAT effective in 2016, the Town issue an annual Request for Proposals for annual licenses for up to two food trucks at Fairy Lake Parking Lot #1 and up to two food trucks along Cane Parkway adjacent to Fairy Lake Park (see Attachment A and B for specific locations);**
- 2. AND THAT in follow up to his February 1, 2016 Committee of the Whole deputation, Mr. Andrew Tedford - Wickedly Sinful Truck Eats and Sweets be informed of Council direction with respect to this report.**

BACKGROUND

The purpose of this report is to follow up on transitioning the ongoing food truck pilot project to an annual, ongoing program. This report also responds to a deputation at the February 1, 2016 Committee of the Whole regarding the food truck pilot project and new refreshment vehicle by-law recommendations where Council directed staff to report back within a 60 – 90 day window.

COMMENTS

In 2013, the Town launched a pilot project specific to food trucks. This pilot involved designated Town spaces at specific locations on specific days being available for the successful bidder(s). One gourmet food truck participated in the pilot project and his feedback was presented at his recent deputation.

It was determined through this pilot project that the concept of food trucks was well received by the community; however, both staff and the owner of the food truck participating in the pilot project agree that the nomadic locations were problematic to providing a consistent service to patrons. It was determined that most locations piloted were not popular locations and that the location at Riverwalk Commons was the most successful spot.

Staff takes from that that identifying high profile spaces where the public actively uses in large numbers throughout the week and on weekends presents the best scenario for a successful operation for food truck operators, enables a consistency of location/time/service and positively augments a passive park experience for residents and trail users.

The participating food truck in the pilot program felt that Riverwalk Commons would be the optimum space for a permanent location. This is not possible as the Refreshment Vehicle Bylaw 2009 – 55 section 4.1(5) states, *“Every owner licensed under this By-law shall not operate a Refreshment Vehicle on Main Street from Water Street to Millard Avenue and from a point immediately west of the railroad tracks on Water Street to one hundred (100) metres east of Main Street at any time”*. Staff supports the current wording of the by-law and do not recommend any revisions at this time to permit a regular, ongoing food truck with this geographic area (which includes Riverwalk Commons).

It should be noted that an exception is for the Farmers Market as there is a section within the bylaw that states, *“11.1 A Farmers Market is exempt from obtaining an Owner’s or Operator’s Refreshment Vehicle license where products that are grown, raised or produced on a farm and intended for use as food and include, without being restricted to, fruits and vegetables, mushrooms, meat and meat products, dairy products, honey products, maple products, fish, grains and seeds and grain and seed products, at which the majority of the persons operating the stalls or other food premises are producers of farm products who are primarily selling or offering for sale their own products”*. Again, staff supports the current wording of the by-law and do not recommend any revisions at this time.

The rationale for recommending two food trucks in two different locations (Fairy Lake Parking Lot #1 and along Cane Parkway adjacent to Fairy Lake Park) is rooted in the premise that this mini-cluster approach enables a wider attraction (draw) and variety to patrons. There are space considerations in both recommended locations that result in limiting it to up to two trucks as well as being sensitive to the balance of Fairy Lake being a passive park/trail while offering some level of enhanced services to park and trail users. In addition, at both locations recommended there is parking available in the event people were to drive to the destination to enjoy a food truck dining experience in a park setting.

Staff are currently investigating enhancements to the Fairy Lake Parking Lot #1 including creating additional parking spaces in collaboration with the LSRCA on their lands. This initiative will be reported out separately; however, it is important to note that this area will be undergoing renovations that will include a multi-use hard-surface pad immediately adjacent to Parking Lot #1 that can be used as the designated location for food trucks or other uses. Please see Attachment A for location of the pad. The two spaces along Cane Parkway (east side) will be marked as designated spaces for the up to two food trucks. Please see Attachment B.

Details related to the annual permitting process will be studied in advance of issuing a call for proposals. Specific to community special events that occur in the area where the trucks are to be permitted, the approach will likely take the form of an annual, 7 day a week permit (with any specific weekend exceptions listed up front based following consultation with existing, large community event organizers). Prior to issuing the Request for Proposals, this approach will be reviewed further by staff and vetted against research of municipal best practices.

In addition to the food truck pilot project, Mr. Tedford's deputation referenced suggested enhancements to the Town's refreshment vehicle regulatory by-law. These matters will be addressed separately as part of an overview review of housekeeping amendments to various regulatory by-laws by the Legislative Services Department; details of which will be provided in an information report to Council to be distributed in Q2, 2016.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report links with several of Newmarket's Council strategic priorities including:

Economic Development – supporting innovative projects and partnerships with various sectors

Enhanced Recreational Opportunities – supporting community and neighbourhood projects.

The recommendations in this report also support the links to the Town's Strategic Plan:

Well-Equipped and Managed

- Fiscal responsibility
- Small town feel with city amenities
- Service excellence

Well-Respected

- Being tradition – based and forward - looking

CONSULTATION

The annual permit locations recommended in this report fall outside the designated business improvement area (BIA). Staff will monitor public feedback each year prior to issuing a request for proposals for the subsequent year.

HUMAN RESOURCE CONSIDERATIONS

Staffing levels are not impacted as a result of the recommendations in this report.

BUDGET IMPACT

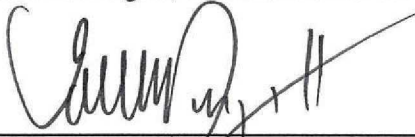
In accordance with delegated authority and current practice for introducing a new Recreation and Culture fee and in consultation with the Treasurer, staff will research municipal rates and best practices associated with annual permitting of food trucks operating on municipal lands. Rates will be in place effective for an annual permit to take effect this spring. Revenues would be included within the 2016 operating budget results.

CONTACT

For more information on this report, contact:

Chris Kallio, Economic Development Officer (EDO), (905) 953-5131, ext. 2, ckallio@newmarket.ca

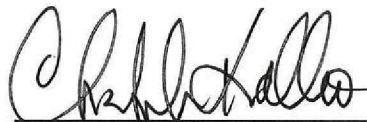
Ian McDougall, Commissioner of Community Services, (905) 953-5131, ext. 1, imcdougall@newmarket.ca



Ian McDougall
 Commissioner of Community Services




Peter Noehammer
 Commissioner of Development & Infrastructure Services



Chris Kallio
 Economic Development Officer



Chris Kalimootoo
 Director of Public Works Services



Mike Mayes
 Acting Commissioner of Corporate Services



Colin Service
 Director, Recreation and Culture



Andrew Brouwer
 Director of Legislative Services



DISCLAIMER: 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.

Source: 2015 Colour Ortho Imagery - First Base Solutions Inc., 2015 Orthophotography.

Image not to scale. Printed: March 9, 2016.

Proposed
Food Truck
Location

TO
WATER ST

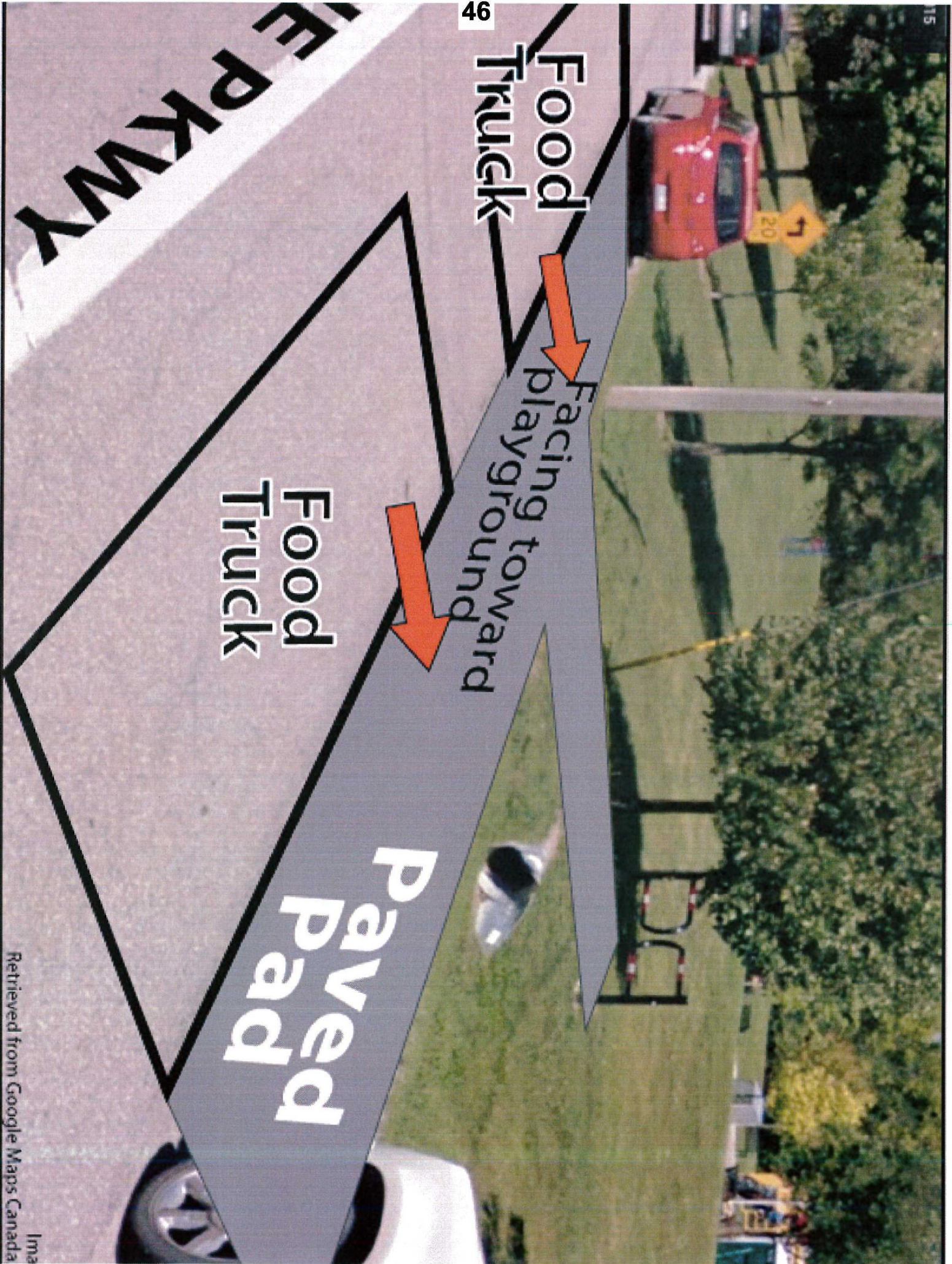


COTTER ST

SECOND ST

LANEWAY

Fairy Lake





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March 2, 2016

JOINT REPORT # 2016 - 11

COMMUNITY SERVICES REPORT – RECREATION AND CULTURE DEVELOPMENT AND INFRASTRUCTURE SERVICES – PUBLIC WORKS DEVELOPMENT AND INFRASTRUCTURE SERVICES – ENGINEERING CORPORATE SERVICES - FINANCE

TO: Mayor Van Bynen
 Members of Council

SUBJECT: Implementation Plan – Future Facilities and Land Use

ORIGIN: Community Services – Recreation and Culture
 Development and Infrastructure Services – Public Works
 Development and Infrastructure Services – Engineering
 Corporate Services - Finance

RECOMMENDATIONS

THAT Community Services – Recreation and Culture, Development and Infrastructure Services – Public Works; Engineering and Corporate Services - Finance Joint Report # 2016 – 11 dated March 2, 2016 regarding the Implementation Plan – Future Facilities and Land Use be received and the following recommendation(s) be adopted:

- 1. THAT Phase 2 of the Recreation Playbook implementation plan be approved as outlined in the report, with public consultation done as part of applicable design processes;**
- 2. AND THAT Phase 3 of the Recreation Playbook implementation plan be shared with the community through a public consultation process;**
- 3. AND THAT Council and the Newmarket Library Board conduct a facilitated Joint Planning Workshop in Q3, 2016 to explore future library considerations.**
- 4. AND THAT future Council Workshops be done to consider specific uses and negotiation strategies on potential property acquisitions, as outlined in the report;**

COMMENTS

The purpose of this report is to provide Council with more detailed information and follow up from the Council Closed Session Workshop on February 22nd, 2016 – *Framework for Future Facilities and Land Use*. During that workshop a number of facilities and potential land options were presented to Council for feedback. This report will serve to consolidate that feedback and provide recommendations moving forward.

Background

In June, 2014 Council approved the Recreation Playbook – a 10 year Strategic Master Plan that shapes the vision for service delivery, facility improvement & development, and pricing philosophy. On specific relevance to the February 22nd Council Workshop and this report is the section on facility improvement and development. The Recreation Playbook contains 24 recommendations that specifically address opportunities to improve existing facilities or add additional facilities.

In addition to the recommendations contained within the Recreation Playbook, there are a number of emerging opportunities and potential alignment with other strategic initiatives of the Town. These include long term strategies for the Community Centre Lands, need to address the former Operations Centre on Pine Street, emerging needs for additional library services, potential development on the Hollingsworth Arena property and potential property acquisitions.

The various recommendations and emerging opportunities are intricately linked with one another in terms of timing, funding, and long term implications on service delivery. Please note that any addition of facility or amenity will have associated operating expenses. Those expenses will be included and specifically highlighted in future budget approval processes. In order to most comprehensively address these various intricacies, the following matrices will address the relevant issues in phases as outlined:

Phase 1 – Already in Progress

Facility Improvement or Opportunity	Recommended Location	Estimated Cost	Funding Source	Related Impacts
Develop a Town operated, equipment based fitness centre.	Magna Centre	\$300,000	Development Charges (DC's) / Future Revenues	No related impacts
Build an Artificial Turf Field in partnership with YRDSB	Dr. Denison High School	\$1 Million Municipal Share	\$900,000 DC's \$100,000 Op.Capital	No related impacts
Expansion of Shared Use School Opportunities in Northwest Quadrant	In discussion with YRDSB about options	No additional cost	NA	No related impacts
Convert two tennis courts at Quaker Park to 3 Pickleball courts.	Quaker Park	\$220,000	Asset Replacement Fund	Two new tennis courts will be developed in an underserved area

Additional Recreation Playbook items also ongoing or in progress:

- ✓ Maintain an ice supply of seven ice pads over the next 10 years;
- ✓ Explore how to re-develop the lawn bowling facility in Lion's Park to continue offering lawn bowling while accommodating other recreational opportunities;
- ✓ Continue with existing natural outdoor ice rink program;
- ✓ Continue to operate a supply of two municipally run indoor aquatic facilities and one outdoor pool over the next 10 years;
- ✓ Develop a sense of community stewardship of parks through creation of park-user feedback and programming groups;
- ✓ Continue to focus the delivery of youth oriented programing through the Newmarket Youth Recreation Centre and SK8 Park with more outreach programming;
- ✓ Continue to focus core programming of older adults through a centralized, dedicated facility with more outreach programming in other facilities as well;
- ✓ Conduct a tri-annual review of potential park development opportunities to ensure that the Town is positioned to respond to emerging trends;
- ✓ Begin planning for the provision of community recreation services to serve the corridors affected by intensification;
- ✓ Identify and evaluate public-private partnership opportunities that improve the availability of emerging sport facilities

Phase 2 – To Be Started in 2016/2017 with Completion by 2017/2018

Facility Improvement or Opportunity	Recommended Location	Estimated Cost	Funding Source	Related Impacts
Design and Construct two Spray Pads	Frank Stronach Park and Arkinstall Park	\$400,000 per park	\$700,000 DC's; \$100,000 approved budget in 2015	No related impacts

Construct two outdoor skate parks	Bonshaw Park and Regional Snow Dump Site (this site construction will be related to site considerations)	\$300,000 per park	\$640,000 DC's; \$60,000 Op.Capital – to be included in 2017 budget	Youth Centre will continue in operation so outdoor parks should balance existing park in terms of location and features
Purchase of former Glenway Golf Course Works Shop for a Satellite Park's Maintenance Building	Adjacent to Northwest Corner of Ray Twinney Complex Property	TBD – Subject to negotiation with Property Owner and additional approval by Council	DC's	No related impacts

Phase 3 – 2 to 5 Years Subject to Budget Approval

Facility Improvement or Opportunity	Recommended Location	Estimated Cost	Funding Source	Related Impacts
Design and Construct one Spray Pad	SM Development Site on Davis Dr OR another suitable location in Northeast Quadrant	\$400,000	\$360,000 DC's; \$40,000 Op.Capital – Council approval required in future budget process	No related impacts
Relocate six tennis courts from Community Centre Lands to free up land for potential development. Facilitate up to 4 additional courts being built by Newmarket Tennis Club or Private Provider with capacity for bubbling all courts by a	Art Ferguson Park	\$130,000 per court – 6 courts to be built by Town (\$780,000)	Asset Replacement Fund	Ball Diamond at Art Ferguson Park relocated to Fairgrounds

private provider in winter months.				
Replacement of Ball Diamond at Art Ferguson Park	Fairgrounds – Repositioning of existing diamonds and removal of soccer field. Relocation of Central York Fire Training Centre.	\$750,000 to \$1.5 Million	Asset Replacement Fund / DC's	Soccer Field needs met through addition of artificial turf soccer field.
Develop a full size, outdoor, artificial ice rink with boards and lighting.	Magna Centre or future land acquisition	\$1.2 to \$1.5 Million (excluding land costs)	DC's, Community Fundraising, Sponsorship	If located at Magna Centre, laneways and limited parking will also need to be addressed at the same time.
Construct two outdoor basketball courts	Ken Sturgeon Park and Environmental Park or potential future land acquisition	\$150,000 to \$200,000 per court (excluding land costs)	DC's (90% of costs), remaining costs from Op. Capital	No related impacts
Construct a fully accessible playground with historical tribute to the location of Canada's first ever fully accessible playground	Quaker Park – original location of Canada's first fully accessible playground	\$300,000	Asset Replacement Fund – as part of the Park replacement Program	No related impacts
Construct one fully	Locations will be	\$900,000	Asset	No related

accessible playground per quadrant	determined as part of the budget process		Replacement Fund	impacts
Construct two outdoor community tennis courts.	In either Northwest quadrant or Southeast quadrant	\$300,000	DC's (up to 90% of costs)	No related impacts
Explore a partnership with a third party to build and operate a gymnasium as part of an existing facility.	Ray Twinney Complex	TBD – subject to partnership negotiations and further Council Approval	DC's (up to 90% of costs)	Site considerations for Ray Twinney Complex

Additional Considerations to be Addressed Separately

There are a number of items that represent significant opportunity and/or investment for the Town over the next 10 years. These items are identified below, with recommendations for action:

Public Washrooms in Parks

Staff recommends that outdoor washrooms be considered in future, annual budget processes. Areas of particular projected need include: Frank Stronach Park and Fairy Lake Park.

Library Services

There is currently a funding envelope of approximately \$2.4 Million in Development Charges over the next 10 years. It is recommended that a joint workshop or Council and the Library Board be conducted in Q3, 2016 to explore opportunities for enhanced library services.

Replacement of Hollingsworth Arena

Council has provided direction to staff to continue discussions with San Michael Homes for a development on Davis Drive that would include the Hollingsworth Property. Staff continues to engage in ongoing discussions with Pickering College to partner in constructing a rink at Pickering College. In the event negotiations don't culminate with a mutually beneficial partnership it would be the staff recommendation that the Town then construct of an additional ice pad at Ray Twinney Complex, in support of past Council direction of maintaining the current municipal service level. Any decision with respect to the replacement of Hollingsworth Arena is to be subject to an approved development at the Hollingsworth Site.

Strategic Property Acquisitions

There are a variety of properties the Town is currently considering that have potential to advance a variety of initiatives – some of which are directly related to recreation facility development. It is recommended that these properties be explored through a series of specific Council Workshops where potential uses and negotiation considerations can be discussed, with final approval coming back to Council on a case by case basis.

Future Spray Pad

In the future as the community continues to develop, staff recommend that Ward 7 be studied/considered for an additional spray pad post green field development of a couple of existing development sites.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report represents virtually all recommendations related to Facility Development and Improvement as outlined in the Recreation Playbook.

This report also links with several of Newmarket's Council strategic priorities including:

- Enhanced recreational opportunities and community facilities;
- Creating a strategy for vibrant and liveable corridors along Davis & Yonge;
- Revitalizing our Community Centre Lands;
- Supporting innovative projects and partnerships with various sectors;
- Supporting community and neighbourhood projects;
- Community engagement.

The recommendations in this report also support the links to the Town's Strategic Plan:

Well-Equipped and Managed by implementation processes that reflect innovative and accountable governance in achieving service excellence.

Well-Planned and Connected goal of ensuring the revitalization of neighbourhoods and improved interaction with the community.

CONSULTATION

This report has been developed as a result of a staff workshop and Council workshop. Further public engagement is recommended.

HUMAN RESOURCE CONSIDERATIONS

Future human resource considerations will be subject to budgetary approvals.

BUDGET IMPACT

These recommendations are tied to previously approved budgets or are subject to further budget approval processes.

CONTACT

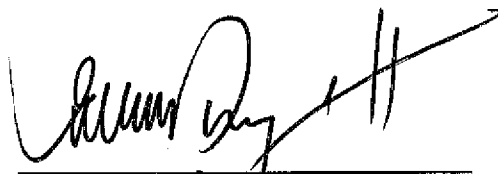
For more information on this report, contact:

Colin Service, Director of Recreation & Culture, ext. 2601, cservice@newmarket.ca

Ian McDougall, Commissioner of Community Services, ext. 2441, imcdougall@newmarket.ca



Colin Service
Director of Recreation & Culture



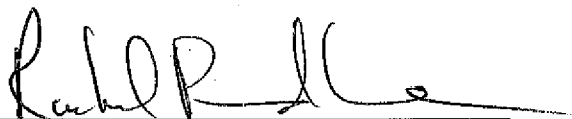
Ian McDougall
Commissioner of Community Services



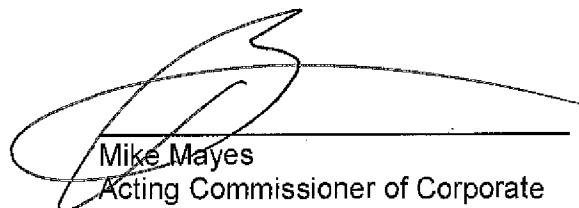
Peter Noehammer
Commissioner of Development & Infrastructure Services



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Director, Engineering Services



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Acting Commissioner of Corporate
Services
Director of Finance/Treasurer



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March 9, 2016

**CORPORATE SERVICES (LEGAL SERVICES)
 REPORT 2016-02**

TO: Committee of the Whole

SUBJECT: Review and Update of Delegation By-law 2007-114

ORIGIN: Director, Legal Services/Municipal Solicitor

RECOMMENDATIONS

THAT Corporate Services (Legal Services) Report 2016-02 dated March 9, 2016 regarding the review & update of Delegation By-law 2007-114 be received and the following recommendation be adopted:

1. **THAT subject to Council comments and suggestions to staff regarding the matters contained in the draft revised Delegation By-law, that staff be directed to bring forward the updated Delegation By-law substantially in the form attached as "Appendix A" to Council for adoption;**
2. **AND THAT the revised, approved Delegation By-law be updated from time to time to reflect any new areas of delegated authority.**

BACKGROUND

In 2007, Council adopted the Town's first comprehensive Delegation By-law 2007-114. The purpose of the by-law is to delegate authority to staff for administrative practice and procedures. The authority for the by-law is found in sections 23.3, 25 and 227 of the *Municipal Act*. The delegation of administrative authority provides for greater efficiency and timely implementation of Council decisions and priorities. Processes and Procedures were also developed to ensure that annual reporting of all delegated matters are reported to Council.

Under the provisions of the *Municipal Act, 2001*, certain powers cannot be delegated. These include,

- a) the passing of by-laws,
- b) the adoption or amendment of an official plan or the passing of a zoning by-law under the *Planning Act*,
- c) adopting or amending the annual budget,
- d) the adoption of a community improvement plan under the *Planning Act*,

- e) the appointment or removal of an officer of the municipality whose appointment is required under the *Municipal Act*,
- f) the incorporation of a corporation, and
- g) the delegation of any regulatory or legislative power.

Over the course of 2015, one of the Town's AMCTO interns undertook a review of the 2007 Delegation By-law. The review work included:

1. Reviewed the legislative authority for Council to delegate administrative or operational matters to staff;
2. Reviewed the legislative authority under which the existing delegation of authority was passed;
3. Identified and reviewed all existing Town delegated authority;
4. Identified and reviewed delegation by-laws from other municipalities;
5. Consulted with the Strategic Leadership Team (SLT) and the Operational Leadership Team (OLT) regarding proposed suggestions, improvements or new areas of delegation;
6. Prepared a comparison chart showing existing areas of delegated authority and areas in which senior management identified a need for additional or amended authority;
7. Made recommendations for improvements on the implementation of delegated authority and added new proposed areas of delegated authority.

The review and update of the Delegation By-law identified the following:

1. Staff have a clear understanding of the areas of existing delegated authority including financial approvals under the Procurement By-law;
2. Additional areas of delegated authority should be included in the by-law and proposed improvements to the implementation of delegated authority will continue to improve operational efficiency, customer service and the management of Committee and Council agendas; and
3. Council continues to retain the authority to deal with any delegated matter.

Since the adoption of the Delegation By-law 2007-114, Council has approved a number of additional areas of delegation which include:

1. The authority to negotiate, execute and terminate Third Party Advertising/Naming Rights Agreements (Director of Recreation, Culture or designate);
2. The authority for the CAO to approve new and amended corporate policies of an administrative nature (CAO);

3. The authority to increase the approved capital budget for a particular project provided there is a corresponding decrease in other similarly funded capital projects (Commissioner/Director/Treasurer);
4. The authority to approve film permits (Clerk or designate);
5. The authority to issue Sign Permits (Clerk or designate);
6. The authority to initiate and file Notices of Assessment appeal, withdraw Notices of Assessment appeal and execute settlement agreements reached in the course of a property assessment or taxation appeal for properties in the Town of Newmarket (Treasurer or designate);
7. The authority to establish a Municipal Election Compliance Audit Committee (Clerk) in response to any compliance audit applications;
8. The authority to issue Conditional Building Permits.

These items are highlighted in yellow on the attached "Appendix A." The proposed updated Delegation By-law will consolidate the additional areas of delegation with the existing areas of delegation.

The Delegation By-law identifies three essential things:

1. The specific power (e.g. the ability to temporarily close a road);
2. The specific position that can exercise the power (e.g. The Manager of Operations);
3. The terms and conditions under which the power can be exercised (e.g. Notice of a temporary road closing must be circulated to YRP, York Region, CYFS, Ward Councillor and affected residents).

A delegated power can always be exercised by someone who is in a position superior to that of the position authorized to exercise the power. For example, the Director of Public Works can temporarily close a road without the permission of the Manager of Operations provided the terms and conditions of a road closure are met.

CONTROLS, LIMITATIONS AND ACCOUNTABILITY OF DELEGATED AUTHORITY

The proposed revised Delegation By-law contains terms, conditions and limitations in connection with most delegated matters. Even though a matter is delegated, there is a clear need for accountability, communication and transparency. Consideration has been given to the types of terms and conditions that ensure accountability, communication and transparency and at the same time, enable the Town's business to be conducted without unnecessary delay. In many cases, Members of Council will be consulted and advised of a particular delegated matter, in advance of the proposed operational action. The items highlighted in blue on the Schedules of "Appendix A" represent existing areas of delegation that have been updated to improve operational efficiency. The items highlighted in yellow represent additional areas of delegated authority that have been approved since 2007 and are being added to the Schedules of the By-law. The items highlighted in yellow with an asterisk (*) represent new areas of delegated authority requested by staff. The new areas include:

- a) Annual increase of User Fees and Charges that all below the CPI rate, Schedule "A", page 12;

- b) Approval of application for Heritage Permits (Individual designations), Schedule "C", page 24;
- c) Approval of application for Heritage Permits (within a Heritage Conservation District), Schedule "C", page 24;
- d) License Agreements, Schedule "D", page 29.

The Delegation By-law does not affect the financial approvals as set out in the Procurement By-law 2014-27.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

An updated and revised Delegation By-law will respond to Council's direction. It supports the *well-equipped* and *well managed* objectives of the Town's strategic plan in the area of efficient management of Town resources and providing excellent customer service.

CONSULTATION

The Strategic Leadership Team, the Operational Leadership Team and other staff who rely on the Delegation By-law were consulted.

HUMAN RESOURCE CONSIDERATIONS

There are no Human Resource requirements as a result of the recommendations in this report.

BUDGET IMPACT

There is no budget impact as a result of the recommendations in this report.

CONTACT

For more information on this report, please contact: Esther Armchuk, Director, Legal Services/Municipal Solicitor at 905-953-5300, Ext. 2432.



Esther Armchuk, B.A. (Hons.), LL.B., DPA
Director, Legal Services/Municipal Solicitor



Mike Mayes
Acting Commissioner, Corporate Services



CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NUMBER 2016-

A BY-LAW TO DELEGATE ADMINISTRATIVE MATTERS TO STAFF.

WHEREAS Council of the Corporation of the Town of Newmarket adopted the recommendations in Corporate Services (Legal Services) Report 2016-02 respecting the update of the delegation by-law;

AND WHEREAS Council directed staff to prepare the updated delegation by-law for Council approval;

AND WHEREAS it is deemed expedient to incorporate into this by-law previously approved delegations of authority and to consolidate, to the extent possible, all by-laws that delegate administrative responsibilities to staff;

AND WHEREAS Section 9 of the *Municipal Act 2001*, S.O. 2001 c. 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS Section 227 of the *Municipal Act 2001*, S.O. 2001 c. 25 provides that it is the role of officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;

AND WHEREAS Council may pursuant to Section 23.3 of the *Municipal Act 2001*, S.O. 2001 c. 25 delegate its powers, duties and functions subject to the limitations as set out in the *Municipal Act 2001* and any other applicable Act(s) in order to maximize administrative and operational efficiency;

AND WHEREAS in order to manage and improve customer service, as well as expedite the conduct of the Town's business in a more efficient and effective manner;

THEREFORE BE IT ENACTED by the Municipal Council of the Corporation of the Town of Newmarket as follows:

1. This by-law may be cited as the Delegation Authority By-law.

INTERPRETATION

2. In this by-law

"Council" means the Council of the Corporation of the Town of Newmarket.

"Highway" means any public highway, road or street under the jurisdiction of the Town and shall include any bridge, sidewalk, boulevard, median, lane, alley, square or thoroughfare.

"Mayor" means the Mayor of the Corporation of the Town Of Newmarket.

"Purchasing By-law" means the Purchasing By-law in effect from time to time.

"Town" means the Corporation of the Town of Newmarket.

DELEGATION OF AUTHORITY

3. Council hereby delegates to those persons holding the position set out under the heading "Approval Authority" in Schedules "A" to "E", to this by-law, the powers, duties and functions of Council as set out in those Schedules subject to any terms, conditions or limitations on that delegated authority.

4. Council hereby delegates to those persons, positions and offices listed in paragraph 6 herein the authority to prepare and execute any documents or contracts not specifically listed on Schedules "A" to "E" to this by-law if the document or contract is necessary to give effect to an agreement or action approved by Council.

DELEGATION TO PERSONS HOLDING POSITION

5. Where this by-law delegates a power, duty or function to a named position, the delegation is to the person who, from time to time, holds the position and to any person who, from time to time, is the Deputy or Assistant Director or designate of the person who holds the position. In the event that any position under the heading "Approval Authority" in Schedules "A", "B", "C", "D" and "E", is renamed, this by-law continues to apply to such renamed position.
6. In the event that any named position is both approval authority and signing authority in connection with any delegated function as set out in Schedules "A" to "E", the approval authority shall be the direct supervisor of the position that has signing authority for the delegated function.

APPOINTMENT OF SIGNING OFFICERS

7. Subject to the requirements of this by-law and any statute regarding the execution of any particular kind of document an employee or officer of the Corporation, who at the time of execution of any document holds any of the following offices or positions, is a signing officer of the Corporation and has authority to execute the document on its behalf:
 - a) the Mayor
 - b) the Chief Administrative Officer
 - c) the Town Clerk
 - d) the Commissioner of Legal and Development Services, the Commissioner of Corporate and Financial Services and the Commissioner of Community Services
 - e) the Treasurer
 - f) the Municipal Solicitor
 - g) the Directors of Finance, Planning, Building and By-laws, Public Works and Environmental Services, Parks, Recreation and Culture, the Managers of Human Resources, Information Technology, Customer Service, Purchasing, Corporate Communications, Operations and the Fire Chief.
8. Unless otherwise required by statute or this by-law, a document may be executed by the signature of one or more signing officers and when so executed the document may be endorsed with the words "I/We have authority to bind the Corporation", or any similar words indicating the authority of the signing officer.
9. Any document executed under this by-law shall clearly indicate by way of a stamp on the face of the document that it has been reviewed and approved by those named positions or departments in connection with any delegated function as set out in Schedules "A" to "E".
10. Where this by-law delegates a power, duty or function to a named position, such power, duty or function includes all authority necessary to do all acts required to carry out the authority delegated under this bylaw.
11. Notwithstanding the Delegation of Authority provided for herein, if in the opinion of the person to whom a matter has been delegated, or in the opinion of the Chief Administrative Officer, the matter is one that ought to be reviewed by Council, such matter shall be considered by Council prior to approval.
12. Any reference in this by-law to an Act, includes any amendments to the Act and any successor Act.

13. That By-laws 2007-114, XXXX, XXXX be and are hereby repealed.

ENACTED THIS DAY OF 2016.

Tony Van Bynen, Mayor

Andrew Brouwer, Town Clerk

DRAFT

DELEGATION BY-LAW 2016-XXX

COMMISSION	SCHEDULE	PAGE(S)
Corporate Services	Schedule "A"	Pages 2-13
Community Services	Schedule "B"	Pages 14-17
Development & Infrastructure Services	Schedule "C"	Pages 18-25
Office of the Chief Administrative Officer	Schedule "D"	Pages 26-31
Central York Fire Services	Schedule "E"	Page 32-34

SCHEDULE "A"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE,
OPERATIONAL OR TECHNICAL MATTERS

CORPORATE SERVICES

SCHEDULE "A"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE, OPERATIONAL OR TECHNICAL MATTERS

CORPORATE SERVICES

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
1.	Land acquisition for service easements	Approval of land acquisitions for municipal service easements and execution of Easement Agreements	<i>Municipal Act</i> 2001, S.O. 2001 C.25 s. 9,11,23.4 and 271	a) Upon recommendation by the Director of the applicable department or the Development Coordination Committee that a land acquisition is necessary for the purposes of a municipal service easement; b) The land to be acquired shall be transferred at no cost to the Town other than disbursements relating to the preparation and conveyance of the easements and; c) Easement agreements shall be in the form approved by the Municipal Solicitor.	Development Coordination Committee or Director of applicable department	Commissioner of applicable department	64
2.	Applications made to the Town for funding	Applications to the Town for compensation, funding or other forms of subsidy related to any activity, program, construction, event, or other expense. May include but are not limited to culture and recreation grants, downtown events, or community improvement program grants.	Annual budget	Expenses must be: <ul style="list-style-type: none"> provided for in the approved annual budget within the established criteria for each applicable grant. Council will receive an annual information report listing the granting programs, the amount of funds disbursed, and the recipients.	As applicable within each established granting program.	Director of applicable department	

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
3.	Applications made by Town for funding	Applications to any Federal or Provincial Government department, Ministry, agency or fund for compensation, funding or other forms of subsidy related to any Town programs, operations or approved capital project and subsequent submissions, declarations or representations required for processing the application or the receipt of funds		As determined by the federal or provincial government department, Ministry, agency or fund	Department that is responsible for the program, operation or capital project to which the application relates	Treasurer or Director of the applicable department or as required under the specific funding application	2007-114
4.	Execution of Contracts for goods and services and award of tenders		<i>Municipal Act</i> 2001, S.O. 2001, C. 25 s.270 as amended; By-law 2011-74	In accordance with the Procurement By-law.	In accordance with the Procurement By-law.	In accordance with Procurement By-law 2011-74	2007-114
5.	Write off administrative errors	Accounts receivable – write off interest and penalties added to trade account receivable balances as a result of administrative errors	<i>Municipal Act</i> 2001, S.O. 2001 sections 9, 11, 23.3, and 345(7); <i>Assessment Act</i> , R.S.O. 1990, c.A.31	a) Where interest and penalties of less than \$5,000.00 have been added to a trade account receivable balance and those individuals consulted are in agreement that the charge resulted in an administrative error; and b) In the event that interest and penalties of greater than \$5,000.00 have been added to a trade account balance, the matter shall be brought before Council for approval.	Finance	Director of Finance or Treasurer or Council, as applicable or council if greater than \$5,000	2007-114
6.	Endorse cheques	Endorsement of cheques in the amount of \$0.00 to \$100,000.00	<i>Municipal Act</i> 2001, S.O. 2001 Section 287	The signatures on any cheques in the amount of \$0.00 to \$100,000.00 may be mechanically or electronically reproduced	Finance	Treasurer and one of: Commissioner of applicable department or Chief Administrative Officer And either the Mayor or Regional Councillor	2007-114

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
7.	Endorse cheques	Endorsement of cheques in the amount of \$100,000.01 or more	<i>Municipal Act</i> 2001, S.O. 2001 Section 287	The signatures on any cheque over \$100,000.01 shall be original signatures	Finance	Treasurer or Commissioner of applicable department or CAO And either the Mayor or Regional Councillor	2007-114
8.	Securities investment	Power to invest in securities as prescribed by Regulation and establish written procedures and policies for the investment program	<i>Municipal Act</i> 2001, S.O. 2001 Section 418, Regulation 438/97	In accordance with the Investment Policy as adopted by Council.	N/A	Treasurer	None
9.	Non-material financing leases	Financing leases requiring payment by the municipality beyond the term of Council, without Material Impact (see FIN 1-01 for definition) to the Town.	FIN 1-01, Ontario Regulation 49/94	Subject to conditions in policy FIN 1-01.		Treasurer	
10.	Interim tax bills	The ability to issue interim tax bills.	<i>Municipal Act</i> S.342	The Treasurer may issue interim tax bills equal to 50% of the previous year's annualized taxes in advance of the approval of tax rates for the coming year. The Interim Bill is shown as a reduction on the final bill.		Treasurer	
11.	Interim spending authority	The authority to spend in advance of the approval of an annual budget.	<i>Municipal Act</i> S.23	Staff are authorized to make payments necessary to support ongoing business prior to the approval of an annual budget. Total spending is not to exceed 50% of the approved budget for the previous year. There is to be no new expenditures, no enhancements, or new spending prior to Council approval of the new budget.		Treasurer	

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
12.	Increases and offsets in budgets	Where authority has been given in the Capital Budget for a particular project, an increase to the approved amount is authorized under certain conditions.	Policy FIN 2-01	Subject to conditions in policy FIN 2-01.	As set out in policy FIN 2-01.	As set out in policy FIN 2-01.	
13.	Temporary Occupancy License Agreements with Upper Canada Mall	License	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	Agreement to be in substantially the same form as the Agreement attached hereto as Appendix 8.	Legislative Services	Town Clerk	2001-163 2007-114
14.	<i>Liquor License Act</i> Applications	Application	<i>Liquor License Act</i> , R.S.O. 1990 c. L. 19	<p>The Town may advise the Registrar of Alcohol and Gaming of no objections to an Application for License to sell liquor unless the applicant fails to satisfy one or more of the following conditions:</p> <p>a) having regard to the applicant's financial position, the applicant cannot reasonably be expected to be financially responsible in the conduct of the applicant's business;</p> <p>b) the past or present conduct of the applicant affords reasonable grounds for belief that the applicant will not carry on business in accordance with the law and with integrity and honesty;</p> <p>c) the applicant or an employee or agent of the applicant makes a false statement or provides false information in an application under the <i>Liquor License Act</i>;</p> <p>d) the applicant is carrying on activities that are, or will be, if the applicant is licensed, in contravention of the <i>Liquor License Act</i> or the</p>	Legislative Services; Planning and Building Services; By-laws, Municipal Solicitor, Mayor, Regional Councillor, Ward Councillor and Fire Chief	Town Clerk or Licensing Officer or Council in the event of objections	2007-114

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
				regulations; e) the premises, accommodation, equipment and facilities in respect of which the license is to be issued are not, or will not be, if the applicant is licensed, in compliance with the Liquor License and the regulations; or f) the license is not in the public interest having regard to the needs and wishes of the residents of the municipality in which the premises are located. In the event of objections, the matter shall be brought before Council.			
15.	Filming Applications	Application	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3(2) Town of Newmarket Policy on Filming on location CORP. 1-04	In accordance with the terms and conditions of the Town of Newmarket Policy on Filming on location as amended from time to time.	Commissioner of applicable department; Clerk; Planning and Building Services; By-laws; Engineering Services; Public Works Services; Parks; Recreation and Culture (when filming takes place in Recreation and Culture facilities); Economic Development; Fire Chief and York Regional Police or as otherwise directed under the Policy on Filming on location or amended or any successor Policy	Town Clerk	2007-11.

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
16.	Municipal Flag Policy	Administration of flag procedures	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3, CORP. 1-05	In accordance with the Flag Policy and Procedures as adopted by Council.	N/A	Town Clerk	None
17.	Sign variance policies	Amending the Policies and Procedures for Sign Variances as required	Council Extract dated Sept 21/09 <i>Municipal Act</i> , 2001, S.O. 2001 C.25 sections 10(2), 10, 99, 23.3	Erection and Maintenance of Signs and advertising devices by-law 2009-79, Section 36	Legal; Planning and Building Services; By-laws; Engineering Services; Finance; Recreation & Culture; Public Works Services; and Fire	Director of Legislative Services	2001-2 2009-79 2007-114
18.	Approval of Noise Exemptions		<i>Municipal Act</i> 2001, s.o. c 25 Section 129 and Noise By-law 2004-94 as amended	As provided for in the Noise By-law	Legislative Services; Planning and Building Services; Engineering Services	Director of Legislative Services/Town Clerk	n/a
19.	MFIPPA Requests	Designating the Town Clerk as the "Head of the Municipality" for the purposes of administering MFIPPA requests.	<i>Municipal Freedom of Information and Protection of Privacy Act RSO</i> 1990, Section 3	As are set out in the <i>Municipal Freedom of Information and Protection of Privacy Act</i>		Town Clerk	2011-85

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
20.	Private By-law Enforcement Officers	Appointment of private By-law Enforcement Officers and Routine Agreements with companies engaged to enforce parking restrictions on private property.	<i>Police Services Act</i> , R.S.O. 1990 c.P.15 s.15, <i>Municipal Act</i> 2001, S.O. 2001 sections 100, 100.1, 101 and 102; By-law 1993-62	<p>a) The Director of Legislative Services is authorized to effect the appointment of Private By-law Enforcement Officers, as defined in the <i>Police Services Act</i>, R.S.O. 1990 c.o. 15 as amended to enforce the parking by-laws of the Town and for the purposes of the <i>Provincial Offences Act</i>, R.S.O. 1990</p> <p>b) The Director of Legislative Services may revoke the appointment of Private By-law Enforcement Officer by giving written notice to the said person if they are no longer employed by a company to provide parking enforcement on private property</p> <p>If any person who has made application and has been refused appointment or any person who has had their appointment revoked may appeal the decision to Council, and the decision of Council shall be final and binding.</p>	By-laws	Director of Legislative Services	1999-154 2007-114
21.	Encroachment Agreement	Encroachment Agreement (including incidental documents or forms to give effect to Agreement)	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	<p>a) Agreement to be in a form approved by the Municipal Solicitor;</p> <p>b) nature of the agreement is minor as determined by all applicable departments and agencies; and</p> <p>c) any permit, legal fees or other costs as determined by the Town from time to time are paid by the Applicant.</p>	Public Works Services; Planning and Building Services; By-laws; Commissioner of applicable department; Municipal Solicitor; Engineering Services; Fire Department, if applicable, Insurance Claims Adjuster	Municipal Solicitor, Director of Public Works Services, or Director of Planning and Building Services	2007-114
22.	Loan discharges	Discharges of loan agreements and mortgages registered on properties located within the Town to secure loans		All conditions of the loan agreement or charge must be satisfied.	Legal; Planning and Building Services; By-laws; Finance; Recreation & Culture	Municipal Solicitor or Commissioner of applicable department	

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
23.	Housekeeping real estate matters	Matters affecting land addressing for housekeeping purposes, including but not limited to title corrections, historical land conveyances, etc.		a) The nature of the matter is minor and approved by all applicable departments and agencies; b) that the form, terms and conditions of all agreements are satisfactory to the Municipal Solicitor; c) that any permit, legal fees and other costs as applicable and determined by the Town from time to time are paid by the Applicant; and such other reasonable conditions as are necessary in the opinion of the Municipal Solicitor.	As determined by the Municipal Solicitor	Municipal Solicitor	2007-114
24.	Land registration documents	Registration of agreements, liens, or restrictions on title and execution of electronic documents	By-law 1999-34, By-law 2001-96, Building Code s. 15-1	As required under the authority for the agreement/restriction on title or other documents to be electronically registered. The order is to be released subject to fulfillment of the conditions of the enacting authority.	Subject to enacting authority.	Municipal Solicitor	71
25.	Agreements with Abutting Landowners	Agreements with Abutting Landowners (including Landscape license, parking agreements and easements) including incidental documents and forms to give effect to Agreement, including access easements.	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) The nature of the agreement is minor and approved by all applicable departments and agencies; b) that the form, terms and conditions of all agreements are satisfactory to the Municipal Solicitor; c) that any permit, legal fees and other costs as determined by the Town from time to time are paid by the Applicant; and d) such other reasonable conditions as are necessary in the opinion of the Municipal Solicitor.	Public Works Services and Engineering Services; Planning and Building Services; By-laws; Legal Services and Finance	Municipal Solicitor or Commissioner of applicable department	2007-114

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
26.	Agreements affecting land	Agreements affecting land, including , but not limited to agreements with Lake Simcoe Conservation Authority, Newmarket Tay Power, Hydro One, Consumers Gas or other utility companies, York Region or any other government or public authority respecting road widenings, easements, minor conveyances, encroachment agreements, shared use agreements, approved capital projects, cost sharing agreements for approved capital projects, license agreements or similar matters		a) The nature of the agreement is minor and approved by all applicable departments and agencies; b) that the form, terms and conditions of all agreements are satisfactory to the Municipal Solicitor; c) that any permit, legal fees and other costs as applicable and determined by the Town from time to time are paid by the Applicant; and d) such other reasonable conditions as are necessary in the opinion of the Municipal Solicitor.	Engineering Services; Public Works Services; Planning and Building Services; Legal Services and Finance	Municipal Solicitor or Commissioner of applicable department	2007-114
27.	Releases from covenants	Releases and Discharges of lands from covenants and conditions set out in the deeds for properties located within the Town or Development Agreement	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	Confirmation from all applicable departments that the terms and conditions of the Agreement or document that created the covenant or condition have been satisfied and said covenant or condition is no longer required by the Town.	Engineering Services and Public Works Services; Planning and Building Services; By-laws; Legal Services and Finance	Municipal Solicitor or Commissioner of applicable department	2007-114
28.	Releases of Affordable Housing charges	Releases of Affordable Housing charges (including release of charges in favour of the Town) and release of easements no longer required by the Town		a) All conditions of the charge must be satisfied. b) Confirmation from all applicable departments that the terms and conditions of the Agreement or document that created the covenant or condition have been satisfied and said covenant or condition is no longer required by the Town.	Engineering Services and Public Works Services; Planning and Building Services; By-laws; Legal Services and Finance	Municipal Solicitor or Commissioner of applicable department	2007-114

	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
29. *	Increase of User Fees and charges*	Increase in Fees on an annual basis	Service Pricing Policy, Fees & Charges By-law	<p>Fee and charge increases that fall below the rate of the CPI (Consumer Price Index) as indicated by Statistics Canada for the month of October for increases for the following calendar year are delegated to staff.</p> <p>Development Charges are indexed as set out in Town the Development Charges By-laws, as amended.</p>	Departments as are applicable based on the given user fee or charge according to the discretion of the applicable director.	Director of applicable department	
30.	Taxation Assessment Appeals	<p>Initiate and file notices of assessment appeal, for any property in the Town of Newmarket, with the Assessment Review Board.</p> <p>Withdraw any appeal filed by the Town of Newmarket.</p> <p>Attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the Town of Newmarket or another person, entity or agent.</p> <p>Execute settlement agreements, on behalf of the Town of Newmarket, reached in the course of a taxation or property assessment appeal.</p>	Assessment Act	Appeals may be withdrawn should it be determined that it is not in the Town's best interest to proceed.	Financial Services	Treasurer or their designate	73

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SCHEDULE "B"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE,
OPERATIONAL OR TECHNICAL MATTERS

COMMUNITY SERVICES

SCHEDULE "B"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE, OPERATIONAL OR TECHNICAL MATTERS

COMMUNITY SERVICES

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
1.	Joint Use Agreements	Review, revise and execute all on-going joint use agree-ment with user groups who have joint use of Town buildings or parts thereof where the original use is maintained in accordance with Town Standards and Policies (i.e. Tennis Club, Curling Club)	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) Original use is maintained in accordance with Town standards and conditions. Consideration to be given to any Town concerns, requirements or issues related to the facility prior to renewal; b) The necessary certificate of insurance is filed.	Public Works Services; Parks; Recreation and Culture; Municipal Solicitor; Insurance Claims Adjuster; Finance Services	Director of Recreation and Culture	2007-114
2.	Joint Use Agreements with Separate and Public School Boards	Review, revise and execute all on-going joint use agreement with user groups who have joint use of Town buildings or parts thereof where the original use is maintained in accordance with Town Standards and Policies	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) Original use is maintained in accordance with Town standards and conditions. Consideration to be given to any Town concerns, requirements or issues related to the facility prior to renewal; b) The necessary certificate of insurance is filed.	Public Works Services; Parks; Recreation and Culture; Municipal Solicitor; Insurance Claims Adjuster; Finance Services	Director of Recreation and Culture	2007-114
3.	Rental Booking	Events at Town facilities and/or on Town property involving animals	By-law 2008-62	Events be required to adhere to the Animal Control By-law, 2009-19, as amended	Recreation and Culture	Director of Recreation and Culture	2007-114

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
4.	Negotiation, execution and termination of Third Party Advertising/ Sponsorship/ Naming Rights Agreements	Agreement pursuant to which a payment of money or provision of things of value to the Town provides the ability to advertise, sponsor, or receive recognition through Town programs or activities.	Municipal Act 2001, s.o. c 25 Section 227	<p>Staff will seek out marketing/sponsorship opportunities with third parties who reflect the values and maintain operation policies that are not in conflict with the Town's values, mandate or operating policies, have a positive public image and reflect a high level of integrity.</p> <p>Sponsorship agreements that have a value of greater than \$30,000 annually will be presented to Council.</p> <p>Staff will maintain a list of partners interested in providing sponsorship/advertising/naming partnerships. Staff will periodically provide opportunities for expressions of interest in such partnerships with the Town.</p> <p>The Town reserves the right to terminate an existing sponsorship agreement should any of the following occur:</p> <ul style="list-style-type: none"> • The sponsor organization uses the Town's name outside the parameters of the sponsorship agreement, without prior consent; • The sponsor organization develops a public image inappropriate to the Town's values and/or objectives. 	Recreation & Culture; Corporate Communications; Procurement Services; Legal Services	Manager of applicable department	

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SCHEDULE "C"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE,
OPERATIONAL OR TECHNICAL MATTERS

DEVELOPMENT & INFRASTRUCTURE SERVICES

SCHEDULE "C"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE, OPERATIONAL OR TECHNICAL MATTERS

DEVELOPMENT & INFRASTRUCTURE SERVICES

	TYPE OF AGREEMENT	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
1.	Cash-in-Lieu of Parking	Application to pay the Town a certain sum of money in lieu of providing parking spaces required by By-law.	Cash-in-Lieu of Parking Policy, Development and Infrastructure Services/Planning and Building Report 2014-07	Staff are delegated the authority to negotiate and execute agreements subject to conditions set out in the Cash-in-Lieu of Parking Policy.	Engineering Services; Public Works Services; Planning and Building Services; By-laws; and Ward Councillor.	Director of Planning and Building Services	
2.	Road Closure	Temporary or short-term highway closures (7 days or less) for repairs and/or improvements to a highway (including road cuts) or services/utilities under or adjacent to a highway	Municipal Act 2001, S.O. 2001 C.25 sections 9 and 23.3	a) Upon recommendation by Public Works Services; b) in the event of any emergency as determined by the Director of Public Works Services and/or Director of Engineering Services, or in the event that capital improvements to a highway must be completed as determined by the Director of Public Works Services and/or the Director of Engineering Services, the road may be closed without prior notification; and c) all applicable departments, agencies and residents shall be notified of the highway closure as soon as possible.	York Region Police; Manager of Medical Emergency Services; Commissioner of applicable department; Engineering Services; Public Works Services; Planning and Building Services; By-laws; York Region Transit; York Region Rapid Transit; Fire Department; Parks; Recreation and Culture; Mayor; Regional Councillor and Ward Councillor.	Manager of Operations	2007-114
3.	Road Closure	Authorization of temporary or short term highway closures (4 days or less) for social, recreational or	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3(2)	a) Applicant to provide a certificate of Insurance in a form satisfactory to the Clerk; b) applicant to comply with all applicable by-	York Region Police, Manager of Medical Emergency Services; Commissioner of applicable department; Public Works Services;	Manager of Operations	2007-114

	TYPE OF AGREEMENT	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
		community purposes involving a stationary barricade		laws; c) applicant responsible for clean up and restoration of street in question at close of event; d) such other reasonable restrictions as in the opinion of the Director of Public Works Services and Director of Engineering Services may be required; d) and all applicable departments, agencies and residents shall be notified of the highway closure.	Engineering Services; Legislative Services; Planning and Building Services; By-laws; York Region Transit; York Region Rapid Transit; Fire Chief; Parks; Recreation and Culture; Mayor; Regional Councillor and Ward Councillor		
4.	Municipal Access Agreements	Municipal Access Agreements	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) Agreement to be in a form satisfactory to the Director of Public Works Services and Municipal Solicitor; and b) any permit, legal fees or other costs as determined by the Town from time to time shall be paid.	Commissioner of applicable department; Engineering Services; Public Works Services; Commissioner of Legal Services; Municipal Solicitor.	Director of Public Works Services	2007-114
5.	Pre-Servicing Agreement	Pre-Servicing Agreement	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	Agreement to be in substantially the same form as the standard Agreement attached hereto as Appendix 2.	Development Coordination Committee	Director of Engineering Services	2001-113 2007-114
6.	Heritage Easements	Heritage Easement Agreements	<i>Ontario Heritage Act</i> , R.S.O. 1990 c. 0.18 s.37; <i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9 and 23.3; By-law 2003-141	In accordance with the terms, conditions and provisions of By-law 2003-141 as amended or any successor By-law; and Agreement to be in substantially the same form as the standard form Heritage Easement Agreement attached hereto as Appendix 7.	Heritage Newmarket; Planning Department; Municipal Solicitor	Director of Planning and Building Services or as otherwise directed by By-law 2003-141 as amended, or any successor By-law	2004-207 2007-114

	TYPE OF AGREEMENT	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
7.	Site Plan Review	Application consideration		a) Any industrial, commercial or institutional building not abutting residential; b) Any industrial, commercial or institutional building abutting residential but not exceeding 5,000 square feet in size; c) Any development not being undertaken by public authorities and/or agencies, i.e. Federal, Provincial, Regional, Town, School Boards, and Hospital; d) Any development not within a Community improvement Plan Area and not within Special Policy Areas; and Any parking area not abutting residential. The Staff Development Review Team will review the above types of applications to ensure compliance with Town bylaws and standards, to assess community impact in connection with noise, dust, odour, traffic, visual (height), grading, interface compatibility, etc. All development applications will require a registered Site Plan Agreement and submission of securities from the owner. Members of Council will be advised of all applications and any Member of Council or Applicant may request that a Delegated Site Plan Review application be "bumped up" to a Full Site Plan Review.	Staff Development Review Team and Fire Chief	Director of Planning and Building Services	2007-114
8.	Temporary Sales Office	Agreement or structure	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	Agreement to be in substantially the same form as the standard Agreement attached hereto as Appendix 1.	Development Coordination Committee and Building Services	Director of Planning and Building Services	2001-113 2007-114

	TYPE OF AGREEMENT	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
9.	Site Plan Agreement	Agreement (including amendments to Site Plan Agreements)	<i>Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3; Planning Act s.41(7)</i>	Agreement to be in substantially the same form as the Standard Agreements attached hereto as Appendix 5A and 5B. Any amendments to Site Plan Agreements shall be limited to non-financial or other minor conditions.	Site Plan Review Committee; Technical Review Committee; Planning and Building Services; By-laws; Municipal Solicitor; Engineering Services and Public Works Services and Fire Chief	Director of Planning and Building Services	2007-114
10.	Subdivision	Subdivision Agreement (including amendments to Subdivision Agreements)	<i>Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3; Planning Act, s.51(26)</i>	Agreement to be in substantially the same form as the Standard Agreements attached hereto as Appendix 4A and 4B. Any amendments to subdivision agreements shall be limited to non-financial or other minor conditions.	Engineering Services; Public Works Services; Planning; Parks; Municipal Solicitor; Town Development Coordinator and Fire Chief	Development Coordination Committee	2002-9 2006-177 2007-114
11.	Spine Servicing Agreement	Spine Servicing Agreement	<i>Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3</i>	Agreement to be in the standard form approved by the Municipal Solicitor and Development Coordination Committee.	Development Coordination Committee and Fire Chief	Development Coordination Committee	2007-114

	TYPE OF AGREEMENT	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
12.	Model Home Permits, Acknowledgement and Indemnity	Issuance of Model Home Permits, Agreements of Undertaking, Acknowledgement and Indemnity	<i>Municipal Act</i> 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) Agreements to be in substantially the same form as the Agreements attached hereto as Appendix 6; and b) the maximum number of model home permits issued in respect of any one development shall not exceed 10% of the lots draft approved; c) the Undertaking, Acknowledgement and Indemnity – Model Home permit must be executed by the Builder and the developer; d) performance security in an amount determined as reasonable by the Chief Building Official for the first model home permit and in such other amount for every additional two model homes is filed with the Town; and e) provided the Director of Public Works Services and Director of Engineering Services and the Director of Planning have no objection to the issuance of model home permits.	Development Coordination Committee; Building Services; Director of Public Works Services; Director of Engineering Services; and the Director of Planning	Development Coordination Committee, Chief Building Official or Director of Planning and Building Services	2007-114

	TYPE OF AGREEMENT	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
13.	Fence variance policies	Amending the Policies and Procedures for Fence Variances as required	Council Extract dated Sept 21/09 <i>Municipal Act</i> , 2001, S.O. 2001 C.25 sections 10(2), 10, 99, 23.3	Bylaw 2009-79 Erection and Maintenance of Signs and advertising devices Section 36	Legal; Planning and Building Services; By-laws; Engineering Services; Finance; Recreation & Culture; Public Works Services and Fire	Director of Planning and Building Services	2001-2 2009-79 2007-114
14.	Conditional Building Permit	Authority to enter into an agreement for a conditional building permit.	<i>Building Code Act</i> S.O. 1992 Chapter 23, as amended	The Chief Building Official has discretion to issue a Conditional Permit where unreasonable delays would occur if a Conditional Permit is not granted.	Municipal Solicitor; Planning Services; Building Services; Engineering Services	Chief Building Official	
15. *	Approve application for Heritage permits*	Approval of applications for Heritage Permits for buildings designated under Part IV of the <i>Ontario Heritage Act</i> . (Individual Designation)	<i>Ontario Heritage Act</i> Section 33.15	d) Applies to all alterations to a property designated under Part IV of the <i>Ontario Heritage Act</i> e) Does not apply to applications for demolition or removal of a designated building from a property. Where a heritage permit is denied, the applicant can appeal this decision to Council.	Heritage Newmarket Advisory Committee; Ward Councillor; Planning and Building Services	Director of Planning and Building Services or Senior Planner – Community Planning	
16. *	Approve application for Heritage permits*	Approval of applications for Heritage Permits for buildings designated under Part V of the <i>Ontario Heritage Act</i> . Within a Heritage Conservation District	<i>Ontario Heritage Act</i> Section 33.15	a) Applies to all alterations to a property designated under Part V of the <i>Ontario Heritage Act</i> b) Does not apply to applications for demolition or removal of a designated building from a property. Where a heritage permit is denied, the applicant can appeal this decision to Council.	Lower Main Street South Advisory Group; Ward Councillor; Planning and Building Services	Director of Planning and Building Services or Senior Planner – Community Planning	

Corporate Services, Schedule "A" – Pages 2-13
Community Services, Schedule "B" – Pages 14-17
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Office of the Chief Administrative Officer, Schedule "D" – Pages 26-31
Central York Fire Services – Schedule "E" – Pages 32-34

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SCHEDULE "D"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE,
OPERATIONAL OR TECHNICAL MATTERS

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "D"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE, OPERATIONAL OR TECHNICAL MATTERS

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
1.	Acquisition of Lands	The acquisition of land or any interest in land (except for a leasehold interest) including agreements of purchase and sale respecting road widenings, minor conveyances, remnant pieces of land and approved capital projects.	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11, 23.3 and 270	a) That sufficient funds be available within the departmental budgets approved by Council; b) the acquisition price shall be at or below fair market value; c) fair market value shall be determined by appraisal, including the criteria to determine value, unless an appraisal would not be practical or economical; d) the authority related to fair market value shall only be exercised in accordance with the financial limits set out in the Procurement By-law (By-law 2011-74 as amended from time to time or any successor By-law); and e) the acquisition shall be on terms and conditions and in a form satisfactory to the Municipal Solicitor.	Development Coordination Committee; Planning; Commissioner of applicable department; Recreation and Culture; Engineering Services; Public Works Services; Municipal Solicitor (where practical)	Chief Administrative Officer and Municipal Solicitor	2007-114
2.	Acquisition of Lands	The negotiation of the acquisition of land or any interest in land (except for a leasehold interest) not otherwise	Municipal Act, 2001, S.O. 2001 C.25 sections 9, 11, 23.3 and 270	a) That sufficient funds be available within the property reserve accounts; b) property must be for purposes associated with Town initiatives such as but not limited to the protection of environmental land, open space, parks, trails and operations facilities; c) the acquisition shall be on terms and	Chief Administrative Officer; Mayor; Engineering Services; Public Works Services; and Commissioner of applicable department or Municipal Solicitor (where practical)	CAO	2007-114

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
		provided for in an approved budget.		conditions and in a form satisfactory to the Municipal Solicitor; d) the terms and conditions of any Offer to Purchase shall include a term that the Offer is conditional upon approval by Council; and e) Council shall approve any Offer to Purchase.			
3.	Surplus Lands	Dispositions of land or any interest in land (except for a leasehold interest) Agreements of Purchase and Sale	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11, 23.3 and By-law 1995-43; Sale of Land By-law 1995-43	Disposal of surplus lands will follow the process and conditions set out in policy LEGAL 1-01.	Legal; Planning and Building Services; By-laws; Engineering Services; Finance; Recreation & Culture; Public Works Services; and Fire	Chief Administrative Officer and Municipal Solicitor	2007-114
4.	Leases		Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) Rent be at fair market value; b) That fair market value be determined by appraisal including the criteria used to determine value, unless an appraisal would not be practical or economical; c) The authority related to fair market value shall only be exercised in accordance with the financial limits set out in the approved budget; d) The lease shall be on terms and conditions and in a form satisfactory to the Municipal Solicitor; e) Renewal of existing leases is delegated to staff provided that the terms are equal to or better than the terms approved by Council for the initial term of a lease.	Municipal Solicitor and Commissioner or Directors of applicable Department; Engineering Services; Public Works Services	Chief Administrative Officer; Director of the applicable department; or Commissioner of applicable department.	2007-114

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
5.	License Agreements		Municipal Act 2001, S.O. 2001 C.25 sections 9, 11 and 23.3	a) Rent be at fair market value; b) That fair market value be determined by appraisal including the criteria used to determine value, unless an appraisal would not be practical or economical; c) The authority related to fair market value shall only be exercised in accordance with the financial limits set out in the Procurement By-law as amended or any successor Procurement By-law.	Municipal Solicitor and Commissioner or Directors of applicable Department; Engineering Services; Public Works Services	Chief Administrative Officer; Director of the applicable department; Commissioner of applicable department	2007-114
6.	Remnant Lands	Dispositions of remnant pieces of land through the subdivision and/or site plan process.	Municipal Act 2001, S.O. 2001 C.25 sections 9, 11, 23.3 and By-law 1995-43	Disposal of surplus lands will follow the process and conditions set out in policy LEGAL 1-01. If the remnant piece is part of an unopened road allowance, notice of the disposition shall be provided to all utility companies.	Legal; Planning and Building Services; By-laws; Engineering Services; Finance; Recreation & Culture; Public Works Services; Fire; including Development Coordination Committee	CAO and Municipal Solicitor	1995-4
7.	Section 275 powers	Restricted powers during 'lame-duck' Council.	Municipal Act 2001, S.O. 2001 section 275 ss. 3	The CAO is delegated the ability to exercise powers listed under section 251 (3) of the Municipal Act, subject to previously existing Town policies.	Municipal Solicitor and Commissioner or Directors of applicable departments	CAO	

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	AUTHORITY	FORMER BY-LAW NO.
8.	General operating agreements and agreements required by law	Standard agreements to facilitate the daily operations of departments and agreements to carry out works within the scope of Council-approved projects.	Municipal Act 2001, s.o. c 25 Section 227	Staff are delegated the ability subject to signing authority approval set out in this bylaw to prepare and sign such agreements as are necessary for the corporation's operations or are required under provincial or federal legislation. Such agreements must either have no budgetary impact or be provided for in an approved budget.	Applicable operating department	Director of the applicable department	
9.	Administrative policies and powers	Adoption, amendment, and execution of administrative powers and policies	Municipal Act 2001, s.o. c 25 Section 227	The CAO is delegated the ability to adopt, modify, execute, and repeal such policies as are necessary for the management of employees, contractors, and daily operations of the Town.	Such departments or positions as are deemed necessary at the discretion of the CAO.	CAO	91

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SCHEDULE "E"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE,
OPERATIONAL OR TECHNICAL MATTERS

CENTRAL YORK FIRE SERVICES

SCHEDULE "E"

PROCEDURE FOR APPROVAL OF ADMINISTRATIVE, OPERATIONAL OR TECHNICAL MATTERS

CENTRAL YORK FIRE SERVICES

ITEM	TYPE OF AUTHORITY	MATTER TO BE APPROVED	LEGISLATIVE AUTHORITY	TERMS, CONDITIONS AND LIMITATIONS	COMMENTING DEPARTMENTS	APPROVAL AUTHORITY	FORMER BY-LAW NO.
1.		Updating Town Emergency Plan	<i>Municipal Act</i> 2001, S.O. 2001 sections 9 and 23.3 <i>Emergency Management and Civil Protection Act</i> R.S.O. 1990, c.E-9; By-law 2004-208 as amended	a) Make changes that are necessary including, but not limited to, all contacts, names, titles, phone number amendments related to changes in the organizational structure, procedures, editorial changes and other pertinent information required to keep the Plan up-to-date and accurate; and b) Updated plan to be submitted by the Town Clerk and circulated by the Town Clerk to all departments, agencies, government bodies and affected persons.	All	Fire Chief	2007-114

Corporate Services, Schedule "A" – Pages 2-13
Community Services, Schedule "B" – Pages 14-17
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February 10, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES REPORT
ENGINEERING SERVICES 2016-09**

TO: Committee of the Whole

SUBJECT: 955 – 995 Mulock Drive – Application for Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision – Lorne Park Gardens Inc.
Letter Received from YRSCC 969 and YRCC 944

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

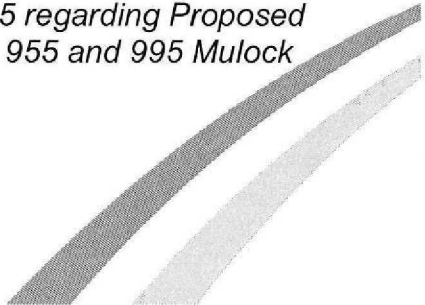
THAT Development and Infrastructure Services Report – Engineering Services 2016-09 dated February 10, 2016 regarding the letter received from YRSCC 969 and YRCC 944 with respect to the Application for Official Plan Amendment, Zoning By-Law Amendment and Draft Plan of Subdivision for Lorne Park Gardens Inc., located at 955 – 995 Mulock Drive, be received and the following recommendation(s) be adopted:

- 1. THAT the Town not consider assuming responsibility for maintenance of the storm sewer system located within the YRSCC 969 and YRCC 944 lands.**
- 2. AND THAT, Ms. Wendy Gamoyda, President of YRSCC 969 and Mr. Scott Stewart, President of YRCC 944 be notified of this action.**

COMMENTS

To assist in identifying the two subject properties further in this report, we have referenced the YRSCC 969 and YRCC 944 lands as the '**Owners**', and the 955 – 995 Mulock Drive lands as, '**Lorne Park Gardens**'. (See map attached)

Council at their meeting dated December 14, 2015, approved Item #30, Development and Infrastructure Services – Planning and Building Services Report 2015-43, dated November 19, 2015 regarding the application for Official Plan Amendment, Zoning By-Law Amendment and Draft Plan of Subdivision – Lorne Park Gardens Inc., wherein recommendation (iv) of the Council Extract recommended in part; *"And That the letter from Ms. Wendy Gamoyda, President, YRSCC 969 and Mr. Scott Stewart, President, YRCC 944 dated November 30, 2015 regarding Proposed townhouse Development Official Plan and Zoning amendment Application, 955 and 995 Mulock*



Drive – Report 2015-43 to the Town of Newmarket Committee of the Whole be received and referred to staff.” (See letter attached)

The subject letter is a request for the Town to consider assuming responsibility for maintenance of their existing storm and sanitary sewer systems. The letter also made reference for maintaining the noted systems within the ‘new development’ (Lorne Park Gardens). As Lorne Park Gardens is currently going through the subject application, we have not included this development in our review, as it is pre-mature to provide comments and recommendations at this time. Further, the Owners confirmed via email to staff that they are not looking for the Town to take over maintenance of Bogart Pond.

Staff along with the Town’s Checking Consultant (RJ Burnside) reviewed the subject letter and based on the following, is recommending that the Town not consider taking over the responsibility of the existing storm and sanitary sewer systems:

Storm Sewer System (system):

As part of the approved Site Plan Agreement (SPA), the Owners agreed to design and construct a storm connection stub, to accommodate a future connection from the adjacent Lorne Park Gardens property. The Owners also agreed as part of the SPA, to grant a license in the nature of an easement in favour of the adjacent lands, for storm drainage purposes. As the Owners had agreed to design and construct their system to convey future external storm drainage, the responsibility for maintenance should remain with the Owners. The Owners should work out any future maintenance arrangements through private agreements with Lorne Park Gardens, should their development be approved.

The condition of the system is not known and there could be significant costs to the municipality, should any part of the system require repairs and/or replacement.

As the system is located entirely on the Owners lands, the Town may have difficulty maintaining storm water quality. This could be problematic, as the municipality could be liable for any spills and associated clean-up costs. As such, the responsibility for maintenance of the system should remain with the current Owners.

Should Council deem it acceptable to take over responsibility for maintenance of the system, staff suggest that consideration be given to the following:

That the Owners, at their sole cost, carry out a condition analysis of the system and provide a report, to the satisfaction of the Director, Engineering Services.

That any and all recommendations noted in a condition analysis report be carried out by the Owners, at their sole cost and to the satisfaction of the Director, Engineering Services.

Establishing a ‘perpetual maintenance fee’, that the Owners will be required to pay annually to the Town.

That the Owners be responsible for any and all costs associated with conveying and registering the necessary easements, R-Plans, Agreements, etc.

That the Town be responsible for maintaining only the section of the system, from the existing manhole on Creekfront Way, (where the Lorne Park Gardens storm connection connects to the system) to the existing storm sewer outlet at Bogart Creek.

Sanitary Sewer System;

With respect to the Owners request for the Town to maintain the existing sanitary sewer, staff confirms that the Town currently maintains a portion of the existing sanitary sewer (by way of existing easements). The section of the sanitary sewer that the Town currently maintains is referred to as a 'trunk sanitary sewer', as it conveys flows from external lands south of Mulock Drive. The remaining sanitary sewer system functions as a local system with no external flows, therefore maintenance of this local system should remain private.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Provide 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

Consultation has been at a staff level with Engineering Services, Public Works Services and the Town's Checking Consultant (RJ Burnside), in preparation of this report. Staff also consulted further with Ms. Wendy Gamoyda, President of YRSCC 969, to obtain clarification and confirmation with respect to the applicant's request.

HUMAN RESOURCE CONSIDERATIONS

Staffing levels are not impacted as a result of the recommendations in this report.

BUDGET IMPACT

Operating Budget

The Operating Budget is not impacted as a result of the recommendation in this report.

Capital Budget

The Capital Budget is not impacted as a result of the recommendation in this report.

CONTACT

For more information on this report, contact; Rick Bingham, C.E.T., Manager, Engineering Services at 905-953-5300 ext. 2505 or rbingham@newmarket.ca



Rick Bingham, C.E.T.
Manager, Engineering Services



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

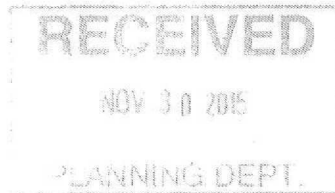


Peter Noehammer, P.Eng.,
Commissioner, Development and Infrastructure Services

jlk:RDB

November 30, 2015

Town of Newmarket
395 Mulock Drive
Newmarket, ON



HAND DELIVERED

Re: Proposed Townhouse Development Official Plan and Zoning Amendment
Applications, 955 and 995 Mulock Drive - Report 2015-43 to the Town of Newmarket
Committee of the Whole

Attn: Mr. Dave Ruggle, Senior Planner

We are writing you to address Report 2015-43 being presented to the Town of Newmarket Committee of the Whole today on the Official Plan Amendment and Zoning Bylaw Amendment for the development proposal at 955 and 995 Mulock Drive.

First of all, we want to express our appreciation for being included in the approval process; many of our residents and several representatives of our respective Boards attended and spoke at the public meeting last January on a number of issues, and we are pleased to see that many of those issues have been addressed through changes to the proposal or as conditions of approval. In particular, we are pleased to see the rezoning of the woodlot on the north portion of the site to a site specific Environmental Protection (OS-EP) zone, the requirement for an Edge Management Plan and Tree Preservation & Protection Plan, and a requirement for an Ecological Offsetting Plan - with respect to this latter requirement, we are prepared to consider the use of our properties for off-site plantings by the developer to help meet this requirement, and will be raising this possibility with them and the LSRCA.

Secondly, we wanted to confirm that with the assistance of Councillor Kerwin, representatives of our Boards met with the developer last April. We are in the process of meeting them again shortly to discuss specific matters related to construction access, confirmation of capacity and shared maintenance for the storm and sanitary sewers, the location, height, design and construction of any retaining walls abutting our properties, and other property edge treatments such as landscaping. As noted in the staff report on Page 6, we are engaged in positive discussions with the developer and anticipate coming to a resolution on these matters soon. We will keep you informed as to the progress of those discussions.

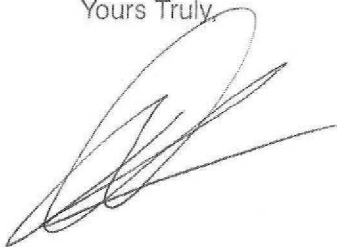
Finally, we would like to discuss with the developer and the Town the possibility of transferring responsibility for maintenance of the storm and sanitary sewer systems through our properties from the respective condominium corporations to the Town. Once the new townhouse development is completed, these systems will no longer simply service our development and will become an integrated part of the larger municipal system. It makes sense under this new development pattern to have the systems maintained in a coordinated fashion by the Town.

So in summary:

1. We are generally in support of the staff report and the conditions of Official Plan and Zoning Bylaw Amendment approval;
2. We will continue to meet with the developer to discuss access for servicing connections and other matters and will advise the Town when all matters have been resolved;
3. We request that the Town consider assuming responsibility for maintenance of the storm and sanitary sewer systems for the new development and our development.

Thank you for your consideration. We would be pleased to meet with the Town on any of these matters. If you have any questions or wish to meet, please contact Buran Zeiadin of FirstService Residential, agents for and on behalf of Y.R.S.C.C. and YRCC 944 at 416-847-7253.

Yours Truly,

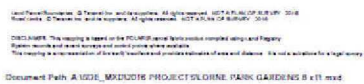


for Wendy Gamoyda
President
Y.R.S.C.C. 969



Scott Stewart
President
YRCC 944

- c. Clerk, Town of Newmarket
Mr. Dave Kerwin, Councillor
Ryan Guetter, Weston Consulting
Mr. Buran Zeiadin, FirstService Residential



A scale bar with markings at 0, 12.5, 25, 50, 75, and 100 meters. The bar is black with white markings and the word "Meters" is written at the end.



Development and Infrastructure Services - ENGINEERING SERVICES
Town of Newmarket
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON L3Y 4X7
www.newmarket.ca
engineering@newmarket.ca
T: 905.895.5193
F: 905.953.5138

March 1, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES
ENGINEERING SERVICES REPORT – ES 2016-11**

TO: Committee of the Whole

SUBJECT: Cedar Manor Residential Subdivision
Phase 2 65M-4340
Request for Final Acceptance and Assumption of Underground Works

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Services – Engineering Services Report ES 2016-11 dated March 1, 2016 regarding the Final Acceptance and Assumption of Underground Works be received and the following recommendation(s) be adopted.

- 1. THAT the request for Final Acceptance and Assumption of Underground Works of the Cedar Manor Residential Subdivision, Phase 2, 65M-4340 as shown on the attached map, be finally accepted and assumed by the Town;**
- 2. AND THAT Mr. Mauro Baldassarra of Cedar Manor Home Corp., and Mr. Angelo A. Maurizio, P. Eng., of Schaeffers Consulting Engineers Ltd. be notified of these recommendations.**

COMMENTS

We are in receipt of an application from Schaeffers Consulting Engineers Ltd. on behalf of the Cedar Manor Home Corp., pursuant to the Cedar Manor Residential Subdivision, Phase 2 Residential Subdivision Agreement wherein a request for final acceptance of underground works is made.

A decorative curved line in the bottom right corner of the page, consisting of two parallel, slightly wavy lines.

The maintenance period for works and services has been satisfied and all requirements for assumption have been met.

All required documentation has been provided and reviewed by our checking consultant, R.J. Burnside & Associates Ltd., who has confirmed that all engineering related obligations have been met.

Legal and Financial Services have conducted a file review and have confirmed that all obligations of the Owner (Cedar Manor Home Corp.) under the Subdivision Agreement as they relate to Legal and Finance Services have been met.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

- Well Equipped and Managed...provides a thorough and timely consideration of applications for development and redevelopment in accordance with all statutory requirements;
- Well Planned and Connected...continues to improve the quality of the road network within the Town of Newmarket.

CONSULTATION

There is no public consultation with this recommendation.

BUDGET IMPACT

Operating Budget (Current and Future)


With this recommendation, the above-captioned Cedar Manor Residential Subdivision, Phase 2 will now be under the Town's Operating Budget (Underground Services Only).

CONTACT

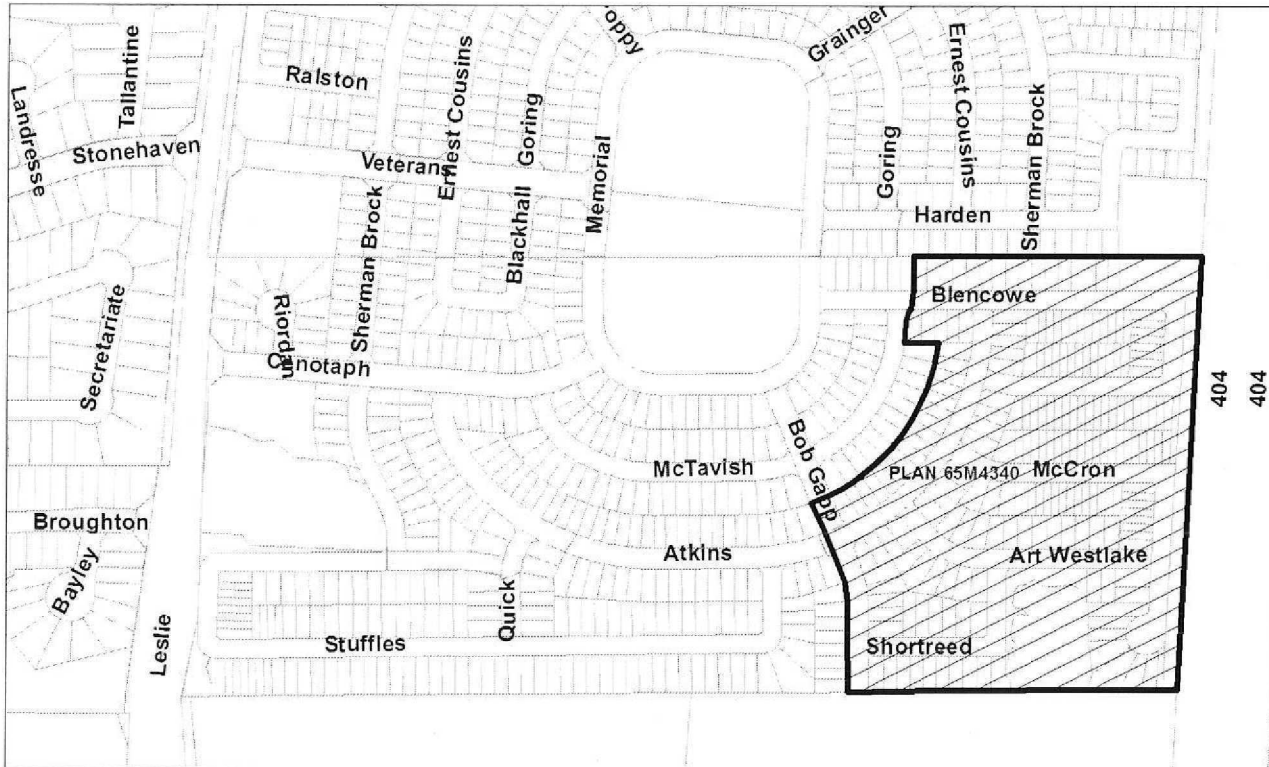
For more information on this report, please contact Rick Bingham at 905-895-5193 extension 2505, or by e-mail at rbingham@newmarket.ca.



R. Bingham, C.E.T.,
Manager, Engineering and Technical Services


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

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



Cedar Manor Residential Subdivision

Phase 2 RP 65M-4340

Request for Final Acceptance and Assumption of
UNDERGROUND WORKS

Map data is derived from the following sources: 1. Aerial photography, 2. Topographic maps, 3. Survey data, 4. Other maps and data. The map is not to be used for any purpose other than the one for which it was prepared. The map is not to be used for any purpose other than the one for which it was prepared.

The map is not to be used for any purpose other than the one for which it was prepared. The map is not to be used for any purpose other than the one for which it was prepared.



Development and Infrastructure Services - ENGINEERING SERVICES
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March 1, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES
ENGINEERING SERVICES REPORT – ES 2016-13**

TO: Committee of the Whole

SUBJECT: Cedar Manor Residential Subdivision
Phase 3 RP 65M-4352
Request for Final Acceptance and Assumption of Underground Works

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Services – Engineering Services Report ES 2016-13 dated March 1, 2016 regarding the Final Acceptance and Assumption of Underground Works be received and the following recommendation(s) be adopted.

- 1. THAT the request for Final Acceptance and Assumption of Underground Works of the Cedar Manor Residential Subdivision, Ph 3 as shown on the attached map, be finally accepted and assumed by the Town;**
- 2. AND THAT Mr. Mauro Baldassarra of Cedar Manor Home Corp., and Mr. Angelo A. Maurizio, P. Eng., of Schaeffers Consulting Engineers Ltd. be notified of these recommendations.**

COMMENTS

We are in receipt of an application from Schaeffers Consulting Engineers Ltd. on behalf of the Cedar Manor Home Corp., pursuant to the Cedar Manor Residential Subdivision, Ph 3 Residential Subdivision Agreement wherein a request for final acceptance of underground works is made.

Two thick, curved, parallel lines in the bottom right corner of the page, one in a medium gray and the other in a lighter gray.

The maintenance period for works and services has been satisfied and all requirements for assumption have been met.

All required documentation has been provided and reviewed by our checking consultant, R.J. Burnside & Associates Ltd., who has confirmed that all engineering related obligations have been met.

Legal and Financial Services have conducted a file review and have confirmed that all obligations of the Owner (Cedar Manor Home Corp.) under the Subdivision Agreement as they relate to Legal and Finance Services have been met.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

- Well Equipped and Managed...provides a thorough and timely consideration of applications for development and redevelopment in accordance with all statutory requirements;
- Well Planned and Connected...continues to improve the quality of the road network within the Town of Newmarket.

CONSULTATION

There is no public consultation with this recommendation.

BUDGET IMPACT

Operating Budget (Current and Future)

With this recommendation, the above-captioned Cedar Manor Residential Subdivision, Phase 3 will now be under the Town's Operating Budget (Underground Services Only).

CONTACT

For more information on this report, please contact Rick Bingham at 905-895-5193 extension 2505, or by e-mail at rbingham@newmarket.ca.



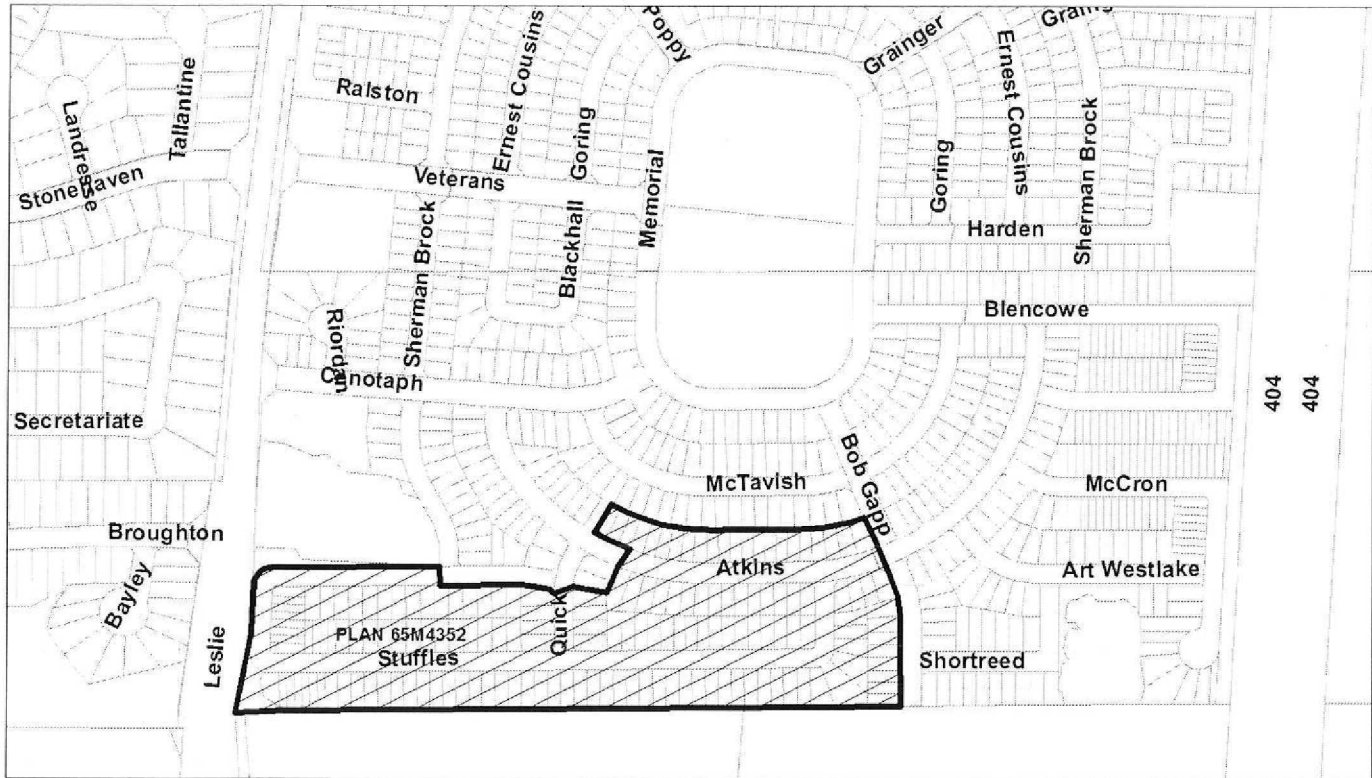
R. Bingham, C.E.T.,
Manager, Engineering and Technical Services



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



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



Cedar Manor Residential Subdivision
Phase 3 RP 65M-4352

Request for Final Acceptance and Assumption of
UNDERGROUND WORKS

Land Use Planning and Development Services Inc. (LUPDS) is a registered professional engineering firm. LUPDS is not responsible for the accuracy or completeness of the information provided in this report. The user of this report is responsible for the accuracy and completeness of the information provided in this report. LUPDS is not responsible for the accuracy or completeness of the information provided in this report. The user of this report is responsible for the accuracy and completeness of the information provided in this report.

This report is prepared for the use of the client only. It is not to be used for any other purpose without the written consent of LUPDS. LUPDS is not responsible for the accuracy or completeness of the information provided in this report. The user of this report is responsible for the accuracy and completeness of the information provided in this report.

February 22, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES REPORT
ENGINEERING SERVICES 2016-12**

TO: Committee of the Whole
SUBJECT: Servicing Extension Agreement (By-Law 2001-102)
ORIGIN: Director, Engineering Servicing

RECOMMENDATIONS

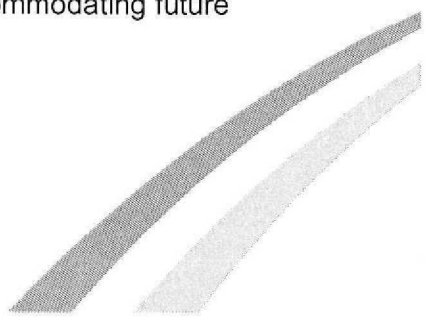
THAT Development and Infrastructure Services Report – Engineering Services 2016-12 dated February 22, 2016 regarding the Servicing Extension Agreement (By-Law 2001-102) be received and the following recommendation(s) be adopted:

- 1. THAT staff be authorized to work with the Town of East Gwillimbury to complete a servicing justification study to assess the impact on the existing Newmarket sanitary system of extending servicing beyond the lands identified in the 'Servicing Extension Agreement' (By-Law 2001- 102), in order to service East Gwillimbury's Highway 404 Employment Lands to meet immediate needs;**
- 2. AND THAT the Town of East Gwillimbury engages the Town of Newmarket's Engineering Consultant, WSP, currently undertaking the Town's 'Water/Wastewater Master Planning Study', to complete a servicing justification study, at their sole cost and to the satisfaction of the Town;**
- 3. AND THAT subject to the recommendations in the servicing justification study that the Servicing Extension Agreement be amended accordingly;**
- 4. AND THAT the CAO, Town of East Gwillimbury be notified of this action.**

COMMENTS

Background

The existing industrial subdivision (Steeles Jane) within the Town of Newmarket (Newmarket) in the area east of Leslie Street (Ringwell Dr., Kerrisdale Blvd., and Harry Walker Parkway) was developed in the late 1980's/early 1990's and included a sanitary sewer extension (within an easement) from Ringwell Dr. northerly to the Town boundary. This extension was placed in anticipation of accommodating future development of lands north of the Newmarket boundary and east of Leslie St.



In 2001, Newmarket passed a by-law, By-Law 2001-102 to authorize the execution of a Servicing Extension Agreement (Agreement) between Newmarket and the Town of East Gwillimbury (EG) to extend servicing into EG to service their industrial lands north of the Newmarket boundary and east of Leslie St. (See attached map). The Agreement set out a number of conditions to allow EG to extend servicing into their industrial lands immediately north of Newmarket's boundary and connect to Newmarket's existing water and wastewater services. The Agreement also included provisions that EG would agree that no further connections to the services, beyond that which is required to accommodate the development of the noted industrial lands, shall be permitted, unless the Agreement is amended. As well the Agreement established fees, rates and charges to be paid by EG to Newmarket for a number of items including but not limited to, staff time for reviewing and approving design drawings, inspections, meetings, etc., and applicable water and sanitary usage. The current Agreement is for a term of twenty years and is automatically extended for a further twenty years, on each twenty year anniversary date.

The sanitary drainage received from the existing EG industrial lands is conveyed to the Newmarket sanitary system within Ringwell Drive, which then crosses Leslie Street and follows the alignment of Leslie Valley Drive to the Region's Newmarket Pumping Station on Bayview Parkway.

Servicing Extension Options

Newmarket and EG staff met to discuss the options available to service the EG's Highway 404 Employment Lands in order to meet their immediate servicing needs. EG provided a follow up letter to Newmarket outlining options available to service their Highway 404 lands and is looking for Newmarket's support in principle (see attached letter dated January 18, 2016). EG's preferred option is to extend water and wastewater servicing from their existing industrial lands (between north Newmarket boundary and Green Lane) along Harry Walker Parkway and Green Lane to service their Highway 404 lands, and use capacity from the existing un-developed industrial lands (within the existing Agreement) on a substitute basis, until such time as EG is able to complete a servicing study to assess whether additional capacity is available in the existing Newmarket sanitary system to accommodate flows from the proposed Highway 404 lands.

This servicing option also provides EG with the servicing of their Highway 404 lands to meet immediate needs, until such time, as the Region of York extends a sanitary trunk sewer along Green Lane to service the noted lands, and timing of this proposed servicing is not imminent.

Newmarket staff is supportive of EG's servicing request as outlined in their letter, provided that:

EG confirms that by substituting flows from their existing industrial lands to the 404 lands this will forego capacity for further development in their existing industrial lands, until such time as a servicing justification study is completed to assess whether additional capacity is available in the Newmarket sanitary system.

EG engages Newmarket's Consultant, WSP, to undertake a servicing justification study at their sole cost and to the satisfaction of Newmarket to assess their immediate servicing needs.

The existing Agreement is amended, as necessary, to complete any proposed servicing extension works and, establishing any fees and charges, etc.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Deliver affordable, efficient and effective water distribution, wastewater and solid waste collection services that meet or exceed provincially mandated requirements, Council and the public's expectations, while ensuring that the systems capital assets retain their value and are managed/funded accordingly to sustainable, lifecycle based principles and practices.

CONSULTATION

Consultation has only been at a staff level within Development & Infrastructure Services in preparation of this report.

HUMAN RESOURCE CONSIDERATIONS

Staffing levels are not impacted as a result of the recommendations in this report.

BUDGET IMPACTOperating Budget


The Operating Budget is not impacted as a result of the recommendations in this report.

Capital Budget


The Capital Budget is not impacted as a result of the recommendations in this report.

CONTACT

For more information on this report, contact Rick Bingham, C.E.T., Manager, Engineering Services at 905-953-5300 ext. 2505 or rbingham@newmarket.ca



Rick Bingham, C.E.T.,
Manager, Engineering Services

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

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



Town of
East Gwillimbury

Mike Molinari, P.Eng.

General Manager
Community Infrastructure & Environmental Services
905-478-3814
mmolinari@eastgwillimbury.ca

January 18, 2016

Mr. Peter Noehammer, P.Eng.
Commissioner of Development & Infrastructure Services
Town of Newmarket
P.O. Box 328
Newmarket, Ontario L3Y 4X7

Dear Mr. Noehammer:

Re: Service Options to Highway 404 Employment Lands

Further to our recent discussion, the Town of East Gwillimbury is reviewing options to service its Highway 404 Employment Lands. As part of this review and potentially on an interim basis, there may be opportunity to extend water and/or waste water servicing from Harry Walker Parkway easterly along Green Lane to meet immediate servicing needs until a more permanent solution is in place.

The Town recognizes that this potential extension of services will require an amendment to the existing Servicing Extension Agreement as well as some background work including an engineering study to determine if there is sufficient capacity available to support the extension of services. This matter was discussed at a Town of East Gwillimbury Council workshop on January 12, 2016 and we are wishing to confirm that the Town of Newmarket is supportive in principle of this interim servicing option prior to proceeding with any background work.

Thank you for your consideration

Sincerely,

Mike Molinari, P.Eng.
General Manager,
Community Infrastructure & Environmental Services

MM/cm

cc: B. Shelton, Town of Newmarket, CAO
T.R. Webster, Town of East Gwillimbury, CAO



March 7, 2016

**DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT
ENGINEERING SERVICES 2016-15**

TO: Committee of the Whole

SUBJECT: Alex Doner Drive – Parking Restrictions
File No.: T08 – Alex Doner

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Services Report – ES 2016-15 dated March 7, 2016 regarding “Alex Doner Drive – Parking Restrictions” be received and the following recommendations be adopted:

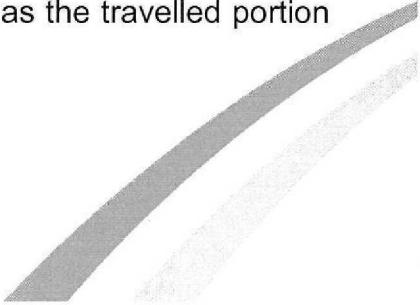
1. THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by deleting the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Alex Doner Drive	South	302 Alex Doner Drive and 334 Alex Doner Drive	Anytime

2. AND THAT the necessary By-law be prepared and submitted to Council for its approval.

COMMENTS

The Ward Councillor requested a review of the current parking restrictions on a limited portion of Alex Doner Drive at the location of a former golf cart crossing on this street. Town staff subsequently circulated a survey to residents in the vicinity of the crossing to obtain comments. In considering the parking restrictions on the south side of Alex Doner Drive, the majority of the community both within and adjacent to the former crossing indicated they would be in favour of removing the No Parking zone on the south side. The current parking prohibition is in place to provide visibility for golf carts crossing the road. Since the golf course is no longer operating, the restriction is no longer needed. The removal of the restriction would allow for more parking opportunity on the street, and would provide an element of traffic calming as the travelled portion is effectively narrowed.



In summary, it is recommended that No Parking restrictions be lifted on the south side of Alex Doner Drive between house numbers 302 and 334 (see map on page 3 of this report).

PUBLIC CONSULTATION

Engineering Services staff, in consultation with the Ward Councillor , surveyed 46 local area residents. There were 20 respondents, all of whom were in favour of lifting the parking restrictions in the subject area of Alex Doner Drive.

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.

HUMAN RESOURCE CONSIDERATIONS

No impact on current staffing levels.

IMPACT ON BUDGET

Operating Budget (Current and Future)

No impact on the Operating Budget.

Capital Budget


Staff costs to remove the existing signage are in the order of \$500.00.

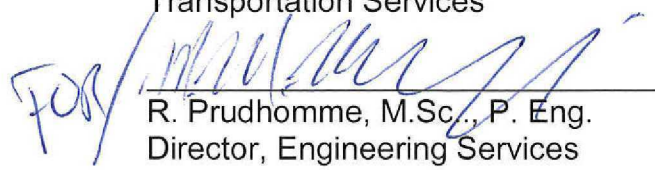
CONTACT

For more information on this report, please contact Bill Gould at 905-895-5193 extension 2512; bgould@newmarket.ca.

Prepared by:


Bill Gould, A.Sc.T.
Senior Transportation Coordinator,
Transportation Services


M. Kryzanowski, M.C.I.P., R.P.P.
Manager, Transportation Services


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


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



Existing No Parking Zone to remain



Proposed No Parking Zone removal

March 7, 2016

**DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT
 ENGINEERING SERVICES 2016-18**

TO: Committee of the Whole

SUBJECT: Walter Avenue – Parking Restrictions
 File No.: T08 – Walter Avenue

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Services Report – ES 2016-18 dated March 7, 2016 regarding “Walter Avenue – Parking Restrictions” be received and the following recommendations be adopted:

- 1. THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by deleting the following:**

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Walter Avenue	Both	Newbury Drive to north limit	Anytime

- 2. THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by adding the following:**

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Walter Avenue	North	Newbury Road and #48 Walter Avenue	Anytime
Walter Avenue	West	Barbara Road and Cardinal Crescent	Anytime

- 3. AND THAT the necessary By-law be prepared and submitted to Council for its approval.**

COMMENTS

The Ward Councillor requested that Town staff review the current parking prohibitions on Walter Avenue, between Newbury Drive and Cardinal Crescent. The existing signage indicates that parking is restricted on one side of the street, alternating from one side to the other at approximately the location of the Barbara Road intersection.

Town staff subsequently confirmed that Walter Avenue is not signed in accordance with the Parking Bylaw, which indicates that **BOTH** sides of Walter Avenue are listed as No Parking zones. These restrictions listed in the Bylaw would be quite onerous on a local street resulting in no on-street parking available for residents and their visitors. The origin of the Bylaw restrictions is unknown, and may date back to when the subdivision was built.

When staff recognize such a discrepancy between the Bylaw and existing signage, either the signage is corrected in the field, or an amendment is brought forward in a 'house-keeping' fashion in order to ensure adherence to the Corporate Parking Policy. In this instance, in an effort to bring the Parking Bylaw and signage together with little or no impact on the community, Town staff recommend to amend the Parking Bylaw to reflect the existing signage, which is essentially No Parking only on one side (see map on page 4 of this report).

In summary, it is recommended that No Parking restrictions remain unchanged on the north side of Walter Avenue between Newbury Road and #48 Walter Avenue, and on the west side of Walter Avenue between Barbara Road and Cardinal Crescent. It is also recommended that No Parking restrictions be lifted in the Bylaw on the south side of Walter Avenue between Newbury Road and #48 Walter Avenue, and on the east side of Walter Avenue between Barbara Road and Cardinal Crescent, as illustrated on the attached map.

PUBLIC CONSULTATION

Engineering Services staff, in consultation with the Ward Councillor, surveyed 126 local area residents. There were 4 respondents, 3 of whom were in favour of lifting the Bylaw parking restrictions in the subject area. There was one respondent requesting clarification only.

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.

HUMAN RESOURCE CONSIDERATIONS

No impact on current staffing levels.

IMPACT ON BUDGET

Operating Budget (Current and Future)


No impact on the Operating Budget.

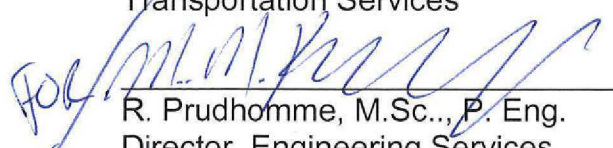
Capital Budget


Staff costs to adjust or relocate the existing signage are in the order of \$500.00.

CONTACT

For more information on this report, please contact Bill Gould at 905-895-5193 extension 2512; bgould@newmarket.ca.

Prepared by: 
Bill Gould, A.Sc.T.
Senior Transportation Coordinator,
Transportation Services


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


M. Kryzanowski, M.C.I.P., R.P.P.
Manager, Transportation Services


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



Existing Signed No Parking Restrictions to be reflected in the Parking Bylaw

**PLANNING AND BUILDING SERVICES****Town of Newmarket**

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March 10, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES/PLANNING & BUILDING SERVICES
REPORT 2016-10**

TO: Committee of the Whole

SUBJECT: **Application for Official Plan and Zoning By-law Amendment**
16333 Leslie Street, Block 102, Plan 65M-3963
Northeast corner of Leslie St. and Veterans Way
724903 Ontario Inc.
Files: D14-NP1523 (ZBA) and D9-NP1523(OPA)

ORIGIN: Planning and Building Services

RECOMMENDATIONS

THAT Development and Infrastructure Services/Planning and Building Services Report 2016-10 dated March 10, 2016 regarding Application for Official Plan Amendment and Zoning By-law Amendment be received and the following recommendation(s) be adopted:

- a) **THAT the Application for Official Plan Amendment and Zoning By-law Amendment , as submitted by 724903 Ontario Inc. for lands being composed of part of Block 102, Plan 65M3963, Municipally known as 16333 Leslie Street be referred to a public meeting.**
- b) **AND THAT following the public meeting, issues identified in this Report, together with comments of the public, Committee, and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required.**
- c) **AND THAT Janice A. Robinson, Goldberg Group, 2098 Avenue Road Toronto, ON M5M 4A8 be notified of this action.**

COMMENTS**Location and Surrounding Land Uses**

The Subject Lands are located at the northeast corner of Leslie Street and Veteran's Way (See Location Map attached). The property has an area of approximately 0.28 hectares and has a frontage on Veterans Way of approximately 40m and frontage on Leslie Street of approximately 53 metres. The site also fronts Ralston Crescent and is municipally known as 16333 Leslie Street.

The subject property is currently vacant and was previously used for a sales office for the adjacent residential development. The following are the adjacent land uses:

North: Existing two storey detached dwellings fronting onto Ralston Crescent and facing Leslie Street.

South: Existing Stormwater Management Facility

East: Existing two storey detached dwellings along Ralston Crescent and Veteran's Way.

West: Existing Detached Dwellings on the west side of Leslie Street.

Proposal

The applicant is proposing to amend the Official Plan by replacing the existing Commercial designation with the Emerging Residential designation to allow for the proposed townhouse dwelling type. The application also proposes to rezone the subject lands from the Convenience Commercial – Exception 78 (CC-78) zone to the Residential Townhouse Condominium Plan Dwelling (R4-CP) zone to permit a condominium consisting of 10 at grade townhomes on the subject lands. The access is proposed from Veteran's Way to an internal driveway accessing the garages for the units. The units are proposed to be 4 storeys in height and oriented towards the external streets of Veteran's Way and Ralston Crescent. Two visitor parking spaces are proposed on site along with an outdoor amenity space located at the corner of Leslie Street and Veteran's Way.

Preliminary Review

Official Plan Considerations

The subject property is designated Commercial on Schedule "A" Land Use Plan in the 2006 Official Plan. The permitted uses within the Commercial designation include a range of retail and service commercial uses. The applicant is applying to replace the existing designation on the subject lands to the Emerging Residential designation to permit ground related townhomes.

Including convenience and service commercial uses within or adjacent to new and existing neighbourhoods is an important aspect of a complete community. The presence of commercial uses allows residents to take advantage of the services offered without reliance on an automobile and promotes active transportation. The Region of York, in their comments on this application, encourage the Town to consider the role of the existing 'Commercial' designation and how it would serve the surrounding residential area.

While the Official Plan permits and encourages convenience commercial uses within and adjacent to residential communities, it is not mandated from a policy perspective.

Section 3.0 of the Official Plan regarding residential areas indicates that limited intensification is permitted in Stable residential and Emerging Residential areas in a form and location that will maintain the residential character and amenities.

The proposal has been designed to include a landscaped buffer strip of approximately 4 metres along the easterly boundary of the site where it abuts existing residential dwellings. There is also a board on board privacy fence existing along this boundary. The buildings are orientated to the public roads to eliminate any back lotting and provide an appropriate streetscape. Pedestrian access to Leslie Street is detailed on the plan however should be reworked to eliminate the proposed steps to ensure accessibility.

The proposed development is generally compatible with the surrounding land uses being predominantly 2 storey detached dwellings. Arguably, the impacts of the residential townhouse development on the adjacent residential properties are less than what would occur with a commercial development having more activity including loading and unloading.

With regard to the physical suitability of the site to accommodate the proposed development, Engineering Services have reviewed the grading, water distribution, sanitary service and stormwater and have indicated that the proposed use can be graded and serviced in an acceptable manner.

Zoning Bylaw Consideration

The Subject Property is currently zoned Convenience Commercial – Exception 78 (CC-78) zone by Bylaw Number 2010-40, as amended. The Applicant wishes to rezone the Subject Property to the Residential Townhouse Condominium Plan Dwelling (R4-CP) zone to permit a condominium consisting of 10 at grade townhomes on the subject lands. If this development is approved, the by-law will include specific development standards that would implement the plan. Of particular note is the request to have a maximum height set at 14m (4 storeys); and to have the parking requirements met by having parking spaces within a garage where typically the Town would require the spaces be external to a garage. These standards will continue to be reviewed through the process.

Staff will utilise Section 16.1.1, policy 3 in the Town's Official Plan with regards to the Zoning By-Law Amendment:

- "3. In considering an amendment to the Zoning By-Law, Council shall be satisfied that:
- a. the proposed change is in conformity with this Plan;
 - b. the proposed use is compatible with adjacent uses, and where necessary, buffering is provided to ensure visual separation and compatibility between uses;
 - c. potential nuisance effects upon adjacent uses are mitigated;
 - d. adequate municipal services are available;
 - e. the size of the lot is appropriate for the proposed use;
 - f. the site has adequate road access and the boundary roads can accommodate the traffic generated;
 - g. the on-site parking, loading and circulation facilities are adequate; and,
 - h. public notice has been given in accordance with the *Planning Act*."

As this development proposal does not have servicing allocation, the Holding (H) provisions of the Planning Act will be required in the event the property is rezoned.

Roads and Traffic

Transportation Services concurs with the findings of the Traffic Opinion Letter provided with the application. It is not anticipated that traffic operations will be an issue and that the traffic impact would be less compared to a commercial use. As Leslie Street is a Regional Road, Regional Transportation Planning has also provided comments. They have no objection to the OPA application; however, have provided some technical comments that are to be address at the site plan stage if this development is approved.

With regard to the internal operations of the private road, concerns have been raised regarding the request for a reduction in visitor parking from three to two spaces, the adequacy of the proposed hammer-head for manoeuvring purposes and the limited exterior parking for the dwelling units. Two parking spaces are intended to be provided for in a private garage with a minimal driveway of 4m deep in front of the two car garage. It is suggested that, if this development is approved, the condominium or development agreement stipulate that the garages shall be kept free and clear of items to ensure that two parking spaces are available.

Grading, Sanitary Sewage, Water Distribution and Storm Drainage

Engineering Services have indicated that the grading, water, sanitary, and stormwater management presented demonstrates that the proposed use can be graded and serviced in an acceptable manner. While Engineering Services have no objection to the proposed Official Plan and Zoning By-law Amendments in principal, the final design will require modification to address the comments in their letter and noted above.

Noise analysis

The noise report has indicated that projected sound levels are predicted to be above the sound level criteria at the outside walls of the dwellings and for some of the roof patios (Outdoor Living Area). The report indicates that it is feasible to control sound levels within the outdoor and indoor areas of the proposed development to meet the stated criteria.

Shadow Study

A shadow study has been completed which indicates the rear yards of existing residential properties will be impacted by shadows, but not significantly more than if a two storey single family dwelling were sited with similar setbacks.

Servicing Allocation

Servicing allocation has not been granted for this proposed development.

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. It also supports the provincial goal to enhance the quality of life for the citizens of Ontario.

Planning decisions shall be consistent with the Provincial Policy Statement. 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.

The Provincial Policy Statement is intended to be read in its entirety and the relevant policies are to be applied to each situation.

Section 1.0 of the PPS, Building Strong Healthy Communities, discusses the importance of Ontario's long term prosperity, environmental health and social well-being and the relationship to wisely managing change and promoting efficient land use and development patterns.

This section of the PPS indicates that healthy, liveable and safe communities are sustained by:

Promoting cost-effective development patterns and standards to minimize land consumption and servicing costs (1.1.1.e);

Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources, are appropriate for and efficiently use available infrastructure and public service facilities, support active transportation and are transit-supportive (1.1.3.2.a);

Land use patterns within settlement areas shall be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated (1.1.3.2.b);

Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or area, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs (1.1.3.3);

Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety (1.1.3.4);

A land use pattern, density and mix of uses should be promoted that minimizes the length and number of vehicle trips and supports current and future use of transit and active transportation (1.6.7.4);

Transportation and land use considerations shall be integrated at all stages of the planning process (1.6.7.5), and

To support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which promote compact form and promote the use of active transportation and transit (1.8.1.a and b).

It appears the this proposal is consistent with the Provincial Policy Statement.

Regional Planning Policy Context

The Region of York have provided comments indicating that the "...subject lands are designated 'Urban Area' on Map 1 of the York Region Official Plan (YROP – 2010). The Urban Area designation permits a wide range of residential, industrial, commercial and institutional uses. While the Urban Area designation is broadly applied at a Regional scale, the local Official Plan designation provides for more context for the subject lands. In this case, it appears that the residential community surrounding the subject lands does not have any commercial area within a reasonable walking distance. The redesignation of the subject lands to 'Emerging Residential' will result in a lost opportunity to have a commercial use serving the needs of the local neighbourhood. The YROP-2010 recognizes a strong relationship between walkability and proximity of uses within communities and the need to design to encourage walking, cycling and transit use. Effective urban form is also essential in creating vibrant complete communities. The Region encourages the Town to consider the role of the existing 'Commercial' designation and how it would serve the surrounding residential area and assist in creating a complete community."

The Region continues by identifying the site within a Wellhead Protection Area and subject to the Lake Simcoe Protection Plan. They encourage an integrated and innovative approach to water management and recommend the development be designed to achieve energy levels that exceed the Ontario Building Code in terms of water efficiency, solar gains and green building standards.

With regard to roads and traffic, the Region have provided no objection to the request for Official Plan Amendment and have also provided some preliminary comments to be addressed through the site plan process if these applications are approved.

Departmental and Agency Comments

Engineering Services have provided comments on the submitted reports outlined above.

Agency Comments

The Town has also received comments from various agencies that will be addressed throughout the planning process.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This application has linkages to the Community Strategic Plan as follows:

Well-equipped and Managed: by providing opportunities for varied housing types, affordability and densities

COMMUNITY CONSULTATION POLICY

The recommendations of this report refer the applications to the statutory public meeting as required by the Planning Act.

BUDGET IMPACT

Operating Budget (Current and Future)

The appropriate planning application fees have been received for Official Plan Amendment and Zoning By-law Amendment. The Town will also receive revenue from development charges and

assessment revenue with the development of this proposal in the event the applications are approved.

Capital Budget

There is no direct capital budget impact as a result of this report.

Conclusions

The applications for Official Plan and Zoning By-law Amendments are sufficiently advanced to warrant a referral to the required statutory public meeting to garner input from the community. The site specific zoning standards will continue to be reviewed through the process. In order to address the concerns raised in this report and the comments provided on the applications, a modification of the design is required which may see a reduction in unit count to accommodate proper vehicular circulation on the site.

CONTACT

For more information on this report, contact: Dave Ruggle, Senior Planner – Community Planning, at 905-953-5321, ext 2454; druggle@newmarket.ca

Attachments

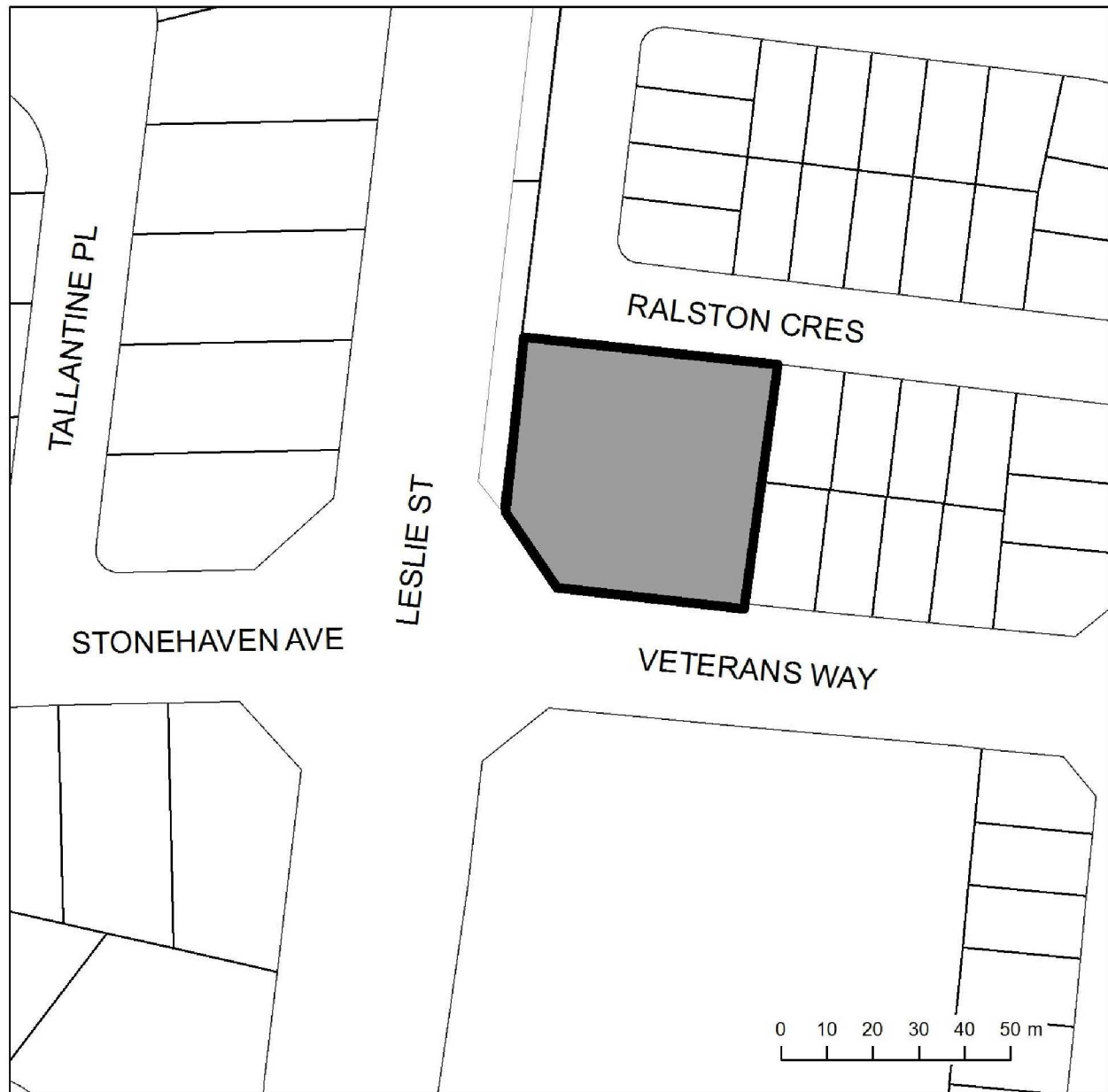
- 1 - Location Map
- 2 - Proposed site plan
- 3 – Proposed conceptual Landscape Plan
- 4 – Perspective Elevations

Commissioner Development and Infrastructure
Services

Director of Planning and Building Services

Senior Planner – Community Planning

LOCATION MAP
16333 Leslie Street
Block 102, Registered Plan 65M-3963
Northeast corner of Leslie Street and Veterans Way



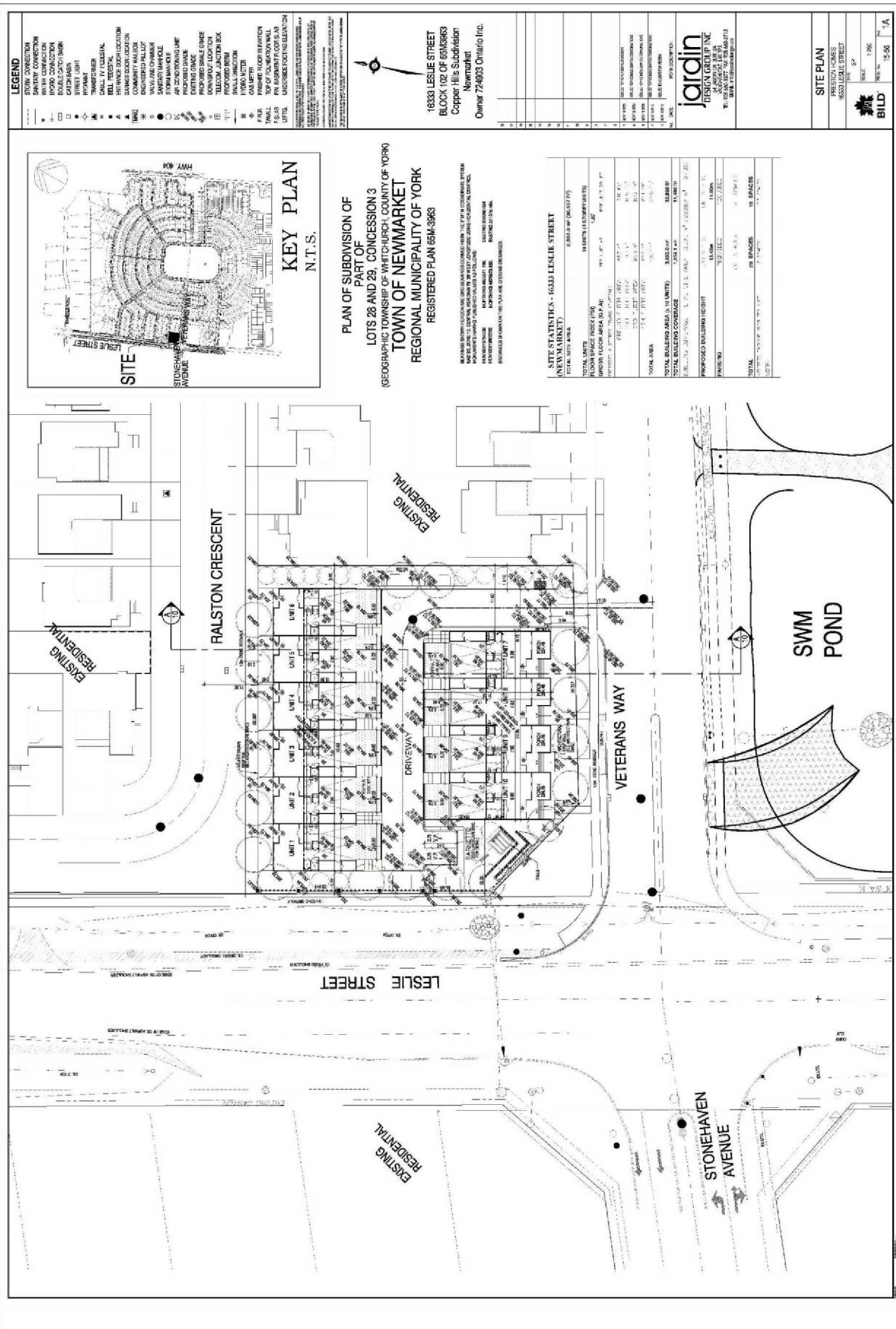
 Subject Lands

TOWN OF NEWMARKET PLANNING DEPARTMENT

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Designed & Produced by Information Technology – GIS Printed: December, 2015. Land Parcel Boundaries – © Teranet Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. 2015. Zoning – Town of Newmarket, 2015. 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. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.

T:\DI Services\Planning\Dave\related documentation\16333 Leslie st\location map 16333 leslie.mxd







Newmarket Public Library Board
Regular Board Meeting
Wednesday, January 20, 2016
Newmarket Public Library Board Room

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Kelly Broome-Plumley
Joe Sponga

Regrets: Darcy McNeill
Venkatesh Rajaraman

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

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

Adoption of Agenda Items

1. Adoption of Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of Consent Agenda items

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

Motion 16.01.78

Moved by Joe Sponga

Seconded by Kelly Broome-Plumley

That Agendas 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, December 16, 2015
5. Strategic Operations Report for December, 2015
6. Library Statistical Data for December, 2015
7. Monthly Bank Transfer

Motion 16.01.79

Moved by Tom Vegh

Seconded by Joe Sponga

That Consent Agenda Items 4) to 7) be received and approved as presented.

Carried

8. Motion to Convene into a Closed Session

Motion 16.01.79

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board moved in to a Closed Session at 6:20 pm for the purpose of discussing Labour Relations Matters.

Carried

Motion 16.01.80

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board move out of Closed Session at 6:40 pm

Carried

Motions arising from the Closed Session:

Motion 16.0 1.20

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board receive the verbal report on Union Negotiation Preparations.

Carried

Policy

9. Freedom of Information and Protection of Privacy Policy

The CEO reviewed the changes to the Freedom of Information and Protection of Privacy with the Library Board.

Motion 16.01.81

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board approved the Freedom of Information and Protection of Privacy Policy as presented.

Carried

Reports**10. 2015 Business Plan Success Report**

The Library Board reviewed 2015 Business Plan Success Report. A draft press release was distributed to Board member on 2015 Library usage statistics, pointing to a large increase in the use of the library in the community over the previous year.

Motion 16.01.82

Moved by Kelly Broome-Plumley

Seconded by Tara Brown

That the Library Board received the 2015 Business Plan Success Report as presented.

Carried

Business Arising**11. Sunday Hours User Feedback**

A report detailing Sunday hours user feedback from the community was presented to the Library Board. User feedback indicated some concern that the Library was closed the Sundays before and after Christmas, a long standing practice in previous years. In light of the feedback from the community the Library Board may wish to reconsider this decision.

Motion 16.01.83

Moved by Tom Vegh

Seconded by Tara Brown

THAT the Library Board receive the report on Sunday hours user feedback;

AND THAT the Library Board add this item to the Action List for inclusion on a later agenda to coincide with discussions on 2017 budget.

Carried

12. Health and Safety Reporting

The Library Board was advised that a staff member incurred an injury which was reported to the Workplace Safety and Insurance Board and Ministry of Labour.

The Library Board asked that the item Health and Safety Reporting becoming a standing item on the agenda and included under Reports.

Motion 16.01.84

Moved by Joe Sponga

Seconded by Tom Vegh

THAT the Library Board receive the Health and Safety report and that Health and Safety Reporting become a standing item on the agenda.

13. Library Board Action List

The Library Board reviewed the Action List.

Motion 16.01.85

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board receive the Action List.

Carried

New Business

There was no new business.

Date(s) of Future Meetings

14. The next regular Library Board meeting will be Wednesday, February 17, 2016 at 5:30 pm in the Library Board room.

Adjournment

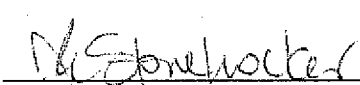
Motion 16.01.86

Moved by Tom Vegh

Seconded by Joe Sponga

That there being no further business meeting adjourned at 6:45 pm.

Carried



Joan Stonehocker
Chair



Todd Kyle, CEO
Secretary/Treasurer

Tuesday, January 19, 2016 at 7:30 PM
Community Centre, 200 Doug Duncan Drive
Hall # 2

The meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, January 19, 2016 in the Newmarket Community Centre and Lions Hall, 200 Doug Duncan Drive, Hall # 3, Newmarket.

Members Present: Glenn Wilson, Chair
Elizabeth Buslovich
Anne Martin (7:35 to 8:24; 8:30 to 10:20 p.m.)
Carmina Pereira
Olga Paiva
Jackie Playter
Rory Rodrigo
Siegfried Wall

Absent: Councillor Sponga

Guests: Lisa Heckbert
John Heckbert
Councillor Hempen
Mark Kolb, YourOnLineBusiness
Dave Peters, Newmarket Arts Council
Dave Robinson, YourOnLineBusiness
Peter Webster

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

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

G. Wilson in the Chair.

Additions and Corrections to the Agenda

The Chair advised that Mr. Dave Peters, on behalf of the Newmarket Arts Council would be addressing those present with an introduction/presentation of Arts Council initiatives, and the order of the agenda be amended to accommodate such.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Main Street District Business Improvement Area Board of Management Minutes of December 15, 2015.

Moved by: Carmina Pereira
Seconded by Anne Martin

THAT the Main Street District Business Improvement Area Board of Management Minutes of December 15, 2015 be approved.

Carried

Presentations

2. Mr. Dave Robinson and Mr. Mark Kolb of YourOnLineBusiness addressed those present with a demonstration of a web based marketing initiative entitled Main Street Passport which uses phone technology to engage participants to travel and shop Main Street with prize draw opportunities, points system and incentive promotions. He distributed copies of a proposed pricing package. Mr. Kolb suggested Members explore the proposed initiative using their phones. The Chair suggested that Mr. Robinson attend the next scheduled Marketing Subcommittee meeting with a more detailed demonstration. Discussion ensued regarding the scarcity of reasonable cellular service on Main Street and how that could potentially affect the proposed program.

Moved by: Jackie Playter
Seconded by: Siegfried Wall

THAT the presentation by Mr. Dave Robinson and Mr. Mark Kolb of YourOnLineBusiness regarding the web based marketing initiative entitled Main Street Passport be received.

Carried

3. Mr. Dave Peters, on behalf of the Newmarket Arts Council addressed those present with an introduction of the composition and mandate of the Newmarket Arts Council being a volunteer driven Board acting as agents between artists and businesses in Town in an effort to showcase talents.

Moved by: Olga Paiva
 Seconded by: Anne Martin

THAT the deputation by Mr. Dave Peters, Newmarket Arts Council regarding their composition, mandate and objectives be received.

Carried

4. Marketing Sub-committee Report

The Chair distributed copies of the January 13, 2016 Marketing Sub-committee Minutes.

Moved by: Rory Rodrigo
 Seconded by: Siegfried Wall

THAT the Marketing Sub-committee Minutes of January 13, 2016 be received.

Carried

Moved by: Carmina Pereira
 Seconded by: Anne Martin

THAT the Main Street District Business Improvement Area Board of Management approves \$1500.00 for anticipated expenses for the St. Valentine's Day festivities.

Carried

Moved by: Rory Rodrigo
 Seconded by: Elizabeth Buslovich

THAT the Main Street District Business Improvement Area Board of Management approves \$1500.00 for anticipated expenses for the Easter Hop Along Main Street festivities.

Carried

Discussion ensued regarding the feasibility of hanging banner placement across the street as a method of advertising.

Financial Report

5. Verbal Update/Account Balance

The Economic Development Officer provided a verbal update with respect to the final 2015 budget account balance. He advised that the Finance Department is still in the process of compiling year-end numbers. He further advised that Council adopted the 2016 budget on January 18, 2016.

Moved by: Jackie Playter

Seconded by: Olga Paiva

THAT the verbal update by the Economic Development Officer regarding the 2015 final budget account balance be received.

Carried

Items

6. Community Centre Lands Development Committee Update

The Economic Development Officer provided a verbal update regarding discussions at a recent meeting with respect to the Community Centre Lands Development. He advised that a sewer pipe replacement and relocation will need to be completed before any re-development occurs. He advised that a parking sub-committee has been established to focus specifically on wayfinding options, longer term parking and tennis club options.

Moved by: Olga Paiva

Seconded by: Jackie Playter

THAT the verbal update from the Economic Development Officer regarding the Community Centre Lands Development Committee discussions be received.

Carried

7. Ontario Business Improvement Area Association Membership

Discussion ensued regarding the benefits of membership with the Ontario Business Improvement Area Association.

Moved by: Rory Rodrigo

Seconded by: Anne Martin

THAT the Ontario Business Improvement Area Association Membership fee in an amount not to exceed \$300.00 be approved.

Carried

8. Website Update

The Chair advised that a local business on Main Street, Website Studio Design will be providing website construction and associated services to the Main Street District Business Improvement Area Board of Management. He advised he would seek a progress report and report back at the next meeting.

Moved by: Jackie Playter

Seconded by: Rory Rodrigo

THAT the verbal update by the Chair regarding the website construction and associated services be received.

Carried

New Business

- a) Discussion ensued regarding connectivity challenges of cellular phone service on Main Street.

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

Moved by: Olga Paiva

Seconded by: Rory Rodrigo

THAT the Main Street District Business Improvement Area Board of Management requests the Town of Newmarket staff investigate the feasibility of improved cellular phone coverage and extension of Wi-Fi network service in the downtown core.

Carried

- b) The Economic Development Officer provided a verbal status update regarding the recently adopted Council recommendations related to the Outdoor Patio Pilot Project. He advised that Council has endorsed one additional application for the 2016 patio season and he anticipates a February 19, 2016 cut-off date for all applications. Discussion ensued regarding the approved one hour time extension for Friday and Saturday evenings along with the estimated application fee structure.

The Chair suggested that since the matter has been recently sanctioned by Council, that perhaps the Main Street District Business Improvement Area Board of Management could review the subject at their September, 2016 meeting, after the effects of the outdoor patio season results are realized.

Moved by: Siegfried Wall
Seconded by: Olga Paiva

THAT the outdoor patios project on Main Street matter be reviewed by the Main Street District Business Improvement Area Board of Management at their September, 2016 meeting.

Carried

- c) The Chair distributed copies of correspondence from a representative of Sandgate Women's Shelter requesting funding sponsorship support for a theatre show on March 8, 2016. Discussion ensued and a suggestion was made to receive the correspondence for information purposes only.

Moved by Olga Paiva
Seconded by: Elizabeth Buslovich

THAT the correspondence from the representative of Sandgate Women's Shelter requesting funding sponsorship support for a theatre show on March 8, 2016 be received.

Carried

- d) Mr. Ken Sparks requested an opportunity to speak regarding advertising methods. Discussion ensued regarding newspaper/social media and banner advertising.

Adjournment

Moved by: Olga Paiva

Seconded by: Anne Martin

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 10:20 p.m.

February 16, 2016
Date


G. Wilson, Chair

New Business

- a) Discussion ensued regarding connectivity challenges of cellular phone service on Main Street.

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

Moved by: Olga Paiva

Seconded by: Rory Rodrigo

THAT the Main Street District Business Improvement Area Board of Management requests the Town of Newmarket staff investigate the feasibility of improved cellular phone coverage and extension of Wi-Fi network service in the downtown core.

Carried

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, December 9, 2015 in Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: John Birchall
Michelle Bourdeau
Cathie Ethier
Nicole Hamley
David Kempton
Jill King

Absent: Councillor Sponga
Petra Vollmerhausen

Staff Present: C. Schritt, Traffic Technician
J. Slykhuis, Senior Environmental Coordinator
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 6:30 p.m.

J. Birchall in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Newmarket Environmental Advisory Committee Minutes of November 25, 2015.

Moved by: David Kempton
 Seconded by: Cathie Ethier

THAT the Newmarket Environmental Advisory Committee Minutes of November 25, 2015 be approved.

Carried

Items

2. Selection of Chair and Vice-Chair

The Chair opened the floor for nominations for Chair.

Moved by: Cathie Ethier
 Seconded by: Nicole Hamley

THAT a rotating Chair schedule for 2016 be established.

Carried

3. NEAC Workplan

The Senior Environmental Coordinator provided a verbal update on environmental projects being planned in the Town, including a retrofit project at the Ray Twinney Complex, stormwater management plans for the Regional Annex building, low impact development projects on Forest Glen to reduce impacts on the Western Creek. Discussion ensued regarding the role of the Senior Environmental Coordinator and integrating the Committee as an advisor into the role.

The Committee discussed its workplan for the current term of Council and determined priority level and milestones for items noted on the plan.

4. Committee and Working Group Updates

a) Municipal Energy Plan Stakeholder Advisory Group

J. Birchall advised that the meeting scheduled to take place on December 8, 2015 was cancelled due to illness and would be rescheduled.

5. Verbal Update regarding the York Region Environmental Advisory Committee meeting.

J. Birchall advised that the York Region Environmental Advisory Committee meeting met and provided an update on upcoming meeting locations. He anticipates that Newmarket will host in Spring, 2017 and that the meeting frequency will be increased from biannually to quarterly.

6. Comments regarding the Urban Hens Pilot Project

Discussion ensued regarding the outcome for chickens that pass their egg laying life cycle, disease and potential contamination, and property valuation impacts.

Correspondence

Moved by: Jill King
Seconded by: Michelle Bourdeau

THAT the correspondence items, previously distributed by e-mail, be received.

Carried

New Business

None.

Adjournment

Moved by: Nicole Hamley
Seconded by: David Kempton

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 8:58 p.m.

Date

John Birchall, Chair

The meeting of the Newmarket Downtown Development Committee was held on Friday, November 27, 2015 in Hall # 4 of the Community Centre - 200 Doug Duncan Drive, Newmarket.

Members Present: Jackie Playter, Chair
Olga Paiva
Councillor Sponga

Absent: Barbara Leibel
Steve Whitfield

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

The meeting was called to order at 11:21 a.m.

Jackie Playter in the Chair.

Additions

The Economic Development Officer advised of two items to be discussed related to Financial Incentive Applications as he had just recently obtained pertinent information with respect to the files.

Approval of Minutes

1. Newmarket Downtown Development Committee Minutes of November 6, 2015.

Moved by: Councillor Sponga
Seconded by: Olga Paiva

THAT the Newmarket Downtown Development Committee Minutes of November 6, 2015 be approved.

Carried

Items

2. Financial Incentives Program Application 2015-02 – Interior Renovation and Improvement Program - 189 Main Street South.

The Economic Development Officer provided a verbal update with respect to the application and advised that due to increased interior renovation costs, the applicant is requesting an increase to the maximum \$100,000.00 no interest loan.

Moved by: Olga Paiva

Seconded by: Jackie Playter

i) THAT the previously approved Financial Incentives Application 2015-02 - Interior Renovation and Improvement Program No-Interest Loan amount be increased to \$100,000.00 from \$87,435.00, based on confirmed interior renovation costs;

a) AND THAT 189 Main Street Holdings Inc., c/o Mr. Peter Anderson, 189 Main Street South, Newmarket, ON L3Y 3Y9 be notified of this action.

Carried

3. Financial Incentives Program Application 2014-14 – Planning and Building Fees Rebate/Credit Program Grant Application – 30-32 Main Street South.

The Economic Development Officer provided a verbal update with respect to the application and advised that staff have issued a building permit based on renovation costs.

Moved by: Olga Paiva

Seconded by: Jackie Playter

i) THAT the Planning and Building Fees/Rebate/Credit Program Grant Application in the amount of \$5,209.57 be approved, subject to Council approval of the 2016 Financial Incentive Program budget;

a) AND THAT Mr. Mehdi Jafari Berenji, 30-32 Main Street South, Newmarket, ON L3Y 3Y4 be notified of this action.

Carried

4. Financial Incentives Program Application 2015-05 – Business Sign Program – 196 Main Street South.

The Economic Development Officer provided a verbal update regarding the application and advised that the applicant submitted an incomplete application lacking the appropriate number of quotations.

Moved by: Councillor Sponga
Seconded by: Olga Paiva

a) THAT the request for Financial Incentive Program grants under the Business Sign Program and the Façade Improvement and Restoration Program be denied, due to program eligibility requirements;

i) AND THAT 2432563 Ontario Inc., c/o Mr. Allan Cockburn, 196 Main Street South, Newmarket, ON L3Y 3Z2 be notified of this action.

Carried

New Business

a) Councillor Sponga advised those present that the municipality of Algonquin Highlands located in Haliburton, Ontario will be requesting a presentation to their Council from the Town of Newmarket Economic Development Officer and Ward Councillor highlighting details of the Financial Incentive Program.

b) Councillor Sponga advised that a representative of the property known as 180-194 Main Street South (Main Street Clock Inc.) has recently met with the Town's Planning Department staff with the intention of submitting a revised development application in the near future.

Adjournment

Moved by: Olga Paiva
Seconded by: Councillor Sponga

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 11:50 a.m.

Date

Jackie Playter, Chair

Friday, November 27, 2015 at 10:00 AM
Community Centre – Hall # 4
200 Doug Duncan Drive

The meeting of the Joint Newmarket Downtown Development Committee and Lower Main Street South Heritage Conservation District Advisory Group was held on Friday, November 27, 2015 in Community Centre - 200 Doug Duncan Drive, Newmarket.

Members Present:

(Lower Main Street South Heritage Conservation District Advisory Group)	Glenn Wilson Athol Hart
--	----------------------------

Newmarket Downtown Development Committee	Olga Paiva Councillor Sponga Jackie Playter (10:08 to 11:14 a.m.) Councillor Sponga
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Staff Present:

- C. Kallio, Economic Development Officer
- D. Ruggle, Senior Planner – Policy
- L. Ghiami, Building Services Technician
- M. Gill, Municipal By-law Enforcement Officer
- L. Moor, Council/Committee Coordinator

The Economic Development Officer called the meeting to order at 10:04 a.m.

He advised that this being a joint meeting of two advisory Committees to discuss sign by-law issues associated with Main Street, he would Chair the meeting. He informed those present that the advice provided by members of the Lower Main Street South Heritage Conservation District Advisory Group as mandated by the Ontario Heritage Act takes precedence over the current Town enacted Sign By-law.

Items

1. Joint Newmarket Downtown Development Committee and Lower Main Street South Heritage Conservation District Advisory Group Sign By-law Discussion.

Discussion ensued regarding formulating a list of guidelines for applicants to follow in terms of sign by-law requirements. Further discussion ensued regarding limitations, influence of heritage principles and regulations associated with sign permit submissions as well as lettering fonts, styles and use of logos and/or branding.

An analysis of awning installations and advertising methods was considered.

Mr. Hart advised that he would work with the Senior Planner – Policy and as Chair of the Newmarket Heritage Advisory Committee, would collaborate with its' members in an effort to formulate signage and/or awning design parameter guidelines as they relate specifically to Main Street.

Further discussion ensued regarding rear building signage of Main Street properties, backlit advertising placards, and the feasibility of a 'grandfathered' application process.

The viability of a wall mural on the property known as 247 Main Street South by possibly holding an artists' competition and efforts to obtain any funding sources that are available was also expressed.

2. **Other Business**

The Senior Planner – Policy provided a verbal status update with respect to the building renovations on the property known as 209 Main Street South. He advised that the Heritage permit application to replace the front windows was approved; however the property owner disregarded the sanctioned permit and installed full wall glass inserts. He further advised that the Town's Building Department would be issuing a stop work order immediately and the property owner's architect had arranged to meet with the Director of Planning regarding the matter.

The Economic Development Officer thanked everyone for their attendance.

Adjournment

Moved by: Glenn Wilson
Seconded by: Jackie Playter

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 11:14 a.m.

Date

Chair

The meeting of the Accessibility Advisory Committee was held on Thursday, January 21, 2016 in Magna Centre - Multi-Purpose Room #1, 800 Mulock Drive, Newmarket.

Members Present: Councillor Bisanz
Steve Foglia, Chair
Linda Jones
Richard Wilson
Jeremy Slessor

Absent: Gloria Couves

Staff Present: P. McIntosh, Recreation Programmer
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 10:35 a.m.

Steve Foglia in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations/Deputations

None.

Approval of Minutes

1. Accessibility Advisory Committee Minutes of November 19, 2015.

Moved by: Jeremy Slessor
Seconded by: Councillor Bisanz

THAT the Accessibility Advisory Committee Minutes of November 19, 2015 be approved.

Carried

Items for Discussion

2. Discussion regarding the facility audit schedule - Newmarket Theatre, Newmarket Old Town Hall and the Newmarket Public Library.

The Council/Committee Coordinator provided an update on the facility audit schedule. Discussion ensued regarding Building Code Act and Accessibility for Ontarians with Disabilities Act requirements, results from previous audits and follow up from those audits, compliance timelines and revisions to the audit checklist.

The Committee agreed upon the following audit schedule:

- March 10 – Ray Twinney Recreation Complex
- June 16 – Magna Centre
- September 15 – Community Centre and Lions Hall

The Council/Committee Coordinator to arrange a date with the Capital Project Coordinator for an audit of the Old Town Hall to be conducted.

3. Discussion regarding development of criteria for an Annual Accessibility Award.

The Committee discussed criteria for the Accessibility Award and determined that Newmarket residents and businesses based in Newmarket would be considered for the award. The Council/Committee Coordinator to prepare an application form for the Committee's consideration, with the intent to have the application circulated to various stakeholders, including schools and the Chamber of Commerce as soon as possible.

4. Discussion regarding criteria for an accessibility logo.

The Council/Committee Coordinator provided a verbal update on the requests that Corporate Communications staff have made with respect to the logo contest. Discussion ensued regarding logo size, inclusion of all disabilities in the logo and exclusion of text. The Council/Committee Coordinator to prepare an application form for the Committee's consideration, with the intent to have the application circulated to all Newmarket schools as soon as possible.

5. Verbal Update from the Recreation Programmer - Inclusion & Leisure Services regarding National Access Awareness Week.

In the absence of the Recreation Programmer – Inclusion & Leisure Services, the Chair advised that the Access Awareness Week subcommittee has met to discuss event plans and the Chair advised that work is underway to secure a location for the event. Discussion ensued regarding advertising and event participants.

6. Verbal Update from the Committee Chair regarding an Emergency Evacuations for People with Special Needs Workshop held by York Region.

The Chair provided a verbal update on an Emergency Evacuations for People with Special Needs Workshop that he attended. An overview of the Region's emergency preparedness plans was provided, including how emergency medical personnel plan to evacuate residents from multiple floor facilities, including those residents in wheelchairs. Those in attendance were requested to think outside the box to determine whether there are further considerations that has been overlooked. In addition, the workshop featured a speaker from the United States that worked at a hospital in New Orleans during Hurricane Katrina, who discussed her experiences with emergency situations and preparedness.

7. Verbal Update from the Committee Chair regarding work being completed by the Southlake Hospital Accessibility Review Team.

The Chair provided an update on the audit being conducted by the Southlake Accessibility Review Team, on which he and Linda Jones are both members. He advised that the team is going through the facility to review and identify areas of concern, some of which are inaccessible washrooms, wheelchair friendly areas in the waiting room and lighting among other matters.

New Business

- a) Richard Wilson provided a verbal update on his work with the Site Plan Review Committee and expressed disappointment that some accessibility related issues are not being addressed and advised that the information being provided has been very preliminary and offers little to comment on. He suggested that a memorandum be prepared to the Planning & Building Services department to address issues related to accessibility.

Adjournment

Moved by: Jeremy Slessor
Seconded by: Councillor Bisanz

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 12:11 p.m.

Date

Steve Foglia, Chair

Thursday, March 10, 2016 at 10:30 AM
Ray Twinney Recreation Complex –
Lounge 1

The meeting of the Accessibility Advisory Committee was held on Thursday, March 10, 2016 in Ray Twinney Recreation Complex - Lounge 1, 395 Mulock Drive, Newmarket.

Members Present: Steve Foglia, Chair
Gloria Couves
Linda Jones
Jeremy Slessor

Absent: Councillor Bisanz
Richard Wilson

Staff Present: L. Lyons, Deputy Clerk
C. Finnerty, Council/Committee Coordinator

Accessibility Audit

Councillor Bisanz, Steve Foglia, Linda Jones and Jeremy Slessor conducted an accessibility audit of the Ray Twinney Recreation Complex prior to the meeting.

The meeting was called to order at 10:38 a.m.

Steve Foglia in the Chair.

Presentations/Deputations

1. Mr. Warren Rupnarain, Accessibility and Diversity Coordinator, City of Vaughan addressed the Committee and provided an update on the City of Vaughan's accessible taxicab services. He advised that the City currently has three companies licensed with accessible taxicabs and are looking to expand the service throughout York Region. The accessible taxis charge meter rate and would only be permitted to provide services to Newmarket residents who require accessible services. He advised that he is seeking the support of the Committee to enter into an agreement with the City of Vaughan for the provision of accessible taxicab services in the Town of Newmarket. Discussion ensued regarding licensing, other municipalities with similar agreements with the City of Vaughan, account setup and booking taxis by email or text message.

Moved by: Gloria Couves
 Seconded by: Linda Jones

- a) THAT the presentation by Mr. Warren Rupnarain regarding Accessible Taxis be received;
- b) AND THAT the Town of Newmarket enter into an agreement with the City of Vaughan for the provision of accessible taxicab services;
- c) AND THAT the Accessibility Advisory Committee work with Town staff to develop and communication and marketing plan.

Carried

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

- 2. Accessibility Advisory Committee Minutes of January 21, 2016.

Moved by: Jeremy Slessor
 Seconded by: Linda Jones

THAT the Accessibility Advisory Committee Minutes of January 21, 2016 be approved.

Carried

Items for Discussion

- 3. National Access Awareness Week

No update to provide.

- 4. Committee Workplan Update

The Council/Committee Coordinator provided an update on the workplan and advised that the Accessibility Award and Accessibility Logo Contest applications

are now available online. In addition, she advised that the logo contest has been distributed to public and private schools to date. The Deputy Clerk advised that staff will be scheduling a Council Workshop in April to provide an opportunity for Committees to address Council with a summary of their workplans and accomplishments.

New Business

None.

Adjournment

Moved by: Jeremy Slessor
Seconded by: Linda Jones

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 11:20 a.m.

Date

Steve Foglia, Chair

Excerpt from Minutes – Item 1 of the Accessibility Advisory Committee Minutes of March 10, 2016

1. Mr. Warren Rupnarain, Accessibility and Diversity Coordinator, City of Vaughan addressed the Committee and provided an update on the City of Vaughan's accessible taxicab services. He advised that the City currently has three companies licensed with accessible taxicabs and are looking to expand the service throughout York Region. The accessible taxis charge meter rate and would only be permitted to provide services to Newmarket residents who require accessible services. He advised that he is seeking the support of the Committee to enter into an agreement with the City of Vaughan for the provision of accessible taxicab services in the Town of Newmarket. Discussion ensued regarding licensing, other municipalities with similar agreements with the City of Vaughan, account setup and booking taxis by email or text message.

Moved by: Gloria Couves

Seconded by: Linda Jones

- a) THAT the presentation by Mr. Warren Rupnarain regarding Accessible Taxis be received;
- b) AND THAT the Town of Newmarket enter into an agreement with the City of Vaughan for the provision of accessible taxicab services;
- c) AND THAT the Accessibility Advisory Committee work with Town staff to develop and communication and marketing plan.

Carried



MINUTES

Tuesday, November 3, 2015 at 9:30 AM
Town of Newmarket - Cane A & B

The meeting of the CYFS - JCC was held on Tuesday, November 3, 2015 in Town of Newmarket - Cane A & B, 395 Mulock Drive, Newmarket.

Members Present:	Newmarket:	Councillor Sponga Councillor Twinney
	Aurora:	Councillor Abel Councillor Mrakas Councillor Thompson
Regrets:	Newmarket:	Councillor Hempen
Staff Present:	Newmarket:	A. Moore, Commissioner of Corporate Services L. Georgeff, Director of Human Resources M. Mayes, Director of Financial Services L. Lyons, Deputy Clerk
	Aurora:	P. Moyle, Interim CAO D. Elliott, Director of Financial Services
	CYFS:	I. Laing, Fire Chief

The meeting was called to order at 9:32 a.m.

Councillor Abel in the Chair.

Open Forum

None.

Additions & Corrections to the Agenda

Moved by: Councillor Thompson
Seconded by: Councillor Twinney

a) THAT the addendum items being Joint Central York Fire Services and Corporate Services Report – Financial Services 2015-50 dated October 22, 2015 and the verbal update from Town of Aurora staff regarding potential acquisition of land per Section 239 (2) (c) of the Municipal Act, 2001 be included.

Carried

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes of October 13, 2015.

Moved by: Councillor Thompson
Seconded by: Councillor Twinney

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

Carried

2. Central York Fire Services - Joint Council Committee (Closed Session) Minutes of October 13, 2015.

Moved by: Councillor Thompson
Seconded by: Councillor Twinney

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

Carried

Items

3. Joint Central York Fire Services and Corporate Services Report - Financial Services 2015-50 dated October 22, 2015 regarding the 2015 CYFS Budget Report - Third Quarter.

The Director of Financial Services/Treasurer, Newmarket distributed a Memorandum dated October 26, 2015 with respect to the Central York Fire Services Draft 2016 Operating and Capital Budgets regarding salaries and benefits. The Fire Chief provided details related to the current surplus factor.

Moved by: Councillor Mrakas
Seconded by: Councillor Sponga

a) THAT Joint CYFS/Corporate Services Report - Financial Services 2015-50 dated October 22, 2015 regarding the 2015 CYFS Budget Report - Third Quarter be received for information purposes.

Carried

Moved by: Councillor Mrakas
Seconded by: Councillor Sponga

a) THAT the Memorandum dated October 26, 2015 from the Director of Financial Services/Treasurer, Newmarket with respect to the Central York Fire Services Draft 2016 Operating and Capital Budgets regarding salaries and benefits be received.

Carried

4. 2016 Schedule of Meetings.

Discussion ensued regarding the proposed 2016 CYFS-JCC Schedule of Meetings. A suggestion was made to change the January and May meetings to the 12th and 10th, respectively.

Moved by: Councillor Sponga
Seconded by: Councillor Mrakas

THAT the January CYFS-JCC meeting be scheduled on January 12, 2016.

Carried

Moved by: Councillor Thompson
Seconded by: Councillor Sponga

THAT the May CYFS-JCC meeting be scheduled on May 10, 2016.

Carried

Moved by: Councillor Sponga
Seconded by Councillor Mrakas

- a) THAT the Central York Fire Services - Joint Council Committee 2016 Schedule of Meetings, as amended, be approved.

Carried

Closed Session

Moved by: Councillor Twinney
Seconded by: Councillor Mrakas

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

Carried

The Committee resolved into Closed Session at 9:41 a.m.

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

The Committee resumed into Public Session at 9:50 a.m.

The Chair advised that the verbal update by staff related to the proposed acquisition of land by the municipality as per Section 239 (2) (c) of the Municipal Act, 2001 was received.

New Business

- a) Councillor Thompson advised of access concerns related to the proposed new development of the property known as Highland Gate in Aurora. The Fire Chief assured those present that the Chief Fire Prevention Officer reviews plans and access requirements of any proposed developments.

b) Councillor Sponga queried those present regarding the recent natural gas leak that occurred on Srigley Street in Newmarket. He asked if there are any securities or deposits that could be drawn upon when responding to incidents caused by utility contractors. The Fire Chief advised that he is not aware of any such securities specifically related to Fire Services; perhaps other staff members might have more insight. The Commissioner of Corporate Services advised she would investigate such and advise the Committee.

Adjournment

Moved by: Councillor Thompson
Seconded by: Councillor Sponga

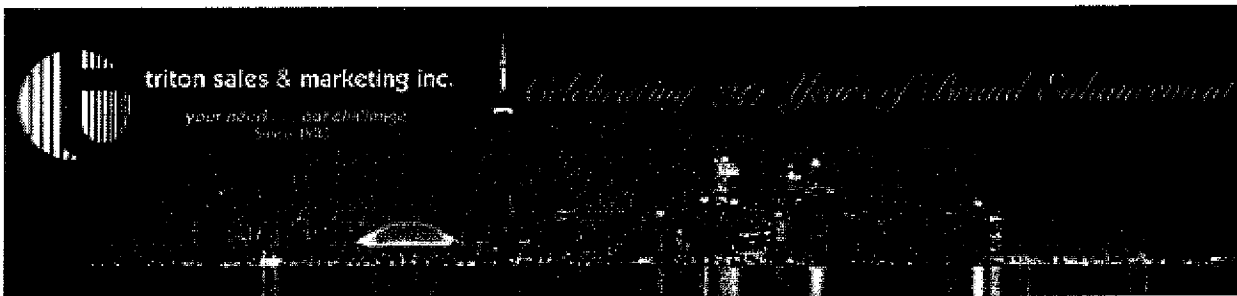
THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 10:00 a.m.

Date

Councillor Abel, Chair



We are asking all York Region Mayors and Councils to support us in any way(vote in Council +++) they can to communicate to residents this dire situation. We will be sending a proclamation to your council and hopefully all municipalities will sign it. The Proclamation of Support will be read at our symposium on March 31 in Newmarket . Many politicians(municipal, provincial and federal) will be in attendance, so please let me know if you will be able to attend. Your support is much appreciated. If you wish to discuss this further please do not hesitate to contact me. Thank you .

Jack Hurst
Chair
Crimestoppers York Region

Crime Stoppers Encourages Local Residents to Help Curb Illegal and Illicit Wildlife Trafficking in York Region

Monday, February 8, 2016 – Newmarket, ON — Crime Stoppers of York Region today announced that it will host a public symposium next month to raise awareness about the growing illegal and illicit trafficking of wildlife in York Region.

The Wildlife Symposium will take place at Newmarket Theatre on Pickering Crescent on Thursday, March 31, 2016 from 6:00-9:00 pm. Joining Crime Stoppers of York Region at the Symposium will be a number of other federal and provincial organizations concerned about the

rise in wildlife trafficking, including the Ministry of Natural Resources and Forestry, York Regional Police, The Toronto Zoo, the Ontario SPCA and Environment Canada Wildlife Enforcement.

The wildlife being taken from York Region's lakes, rivers, forests and wetlands include everything from bear and moose to rare and endangered turtles. Some of the turtles most frequently targeted by traffickers include wood turtles and spotted turtles. The global illegal wildlife trade, which includes elephant and rhino ivory tusks, is estimated to be worth approximately \$30 billion a year. Animals targeted by illegal traffickers include rare species prized by collectors and endangered animals killed for food.



"Poaching is a serious issue which can have detrimental impacts on the sustainability of turtle populations," says Dr. Andrew Lentini, Curator of Amphibians and Reptiles, Toronto Zoo. "The Toronto Zoo is proud to be a long-standing partner of the Ontario Association of Crime Stoppers. The partnership between Toronto Zoo and Crime Stoppers to address the serious issue of illegal turtle and other wildlife harvest and trade provides the ideal communications network for these issues."

"The illegal trade of wildlife is the fourth most lucrative criminal activity worldwide, only exceeded by the trade of narcotics, counterfeiting and human trafficking," says David Forster, President of the Ontario Association of Crime Stoppers and the elected Canadian Representative to Crime Stoppers International. "Crime Stopper programs throughout Ontario, Canada and the world are assisting law enforcement by engaging the community to anonymously report these illegal activities to Crime Stoppers."

Jack Hurst, Chair of Crime Stoppers of York Region and the organizer of the Symposium, adds that "people should watch for suspicious activity in natural areas, including off-trail activities,

overnight parking, or anglers carrying unusual equipment such as snares or a large number of buckets. We encourage people to get involved and help prevent the trafficking of our wildlife."

Residents who suspect poaching near their homes or farms can anonymously call Crime Stoppers toll-free at any time of the day at 1-800-222-TIPS (8477) or they can call the Ministry of Natural Resources and Forestry tip line at 1-877-847-7667.

To learn more about Crime Stoppers of York Region, please visit:
<http://www.1800222tips.com/>.

For more information, please contact Crime Stoppers of York Region at (905) 830-0303, ext. 6767.

Thank you .

Best Regards,



Jack A. Hurst

President

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Town of _____

PROCLAMATION

WHEREAS, the Town of _____ recognizes that our wildlife has always been and will continue to be a valued and vibrant part of our community; and

WHEREAS, **Crimestoppers of York Region** recognizes there is a threat to this vital resource because of the illegal and illicit trade of turtles, bear parts, snakes and other wildlife by criminals; and

WHEREAS, many of these species are rare and their very survival is threatened and

WHEREAS, the illegal trade of wildlife is the 4th most lucrative criminal activity worldwide valued of \$30 billion a year only exceeded by the trade of narcotics, counterfeiting and human trafficking; and

WHEREAS, there are joint efforts by **Crimestoppers of York Region**, Ministry of Natural Resources and Forestry, Toronto Zoo, Environment Canada and other organizations to communicate this problem; and

WHEREAS, **Crimestoppers of York Region** is holding a symposium with many concerned local, provincial and national organizations to communicate this problem to York Region residents on March 31, 2016 from 6:00 to 9:00 pm in Newmarket at the Newmarket theatre.

Now therefore

I _____ Mayor of _____ do hereby proclaim the weeks of April 4 to April 17, 2016, **Stop the illegal and Illicit Trade of Wildlife in York Region Weeks** and encourage all citizens to attend the Symposium on March 31, 2016 and help prevent the trafficking of our wildlife in York Region.

From: Brouwer, Andrew
Sent: March-08-16 9:39 AM
To: Moor, Linda
Subject: FW: National Health and Fitness Day

Can you please add to CoW agenda?

From: McIvor, Marilyn [<mailto:Marilyn.McIvor@sen.parl.gc.ca>]
Sent: March 6, 2016 2:06 AM
To: Mayor Van Bynen
Cc: Alleslev, Leona - Assistant 1 :HoC
Subject: FW: National Health and Fitness Day

Hello Newmarket and thank you for your interest in National Health and Fitness Day,

I write to ask that your Council pass a resolution in support of this new national day to enhance the health and fitness of your constituents and all Canadians. I have pasted below this note a draft resolution that can be adapted or used by Council to commit to a national program that unites you with other local governments in the promotion of increased participation in physical activity in communities across Canada. I have also pasted a draft press release for your adaptation and use, if so desired.

Councils that have endorsed the concept have taken different approaches. Some have simply proclaimed the day (the first Saturday in June) to raise awareness of the importance of increasing physical activity; others have marked the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities, in order to boost participation in healthy physical activity. Endorsement of the concept should ultimately drive up participation rates and help promote our common interest in encouraging Canadians to live healthier lifestyles.

If you support National Health and Fitness day, please send a copy of your resolution to the office of Senator Nancy Greene Raine, who is monitoring the results from Coast to Coast.

Thank you in anticipation of your Council helping to promote health and fitness in Canada.

With best regards,

Marilyn McIvor, MN
 National Health and Fitness Day Project Coordinator in the offices of
 Senator Nancy Greene Raine
 613 402 5154
 @NHFDcan
www.nhfd.ca

Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.

Draft Press Release Template for MP package 2016

For Immediate Release:

Support for National Health & Fitness Day 2016 Announced

MP for ____ (*insert name of constituency*) ____, ____ (*insert name of MP*) ____ yesterday announced that he/she and the Mayor and Council of ____ (*insert name of community*) ____ are working together to promote health and fitness in the community of ____ (*insert name of community*) ____ ____ (*insert names of athletic facilities*) ____ will be highlighted as vehicles to increase physical participation and an opportunity for leadership of local governments in improving Canadian's health. (*Describe how this will occur locally*).

This project is part of a larger national movement designed as one response to related factors:

- alarming rates of childhood obesity;
- the resultant diabetes, cardiovascular problems, and other chronic diseases;
- opportunities to increase utilization of recreational facilities in Canada.

(Insert quote from the Mayor here):

"

"

Bill S-211: *An Act to establish a national day to promote health and fitness for all Canadians* was recently passed by the House of Parliament and proclaimed as law. Introduced by Senator Nancy Greene-Raine, it is a catalyst to increase the number of proclaiming cities and towns from the current 244 to the goal of 500.

From: Alleslev, Leona - Assistant 1 [mailto:Leona.Alleslev.A1@parl.gc.ca]
Sent: Monday, February 29, 2016 12:20 PM
To: McIvor, Marilyn
Cc: mayor@newmarket.ca; gdawe@aurora.ca
Subject: National Health and Fitness Day - new communities interested

Hello Marilyn,

As promised, Ms. Alleslev had an opportunity to speak in person to a couple of the mayors from York Region when they were in Ottawa this past week. She encouraged both of them to declare June 4, 2016 as National Health and Fitness Day in their communities. Mayor Geoffrey Dawe of Aurora and Mayor Tony Van Bynen of Newmarket would be pleased to receive more information from Senator Greene Raine's office, being enthusiastic about the idea. Their emails are above and you are invited to contact them directly.

Best wishes for your continued events in Ottawa's. Ms. Alleslev enjoyed her swim last Thursday.

Laurel

Laurel V. King, B.A., CFP

Executive Assistant / Adjointe Exécutive

Office of Leona Alleslev

Member of Parliament / *Députée*,

Aurora-Oak Ridges-Richmond Hill &

431 Confederation Building/ 431 Édifice de la Confédération

Tel./Tél.: (613) 992-0700

Email/Courriel: Leona.Alleslev.A1@parl.gc.ca

From: Caldwell, Dorothy [mailto:Dorothy.Caldwell@sen.parl.gc.ca] **On Behalf Of** Raine, Nancy
Sent: February 18, 2016 12:32 PM
To: - SEN C SENATORS AND ASSISTANTS /SÉNATEURS ET ASSISTANTS :Sen; - SEN IND :Sen; - SEN LIBERAL

Subject:

Attachments:

MAYOR'S OFFICE <i>Referred to</i>		
INVESTMENT POWERS	Request for Council Resolutions to support AMO/LAS request for broader municipal investment powers	
Sample Council Resolution for Broader Investment Powers - 2016.pdf		
FEB 10 2016		
COMMISSIONER		
DEPARTMENT		
CLERKS		<i>✓ Andrew B.</i>
CONCERNS		

CORPORATE SERVICES		
INCOMING MAIL	REFD 75	COPY 10
FEB 10 2016		
<i>M/mc/CAO</i>		

From: AMO Communications [<mailto:communicate@amo.on.ca>]

Sent: February 9, 2016 8:06 PM

To: Mayor Van Bynen

Subject: Request for council resolutions to support AMO/LAS request for broader municipal investment powers

To the attention of the Head of Council and Council:

*ask Andrew to
place on next
COW agenda*

The Association of Municipalities of Ontario and LAS ask for your council's support of the attached resolution which asks for the province to change the current Municipal Act investment regulation to allow municipalities to invest consistent with the 'Prudent Investor Standard', if such investments are through the One Investment Program.

The province has recently conferred 'Prudent Investor' status on the City of Toronto to enable them to have greater diversification in portfolio management and asset selection, and we strongly believe that other Ontario municipalities should be granted similar investment powers if their investments are managed through professional investment management options, such as the One Investment Program.

AMO, LAS, and the Municipal Finance Officers Association of Ontario (MFOA) have lobbied the Ministry of Municipal Affairs and Housing for broader investment powers for more than 4 years, with the issue now being considered as part of the Municipal Act review. We however want this change to be made sooner than the completion of the Municipal Act review, and to achieve this we ask for your support of this resolution.

If you have any questions about our request or the attached resolution, please contact Jason Hagan, LAS Program Manager, at jhagan@amo.on.ca or 416-971-9856 x320.

Sample resolution for municipal councils related to broader investment powers

WHEREAS municipalities are required to invest their reserves in accordance with the Municipal Act, 2001 and Ontario Regulation 438/97 (as amended), which specifically outlines allowable investments;

and WHEREAS to ensure the sustainability and sound stewardship of the municipality's investments, the municipality is of the opinion that changes should be made to the Municipal Act, 2001 and Ontario Regulation 438/97 (as amended), to allow for the prudent investment of reserves, if those investments are professionally managed and part of a broader investment strategy;

and WHEREAS the Prudent Investor Standard is an industry accepted best practice in effectively managing a portfolio of investments, and the Standard applies to investments, not in isolation, but in the context of the portfolio of investments and as part of an overall strategy, that should incorporate acceptable risk and return objectives suitable to the stakeholders;

and WHEREAS the Province is conferring "Prudent Investor" status on the City of Toronto to enable greater diversification in portfolio management,

and WHEREAS the Association of Municipalities of Ontario (AMO), Local Authority Services (LAS), and the Municipal Finance Officers Association of Ontario (MFOA), have long requested that the Prudent Investor Standard apply to all municipal investments that are invested with The One Investment Program;

and WHEREAS in 2005, municipalities were granted the ability to invest in longer-term corporate bonds and Canadian equity investments via only the One Investment Program, and the One Investment Program has demonstrated strong investment returns for municipalities within these 'new' investment sectors;

and WHEREAS the institutional portfolio managers utilized by the One Investment Program recommend that the Prudent Investor Standard approach is a more appropriate approach to investing;

and WHEREAS operating municipal investments under the Prudent Investor Standard is precluded by the Municipal Act, Eligible Investments, in its current form;

THEREFORE BE IT RESOLVED THAT Council support the request of AMO, LAS, and MFOA to amend Ontario Regulation 438/97 (as amended) of the Municipal Act, 2001, to allow municipalities to invest consistent with the Prudent Investor Standard, if such investments are through the One Investment Program.

CORPORATE SERVICES		
INCOMING MAIL	REF TO	COPY TO
FEB 10 2016		

TOWN OF NEWMARKET

Outstanding Matters

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
1.	Council – June 23, 2014 – Item 3	<p>Mr. Scott Cholewa regarding a petition for a splash pad in the Copper Hills subdivision (Ward 1)</p> <hr/> <p>THAT the deputation of Mr. Scott Cholewa regarding a petition for a splash pad in the Frank Stronach Park be received;</p> <p>AND THAT the request for a splash pad in Frank Stronach Park be referred to the 2015 budget process and added to the Recreation Master Plan.</p> <p>➤ Recreation & Culture Department</p>	<p>Council Report to come forward in Q1, 2016 outlining a strategy for selecting sites and building 3-4 additional spray pads in Newmarket over the next 10 years.</p>	<p>Item referred to as part of the Recreation Playbook process.</p>

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

Bold indicates that the item will be on the upcoming agenda

Last revisions made on March 9, 2016

(Updated and including the Committee of the Whole Minutes of February 22, 2016)

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
2.	<p>Council – December 14, 2015 – Item 35 – Joint Development and Infrastructure Services – Planning and Building Services/ES 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue</p> <p>Council – January 18, 2016 – Item 35</p>	<p>THAT staff provide alternate trail options for this area at a lower cost.</p> <p>THAT Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered.</p> <p>THAT staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail;</p> <p>AND THAT staff also include in the report the option of installing lighting along the George Luesby Park Trail.</p> <p>➤ Engineering Services</p>	Q2, 2016	
3.	Council – April 20, 2015 – Item 7	<p>THAT staff provide a report within six months related to internet voting.</p> <p>➤ Legislative Services</p>	Q2, 2016 Q3, 2016	Workshop held October 5, 2015

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
4.	Committee of the Whole – May 25, 2015 – Item 2 – Parkland Dedication By-law	<p>THAT the Parkland Dedication By-law for the Town of Newmarket as contained in Attachment 1 be received;</p> <p>ii) AND THAT staff be directed to provide notice to the public, the development community and BILD of the proposed by-law;</p> <p>iii) AND THAT following public input that staff summarize in a report to the Committee of the Whole the issues identified and the comments received along with the final recommendation for the Parkland Dedication By-law for Council's approval;</p> <p>iv) AND THAT staff be directed to report back to Committee of the Whole on the other funding strategies to address the identified shortfall of Town-wide parkland in conjunction with the Parkland Implementation Strategy identified in the Implementation Strategy for the Newmarket Urban Centres Secondary Plan.</p> <p>➤ Planning & Building Services</p>	Q2/Q3, 2016	<p>This matter is tied to the on-going work of the Marketing Davis Drive Task Force</p> <p>Refer to Development & Infrastructure Services Information Report 2015-41 dated September 22, 2015</p>
5.	Council – June 22, 2015 – Item 31 D & I Services Report – ES 2015-34 – McCaffrey Road – Traffic Review	<p>THAT a report be prepared for an upcoming Committee of the Whole or Council meeting following a site visit by the Ward Councillor and Town staff that includes alternate traffic mitigation measures including but not limited to chicanes, roundabouts, pedestrian islands, road watch program or crosswalk;</p> <p>AND THAT this report address traffic impacts related to new development on the Glenway lands, York Region Annex building and the Yonge Street VivaNext project.</p> <p>➤ Engineering Services</p>	Q2, 2016	
6.	Committee of the Whole – September 28, 2015 – Item 15	<p>THAT the deputation by Mr. Paul Jolie regarding Ontario Municipal Cycling Infrastructure be received and referred to staff for a report back to Council related to cycling infrastructure on Mulock Drive.</p> <p>➤ Development & Infrastructure Services</p>	Q2, 2016	Information Report distributed
7.	Committee of the Whole – November 30, 2015 – Item 21	<p>THAT Development and Infrastructure Services Report – Engineering Services 2015-63 regarding Woodspring Avenue – Bonshaw Avenue to Town Limit – Bicycle Lanes and On-Street Parking be referred to staff for additional information, including costs.</p> <p>➤ Engineering Services</p>	Q2, 2016	

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
8.	Committee of the Whole – September 28, 2015 – Item 24 – Motion	<p>THAT staff be directed to report back within 120 days on the potential of demolishing the Old Fire Hall at 140 Main Street South with the intent to repurpose it as a parking lot that would be in keeping with the downtown area and that the report include any other options for parking enhancements in the downtown core.</p> <p>➤ Development & Infrastructure Services</p>	Information Report Q1, 2016 Q2, 2016	Referred to Community Centre Lands Task Force Parking Strategy
9.	Committee of the Whole – October 20, 2015 - Community Services - Recreation and Culture Report 2015-28 dated September 16, 2015 regarding Hollingsworth Arena Replacement Follow-Up.	<p>1. THAT staff work with Pickering College to:</p> <p>i) Finalize an agreement subject to Council approval with respect to capital and operating costs regarding a replacement arena at Pickering College;</p> <p>ii) Bring back a professionally prepared project estimate and recommended capital and operating agreement to Council for review within the next 45 days;</p> <p>2. AND THAT staff initiate a public process addressing a replacement arena and proposed disposition of land at Hollingsworth Arena.</p> <p>➤ Recreation & Culture</p>	Q1, 2016 Q2, 2016	Deferred to Workshop of February 22, 2016 and Report to follow thereafter
10.	Committee of the Whole – November 9, 2015 – Item 16 Petition/Petitioning Newmarket Council to 'Save Hollingsworth Arena'.	<p>a) THAT the petition/petitioning Newmarket Council to 'Save Hollingsworth Arena' be received and referred to staff for a report that clarifies the petition preamble as part of the public consultation process related to the disposition of the Hollingsworth Arena.</p> <p>➤ Recreation & Culture</p>	Information Report to be distributed during public consultation process Q1, 2016 Q2, 2016	
11.	Committee of the Whole – October 20, 2015 - Motion - Regional Councillor & Deputy Mayor Taylor	<p>In keeping with recommendations in the Recreation Playbook, staff be directed to investigate the potential for an outdoor arena in the Town of Newmarket. The analysis should examine options for the rink, including amenities, costs, location criteria and potential funding sources. The report is to be brought back to Committee of the Whole within 120 days.</p> <p>➤ Recreation & Culture</p>	March 21, 2016	Addressed in Community Services – Recreation and Culture Report #2016 - 02. Further discussion to occur within a Q1 Council Workshop regarding the Recreation Playbook Implementation: Facility Needs / Location Planning
12.	Committee of the Whole – October 20, 2015 - New Business	<p>THAT staff research and advise Council regarding potential municipal regulation of propane tank installation for home heating purpose.</p> <p>➤ Legislative Services</p>	Q1, 2016 Q2, 2016	Information Report to be provided by March 31, 2016

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
13.	Committee of the Whole – November 9, 2015 – Item 3	<p>Motion: Councillor Twinney</p> <p>THAT staff bring back a report to Council on a third party insurance program for residents to insure their water and sewer pipes that run under private property and are not covered by the Town.</p> <p>➤ Development and Infrastructure Services</p>	Q2, 2016	
14.	<p>Committee of the Whole – November 9, 2015 – Item 12</p> <p>Development & Infrastructure Services Report PWS 2015-58 regarding N6 Waste Collection Contract 2017-2017 Request for Proposal Preparation Update.</p>	<p>THAT staff work with the N6 partners to develop service level criteria for customer service and response and opportunities to provide customer services outside the scope of the waste control contract and report back to Council;</p> <p>AND THAT staff explore the option of separate proposals for standard bag limits (2 bags and 3 bags) with the N6 partners and report back to Council.</p> <p>➤ Public Works Services</p>	<p>Q1, Q2, 2016</p> <p>Q2/Q3, 2016</p>	
15.	<p>Committee of the Whole – November 9, 2015 – Item 20</p> <p>Community Services - Recreation and Culture Report 2015-31 dated October 19, 2015 regarding Recreation Playbook Recommendations Requiring Land.</p>	<p>i) THAT staff be directed to continue discussions related to the former York Catholic District School Board Lands on the north side of Woodspring Avenue, in the northwest quadrant, per Section 239 (2) of the Municipal Act;</p> <p>ii) AND THAT staff report back within 90 days with detailed capital costs and operating expenses of three options outlined in the report for consideration as part of the 2017 budget process.</p> <p>➤ Recreation & Culture/Development & Infrastructure Services</p>	Q2, 2016	<p>Formed part of February 22, 2016 Workshop</p>
16.	Committee of the Whole – January 11, 2016 – Item 19 – Magna Centre Leases and Potential Fitness Centre	<p>THAT the Town of Newmarket convert the existing restaurant space into an equipment based, membership oriented fitness facility within the capital costs identified;</p> <p>AND THAT staff report back on options for the kitchen and kiosk spaces, including an expanded fitness centre in the kitchen area and/or maintaining a food kiosk;</p> <p>AND THAT the funding be added to the draft 2016 Capital Budget.</p> <p>➤ Recreation & Culture</p>	Q3, 2016	

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
19.	Committee of the Whole – February 22, 2016 – Item Joint Office of the CAO and Corporate Services - Legislative Services Report 2016-02 dated January 28, 2016 regarding Appointment of Municipal Ombudsman.	<p>i) THAT Council appoint ADR Chambers, Inc. as municipal ombudsman for the Town of Newmarket and applicable local boards and Newmarket-Tay Power Distribution Limited for the period of March 1, 2016 through December 31, 2020;</p> <p>ii) AND THAT a by-law be brought forward to Council appointing ADR Chambers, Inc. as municipal ombudsman for the Town of Newmarket and applicable local boards and Newmarket-Tay Power Distribution Limited for the period of March 1, 2016 through December 31, 2020 in accordance with Section 223.13 (1) of the Municipal Act, 2001;</p> <p>iii) AND THAT the Mayor and Clerk be authorized to execute an agreement with ADR Chambers Incorporated to provide Ombudsman Services on a fee for service basis for the period March 1, 2016 to December 31, 2020;</p> <p>iv) AND THAT staff provide an information update report after a 6 month period once the agreement has been executed.</p> <p>➤ Legislative Services</p>	August, 2016	
20.	Committee of the Whole – February 22, 2016 – Item 27 Motion – Councillor Hempen Welcome Entrance Sign	<p>i) THAT staff report back on the feasibility and suitable location for the installation of a community welcome entrance sign at the intersection of Longford Drive and Davis Drive;</p> <p>ii) AND THAT staff also provide a suitable design for the welcome sign. The cost of the sign will be covered by private fundraising.</p> <p>➤ Development and Infrastructure Services</p>	Q2/Q3, 2016	
21.	Committee of the Whole – February 22, 2016 – New Business (b) Regional Councillor Taylor Motion re: Federal Infrastructure Funding	<p>THAT staff report back within 90 days outlining directions and potential priorities for anticipated federal infrastructure funding applications.</p> <p>➤ Development and Infrastructure Services</p>	May, 2016	


PLANNING & BUILDING SERVICES

Town of Newmarket www.newmarket.ca
 395 Mulock Drive planning@newmarket.ca
 P.O. Box 328, STN Main T: 905.953.5321
 Newmarket, ON L3Y 4X7 F: 905.953.5140

**PUBLIC MEETING CONCERNING
 PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS**

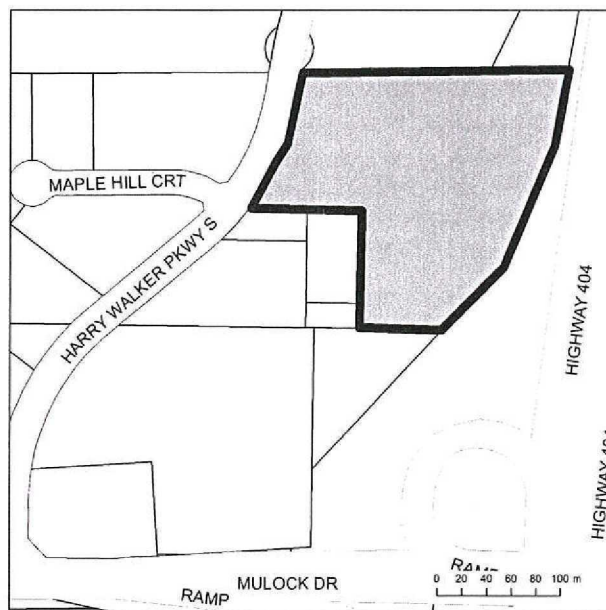
TAKE NOTICE that the Council of the Corporation of the Town of Newmarket will hold a Public Meeting on:

MONDAY MARCH 21, 2016 AT 7:00 P.M.

in the **Council Chambers at the Municipal Offices, 395 Mulock Drive**, to consider a proposed Zoning By-Law Amendment under Section 34 of the Planning Act, RSO 1990, c. P. 13 as amended and a proposed Official Plan amendment under Section 17 of the Planning Act, RSO 1990, c. P. 13 as amended.

An application has been submitted for an Official Plan Amendment and Zoning By-Law Amendment for lands located on the east side of Harry Walker Parkway South, north of Mulock Drive, municipally known as 429 and 445 Harry Walker Parkway South. The purpose of the application is to permit outdoor storage to facilitate a Region of York snow management facility and a parking reduction for a proposed future York Regional Police station on these lands.

**East Side of Harry Walker Parkway South,
 North of Mulock Drive**



ANY PERSON may attend the public meeting to make a written or verbal representation either in support of or in opposition to the proposed Official Plan and Zoning By-Law Amendments. If you wish to use the Town's audio/visual system, please contact the Clerk's Office not later than noon on the day of the meeting to make the appropriate arrangements. Should you be unable to attend the public meeting, your written submission will be received up to the time of the meeting.

IF YOU WISH TO BE NOTIFIED of the adoption of the proposed Official Plan and Zoning By-Law Amendments, you must make a written request to the Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN MAIN NEWMARKET, ON L3Y 4X7

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the Town of Newmarket before the by-law is passed, the person or public body is not entitled to appeal the decision of the Town of Newmarket to the Ontario Municipal Board.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Town of Newmarket before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there is reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Official Plan and Zoning By-Law Amendments is available for inspection between 8:30 a.m. and 4:30 p.m. on weekdays at the Municipal Offices, 395 Mulock Drive, Newmarket.

Dated March 1, 2016

**Direct any inquiries to the
 Planning Department 905-953-5321
 Please refer to File No. D09NP1601, D14NP1601**



Town of Newmarket
COUNCIL EXTRACT

Extract from the Minutes of the Council
Meeting held on Monday, February 29,
2016

-
10. a) THAT Development and Infrastructure Services - Planning and Building Services Report 2016-08 dated February 11, 2016 regarding Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision be received and the following recommendations be adopted:
- i) THAT the Application for Official Plan Amendment and Zoning By-law Amendment as submitted by the Regional Municipality of York for lands being municipally known as 429 and 445 Harry Walker Parkway South be referred to a public meeting to be scheduled at the earliest possible opportunity;
 - ii) AND THAT following the public meeting, issues identified in this report, together with comments of the public, Committee and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required;
 - iii) AND THAT staff be authorized to proceed in tandem with the statutory public meeting and the Site Plan Review process;
 - iii) AND THAT Ms. Lauren Capilongo, Malone, Given Parsons Ltd., 140 Renfrew Drive, Suite 201, Markham, ON L3R 6B3 be notified of this action.

**PLANNING AND BUILDING SERVICES**

Town of Newmarket

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P.O. Box 328, STN Main

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February 11, 2016

**DEVELOPMENT AND INFRASTRUCTURE SERVICES/PLANNING & BUILDING SERVICES
REPORT 2016-08**

TO: Committee of the Whole

SUBJECT: **Application for Official Plan and Zoning By-law Amendment
429/445 Harry Walker Parkway South
East Side of Harry Walker Parkway South, North of Mulock Drive
Town of Newmarket
Regional Municipality of York
File No.: D9NP16 01 (OPA); D14NP16 01 (ZBA)**

ORIGIN: Planning and Building Services

RECOMMENDATIONS

THAT Development and Infrastructure Services/Planning and Building Services Report 2016-08 dated February 11, 2016 regarding Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision be received and the following recommendation(s) be adopted:

- a) **THAT the Application for Official Plan Amendment and Zoning By-law Amendment as submitted by the Regional Municipality of York for lands Municipally known as 429 and 445 Harry Walker Parkway South be referred to a public meeting.**
- b) **AND THAT following the public meeting, issues identified in this Report, together with comments from the public, Committee, and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required.**
- c) **AND THAT Lauren Capilongo, Malone Given Parsons Ltd. 140 Renfrew Drive, Suite 201, Markham, ON, L3R 6B3 be notified of this action.**

COMMENTS**Location and Surrounding Land Uses**

The Subject Lands are the combination of three properties municipally known as 415, 429 and 445 Harry Walker Parkway South and are located on the east side of Harry Walker Parkway South, north of Mulock Drive (See Location Map attached). The properties have an area of approximately 3.47 hectares and a frontage on Harry Walker Parkway of approximately 150 metres.

The subject property is currently vacant. The following are the adjacent land uses:

North: Former Halton Recycling composting facility

South: Vacant Employment lands and a gas station at the corner of Harry Walker Parkway South and Mulock Drive

East: Highway 404 and rural lands in Whitchurch-Stouffville

West: Various Employment uses and the Town of Newmarket's Operation Centre on Maple Hill Court

Proposal

The Region of York is proposing to develop the subject lands for three public service facilities; a snow disposal/management facility, a York Regional Police (YRP) station and an Emergency Medical Services facility (EMS). The Region has applied for site plan approval for the EMS station which has received approval in principle and referred to staff for processing.

The proposed snow disposal/management facility and shared stormwater management area is located at the south end of the property and is approximately 1.95 hectares in size. It is intended to share access with the proposed YRP station. The facility will include a 346 sq.m. building for office use and vehicle storage bay. Outdoor storage is proposed to account for 30% (0.57ha) of the snow disposal/management facility. The proposed amendments are to allow for the outdoor storage portion of the facility. The Region anticipates commencing operations of this facility in 2016.

Operation of the YRP station is intended to commence in 2017/2018. It is located north of the proposed snow management facility with a land area of approximately 1.18 hectares to accommodate the station and associated parking areas. Access from Harry Walker Parkway South is proposed to be shared with the snow storage facility and a controlled access point to the staff and police vehicle parking located east of the proposed building. The YRP station is intended to have a gross floor area of 5,575 sq. m. for offices, a holding cell and vehicle servicing facilities.

The purpose of the applications for Official Plan Amendment and Zoning By-law Amendment are twofold. The first is to permit outdoor storage for the snow management facility; the second to provide relief in the parking standards for the YRP station. The proposed amendments are further described below.

The Town has had and is continuing to have positive discussions on partnership opportunities with the Region for use of this facility. Possible partnerships include town use for snow storage as well as possible recreation opportunities. These opportunities will continue to be explored.

Preliminary Review

Official Plan Considerations

The subject property is designated Business Park – Mixed Employment in the Town's Official Plan. Areas of Newmarket designated Business Park are intended to provide for the Employment needs of the community. The Mixed Employment designation permits business and professional offices, research and development facilities along with manufacturing uses. Service Commercial, motor vehicle uses, commercial schools and accommodation facilities are also among the permitted uses in this designation. The Mixed Employment designation also prohibits open storage of goods, materials and equipment. The Planning Justification report submitted with the application suggest that the proposed development meets the intent of the Business Park use as it contributes to the provision of employment within the Town and sufficiently provides for employment needs of a sustainable community. The Justification Report continues by indicating that the policies of the Official Plan are implemented through the policies of the corresponding Zoning By-law. In the case of the Town of Newmarket, Section 4.1.3 of the Zoning By-law 2010-40 allows for public use permissions in all zones.

We agree with the analysis in the Planning Justification report that concludes the proposed snow storage management facility and YRP station are consistent with the Business Park policies of the Official Plan and the implementing zoning Bylaw allows public uses in all zones.

The amendment required to allow for the outdoor storage has been justified by indicating the adverse impacts that may affect surrounding uses have been mitigated as well as the visual impacts of having outdoor storage in this location. The snow storage and associated machinery have been sited away from Harry Walker Parkway South and landscaped berms will be used to assist in screening the visual impacts. For much of the year, the primary storage material (snow) will not be located on site.

Zoning Bylaw Consideration

The Subject Property is currently zoned Mixed Employment with a site specific exception (EM-107). The Mixed Employment zone permits a broad range of employment, Office and Service related uses. The site specific exception on this property permits accessory retail uses as well as limited stand-alone retail and prohibits a source separated organics composting facility. Specifically, the YRP station is permitted as an *emergency service facility*; however, the snow storage facility is not listed as a permitted use. Outdoor storage is not a permitted use within the Mixed Employment zone.

Section 4.1.3 – Public Uses, states that the “provisions of the by-law shall not apply to prevent the use of land by a Public Authority” (this includes York Region) provided that the following criteria are met:

1. Such use, building or structure complies with the parking and loading requirements of this By-law.

As a snow storage facility is not a use that has a parking ratio in the Town's zoning by-law the rate of 1 space per 20 m² of gross floor area can be used to determine the required spaces. This rate is for uses that are permitted by the by-law that are otherwise not

specifically identified within the parking rate table. This would require 5 spaces for the snow maintenance facility.

The Region is requesting relief from the parking requirements of the by-law. The Justification Report indicates that while the proposed parking for the YRP station is deficient in by-law terms, the amount of spaces proposed is based on the requirements as stated by YRP to meet the needs of their facility and operations. Two hundred parking spaces are being proposed on site for the YRP station while the zoning by-law would require 279 spaces. As a specialized use with specific operational requirements, the provision of the necessary parking spaces for the YRP should have more weight than a standard overarching category.

2. No outdoor storage is permitted unless such outdoor storage is specifically permitted in the zone in which the use is located.

As noted above, outdoor storage is not a permitted use in the Mixed Employment zone hence the need for these amendments. The appropriateness of outdoor storage is further reviewed below to ensure the appropriateness of the use.

3. Such use, building or structure is buffered from an adjacent residential use in accordance with the requirements of Section 4.14.3 of this By-law.

There are no residential uses adjacent to this development proposal. The nearest residential dwellings are located on the west side of Leslie Street as well as south of Mulock Drive.

4. Such use, building, or structure within the Flood Plain Zone shall not conflict with those uses that are prohibited under Section 7.1.1.

The subject lands are not impacted by the Flood Plain.

Staff will utilise Section 16.1.1, policy 3 in the Town's Official Plan with regard to the Zoning By-Law Amendment:

"3. In considering an amendment to the Zoning By-Law, Council shall be satisfied that:

- a. the proposed change is in conformity with this Plan;*
- b. the proposed use is compatible with adjacent uses, and where necessary, buffering is provided to ensure visual separation and compatibility between uses;*
- c. potential nuisance effects upon adjacent uses are mitigated;*
- d. adequate municipal services are available;*
- e. the size of the lot is appropriate for the proposed use;*
- f. the site has adequate road access and the boundary roads can accommodate the traffic generated;*
- g. the on-site parking, loading and circulation facilities are adequate; and,*
- h. public notice has been given in accordance with the Planning Act."*

With regard to the above:

- a) The Official Plan contemplates outdoor storage of goods and materials provided it is appropriately located and screened and does not create any negative impacts on adjacent properties.

- b) The subject lands are within an employment area where uses utilizing heavy machinery and vehicles are expected. Furthermore, the outdoor storage area is intended to be screened by way of a landscape berm.
- c) There are not any anticipated nuisance effects as a result of this development going forward.
- d) Adequate municipal services are available along Harry Walker Parkway South. A Stormwater Management Facility is being proposed to accommodate storm water and melt water impacts on site.
- e) The size of the subject lands appear to be appropriate and can accommodate the proposed uses.
- f) The subject lands have adequate road access on Harry Walker Parkway South. A traffic impact assessment has been completed which indicates that the site entrance is expected to operate within capacity and no critical issues for turning movements into and out from the site were identified.
- g) The on-site parking, loading and circulation facilities are adequate to support the proposed uses. A reduction in parking is required for the York Regional Police station which appears to be appropriate.
- h) The recommendations of this report refer the Official Plan and Zoning By-law Amendment applications to the necessary public meeting under the Planning Act.

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. It also supports the provincial goal to enhance the quality of life for the citizens of Ontario. Planning decisions shall be consistent with the Provincial Policy Statement. 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. According to the PPS, healthy, livable and safe communities are sustained by promoting efficient development and land use patterns, which includes the provision of the necessary infrastructure and public service facilities for current and future needs.

The PPS defines Public Services facilities as "lands, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. Public service facilities do not include infrastructure." Infrastructure is defined as "the physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes...transit and transportation corridors and facilities..." The proposed snow disposal/management facility and shared stormwater management area and a future YRP Station would fall into the categories of infrastructure and public services facilities.

The Planning justification report, prepared by Malone Givens Parsons Ltd., indicates that the proposed development of the Subject Property provides the integration of public service facilities to maximize the efficiency, cost effectiveness, and service integration of public services. With the continuous and projected growth in the Town of Newmarket and York Region, it has been determined by the various agencies that there is a need for a new YRP Station and snow storage/management facility to maintain the high level of service that is currently provided to residents. YRP and Transportation Services have conducted various exercises to assess future growth vs. level of service to determine that existing facilities have been optimized and that new facilities are required.

The proposal is consistent with the policies of the Provincial Policy Statement.

Departmental and Agency Comments

The Town has received and will continue to receive comments from department and agencies that will be addressed throughout the planning process.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report has linkages to the Community Strategic Plan by engaging the community in civic affairs.

COMMUNITY CONSULTATION POLICY

The recommendations of this report refer the applications to the statutory public meeting.

BUDGET IMPACT

Operating Budget (Current and Future)

The appropriate planning application fees have been received for Official Plan amendment and zoning bylaw amendment.

Capital Budget

There is no direct capital budget impact as a result of this report.

CONTACT

For more information on this report, contact: Dave Ruggle, Senior Planner – Community Planning, at 905-953-5321, ext 2454; druggle@newmarket.ca

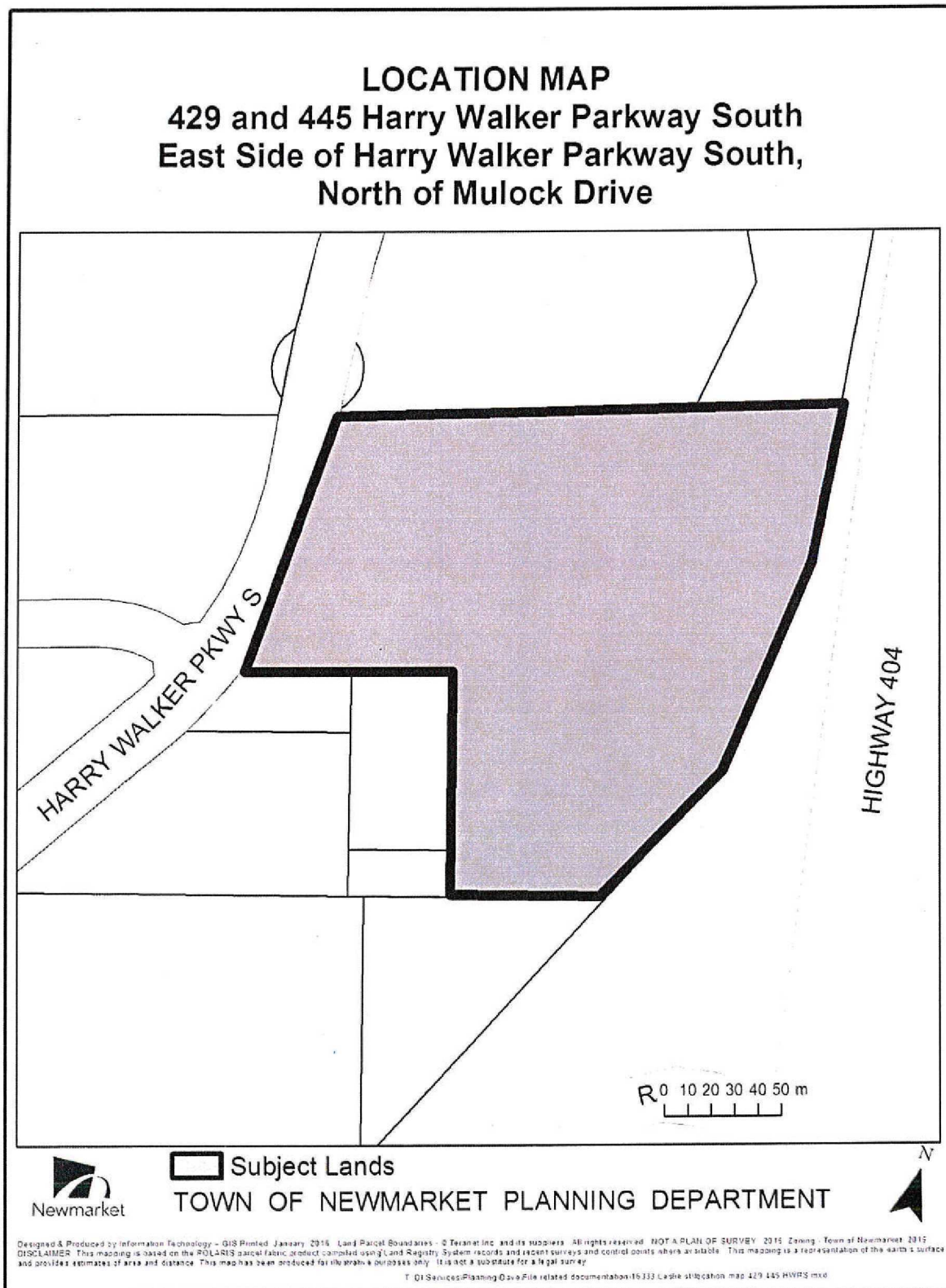
Attachments

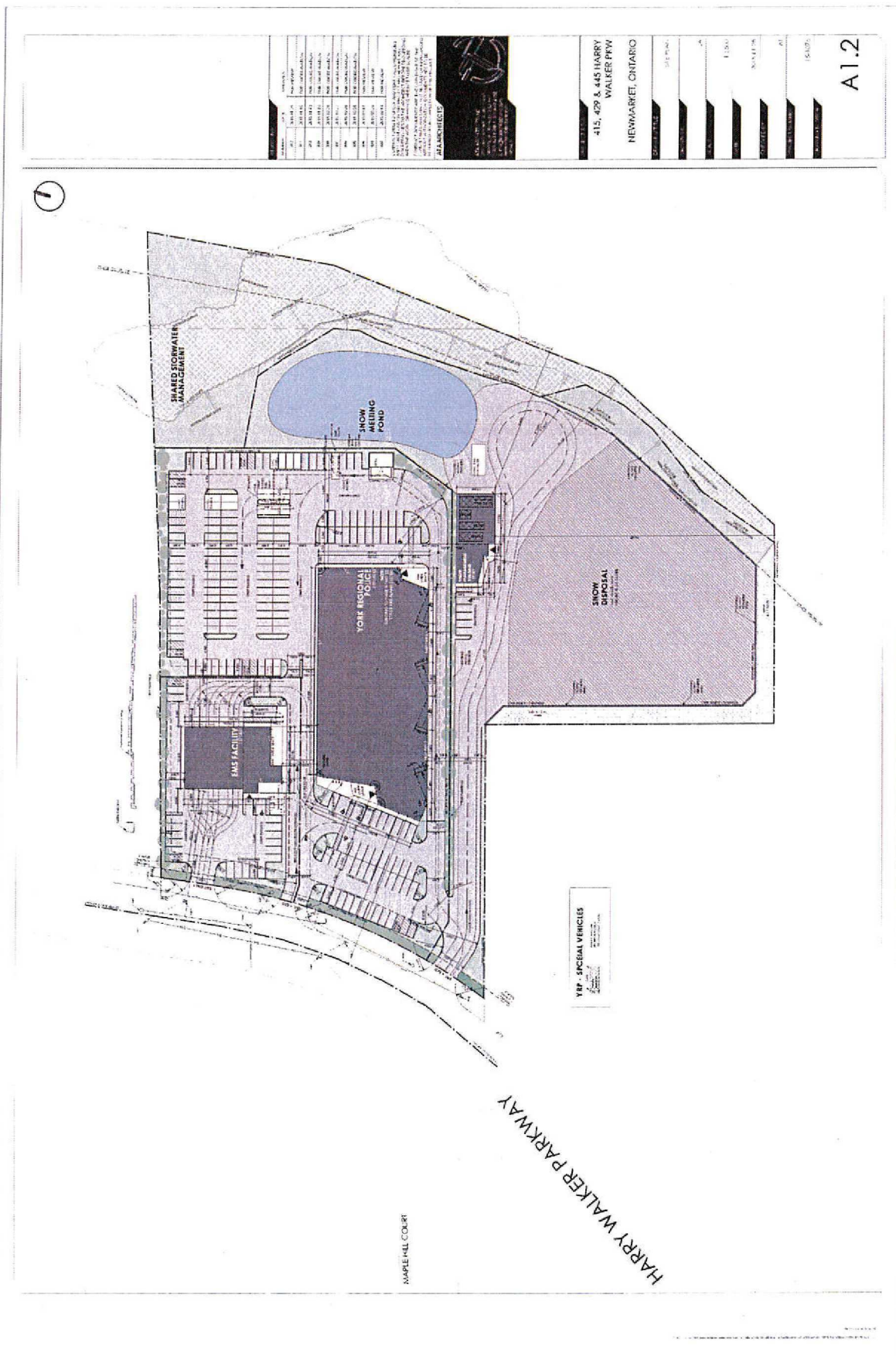
- 1 - Location Map
- 2 - Proposed site plan


 Commissioner Development and Infrastructure
 Services


 Senior Planner – Community Planning


 Director of Planning and Building Services







PLANNING & BUILDING SERVICES

Town of Newmarket
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON L3Y 4X7

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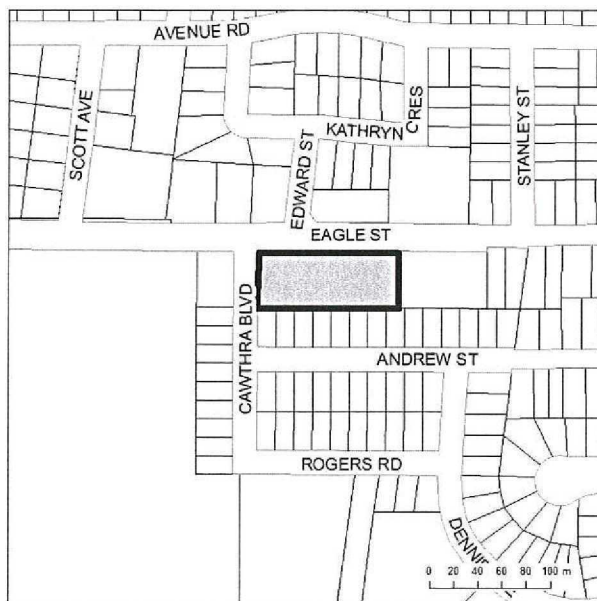
**PUBLIC MEETING CONCERNING
PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS**

TAKE NOTICE that the Council of the Corporation of the Town of Newmarket will hold a Public Meeting on:

MONDAY MARCH 21, 2016 AT 7:00 P.M.

in the **Council Chambers at the Municipal Offices, 395 Mulock Drive**, to consider a proposed Zoning By-Law Amendment under Section 34 of the Planning Act, RSO 1990, c. P. 13 as amended and a proposed Official Plan amendment under Section 17 of the Planning Act, RSO 1990, c. P. 13 as amended.

An application has been submitted for an Official Plan Amendment and Zoning By-Law Amendment for lands located on the southeast corner of Eagle Street and Cawthra Boulevard, municipally known as 260 Eagle Street. The net effect of this application is to permit a 6 storey apartment building consisting of 124 rental units. Specifically, the applicant proposes a re-designation from the Commercial and Stable Residential to a site specific Stable Residential and a zoning change from Residential Detached Dwelling 15m (RD-1) zone to the Residential Apartment Dwelling 2 (R5-T) zone.



ANY PERSON may attend the public meeting to make written or verbal representation either in support of or in opposition to the proposed Official Plan and Zoning By-Law Amendments. If you wish to use the Town's audio/visual system, please contact the Clerk's Office not later than noon on the day of the meeting to make the appropriate arrangements. Should you be unable to attend the public meeting, your written submission will be received up to the time of the meeting.

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IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the Town of Newmarket before the by-law is passed, the person or public body is not entitled to appeal the decision of the Town of Newmarket to the Ontario Municipal Board.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Town of Newmarket before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there is reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Official Plan and Zoning By-Law Amendments is available for inspection between 8:30 a.m. and 4:30 p.m. on weekdays at the Municipal Offices, 395 Mulock Drive, Newmarket.

Direct any inquiries to the
Dated March 1, 2016

Planning Department 905-953-5321
Please refer to File No. D09NP1515,
D14NP1515



Town of Newmarket
COUNCIL EXTRACT

Extract from the Minutes of the Council
 Meeting held on Monday, February 8,
 2016

23. Development and Infrastructure Services – Planning and Building Services Report 2016-04 dated January 21, 2016 regarding Application for Official Plan and Zoning By-law Amendment – 260 Eagle Street.

Moved by: Councillor Sponga
 Seconded by: Councillor Twinney

a) THAT Development and Infrastructure Services - Planning and Building Services Report 2016-04 dated January 21, 2016 regarding Application for Official Plan and Zoning By-law Amendment be received and the following recommendations be adopted:

i) THAT the Application for Official Plan Amendment and Zoning By-law Amendment as submitted by 711371 Ontario Corp. for lands being composed of Lots 13 through 19 inclusive on Plan 371, municipally known as 260 Eagle Street be referred to a public meeting;

ii) AND THAT following the public meeting, issues identified in this report, together with comments of the public, Committee and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required;

iii) AND THAT Ms. Kerigan Kelly, Groundswell Urban Planners Inc., 30 West Beaver Creek Road, Suite 19, Vaughan, ON L4K 5K8 be notified of this action.

In Favour: Mayor Van Bynen, Councillor Vegh, Councillor Kerwin, Councillor Twinney, Councillor Sponga, Councillor Broome-Plumley, Councillor Bisanz

Opposed: (None)
 (7 in favour, 0 opposed)

Carried

Deputy Mayor & Regional Councillor Taylor did not take part in the discussion or voting of the foregoing matter.



PLANNING AND BUILDING SERVICES

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 395 Mulock Drive
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January 21, 2016

DEVELOPMENT AND INFRASTRUCTURE SERVICES/PLANNING & BUILDING SERVICES REPORT 2016-04

TO: Committee of the Whole

SUBJECT: Application for Official Plan and Zoning By-law Amendment
 260 Eagle Street
 Town of Newmarket
 711371 Ontario Corp. (Oxford homes)
 File No.:D09NP1515, D14NP1515

ORIGIN: Planning and Building Services

RECOMMENDATIONS

THAT Development and Infrastructure Services/Planning and Building Services Report 2016-04 dated January 21, 2016 regarding Application for Official Plan Amendment, zoning by-law amendment and Draft Plan of Subdivision be received and the following recommendation(s) be adopted:

- a) THAT the Application for Official Plan Amendment and zoning by-law amendment as submitted by 711371 Ontario Corp. for lands being composed of Lots 13 through 19 inclusive on Plan 371, Municipally known as 260 Eagle Street be referred to a public meeting.
- b) AND THAT following the public meeting, issues identified in this Report, together with comments of the public, Committee, and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required.
- c) AND THAT Kerigan Kelly, Groundswell Urban Planners Inc., 30 West Beaver Creek Road, Suite 19 Vaughan, ON L4K 5K8 be notified of this action.

COMMENTS

Location and Surrounding Land Uses

The Subject Lands are located at the southeast corner of Eagle Street and Cawthra Boulevard (See Location Map attached). The property has an area of approximately 0.55 hectares and has a frontage on Eagle Street of approximately 115 metres and a frontage on Cawthra Boulevard of approximately 46 metres. The properties are municipally known as 260 Eagle Street.

The subject property is currently vacant. The following are the adjacent land uses:

North: Convenience and Service Commercial uses

South: Single Detached Dwellings

East: Retail Commercial (the Arts Music Store)

West: Convenience Commercial uses and Townhouse Dwellings

Proposal

The applicant is proposing a 6 storey residential apartment building accommodating 124 dwelling units with rental tenure on the subject lands. The proposed building is positioned towards Eagle Street with surface parking south of the building and one level of underground parking. Two points of access are proposed at the existing access points on Eagle Street and on Cawthra Boulevard.

Preliminary Review

Official Plan Considerations

The subject property is dually designated. The westerly two thirds of the site is designated Stable Residential and the easterly one third is designated Commercial on Schedule "A" Land Use Plan in the 2006 Official Plan. The Stable Residential permitted uses include single and semi detached dwellings, but would preclude apartment uses. The Commercial designation contemplates a number of commercial uses but precludes residential uses. The applicant is applying to amend/replace the existing designation on the subject lands to Stable Residential with special provisions to permit the proposed six storey apartment.

As noted in Section 2.1 of the Official Plan, a key principle reinforced throughout the Plan is the commitment to protect and strengthen existing neighbourhoods. Any development or redevelopment in stable residential areas must respect the existing character of the area.

The "Residential Areas" policies of the Official Plan found in Section 3.0 describe the two residential designations, being Stable Residential and Emerging Residential. Stable Residential Areas currently have a mix of housing forms including rowhouses, townhouses, duplexes, fourplexes, apartments and other multi-unit buildings however, only permit single detached and semi detached dwellings through new infill development. Emerging Residential areas permit single detached and semi detached dwellings, however townhomes are also permitted provided the use is appropriately justified. The policies of the Plan direct new developments of non-ground related residential to the Urban Centres in order to manage change in a manner that will maintain neighbourhood character. Should opportunities for intensification occur in the Stable Residential Areas in accordance with Section 3.9, the policies of this Plan will ensure that the character of these neighbourhoods is preserved in accordance with the policies of the Plan.

The focus of future intensification is directed by this Plan primarily to the Urban Centres. Limited intensification is permitted in Stable and Emerging Residential Areas in a form and location that will maintain the residential character and amenities.

Section 3.9 of the Official Plan regarding intensification in stable residential areas indicates that the creation of new lots for the purposes of infilling shall be permitted subject to compatibility with

the scale of the surrounding neighbourhood, the physical suitability of the site to accommodate the proposed infill housing, availability of hard services and road access requirements. While these applications do not propose the creation of a new lot, they remain applicable to any proposed intensification in the stable residential designation.

Compatibility with the scale of the surrounding neighbourhood

The existing neighbourhood is predominantly low density with a majority of single family dwellings. There are various small scale commercial establishments along Eagle Street as well as some institutional uses including the Regionally owned and operated building to the west and the pioneer cemetery to the north. The properties containing detached dwellings to the south and southeast of the proposal are the most impacted.

The proposal for a 6 storey 124 unit apartment building represents a Floor Space Index (FSI) of 1.81 and 225 units per hectare. The Official Plan would encourage and contemplate this type of development within the Low and Medium density areas of the urban centres.

Staff have a concern with the height and density being compatible with the existing low density residential immediately south and southeast of the site. The Emerging Residential designation, which can consider uses more dense than the detached and semi-detached dwellings permitted in the Stable Residential Area, includes a policy that addresses compatibility indicating that new housing directly abutting existing homes in the Stable Residential Areas should generally have a physical character similar to the existing neighbourhood in terms of density, lot sizes, maximum building heights, and minimum setbacks.

The Planning Justification Report (PJR) submitted with the proposal acknowledges that the proposal is a significant increase in height, massing, and density when reviewed along with the existing low-density residential housing in the area and that every effort has been made to create a visual and spatial distance between the proposed building and the existing adjacent residential by siting the building as close as possible to Eagle Street.

Stating that this site is one of the larger vacant sites in the area, the PJR suggests that every opportunity should be made to review the development potential of the site as a whole rather than to assume that a division through lot creation is the more efficient method to implement development in order to be consistent with adjacent homes. Justifying this approach, the PJR goes on to indicate that there are a range of existing uses and lot sizes along Eagle Street; this is an area that is experiencing some transition. The PJR continues to suggest that development of this site should be considered not just with respect to the existing lots to the immediate south of the property (in accordance with Section 3.9) but also with regard to the changing nature of the overall area. The PJR concludes that the property's large size should lend itself to be considered in terms of its significant potential for the area, not just its potential limitations due to some older homes nearby that may not always remain in their current form and lot fabric.

The Town's Official Plan is, in part, a response to the Provincial Growth Plan and as such has identified areas for intensification, being the Provincial Urban Centre, the Regional Urban Centre and the Historic Downtown Centre. The majority of the existing residential areas in Newmarket are designated Stable Residential, which, according to the Plan, will see limited intensification. While

acknowledging this is a fairly large vacant site on an arterial road, it would appear that the proposal is not in keeping with the Official Plan policy to preserve the character of existing neighbourhoods due to the significant height and density of the proposal.

A shadow study has also been submitted in support of this proposal. The study indicates that the rear yards of the residential lots to the south are the most impacted with significant shadows over the rear yards in the evenings of the summer months. The PJR indicates that the shadow impact of this proposal is no greater than that of the existing hedgerow along the property interface with the low density residential to the south. We are requesting a shadow impact of the existing trees to confirm this assertion.

Physical Suitability of the site to accommodate the proposal

The subject lands are relatively flat with no significant grades to take into account. The proposal is sited on the subject lands with setbacks appropriate to the proposed zone category. There are 51 proposed surface parking and 115 below grade parking spaces which represent a parking ratio of 1.3 spaces per unit compared to the 1.75 spaces per unit required by the zoning by-law. The below grade parking extends to the lot limits. Staff are unsure how, if the parking reduction request is not supported, additional parking could be accommodated on site.

The Town's Greenspace Development coordinator has noted insufficient landscape buffers to appropriately accommodate plantings on site.

Availability of hard services and road access requirements

As noted below under the Engineering Services Department review, there remain some outstanding issues related to the provision of hard services and traffic impact that the applicant will have to address.

Zoning Bylaw Consideration

The Subject Property is currently zoned Residential Detached Dwelling 15m zone (R1-D-119) by Bylaw Number 2010-40, as amended. The Applicant wishes to rezone the Subject Property to the Residential Apartment Dwelling 2 (R5-T) Zone to implement the plan. The applicant will also require relief from the R4-R performance standards to implement the proposed plan. These standards will continue to be reviewed as we proceed through the process.

Staff will utilise Section 16.1.1, policy 3 in the Town's Official Plan with regard to the Zoning By-Law Amendment:

- "3. In considering an amendment to the Zoning By-Law, Council shall be satisfied that:
- a. the proposed change is in conformity with this Plan;
 - b. the proposed use is compatible with adjacent uses, and where necessary, buffering is provided to ensure visual separation and compatibility between uses;
 - c. potential nuisance effects upon adjacent uses are mitigated;
 - d. adequate municipal services are available;
 - e. the size of the lot is appropriate for the proposed use;
 - f. the site has adequate road access and the boundary roads can accommodate the traffic generated;

- g. the on-site parking, loading and circulation facilities are adequate; and,
- h. public notice has been given in accordance with the *Planning Act*."

Servicing Allocation

Servicing allocation has not been granted for this proposal. As this development proposal does not have servicing allocation, the Holding (H) provisions of the Planning Act will be required in the event the property is rezoned.

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. It also supports the provincial goal to enhance the quality of life for the citizens of Ontario.

Planning decisions shall be consistent with the Provincial Policy Statement. 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.

The Provincial Policy Statement is intended to be read in its entirety and the relevant policies are to be applied to each situation.

The relevant sections of the PPS as they relate to Newmarket are found in the "Building Strong Communities" policies which direct municipalities to promote efficient development and land use patterns, to accommodate an appropriate range and mix of residential, employment, recreational and open space uses to meet long-term needs, and to promote cost-effective development standards to minimize land consumption and servicing costs. The "Settlement Areas" and "Housing" policies of the PPS further direct municipalities to establish land use patterns based on densities and a mix of land uses which efficiently use land and resources, and which are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available. Land use patterns within settlement areas are to be based on a range of uses and opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate the projected needs. Finally, planning authorities are directed to provide for an appropriate range of housing types and densities required to meet projected requirements of current and future residents of the regional market area.

Departmental and Agency Comments

Engineering Services have provided comments on the submitted reports outlined below:

Roads and Traffic

Engineering Services have reviewed the Traffic Impact Study which requires some further analysis related to the parking justification and the left hand turn movements from Cawthra

Boulevard on to Eagle Street. They also note a daylighting triangle has not been accommodated for at the intersection of Eagle St. and Cawthra Blvd.

Stormwater Management

Stormwater from the proposed development will be controlled on site to pre-development levels with quantity and quality controls provided by way of on-site storage tanks and quality control unit. Low impact development measures were considered by the Owners Engineer. A rainwater harvesting tank and small green roof is proposed. The information will be required at the detailed design stage if this proposal is approved. Engineering Services are satisfied that the stormwater management system proposed can adequately service the proposed development.

Water Distribution

Calculations have been provided in the Functional Servicing Report (FSR) which demonstrate that adequate water flow and pressure is available in the existing municipal watermains to service the proposed development. A booster pump may be required in the building to provide adequate pressure to the upper floors of the building. This is a typical practice.

Sanitary Sewage

Engineering Services have reviewed the FSR and note additional work is required related to the flow analysis within the existing sanitary sewage system to confirm that the system can accommodate flows from the proposed development.

Grading

Engineering Services note that the grading plan included with the submission demonstrates that the site can be adequately graded for the proposed development. Some modifications to the grading plan will be required if this proposal is approved to preserve the trees located at the south side of the property.

An underground parking structure is proposed which spans across the entire site with zero setback from the north, east, and west property lines, and has an approximate 3.0 metre setback from the south property line. If this proposal is approved, the owner will be required to demonstrate that the parking structure can be constructed without encroaching on any neighbouring properties including road allowances.

Environmental

Engineering Services have reviewed the submitted Phase One and Phase Two Environmental Site Assessments. They note that a Letter of Acknowledgement of the filing of a Record of Site Condition for residential land use from the Ministry of Environment and Climate Change (MOECC) for the property is required. The property is not legally approved for residential land use in accordance with Ontario Regulation 153/04, as amended. Engineering Services suggest the zoning on this property should not be approved until this issue has been resolved. The holding provision under the Planning Act could be considered with the conditions that it not be removed until a Letter of Acknowledgement of Filing of a Record of Site Condition for residential land use from the MOECC is provided for the property.

Agency Comments

Lake Simcoe Region Conservation Authority: are satisfied from a watershed management perspective that these applications are consistent with the Natural Heritage and Natural Hazard policies of the Provincial Policy Statement (PPS), conforms with the requirements of the Lake Simcoe Protection Plan (LSPP), and Ontario Regulation 179/06 made under the Conservation Authorities Act. As a result, the LSRCA has no further requirements as they relate to these official plan and zoning amendment applications.

The Regional Municipality of York have no objection to the proposed Official Plan Amendment application; however, they do note minor comments related to source water protection and traffic impact.

The Town has also received comments from various agencies that will be addressed throughout the planning process.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report has linkages to the Community Strategic Plan by engaging the community in civic affairs.

COMMUNITY CONSULTATION POLICY

The recommendations of this report refer the applications to the statutory public meeting.

BUDGET IMPACT

Operating Budget (Current and Future)

The appropriate planning application fees have been received for Official Plan amendment and zoning bylaw amendment. The Town will also receive revenue from development charges and assessment revenue with the development of these lands in the event the applications are approved.

Capital Budget

There is no direct capital budget impact as a result of this report.

CONTACT

For more information on this report, contact: Dave Ruggle, Senior Planner – Community Planning, at 905-953-5321, ext 2454; druggle@newmarket.ca

Attachments

- 1 - Location Map
- 2 - Proposed site plan
- 3 – Proposed Elevations


 Commissioner Development and Infrastructure
 Services


 Senior Planner – Community Planning


 Director of Planning and Building Services

AVENUE RD

SCOTT AVE

EDWARD ST

KATHRYN CRES

STANLEY ST

EAGLE ST

CAWTHRA BLVD

ANDREW ST

ROGERS RD

DENNIS

0 20 40 60 80 100 m

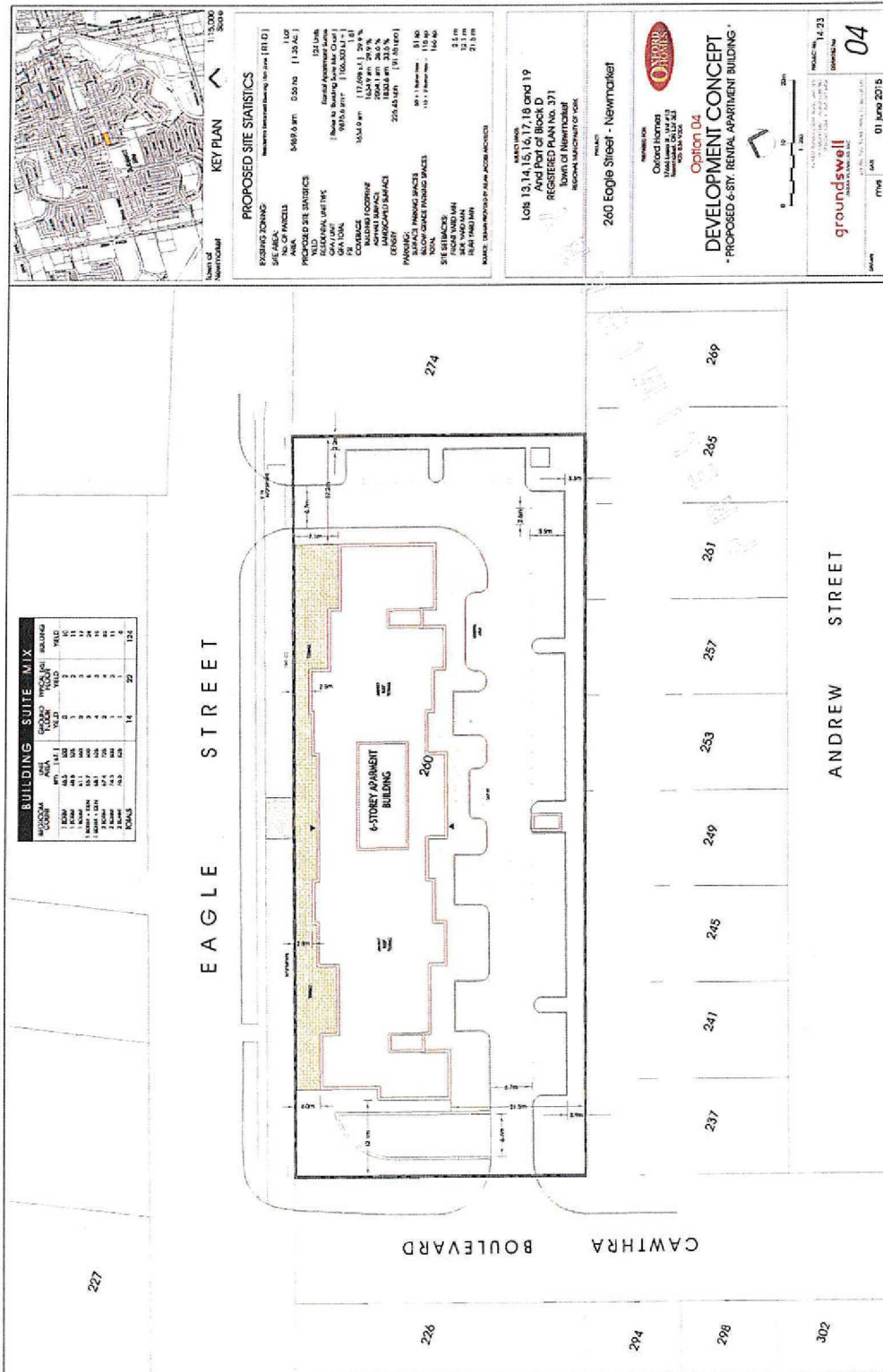


☐ Subject Lands

TOWN OF NEWMARKET PLANNING DEPARTMENT

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260 EAGLE STREET APARTMENT BUILDING

JULIAN JACOBS ARCHITECTS

Deputation and Further Notice Request Form 207

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

Name: <u>ANNABEL ARNISON</u>	
Organization / Group/ Business represented: <u>/</u>	
Address:	Postal Code:
Daytime Phone No:	Home Phone:
Email:	Date of Meeting: <u>March 21</u>
Is this an item on the Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): <div style="text-align: center; padding: 10px;"> <p><i>WISH TO SPEAK ABOUT CONCERNS OVER PROPOSED BUILDING AND REZONING 260 EAGLE ST.</i></p> </div>	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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