



# Town of Newmarket

## Agenda

### Committee of the Whole

Date: Monday, September 9, 2024  
Time: 1:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

#### 1. Notice

This meeting will be streamed live at [newmarket.ca/meetings](https://newmarket.ca/meetings).

#### Public Input

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

1. Email your correspondence to [clerks@newmarket.ca](mailto:clerks@newmarket.ca) by end of day on September 4, 2024. Written correspondence received by this date will form part of the public record; or,
2. You are strongly encouraged to pre-register if you would like to make a deputation at the meeting. For more information regarding the options available, email your request and contact information to [clerks@newmarket.ca](mailto:clerks@newmarket.ca).

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

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

#### 3. Conflict of Interest Declarations

#### 4. Public Hearing Matter(s)

##### How to get involved with planning applications (item 4.1)

Newmarket Council will not be making any final decisions at this meeting in relation to item 4.1, all written and verbal comments will be given to Planning staff to consider in a future report. A report will then be provided to Council at a future Committee of the Whole or Council Meeting.

Residents are encouraged to get involved in the public planning process by submitting written comments or providing a deputation during the meeting. To learn more about how to get involved, please email [clerks@newmarket.ca](mailto:clerks@newmarket.ca) and include your contact information (name and phone number).

4.1 Mental Health Hub - Canadian Mental Health Association York Region South Simcoe - 17255 Yonge Street

**Note:** Rebecca Shields, Chief Executive Officer, Canadian Mental Health Association, York Region and South Simcoe and Harry Zhu, Urban Planner, Arcadis will provide a presentation on this matter.

1. That the presentation provided by Rebecca Shields, Chief Executive Officer, Canadian Mental Health Association, York Region and South Simcoe and Harry Zhu, Urban Planner, Arcadis be received.

\*4.1.1 Correspondence - William Healey - Mental Health Hub - Canadian Mental Health Association York Region South Simcoe - 17255 Yonge Street

1. That the correspondence by William Healey regarding Mental Health Hub - Canadian Mental Health Association York Region South Simcoe - 17255 Yonge Street be received.

\*4.1.2 Correspondence - Darlene Gardner and Rob Rosendale - Mental Health Hub - Canadian Mental Health Association York Region South Simcoe - 17255 Yonge Street

1. That the correspondence by Darlene Gardner and Rob Rosendale regarding Mental Health Hub - Canadian Mental Health Association York Region South Simcoe - 17255 Yonge Street be received.

5. **Presentations & Recognitions**

6. **Deputations**

7. **Consent Items**

7.1 Proposed Telecommunications Tower - 800 Mulock Drive (Magna Centre)

1. That the report entitled Proposed Telecommunications Tower – 800 Mulock Drive (Magna Centre) dated September 9, 2024 be received; and,
2. That Staff be directed to proceed with processing the application of Rogers Communications Inc. (“Rogers”) and the remaining steps outlined in the Town’s Policy for Establishing Telecommunications Towers/Antenna Facilities; and,
3. That Council authorize the removal of one (1) tree; and,

4. That Staff be directed to negotiate and enter into a lease agreement with Rogers, on terms satisfactory to the Chief Administrative Officer; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.2 2024 Budget Reconciliation

1. That the report entitled 2024 Budget Reconciliation dated September 9, 2024, be received; and,
2. That the 2024 Budget Reconciliation be approved; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.3 2024 Reserve and Reserve Fund Budget

1. That the report entitled 2024 Reserves and Reserve Funds Budget dated September 9, 2024, be received; and,
2. That 2024 Reserves and Reserve Funds Budget as set out in the attachment be approved; and,
3. That the housekeeping changes outlined in this report be adopted; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.4 Krista Court Parking Review Update

1. That the report entitled Krista Court Parking Review Update, dated September 9, 2024, be received; and,
2. That no additional parking restrictions be implemented on Krista Court at this time; and,
3. That staff review the feasibility of a trail system between Luesby Lane and Waratah Avenue; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

##### \*7.4.1 Correspondence - Becky Reynolds - Krista Court Parking Review Update

1. That the correspondence by Becky Reynolds regarding Krista Court Parking Review Update be received.

##### \*7.4.2 Correspondence - Tyler Czuba - Krista Court Parking Review Update

1. That the correspondence by Tyler Czuba regarding Krista Court Parking Review Update be received.
- \*7.4.3 Correspondence - Shona and Larry Wood - Krista Court Parking Review Update
1. That the correspondence by Shona and Larry Wood regarding Krista Court Parking Review Update be received.
- \*7.4.4 Correspondence - Steve Taborek - Krista Court Parking Review Update
1. That the correspondence by Steve Taborek regarding Krista Court Parking Review Update be received.
- \*7.4.5 Correspondence - Dan Hallas - Krista Court Parking Review Update
1. That the correspondence by Dan Hallas regarding Krista Court Parking Review Update be received.
- \*7.4.6 Correspondence - Clark Hua Zhang - Krista Court Parking Review Update
1. That the correspondence by Clark Hua Zhang regarding Krista Court Parking Review be received.

## 7.5 Twinney Drive Parking Review

1. That the report entitled Twinney Drive Parking Review, dated September 9, 2024, be received; and,
2. That a no parking zone to be implemented on the south side of Twinney Drive as outlined in Appendix A, be approved; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

## 7.6 Records Retention By-law for Automated Speed Enforcement and Administrative Monetary Penalties System

1. That the report entitled Records Retention By-law for Automated Speed Enforcement and Administrative Monetary Penalties System dated September 9, 2024 be received; and,
2. That the Records Retention By-law for Automated Speed Enforcement and the Administrative Monetary Penalty System be enacted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## 7.7 2025 Council and Committee of the Whole Meeting Schedule

1. That the report entitled 2025 Council and Committee of the Whole Meeting Schedule dated September 9, 2024 be received; and,
2. That the 2025 Council and Committee of the Whole Meeting Schedule (**Attachment 1**) be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.8 Interim Update for 2024 to the Outstanding Matters List

1. That the report entitled Interim Update for 2024 to the Outstanding Matters List dated September 9, 2024 be received; and,
2. That Council adopt the Outstanding Matters List (**Attachment A**); and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.9 Accessible Parking on Main Street

1. That the report entitled Accessible Parking on Main Street dated September 9, 2024 be received; and,
2. That Parking By-law 2019-63 be amended to permit 3 hour parking in on-street accessible parking spaces on Main Street south of Millard Avenue (**Attachment 1**); and,
3. That Staff be directed to investigate adding 1 additional on street accessible parking space on Main Street within the Business Improvement Area; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.10 Accessibility Advisory Committee Meeting Minutes of May 16, 2024 and July 18, 2024

1. That the Accessibility Advisory Committee Meeting Minutes of May 16, 2024 and July 18, 2024 be received.

##### 7.10.1 Main Street Accessible Parking

**Note:** The Accessibility Advisory Committee recommended the following motion at its July 18, 2024 meeting for Council's consideration:

1. That the Accessibility Advisory Committee supports the Town of Newmarket Council amending Parking By-law 2019-63 to increase the time limit from 30 minutes to three (3) hours for all accessible parking spaces along Main Street; and,

2. That the Accessibility Advisory Committee supports the Town of Newmarket Council amending Parking By-law 2019-63 to add an additional accessible parking space in front of or near 217 Main Street, Newmarket.

7.11 Main Street District Business Improvement Area Board of Management Meeting Minutes of June 5, 2024 and July 3, 2024

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of June 5, 2024 and July 3, 2024 be received.

7.11.1 Appointment to the Main Street District Business Improvement Area Board of Management

**Note:** The Main Street District Business Improvement Area Board of Management recommended the following motion at its July 3, 2024 board meeting for Council's consideration:

1. That Council appoint Mike D'Angela to the Main Street District Business Improvement Area Board of Management.

7.12 Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation - Draft Heritage Newmarket Advisory Committee Meeting Minutes of August 20, 2024

The Heritage Newmarket Advisory Committee recommends to Council:

1. That Heritage Newmarket recommend the Postmark Hotel, located at 180 Main Street South, be nominated for the Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation; and,
2. That Members of the Heritage Newmarket Advisory Committee will compile and submit the application.

7.13 Heritage Newmarket Advisory Committee Meeting Minutes of March 19, 2024 and June 18, 2024

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of March 19, 2024 and June 18, 2024 be received.

7.14 Audit Committee Meeting Minutes of November 2, 2023

1. That the Audit Committee Meeting Minutes of November 2, 2023 be received.

7.15 Newmarket Library Board Meeting Minutes of May 15, 2024

1. That the Newmarket Library Board Meeting Minutes of May 15, 2024 be

received.

- 8. Action Items**
- 9. Notices of Motion**
- 10. Motions Where Notice has Already been Provided**
- 11. New Business**
- 12. Closed Session**

12.1 Lease Matter at 800 Mulock Drive (Magna Centre)

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2)(i) of the Municipal Act, 2001.

\*12.2 Ward 5 Property Matter

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality of local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization as per Section 239(2)(i) of the Municipal Act, 2001.

**13. Adjournment**







Canadian Mental  
Health Association  
York and South Simcoe

# The York Region Mental Health Community Care Hub

Zoning By-law Amendment Request for 17255 Yonge St. Newmarket

Date: September 2024

# Who We Are

## Serving Our Community

- **Established History:** CMHA YRSS has provided essential community mental health care across York Region and South Simcoe for over 40 years.
  - Thirty plus free regional programs and the network lead organization (NLO) for Ontario Structured Psychotherapy (OSP) and Bounce Back.
- **Growing Needs:** One of the fastest growing chapters of CMHA with more than 300 staff. Demand for mental health services are on the rise.
  - With the projected 36% increase in demand for mental health services by 2030, we are responding with innovative solutions.
- **Proven Impact:** Our programs and services support individuals across various stages of recovery and rehabilitation for mental health related concerns.



# Who Is Involved: Our Partners



# Timeline to Date



# Introducing the Hub

- First of its kind.
- 24/7 specialized community care facility for individuals ages 12 and above who need immediate mental health crisis support, including 20 short-stay beds for ages 16+.
- Voluntary alternative option to hospital emergency departments by safely diverting individuals to specialized care that will result in better outcomes, better experience and resources efficiency.
- Referrals by a physician, hospital or community partner, voluntary transfer by police or paramedics or just by walking in.

# Why the Hub Matters



- **System Capacity:** The Hub will alleviate pressure on acute care, primary care and offer crisis support in a community-based setting.
- **Comprehensive Care:** Integrates services to supports for individuals including appropriate referral and warm hand off.
- **Community Integration:** Enhances access to culturally competent, health equity-designed care, ensuring everyone receives the support they need.

By 2029/30, emergency department visits for mental health and substance use in York Region are projected to grow by 63%, significantly outpacing the 30% increase projected for all other emergency department visits.

- IntelliHealth NACRS 2015/16 – 2019/20; MOF Population Projections Spring 2020 Release; includes ED visits for Southlake Regional, Markham Stouffville, and Mackenzie Health

# Our Mission

*To ensure an individual's first mental health crisis is their last!*



# Site Selection Process

- Key Criteria:
  - ✓ Specific square footage required to meet operational needs.
  - ✓ Proximity to public transit for easy access by clients and staff.
  - ✓ Close to other critical services, including an acute care center.
  - ✓ Accessibility for community partners such as police and paramedics.





# Where Will the Hub Be Located

- **17255 Yonge St., Newmarket:** Central location in York Region, providing easy access to health care providers and social services, including public transit.
- **Site Selection:** Chosen for its proximity to acute care centers and accessibility for community partners, including police and paramedics.
- **Community Asset:** The location is ideal for maximizing service reach.
- **Space:** is over 28,000 sq ft on 1 storey; meets our needs plus extra space for potential growth in future, with plenty of green space at the rear of the building.
- **Adequate Parking:** with space for additional parking as required.



# Site Context

DRAWING LIST		CONTACT LIST									
NO.	KEY PLAN, SITE PLAN, DRAWING LIST	OWNER	ARCHITECT	PLANNING	TRAFFIC	CIVIL	STRUCTURAL	MECHANICAL	ELECTRICAL	IT/AV	CODE
001	KEY PLAN, SITE PLAN, DRAWING LIST	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
002	SURVEY AND EXISTING SITE PLAN	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
003	PROPOSED SITE PLAN	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
004	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
005	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
006	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
007	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
008	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
009	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
010	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
011	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
012	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
013	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
014	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
015	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
016	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
017	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
018	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
019	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION
020	PROPOSED EXTERIOR	YORK REGION	KEARNS MANCINI	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION	YORK REGION

Name of Project	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	24.00	25.00	26.00	27.00	28.00	29.00	30.00	31.00	32.00	33.00	34.00	35.00	36.00	37.00	38.00	39.00	40.00	41.00	42.00	43.00	44.00	45.00	46.00	47.00	48.00	49.00	50.00
1.00	Building Code	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	24.00	25.00	26.00	27.00	28.00	29.00	30.00	31.00	32.00	33.00	34.00	35.00	36.00	37.00	38.00	39.00	40.00	41.00	42.00	43.00	44.00	45.00	46.00	47.00	48.00	49.00	50.00

**KEARNS MANCINI**

17288 Yonge St.  
Newmarket, ON L3Y 5L8

Professional Engineer  
No. 12345

Professional Architect  
No. 67890

Professional Planner  
No. 11111

Professional Traffic Engineer  
No. 22222

Professional Civil Engineer  
No. 33333

Professional Structural Engineer  
No. 44444

Professional Mechanical Engineer  
No. 55555

Professional Electrical Engineer  
No. 66666

Professional IT/AV Engineer  
No. 77777

Professional Code Consultant  
No. 88888

Professional Surveyor  
No. 99999

Professional Environmental Engineer  
No. 10101

Professional Fire Engineer  
No. 11112

Professional Acoustic Engineer  
No. 12121

Professional Energy Engineer  
No. 13131

Professional Sustainability Engineer  
No. 14141

Professional Water Engineer  
No. 15151

Professional Air Engineer  
No. 16161

Professional Noise Engineer  
No. 17171

Professional Vibration Engineer  
No. 18181

Professional Lighting Engineer  
No. 19191

Professional Security Engineer  
No. 20201

Professional Access Engineering  
No. 21211

Professional Ergonomics Engineering  
No. 22221

Professional Human Factors Engineering  
No. 23231

Professional Usability Engineering  
No. 24241

Professional User Experience Engineering  
No. 25251

Professional Information Systems Engineering  
No. 26261

Professional Software Engineering  
No. 27271

Professional Systems Engineering  
No. 28281

Professional Telecommunications Engineering  
No. 29291

Professional Network Engineering  
No. 30301

Professional Database Engineering  
No. 31311

Professional Cloud Engineering  
No. 32321

Professional Cybersecurity Engineering  
No. 33331

Professional Data Engineering  
No. 34341

Professional Analytics Engineering  
No. 35351

Professional AI Engineering  
No. 36361

Professional ML Engineering  
No. 37371

Professional DL Engineering  
No. 38381

Professional Robotics Engineering  
No. 39391

Professional Automation Engineering  
No. 40401

Professional Control Engineering  
No. 41411

Professional Signal Processing Engineering  
No. 42421

Professional Image Processing Engineering  
No. 43431

Professional Computer Vision Engineering  
No. 44441

Professional Natural Language Processing Engineering  
No. 45451

Professional Machine Learning Engineering  
No. 46461

Professional Deep Learning Engineering  
No. 47471

Professional Reinforcement Learning Engineering  
No. 48481

Professional Evolutionary Algorithms Engineering  
No. 49491

Professional Swarm Intelligence Engineering  
No. 50501

Canadian Mental Health Association  
Crisis Hub

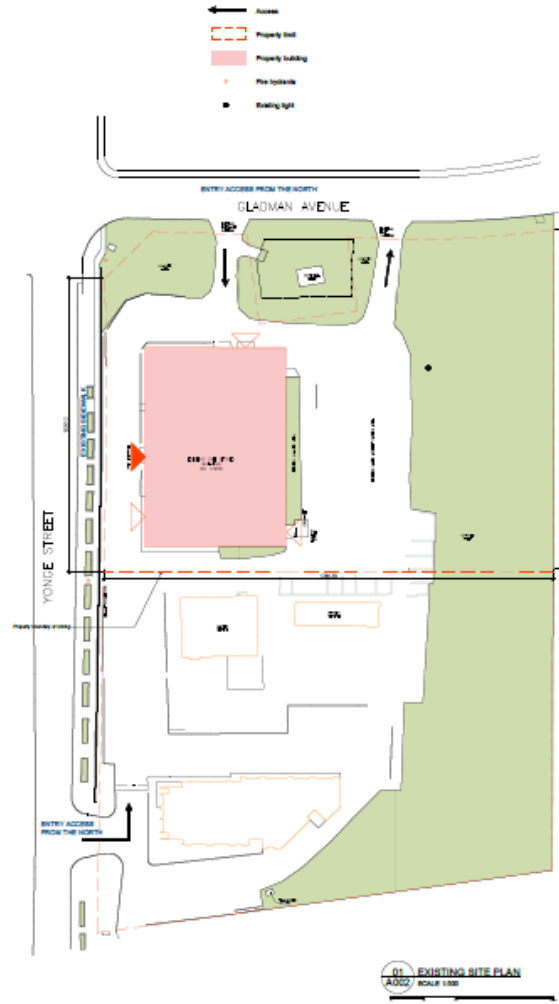
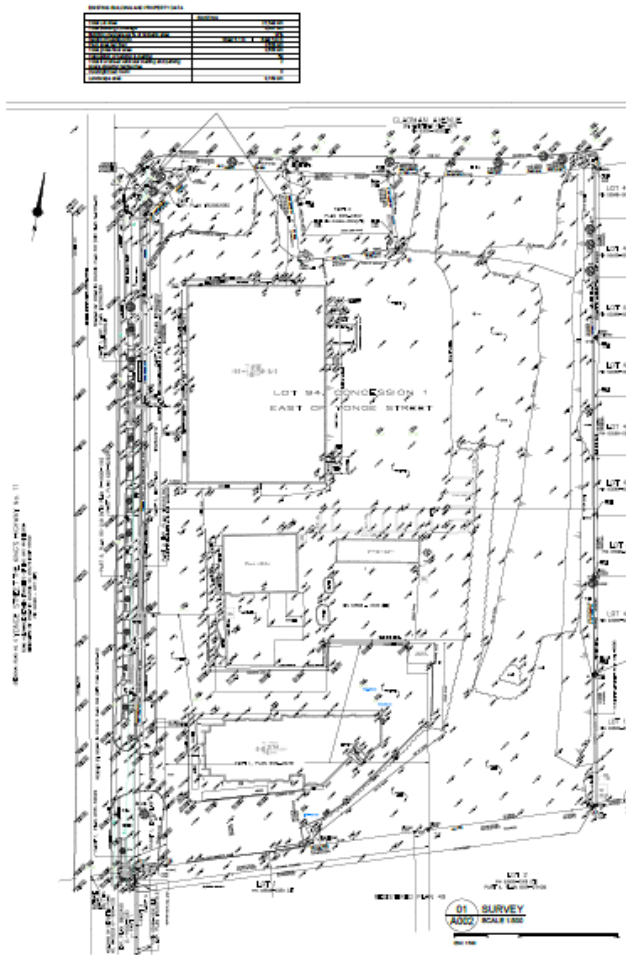
17288 Yonge St.  
Newmarket, ON L3Y 5L8

Project No. 24-056

Key Plan, Site Plan,  
Drawing List

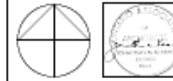
001

# Site Plan



**KEARNS MANCINI**

Professional Engineer  
Professional Architect



Survey done 18 July 2014. Drawn 26 April 2014.  
This drawing is a site plan and is not to be used for any other purpose without the consent of the Engineer/Architect.

DATE: 2014  
SCALE: 1:500

PROJECT: 24-056

CLIENT: Canadian Mental Health Association  
Crisis Hub

1755 Yonge St.  
Toronto, ON M4W 2G5

DATE: 2014  
SCALE: 1:500

PROJECT: 24-056

CLIENT: Canadian Mental Health Association  
Crisis Hub

1755 Yonge St.  
Toronto, ON M4W 2G5

DATE: 2014  
SCALE: 1:500

PROJECT: 24-056

CLIENT: Canadian Mental Health Association  
Crisis Hub

1755 Yonge St.  
Toronto, ON M4W 2G5

DATE: 2014  
SCALE: 1:500

PROJECT: 24-056

CLIENT: Canadian Mental Health Association  
Crisis Hub

1755 Yonge St.  
Toronto, ON M4W 2G5

DATE: 2014  
SCALE: 1:500

PROJECT: 24-056

CLIENT: Canadian Mental Health Association  
Crisis Hub

1755 Yonge St.  
Toronto, ON M4W 2G5

DATE: 2014  
SCALE: 1:500

PROJECT: 24-056

CLIENT: Canadian Mental Health Association  
Crisis Hub

1755 Yonge St.  
Toronto, ON M4W 2G5

002



Canadian Mental Health Association  
York and South Simcoe

# Using the Existing Building



- **No Structural Changes:** Committed to using the existing building.
- **Adaptive Use:** The building will be repurposed to meet the operational needs of the Hub.
- **Sustainability:** Reducing environmental impact by repurposing rather than rebuilding.
- **Central Location:** Easy access for all York Region residents, making it a strategic choice for community health services.
- **Cost-Effective:** More economical than new construction, allowing more resources to be allocated to services.
- **Positive Community Impact:** Brings much needed specialized community-based services close to home.

# What We Are Asking

## Zoning By-law Amendment Request

- The Town of Newmarket Zoning By-law Number 2019-06, to be amended by:
  - Section 3 "Definition" be amended to include the following term and definition: Mental Health Centre.
    - Mental Health Centre: Means a building or premises or part thereof that provides mental health and addiction services and treatment to individuals, including temporary overnight accommodation, spaces for program administration, health care, counselling, social support services and other related services.
  - Also requesting site specific expansion to permit Mental Health Centre use.
  - Some site-specific zone standards may be included as needed and will be determined through the review of the application.



# Questions?



Canadian Mental  
Health Association  
York and South Simcoe

**Good day Clerk**

In regards to 17255 Yonge St changes.

**Being the probability of becoming a high risk crime area and the probability of serious offences being committed in the immediate and surrounding areas , I feel there are several areas of concern I and others would like answers to,**

**Did they do a study on how this will affect our local area. Increased crime, drugs, breakins and other more serious offences being committed.**

**If so can we obtain a copy of it or have it open for the public to read.**

**If you haven't why not?**

**Will there be privacy fencing installed.**

**In the past when the on site restaurant first opened, (now closed) their employees were allowed to park in this area, there were lights shining in our bedroom windows at all hours of the night as well as increased noise. One time one person decided to drive along the top of hill, and ended up sliding down the hill and being close to being in a neighbours back yard.**

**I haven't seen any info regarding added security if there will be any.**

**Being the nature of this hospital and the high risk of the people being treated here , I am concerned that it will attract the drug dealers to the area looking for easy prey. People have a right to be safe in there home and in the community as well.**

**Will there be drug addicted people hanging about followed by drug dealers.**

**We have seen the mess these sites are in Toronto and it would be a huge mistake to bring those problems here.**

**Will hard drugs be given to addicts who attend there.**

**Will this building be used as a homeless shelter as well.**

**Why was the community not notified earlier?**

**In my opinion this is just a band aid solution to problem that needs to be addressed on larger scale. Re open the mental health centres that the Gov. closed back in the 1990s. This hasn't worked out well for people with these issues the community or anyone else involved.**

**William Healey**





**From:** [REDACTED]  
**To:** [Clerks](#)  
**Subject:** File #PLN-OPZS-2024-008 17255 Yonge Street  
**Date:** September 5, 2024 10:08:14 PM

---

**CAUTION:** This email originated outside of the Town of Newmarket. **DO NOT** click links or open attachments unless you recognize the sender and trusted content.

Dear Clerk:

Regarding the rezoning application for 17255 Yonge Street in Newmarket, I am opposed to this rezoning request.

From the documents I read, I believe that the proposed use is not a Mental Health Facility where persons with mental health issues can receive actual treatment to remediate their mental health conditions.

This is primarily going to be an emergency treatment centre for people experiencing drug overdoses. There will be 20 beds for crisis, i.e. drug overdose recovery, and 10 beds for drug withdrawal management.

From the information published, the true mental health counselling aspects will be minimal and consist only of addictions support.

This type of facility does not belong so close to a neighbourhood with children and families, with parks and schools and daycares nearby. There are a lot of other places in Newmarket more suited to this type of facility, including keeping it near the hospital to take advantage of skilled emergency room people, or if it must be separate, there is lots of room at the under-utilized York Region administration offices which does not butt right up against homeowners backyards.

Can you please address the following concerns at the town meeting on Monday September 9:

- Safety of neighbourhood residents –
  - o when people are saved and released, how do you ensure those who don't live in the neighbourhood actually leave; there are already homeless people in the green spaces behind our homes having fights and dumping garbage – how will you prevent more homeless people setting up in the neighbourhood
  - o most of us have no fences or low fences that will not prevent unwelcome people from getting into our backyards – will you provide us higher or more secure fencing at no cost for those who want it?
  - o how will you police the area to ensure no increase in drug activity etc
  - o who will ensure that no drugs and drug paraphernalia are left around for our kids to find on the streets and in the parks
  
- Noise – ambulances will be arriving at this facility presumably at all hours of the day and night –

disruption to sleep in the neighbourhood – we already hear the sirens from the fire department even though it is a kilometer away. How will you prevent noise disruption when this facility is in our backyards? Will it be a siren-free zone?

- Increased traffic on neighbourhood streets – the location has a very tight parking area and driving area – ambulances and car traffic will spill onto the neighbourhood streets making it more congested and less safe.
- Have you done studies on the impact to our property values? If yes, please give us the results of these studies. Neighbourhood residents are aware of other cities and towns where mental health facilities for drug addiction opened and afterwards property values decreased, businesses closed, homes could not be sold and are boarded up. How will you protect our home values? Many residents are approaching retirement age and count on home values to offset the increased cost of living we are seeing these days.
- Have you done studies on the impact to our property and car insurance costs? If yes, please publish the results of these studies. If there is a potential for higher crime in our neighbourhood with break-ins or thefts or property damage, our insurance costs will increase. How will you prevent this?

In summary, I don't think this type of facility belongs so close to our residential neighbourhood and I oppose the rezoning to allow it. There are other locations that would be more suitable. This will significantly reduce the safety and desirability of our neighbourhood and have material costs to the homeowners.

Darlene Gardner  
Rob Rosendale





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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Proposed Telecommunications Tower – 800 Mulock Drive (Magna Centre) Staff Report to Council**

Report Number: 2024-54

Department(s): Planning and Building Services

Author(s): Kaitlin McKay, Senior Planner - Development

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled Proposed Telecommunications Tower – 800 Mulock Drive (Magna Centre) dated September 9, 2024 be received; and,
2. That Staff be directed to proceed with processing the application of Rogers Communications Inc. (“Rogers”) and the remaining steps outlined in the Town’s Policy for Establishing Telecommunications Towers/Antenna Facilities; and,
3. That Council authorize the removal of one (1) tree; and,
3. That Staff be directed to negotiate and enter into a lease agreement with Rogers, on terms satisfactory to the Chief Administrative Officer; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to advise Council of a request received by Scott Telecom, on behalf of Rogers, to construct a 25-metre telecommunications tower on the Town owned property located at 800 Mulock Drive (Magna Centre).

### **Background**

The property located at 800 Mulock Drive is a Town owned property that is currently occupied by the Magna Centre recreation complex and skate park.

Rogers is requesting that the Town enter into a lease agreement to permit the construction of a 25-metre telecommunications tower on the south-west side of the building (refer to Attachment 1). The tower would be located within a 7 metre by 10 metre compound (refer to Attachment 2).

## **Discussion**

Rogers is proposing a 25-metre telecommunications tower with 7 metre by 10 metre compound. The compound would include fencing around the base of the tower and associated equipment. The purpose of the tower is to improve cellular telecommunications signals in the surrounding area.

The Government of Canada regulates telecommunications towers, including the location and siting. Telecommunications providers are required to seek concurrence from the municipality on a proposed tower's location and conduct public consultation.

The local Official Plan and Zoning By-law do not have the authority to regulate telecommunications towers; however, Planning staff have examined both for general conformity.

## **Official Plan**

800 Mulock Drive is within the area designated as Major Institutional by the Town's Official Plan. The objective of Major Institutional areas is to provide land for institutional, educational, social, cultural and administrative uses to meet the needs of both Town residents and residents of neighbouring communities. The Official Plan encourages hydro, telephone, and other communication services to be in the road right-of-way. Where facilities cannot be located in the right-of-way, the provision of easements shall be permitted, provided that their location does not detract from the function, amenity or safety of adjacent land uses.

The proposed location is within an area that currently accommodates hydro transformers and is planned to accommodate other infrastructure. The proposed location of the tower would not impact the usable amenity space on the property. The tower is set back from adjacent residential uses to reduce the visual impact of the structure (refer to Attachment 3).

It is Staff's opinion that due to the siting of the proposed tower, it would not detract from the function, amenity, or safety of adjacent land uses.

## **Zoning By-law**

The subject land is zoned Major Institutional Zone (I-A) by Zoning By-law 2010-40. Permitted uses include a variety of institutional, educational, and administrative uses, including a community centre.

The Town's Zoning By-law does not regulate the installation, location, and use of services and utilities. Telecommunications towers are permitted within any zone.

## **Town of Newmarket Policy for Establishing Telecommunications Tower/Antenna Facilities**

The Town's Policy for Establishing Telecommunications Tower/Antenna Facilities outlines a general process to be followed by the Town for reviewing and processing telecommunications facility proposals. Proponents of new tower installations are encouraged to minimize the total number of tower sites as much as possible and to use existing structures (co-location) where possible. In selecting a site for a new tower, the following are to be considered:

- Proposed towers/antennae shall be encouraged to locate in hydro corridors, industrial areas, and building roof-tops within commercial areas, and maximize their distance from residential areas;
- Sight lines to the Holland River and downtown Newmarket should be protected from the development and/or redevelopment of towers;
- Avoiding areas of topographical prominence, where possible to minimize long/short range viewscales;
- Avoidance of natural features, vegetation, hazard lands (floodplains, Oak Ridges Moraine, steep slopes);
- Distance from public and institutional facilities such as schools, hospitals, community centres, day care facilities, and senior's residences;
- Compatibility with adjacent uses; and,
- Access.

Rogers has advised that the proposed tower is required in this location to improve cellular service for the surrounding area. Attachment 4 has been provided by Rogers and shows the existing coverage and coverage after the proposed tower installation. The areas shown in blue are the levels of cellular service Rogers optimally strives for.

Rogers has indicated that there are no towers in the immediate vicinity to co-locate with, and due to restrictions regulating how high antennas can be mounted on rooftops, a rooftop antenna in this location would not provide the height that is required to improve service in the area. Although the tower would be located next to a community centre, it would be located behind the building and away from main entrances. The proposed location contains existing infrastructure and the tower would not impact the usable programmable outdoor space for the facility. The applicant has submitted renderings that demonstrate that the visual impact of the tower from adjacent residential areas to the south would be minimal.

It is staff's opinion that the above matters have been appropriately considered and the proposed location is acceptable.

## **Tree Removal**

Rogers has identified one tree that will require removal to permit the proposed tower. Should Council approve the request, relocation of the tree, compensation for the removal, or replacement plantings would be required. Tree preservation fencing would be required for the retained trees in the area during the period of construction in accordance with the Town's Public Tree Protection By-law (2017-59).

## **Lease Agreement**

Should Council approve the request, the Town would enter into a Lease Agreement with Rogers. A standard Rogers lease agreement has been provided for review by the Town's Legal Services Department.

## **Next Steps**

Should Council approve the recommendations contained in this report, the applicant would conduct a community information session and residents within 120 metres of the proposed tower would receive notice of the meeting. A future site plan application would review specific site details including fencing and landscape plantings around the compound.

## **Conclusion**

From a land use planning perspective, Planning Staff have no objections to a telecommunications tower in this location. Should Council choose to support the request, staff would continue with the remaining steps as outlined in the Town's Policy for Establishing Telecommunications Towers/Antenna Facilities.

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

- Community and economic vibrancy

## **Consultation**

Public consultation - The Town's Telecommunications Tower Policy requires public consultation for any towers over 16.6 metres. As a result, public consultation will be required for the proposed tower. Should Council adopt the recommendations of this report, the applicant would be required to hold a community information session for residents within 120 metres of the tower.

Internal consultation – Staff from Legal Services, Parks and Facility Services, and Engineering Services were consulted in the writing of this report.

## **Human Resource Considerations**

None.

Proposed Telecommunications Tower – 800 Mulock Drive (Magna Centre)

## **Budget Impact**

The appropriate planning application fees would be required for the application.  
The Town of Newmarket would receive an annual lease payment for the tower.

## **Attachments**

Attachment 1 – Location Map

Attachment 2 – Proposed Site Plan

Attachment 3 – Renderings of Proposed Tower

Attachment 4 – Coverage Map

## **Submitted by**

Kaitlin McKay, Senior Planner - Development

## **Approved for Submission**

Adrian Cammaert, Manager – Planning Services

Jason Unger, Director – Planning and Building Services

Peter Noehammer, Commissioner - Development and Infrastructure

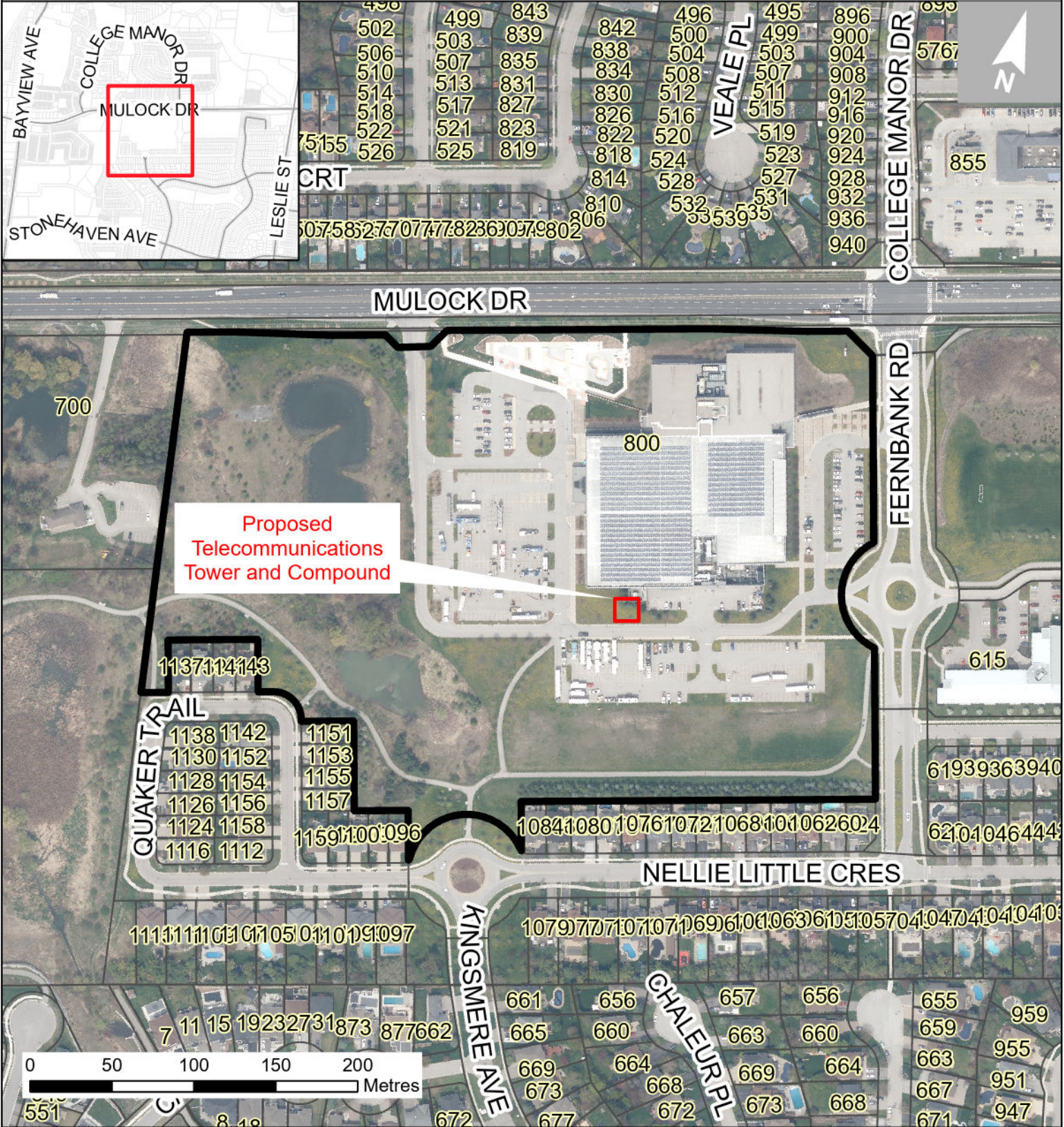
## **Contact**

Kaitlin McKay MCIP, RPP  
Senior Planner – Development  
[kmckay@newmarket.ca](mailto:kmckay@newmarket.ca)





# Attachment 1 - Location Map

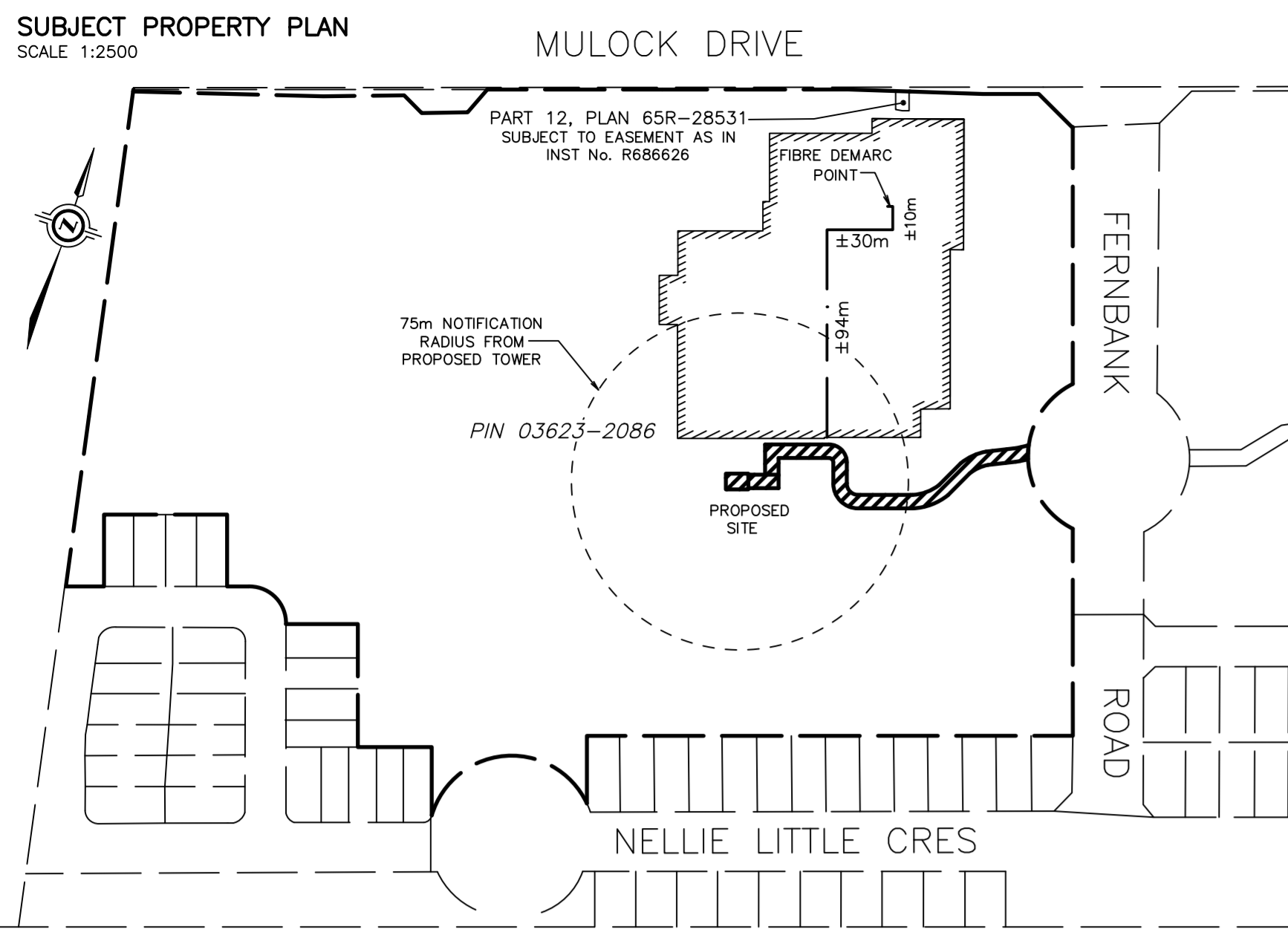


**Subject Property**

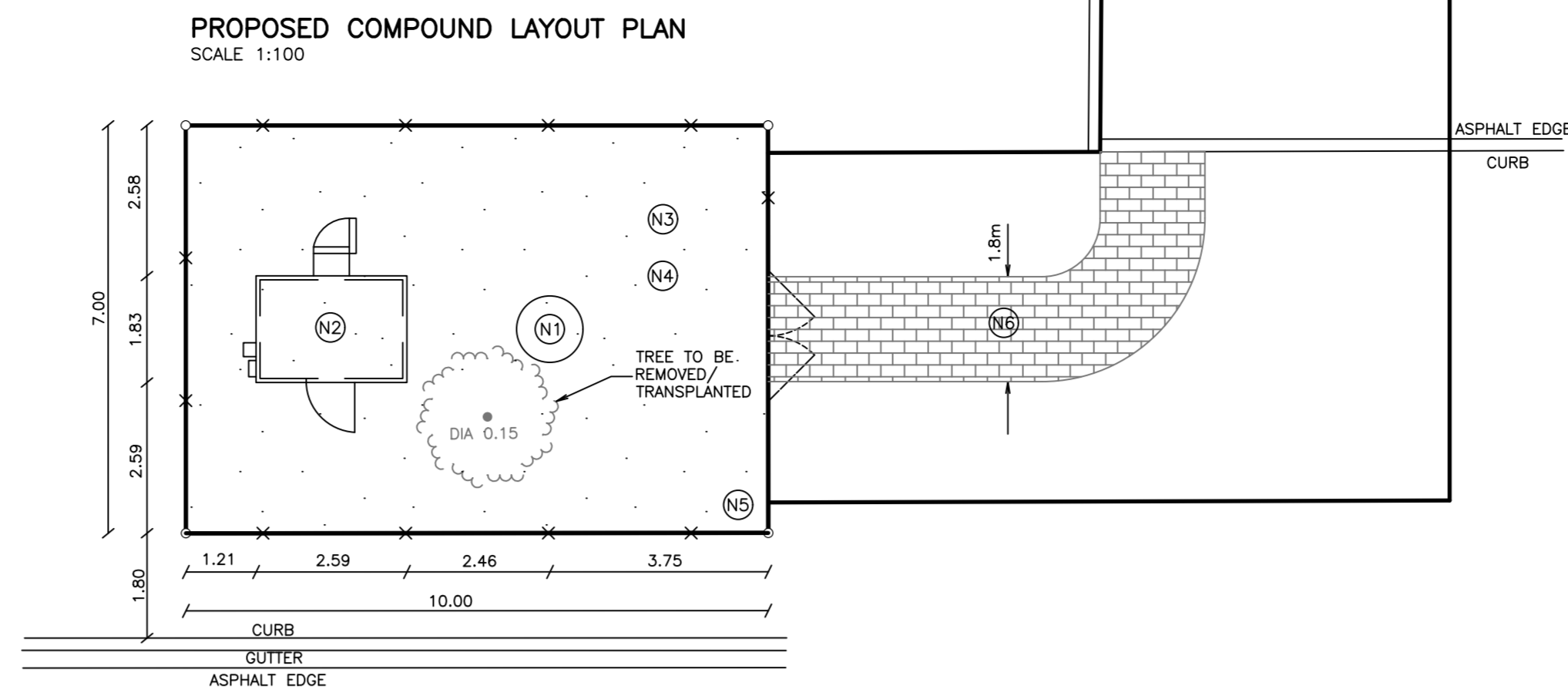
Designed & produced by  
Information Technology - DAGS  
Printed: 2024-08-12.

Sources: 2023 Colour Ortho Imagery - First Base Solutions Inc. 2023 Orthophotography; Land Parcel Boundaries - © Teranet Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. 2024; Roads, Railway, Municipal Boundary © The Regional Municipality of York, 2024. All other data - © Town of Newmarket, 2024. DISCLAIMER: This mapping is based on the POLARIS parcel fabric product compiled using Land Registry System records and recent surveys and control points where available. This mapping is a representation of the earth's surface and provides estimates of area and distance. It is not a substitute for a legal survey.





SITE DATA		EXISTING	PROPOSED
PROPERTY AREA		11,535 ha.	
BUILDING AREA		14,865 m <sup>2</sup>	4 sq.m.
LOT COVERAGE		12.9%	12.9%
LEASE AREA REQUIREMENTS			
COMPOUND (EXCLUSIVE)		70.0 sq.m.	
ACCESS (NON-EXCLUSIVE)		968.1 sq.m.	
UTILITY (NON-EXCLUSIVE)		88.2 sq.m.	
TOTAL		1126.3 sq.m.	
UNITS			1 TOWER 1 CABINET
HEIGHT OF TOWER			25m
SETBACKS (PROPOSED TOWER)			
FRONT (MULOCK DRIVE)			174.6 m
SIDE (FERNBANK ROAD)			145.2 m
REAR			113.3 m
SETBACKS (PROPOSED CABINET)			
FRONT (MULOCK DRIVE)			173.7 m
SIDE (FERNBANK ROAD)			150.7 m
REAR			112.3 m



- NOTES**
- (N1) PROPOSED CIRCULAR STEEL MONOPOLE WITH FLUSH MOUNTED ANTENNAS WITH LIGHTNING PROTECTION SYSTEM. PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS. ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED. FOUNDATION DESIGN PENDING SOIL REPORT.
  - (N2) PROPOSED PREFABRICATED GALVANIZED STEEL WALK-IN RADIO EQUIPMENT CABINET (1.83mX2.59m), ON CONCRETE PAD. FOUNDATION DESIGN PENDING SOIL REPORT.
  - (N3) UTILITY CONNECTION AND ROUTING TO BE DETERMINED BY QUALIFIED PERSONNEL IN CONSULTATION WITH LOCAL AUTHORITY.
  - (N4) REMOVE EXISTING TOPSOIL PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. FINISHED GRAVEL SURFACE TO BE MIN. 150 mm ABOVE EXISTING GRADE AND SLOPED AWAY FROM SHELTER AT MIN. 1% ON ALL SIDES TO PROVIDE ADEQUATE DRAINAGE.
  - (N5) PROPOSED 2.1m HIGH BOARD FENCE SURROUNDING COMPOUND.
  - (N6) PROPOSED PATIO STONE WALKWAY

**SITE LAYOUT DESIGN OF PROPOSED TELECOM TOWER INSTALLATION AT**

800 MULOCK DRIVE  
NEWMARKET, ON.

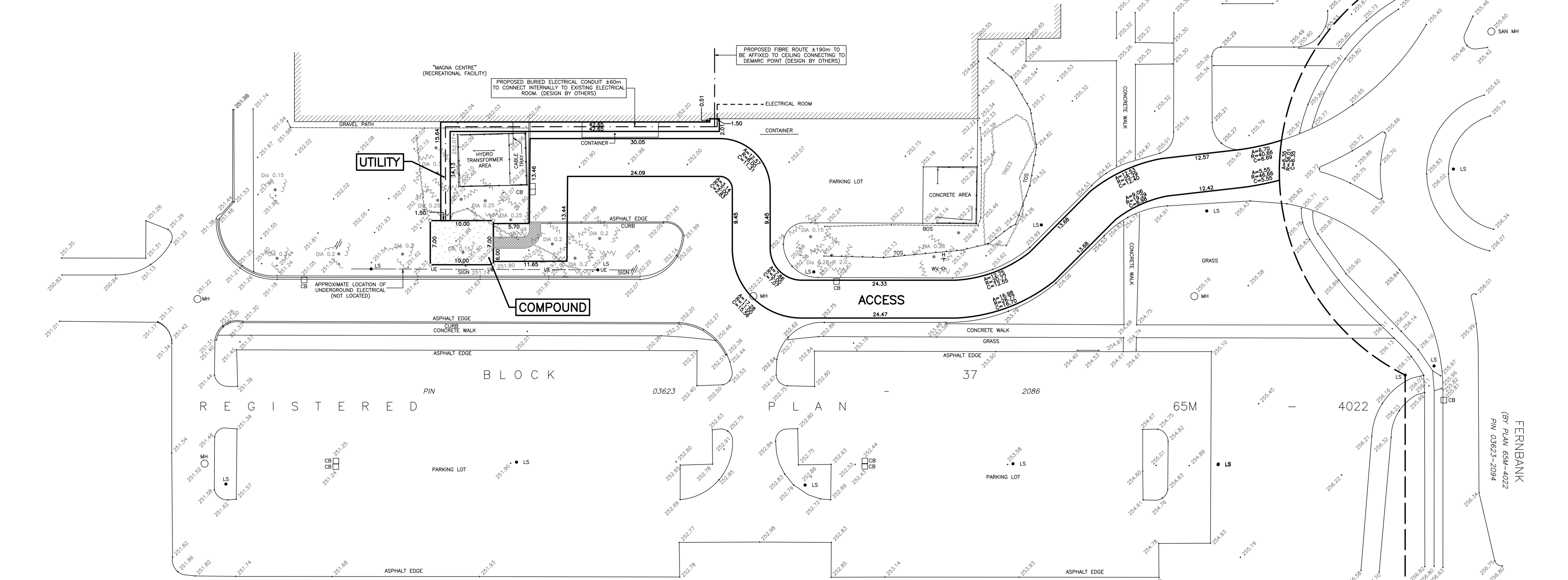
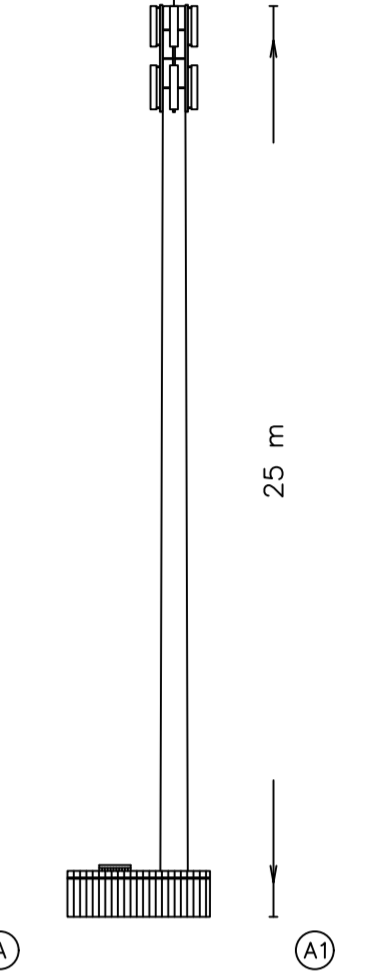
PART OF BLOCK 37  
REGISTERED PLAN 65M-4022  
TOWN OF NEWMARKET  
REGIONAL MUNICIPALITY OF YORK

SCALE 1 : 300

**J.D. BARNES LIMITED**  
ONTARIO LAND SURVEYORS  
© COPYRIGHT 2024

**ELEVATION PLAN**

NOT TO SCALE



**AIRPORT ZONING NOTE**

THIS LOCATION IS NOT SUBJECT TO AIRPORT ZONING REGULATIONS. NO TOWER HEIGHT RESTRICTIONS ARE APPLICABLE.

**CAUTION**

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

BOUNDARY INFORMATION HAS BEEN COMPILED FROM AVAILABLE RECORDS AND HAS NOT BEEN VERIFIED BY FIELD SURVEY.

**METRIC**

DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**BENCHMARK**

ELEVATIONS SHOWN ON THIS PLAN ARE RELATED TO THE CANADIAN GEODETIC VERTICAL DATUM 1928, 1978 ADJUSTED AND ARE DERIVED FROM BENCHMARK No. 00819728024 HAVING A PUBLISHED ELEVATION OF 261.000 METRES.

**LEGEND**

- DENOTES SPIKE
- HP DENOTES HYDRO POLE
- AN DENOTES ANCHOR
- FF DENOTES FINISHED FLOOR ELEVATION
- E- DENOTES OVERHEAD ELECTRICAL

**CERTIFICATE OF COMPLETION**

I CERTIFY THAT:  
1. THE FIELD WORK WAS COMPLETED ON JUNE 20, 2024

DATE AUGUST 26, 2024

*M.J. Fisher*  
M.J. FISHER  
ONTARIO LAND SURVEYOR

**CAUTION**  
LOCATIONS OF ANY UNDERGROUND SERVICES ARE APPROXIMATE. OTHER BURIED UTILITIES MAY EXIST WHICH ARE NOT SHOWN BECAUSE OF INSUFFICIENT INFORMATION. CONTACT ALL POTENTIAL OWNERS OF UNDERGROUND UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.

**ROGERS** LATITUDE N 44°02'34.9" (44.0430411)  
LONGITUDE W 79°26'20.7" (-79.4390833)  
ELEVATION 252.0m

SITE: C8075 PICKERING CRES. & CLANCEY CRES.

**J.D. BARNES LIMITED** SURVEYING MAPPING GIS  
LAND INFORMATION SPECIALISTS  
140 RENFREW DRIVE, SUITE 100, MARKHAM, ON L3R 6B3  
T: (905) 477-3600 F: (905) 477-3882 www.jdbarnes.com

DRAWN BY: RF CHECKED BY: MF REFERENCE NO.: 24-15-056-00  
FILE: G:\Survey\24-15-056\00\Drawing\24-15-056-00.DWG DATED: JULY 11, 2024



LOT	REGISTERED PLAN	ROAD
LOT 125	PIN 03623-2036	ROAD ROAD ROAD ROAD ROAD ROAD ROAD ROAD ROAD ROAD ROAD ROAD
LOT 124	PIN 03623-2035	
LOT 123	PIN 03623-2034	
LOT 122	PIN 03623-2033	
LOT 121	PIN 03623-2032	
LOT 120	PIN 03623-2031	
LOT 119	PIN 03623-2030	
LOT 118	PIN 03623-2029	
LOT 117	PIN 03623-2028	
LOT 116	PIN 03623-2027	
LOT 115	PIN 03623-2026	
LOT 114	PIN 03623-2025	
LOT 113	PIN 03623-2024	
LOT 113	3942	
LOT 114	65M	



## Attachment 3 – Renderings of Proposed Tower

View from Quaker Trail facing North



View from Nellie Little Crescent and Fernbank Road facing Northwest



View from Mulock Drive facing Southeast

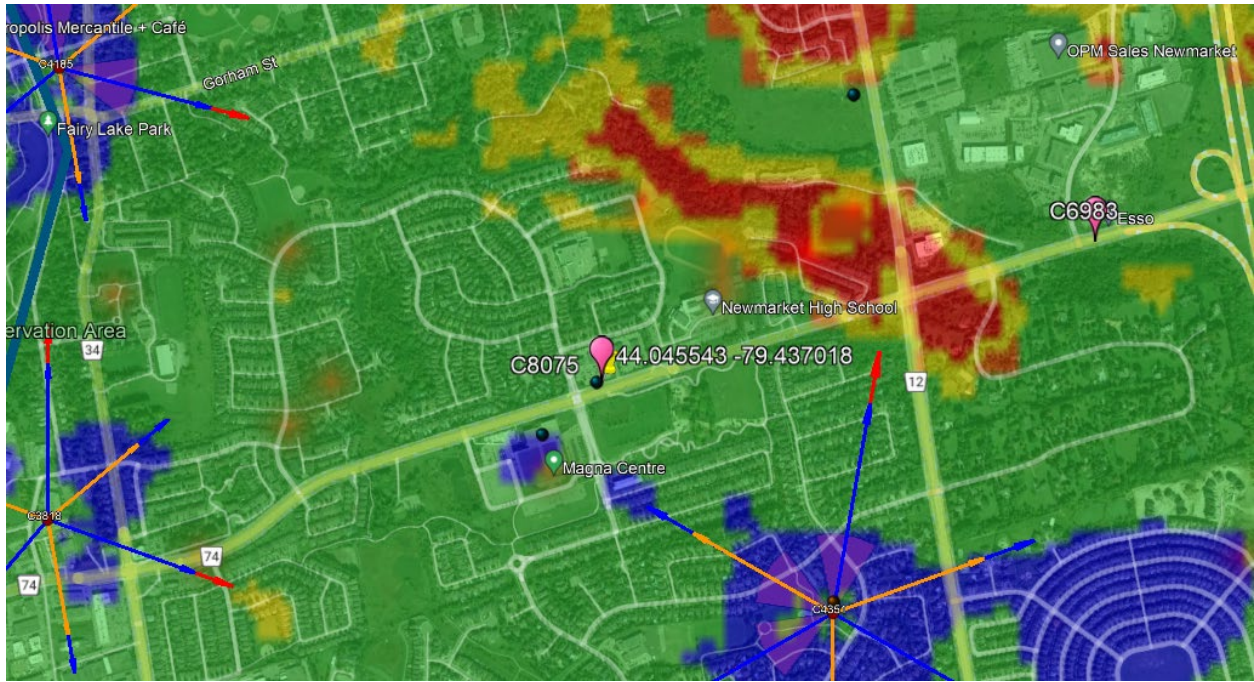


View from Mulock Drive and College Manor Drive facing Southwest

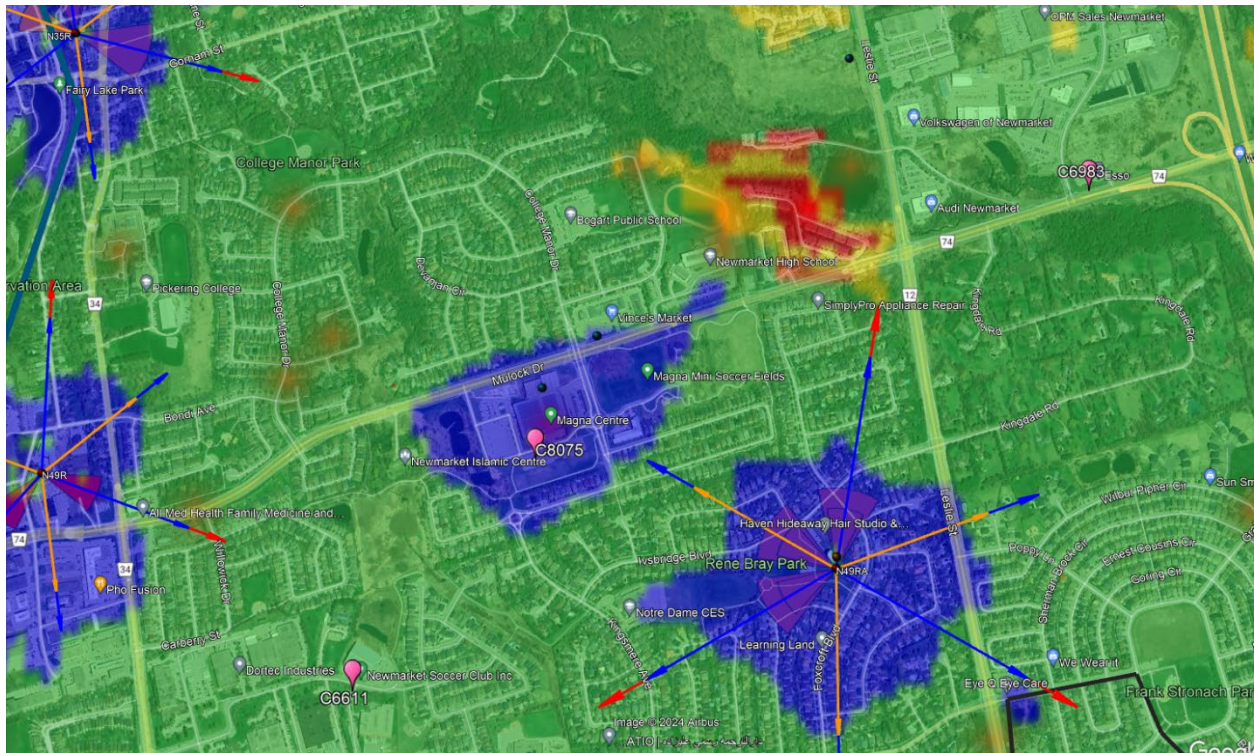


# Attachment 4 – Coverage Map

## Existing Coverage



## Coverage with Proposed Tower









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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **2024 Budget Reconciliation Staff Report to Council**

Report Number: 2024-50

Department(s): Financial Services

Author(s): Anita Gibson, Supervisor, Financial Reporting & Analysis

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled 2024 Budget Reconciliation dated September 9, 2024, be received; and,
2. That the 2024 Budget Reconciliation be approved; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to provide Council with a reconciliation of the Council-approved 2024 budget as it compares to the budget that will be reported in the 2024 Consolidated Financial Statements.

### **Background**

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

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

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

Quarterly capital spending authority adjustments are not reflected in the capital numbers presented in the Budget reconciliation. Public Sector Accounting Standards (PSAS) 1202.202 requires the statement of operations should present a comparison of the actual financial performance of the accounting period with that originally budgeted. Additionally, budgeted results should be presented for the same scope of activities and on a basis consistent with that used for actual results.

## **Discussion**

Council approved the 2024 Budget and associated levy excluded the following:

1. The budget did not include expenses for the amortization of its tangible capital assets in the amount of \$20,789,895, as amortization is a non-cash expense.
2. Based on an actuarial review as of December 31, 2022, the 2024 expense for post-retirement benefits was estimated to be \$597,000. For 2024, the current provision is higher than the estimated expenses by \$511,293.
3. No solid waste landfill closure and post-closure costs have been included, as the Town does not have responsibility for any landfill sites.

The Capital Spending Authority for 2024 was originally approved at \$70,606,000 of this amount, \$67,971,000 has been identified as being tangible capital assets.

The attachment illustrates what the 2024 budget will look like in the Town's consolidated financial statements in the Public Sector Accounting Board (PSAB) 3150 format.

### Post-Employment Benefits

Employee Future benefits are health and dental benefits that are provided to early retirees, future retirees, and employees currently on long-term disability. An actuarial valuation was carried out as of December 31, 2022, using a discount rate of 4.60%. The liability for employee future benefits is determined to be \$8,394,500 – of which \$4,290,807 has been funded in 2023. Although there is no legislative requirement to fund this liability – it may be handled on a “pay-as-you-go” basis – the Town continues to be fiscally prudent. The liability is expected to grow to \$8,686,500 in 2024.

### Amortization Expenses

Amortization, commonly referred to as depreciation, theoretically represents the annual use of the Town's assets. Although amortization expenses should not be used to determine the impairment of an asset, it is a good tool to predict the future annual

financial commitments required for asset rehabilitation. The amounts and calculations for amortization expenses are in accordance with our tangible capital asset (TCA) policy.

## **Conclusion**

The adjustments to the council-approved 2024 budget included projected amortization expense, post-employment benefit expense, and budgeted tangible capital assets, capitalized. These adjustments make the budget PSAS compliant.

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

This is a compliance report under the Municipal Act, 2001.

## **Consultation**

Not applicable.

## **Human Resource Considerations**

None.

## **Budget Impact**

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

The original 2024 budgets approved by Council included a surplus for the year of \$14,750,098. With the inclusion of the PSAS reporting requirements, the budget would result in a surplus of \$64,442,496.

## **Attachments**

2024 Budget Reconciliation (6 pages)

## **Approval**

Andrea Tang, CA, CPA  
Director, Financial Services/Treasurer

Esther Armchuk, LL.B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact Andrea Tang, Director of Financial Services/Treasurer at 905-953-5300 ext. 2104 or via e-mail at [atang@newmarket.ca](mailto:atang@newmarket.ca)

## 2024 Budget Reconciliation

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

	Revenues	Expenses
<b>Council approved budget for 2024:</b>		
Operating fund - December 4, 2023	\$ 160,744,579	\$ 160,744,579
Less: Principal payment on long-term debt	\$ -	\$ (4,279,098)
Less: Transfers to / from other funds	\$ (2,031,889)	\$ (29,375,447)
Capital Program - December 4, 2023	\$ 70,606,000	\$ 70,606,000
Less: Transfers from other funds	\$ (26,489,876)	\$ -
Reserves and Reserve funds - June 17, 2024	\$ 38,992,765	\$ 28,521,765
Less: Transfers to / from other funds	\$ (29,375,447)	\$ (28,521,765)
<b>TOTAL COUNCIL APPROVED BUDGET</b>	<b><u>\$ 212,446,132</u></b>	<b><u>\$ 197,696,034</u></b>
Less: Projection of Tangible Capital Assets Capitalized		(67,971,000)
Plus: Budgeted amortization expense		20,789,895
Plus: Post-employment benefit expenses		(511,293)
Plus: Investment income from Newmarket Hydro Holdings Inc.	2,000,000	
<b>Adjusted Budget per Consolidated Statement of Operations</b>	<b><u>\$ 214,446,132</u></b>	<b><u>\$ 150,003,636</u></b>

**Note:**

- (1) Council approves balanced budgets with the exception of Reserves and Reserve Funds. The difference between Revenue and Expenses is the net transfer to or from other funds.
- (2) This figure represents the total expenditures in the Capital Budget for Tangible Capital Assets. Disposals are not considered to be material and are therefore excluded.
- (3) This figure is the estimated amortization for the current year's budgeted Tangible Capital Asset additions and adding it to the previous year's actual amortization expense.
- (4) This is estimated based on the 2022 actuarial evaluation.
- (5) This is estimated based on the previous years' trend.

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

**December 31, 2024**

	2023	2024
	Actual	Budget
<b>FINANCIAL ASSETS</b>		
Cash	\$ 95,801,297	\$ 102,501,851
Investments	98,315,708	100,000,000
Taxes receivable	12,674,845	10,774,115
User charges receivable	11,375,099	13,765,734
Accounts receivable	7,140,331	5,088,892
Inventory for resale	58,131	59,294
Surplus Land	155,285	155,285
Loans receivable	12,168,185	9,768,185
Investment in Newmarket Hydro Holdings Inc.	57,948,486	59,948,486
	<b>295,637,367</b>	<b>302,061,842</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	37,444,173	37,818,615
Interest payable on debt	462,474	392,075
Employee future benefits payable	9,044,891	8,533,598
Long-term disability benefits payable	5,284,101	5,653,988
Deferred revenue	59,536,943	30,343,185
Long-term debt	29,909,074	25,629,979
Asset retirement obligation	5,172,705	5,172,705
	<b>146,854,361</b>	<b>113,544,145</b>
<b>NET FINANCIAL ASSETS</b>	<b>148,783,006</b>	<b>188,517,697</b>
<b>NON FINANCIAL ASSETS</b>		
Inventory	1,241,723	991,723
Prepaid expenses	2,480,344	2,340,344
Tangible Capital Assets	590,529,170	616,626,976
	<b>594,251,237</b>	<b>619,959,043</b>
<b>TOTAL NET ASSETS</b>	<b>743,034,243</b>	<b>808,476,739</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 743,034,243</b>	<b>\$ 808,476,739</b>

**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**Consolidated Statement of Projected Operations and Accumulated Surplus**  
**Year ended December 31, 2024**

	2023		2024
	Budget	Actual	Budget
<b>REVENUES</b>			
<b>Taxation and user charges</b>			
Residential and farm taxation	\$ 61,716,031	\$ 61,436,915	\$ 63,636,138
Commercial, industrial and business taxation	11,250,209	11,980,103	12,498,643
Taxation from other governments	743,725	960,804	823,185
User charges	62,090,119	60,942,667	72,451,233
	135,800,084	135,320,489	149,409,199
<b>Government Transfers</b>			
Government of Canada	100,000	235,640	100,000
Building Canada Fund	3,944,000	2,908,072	6,750,000
Province of Ontario	2,995,891	5,503,686	5,298,015
	7,039,891	8,647,398	12,148,015
<b>Other</b>			
Contribution from developers	31,980,830	13,147,192	37,146,541
Investment income	2,779,083	8,376,333	4,971,337
Fine, penalties and interest	1,745,993	2,975,833	1,854,697
Rent and other	3,593,723	3,636,421	6,916,343
Gain on disposal of tangible capital assets	-	151,221	-
	40,099,629	28,287,001	50,888,918
<b>TOTAL REVENUES</b>	<b>182,939,604</b>	<b>172,254,888</b>	<b>212,446,132</b>
<b>EXPENSES</b>			
General government	21,479,917	23,014,068	21,527,166
Protection to persons and property	21,669,295	21,937,136	22,414,602
Transportation services	16,786,680	17,603,431	16,250,851
Environmental services	46,470,133	45,371,169	46,548,002
Recreation and cultural services	37,863,666	36,960,228	38,706,735
Planning and development	3,761,180	3,297,641	4,556,280
	148,030,871	148,183,674	150,003,636
Investment income from Newmarket Hydro Holdings Inc	2,000,000	2,469,603	2,000,000
<b>Gain/(Loss) on foreign exchange</b>	<b>-</b>	<b>(250,848)</b>	<b>-</b>
<b>ANNUAL SURPLUS</b>	<b>36,908,733</b>	<b>26,289,969</b>	<b>64,442,496</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>715,829,608</b>	<b>715,829,608</b>	<b>742,119,577</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 752,738,341</b>	<b>\$ 742,119,577</b>	<b>\$ 806,562,073</b>

**THE CORPORATION OF THE TOWN OF NEWMARKET**

**Consolidated Statement of Remeasurement Gains and Losses**

Year ended December 31, 2023, with comparative information for 2022

	2023	2024
	Actual	Budget
<b>Accumulated remeasurement gains, beginning of year</b>	\$ -	\$ 914,666
Unrealized gains attributable to:		
Fair value adjustment (note 5 (d))	1,002,000	1,000,000
Other comprehensive loss from Newmarket Hydro Holdings Inc (note 10)	(87,334)	-
<b>Accumulated remeasurement gains, end of year</b>	<b>\$ 914,666</b>	<b>\$ 1,914,666</b>
	\$ -	\$ -



**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**Consolidated Statement of Projected Change in Net Financial Assets**  
**Year ended December 31, 2024**

	2023		2024
	Budget	Actual	Budget
			Plug
<b>Annual surplus</b>	\$ 36,908,733	\$ 26,289,969	\$ 64,442,496
Acquisition of tangible capital assets	(40,747,490)	(28,453,973)	(47,579,700)
Contributed tangible capital assets	-	(5,638,022)	-
Amortization of tangible capital assets	19,662,190	19,867,723	21,481,895
Proceeds from sale of tangible capital assets	-	239,645	-
Loss (gain) on disposal of tangible capital assets	-	(151,221)	-
Adjustment on the adoption of the asset retirement obligation	-	(4,984,227)	-
	(21,085,300)	(19,120,075)	(26,097,805)
Changes due to inventory	(25,600)	38,273	250,000
Changes due to prepaid expenses	140,000	(395,445)	140,000
	114,400	(357,172)	390,000
Change due to remeasurement gains		914,666	1,000,000
<b>CHANGE IN NET FINANCIAL ASSETS</b>	15,937,833	7,727,388	39,734,691
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	141,055,618	141,055,618	148,783,006
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	\$ 156,993,451	\$ 148,783,006	\$ 188,517,697

**THE CORPORATION OF THE TOWN OF NEWMARKET**

**Consolidated Statement of Projected Cash Flows**

**Year ended December 31, 2024**

	2023		2024
	Budget	Actual	Budget
<b>CASH PROVIDED BY (USED IN):</b>			
<b>OPERATING ACTIVITIES</b>			
<b>Cash received from</b>			
Taxation	\$ 74,182,929	\$ 70,286,330	\$ 78,858,695
User charges	62,119,571	60,043,876	70,060,598
Government transfers	7,039,891	9,744,039	12,148,015
Contributions from developers	16,796,196	3,121,560	6,733,053
Investment income	2,779,083	8,204,512	4,971,337
Fine, penalties and interest	1,745,993	2,737,206	1,854,697
Rent and other	3,593,723	3,438,394	6,916,343
Aurora's share of Central York Fire Services	12,722,927	12,451,188	13,063,936
	180,980,313	170,027,105	194,606,674
<b>Cash paid for</b>			
Salaries, wages and employee benefits	68,802,970	70,319,987	75,683,267
Materials, goods, and supplies	6,546,853	6,646,966	7,050,098
Utilities	3,851,744	3,978,288	4,057,854
Contracted and general services	34,928,588	58,680,780	43,732,547
Capital repairs and maintenance	6,857,129	4,187,252	4,187,252
Interest on long-term debt	1,273,411	1,273,411	1,069,281
Rents and financial	1,505,244	935,935	982,732
	123,765,939	146,022,619	136,763,030
<b>Net change in cash from operating activities</b>	<b>57,214,374</b>	<b>24,004,486</b>	<b>57,843,644</b>
<b>CAPITAL ACTIVITIES</b>			
Proceeds on disposal of tangible capital assets	-	239,645	-
Cash paid for acquisition of tangible capital assets	(40,747,490)	(28,453,973)	(47,579,700)
Asset retirement obligations	-	(4,984,227)	-
<b>Net change in cash from capital activities</b>	<b>(40,747,490)</b>	<b>(33,198,555)</b>	<b>(47,579,700)</b>
<b>INVESTMENT ACTIVITIES</b>			
Loss on Foreign Exchange	-	(250,848)	-
Dividend Received	-	1,336,000	-
Temporary investment	(3,792,348)	(36,106,056)	(1,684,292)
<b>Net increase in investment</b>	<b>(3,792,348)</b>	<b>(35,020,904)</b>	<b>(1,684,292)</b>
<b>FINANCING ACTIVITIES</b>			
Loans receivable	(4,000,000)	(459,146)	2,400,000
Principal repayment on long-term debt	(4,074,965)	(4,074,965)	(4,279,098)
<b>Net change in cash from financing activities</b>	<b>(8,074,965)</b>	<b>(4,534,111)</b>	<b>(1,879,098)</b>
<b>NET CHANGE IN CASH</b>	<b>4,599,571</b>	<b>(48,749,084)</b>	<b>6,700,554</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>144,550,381</b>	<b>144,550,381</b>	<b>95,801,297</b>
<b>CASH, END OF YEAR</b>	<b>\$ 149,149,952</b>	<b>\$ 95,801,297</b>	<b>\$ 102,501,850</b>



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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **2024 Reserves and Reserve Funds Budget Staff Report to Council**

Report Number: 2024-51

Department(s): Financial Services

Author(s): Mike Mayes, Finance Consultant

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled 2024 Reserves and Reserve Funds Budget dated September 9, 2024, be received; and,
2. That 2024 Reserves and Reserve Funds Budget as set out in the attachment be approved; and,
3. That the housekeeping changes outlined in this report be adopted; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

The 2024 Reserves and Reserve Funds Budget is a consolidation of the transfers approved in the 2024 Operating and Capital Budgets and estimated revenues.

At the beginning of 2024, Reserves and Reserve Funds had a combined balance of \$185.2 million and are budgeted to end the year with a balance of \$163.0 million, a decrease of \$22.2 million. The 2024 budgeted revenues for reserves and reserve funds are \$47.3 million - including \$31.6 million from the operating budget (\$2.2 million from 2023 year-end transfers), \$7.3 million in contributions from developers (93% development charges), \$5.5 million in interest, and \$2.9 million from grants.

In addition, recommendations made from the Reserves and Reserve Funds Review have been incorporated.

## **Purpose**

The purpose of this report is to seek Council approval of the 2024 Reserves and Reserve Funds Budget and the proposed housekeeping changes.

## **Background**

### **Reserve**

- An allocation of surplus for a defined purpose.
- Funded from budget variances.
- Does not have a separate asset – therefore no interest revenue.
- Primary use is rate stabilization.
- Authority tends to be delegated to the Treasurer.
- Examples: Rate Stabilization (Tax, Water, etc.), Winter Maintenance, Legal

### **Reserve Funds (Discretionary)**

- An allocation of surplus for a defined purpose.
- Funded by the budget.
- Has a separate asset – cash, investments, or loans - and earns dedicated interest.
- Primary use is long-term, e.g. capital.
- Authority is from Council.
- Examples: Asset Replacement Funds.

### **Obligatory Reserve Funds**

- Accounted for as deferred revenue.
- Funded by external sources e.g. developers, grants.
- Has a separate asset – cash, investments, or loans - and earns dedicated interest.
- Primary use is for development.
- Restricted by provincial regulations.
- Examples: Development Charges, Engineering, Building Permits.

## **Recent History**

The majority of the Reserves and Reserve Funds budget has already been established through the previous adoption of the 2024 Operating and Capital Budgets on December 11, 2023. The projected revenues, i.e. interest earned, contributions from developers, items paid directly to the reserve and reserve funds, etc., are based upon a blend of historical trends and future projections.

The Reserves and Reserve Funds Review was presented to the Committee of the Whole on October 2, 2023 (Asset Management Reserves) and February 12, 2024 (Stabilization and Growth & Enhancement Reserves).

The recommendations from the Review that could impact the 2024 Reserves and Reserve Fund Budget are:

1. Housekeeping
  - a. Grouping of Reserves and Reserve Funds by purpose.
  - b. Consolidation, renaming, and reclassifying as required.
  - c. Re-balance funds and contributions.
2. Setting meaningful, dynamic key performance Indicators (KPI).
3. Align asset management reserve funds with Asset Management Plans.
4. Create reserve funds for Council priorities.

## Discussion

At the beginning of 2024, Reserves and Reserve Funds had a combined balance of \$185.2 million and are budgeted to end the year with a balance of \$163.0 million, a decrease of \$22.2 million. The 2024 budgeted revenues for reserves and reserve funds are \$47.3 million - including \$31.6 million from the operating budget (\$2.2 million from 2023 year-end transfers), \$7.3 million in contributions from developers (93% development charges), \$5.5 million in interest, and \$2.9 million from grants.

Category	Beginning Balance 2024	Revenues	Expenses	Housekeeping Transfers	Ending Balance 2024	Change over 2023
Reserve Funds	\$ 94,680,542	\$ 34,774,284	\$ 24,402,191	\$ 4,381,481	\$ 100,671,154	\$ 5,990,612
Reserves	\$ 34,790,169	\$ 938,480	\$ 4,119,574	(\$ 4,381,481)	\$35,990,556	\$ 1,200,387
Obligatory Reserve Funds	\$ 55,768,994	\$ 11,589,950	\$ 41,015,759	\$0	\$ 26,343,185	(\$ 29,425,809)
<b>TOTAL</b>	<b>\$185,239,705</b>	<b>\$47,302,714</b>	<b>\$69,537,524</b>	<b>\$0</b>	<b>\$163,004,895</b>	<b>(\$22,234,810)</b>

Reserves and reserve funds will provide \$64.7 million for the 2024 capital program, of which \$31.5 million will be from development charges. This accounts for the significant decrease projected for the Obligatory Reserve Funds balance.

The details of the 2024 reserves and reserve funds budget are attached. They are also summarized below according to the new groupings. Where applicable, housekeeping changes are indicated.

## Asset Management Reserves and Reserve Funds

Characteristics:

- Savings accounts to ensure that there are funds available for renewals, replacements, and rehabilitation when needed.
- Primary funding is from budgeted contributions.
- Projected funding is compared to anticipated mid-term (10-year) and long-term (50-year) requirements.
- Budget driver is a combination of one-time increases and ongoing increases.

Category	Beginning Balance 2024	Revenues	Expenses	Ending Balance 2024	Change over 2023
Core assets, tax-supported	\$ 2,229,596	\$ 1,186,410	\$ 5,515,876	(\$ 2,099,870)	(\$ 4,329,466)
Core assets, rate-supported	\$ 71,526,368	\$ 20,076,078	\$ 350,000	\$ 91,252,446	\$ 19,726,078
Non-core assets	\$ 3,161,412	\$ 6,536,632	\$ 7,319,000	\$ 2,379,044	(\$ 782,368)
<b>TOTAL</b>	<b>\$ 76,917,376</b>	<b>\$ 27,799,120</b>	<b>\$ 13,184,876</b>	<b>\$ 91,531,620</b>	<b>\$ 14,614,244</b>

A 6-step proposal to address the funding challenges was presented at the workshop on October 2, 2023.

## Stabilization Reserves and Reserve Funds

Characteristics:

- Offset annual fluctuations in expenses and/or revenues.
- Primary funding is from budgetary surplus, which can be applied to any future budgetary deficit.
- Relative to fluctuations of actual expenses from the budget, based upon historic trends.
- Main budget driver is one-timers.
- Example reserves:
  - General, rate stabilization – tax, water, wastewater, stormwater
  - Specific stabilization - maintenance, winter control, legal
  - Cyclical – planning studies, election

Category	Beginning Balance 2024	Revenues	Expenses	Ending Balance 2024	Change over 2023
General	\$ 18,173,162	\$ 86,980	\$ 93,182	\$ 18,166,960	(\$ 6,202)
Specific	\$ 18,064,035	\$ 496,910	\$ 664,520	\$ 17,896,425	(\$ 167,610)
Cyclical	\$ 2,111,493	\$ 177,575	\$ 50,000	\$ 2,239,068	\$ 127,575
<b>TOTAL</b>	<b>\$ 38,348,690</b>	<b>\$ 761,465</b>	<b>\$ 807,702</b>	<b>\$ 38,302,453</b>	<b>(\$ 46,237)</b>

The Reserves and Reserve Funds Review estimated that there may potentially be approximately \$11 million available for redeployment. Further analysis is required to confirm this.

### Growth and Development Reserves and Reserve Funds

Characteristics:

- Savings to support the needs for growth and provide for enhancements (e.g. Mulock Park Reserve).
- Most funding is from external sources, such as developers.
- Compare to projected funding requirements
  - Some reserves are for unspecified future opportunities (e.g. Land Purchase) and do not yet have a Council-approved target.
  - Some have external restrictions (e.g. Development Charge, Parkland Contributions).

Category	Beginning Balance 2024	Revenues	Expenses	Ending Balance 2024	Change over 2023
Regulated	\$ 42,585,888	\$ 8,214,795	\$ 33,217,035	\$ 17,583,648	(\$ 25,002,240)
Capital	\$ 35,176,128	\$ 6,713,099	\$ 15,136,076	\$ 26,753,151	(\$ 8,422,977)
DAAP	\$ 3,114,928	\$ 1,104,169	\$ 1,484,963	\$ 2,734,134	(\$ 380,794)
Other	\$ 2,368,517	\$ 1,196,085	\$ 206,872	\$ 3,357,729	\$ 989,213
<b>TOTAL</b>	<b>\$ 83,245,460</b>	<b>\$ 17,228,148</b>	<b>\$ 50,044,946</b>	<b>\$ 50,428,662</b>	<b>(\$ 32,816,798)</b>

- Regulated includes Development Charges, and Parkland Contributions
- Capital is for general and specific (e.g. Mulock Park, land, etc.) purposes.
- DAAP (Development Applications Approval Process) includes building permits, planning fees, etc.

**Consolidated Summary:**

Category	Beginning Balance 2024	Revenues	Expenses	Ending Balance 2024	Change over 2023
Asset Management	\$ 76,917,376	\$ 27,799,120	\$ 13,184,876	\$ 91,531,620	\$ 14,614,244
Stabilization	\$ 38,348,690	\$ 761,465	\$ 807,702	\$ 38,302,453	(\$ 46,237)
Growth & Development	\$ 83,245,460	\$ 17,228,148	\$ 50,044,946	\$ 50,428,662	(\$ 32,816,798)
<b>TOTAL</b>	<b>\$ 198,511,526</b>	<b>\$ 45,788,733</b>	<b>\$ 64,037,524</b>	<b>\$ 180,262,735</b>	<b>(\$ 18,248,791)</b>
Cash and investments	\$185,239,705	\$ 47,302,714	\$ 69,537,524	\$ 163,004,895	(\$22,234,810)
Internal Loans	\$ 13,271,821	(\$ 1,513,981)	(\$ 5,500,000)	\$ 17,257,840	\$ 3,986,019
<b>TOTAL</b>	<b>\$ 198,511,526</b>	<b>\$ 42,788,733</b>	<b>\$ 64,037,524</b>	<b>\$ 180,262,735</b>	<b>(\$ 18,248,791)</b>

**Conclusion**

The majority of the Reserves and Reserve Funds budget has already been established through the previous adoption of the 2024 Operating and Capital Budgets. Projected revenues for reserves and reserve funds excluding transfers are based upon the asset management plans, recreation 10-year plan and preceding year trends.

**Business Plan and Strategic Plan Linkages**

Healthy Reserves and Reserve Funds are key components of the Town’s Fiscal Strategy.

The 2024 budget takes into consideration recommendations from the Fiscal Strategy:

- continue to increase contributions to reserves to build them to more sustainable and appropriate levels;
- invest in infrastructure;
- integrate asset management plans with the budget process; and
- water, wastewater, and stormwater operating budgets are based on the updated ten-year financial plans.



## **Consultation**

The 2024 Reserves and Reserve Funds Budget has been created from the 2024 Capital and Operating Budgets which were developed by staff and have undergone extensive review by the public and Council.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

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

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

The investment income budget remains unchanged; however, the actuals are subject to market performance.

## **Attachments**

Appendix A – Detailed 2024 Reserves and Reserve Funds Budget

Appendix B – Proposed Housekeeping for Reserves and Reserve Funds

## **Approval**

Anita Gibson  
Supervisor, Financial Reporting & Analysis

Andrea Tang CA CPA  
Manager, finance and Accounting

Esther Armchuk, LL. B  
Commissioner, Corporate Services

## **Contact**

For more information on this report, contact: Andrea Tang at 905-953-5300 ext. 2104 or via e-mail at [atang@newmarket.ca](mailto:atang@newmarket.ca)



**APPENDIX A: DETAILED 2024 RESERVES AND RESERVE FUNDS BUDGET**

Reserve / Reserve Fund Account	Account #	Closing Balance Dec. 31/2023 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2024 \$
			Bank & Investment Interest	Contributions	Transfers from Operating Budget	Other	Total Revenue	Capital Funding	Transfers to Operating Budget	Internal Transfers/ Other	Total Expenditures	
			\$	\$	\$	\$	\$	\$	\$	\$	\$	

**Asset Management Reserves and Reserve Funds**

**Core assets, tax-supported**

Pony Drive	Reserve Fund	432214	83,361	3,334				3,334			86,696	86,696	-
Road Reconstruction	Reserve Fund	432215	302,106	12,084				12,084			314,190	314,190	-
Dawson Manor Blvd.	Reserve Fund	432216	15,486	619				619			16,105	16,105	-
Roads Asset Management Fund	Reserve Fund	482267	1,828,643	(13,494)		1,183,866		1,170,372		5,515,876	(416,991)	5,098,885	(2,099,870)

**Core assets, rate-supported**

Stormwater Erosion	Reserve Fund	442181	7,259	290				290			7,549	7,549	-
Downstream Storm Drainage	Reserve Fund	442182	5,013	201				201			5,214	5,214	-
SWM Pond Maintenance	Reserve Fund	442183	3,897,320	175,580	98,000	986,336		1,259,916	100,000		5,057,235	5,157,235	-
WaterAsset Management Fund	Reserve Fund	482437	29,034,193	1,247,368		4,300,000		5,547,368				-	34,581,561
Wastewater Asset Management Fund	Reserve Fund	482477	38,802,436	1,639,097		4,600,000		6,239,097	250,000			250,000	44,791,533
Stormwater AAsset Management Fund	Reserve Fund	482497	(219,852)	129,206		6,900,000		7,029,206	-		(5,069,998)	(5,069,998)	11,879,352

**Non-core assets**

Library Non-TCA Capital Fund	Reserve Fund	410915	58,974	2,359				2,359			-	-	61,333
Sidewalk Asset Management Fund	Reserve Fund	432170	399,015	15,961				15,961				-	414,975
CYFS Asset Management Fund	Reserve Fund	471117	1,281,165	27,691		1,507,226		1,534,917	2,685,000			2,685,000	131,082
Stn 4-5 Asset Management Fund	Reserve Fund	471118	-	-				-				-	-
IT Asset Management Fund	Reserve Fund	473628	4,474,482	170,462		938,142		1,108,604	1,364,000			1,364,000	4,219,086
Parks Asset Management Fund	Reserve Fund	482817	(13,528,167)	(508,854)		1,613,610		1,104,756				-	(12,423,411)
Other Asset Management Fund	Reserve Fund	482917	8,054,455	332,568		679,491		1,012,059	160,000			160,000	8,906,514
Library Asset Management Fund	Reserve Fund	485127	1,779,730	72,860		223,550		296,410	140,000			140,000	1,936,140
Fire Asset Management Fund	Reserve Fund	487717	(1,029,638)	(40,757)		21,436		(19,321)				-	(1,048,959)
FacilitiesAsset Management Fund	Reserve Fund	487767	1,671,395	36,347		1,444,541		1,480,888	2,970,000			2,970,000	182,283

**Stabilization Reserves and Reserve Funds**

**General**

Tax-Supported General Stabilization	Reserve	325210	4,657,682	-		86,980		86,980			(3,655,326)	(3,655,326)	8,399,989
Emergency Contingency	Reserve	325410	2,263,861	-				-			2,263,861	2,263,861	-
Tax Adjustments	Reserve	327310	500,932	-				-			500,932	500,932	-
Water Rate Stabilization Fund	Reserve	327642	3,126,360	-				-		58,182		58,182	3,068,178
Sanitary Sewer Rate Stabilization Fund	Reserve	327744	4,781,705	-				-				-	4,781,705
Stormwater Rate Stabilization Fund	Reserve	327748	1,952,088	-				-		35,000		35,000	1,917,088
Hydro Dividend Reserve	Reserve	329110	890,533	-				-			890,533	890,533	-

**Specific**

Legal Services	Reserve	322110	(259,910)	-				-				-	(259,910)
Street Signs	Reserve	322230	56,353	-				-				-	56,353
Customer Service Training	Reserve	322314	28,086	-				-				-	28,086
Talent Management	Reserve	322510	136,051	-				-		35,000	(344,700)	(309,700)	445,751
Corporate Consulting	Reserve	322710	40,815	-				-		40,000	(608,855)	(568,855)	609,670
Wages and Benefits	Reserve	322810	589,118	-				-			589,118	589,118	-
IT	Reserve	323113	150,000	-				-				-	150,000
HR Consulting	Reserve	323310	344,700	-				-			344,700	344,700	-

**APPENDIX A: DETAILED 2024 RESERVES AND RESERVE FUNDS BUDGET**

Reserve / Reserve Fund Account		Account #	Closing Balance Dec. 31/2023 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2024 \$	
				Bank & Investment Interest	Contributions	Transfers from Operating Budget	Other	Total Revenue	Capital Funding	Transfers to Operating Budget	Internal Transfers/ Other	Total Expenditures		
				\$	\$	\$	\$	\$	\$	\$	\$	\$		\$
Waste Management	Reserve	323442	376,139	-				-				376,139	376,139	-
Reserve-Recreation	Reserve	323560	631,317	-				-						631,317
Streetlighting	Reserve	323730	578,500	-				-				578,500	578,500	-
Winter Control	Reserve	323832	1,454,142	-				-						1,454,142
Computer Incentive Program	Reserve	324210	13,530	-				-						13,530
Grants	Reserve	324414	474,149	-				-			144,520		144,520	329,629
ERIC	Reserve	324513	3,300	-				-						3,300
Reserve - Communications	Reserve	324710	53,412	-				-						53,412
Maintenance - Water	Reserve	324942	60,648	-				-				60,648	60,648	-
Anti-Tampering Devices	Reserve	325162	60,263	-				-				60,263	60,263	-
Insurance Claims	Reserve	325413	250,078	-				-						250,078
Library	Reserve	325591	571,022	-				-						571,022
Library-Fund Raising	Reserve	325592	35,143	-				-						35,143
Library-Strategic Plan	Reserve	325594	-	-				-						-
Library-Insurance	Reserve	325595	10,000	-				-						10,000
Library-Strat. Plan Impimntn	Reserve	325596	180,554	-				-						180,554
Main St. BIA	Reserve	326110	86,334	-				-						86,334
NEAC	Reserve	327168	5,800	-				-						5,800
Corporate Contingency	Reserve	327210	540,736	-				-				540,736	540,736	-
Fire Services	Reserve	327821	-	-				-						-
Strategic Planning	Reserve	327910	68,119	-				-				68,119	68,119	-
Energy	Reserve	328010	405,052	-				-				405,052	405,052	-
Wellness Reserve	Reserve	328210	3,299	-				-				3,299	3,299	-
Charity - Golf Donations	Reserve	328310	431	-				-						431
Operational Carry-Overs	Reserve	328710	982,549	-				-						982,549
Asset Mgmt	Reserve	328711	625,095	-				-						625,095
Apprenticeship Grants	Reserve	329010	1,916	-				-						1,916
Youth Reserve	Reserve	329274	15,053	-				-						15,053
Public Works, Tax-supported	Reserve	329332	716,586	-				-			25,000	(626,139)	(601,139)	1,317,726
Public Works - Rate-supported	Reserve	329333	1,000,000	-				-				(120,911)	(120,911)	1,120,911
Facilities & Parks Reserve	Reserve	329334	535,141	-				-				(1,951,367)	(1,951,367)	2,486,508
Major Repairs & Mtnc	Reserve	329403	250,000	-				-				250,000	250,000	-
Long-term Disability	Reserve Fund	410227	2,526,574	105,488		221,264		326,752						2,853,326
Medical Benefits Plan	Reserve Fund	410228	221,109	8,844				8,844				229,953	229,953	-
Dental Benefits Plan	Reserve Fund	410229	75,311	3,012				3,012				78,323	78,323	-
NEER Support	Reserve Fund	410907	1,484,739	58,190				58,190			60,000	1,482,928	1,542,928	-
CYFS Reserve Fund	Reserve Fund	421240	431,415	10,057				10,057			360,000		360,000	81,472
Fence	Reserve Fund	432132	11,365	455				455				11,819	11,819	-
Perpetual Maintenance	Reserve Fund	442170	1,864,949	74,598				74,598				1,939,547	1,939,547	-
Museum Board	Reserve Fund	457531	322,815	12,913				12,913						335,728
Museum Conservation	Reserve Fund	457532	13,622	545				545						14,167
Museum Exhibit	Reserve Fund	457533	10,998	440				440						11,438

**APPENDIX A: DETAILED 2024 RESERVES AND RESERVE FUNDS BUDGET**

Reserve / Reserve Fund Account			Account #	Closing Balance Dec. 31/2023 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2024 \$
					Bank & Investment Interest	Contributions	Transfers from Operating Budget	Other	Total Revenue	Capital Funding	Transfers to Operating Budget	Internal Transfers/ Other	Total Expenditures	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
L.A.C.A.C.-Heritage Fund	Reserve Fund	458321	27,618	1,105				1,105					28,723	
Benefits	Reserve	New	-	-				-			(2,383,621)	(2,383,621)	2,383,621	
Utilities	Reserve	New	-	-				-			(983,552)	(983,552)	983,552	
<b>Cyclical</b>														
Customer Survey	Reserve	322313	64,606	-		10,000		10,000					74,606	
Election	Reserve Fund	413706	139,271	7,171		80,000		87,171			(108,731)	(108,731)	335,172	
Inauguration	Reserve Fund	413707	99,645	4,086		5,000		9,086			108,731	108,731	-	
Secondary Planning Study	Reserve Fund	468000	168,166	6,727				6,727					174,893	
Official Plan	Reserve Fund	468115	1,639,806	64,592		-		64,592	50,000			50,000	1,654,398	
Other Planning studies	Reserve Fund	New	-					-					-	
<b>Growth and Development Reserves and Reserve Funds</b>														
<b>Regulated</b>														
Parkland	Obligaory Reserve Fund	457815	8,180,802	327,232	250,000			577,232		250,000		250,000	8,508,034	
General Government DCs	Obligaory Reserve Fund	460100	(18,762)	(4,250)	75,000			70,750	250,000			250,000	(198,013)	
Library DCs	Obligaory Reserve Fund	460200	4,292,084	176,083	220,000			396,083					4,688,167	
Fire DCs	Obligaory Reserve Fund	460300	(6,591,017)	(258,841)	240,000			(18,841)	-				(6,609,857)	
Recreation Facilities DCs	Obligaory Reserve Fund	460400	11,389,965	(93,782)	3,100,000			3,006,218	29,180,000	1,389,035		30,569,035	(16,172,852)	
Yards & Fleet DCs	Obligaory Reserve Fund	460600	(183,444)	(11,938)	-			(11,938)	230,000			230,000	(425,382)	
Town-Wide Engineering DCs	Obligaory Reserve Fund	460700	22,755,941	935,878	3,100,000			4,035,878	1,690,000	128,000		1,818,000	24,973,818	
Parking DCs	Obligaory Reserve Fund	460800	2,422,213	94,889	-			94,889	100,000			100,000	2,417,102	
Waste Diversion DCs	Obligaory Reserve Fund	460900	201,525	9,061	50,000			59,061					260,586	
Planning Section 37 Res Fund	Reserve Fund	468120	136,581	5,463	-			5,463					142,044	
Community Benefit Charge	Obligaory Reserve Fund	NEW		-				-					-	
<b>Capital</b>														
Community Service Group	Reserve	323552	2,000	-				-			2,000	2,000	-	
Minor Capital	Reserve	323610	81,818	-				-			81,818	81,818	-	
Continuous Improvement	Reserve	324011	44,000	-				-			44,000	44,000	-	
Unexpended Capital	Reserve	341010	772,660	-				-			772,660	772,660	-	
Mulock Farm	Reserve	341020	3,202,447	-		800,000		800,000	3,500,000			3,500,000	502,447	
Grant Coordinator	Reserve	341030	128,600	-				-					128,600	
Capital Contingency Fund	Reserve Fund	410901	92,266	3,691				3,691			95,957	95,957	-	
Designated Capital Fund	Reserve Fund	410903	2,694,626	58,721		736,781		795,502	3,190,000		300,127	3,490,127	-	
Insurance Proceeds Barn	Reserve Fund	410905	83,132	3,325				3,325			86,457	86,457	-	
Capital Financing Fund	Reserve Fund	410908	337,805	13,512				13,512			351,318	351,318	-	
Community Benefit	Reserve Fund	410909	3,331,238	133,250				133,250			3,464,487	3,464,487	-	
Library Capital Needs	Reserve Fund	410917	415,701	16,628				16,628					432,329	
Workplace Transformation	Reserve Fund	410919	74,032	2,961				2,961			76,994	76,994	-	
Environmental Green Fund	Reserve Fund	410960	58,588	2,344				2,344					60,931	
Property Acuisition	Reserve Fund	410970	2,113,032	84,521				84,521			(2,441,828)	(2,441,828)	4,639,381	
Environmental Land Purchase	Reserve Fund	410971	2,196,664	85,525		214,012		299,537		331,076	2,165,126	2,496,202	-	
Rawluk Property	Reserve Fund	410972	468,818	18,753				18,753			487,571	487,571	-	
Stickwood-Walker Property	Reserve Fund	410973	(202,758)	(8,110)				(8,110)			(210,869)	(210,869)	-	

**APPENDIX A: DETAILED 2024 RESERVES AND RESERVE FUNDS BUDGET**

Reserve / Reserve Fund Account			Account #	Closing Balance Dec. 31/2023 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2024 \$								
					Bank & Investment Interest	Contributions	Transfers from Operating Budget	Other	Total Revenue	Capital Funding	Transfers to Operating Budget	Internal Transfers/ Other	Total Expenditures									
															\$	\$	\$	\$	\$	\$	\$	\$
Downtown Parking	Reserve Fund	422710	162,211	6,488				6,488				-	168,700									
Parking Purposes	Reserve Fund	422717	903,997	31,560				31,560	230,000			230,000	705,557									
Purchase of Municipal Easement	Reserve Fund	432217	800,425	32,017				32,017				-	832,442									
Canada Community-Building Fund CCBF	Obligaory Reserve Fund	432250	12,286,720	411,767			2,764,907	3,176,674	6,750,000			6,750,000	8,713,394									
Tree Planting	Reserve Fund	432300	270,421	2,817	100,000			102,817	275,000	225,000		500,000	(126,762)									
LID (Low Impact Development)	Reserve Fund	442184	35,796	1,432				1,432				-	37,228									
Public Art	Reserve Fund	457215	606,607	24,926	28,000	5,100		58,026				-	664,633									
Recommending A Strategy	Reserve Fund	457306	101,928	(1,023)			180,000	178,977		435,000	(154,094)	280,906	-									
Theatre	Reserve Fund	457351	34,844	1,394				1,394			(309,118)	(309,118)	345,356									
Theatre CIF Fund	Reserve Fund	457352	223,672	10,447		75,000		85,447			309,118	309,118	-									
Seniors Fund	Reserve Fund	457371	1,388	56				56			1,443	1,443	-									
McLarty Fund	Reserve Fund	457790	3,452	138				138			3,590	3,590	-									
NW Quadrant Trail	Reserve Fund	457818	53,913	2,157				2,157			56,070	56,070	-									
All Our Kids Playpark	Reserve Fund	457840	3,344	134				134			3,478	3,478	-									
Holland River Walkway	Reserve Fund	457861	164,354	6,574				6,574			170,928	170,928	-									
Playground Equipment	Reserve Fund	457881	242,933	9,717				9,717			(3,478)	(3,478)	256,128									
Festival of Lights	Reserve Fund	457892	4,282	171				171			4,453	4,453	-									
Fiddlefest	Reserve Fund	457893	6,393	256				256			6,649	6,649	-									
Trail Voluntary Levies	Reserve Fund	462100	3,337,973	129,679	8,000			137,679	200,000		3,275,651	3,475,651	-									
Trail Contribution-Eden Oak	Reserve Fund	462150	36,807	1,472				1,472			38,279	38,279	-									
Trails	Reserve Fund	New		-				-			(3,540,928)	(3,540,928)	3,540,928									
General Capital	Reserve	New		-				-			(1,722,874)	(1,722,874)	1,722,874									
Recreation & Culture	Reserve Fund	New		14,000		700,000		714,000			(3,414,985)	(3,414,985)	4,128,985									
<b>Development Applications Approval Process</b>																						
Finance Admin. Of Developments	Reserve	324314	340,342	-				-		75,000		75,000	265,342									
Building Permit Fees Reserve Fund	Obligaory Reserve Fund	464656	330,845	(7,741)				(7,741)		1,048,724		1,048,724	(725,620)									
Planning Application Subdivision Fees	Reserve Fund	468110	1,741,618	78,867		821,358		900,225		361,239		361,239	2,280,604									
Engineering Admin.-Subdivision	Obligaory Reserve Fund	469991	702,122	31,685	-	180,000		211,685		-		-	913,807									
<b>Other</b>																						
NDDC Incentive	Reserve	323268	407,699	-				-				-	407,699									
Ec. Dev. Innovation Fund	Reserve	323269	72,243	-				-				-	72,243									
Efficiency / Enhancement Fund	Reserve	325310	530,730	-				-		38,872	491,858	530,730	-									
REV It Up	Reserve	325710	(292,500)	-		41,500		41,500		168,000	(419,000)	(251,000)	-									
Planning Consultants	Reserve	327911	28,214	-				-				-	28,214									
Historic Downtown Centre	Reserve	328410	15,122	-				-			15,122	15,122	-									
Regional Healthcare Centre	Reserve	328510	58,179	-				-			58,179	58,179	-									
Regional Urban Centre	Reserve	328610	37,326	-				-			37,326	37,326	-									
Digital Initiative	Reserve	328913	50,000	-				-				-	50,000									
Growth Fund	Reserve Fund	490949	1,461,503	59,953		74,632		134,585			(183,485)	(183,485)	1,779,573									
Community & Economic Vibrancy	Reserve Fund	NEW	-	20,000		1,000,000		1,020,000				-	1,020,000									
<b>Internal Loans</b>																						
Loan to Capital Fund	Reserve Fund	410900	(99,262)	(3,522)		22,416		18,894				-	(80,368)									

**APPENDIX A: DETAILED 2024 RESERVES AND RESERVE FUNDS BUDGET**

Reserve / Reserve Fund Account			Account #	Closing Balance Dec. 31/2023 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31/2024 \$
					Bank & Investment Interest	Contributions	Transfers from Operating Budget	Other	Total Revenue	Capital Funding	Transfers to Operating Budget	Internal Transfers/Other	Total Expenditures	
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2013 Solar Panel	Reserve Fund	410902	(151,572)	(5,828)		11,727		5,899					-	(145,673)
Investment Income Fund	Reserve Fund	410910	(437,601)	(13,197)		215,346		202,149					-	(235,452)
Streetlight Retrofit Loan	Reserve Fund	410911	(5,978,896)	(231,738)		370,902		139,164					-	(5,839,732)
Solar Panel at RJT	Reserve Fund	410912	(397,776)	(15,308)		30,142		14,834					-	(382,942)
Water Meter Replacement Loan	Reserve Fund	410913	(4,756,916)	(272,409)		1,393,359		1,120,950	5,500,000			5,500,000	-	(9,135,967)
Magna Centre Solar Panel Loan	Reserve Fund	410914	(939,995)	(36,226)		68,710		32,484					-	(907,510)
Timothy St Steel Structure Loan	Reserve Fund	410918	(509,803)	(20,392)				(20,392)					-	(530,195)
<b>TOTAL RESERVES, RESERVE FUNDS, AND OBLIGATORY RESERVE FUNDS</b>			<b>185,239,705</b>	<b>5,526,380</b>	<b>7,269,000</b>	<b>31,562,427</b>	<b>2,944,907</b>	<b>47,302,714</b>	<b>64,689,876</b>	<b>4,847,648</b>	<b>0</b>	<b>69,537,524</b>	<b>163,004,895</b>	





## APPENDIX B – Proposed Housekeeping for Reserves and Reserve Funds

### Renaming

Previous name	Proposed name	Notes
<b>Asset Management Reserves and Reserve Funds</b>		
Asset Replacement Funds (ARF)	Asset Management Funds (AMF)	Represents their broader future purpose - fund all life cycle expenditures.
<b>Stabilization Reserves and Reserve Funds</b>		
Corporate Rate Stabilization Reserve (325210)	Tax-Supported General Stabilization Reserve	Distinguishes it from the rate stabilization for water, wastewater and stormwater.
HR Reserve (322510)	Talent Management Reserve	Aligns with current branding.
<b>Growth and Development Reserves and Reserve Funds</b>		
Gas Tax Reserve Fund (432250)	Canada Community - Building Fund (CCBF)	Recognize the grant's name change.
Sale of Property Reserve Fund (410970)	Property Acquisition Reserve Fund	Clarifies its purpose.

### Transfer Balances - Consolidation of reserves with similar purpose.

From	To
<b>Asset Management Reserves and Reserve Funds</b>	
Pony Drive (432214) Road Reconstruction (432215) Dawson Manor Blvd. (432216)	Roads Asset Management Fund (482267)
Stormwater Erosion (442181) Downstream Storm Drainage (442182) SWM Pond Maintenance (442183)	Stormwater Asset Management Fund (482497)

From	To
<b>Stabilization Reserves and Reserve Funds</b>	
Emergency Contingency (325410) Tax Adjustments (327310) Hydro Dividend (329110)	Tax-Supported General Stabilization Reserve (325210)
HR Consulting (323310)	Talent Management (322510).
Wages and Benefits (322810) Wellness (328210) Medical Benefits Plan (410228) Dental Benefits Plan (410229) NEER Support (410907)	Benefits Reserve (new)
Corporate Contingency (327210) Strategic Planning (327910)	Corporate Consulting Reserve (322710)
Waste Management (323442) Major Repairs & Mtnce. (329403)	Public Works, Tax-supported Reserve (329332)
Maintenance - Water (324942) Anti-Tampering Devices (325162)	Public Works, Rate-supported Reserve (329333)
Fence (432132) Perpetual Maintenance (442170)	Facilities & Parks Reserve (329334)
Streetlighting (323730) Energy (328010)	Utilities Reserve (new)
Inauguration (413707)	Election Reserve Fund (413706)
<b>Growth and Development Reserves and Reserve Funds</b>	
Minor Capital (323610) Continuous Improvement (324011) Unexpended Capital (341010) Capital Contingency (410901) Designated Capital (410903) Capital Financing (410908) Workplace Transformation (410919)	General Capital Reserve Fund (new)
Environmental Land (410971) Rawluk Property (410972) Stickwood-Walker Property (410973)	Property Acquisition Reserve Fund (410970)
Community Service Group (323552) Insurance Proceeds Barn (410905) Community Benefit (410909) Recommending A Strategy (457306) Seniors (457371) McLarty (457790) Festival of Lights (457892) Fiddlefest (457893)	Recreation & Culture Reserve Fund for capital (new)
Theatre CIF (457352)	Theater Reserve Fund (457351)

<b>From</b>	<b>To</b>
NW Quadrant Trail (457818) Holland River Walkway (457861) Trail Voluntary Levies (462100) Trail Contribution-Eden Oak (462150)	Trails Reserve Fund for capital (new)
All Our Kids Playpark (457840)	Playground Equipment (457881)
Efficiency / Enhancement (325310) REV It Up (325710) Historic Downtown Centre (328410) Regional Healthcare Centre (328510) Regional Urban Centre (328610)	Growth Reserve Fund (490949)





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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Krista Court Parking Review Update Staff Report to Council**

Report Number: 2024-46

Department(s): Engineering Services

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

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled Krista Court Parking Review Update, dated September 9, 2024, be received; and,
2. That no additional parking restrictions be implemented on Krista Court at this time; and,
3. That staff review the feasibility of a trail system between Luesby Lane and Waratah Avenue; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to outline the findings of the Krista Court parking review update, as initiated by the Town Council. The report will present the findings and recommendations.

### **Background**

At the regular meeting on August 22, 2022, the Committee of the Whole received a community petition requesting parking restrictions on Krista Court to address school parking demands and operations. As a result, additional parking restrictions were implemented on one side of the street, as detailed in Report 2023-05 during the Committee of the Whole meeting on January 23, 2023.

At the regular meeting on May 6, 2024, the Town Council directed staff to revisit, review and report back on the parking restrictions on Krista Court (Agenda item #9.1.11).

## Discussion

The Town conducted follow-up consultation with the Krista Court community in accordance with the Public Consultation and Support policy, through a letter dated May 17, 2024. The Town received two responses: one in support of further restrictions, and one requesting the installation of a sidewalk on Krista Court.

According to the Public Consultation and Support policy, there were insufficient responses to support an amendment to the current parking restrictions. Therefore, no changes are recommended at this time.

Regarding the sidewalk on Krista Court, the Sidewalk Policy supports the installation of sidewalks during reconstruction. However, Krista Court is not scheduled for reconstruction within the next 5 years. As an alternative, residents can use the sidewalks along Luesby Lane and Leslie Valley Drive.

For future consideration, the Active Transportation Implementation Plan (ATIP) has identified a trail connection between Luesby Lane and Waratah Avenue, south of the school site (as shown in the dashed oval below) as part of a local trail network.



## Conclusion

It is recommended that no additional parking restrictions be implemented at this time. In response to a comment received regarding the lack of sidewalks from a resident on Krista Court through the Public Consultation and Support Policy, future consideration should be given to a trail connection mentioned in this report for feasibility and potential inclusion in an upcoming Capital program.

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

Well-planned and connected...strategically planning for the future to improve information access and enhance travel to, from, and within Newmarket.

## **Consultation**

Consultation was carried out with twenty-one households on Krista Court in accordance with the Public Consultation and Support policy, through a letter dated May 17, 2024. The Town received two responses: one in support of further restrictions, and one requesting the installation of a sidewalk on Krista Court.

## **Human Resource Considerations**

None

## **Budget Impact**

None

## **Attachments**

None

## **Approval**

Sepideh Majdi, M.Sc., P.Eng., Director, Engineering Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

For more information or questions regarding this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-895-5193 extension 2508 or [MKryzanowski@newmarket.ca](mailto:MKryzanowski@newmarket.ca)





**From:**   
**To:** [Clerks](#)  
**Subject:** Krista court parking review  
**Date:** September 4, 2024 9:49:22 AM

---

**CAUTION:** This email originated outside of the Town of Newmarket. **DO NOT** click links or open attachments unless you recognize the sender and trusted content.

Good afternoon

The residents of Krista court petitioned for parking restrictions to address the school parking demands.

We now have signs which say no parking m-f 8am-4pm

The drawback on the current signage is this penalizes any work vehicles or resident visitors who need to park during the work week.

A better sign to address this could be outlining specific times?

Ie No Parking Sept -June

M-F 8am -9am & 3pm -4pm

Thanks for your consideration.

Cheers,  
Becky



**From:** [REDACTED]  
**To:** [Clerks; Jane Twinney](#)  
**Subject:** Krista Court Parking - Extend No Parking To Both Side of Street - Report # 2024-46  
**Date:** September 4, 2024 10:07:07 AM  
**Attachments:** [Krista Court Parking Review.msg](#)  
[Parking - Krista CtNew.msg](#)  
[\[REDACTED\] parking rule amendment.msg](#)  
[Fwd Parking Review - Request for Input Krista Court.msg](#)  
[Krista court parking.msg](#)  
[Parking restrictions on Krista Crt.msg](#)  
[Parking on Krista Court.msg](#)

**CAUTION:** This email originated outside of the Town of Newmarket. **DO NOT** click links or open attachments unless you recognize the sender and trusted content.

Good Morning,

We received a letter in the mail (yesterday the 3<sup>rd</sup> of September), which means you only gave us 1 day to email into respond with regards to the Parking Enforcement on Krista Court. This seems a little bit like the Town of Newmarket is against change here and doesn't want to even look at any action, and to be honest a little disrespectful to not give any time to even respond to this letter as the deadline is today the 4<sup>th</sup> of September.

None the Less, I have gathered as many residents as I could late last evening who agree with the change I am prosing and have been fighting for since before the last implementation of parking restrictions here on Krista Court. What everyone is prosing is to extend the parking restrictions on Krista Court to the other side of the street with the same No Parking restrictions. The reasons behind this are the following:

1. Creating Blind Spots for all cars coming out of their driveways, or for the speeding cars travelling in to drop off their children for school
2. Blocking driveways still on the side without current parking restrictions. Mostly my driveway at 992 and 988 where cars park an impede on our driveways
3. Creating children to not be able to walk safely on the side of the road walking to school, (since courts DO NOT and WILL NOT have sidewalks) because cars are parked here so the children need to walk into the middle of the road and compete with the speeding cars driving in and out. This is very unsafe.

On top of the reasons above I have previously sent in emails to Jane Twinney with pictures of cards parking and have been in contract with her this entire time. I believe she should be able to help with any extra information you need. I have also called in to the town several times asking for Parking Patrol to monitor this area at the drop off and pick up times.

Lastly, I do need to say that the No Parking restrictions have helped reduce the amount of cars on our court during drop off and pick up times for school and having the No Parking extended to the other side of the street during these times will not only make everyone on the court

happy but also keep everyone children SAFE and I'm pretty sure that is the main point of this email. SAFETY!

I have attached a few residents from around the court that voice the same opinion (1 being a Fire Fighter and 1 being a Police Officer).

Please consider what I am writing above and what the other residents are saying here. Appreciate your time to read and listen and looking forward to a resolution here on Krista Court.

Thank you,



**TYLER CZUBA**

[Redacted]  
[Redacted]  
P: [Redacted]  
E: [Redacted]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Parking - Krista Ct,New  
**Date:** September 3, 2024 9:47:13 PM

---

Attention : Newmarket Council

Re: Parking restrictions on Krista Ct,Newmarket

Please be advised the “No Parking” restrictions placed on Krista Ct last year should ABSOLUTELY be continued. The decrease in vehicle traffic with young children present has definitely prevented a fatality from happening that was otherwise a definite outcome. There are still however, some violators of the restrictions that need to be addressed through education and/or enforcement.

Please consider NOT removing the present restrictions, and have enforcement/education of said restrictions applied.

Thank you for your efforts in dealing with this major issue on our street for the safety of the children.

Respectfully submitted,

Shona/Larry Wood

[REDACTED]  
Cell: [REDACTED]  
Email: [REDACTED]

Sent from my iPhone



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Parking on Krista Court  
**Date:** September 4, 2024 9:26:47 AM

---

I am supportive of extending the parking ban on Krista Court to the full street. It is hazardous for pedestrians especially near the curve.

Steve Taborek  
[REDACTED]





**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Krista court parking  
**Date:** September 3, 2024 11:15:33 PM

---

To whom it may concern,

While the parking situation has drastically improved on Krista Court (thank you for that), to make it completely safe it would be idea to just eliminate parking during school pickup & drop-off hours on both sides of the street.

As a firefighter, I have responded to many house fires on courts---managing several fire apparatus' on a court is a serious challenge. Adding parked cars to the mix makes it that much more challenging to maneuver and obviously adds unnecessary time to the emergency response effort.

The other glaring safety issue is for the kids that have to walk on our court. Those same parked cars create serious blind spots for other cars while kids are walking on the street. This safety issue is most evident during school pickup and drop off times.

No parked cars on both sides. (Monday-Friday 8am-9am & 3pm-4pm)

Thanks,

Dan Halls  
[REDACTED]



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Krista court parking  
**Date:** September 3, 2024 11:15:33 PM

---

To whom it may concern,

While the parking situation has drastically improved on Krista Court (thank you for that), to make it completely safe it would be idea to just eliminate parking during school pickup & drop-off hours on both sides of the street.

As a firefighter, I have responded to many house fires on courts---managing several fire apparatus' on a court is a serious challenge. Adding parked cars to the mix makes it that much more challenging to maneuver and obviously adds unnecessary time to the emergency response effort.

The other glaring safety issue is for the kids that have to walk on our court. Those same parked cars create serious blind spots for other cars while kids are walking on the street. This safety issue is most evident during school pickup and drop off times.

No parked cars on both sides. (Monday-Friday 8am-9am & 3pm-4pm)

Thanks,

Dan Halls  
[REDACTED]





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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Twinney Drive Parking Review Staff Report to Council**

Report Number: 2024-47

Department(s): Engineering Services

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

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled Twinney Drive Parking Review, dated September 9, 2024, be received; and,
2. That a no parking zone to be implemented on the south side of Twinney Drive as outlined in Appendix A, be approved; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

This report outlines the findings of the Twinney Drive Parking study and provides recommendations for the next steps.

### **Background**

At its regular meeting on May 6, 2024, the Town Council requested that staff review additional parking restrictions on the south side of Twinney Drive. Currently, this side of Twinney Drive has some on-street parking zones, which are causing traffic safety issues for vehicles accessing driveways.

### **Discussion**

Twinney Drive is a short, 250 metre east-west industrial road connecting Forhan Avenue to Harry Walker Parkway South. Twinney Drive has 6 driveways on the north side and 7 single and combined driveways on the south side, many of which serve trucking

operations. Currently, the north side has 'No Parking' signs posted, while the south side has 'No Parking' signs in specific sections.

Large trucks require ample maneuvering space to enter and exit the driveways. Parked vehicles on the south side may restrict access to some driveways, leading to concerns about both traffic safety and operations.

Typically, industrial roads in the Town have 'No Parking' zones on both sides to facilitate truck movements, and all industrial sites are required to provide sufficient parking to meet their needs, similar to commercial sites.

Since the existing parking restrictions seemed inconsistent with the standard practice for industrial roads, a historical review was conducted to understand the reasoning behind these specific restrictions. The research traced back to 1988 when the parking restrictions were first implemented and before the construction of Harry Walker Parkway South in 2002/2003, although most buildings were already in place at that time. The review did not uncover any clear rationale suggesting the restrictions may have addressed a specific issue at the time that is no longer relevant today.

It is therefore recommended that the parking restrictions on the south side of Twinney Drive be amended to 'No Parking' from Forhan Avenue to Harry Walker Parkway South.

## **Conclusion**

It is recommended that the parking restrictions on the south side of Twinney Drive be amended to establish a 'No Parking' zone along the entire length of the south side, from Forhan Avenue to Harry Walker Parkway South.

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

Well-planned and connected...strategically planning for the future to improve information access and enhance travel to, from, and within Newmarket.

## **Consultation**

As an industrial road, the Town's Public Consultation and Support Policy requirements, and the Parking Policy, do not fully apply due to the nature of the land use and occupancy. However, to gauge the views of the industrial community, a letter was sent on May 17, 2024, to all businesses on Twinney Drive. The Town received no responses.

## **Human Resource Considerations**

None.

## **Budget Impact**

Funds for the required signage would come from the Regulatory Signs – Engineering line from the Operating Budget. The cost would be approximately \$500.00 for the required signage.

## **Attachments**

Appendix A – Proposed Parking Bylaw Amendments

## **Approval**

Sepideh Majdi, M.Sc., P.Eng., Director, Engineering Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

For more information or questions regarding this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-895-5193 extension 2508 or [MKryzanowski@newmarket.ca](mailto:MKryzanowski@newmarket.ca)





## Appendix A: Proposed Parking Bylaw Amendments

THAT Schedule IV (**No Parking**) of the Parking By-law 2019-63, as amended, be further amended by deleting the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Twinney Drive	South	A point 430 feet east of the easterly limit of Forhan Avenue to a point 210 feet easterly thereof	Anytime

THAT Schedule IV (**No Parking**) of the Parking By-law 2019-63, as amended, be further amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Twinney Drive	South	Forhan Avenue to Harry Walker Parkway South	Anytime





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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

# **Records Retention By-law for Automated Speed Enforcement and Administrative Monetary Penalties System**

## **Staff Report to Council**

Report Number: 2024-49

Department(s): Legislative Services

Author(s): Sarah Niezen, Records and Project Coordinator

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled Records Retention By-law for Automated Speed Enforcement and Administrative Monetary Penalties System dated September 9, 2024 be received; and,
2. That the Records Retention By-law for Automated Speed Enforcement and the Administrative Monetary Penalty System be enacted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

With the Town of Newmarket providing services for administration of the Automated Speed Enforcement program as a Joint Processing Centre and also providing administration of the Administrative Monetary Penalty process to other municipalities it is necessary to adopt a retention by-law specific to the Automated Speed Enforcement Program and Administrative Monetary Penalty System in order to ensure full enforceability of retention periods.

## **Background**

The Towns records management program is managed by records management and privacy staff in Legislative Services. Authority for establishing retention periods was delegated to staff through By-law 2011-84. With the growth and technology changes at the Town the regular records retention schedule is updated several times a year. Delegated authority provides the flexibility to update and apply amended or new retention periods as needed.

## **Discussion**

The retention periods are based on best practices and various legislative requirements. In addition to the Town's agreements with the Ministry of Transportation the Town needs to retain records to be able to manage agreements with our municipal partners.

The Town's agreement with the Ministry of Transportation for the Automated Speed Enforcement (ASE) Program requires us to delete all vehicle owner information within 90 days of using it unless required by applicable law to retain it for a longer period. Adoption of this by-law allows us to establish our own retention for these records and ensures that we can retain all necessary information for tickets that may be appealed through the Administrative Monetary Penalty System (AMPS).

Defined retention periods for the various types of records created through the ASE and AMPS programs allows the Town to effectively and clearly communicate these to our municipal partners.

## **Conclusion**

The attached by-law allows the Town to continue to implement our Automated Speed Enforcement Program and to enforce the necessary retention periods for data and records.

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

This report meets the Town's vision of being "well-equipped and managed".

## **Consultation**

Legal and Procurement Services was consulted in the drafting of the by-law.

## **Human Resource Considerations**

None.

## **Budget Impact**

None.

## **Attachments**

**Attachment 1** - Automated Speed Enforcement Program and Administrative Monetary Penalty System By-law

## **Approval**

Kiran Saini, Manager of Legislative Services/Deputy Clerk

Lisa Lyons, Director of Legislative Services/Town Clerk

Esther Armchuk, Commissioner of Corporate Services

## **Contact**

Sarah Niezen, Records and Project Coordinator, [sniezen@newmarket.ca](mailto:sniezen@newmarket.ca)





# Corporation of the Town of Newmarket

## By-law 2024-XX

A By-law to establish retention periods for records relating to the Automated Speed Enforcement Program and Administrative Monetary Penalty System.

Whereas Section 254(1) of the Municipal Act, 2001 (the “Act”) provides that a municipality shall retain and preserve its records in a secure and accessible manner; and,

Whereas Section 255(3) of the Act provides that a municipality may establish retention periods during which its records must be retained and preserved; and,

Whereas Section 255(2) of the Act provides that a municipality’s records may be destroyed if a retention period for the record has been established and the retention period has expired; and,

Whereas By-law 2011-84 delegated authority to the Clerk of Town of Newmarket to establish and amend record retention periods and to establish, amend and administer corporate policies for the Town’s records management program; and,

Whereas the Town of Newmarket is providing services to other municipalities as a Joint Processing Centre and therefore in order to ensure the full authority and enforceability of the retention periods it is necessary to adopt a retention by-law specific to the Automated Speed Enforcement Program and Administrative Monetary Penalty System; and,

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

1. That Schedule “A” as attached be established as the retention schedule for the Automated Speed Enforcement Program and Administrative Monetary Penalty System.
2. Any record in a Class of Records set out in Schedule A shall be retained for the period set out opposite such category and may thereafter be subject to disposition.
3. And that the Town Clerk is hereby authorized to amend Schedule A to this by-law from time to time, as required.

Enacted this xxx day of xxx, 2024.

John Taylor, Mayor

Lisa Lyons, Town Clerk

**Automated Speed Enforcement Program**

<b>RECORDS CLASS</b>	<b>DESCRIPTON</b>	<b>RETENTION PERIOD IN YEARS</b>	<b>PERSONAL INFORMATION BANKS (PIB)</b>
<b>Penalty Orders / Warning Notice</b>	Penalty orders, Warning Notices or tickets issued by the Town of Newmarket for speed violations. Records may consist of penalty orders issued to residents across Ontario processed through the Joint Processing Centre, for violations in Newmarket or in any other municipality who has signed an agreement for Newmarket to act as their processing centre. Records include personal information downloaded from the ARIS system.	date of last use + 6  cancelled penalty orders = cancellation decision + 3	Records Include personal information of members of the public who receive penalty orders. Records include personal information downloaded from the Ministry of Transportation ARIS system.
<b>Photos of Violations</b>	Photos of vehicles captured by automated speed enforcement camera for which violations/ Penalty orders/ warning notices are issued.	Date of last use + 2	Records contain images of licence plates.
<b>Payment Records</b>	Records of payments of violations	payment date + 6	Records contain financial information for payment of penalty orders. May contain name or address of payee.
<b>Agreements</b>	Records of final signed agreements for the Automated Speed Enforcement Program and Administrative Monetary Penalty System. Including, Intermunicipal, ARIS, Hearing Officer Agreements, MOUs, Vendor agreements	Permanent	No
<b>Ministry of Transportation Ontario Reports</b>	Records of annual reports to the Ministry of Transportation.	5	No



<b>RECORDS CLASS</b>	<b>DESCRIPTON</b>	<b>RETENTION PERIOD IN YEARS</b>	<b>PERSONAL INFORMATION BANKS (PIB)</b>
<b>Ministry of the Attorney General Reports</b>	Records of annual reports to the Ministry of the Attorney General	5	No
<b>Joint Processing Centre Reports to Municipal Partners</b>	Records of penalty order data sent to municipal partners for their reporting purposes.	2	No
<b>Agendas - Municipal Partners</b>	Agendas of meetings with municipal partners.	Expiry of municipal partnership Agreement +1	No
<b>Minutes - Municipal Partners</b>	Minutes of meetings with municipal partners.	Expiry of municipal partnership Agreement +1	No
<b>Policies and Procedures</b>	Includes policy and procedures related to the Automated Speed Enforcement and Administrative Monetary Penalty System programs. Includes Standard Operating Procedures, protocols, directives relating to governance and operational processes.	Superseded + 15	No
<b>Vendor Communications</b>	Includes records of correspondence with Vendors related to the operations of the Automated Speed Enforcement Program. May include records of communications regarding speed cameras, software functionality and security.	5	No
<b>Camera Installation Records</b>	Includes records confirming installation of cameras and locations, includes records of signage and site set up.	1	No
<b>Invoicing</b>	Includes copies of records related to invoicing to municipal partners.	6	No
<b>Certificates of Insurance</b>	Includes copies of certificates of insurance provided by vendors and municipal partners.	Superseded + 3	No
<b>Trademarked Logo/ Items</b>	Includes records related to trademarked logos and other copyrighted items related to promotion of the automated speed enforcement program.	Copyright, patent or trademark expired or last use + 5 years	No

<b>RECORDS CLASS</b>	<b>DESCRIPTON</b>	<b>RETENTION PERIOD IN YEARS</b>	<b>PERSONAL INFORMATION BANKS (PIB)</b>
<b>Automated Speed Enforcement Business Case</b>	Includes planning documentation, meetings minutes, notes, traffic studies, regarding the establishment of Community Safety Zones and identification of locations for Automated Speed Enforcement.	Program duration + 15	No
<b>Public Surveys</b>	Includes surveys and feedback received from the public regarding the Automated Speed Enforcement Program.	5	possibly?
<b>Public Communications &amp; Media</b>	Includes official media releases and official public communications regarding the ASE program.	Program duration + 15	No
<b>Public Reporting, and Data</b>	Includes data produced for public reporting on the ASE program, including maximum speeds etc.	Program duration + 15	No
<b>Training Records</b>	Includes records of training such as ASE Officer Training, MTO/ARIS Compliance Training/Records, Hearing Officer Training, Screening Officer Training	Program duration + 15	Yes

### **Administrative Monetary Penalty System**

<b>RECORDS CLASS</b>	<b>DESCRIPTON</b>	<b>RETENTION PERIOD IN YEARS</b>	<b>PERSONAL INFORMATION BANKS (PIB)</b>
<b>Hearing Review Disclosure Packages</b>	Disclosure packages compiled from evidence of violations and related correspondence for Hearing Reviews under the Administrative Penalty System.	Hearing Date + 3	Records contain personal information of members of the public who request hearings.
<b>Hearing Review Decisions</b>	Records of Decisions made by Hearing officers including audio, video of the Hearing, documentation showing communication of the Decision to appellant.	Date of Issuance of Decision + 3 ** (archival selection)	Records may include personal information of appellants.

<b>RECORDS CLASS</b>	<b>DESCRIPTON</b>	<b>RETENTION PERIOD IN YEARS</b>	<b>PERSONAL INFORMATION BANKS (PIB)</b>
<b>Hearing Review - Communications</b>	Records of communications between parties regarding a hearing review, including emails, notes of calls, etc. Includes correspondence with hearing officer, appellant and hearing review coordinator.	Hearing Date + 3	Records may contain personal information of appellants.
<b>Screening Review - Appeals &amp; Decisions</b>	Records of Decisions of Screening Reviews. Includes correspondence and penalty order information.	Screening Date + 3	Records include personal information of appellants.





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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **2025 Council and Committee of the Whole Meeting Schedule Staff Report to Council**

Report Number: 2024-48

Department(s): Legislative Services

Author(s): Emily Thomas-Hopkins, Legislative Coordinator

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled 2025 Council and Committee of the Whole Meeting Schedule dated September 9, 2024 be received; and,
2. That the 2025 Council and Committee of the Whole Meeting Schedule (**Attachment 1**) be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to seek Council's approval of the 2025 Council and Committee of the Whole meeting schedule.

### **Background**

Each year, Council approves a draft schedule of meetings for the upcoming year. There may be occasions when additional special meetings are required, and these meetings are called on an as required basis. Additionally, the Procedure By-law provides that special meetings may be called by the Mayor or upon receipt of a petition signed by a majority of the Members of Council.

## Discussion

### 2025 Meeting Schedule

**Attachment 1** outlines the draft meeting schedule. Variations of the regular schedule include:

- There is a two week break in May due to the Victoria Day long weekend. This variation in the meeting cycle may be used to accommodate any special meetings, when required.
- Committee of the Whole/Council cycles have been adjusted to ensure meetings do not take place during the Association of Municipalities of Ontario's Annual Conference in August.
- Special Council meetings have been scheduled on July 14, 2025 and August 11, 2025 as a placeholder for public hearing matters, if required.

Newmarket Council and Committee of the Whole meetings continue to be livestreamed and archived on the Town's website, allowing anyone to watch meetings at their own convenience. Closed captioning is available for both livestreamed and archived videos, which has been provided as an accessibility feature to viewers since 2018.

## Conclusion

This report recommends that Council adopt the 2025 Council and Committee of the Whole Meeting Schedule.

### Business Plan and Strategic Plan Linkages

This report aligns with one of Council's actions of creating an environment for an engaged, accessible and inclusive community through meeting efficiencies.

## Consultation

None.

### Human Resource Considerations

None.

### Budget Impact

None.

## Attachments

**Attachment 1** – 2025 Meeting Schedule for Council and Committee of the Whole

## **Approval**

Kiran Saini, Manager of Legislative Services/Deputy Town Clerk

Lisa Lyons, Director of Legislative Services/Town Clerk

Esther Armchuk, Commissioner of Corporate Services

Jeff Payne, Commissioner of Community Services

Peter Noehammer, Commissioner of Development and Infrastructure Services

Ian McDougall, Chief Administrative Officer

## **Contact**

Emily Thomas-Hopkins

[ethomashopkins@newmarket.ca](mailto:ethomashopkins@newmarket.ca)

Extension 2210







## Town of Newmarket 2025 Schedule of Meetings

<b>January 2025</b>						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1  <b>New Year's Day (Observed)</b>  Town Offices Closed			
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	1:00 PM – CoW, Public Hearing Matter(s) with regular CoW items immediately following					
19	20	21	22	23	24	25
	1:00 PM – Council, Public Hearing Matter(s) with regular Council items immediately following					
26	27	28	29	30	31	

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

<b>February 2025</b>						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 1:00 PM – CoW, Public Hearing Matter(s) with regular CoW items immediately following	4	5	6	7	8
9	10 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	11	12	13	14	15
16	17 <b>Family Day</b> Town Offices Closed	18	19	20	21	22
23	24 1:00 PM – CoW, Public Hearing Matter(s) with regular CoW items immediately following	25	26	27	28	

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

### March 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	4	5	6	7	8
9	10 <b>March Break</b>	11 <b>March Break</b>	12 <b>March Break</b>	13 <b>March Break</b>	14 <b>March Break</b>	15
16	17 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	18	19	20	21	22
23	24 1:00 PM Council Public Hearing Matter(s) with regular Council items immediately following	25	26	27	28	29
30	31					

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

<b>April 2025</b>						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	8	9	10	11	12
13	14 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	15	16	17	18 <b>Good Friday</b> Town Offices Closed	19
20	21 <b>Easter Monday</b> Town Offices Closed	22	23	24	25	26
27	28 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	29	30			

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

<b>May 2025</b>						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 1:00 PM Council Public Hearing Matter(s) with regular Council items immediately following	6	7	8	9	10
11	12	13	14	15	16	17
18	19 <b>Victoria Day</b> Town Offices Closed	20	21	22	23	24
25	26 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	27	28	29	30	31

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

### June 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	3	4	5	6	7
8	9	10	11	12	13	14
15	16 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	17	18	19	20	21
22	23 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	24	25	26	27	28
29	30					

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council

July 2025						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1 <b>Canada Day</b> Town Offices Closed	2	3	4	5
6	7	8	9	10	11	12
13	14 Special Council (placeholder for public hearing matters only)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



## Town of Newmarket 2025 Schedule of Meetings

<b>August 2025</b>						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	<b>Civic Holiday</b> Town Offices Closed	5	6	7	8	9
10	Special Council (placeholder for public hearing matters only)	12	13	14	15	16
17	18	19	20	21	22	23
<b>AMO</b>	<b>AMO</b>	<b>AMO</b>	<b>AMO</b>			
24	25	26	27	28	29	30
31						



**September 2025**

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 <b>Labour Day</b> Town Offices Closed	2	3	4	5	6
7	8 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	9	10	11	12	13
14	15 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	16	17	18	19	20
21	22	23	24	25	26	27
28	29 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	30				

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

<b>October 2025</b>						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3	4
5	6 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	7	8	9	10	11
12	13 <b>Thanksgiving Day</b> Town Offices Closed	14	15	16	17	18
19	20 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	21	22	23	24	25
26	27 1:00 PM Council, Public Hearing Matter(s) with regular Council items immediately following	28	29	30	31	

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

### November 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3	4	5	6	7	8
9	10 1:00 PM CoW, Public Hearing Matter(s) with regular CoW items immediately following	11	12	13	14	15
16	17 1:00 PM Council Public Hearing Matter(s) with regular Council items immediately following	18	19	20	21	22
23	24	25	26	27	28	29
30						

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



## Town of Newmarket 2025 Schedule of Meetings

### December 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 1:00 PM CoW Public Hearing Matter(s) with regular CoW items immediately following	2	3	4	5	6
7	8 1:00 PM Council Public Hearing Matter(s) with regular Council items immediately following	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 <b>Christmas Day</b> Town Offices Closed	26 <b>Boxing Day</b> Town Offices Closed	27
28	29 Soft Close	30 Soft Close	31 Soft Close			

CoW – Committee of the Whole; If closed session required, held +/- 2:00 PM

CL - Council



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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## Interim Update for 2024 to the Outstanding Matters List Staff Report to Council

Report Number: 2024-52

Department(s): Legislative Services

Author(s): Emily Thomas-Hopkins, Legislative Coordinator

Meeting Date: September 9, 2024

### Recommendations

1. That the report entitled Interim Update for 2024 to the Outstanding Matters List dated September 9, 2024 be received; and,
2. That Council adopt the Outstanding Matters List (**Attachment A**); and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### Purpose

The purpose of this report is to present Council with the first semi-annual update to the Outstanding Matters List for 2024.

### Background

Staff have presenting regular updates to the Outstanding Matters List (“List”). This report presents the first semi-annual update of 2024, from a previous reporting period of quarterly updates to Council.

### Discussion

An updated List (**Attachment A**) has been provided and is presented to Council for adoption. The items included in the attachment are only items from the List which require Council decision or consideration. The chart does not depict other projects or work to which staff continue to dedicate resources. The chart does not include the Council-approved action items in Council’s Priorities. Items in the attachment are

enumerated for ease of reference for specific matters if there are questions about associated timeframes or subject matter.

## **Staff have completed 8 items on the Outstanding Matters List**

### **(1) Petition – Traffic Study on Carol Avenue**

#### **Recommendations:**

1. That the petition regarding a traffic study on Carol Avenue be received; and,
2. That staff be directed to conduct a speed and traffic calming analysis on Carol Avenue between Park Avenue and Eagle Street.

Traffic study and data collection have been completed and reporting to Council was done through [Report 2024-12](#). Outstanding construction will continue in 2024.

### **(2) Restricted Parking on Mulock Court**

#### **Recommendation:**

1. That staff be directed to review and report to Council regarding restricted parking on Mulock Court.

This item is complete and Staff reported to Council through [Report 2024-11](#) and through [By-law 2024-10](#).

### **(3) Lundy's Lane Traffic Operation Review**

#### **Recommendation:**

8. That staff be directed to review additional enhanced enforcement options on Lundy's Lane and report to Council on the same.

Staff have conducted pedestrian counts on Red Deer Street and have conducted a review in relation to no stopping or parking on Watson Avenue and have been reported to Council through [Report 2024-09](#). Staff have reviewed enhanced enforcement options on Lundy's Lane and reported to Council through [Report 2024-39](#).

#### **(4) Street Parking on Kwapis Boulevard**

**Recommendation:**

1. That staff be directed to review and report back to Council on the removal of two or three parking spots on the elbow of Kwapis Boulevard.

This item is complete and Staff reported to Council through [Report 2024-10](#).

#### **(5) Street Parking on Crossland Gate**

**Recommendation:**

1. That staff be directed to review and report to Council on additional parking spaces on Crossland Gate.

This item is complete and Staff reported to Council through [Report 2024-23](#).

#### **(6) Bollards on Keith Avenue**

**Recommendation:**

1. That staff be directed to review and report to Council on installing bollards on Keith Avenue in the Community Safety Zone Area.

Bollards have been installed on Keith Avenue as of May 2024.

#### **(7) Street parking on the east side of Church Street from Eagle Street to Timothy Street**

**Recommendation:**

1. That staff be directed to look at possible short-term parking options on the east side of Church Street from Eagle Street to Millard Street.

This item is complete and Staff reported to Council through [Report 2024-22](#) and [By-law 2024-19](#). Signs have been installed.

## **(8) Carol Avenue Traffic Review**

### **Recommendation:**

1. That subject to public consultation, staff initiate appropriate no parking measures on the west side of Carol Avenue between Park Avenue and Avenue Road.

This item is complete and Staff reported to Council through [Report 2024-12](#). Signs have been installed.

### **Conclusion**

Staff will continue to present to Council with an updated Outstanding Matters List on a semi-annually basis.

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

As this report highlights an updated Outstanding Matters List for the Corporation, this report aligns with all Council's Priorities.

### **Consultation**

Members of the Strategic Leadership Team (SLT) and Operational Leadership Team (OLT) were consulted.

### **Human Resource Considerations**

There are no human resource considerations specific to this report. However, individual projects within the List may have associated human resource impacts and any such considerations will be noted in individual reports on those matters.

### **Budget Impact**

There are no budget impacts specific to this report. However, individual projects within the List may have associated budget impacts and any such considerations will be noted in individual reports on those matters.

### **Attachments**

**Attachment A** – Outstanding Matters List

### **Approval**

Kiran Saini, Manager of Legislative Services/Deputy Clerk

Lisa Lyons, Director of Legislative Services/Town Clerk



Esther Armchuk, Commissioner, Corporate Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Jeff Payne, Commissioner, Community Services

Ian McDougall, Chief Administrative Officer

## **Contact**

For information about individual projects in **Attachment A**, please contact the responsible department Director or Commissioner.





Item	Subject Matter	Council Direction from Outstanding Items List	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
<b>Items for Council consideration</b>					
1	Skate Park Vandalism	<p><b>Meeting:</b> Council –April 3, 2023</p> <p><b>Recommendation:</b></p> <p style="padding-left: 40px;">1. That Staff report to Council on installing lighting in the skate park to prevent and reduce vandalism.</p> <p><b>Responsible Department:</b> Parks and Facility Services</p>			<p>The feasibility of lighting the amenity will be undertaken as part of the consultation and reporting process for the Parks and Recreation Capital Plan.</p> <p>Incidents of vandalism at the skate park have declined because of wraps applied to amenity surfaces, ongoing enforcement, surveillance and signage.</p> <p>This item will be merged with <b>Item 12</b> going forward.</p>
2	Proposed Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision – 600 Stonehaven Avenue	<p><b>Meeting:</b> Committee of the Whole – September 11, 2023</p> <p><b>Recommendation:</b></p> <p>9.That staff report back to Council on enhanced planting in natural areas that will soon be assumed by the Town and potential partners for program and funding sources.</p> <p><b>Responsible Department:</b> Planning and Building Services</p>	Q1 2024	Q2 2025	<p>This item and timeline are dependent on the applicant submitting the detailed engineering design drawings through the Development Coordination Committee. A submission has not been received to date.</p>

Item	Subject Matter	Council Direction from Outstanding Items List	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
<b>Items for Council consideration</b>					
3	Walpole Crescent and Lumsden Drive Parking	<p><b>Meeting:</b> December 11, 2023 – Council</p> <p><b>Recommendation:</b></p> <p>1. That Staff be directed to review and report back to Council regarding the Walpole Crescent and Lumsden Drive parking petitions.</p> <p><b>Responsible Department:</b> Engineering Services</p>	Q3, 2024	Q3, 2024	Public consultation and study to commence shortly.
4	Krista Court Parking Restrictions	<p><b>Meeting:</b> February 5, 2024 – Committee of the Whole</p> <p><b>Recommendation:</b></p> <p>1. That Staff revisit, review, and report back on parking restrictions on Krista Court to address resident concerns.</p> <p><b>Responsible Department:</b> Engineering Services</p>		Q3 2024	Report is forthcoming to Council on September 9, 2024.

Item	Subject Matter	Council Direction from Outstanding Items List	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
<b>Items for Council consideration</b>					
5	Crossland Gate Traffic Study	<p><b>Meeting:</b> February 26, 2024 – Committee of the Whole</p> <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>That Staff be directed to conduct a traffic study on the west side of Crossland Gate from Alex Doner Drive to Davis Drive.</li> </ol> <p><b>Responsible Department:</b> Engineering Services</p>		Q4 2024/Q2 2025	Traffic counts will be collected in Fall 2024.
6	Twinney Drive Parking	<p><b>Meeting:</b> April 29, 2024 – Committee of the Whole</p> <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>That Council direct Staff to review and engage with local businesses regarding parking restrictions on Twinney Drive.</li> </ol> <p><b>Responsible Department:</b> Engineering Services</p>		Q3 2024	Report to Council is forthcoming on September 9, 2024.

Item	Subject Matter	Council Direction from Outstanding Items List	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
<b>Items for Council consideration</b>					
7	Municipal Accommodation Tax – Implementation of a Program	<p><b>Meeting:</b> June 17, 2024 – Committee of the Whole</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. That a Town reserve fund be established for the municipal portion of revenues that are to be then re-invested into community and tourism-related initiatives through the annual budget process; and,</li> <li>2. That staff report back on the establishment of a Municipal Services Corporation (MSC) and other options to promote and invest in Newmarket as a tourism and overnight tourism destination; and,</li> </ol> <p><b>Responsible Department:</b> Corporate Services Commission</p>		Q3/Q4 2024	Report is forthcoming to Council.
8	Bristol Road Stop Sign	<p><b>Meeting:</b> June 17, 2024 – Committee of the Whole</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. That staff bring forward an information report on the technical merits of a stop sign at either the Bristol Road and Dorchester Street intersection or Bristol Road and Elman Crescent intersection.</li> </ol> <p><b>Responsible Department:</b> Engineering Services</p>		Q1 2025	Data collection will begin Fall 2024.

Item	Subject Matter	Council Direction from Outstanding Items List	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
<b>Items for Council consideration</b>					
9	Bolton Avenue No Stopping	<p><b>Meeting:</b> June 17, 2024 – Committee of the Whole</p> <p><b>Recommendations:</b> 1. That staff review no stopping on Bolton Avenue.</p> <p><b>Responsible Division:</b> Engineering Services</p>		Q4 2024	Public consultation will begin Fall 2024.
10	Noise By-law Amendment	<p><b>Meeting:</b> March 18, 2024 – Committee of the Whole</p> <p><b>Recommendation:</b> 1. That Staff be directed to report to Council with a permitting process for significant non-Planning Act construction by the first quarter of 2025.</p> <p><b>Responsible Division:</b> Planning and Building Services</p>		Q1 2025	Council approved a new Noise By-law on March 25, 2024 through <a href="#">By-law 2024-08</a> , a permitting process will be developed.
11	Short Term Rentals	<p><b>Meeting:</b> May 27, 2024 – Committee of the Whole</p> <p><b>Recommendation:</b> 1. That staff be directed to report to Council with options for potential zoning by-law amendments with regards to Short Term Rentals</p> <p><b>Responsible Division:</b> Planning and Building Services</p>		Q4 2024	Through <a href="#">Report 2024-32</a> , Council directed staff to report to Council with options for potential zoning By-law amendments.

Item	Subject Matter	Council Direction from Outstanding Items List	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
<b>Items for Council consideration</b>					
12	Parks and Recreation Draft Capital Plan	<p><b>Meeting:</b> June 24, 2024 – Council</p> <p><b>Recommendation (in part):</b></p> <ol style="list-style-type: none"> <li>1. That Staff undertake consultation regarding the Parks and Recreation Draft Capital Plan, as presented, with key stakeholders and user groups; and,</li> <li>2. That Staff report back with a final draft of the Parks and Recreation Capital Plan, after consultation has been undertaken, for Council review and approval;</li> </ol> <p><b>Responsible Division:</b> Recreation and Culture Services Parks and Facility Services Engineering Services</p>		Q2 2025	Stakeholder consultation is planned to start in Q4 of 2024.





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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Accessible Parking on Main Street Staff Report to Council**

Report Number: 2024-53

Department(s): Legislative Services

Author(s): John Comeau, Manager of Regulatory Services

Meeting Date: September 9, 2024

### **Recommendations**

1. That the report entitled Accessible Parking on Main Street dated September 9, 2024 be received; and,
2. That Parking By-law 2019-63 be amended to permit 3 hour parking in on-street accessible parking spaces on Main Street south of Millard Avenue (**Attachment 1**); and,
3. That Staff be directed to investigate adding 1 additional on street accessible parking space on Main Street within the Business Improvement Area; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to present recommendations by the Town's Accessibility Advisory Committee regarding on-street accessible parking spaces on Main Street.

### **Background**

On December 5<sup>th</sup>, 2022 Staff presented [Staff Report 2022-62](#) which led to the adoption of new time limits for parking on Main Street. Through this report, Council implemented a thirty minute time limit for on-street parking on the south end of Main Street from 8 AM to 5 PM Monday to Friday, and a 2 hour limit on weekday evenings and during weekends.

Since the implementation of the regulations, Regulatory Services has received feedback from residents who have accessible parking needs, that a thirty minute time limit is not sufficient. As a result of the concerns that were raised, Regulatory Services brought this item to the [Accessibility Advisory Committee](#) on July 18<sup>th</sup>, 2024 for consultation. This Report presents the Committee's recommendations.

## Discussion

### Summary of Concern

The thirty minute time limit applied to all on-street parking spaces on Main Street south of Millard Avenue is also applied to the on-street accessible parking spaces. Feedback has been provided from both residents of the community as well as the Accessibility Advisory Committee that a thirty minute time limit is not sufficient for persons with disabilities. As a result, the Accessibility Advisory Committee has recommended a three hour limit be applied specifically to these accessible parking spaces.

Staff have reviewed the matter internally and support the change in time limits. Staff are recommending that Schedule VI of the Parking By-law 2019-63 (**Attachment 1**) be amended to indicate that accessible parking spaces have a three hour limit.

### Additional Recommendation

At the July 18<sup>th</sup>, 2024 Accessibility Advisory Committee meeting, the Committee also made a recommendation to add an additional on-street accessible parking space on Main Street. Staff are seeking direction from Council to refer this matter to Staff for follow up to investigate the addition of an additional accessible parking space.

## Conclusion

Should Council choose to support the Accessibility Advisory Committee's recommendations, Staff will immediately proceed with the installation of additional signage on the accessible parking signs so that the regulation is clearly communicated to visitors of the downtown.

Additionally, Staff will investigate the recommendation of adding an on-street accessible parking space and report back to Council at a later date.

## Business Plan and Strategic Plan Linkages

This report supports Council's Priority - **Diverse, welcoming, and inclusive community**.

## Consultation

The Accessibility Advisory Committee was consulted in preparation of this Report.

## **Human Resource Considerations**

None.

## **Budget Impact**

The cost of additional signage is approximately \$400.

## **Attachments**

**Attachment 1** – Amendment to Parking By-law

## **Approval**

Kiran Saini, Acting Director, Legislative Services

Esther Armchuk, Commissioner, Corporate Services

## **Contact**

John Comeau, Manager of Regulatory Services  
jcomeau@newmarket.ca

If you require this document in an alternative format, please contact the Town of Newmarket at 905-895-5193





# Corporation of the Town of Newmarket

## By-law 2024-XX

A By-law to amend By-law 2019-63 being a By-law to regulate parking, standing, and stopping of Motor Vehicles within the Town of Newmarket.

WHEREAS Section 102 of the Municipal Act authorizes a municipal council to pass a by-law and to make regulations for the health, safety, morality and welfare of the inhabitants of the municipality in matters not specifically provided for in the Act;

AND WHEREAS Section 11 of the Municipal Act authorizes a municipal council to pass by-laws respecting to Highways, including parking and traffic on highways;

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

1. That Schedule VI of By-law 2019-63 be amended to add the highlighted section in the following row:

Main Street	East	Water Street to Millard Avenue	Monday to Friday 8:00 a.m. to 5:00 p.m.	30 minutes (3 hours for Accessible Parking Spaces)
-------------	------	--------------------------------	--	---

Enacted this 16<sup>th</sup> day of September, 2024.

---

John Taylor, Mayor

---

Lisa Lyons, Town Clerk





# Town of Newmarket

## Minutes

### Accessibility Advisory Committee

Date: Thursday, May 16, 2024  
Time: 10:30 AM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Steve Foglia, Chair  
Jeffrey Fabian  
Huma Tahir  
Kathleen Kedzierski  
Bev Moffatt  
Mitsy Jones-Bailey

Members Absent: Kelly Broome  
Steve King

Staff Present: E. Thomas-Hopkins, Legislative Coordinator

The meeting was called to order at 10:30 AM. Steve Foglia in the Chair.

#### 1. Notice

Steve Foglia advised that members of the public may view this meeting through the livestream available at [newmarket.ca/meetings](http://newmarket.ca/meetings), or attend in person at the Council Chambers at 395 Mulock Drive.

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

None.

#### 3. Conflict of Interest Declarations

None.

**4. Presentations & Deputations**

None.

**5. Approval of Minutes**

**5.1 Accessibility Advisory Committee Meeting Minutes of March 21, 2024**

Moved by: Kathleen Kedzierski

Seconded by: Jeffrey Fabian

1. That the Accessibility Advisory Committee Meeting Minutes of March 21, 2024 be approved.

**Carried**

**6. Items**

**6.1 Town of Newmarket - National AccessAbility Week Programming**

The Recreation Programmer - Inclusion & Support Services provided a verbal update regarding the Town's programming for National AccessAbility Week including adaptive sports equipment, activities, social media engagement, and participating organizations.

Moved by: Bev Moffatt

Seconded by: Kathleen Kedzierski

1. That the verbal update provided by Chiara Walsh, Recreation Programmer - Inclusion & Support Services regarding Town of Newmarket - National AccessAbility Week Programming be received.

**Carried**

**6.2 Feedback Session on Library Space Update**

Jeff Fabian provided a verbal update on Feedback Session on Library Space Update regarding the welcoming spaces focus group at the Newmarket Library including ideas from brainstorming, recommendations and suggestions.



Moved by: Bev Moffatt

Seconded by: Huma Tahir

1. That the verbal update provided by Jeff Fabian regarding Feedback Session on Library Spaces be received.

**Carried**

### **6.3 Update on MP/MPP Meeting on Main Street**

Steve Foglia provided a verbal update on MP/MPP Meeting on Main Street with the Newmarket - Aurora Member of Parliament and Newmarket - Aurora Member of Provincial Parliament regarding accessibility matters on Main Street.

Members discussed adding discussion points to the meeting agenda including specific statistics, universal design, and personal experiences.

### **6.4 Committee Checklist**

Members discussed the Committee Checklist including public spaces audits, Fairy Lake washroom project, accessible parking spaces at 395 Mulock Drive, the Mulock Park property, fire safety education session, and meeting on Main Street with the MP/MPP.

### **6.5 Accessibility for Ontarians with Disabilities Act Training**

Members worked to complete an online module regarding training on the legislation Accessibility for Ontarians with Disabilities Act (AODA). This training is free and is available to the public at <https://aoda.ca/free-online-training/>.

## **7. New Business**

### **7.1 York Region Accessibility Advisory Committee**

Steve Foglia provided a verbal update regarding a recent event with York Region's Accessibility Advisory Committee and an upcoming event to mark National AccessAbility Week.

## **8. Adjournment**

Moved by: Bev Moffatt

Seconded by: Jeffrey Fabian

1. That the meeting be adjourned at 11:36 AM.

**Carried**

---

Steven Foglia, Chair

---

Date



# Town of Newmarket

## Minutes

### Accessibility Advisory Committee

Date: Thursday, July 18, 2024  
Time: 10:30 AM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Steve Foglia, Chair  
Jeffrey Fabian  
Huma Tahir  
Kelly Broome  
Kathleen Kedzierski  
Bev Moffatt  
Mitsy Jones-Bailey

Members Absent: Steve King

Staff Present: E. Thomas-Hopkins, Legislative Coordinator  
C. Walsh, Recreation Programmer - Inclusion & Support Services

Guests: John Comeau, Manager, Regulatory Services  
Josh DeLong, Supervisor, Facilities and Maintenance

The meeting was called to order at 10:30 AM. Steve Foglia in the Chair.

#### 1. Notice

Steve Foglia advised that members of the public may view this meeting through the live stream available at [newmarket.ca/meetings](http://newmarket.ca/meetings), or attend in person at the Council Chambers at 395 Mulock Drive.

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

The Legislative Coordinator provided the following addition to the agenda:

- Item 6.1 - Council Chambers Seating

Moved by: Huma Tahir

Seconded by: Kelly Broome

1. That the additions to the agenda provided by the Legislative Coordinator be approved.

**Carried**

**3. Conflict of Interest Declarations**

None.

**4. Presentations & Deputations**

None.

**5. Approval of Minutes**

**5.1 Accessibility Advisory Committee Meeting Minutes of May 16, 2024**

Moved by: Jeffrey Fabian

Seconded by: Bev Moffatt

1. That the Accessibility Advisory Committee Meeting Minutes of May 16, 2024 be approved.

**Carried**

**6. Items**

**6.1 Main Street Accessible Parking**

John Comeau, Manager, Regulatory Services provided a verbal update regarding Main Street Accessible Parking including current accessible parking locations along Main Street and current parking time limits.

Members queried staff regarding extending parking time limits for accessible spots, time limits in other municipalities and the addition of an accessible parking space in front of 217 Main Street, Newmarket.

Moved by: Bev Moffatt

Seconded by: Jeffrey Fabian

1. That the Accessibility Advisory Committee supports the Town of Newmarket Council amending Parking By-law 2019-63 to increase the time limit from 30 minutes to three (3) hours for all accessible parking spots along Main Street.

**Carried**

Moved by: Huma Tahir

Seconded by: Bev Moffatt

1. That the Accessibility Advisory Committee supports the Town of Newmarket Council amending Parking By-law 2019-63 to add an additional accessible parking space in front of or near 217 Main Street, Newmarket.

**Carried**

## **6.2 Council Chambers Seating**

Josh DeLong, Supervisor, Facility and Maintenance provided a verbal update on the addition of accessible seating in the Council Chambers of 395 Mulock Drive.

## **6.3 Main Street Meeting Update**

Steve Foglia provided a verbal update regarding the Main Street Meeting Update including an overview of the meeting, discussions that ensued, and next steps.

## **6.4 TD Newmarket Music Series - Accessibility**

Steve Foglia provided a verbal update regarding TD Newmarket Music Series - Accessibility including attendees who use wheelchairs, parking, and how to incorporate accessibility into the event.

Councillor Broome provided an update to the Committee that she had spoken with Staff and changes had been made to increase accessibility for the remainder of the TD Music Series events.

#### **6.5 Committee Checklist**

Members discussed items on the Committee Checklist including the MP/MPP Meeting regarding Main Street, the scheduling of a visit to the Georgina Discovery Library Branch, and accessible parking spaces at 395 Mulock Drive.

#### **6.6 Accessibility for Ontarians with Disabilities Act Training**

Members completed an online module regarding training on the legislation Accessibility for Ontarians with Disabilities Act (AODA). This training is free and is available to the public at <https://aoda.ca/free-online-training/>.

### **7. New Business**

#### **7.1 Committee Vacancy**

Moved by: Jeffrey Fabian

Seconded by: Kathleen Kedzierski

1. That the Accessibility Advisory Committee declare a member vacancy.

**Carried**

### **8. Adjournment**

Moved by: Jeffrey Fabian

Seconded by: Bev Moffatt

1. That the meeting be adjourned at 11:16 AM.

**Carried**

Steven Foglia, Chair

---

Date







**Town of Newmarket**  
**Minutes**  
**Main Street District Business Improvement Area**  
**Board of Management**

Date: Wednesday, June 5, 2024  
Time: 8:30 AM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Tom Hempen, Chair  
Ken Sparks  
Dominic Pede  
Patricia Carmichael  
Sheila Stewart  
Norm Pereira  
Councillor Kwapis

Members Absent: Avi Wulfand, Vice Chair  
Allan Cockburn

Staff Present: C. Kallio, Economic Development Officer  
E. Thomas-Hopkins, Legislative Coordinator  
B. Morrow, Grant Coordinator  
D. Lowes, Business Development Specialist

The meeting was called to order at 8:36 AM. Tom Hempen in the Chair.

**1. Notice**

Tom Hempen advised that members of the public were encouraged to attend an Advisory Committee or Board Meeting by viewing the live stream available at

[newmarket.ca/meetings](http://newmarket.ca/meetings), or attending in person at the Council Chambers at 395 Mulock Drive.

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

The Legislative Coordinator Advised of the following additions:

- Presentation materials for item 4.1: Community Living Central York

Moved by: Norm Pereira

Seconded by: Patricia Carmichael

1. That the additions to the agenda be approved.

**Carried**

## **3. Conflict of Interest Declarations**

None.

## **4. Presentations & Recognitions**

### **4.1 Community Living Central York**

Andrew Fagan, Chief Executive Officer, Community Living Central York provided a presentation regarding Community Living Central York including involvement in the York Region community, community programming, integration with Main Street and community events.

Board Members queried the presenter regarding accessibility and inclusion, employment programming, ODSP, engaging businesses and volunteers.

Moved by: Norm Pereira

Seconded by: Patricia Carmichael

1. That the presentation provided by Andrew Fagan, Chief Executive Officer Community Living Central York be received.

**Carried**

## **5. Deputations**

**6. Approval of Minutes**

**6.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of May 1, 2024**

Moved by: Patricia Carmichael

Seconded by: Norm Pereira

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of May 1, 2024 be approved.

**Carried**

**7. Items**

**7.1 Sub-Committee Reports**

**7.1.1 Marketing**

None.

**7.1.2 Working Group**

None.

**7.1.3 Events**

Tom Hempen advised of the upcoming car show on Main Street and discussions with the event organizers. Ken Sparks advised that Canada Day event planning is underway including business participation, vendors, town collaboration and activations.

**7.2 Parking Update**

Councillor Kwapis provided a verbal update regarding parking including progress to the temporary gravel parking lot, demolition of the existing tennis courts, line painting of the temporary parking lot, timelines and number of spots.

**7.3 Financial Update**

The Treasurer provided a financial update regarding year-to-date spending.

**7.4 Staff Update**

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

The Economic Development Officer provided a verbal update regarding the Financial Incentive Program including working with existing applicants and preparing for the upcoming summer season.

### **8. New Business**

#### **8.1 Digital Main Street Grant**

Ken Sparks queried staff regarding upcoming Digital Main Street grants. Staff will review possible grants.

#### **8.2 Social Media**

Ken Sparks advised on the need for a new dedicated person to work on the Business Improvement Area's social media. Councillor Kwapis advised on the need for updated information on the website.

#### **8.3 New Economic Development Position**

The Economic Development Officer advised on the addition of a new position, Economic Development Coordinator, that will support the economic development of the Town including marketing programs and downtown development.

#### **8.4 BIA Board Vacancy**

Tom Hempen advised of a new vacancy on the Main Street District Business Improvement Area Board of Management and that interested and qualified applicants are asked to email [clerks@newmarket.ca](mailto:clerks@newmarket.ca).

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

The Board did not resolve into Closed Session.

### **10. Adjournment**

Moved by: Patricia Carmichael

Seconded by: Norm Pereira

1. That the meeting be adjourned at 9:06 AM.

**Carried**

---

Tom Hemen, Chair

---

Date





# Town of Newmarket

## Minutes

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

Date: Wednesday, July 3, 2024  
Time: 8:30 AM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Tom Hemen, Chair  
Allan Cockburn  
Ken Sparks  
Dominic Pede  
Patricia Carmichael  
Sheila Stewart  
Norm Pereira  
Councillor Kwapis

Members Absent: Avi Wulfand, Vice Chair

Staff Present: E. Thomas-Hopkins, Legislative Coordinator  
B. Morrow, Grant Coordinator  
D. Lowes, Business Development Specialist

The meeting was called to order at 8:30 AM. Tom Hemen in the Chair.

#### 1. Notice

Tom Hemen advised that members of the public were encouraged to attend an Advisory Committee or Board Meeting by viewing the live stream available at [newmarket.ca/meetings](http://newmarket.ca/meetings), or attending in person at the Council Chambers at 395 Mulock Drive.

## 2. Additions and Corrections to the Agenda

The Legislative Coordinator provided the following additions to the agenda:

- Presentation material for item 5.1 - deputation from Lawrence Moule regarding After Hours Big Band; and,
- Closed Session item 8.1 - Board Vacancy
  - Regarding Personal matters about an identifiable individual, including municipal or local board employees as per Section 239(2)(b) of the Municipal Act, 2001.

Moved by: Norm Pereira

Seconded by: Patricia Carmichael

1. That the additions to the agenda be approved.

**Carried**

## 3. Conflict of Interest Declarations

None.

## 4. Presentations & Recognitions

None.

## 5. Deputations

### 5.1 After Hours Big Band

Lawrence Moule provided a deputation regarding After Hours Big Band including an overview of the upcoming event, past event support and community involvement.

Moved by: Norm Pereira

Seconded by: Patricia Carmichael

1. That the deputation provided by Lawrence Moule regarding the After Hours Big Band be received.

**Carried**



Moved by: Norm Pereira

Seconded by: Dominic Pede

1. That the Main Street District Business Improvement Area Board of Management authorize a donation of \$120 to the After Hours Big Band for the "The Great Crooners" event on October 26, 2024.

**Carried**

## **6. Approval of Minutes**

### **6.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of June 5, 2024**

Moved by: Norm Pereira

Seconded by: Dominic Pede

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of June 5, 2024 be approved.

**Carried**

## **7. Items**

### **7.1 Sub-Committee Reports**

#### **7.1.1 Marketing**

None.

#### **7.1.2 Working Group**

None.

#### **7.1.3 Events**

Ken Sparks provided a verbal update regarding the recent Canada Day event on Main Street including number of vendors and business revenue.

### **7.2 Parking Update**

Tom Hempen provided a verbal update regarding parking including a recent meeting with staff, making the public aware of parking in the downtown, usage of bollards and parking signage, and parking on the east side of Church Street.

Councillor Kwapis discussed parking over the Canada Day weekend.

### **7.3 Financial Update**

The Treasurer provided a verbal update regarding year-to-date spending of the Board.

### **7.4 Staff Update**

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

The Business Development Specialist provided a verbal update regarding the Financial Incentive Program Staff Working Group including that staff continue to manage applications as received. The Business Development Specialist provided a verbal update regarding the BIA Park and Walk project including the number of participants and revenue generated and spent in the Business Improvement Area.

## **8. Closed Session**

Main Street District Business Improvement Area Board of Management resolved into Closed Session at 8:55 AM.

Main Street District Business Improvement Area Board of Management (Closed Session) minutes are recorded under separate cover.

Main Street District Business Improvement Area Board of Management resumed into Open Session at 9:06 AM.

Moved by: Norm Pereira

Seconded by: Patricia Carmichael

1. That the Main Street District Business Improvement Area Board of Management resolve into Closed Session to discuss the following matter:
  - a. Personal matters about an identifiable individual, including municipal or local board employees as per Section 239(2)(b) of the Municipal Act, 2001.

**Carried**

**8.1 Board Vacancy**

**9. New Business**

**9.1 Board Appointment**

Tom Hempen advised that Board recommends that Council appoint Mike D'Angela to the Main Street District Business Improvement Area Board of Management.

Moved by: Norm Pereira

Seconded by: Dominic Pedo

1. The Main Street District Business Improvement Area Board of Management recommends that Council appoint Mike D'Angela to the Main Street District Business Improvement Area Board of Management.

**Carried**

**9.2 Digital Main Street Grant Program**

The Grant Coordinator provided a verbal update regarding the Digital Main Street Grant Program including currently available grants and an upcoming grant called the My Main Street Grant.

**9.3 Central Counties Tourism**

The Chair requested Central Counties Tourism be invited to an upcoming Board Meeting.

**10. Adjournment**

Moved by: Norm Pereira

Seconded by: Allan Cockburn

1. That the meeting be adjourned at 9:10 AM.

**Carried**

---

Tom Hemen, Chair

---

Date



**Town of Newmarket - Heritage  
Newmarket Advisory Committee  
Extract**

**Title:** Nomination of the Postmark Hotel for the Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation

**Date:** August 20, 2024

---

**Moved by:** Pamela Vega

**Seconded by:** Dan MacPherson

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

1. That Heritage Newmarket recommend the Postmark Hotel, located at 180 Main Street South, be nominated for the Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation; and,
2. **That Members of the Heritage Newmarket Advisory Committee will compile and submit the application.**

**Carried**





# Town of Newmarket

## Minutes

### Heritage Newmarket Advisory Committee

Date: Tuesday, March 19, 2024  
Time: 6:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Elaine Adam, Chair  
Councillor Bisanz  
Julian Antonini  
Joshua Campbell, Vice Chair  
Rob Shaw  
Pamela Vega

Members Absent: Dan MacPherson

Staff Present: S. Granat, Legislative Coordinator  
A. Cammaert, Acting Manager, Planning Services  
U. Mahmood, Planner COA & Cultural Heritage

The meeting was called to order at 6:03 PM.  
Elaine Adam in the Chair.

#### 1. Notice

Elaine Adam advised that the Municipal Offices were open to the public, and that members of the public could attend this meeting in person at 395 Mulock Drive, Newmarket or view the live stream available at [Newmarket.ca/meetings](http://Newmarket.ca/meetings).

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

None.

**3. Conflict of Interest Declarations**

None.

**4. Presentations & Deputations**

None.

**5. Approval of Minutes**

**5.1 Heritage Newmarket Advisory Committee meeting minutes of November 21, 2023**

Moved by: Julian Antonini

Seconded by: Joshua Campbell

1. That the Heritage Newmarket Advisory Committee meeting minutes of November 21, 2023 be approved.

**Carried**

**6. Correspondence**

None.

**7. Items**

**7.1 Bill 23 – Municipal Review of the Town’s List of Non-designated Heritage Properties**

The Planner, Committee of Adjustment and Cultural Heritage provided a verbal update on Bill 23 - Municipal Review of the Town's List of Non-designated Heritage Properties including background on Bill 23, provincial requirements, background analysis by Town consultants, and prioritization levels. The Manager of Planning Services provided comments including background on the Town's work, and the Advisory Committee's options.

Members of the Committee queried staff regarding the number of properties in each priority level, next steps and timelines; de-prioritization of 332 Rannie Road and properties with stable use including the Pickering College property, St. Andrew's Presbyterian Church, Davis Leather Factory, and Southlake Hospital; and the potential inclusion of 371 Davis Drive, Mary Ann Thompson House, and 1075 Gorham Street.



Members of the Committee discussed staff's ability to make changes to the non-designated Heritage list.

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

Moved by: Pamela Vega

Seconded by: Joshua Campbell

1. That the Heritage Newmarket Advisory Committee supports further evaluation of the Cultural Heritage Value or Interest (CHVI) of the 53 Priority Properties; and,
2. That the Heritage Newmarket Advisory Committee recommends that the 53 Priority Properties **that meet provincial criteria** are worthy candidates for pursuing designation.

**Carried**

## **7.2 Heritage Register Motion**

Chair Adam provided a verbal summary of the Heritage Register Motion including background on the Architectural Conservancy of Ontario. The Manager of Planning Services provided background on the Town's work and meeting Provincial timelines.

Members of the Heritage Advisory Committee queried staff regarding resources needed to meet Provincial timelines and implications of Bill 23.

Members of the Heritage Advisory Committee discussed sending the resolution.

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

Moved by: Joshua Campbell

Seconded by: Councillor Bisanz

Whereas Subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and,

Whereas since January 1, 2023, Town staff have been working diligently with the Town's Heritage Consultant to review the municipal heritage register; review and research non-designated properties; contact owners of identified priority properties; and determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and,

Whereas the above-noted work involving 367 listed properties in the Town of Newmarket **is challenging to complete by January 1, 2025 given the depth of study and multitude of steps involved in the process.**

Therefore be it resolved:

1. That the Heritage Newmarket Advisory Committee requests that the Council of the Town of Newmarket sends a copy of this motion to the Premier, and Minister of Citizenship and Multiculturalism to request that subsection 27(16) of the Ontario Heritage Act be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030.

**Carried**

## **8. Committee Reports**

### **8.1 Elman W. Campbell Museum Board**

None.

### **8.2 Lower Main Street South Heritage Conservation District Advisory Group**

None.

## **9. New Business**

None.

## **10. Adjournment**

Moved by: Pamela Vega

Seconded by: Joshua Campbell

1. That the meeting be adjourned at 6:54 PM.

**Carried**

---

Chair

---

Date





# Town of Newmarket

## Minutes

### Heritage Newmarket Advisory Committee

Date: Tuesday, June 18, 2024  
Time: 7:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Elaine Adam, Chair  
Councillor Bisanz  
Julian Antonini  
Joshua Campbell, Vice Chair  
Rob Shaw  
Pamela Vega

Members Absent: Dan MacPherson

Staff Present: A. Cammaert, Acting Manager, Planning Services  
S. Granat, Legislative Coordinator  
U. Mahmood, Planner COA & Cultural Heritage

Meeting was called to order at 7:00 PM  
Elaine Adam in the Chair.

#### 1. Notice

Elaine Adam advised that members of the public were encouraged to attend an electronic Advisory Committee or Board Meeting by joining through the ZOOM information provided with the agenda.

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

None.

**3. Conflict of Interest Declarations**

None.

**4. Presentations & Deputations**

None.

**5. Approval of Minutes**

**5.1 Heritage Newmarket Advisory Committee meeting minutes of March 19, 2024**

Moved by: Pamela Vega

Seconded by: Joshua Campbell

1. That the Heritage Newmarket Advisory Committee meeting minutes of March 19, 2024 be approved.

**Carried**

**6. Items**

**6.1 Newmarket's Potential Bid for an Ontario Heritage Conference in 2026/2027**

The Planner, Committee of Adjustment and Cultural Heritage provided an update regarding Newmarket's Potential Bid for an Ontario Heritage Conference in 2026/2027 including event size, an organizing committee, event duration, event scope, and interest for serving on a potential Task Force.

Members of the Advisory Committee discussed the value of the conference, and communicating with the Historical Society and Museum.

Members of the Advisory Committee queried regarding the expectations of serving on an organizing committee and past conference agendas.

Members of the Advisory Committee asked that Umar circulate additional information to the Committee.

**6.2 New Heritage Plaque Request - 301 Court Street**

The Planner Committee of Adjustment and Cultural Heritage provided a verbal brief regarding New Heritage Plaque Request - 301 Court Street

including background on the request, rationale for the request, and staff comments.

Moved by: Pamela Vega

Seconded by: Julian Antonini

1. That Heritage Newmarket Advisory Committee recommends that the request for the plaque be denied, however if information that the property is tied to a significant local person or event the property owner can come forward requesting a plaque at that time.

**Carried**

### **6.3 New Heritage Plaque Request - 387 Ontario Street**

The Planner Committee of Adjustment and Cultural Heritage provided a verbal briefing regarding New Heritage Plaque Request - 387 Ontario Street including the date of construction, background, historical neighbouring properties, staff comments, name of plaque, and occupation.

Moved by: Joshua Campbell

Seconded by: Councillor Bisanz

1. That the new Heritage Plaque request at 387 Ontario Street be approved.

**Carried**

### **6.4 Non-designated Heritage Properties Update**

The Legislative Coordinator provided an update regarding the Non-designated Heritage Properties update, previous committee motion, Newmarket Council actions and correspondence sent to the Province

The Planner Committee of Adjustment and Cultural Heritage provided an update on Bill 200 Homeowner Protection Act, 2024 including a timeline extension.

Members of the Advisory Committee queried Staff regarding property owner concerns regarding Heritage designation, homeowner

communication, circulating communications to Members of the Advisory Committee, the Town's timeline given the new provincial timelines, non-priority properties, alternations to Heritage designated properties.

Members of the Advisory Committee discussed Bill 200, Homeowner Protection Act, 2024.

**7. Committee Reports**

**7.1 Elman W. Campbell Museum Board**

Elaine Adam shared a statement from Dan MacPherson regarding the Elman W. Campbell including a recent tour of the Museum.

Members of the Advisory Committee discussed requesting a tour of the Museum, history of the Museum.

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

Elaine Adam provided correspondence on behalf of Dan MacPherson regarding the Lower Main Street South Heritage Conservation District Advisory Group update including denial for signage for a property at the corner of Timothy and Main Street South.

**8. New Business**

**9. Adjournment**

Moved by: Councillor Bisanz

Seconded by: Joshua Campbell

1. That the meeting be adjourned at 7:37 PM.

**Carried**

---

Chair

---



Date





# Town of Newmarket

## Minutes

### Audit Committee

Date: Thursday, November 2, 2023  
Time: 9:00 AM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Councillor Woodhouse  
Dennis Dai  
Scott Fitzpatrick  
Sabina Fjodorova

Members Absent: Councillor Simon  
Councillor Twinney

Staff Present: I. McDougall, Chief Administrative Officer  
E. Armchuk, Commissioner of Corporate Services  
A. Tang, Manager of Finance & Accounting/Deputy Treasurer  
K. Saini, Deputy Clerk  
S. Granat, Legislative Coordinator

The meeting was called to order at 9:01 AM  
Councillor Woodhouse in the Chair

#### 1. Notice

Councillor Woodhouse advised that members of the public can attend an Advisory Committee or Board Meeting by attending in person in Council Chambers at 395 Mulock Drive or watching the live stream at [newmarket.ca/meetings](http://newmarket.ca/meetings)

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

The Legislative Coordinator advised that item 4.1 Audit Committee Meeting Minutes of June 20, 2023 has been amended to correct attendance for the meeting.

**3. Conflict of Interest Declarations**

None.

**4. Approval of Minutes**

**4.1 Audit Committee Meeting Minutes of June 20, 2023**

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

Moved by: Scott Fitzpatrick

Seconded by: Dennis Dai

1. That the Audit Committee Meeting Minutes of June 20, 2023 be approved, **as amended**.

**Carried**

**5. Items**

**5.1 Audit Planning Report for the Year Ended December 31, 2023**

Kevin Travers, Lead Audit Engagement Partner at KPMG provided a presentation on the Audit Planning Report for the Year Ended December 31, 2023 regarding: initial materials, updates to program and audit plan, involvement of others, risk assessment strategy and significant risks, other risks of misstatement, key milestones and deliverables.

Members of the Committee queried the presenter regarding asset replacement obligation liability.

Moved by: Scott Fitzpatrick

Seconded by: Dennis Dai

1. That the presentation by Kevin Travers, Lead Audit Engagement Partner regarding the Audit Planning Report for the Year Ended December 31, 2023 be received.

**Carried**

## **5.2 Status Update on Public Sector Accounting Standard Changes**

The Deputy Treasurer and Manager of Financial and Accounting Services provided an introduction to the Status Update on Public Sector Accounting Standard Changes memorandum.

Members of the Committee queried Staff regarding previous Staff work regarding accounting standards for buildings, and whether this is a significant change for Staff.

Moved by: Scott Fitzpatrick

Seconded by: Sabina Fjodorova

1. That the memorandum entitled Status Update on Public Sector Accounting Standard Changes dated November 2, 2023 be received.

**Carried**

## **6. New Business**

### **6.1 Appointment of Chair and Vice Chair**

Dennis Dai discussed adding the appointment of Chair and Vice Chair to the next meeting's agenda.

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

The Audit Committee did not resolve into Closed Session.

## **8. Adjournment**

Moved by: Scott Fitzpatrick

Seconded by: Dennis Dai

1. That the meeting be adjourned at 9:32 AM.

**Carried**

---

Michael Tambosso, Chair

---

Date



# Newmarket Public Library Board

## Minutes

Date: Wednesday, May 15, 2024  
Time: 5:45 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

Members Present: Kelly Broome, Vice Chair  
Victor Woodhouse  
Trevor Morrison  
Beth Stevenson

Members Absent: Darryl Gray, Chair  
Neila Poscente  
Rex Taylor

Staff Present: Tracy Munusami, CEO  
Lianne Bond, Administrative Coordinator  
Biagio Rachiele, Manager, Library Operations  
Jennifer Leveridge, Manager, Library Services

Guests: Kathryn Richardson, Outreach Services Associate

### 1. Call to Order

In the absence of the Chair, the Vice Chair called the meeting to order at 5:56 pm.

### 2. Adoption of Agenda Items

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

Two additional items were added under Newmarket Business.

**Motion 24-05-96**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** items 2.1 to 2.3 as amended.

**Carried**

**3. Declarations**

None were declared.

**4. Presentation - Visiting Library Services**

Newmarket Library's Outreach Services Associate spoke to the Library Board on the Library's Visiting Library Service. The service provides homebound services for those unable to come into the Library. The Outreach Services Associate also actively promotes Library services out in the community.

**Motion 2024-05-97**

**Moved by** Beth Stevenson

**Seconded by** Victor Woodhouse

**That** the Library Board receive the presentation on Visiting Library Services

**Carried**

**5. Consent Agenda Items**

5.1 Adoption of the regular Board meeting minutes for Wednesday, April 17, 2024

5.2 Strategic Operations Report for April, 2024

5.3 First Quarter Financial Statement

**Motion 2024-05-98**

**Moved by** Victor Woodhouse

**Seconded by** Trevor Morrison

**That** items 5.1 to 5.3 be approved and adopted as presented.



**Carried**

**6. Reports**

**6.1 Monday Operating Hours**

The Monday Operating Hours report proposes the development of a phased in approach to pilot opening on Mondays. The pilot program will gradually assess community needs and staff concerns. By implementing a phased in approach, data can be gathered to support full-day operating hours on Mondays.

**Motion 2025-05-99**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** the Library Board receive the Monday Operation Hours report for information.

**Carried**

**6.2 Anything and Everywhere: Book Vending Machines**

To continue the Library's collaboration with the Town of Newmarket to extend library services, the Board's support is sought to approve funding for the purchase of book vending machines. The Library's surplus in 2023 would be used to fund the purchase of the machines. The Board supported the idea of providing book vending machines at Town facilities and also discussed the potential for sponsorship to support further placement in the community.

**Motion 2024-05-100**

**Moved by** Beth Stevenson

**Seconded by** Victor Woodhouse

**That** the Library Board receive the report on Anything and Everywhere Book Vending Machines;

**And That** the Library Board approve the transfer of surplus funds up to \$95,000 from 2023 to be used for the purchase of Book Vending Machines.

**Carried**

**7. Business Arising**

7.1 Library Board Action List

The Library Board reviewed the Action List.

**Motion 2024-05-101**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

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

**Carried**

**8. New Business**

8.1 Newmarket Library Pride Branding

The Library has had branding created to celebrate and support Pride month. The logo has been recreated with pride colours and 'Never Follow' as the tag line. The pride branding will be used to promote LGBTQ+ programs and events during Pride month.

**Motion 2024-05-102**

**Moved by** Beth Stevenson

**Seconded by** Victor Woodhouse

**That** the Library Board approve the Newmarket Library Pride Branding as presented.

**Carried**

8.2 Fundraising and Sponsorship Sub Committee

The Library Board discussed the creation of a Fund Development Committee to further explore sponsorship opportunities within the community.

**Motion 24-05-103**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** the Library Board create a Fund Development Committee to support further sponsorship opportunities within the Community.

**Carried**

8.3 Story Walks

The Library has set up a StoryWalk® Etty and the Four Pebble Problem by Lauren Soloy, at Woodland Hills Labyrinth Park and Afro, No! by Amaya James at Paul Semple Park. Both can be enjoyed from May to September.

The Fairy Trail StoryWalk® and Fundraising Costume parade featuring the book by Robert Munch - the Paperbag Princess, is being held on June 9th starting at Fairy Lake Park Amphitheatre.

**9. Closed Session (if required)**

**10. Dates of Future Meetings**

10.1 The next regular Library Board meeting is scheduled for Wednesday, June 19, 2024 at 5:45 pm in the Library Board room

**11. Adjournment**

**That** there being no further business, the meeting adjourned at 6:55 pm.

---

Kelly Broome, Vice Chair

---

Tracy Munusami, Secretary/Treasurer