

Additions & Corrections to the Agenda

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

Declarations of Pecuniary Interest

Presentations & Recognitions

Deputations

Consent Items (Items # 1 to 8)

1. Corporate Services Report - Financial Services 2017-01 dated January 16, 2017 p. 1 regarding the 2017 Interim Tax Billing and By-law.

The Commissioner of Corporate Services and the Director of Financial Services/Treasurer recommend:

a) THAT Corporate Services Report - Financial Services 2017-01 dated January 16, 2017 regarding the 2017 Interim Tax Levy be received and the following recommendation be adopted:

i) THAT Council enacts a By-law (attached hereto as Appendix A) for the levy and collection of the 2017 Interim Taxes.

2. Development and Infrastructure Services Commissioner Report 2017-01 dated January 4, 2017 regarding Asset Management Strategy. p. 68

The Commissioner of Development and Infrastructure Services and the Business Performance Coordinator recommend:

a) THAT Development and Infrastructure Services Commissioner Report 2017-01 dated January 4, 2017 regarding Asset Management be received and the following recommendation be adopted:

i) THAT Council adopt the Asset Management Strategy (see link provided on Page 4 of report).

3. Newmarket Public Library Board Minutes of September 7, 2016.

p. 72

The Newmarket Public Library Board recommends:

a) THAT the Newmarket Public Library Board Minutes of September 7, 2016 be received.

4. Heritage Newmarket Advisory Committee Minutes of October 11, October 25 p. 78 and November 1, 2016.

The Heritage Newmarket Advisory Committee recommends:

a) THAT the Heritage Newmarket Advisory Committee Minutes of October 11, October 25 and November 1, 2016 be received.

5. Newmarket Environmental Advisory Committee Minutes of September 7, 2016. p. 93

The Newmarket Environmental Advisory Committee recommends:

a) THAT the Newmarket Environmental Advisory Committee Minutes of September 7, 2016 be received.

6. Central York Fire Services - Joint Council Committee Minutes of October 4, 2016. p. 96

The Central York Fire Services - Joint Council Committee Minutes of October 4, 2016 be received.

7. Correspondence dated December 1, 2016 from Ms. Lynn Dollin, President - Association of Municipalities of Ontario regarding Federal Infrastructure Phase 2 Incrementality Resolution. p. 100

Recommendation:

a) THAT the correspondence dated December 1, 2016 from Ms. Lynn Dollin, President - Association of Municipalities of Ontario regarding Federal Infrastructure Phase 2 Incrementality Resolution be received.

8. List of Outstanding Matters. p. 103

Recommendation:

a) THAT the List of Outstanding Matters be received.

Action Items

Reports by Regional Representatives

Notices of Motion

Motions

Closed Session (if required)

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

9. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality as per Section 239 (2) (e) of the Municipal Act, 2001 and advice that is subject to solicitor-client privilege, including communications necessary for that purpose as per Section 239 (2) (f) of the Municipal Act, 2001.

Corporate Services (Legal Services) (Closed Session) Report 2017-01 dated January 10, 2017 regarding an Appeal to the Ontario Municipal Board - Ward 1.

New Business

Public Hearing Matters

None

Addendum (Additions and Corrections)

Adjournment



CORPORATE SERVICES COMMISSION
Financial Services

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

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

January 16, 2017

CORPORATE SERVICES REPORT – FINANCIAL SERVICES – 2017-01

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: 2017 Interim Tax Billing and Bylaw

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATION:

THAT Corporate Services Report - Financial Services – 2017-01, dated January 16, 2017, regarding the 2017 Interim Tax Levy be received and the following recommendation be adopted:

- i. **THAT Council enacts a by-law (attached hereto as Appendix A) for the levy and collection of the 2017 Interim Taxes.**

COMMENTS:

Purpose

The purpose of this report is to enable billing and collection of the 2017 Interim Tax Levy.

Budget Impact

The Town's portion of the Interim Tax Levy will be approximately \$28,270,000.

Summary

With approval of the 2017 Interim Tax Levy bylaw and the processing of the tax bills, the Town will have the funds required to meet municipal service obligations. The 2017 due dates will be February 23rd, March 28th and April 25th for all property taxpayers.

Background

Interim Levy

The *Municipal Act, 2001*, s.317 provides municipalities with the authority to levy interim taxes in an amount not to exceed 50% of the prior year's taxes, other than in cases where an assessment was on the roll for only part of the year. In these cases, the prior year levy is annualized for the purpose of the current year interim levy.

The interim levy will be payable in three relatively equal installments that will be due on February 23rd, March 28th and April 25th.

Once the Town finalizes and approves our 2017 budget, the Region of York finalizes their tax rates and the Province of Ontario sets the 2017 education tax rates, the final tax property tax bills will be issued and the amount of this interim billing will be deducted from the total levied for the year.

Final/Future Tax Levies

The final tax bills are generally issued in June for the residential taxpayers, with three relatively equal installments due in July, August and September. Commercial and Industrial final property tax bills are generally issued in August with two installments due in September and October. Following the final tax bills, there are 2 or 3 additional billings issued later in the year for any Supplementary or Omitted Assessments issued by the Municipal Property Assessment Corporation (MPAC).

Re-assessment

As Council will recall from Financial Services Information Report 2016-22 (copy attached) and a delegation from MPAC on May 30th, 2016, MPAC prepared and issued updated property assessment notices for every property in Ontario during 2016. The market trends for Newmarket show that residential property owners will see an average assessment increase of approximately 9.8% over their 2016 value. The assessed value of a typical residential home in Newmarket is \$655,000 and the assessed value of a typical condominium is \$349,000. The new increased values will be used for property tax calculations in 2017, however, as previously advised, **an increase in property assessment does not necessarily mean an increase in property taxes.** The tax rate is reset to a revenue neutral position based on the average assessment increase prior to any budgetary increases for the Town, the Region or Education.

Bundled Tax Rates

For many years, the Town has shown the residential tax rates on the tax bill in separate bundles for Bylaw & Licensing Services, Community Programs, Fire/Emergency Services, Facilities/Parks, Library, Planning/Development Services, Roads/Bridges/Sidewalks and Solid Waste Management. Some residents have found this confusing and it is possible that new Stormwater Management rate may aggravate this. As a result, starting in 2017, these bundles will be removed

from the actual property tax bill and the detail will be provided in the annual flyer that is enclosed and sent to each property owner that receives a tax bill. The flyer is also available on our website as many residents do not receive an actual tax bill when their taxes are paid through alternate methods such as pre-authorized plans or mortgage companies.

Removing the bundles from the tax rates will eliminate some issues currently being experienced with our property tax billing system and will ensure that every resident receives a clear, transparent and accurate tax bill. A survey of our neighbouring municipalities indicates that they are all using an updated annual flyer for the purpose of explaining how municipal tax dollars are spent each year.

Stormwater Management User Fee

2017 will see the implementation of the new stormwater management user fee. This fee will be shown on the final property tax bill only, and not on this interim tax bill. This will allow us to provide the residents with a tool they can use to see the overall impact of this user fee against their final property taxes. Including a portion of the stormwater fee on the interim bill, in its introductory year, would reduce the transparency of this change.

Late Payment Charges (Penalty and Interest)

Under the provisions of the *Municipal Act, 2001*, s.345 a municipality may impose late payment charges for the non-payment of taxes or any installment by the due date. Penalty, in an amount not to exceed 1.25% of the taxes due, is charged for all installments not paid by the due date. Interest in the same amount is charged each future month in which default continues. These amounts are the maximum allowed under the Act. A previous by-law was passed authorizing these changes and it remains in effect from year to year until repealed.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

A review of the property tax bills for other York area municipalities was completed to determine that bundled rates are not in use elsewhere.

HUMAN RESOURCE CONSIDERATIONS

Not applicable to this report

BUDGET IMPACT

Operating Budget

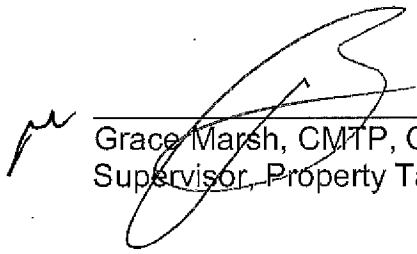
The interim levy provides financing for the Town's 2017 operations.

Capital Budget

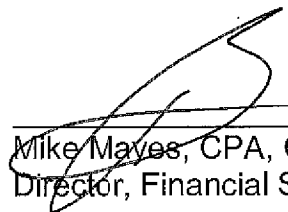
No impact.

CONTACT


For more information on this report, contact: Grace Marsh at 905-953-5300, ext. 2143 or via e-mail at gmarsh@newmarket.ca



Grace Marsh, CMTP, CMMIII, Paralegal
Supervisor, Property Tax & Assessment



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



Esther Armchuk, LL.B.
Commissioner, Corporate Services

GM/ne
Attachments:

- a) Interim Tax Levy By-law Number 2017-XX
- b) Financial Services Information Report 2016-22, May 24, 2016



CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NUMBER 2017-xx

WHEREAS the Council of the Corporation of the Town of Newmarket wishes to impose an interim levy as authorized by the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended:

AND WHEREAS section 317 of the *Municipal Act, 2001*, authorizes a council to pass by-laws for the payment of taxes by installments and the date or dates in the year for which the taxes are imposed on which the taxes or installments are due;

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

1. THAT the Council of the Corporation of the Town of Newmarket is hereby authorized to levy in 2017 an amount equal to fifty percent (50%) of the prior year annualized taxes on property that is rateable for local municipality purposes;
2. AND THAT taxes may be levied under this by-law on a property that is rateable for local municipality purposes for the current tax year, but which was not rateable for local municipality purposes for the prior tax year, including assessment of property that is added to the assessment roll after the by-law is passed;
3. AND THAT the Treasurer of the Corporation of the Town of Newmarket shall send to each person, or their designated financial institution so taxed, a bill specifying the amounts and due dates of taxes payable by the taxpayer;
4. AND THAT the Treasurer of the Corporation of the Town of Newmarket shall send the tax bill to the taxpayer's residence or place of business unless the taxpayer directs the Treasurer, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the taxpayer in writing;
5. AND THAT the realty taxes levied by this by-law shall be due and payable in installments on February 23, 2017, March 28, 2017 and April 25, 2017 and be paid to the Treasurer, Town of Newmarket at the Municipal Offices, 395 Mulock Drive, Newmarket or to a financial institution to the credit of the Treasurer, Town of Newmarket;
6. AND THAT Council directs that all payments, including partial payments, shall be applied to accounts on a consistent basis;
7. AND THAT this by-law shall come into effect January 1, 2017.

ENACTED THIS DAY OF

Tony Van Bynen, Mayor

, Town Clerk


INFORMATION REPORT

Financial Services
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.953-5300 ext. 2102

May 24, 2016

CORPORATE SERVICES INFORMATION REPORT – FINANCIAL SERVICES 2016-22

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: 2017 Province Wide Reassessment – MPAC Delegation

ORIGIN: Supervisor, Property Tax & Assessment

In accordance with the Procedure By-law, any Member of Council may make a request to the Town Clerk that this Information Report be placed on an upcoming Committee of the Whole agenda for discussion.

COMMENTS

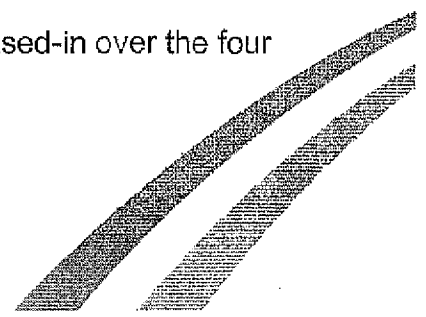
This report has been prepared in order to provide Council with background and additional information in advance of the Municipal Property Assessment Corporation (MPAC) delegation to Committee of the Whole, May 30, 2016.

During 2016 MPAC is preparing updated property assessments for taxation purposes for every property in Ontario. Since the introduction of Current Value Assessment (CVA) in the Province of Ontario in 1998, there have been seven province wide reassessments, the most recent being in 2012 where a base date of January 1, 2012 was used for property taxation for 2013, 2014, 2015 and 2016.

The base date (also known as the valuation date) is the point in time at which MPAC establishes the assessed value and the classification of each property. The current value assessment represents what a property could have reasonably sold for, if purchased by a willing buyer from a willing seller on January 1, 2016.

The value established will be used for taxation for 2017, 2018, 2019 and 2020. Given the strong real estate market, it is expected there will be significant increases, particularly in the residential sector. Preliminary estimates for the first year alone are an average increase in value of 9.8%, and approximately 40% over the four year period.

In order to provide an additional level of tax stability, the increases are phased-in over the four taxation years as detailed in the table below:



The property's value on January 1, 2012		\$450,000	
The property's value on January 1, 2016		\$630,000	
Over the four year period, the property value changed by		+ \$180,000	
Assuming property characteristics stay the same, the property assessment will increase by \$45,000 each year			
2017	2018	2019	2020
\$495,000	\$540,000	\$585,000	\$630,000

Any property that may experience a decrease is provided with the relief immediately as it is not phased-in. This scenario is more likely to occur in the commercial or Industrial sector as detailed in the table below;

The property's value on January 1, 2012	\$2,000,000		
The property's value on January 1, 2016	\$1,800,000		
Over the four year period, the property value changed by	\$200,000		
Assuming property characteristics stay the same, the property assessment will be consistent for the four years.			
2017	2018	2019	2020
\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000

Property Taxes

It is important to note that **an increase in property assessment does not necessarily mean an increase in property taxes**. Every year when the new property assessments are received, the tax rate is reset to a revenue neutral position based on the average assessment increase.

Property tax increases are only experienced by an individual property when;

1. The Town, Region of York or the Province (for the School Boards) increase the annual budget (referred to as a budgetary increase).
2. An individual property assessment increases by more than the Town average in their class (referred to as an assessment related increase).
3. And to a lesser degree, commercial and/or industrial property assessments increase at a lower rate than residential, causing a shift of tax burden to the residential class as a whole (referred to as a tax shift increase).

Mailing Schedule

Notices for property owners in the Town of Newmarket, along with the rest of York Region are scheduled to be issued on June 13th, 2016. This timing is significant because:

1. This is the same time frame when our final tax bills for 2016 have traditionally been sent and are expected by the residents. 2016 tax bills must be sent prior to the start of the summer period so that arrangements can be made for the July, August and September due

dates, however, we anticipate this may cause some confusion for property owners to be receiving both of these important documents at the same time.

2. Traditionally property owners would have until March 31st of the tax year to request a formal reconsideration (RfR) of their value, however in 2016 only, the deadline to request that review will be 120 days from the issue date of the notice to request a review. That date is October 11, 2016. After that, there will be no opportunity to dispute the value for 2017 taxation.

We strongly recommend that anyone who does wish to dispute their value, do it immediately upon receipt of their notice, and not wait the 120 days allowed. It is expected that MPAC will have a large number of RfR's given that the entire Province has been reassessed and the sooner it is reviewed and corrected (if required) the chances are better that the 2017 assessment roll can be amended prior to the municipality receiving the final version. This benefits both the Town and the taxpayer.

Town of Newmarket Communications

The Financial Services and Corporate Communications departments are working together to develop a detailed and comprehensive Communications Plan for both internal and external stakeholders. Highlights and objectives of this plan will include:

- Informing all stakeholders of the changes to the assessment process through various media, such as the Town Page, Media Releases, Council Reports, emails, Town Central articles and Town branded videos, Facebook and Twitter
- Reduce and/or mitigate any confusion that may arise from the timing of the assessment notices and tax bills
- Provide tools to assist Council and staff in answering questions that may arise

Summary

The three most important messages that our taxpayers need to hear are:

1. Ask yourself, could you have sold your property for this amount on January 1, 2016? If the answer is yes, then the assessment is fair.
2. If you still believe the value is too high, act now, do not wait until October.
3. An increase in assessment does not necessarily mean an increase in taxes.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report aligns with Council's Strategic Priority to align ourselves with Communications Best Practices and being Well-equipped and Managed.

CONSULTATION

Corporate Communications – development of a Communications Plan
Municipal Property Assessment Corporation

BUDGET IMPACT

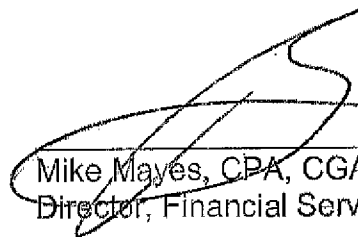
This report has no operating or capital budget impacts.

CONTACT

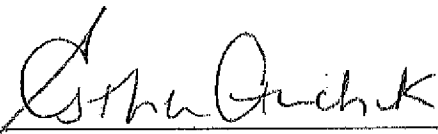
For more information on this report, contact: Grace Marsh at 905-953-5300, ext. 2143 or via e-mail at gmarsh@newmarket.ca



Grace Marsh, CMMIII, CMTP
Supervisor, Property Tax & Assessment



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



Esther Armchuk B.A. (Hons.), LL.B., DPA
Commissioner, Corporate Services

GM/ne

Attachments:

- a) 2016 Assessment Update – Municipal Communications Toolkit, March 2016 (23 pgs.)
- b) Property Assessment Taxation – A Communications Plan (4 pgs.)
- c) Delivering the 2016 Assessment Update (MPAC) (31 pgs.)



2016 ASSESSMENT UPDATE

Municipal Communications Toolkit
March 2016



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



CONTENTS

Contents

Background and Purpose.....	3
MPAC Municipal and Stakeholder Relations Team.....	3
Key Messages.....	4
Frequently Asked Questions.....	6
Property Assessment Notices.....	12
Notice Mailing Dates.....	13
Requests for Reconsideration.....	15
Written Material for Print or Web.....	16
Social Media Materials.....	18
AboutMyProperty™.....	21
Municipal Connect™.....	22
Other Resources.....	23

BACKGROUND AND PURPOSE

The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by all Ontario municipalities. Our role is to accurately assess and classify all properties in Ontario according to the *Assessment Act* and regulations established by the Ontario Government.

This year, every property owner in Ontario will receive a Property Assessment Notice from MPAC updating the value of their property based on a valuation date of January 1, 2016. The assessment will be applicable to the 2017-2020 property tax years.

Leading up to the 2016 Assessment Update, MPAC has introduced some of the most significant reforms to Ontario's property assessment system since 1998. These changes share a common goal that is rooted in MPAC's commitment to increased transparency and understanding in order to bring stability and predictability to municipalities' tax base.

The Municipal Toolkit provides municipalities with information and materials that will assist in responding to inquiries from property owners about the 2016 Assessment Update.

The toolkit includes key messages, frequently asked questions, a sample of MPAC's new Property Assessment Notice, Notice mailing dates and Request for Reconsideration deadlines. It also includes social media and website content, as well as information on changes made to simplify AboutMyProperty™ and the redesign of Municipal Connect™.

MPAC appreciates how significant many of the changes are, and the challenges municipal representatives will face in responding to property owners' inquiries. MPAC's Municipal and Stakeholder Relations team is committed to supporting municipalities throughout the 2016 Assessment Update and beyond.

Please see the Other Resources page for a listing of additional material that is being made available.

Should you have any questions, or need further information, please contact your Regional Manager, Account Manager or Account Support Coordinators. Below is the list of relevant Municipal and Stakeholder Relations staff for your municipality.

Zone 3 – Greater Toronto Area

Heather Colquhoun, Regional Manager – Heather.Colquhoun@mpac.ca

Serving the Region of York

Natasha Dawood, Account Manager – Natasha.Dawood@mpac.ca

Bianca Lazarich, Account Support Coordinator – Bianca.Lazarich@mpac.ca



KEY MESSAGES

The following key messages provide high-level statements about what property owners need to know about the 2016 Assessment Update.

- In 2016, MPAC will update the assessed values of more than five million properties in Ontario based on a legislated valuation date of January 1, 2016.
- As part of the province's four-year assessment cycle, increases in assessed values will be introduced gradually over the 2017-2020 property tax years.
- It's important to MPAC that property assessments are accurate. MPAC understands that property owners want their properties to be assessed and classified correctly.
- MPAC is implementing changes to improve transparency and predictability for all stakeholders in the property assessment and taxation process.
- MPAC has made changes to improve the Property Assessment Update – Notices will now be delivered early – over a 21-week period starting on April 4, 2016.
- Early mailing of the 2016 Property Assessment Notices allows MPAC and property owners the opportunity to resolve concerns before final Assessment Rolls are returned to municipalities.
- MPAC has redesigned the Property Assessment Notice as part of its commitment to enhance the residential taxpayer experience and increase property taxpayers' awareness and understanding of the valuation process.
- Enhancements were made based on feedback received through quantitative and qualitative research with residential taxpayers from across Ontario as well as consultation with the Ministry of Finance.
- Property owners have 120 days from the Issue Date on their Notice to file a Request for Reconsideration. The Issue Date and the property owner's unique Request for Reconsideration deadline will be included on every Property Assessment Notice.



KEY MESSAGES

When owners receive their Property Assessment Notice, they should review it. No further action is required unless an owner has questions or disagrees with their assessed value or classification.

- Property owners are encouraged to visit AboutMyProperty™ to learn more about how their property was assessed, see the information MPAC has on file, as well as compare it to others in their neighbourhood.
- Anyone can access the site to learn more about market trends in their area, how assessment works, the Request for Reconsideration process and assessment and taxation. Both residential and non-residential property owners can log on to aboutmyproperty.ca after they receive their Property Assessment Notices with their unique Roll Number and Access Key.

FREQUENTLY ASKED QUESTIONS

The following Q&As will help answer questions that may be received from property owners about the 2016 Assessment Update.

What is the 2016 Assessment Update?

Every four years, MPAC updates the value of every property in the province as part of Ontario's assessment cycle. The current Assessment Update is taking place in 2016, based on a valuation date of January 1, 2016. These assessments will be applicable to the 2017-2020 property tax years.

MPAC's assessments provide the foundation on which municipalities base property taxes. Municipalities use the assessment base to calculate property taxes to pay for local programs and services, such as police and fire protection, waste management, roads, sidewalks and public transit and parks and leisure facilities.

Why is it happening this year?

The cycle for province-wide Assessment Updates is every four years. The last update was in 2012, meaning the next update is set to occur this year.

What valuation date is being used?

The 2016 Assessment Update is based on a legislated valuation date of January 1, 2016.

What is a valuation date?

To ensure consistency, MPAC values each property based on a legislated valuation date. For the 2016 Assessment Update, the valuation date is January 1, 2016. MPAC uses the valuation date as the common date for determining what a property could have reasonably sold for if purchased by a willing buyer as of January 1, 2016.

How are the 2016 values being determined?

To establish a property's assessed value, MPAC analyzes sales of comparable properties in the property owner's area and all the key features that affect market value. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America.

FREQUENTLY ASKED QUESTIONS

For residential properties, there are five major factors that generally account for 85% of a property's value:

- Location
- Lot dimensions
- Living area
- Age of the property (adjusted for any major renovations or additions)
- Quality of construction

Values for the 2016 Assessment Update are derived from market analysis, data collection and preparation, and property level reviews.

For more information, refer to: <https://www.youtube.com/watch?v=Uikghy2Yz10>

When will property owners receive their property assessment notice?

Residential property owners will receive their new assessment Notices over a 21-week period, starting on April 4, 2016.

The residential Notice mailing date for all of York Region is **Monday, June 13, 2016**.

Non-residential property owners will receive their new assessments starting on October 11, 2016.

What is the relationship between assessment and taxation?

MPAC's property assessments provide the foundation on which municipalities base property taxes. Here is how it works:

- Each municipality determines how much it costs to provide all the services in a community – such as waste management, parks, police and fire protection, roads, sidewalks and public transit.
- Once that's done, the municipality takes all of the property values and determines tax rates for different property types to secure enough funds to provide these services.
- This tax rate is then used to calculate how much property tax residents will pay to their municipality.
- In addition to the municipal tax rate, the Province of Ontario sets the education tax rate, which determines the education tax portion of the property tax bill.

For more information, refer to: https://www.youtube.com/watch?v=xgGbLotF_QQ

FREQUENTLY ASKED QUESTIONS

If a property owner's assessment increases, will they have to pay more property tax?

Not necessarily. If the assessed value of a home has increased more than the average for the municipality, property owners may pay proportionately more in property taxes. If it has increased in value less than the average, property owners may pay proportionately less in property taxes.

Under the *Assessment Act*, assessment increases are introduced gradually over four years, for all property types. As such, market increases in assessed value between the January 1, 2012 and January 1, 2016 legislated valuation dates will be introduced gradually over four years (2017-2020). The phased-in values for your property are indicated on your Property Assessment Notice. The phase-in program does not apply to decreases in assessed value, which are introduced immediately.

What if a property owner hasn't received their Notice?

The first step is to check the Notice mailing schedule. Residential Notices are being mailed over a 21-week period starting April 4. Property owners should contact MPAC's Customer Contact Centre at 1-866-296-MPAC (6722), or 1-877-889-MPAC (6722) if they haven't received their Property Assessment Notice by the anticipated in home date.

How can property owners check the accuracy of their assessment?

Property owners should review their Notice, and ask themselves if they could have sold their property for the assessed value as of January 1, 2016. Next, they should visit aboutmyproperty.ca, to learn how and why their property was assessed the way it was, and to compare their assessment with others in their neighbourhood.

If property owners have questions, they can call MPAC's Customer Contact Centre at 1-866-296-MPAC (6722), or 1-877-889-MPAC (6722), or visit a local MPAC office.

For more information, refer to: <https://www.youtube.com/watch?v=o6ATlrN2ttc>

What is AboutMyProperty™?

AboutMyProperty™ is a secure, online, easy-to-use, self-serve website that allows property owners to learn more about how their property was assessed, see the information MPAC has on file as well as compare it to others in their neighbourhood or area.

Information on property values and market trends are also available through the site – free of charge.

FREQUENTLY ASKED QUESTIONS

Who can use this service?

Anyone can access the site and learn more about how assessment works and market trends in their area/municipality. Both residential and non-residential property owners can access details about their property by registering and logging in using the Roll Number and Access Key on their Property Assessment Notice.

How do I register and log in?

To register for AboutMyProperty™, you need the Roll Number and Access Key located on your 2016 Property Assessment Notice. If you own more than one property, each will have its own unique Roll Number and Access Key. After you register your first property – you can add additional properties through the 'My Profile' area located at the top of the homepage.

If you need help registering, contact MPAC at 1 866 296-MPAC (6722).

What kind of information can I get on AboutMyProperty™?

You can learn more about how your property was assessed, see the information MPAC has on file, as well as compare your property to others in your neighbourhood or area – free of charge.

- Learn more about Market Trends in your area. Browse through the interactive maps to view information on residential sale price trends in neighbourhoods and municipalities across Ontario.
- The 'How Assessment Works' section contains general information on how we assess properties, the five main factors that account for 85% of your property value, Ontario's property assessment system, and more.

You can also access the following information, for each of the properties you own:

- A Property Profile Report available through 'My Property'. This includes detailed information about your property and more information about the five key factors that account for 85% of your property's assessed value.
- Property Snapshots – as you browse through 'My Neighbourhood' you can access up to 100 snapshots of data on other properties in your neighbourhood or area. This snapshot

FREQUENTLY ASKED QUESTIONS

- provides the following information: property address, year built, square footage, lot size, number of stories, Current Value Assessment, and sales information, if applicable.
- Favourites Report - compare your property with up to 24 saved Favourites. This detailed report will help you compare your assessment to similar properties in your neighbourhood to determine whether your property's assessed value is accurate. The report can be downloaded and includes address, Roll Number, Current Value Assessment, sale and site information, as well as residential structural details (e.g. square footage).

What if property owners don't agree with their assessment?

If property owners disagree with MPAC's assessment or classification of their property, they can file a Request for Reconsideration (RfR) and MPAC will review their assessment, free of charge. The deadline to file an RfR is included on each property owner's Notice.

There are two ways to file an RfR:

1. At aboutmyproperty.ca. Property owners will be able to attach documents, pictures and reports to accompany their RfR, as well as check the status of their request. They may also mail or fax their form to MPAC. Forms are available at mpac.ca.
2. Write a letter to request an RfR. The letter should include the 19-digit Roll Number found on the Property Assessment Notice, the owner's full name, address and phone number, and the reasons why their assessment is incorrect, including any information they have to support their request.

Starting in 2016 (for the 2017 property tax year) property owners will have 120 days from the Issue Date of their Property Assessment Notice to file a free RfR, to ensure they receive a fair and consistent review of property assessment concerns. The Issue Date and the property owner's unique RfR deadline will be included on every Property Assessment Notice.

For more information, refer to: <https://www.youtube.com/watch?v=EPGN-THof5Q>

What happens once a Request for Reconsideration (RfR) has been reviewed?

MPAC will send a letter with the results of their review within 180 days (or less) of when the request is received. With more complex scenarios, MPAC may need more time (up to 60 more days) to reconsider a property assessment and complete the review. MPAC will contact the property owner if they need more time. Once a decision has been made, MPAC will mail a letter advising the owner about the outcome of their review.

FREQUENTLY ASKED QUESTIONS

If the owner disagrees with the outcome, they have the option to file an appeal with the Assessment Review Board (ARB), an independent assessment appeal tribunal of the Ontario Ministry of the Attorney General.

Property owners have 90 days after MPAC has notified them of its decision about the RfR to file an appeal with the ARB. The ARB has its own appeal process. For more information, please contact the ARB at 1- 866-448-2248 or 416-212-6349 or visit arb.gov.on.ca.

To request that a property be eligible for the farm or managed forest classes or conservation land exemption, an RfR must be filed with the respective program administrator at the Ministry of Natural Resources and Forests or the Ministry of Agriculture Food and Rural Affairs.

For any other property type, property owners can choose to either file an RfR with MPAC or file an appeal with the ARB.

What happens at an ARB hearing?

At an ARB hearing, the onus is on MPAC to prove the accuracy of the assessed value of a property. MPAC presents comparable sold properties as evidence and shares that information with the property owner prior to the hearing. The property owner presents evidence in support of their position. Ideally, they should select properties that are similar to their property.

PROPERTY ASSESSMENT NOTICES

Every four years, MPAC conducts a province-wide Assessment Update and mails a Property Assessment Notice to every property owner in Ontario. In 2016, MPAC will mail out more than five million Notices.

MPAC has redesigned the Property Assessment Notice as part of its commitment to enhance the residential taxpayer experience and increase property owners' awareness and understanding of the valuation process.

Enhancements were made based on feedback received through quantitative and qualitative research with residential taxpayers from across Ontario, as well as consultation with the Ministry of Finance.

The new and improved Property Assessment Notice includes the following:

- An Issue Date and specific Request for Reconsideration deadline for each of the applicable tax years
- A clear explanation of phase-in
- A simple explanation of the Ontario Property Assessment System
- Information on the valuation process and five key factors that affect value

Information about market trends and percent change in each municipality/local taxing authority can be found in the Market Trends area on aboutmyproperty.ca.

We are confident that these enhancements will improve the readability of the Notice and taxpayers' understanding of the valuation process.



NOTICE MAILING DATES

For the first time, Notices will be delivered up to five months earlier than ever before. The intention of early Notice mailings is to give municipalities and property owners the opportunity to resolve concerns before final Assessment Rolls are returned for 2017 taxation.

For residential properties, a 21-week Notice mailing schedule begins in early April, with the first Notices being delivered to property owners on or around April 4, 2016.

The residential Notice mailing date for all of York Region is **Monday, June 13, 2016**.

For non-residential properties, the first Notices will be delivered starting on October 11, 2016.

NOTICE MAILING DATES

April 4	Simcoe County Cities of Barrie and Orillia	May 27 – June 6	City of Toronto
April 11	Counties of Prescott and Russell, Stormont Dundas and Glengarry City of Cornwall County of Lanark United Counties of Leeds and Grenville City of Brockville Towns of Prescott, Gananoque and Smiths Falls	June 13	Regional Municipality of York
		June 20	Regional Municipality of Durham
		June 27	Regional Municipality of Halton
		July 4	City of Hamilton City of Brantford Counties of Brant, Haldimand and Norfolk City of Brantford
April 18	Counties of Elgin, Middlesex and Oxford Cities of London and St. Thomas Municipality of Chatham-Kent, County of Lambton	July 11	Counties of Peterborough, Haliburton Cities of Peterborough and Kawartha Lakes Districts of Muskoka and Parry Sound
April 25	Territorial Districts of Nipissing, Sudbury and Manitoulin and all single- tier municipalities in geographic area	July 18	City of Ottawa
May 2	Territorial Districts of Kenora, Rainy River and Thunder Bay and all single- tier municipalities in geographic area	July 25	Regional Municipality of Waterloo Counties of Dufferin and Wellington City of Guelph
May 9	Counties of Frontenac, Lennox and Addington City of Kingston Counties of Hastings, Northumberland and Prince Edward Cities of Belleville and Quinte West Territorial Districts of Cochrane and Timiskaming and all single-tier municipalities in geographic area	August 2	Regional Municipality of Niagara
		August 8	County of Essex City of Windsor Township of Pelee
		October 11 - 24	All Non-Residential Properties: Multi- partition Residential Conservation Farm Managed Forest Business Remaining Residential Properties
May 16	City of Mississauga		
May 18	City of Brampton Town of Caledon		
May 24	County of Renfrew City of Pembroke Counties of Huron and Perth City of Stratford and Town of St. Mary's Counties of Grey and Bruce Territorial District of Algoma and all single-tier municipalities in geographic area	November 28	All amended properties

REQUESTS FOR RECONSIDERATION

For the 2016 province-wide Assessment Update, MPAC is delivering Property Assessment Notices earlier than ever before. This change is being made as part of MPAC's commitment to bring greater stability and predictability to the property assessment and taxation system.

As a result of legislative reforms made last year, a significant change is being made to the Request for Reconsideration process. Starting in 2016 property owners will have 120 days from the Issue Date of their Property Assessment Notice to file a free Request for Reconsideration, to ensure they receive a fair and consistent review of property assessment concerns.

The Issue Date and the property owner's unique Request for Reconsideration deadline is included on every Property Assessment Notice.

The **Request for Reconsideration deadline** for the residential properties receiving a Property Assessment Notice with an issue date of June 13, 2016 for all of York Region is **Tuesday, October 11, 2016**.

If property owners feel their assessed value and/or property classification is not correct, MPAC will review it, free of charge. Property owners can do this by filing a Request for Reconsideration, which can be done through aboutmyproperty.ca, or by filling out a Request for Reconsideration form, available at mpac.ca. They can also write a letter to MPAC requesting reconsideration.

The early delivery of Property Assessment Notices and the 120-day Request for Reconsideration deadline will make Assessment Rolls more stable and accurate by allowing the Request for Reconsideration to be processed before rolls are sent to municipalities.

WRITTEN MATERIAL FOR PRINT OR WEB

The copy below and/or logo can be included on your website to direct property owners who are looking for information about the 2016 Assessment Update, or can be used on various traditional media and social media channels that may be available in your municipality.

Copy for newsletters/community papers

Example 1:

Headline: MPAC updates the values for all of Ontario's 5 million+ properties

In 2016, the Municipal Property Assessment Corporation (MPAC) is updating the assessed values of every property in Ontario. All properties will have a legislated valuation date of January 1, 2016. These values will be used by [municipality's name] to calculate your property taxes for the 2017-2020 property tax years.

Residential property owners can expect to receive their Property Assessment Notice the week of June 13, 2016. Notices for business properties and farms will be mailed in the fall of 2016.

To learn more about your assessed value visit aboutmyproperty.ca or contact MPAC.

Example 2:

Headline: Did you receive a Property Assessment Notice from MPAC?

Every four years, Municipal Property Assessment Corporation (MPAC) updates the value of every property in the province as part of Ontario's assessment cycle. The current Assessment Update is taking place in 2016, based on a valuation date of January 1, 2016. These assessments will be applicable to the 2017-2020 property tax years.

When you receive your Property Assessment Notice, review it. No further action is required on your part unless you have questions or you disagree with your assessed value and/or classification.

If you have questions, or would like to learn more about how MPAC assessed your property and compare it to others in your neighbourhood, visit aboutmyproperty.ca. You can also review market trends for your municipality and file a Request for Reconsideration. Your unique Roll Number and Access Key are included on your 2016 Property Assessment Notice.

WRITTEN MATERIAL FOR PRINT OR WEB

Example 3:

Headline: Important information about the 2016 Assessment Update

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

In 2016, MPAC will update the assessed values of more than five million properties in Ontario based on a legislated valuation date of January 1, 2016.

For the 2016 province-wide Assessment Update, MPAC is delivering Property Assessment Notices earlier than ever before. This change is being made as part of the organization's commitment to bring greater stability and predictability to the property assessment and taxation system.

Residential property owners can expect to receive their Property Assessment Notice the week of June 13, 2016. Notices for business properties and farms will be mailed in the fall of 2016.

For information on how assessment works, market trends, the Request for Reconsideration process and property assessment and taxation, visit aboutmyproperty.ca. If you would like to see the information MPAC has on file or your property or compare your property to others in your area, you can register and login using the Roll Number and Access Key located on your Property Assessment Notice.

Website button/widget

The below widget and accompanying copy are in a web-ready format, and may be used with the above text or on a specific area of the municipal website.

Do you have questions about your 2016 Property Assessment Notice? Visit aboutmyproperty.ca or contact the Municipal Property Assessment Corporation (MPAC) Customer Contact Centre at 1-866-296-MPAC (6722), or 1-877-889-MPAC (6722).



SOCIAL MEDIA MATERIALS

This section contains social media content suggestions for interactions with property owners about the 2016 Assessment Update.

Additionally you will find content guidelines for proactive social media posts that can be used to respond to a high volume of social media queries.

Reactive

Sample Question	Suggested Twitter Response	Suggested Facebook Response
I'm a new homeowner and not sure what this assessment update is, help @municipality!	@propertyowner visit aboutmyproperty.ca to learn more about why @MPAC_Ontario assesses property every 4 yrs	Hi @propertyowner, every four years the Municipal Property Assessment Corporation (MPAC) assesses all property in Ontario. This helps provide the foundation on which municipalities like ours determine property taxes to pay for local programs and services. Visit aboutmyproperty.ca and mpac.ca to learn more.
@municipality How did you decide the value of my property?	@propertyowner @MPAC_Ontario analyzes recently sold properties in your neighbourhood. Learn more at aboutmyproperty.ca .	Hi @propertyowner, the Municipal Property Assessment Corporation (MPAC) derives assessment values from market analysis, data collection and preparation, and individual value review. The 2016 Assessment Update is based on a valuation date of January 1, 2016. Visit aboutmyproperty.ca and mpac.ca to learn more.

SOCIAL MEDIA AND WEBSITE MATERIALS

Sample Question	Suggested Twitter Response	Suggested Facebook Response
<p>@municipality Just received an assessment for my property, does this mean my taxes are going to rise?</p>	<p>@propertyowner Taxes are proportionate to average home value in your community. Compare your assessment at aboutmyproperty.ca #MPAC</p>	<p>Not necessarily, @propertyowner. If the assessed value of a home has increased more than the average for the municipality, property owners may pay proportionately more in property taxes, and vice versa.</p> <p>Any assessment increases are phased-in over four years, for all property types. The phase-in program does not apply to decreases in assessed value, which are applied immediately. Learn more and compare your assessment with others in your neighbourhood at aboutmyproperty.ca.</p>
<p>@municipality I haven't received my assessment for 2016. What should I do?</p> <p>OR</p> <p>@municipality I still have questions about my assessment and need to speak with someone. Who do I contact?</p>	<p>@propertyowner please contact @MPAC_Ontario at 1-866-296-6722 or 1-877-889-6722</p>	<p>@propertyowner please contact the Municipal Property Assessment Corporation (MPAC) Customer Contact Centre at 1-866-296-MPAC (6722), or 1-877-889-MPAC (6722)</p>

SOCIAL MEDIA AND WEBSITE MATERIALS

Sample Question	Suggested Twitter Response	Suggested Facebook Response
I don't agree with my assessment this year @municipality. What should I do?	@propertyowner visit aboutmyproperty.ca within 120 days of your Notice issue date to file a free Request for Reconsideration #MPAC	Hi @propertyowner, if you feel your assessed value and/or property classification is not correct; the Municipal Property Assessment Corporation (MPAC) will review it, free of charge. You can do this by filing a Request for Reconsideration on aboutmyproperty.ca or mpac.ca . You can also write a letter to MPAC requesting reconsideration. You have 120 days from the Issue Date of your Property Assessment Notice to file a free Request for Reconsideration.

Proactive

Twitter	Facebook
To learn more about your property assessment from @MPAC_Ontario, visit aboutmyproperty.ca	Learn more about how the Municipal Property Assessment Corporation (MPAC) assesses properties in Ontario and compare your assessment with others in your neighbourhood by visiting aboutmyproperty.ca
Questions about your property assessment? Contact @MPAC_Ontario: 1-866-296-6722/1-877-889-6722 or aboutmyproperty.ca	Do you have questions about your 2016 Property Assessment? Visit aboutmyproperty.ca or contact the Municipal Property Assessment Corporation (MPAC) Customer Contact Centre at 1-866-296-MPAC (6722), or 1-877-889-MPAC (6722)



ABOUTMYPROPERTY™

AboutMyProperty™ is a secure, online, easy-to-use self-serve website that allows property owners to learn more about how their property was assessed, see the information MPAC has on file, as well as compare it to others in their neighbourhood/area.

AboutMyProperty™ connects property owners and MPAC and improves communication and transparency for the owners of Ontario's more than five million properties.

Property owners can get information on property values and market trends in their area without logging in to the site. Property specific details and reports can be viewed through the secure login area.

AboutMyProperty™ provides property owners with information on property values and market trends in their area.

If a property owner disagrees with their assessment and/or classification, they can submit a Request for Reconsideration (RfR) through the site. Once they have registered and logged in, property owners can attach documents, pictures and reports to their RfR. They can also track the status of their RfR through AboutMyProperty™ if they submit it online.

Please see the Other Resources page for a listing of additional material that is being made available alongside the communications toolkit on AboutMyProperty™.



MUNICIPAL CONNECT™

Municipal Connect™ has been redesigned and allows for better understanding and management of the tax base and assessment at risk, and offers municipalities a modern and flexible way to access assessment information online, 24 hours a day, 7 days a week.

To better support the management of municipal services and provide further insight into the 2016 Assessment Update, Municipal Connect™ will provide municipalities with access to preliminary values allowing for early consultation/discussion with the goal of greater roll stability and predictability.

The values for residential properties will be available in Municipal Connect™ beginning in April. The preliminary values for other property types will be made available as they are finalized.



OTHER RESOURCES

The additional resources listed below are being made available together with the communications toolkit.

- Tax bill Insert/buck slip (available upon request)
- Sample Property Assessment Notice

Brochures: <https://www.mpac.ca/PropertyOwners/Brochures>

- About MPAC
- Understanding Your 2016 Property Assessment Notice
- Resolving Assessment Concerns/RfRs
- Residential
- Newly Built Homes
- Waterfront
- AboutMyProperty™ (postcard)
- Municipal Connect™ (postcard)

Videos:

- AboutMyProperty™ Overview
- How MPAC Assesses Property
- The Request for Reconsideration process
- Property Assessment and Taxation



Property Assessment and Taxation

A Communications Plan

May 2016

Background | In 2016, the Municipal Property Assessment Corporation (MPAC) will update the assessed values of more than five million properties in Ontario based on a legislated valuation date of January 1, 2016. As part of the province's four-year assessment cycle, increases in assessed values will be introduced gradually over the 2017-2020 property tax years.

MPAC is implementing changes to improve transparency and predictability in the property assessment and taxation process. One of the changes is to improve the Property Assessment Update, and notices will now be delivered early, over a 21-week period that started on April 4, 2016. Notices within the Regional Municipality of York will be mailed on Monday, **June 13, 2016**.

MPAC's intention around an early mailing of the 2016 Property Assessment Notices is to provide property owners with the time required to resolve assessment value or classification concerns before final Assessment Rolls are returned to municipalities for the 2017 tax year.

The challenge for the Town of Newmarket is the timing of the distribution of notices. Newmarket residents will receive their final tax bill **mid-June, 2016 based on the assessment value established in 2012**.

Purpose | The purpose of this communications plan is to support the Finance team in its communications with key stakeholders, given:

1. There are significant changes to MPAC's Property Assessment Update
2. Some residents may be confused given the timing of distribution – both assessments and tax bills to be sent mid-June
3. Optimal opportunity for the Town to communicate relationship between assessments and property taxes

Objectives | This communications plan will support the achievement of the following objectives:

1. To inform key internal and external stakeholders of changes to the assessment and how Newmarket uses the assessments done by MPAC to calculate property taxes
2. To reduce and/or mitigate any confusion that arises from the timing of the assessments and tax bills



3. To provide tools to assist the Finance and Customer Service teams in answering questions and responding to concerns from key stakeholders

Key Messages | The following key messages will be worked in to the various communications tactics, but will be modified depending on the audience:

1. In 2016, MPAC will update the assessed values of more than five million properties in Ontario based on a legislated valuation date of January 1, 2016. As part of the province's four-year assessment cycle, increases in assessed values will be introduced gradually over the 2017-2020 property tax years while decreases in assessed values are realized immediately.
 - a. The valuation date is what a property could have reasonably sold for if purchased by a willing buyer as of January 1, 2016.
2. The Notice of Assessment provided by MPAC is not a property tax bill.
 - a. MPAC's assessments provide the foundation on which municipalities – including the Town of Newmarket – base property taxes. The Town will use the assessment amount to calculate residents' property taxes to pay for local programs and services, such as fire protection, waste management, roads, sidewalks, public transit, parks and leisure facilities.
3. MPAC has made changes to improve the Property Assessment Update. Some examples of the changes include:
 - a. Notices will be delivered earlier than usual to provide property owners with the opportunity to resolve concerns before final information is provided to municipalities to be used for property tax calculations. **Newmarket residents will receive their notices starting June 13, 2016.**
 - b. Property owners now have 120 days from the issue date on their notice to file a formal request to have their assessment value reviewed – called a Request for Reconsideration. The issue date and the property owner's unique Request for Reconsideration deadline will be included on every Notice.
4. The Town of Newmarket encourages all residents to visit MPAC's dedicated assessment website – aboutmyproperty.ca – to learn more about how their property was assessed, see the information MPAC has on file as well as compare it to others in their neighbourhood. A unique password for each property is printed on the assessment notice.

6. Key message on where the Town of Newmarket's information will be – including FAQs and video



Key Audiences

Internal	External
Town of Newmarket staff, with a focus on Finance and Customer Service	Residents Vocal advocacy groups – TBD Media
The Mayor and Members of Council	

Strategy: Internal

Leverage internal communications vehicles to support awareness and engagement

Tactic	Responsibility	Target	Status	Notes
FAQs	Corporate Communications	May 24	To be created	To share with Council and Customer Service
Key messages	Corporate Communications	May 24	To be created	To share with Council and Customer Service
Information Report to Council	Finance	May 30	In progress	
Email to all employees	Finance, with support from Corporate Communications	May 31	To be created	Will include FAQ, key messages and link to videos
Assessment videos	Finance, with support from Corporate Communications	TBD	In progress	To be used for external audiences as well
Article on Town Central	Corporate Communications	May 31	To be created	

Strategy: External

Use existing media and social media channels to share with partners

Tactic	Responsibility	Target	Status	Notes
Community Open House	Finance and MPAC	May 25	In progress	
Town Page	Corporate Communications	May 26 June 2 June 9		
Media release	Corporate Communications	TBD	To be created	Post on website Include link to video in release
Assessment videos	Corporate Communications	June 6	In progress	



Facebook post	Corporate Communications	June 6	To be created	May 6 with link to website and ongoing as regular filler
Twitter post	Corporate Communications	June 6 June 10 June 13	To be created	May 6 with link to website and ongoing as regular filler
Your 2016 Tax Bill flyer	Corporate Communications	June – TBD		
NewmarketNow	Corporate Communications	June 8	To be created	

Measurement and Evaluation | The success of this communications plan can be understood by evaluating:

- Views of assessment video -- quantitative
- Website hits (with baseline measured prior to upload of information) -- quantitative
- Analytics on social media posts -- quantitative
- Input from staff -- qualitative
- Resident feedback received through tickets in Customer Service and through Finance -- qualitative
- Community feedback from Touch-a-Truck and Community Open House event -- qualitative



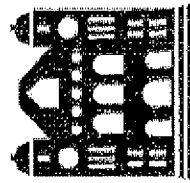
Delivering the 2016 Assessment Update

Town of Newmarket
Committee of the Whole
May 30th, 2016

Heather Colquhoun, Regional Manager, Municipal and Stakeholder Relations
Natasha Dawood, Account Manager, Municipal and Stakeholder Relations

PROPERTY ASSESSMENT & PROPERTY TAXES

The Ontario
Property
Taxpayer



The **Municipal Property Assessment Corporation** determines Current Value Assessments and classifications for all properties in Ontario.

The **Provincial Government** passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).

Municipalities determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.



Police and
fire protection



Roads, sidewalks,
public transit



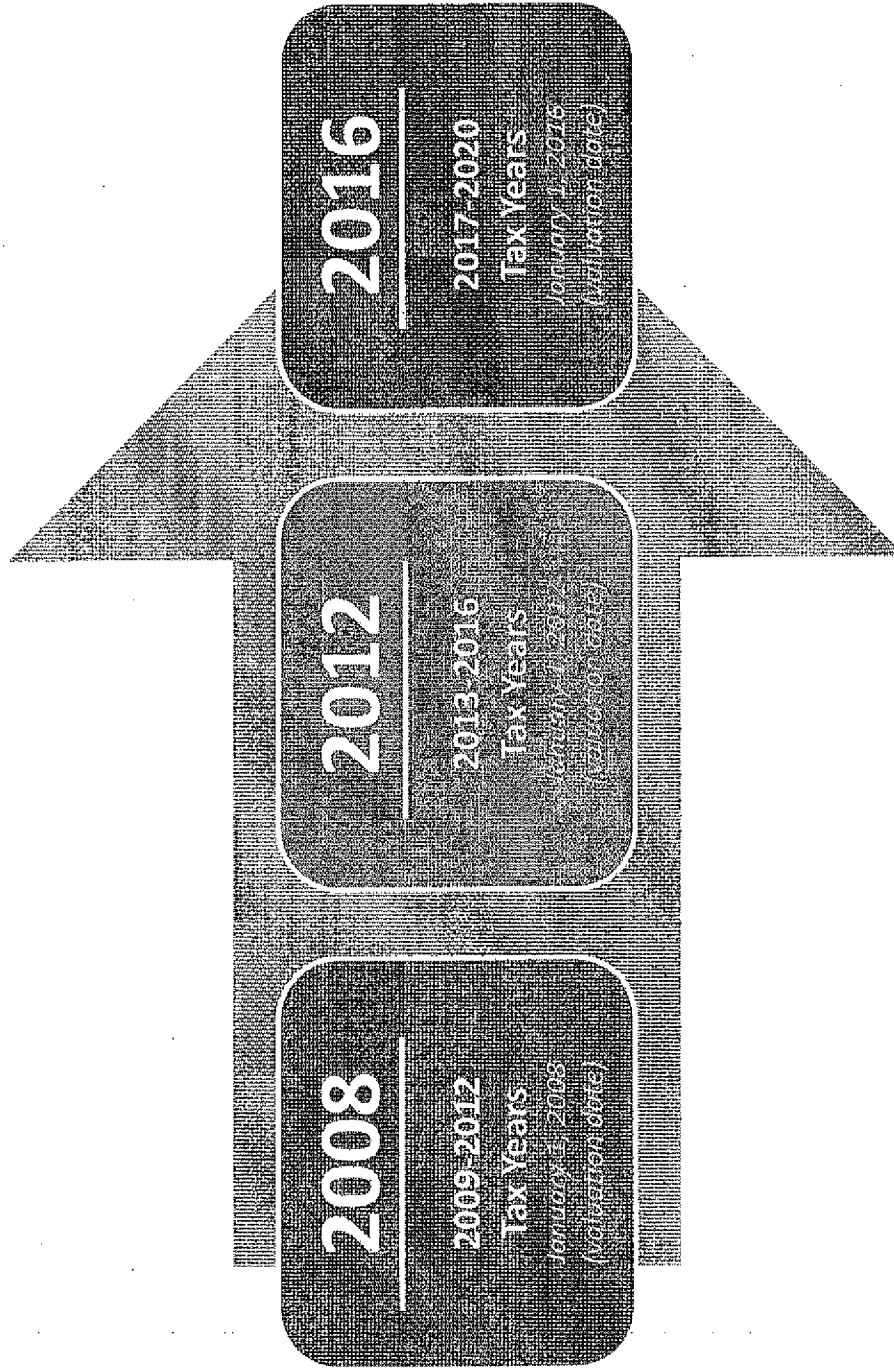
Waste
management



Parks & leisure
facilities

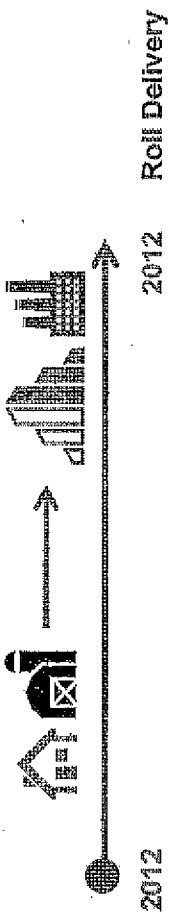


ONTARIO'S ASSESSMENT CYCLE

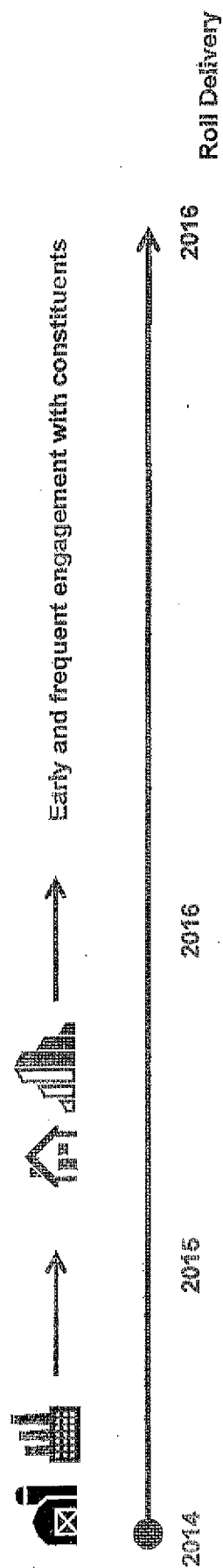


2016 ASSESSMENT UPDATE

2012 ASSESSMENT UPDATE



2016 ASSESSMENT UPDATE



ZONE 3: DATA COLLECTION & PREPARATION

Building permits

Sales reviews

Site variable update project

Farm forestry exemptions reviews

Requests for Reconsideration

Severances and Consolidations

Data integrity checks

MPAC initiated reviews

Process controls

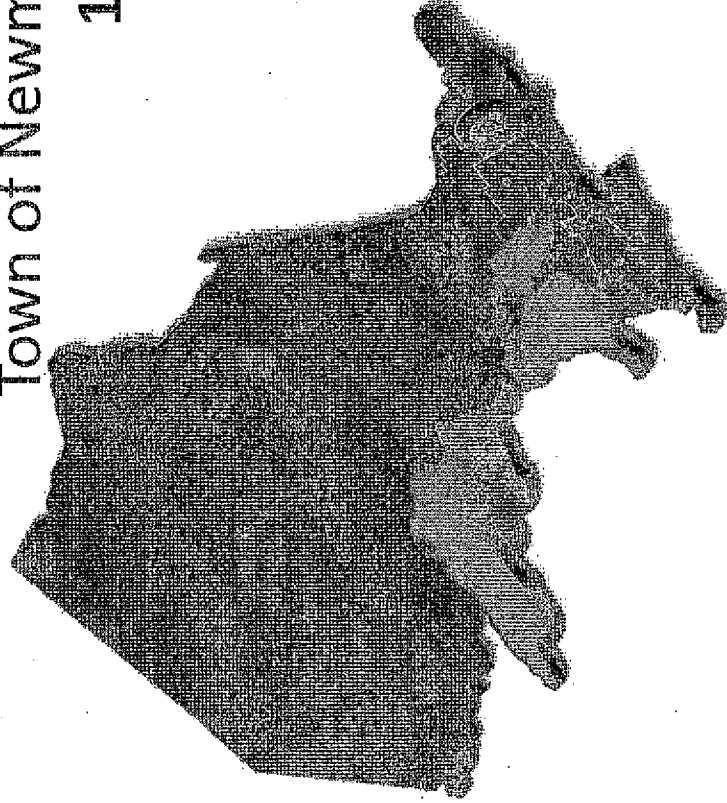
Tax and Vacancy Applications

Municipal Requests

Appeals

Property Owner Enquiries

Data Touch Points
Town of Newmarket
12,078



TRANSPARENCY AND SHARED UNDERSTANDING

Level 1 - Methodology Guides

Comprehensive guides that explain assessment methodology.

Level 2 - Market Valuation Reports

Comprehensive reports that explain how assessment methodology was applied at the sector level to value properties for the 2016 Assessment Update.

Level 3 - Property Specific Valuation Information

Detailed information that is available through secure access only.

BENEFITS OF ADVANCED DISCLOSURE

Benefits for municipalities:

✓ Improved roll predictability and stability

✓ Improved risk analysis

✓ No surprises

✓ Opportunity to provide feedback

Benefits for property taxpayers:

✓ Increased satisfaction and confidence

✓ Easy access to property information

✓ No surprises

✓ Opportunity to provide feedback

2016 PROPERTY ASSESSMENT NOTICES



Residential property owners will receive their Property Assessment Notices starting June 13th



Farm Property Assessment Notices will be mailed October 11th



Multi-Residential and Business Notices will be mailed October 18th

**THE NEW ASSESSMENTS WILL SERVE AS THE BASIS FOR
CALCULATING PROPERTY TAXES FOR 2017 – 2020**

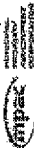
2016 ASSESSMENT UPDATE

The Residential Experience

MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



2016 PROPERTY ASSESSMENT NOTICE



PROPERTY ASSESSMENT NOTICE

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

THIS IS NOT A TAX RECEIPT

The Municipal Government of Regina is responsible for assessing property values for the purpose of levying property taxes. The assessment is based on the value of the property as of April 1, 2016. The assessment is subject to review and appeal.

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

PROPERTY ASSESSMENT NOTICE

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

THIS IS NOT A TAX RECEIPT

The Municipal Government of Regina is responsible for assessing property values for the purpose of levying property taxes. The assessment is based on the value of the property as of April 1, 2016. The assessment is subject to review and appeal.

Assessment Information

Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information

Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

Assessment Information


Assessment Year: 2016
Assessment Date: April 1, 2016

Property Information


Property Number: 123456789
Address: 123 Main Street
City: Regina
Province: Saskatchewan

2016 PROPERTY ASSESSMENT NOTICE

Municipal-specific Issue Date



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



1234567890

JACKSON JASON
ABC IMPORTS LIMITED
200 MAIN STREET
UNIT 5000
11 FLOOR
ANYWHERE ON M4K IB3

Property
Assessment
Notice

For Delivery to
PROPERTY OWNERS

Issue Date:
April 4, 2016

2016 PROPERTY ASSESSMENT NOTICE

MPAC's updated value of your property is **\$228,000**

Account Information:

Roll Number 12 34 567 899 12345 1234
 AboutMyProperty™ Access Key ABCD EFGH IJKL
 Your property's location and description 900 Dunes Rd.
 PLAN169 BLK 1 FT LOT4
 Municipality Ottawa City
 School support English-Public

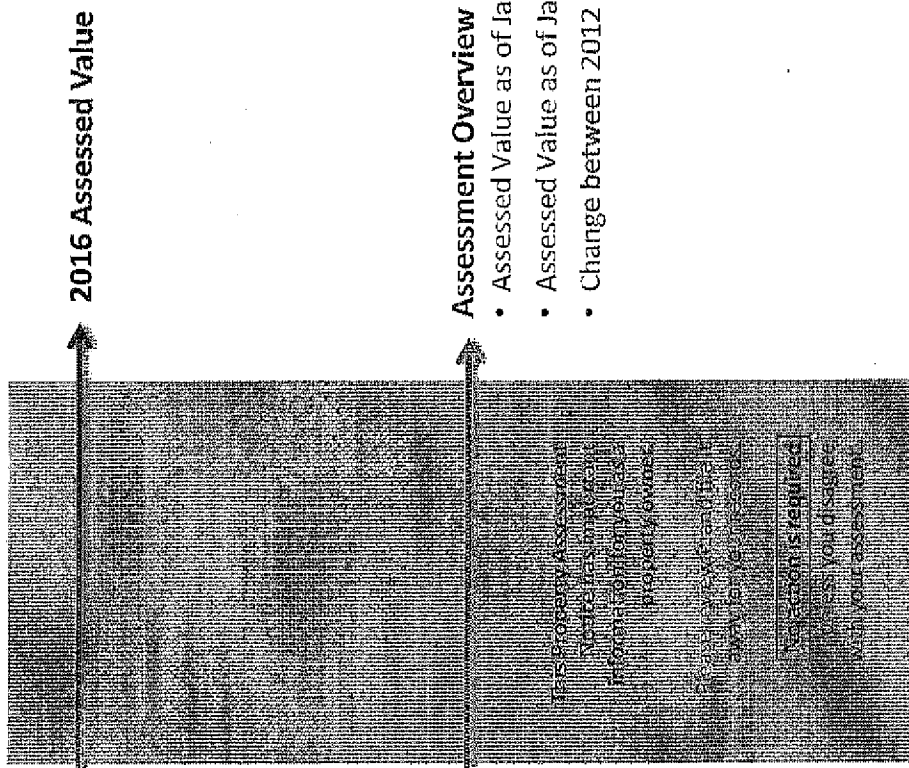
Assessment overview:

MPAC's assessed value of your property as of January 1, 2016 \$228,000
 MPAC's assessed value of your property as of January 1, 2012 \$162,000
 Between 2012 and 2016, your property's assessed value changed by \$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

How will my municipality use MPAC's property assessment?

Under the phase-in provision in the Assessment Act, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 to 2020 property taxes as illustrated below.



Assessment Overview

- Assessed Value as of January 1, 2016
- Assessed Value as of January 1, 2012
- Change between 2012 and 2016

2016 PROPERTY ASSESSMENT NOTICE

Property Classification	Residential	Request for Reconsideration Deadline
Tax Year	Assessed Value	
2016	\$162,000	August 1, 2016
2017	\$178,500	March 31, 2018
2018	\$195,000	March 31, 2019
2019	\$211,500	March 31, 2020
2020	\$228,000	

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit www.aboutmyproperty.ca.

CONTACT US

1-888-298-MPAC (6722)
 1-888-298-MPAC (6722)
 Monday to Friday
 8 a.m. to 5 p.m.

Key Information

- Property Classification
- Phase in Assessed Values (2017-2020 tax years)
- RfR Deadline (by tax year)

Contact information

ABOUT MY PROPERTY




www.aboutmyproperty.ca



2016 PROPERTY ASSESSMENT NOTICE

How does MPAC assess my property?

Roll Number:	12 34 567 899 12345 1234
Property summary:	Single Family Dwelling
Property type:	Frontage: 54.23 feet Depth: 150.00 feet
Property information:	Lot area: 8,100.00 square feet
Building -- exterior square footage	1,053 square feet
Year of construction	1974

For residential properties, there are five major factors that generally account for 85% of your property value.

 Location
  Lot dimensions
  Living area

 Age of the property, adjusted for any major renovations or additions
  Quality of construction

Property Details

How does MPAC assess my property?

- ✓ Five major factors affecting residential values

To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. MPAC's assessments and data are also used by banks, insurance companies and the real estate industry.

2016 PROPERTY ASSESSMENT NOTICE

Have questions about your assessment?

Log on to AboutMyProperty™ to learn more...

Visit www.aboutmyproperty.ca to learn more about how your property was assessed, see the information we have on file, as well as compare it to others in your neighbourhood. Still not sure about your property's assessed value? You have the option to file a Request for Reconsideration. Your deadline to file a Request for Reconsideration is on page one of this Notice.

Log on to www.aboutmyproperty.ca with your Roll Number and Access Key. These are found on page one of this Notice.

Still have questions?

We're here to help. Contact us and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

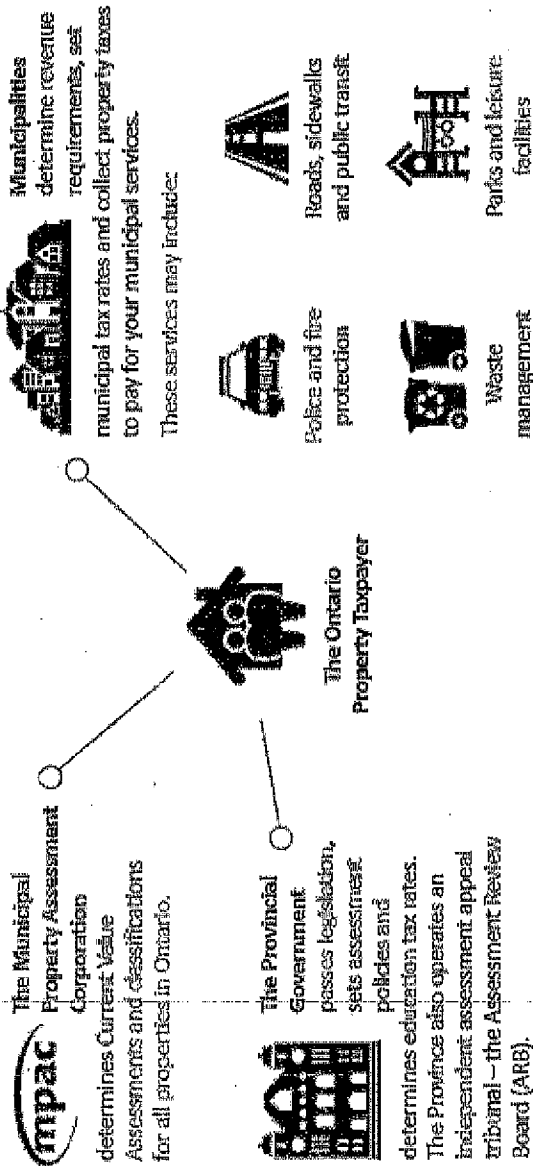
Have questions about your assessment?

✓ Login to AboutMyProperty™

AboutMyProperty.ca

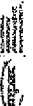
2016 PROPERTY ASSESSMENT NOTICE

Ontario's property assessment system



Description of Ontario's
property assessment system

CHANGES TO FILING A REVIEW (BILL 144)

 <p>DEPARTMENT OF REVENUE New Jersey TREASURY</p>		<p>Form No. 100-1 1/01</p>	
<p>PROPERTY TAXPAYER'S NOTICE OF APPEAL</p> <p>THIS FORM IS TO BE FILED WITH THE BOARD OF TAX APPEALS (BTA) IN ORDER TO APPEAL A PROPERTY TAX ASSESSMENT. IT MUST BE FILED WITHIN THE DEADLINE SPECIFIED ON THE NOTICE OF ASSESSMENT.</p>		<p>APPEAL INFORMATION</p> <p>APPEAL NO. _____</p> <p>ASSESSMENT YEAR _____</p> <p>PROPERTY ADDRESS _____</p> <p>TAXPAYER NAME _____</p> <p>DATE OF FILING _____</p>	
<p>APPEAL TYPE</p> <p>1. <input type="checkbox"/> Full Appeal</p> <p>2. <input type="checkbox"/> Partial Appeal</p> <p>3. <input type="checkbox"/> Reconsideration</p>		<p>APPEAL FEE</p> <p>APPEAL FEE: \$ _____</p> <p>DATE PAID: _____</p>	
<p>APPEAL REVIEW</p> <p>APPEAL REVIEWED BY: _____</p> <p>DATE REVIEWED: _____</p> <p>REVIEWED FOR: _____</p>		<p>APPEAL DECISION</p> <p>APPEAL DECISION: _____</p> <p>DATE DECISION: _____</p>	

- Residential property owners have 120 days from the Issue Date of their Property Assessment Notice to file a Request for Reconsideration (RfR)
- The RfR deadline for the Town of Newmarket is October 11th, 2016
- The Issue Date and RfR deadline are included on the Notice
- The early delivery of Assessment Notices and a 120-day RfR deadline will allow RfRs to be processed before Assessment Rolls are sent to municipalities – greater stability and accuracy

HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

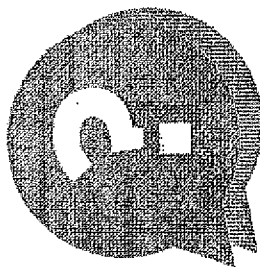


ABOUTMYPROPERTY.CA

AboutMyProperty.ca
YOUR PROPERTY, OUR ASSESSMENT
KNOW MORE ABOUT IT

Home | Market Trends | Tutorials | How Assessment Works | Contact Us

**QUESTIONS
ABOUT PROPERTY
ASSESSMENT?**
LEARN MORE



Login to AboutMyProperty™

You can find your Roll Number and Access Key on
Your Property Assessment Notice.

Forgot Your ID?

Forgot Your Password?

Need Help?

MARKET TRENDS

Learn more about the market trends in your neighbourhood through MarketTrends. This report provides information on residential sale price trends in neighbourhoods and municipalities across Ontario.

READ MORE

HOW ASSESSMENT WORKS

Interested in learning how your property was assessed? Want to compare your assessment to others in your community? Register and log on to learn more.

READ MORE

Through AboutMyProperty™
property owners can:

- ✓ Access information on how their property was assessed
- ✓ Compare their assessment to others in their community
- ✓ Learn more about property values through Market Trends (available before login)

Login information is included on every
Notice mailed.

RESOLVING ASSESSMENT CONCERNS

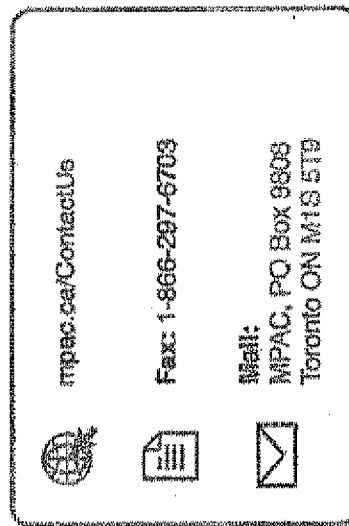
STEP 1: Ask yourself: "could I have sold my property for the assessed value on January 1, 2016?"

STEP 2: Visit aboutmyproperty.ca to review the information
MPAC has on file for your property.



STEP 3: Contact MPAC

OR



STEP 4: File a Request for Reconsideration

STEP 5: File an appeal with the
Assessment Review Board

CONTACT MPAC

We are here to help. Contact MPAC with any questions you may have regarding your property assessment.

CALL our Customer Contact Centre 1 866 296-MPAC (6722)
1 877-889-MPAC (6722) TTY

ONLINE at mpac.ca

VISIT a local field office

WRITE to P.O. Box 9808, Toronto ON M1S 5T9

FAX 1 866 297 6703

If you have accessibility needs, please let us know how we can best accommodate you

MUNICIPAL AND STAKEHOLDER OUTREACH AND ENGAGEMENT

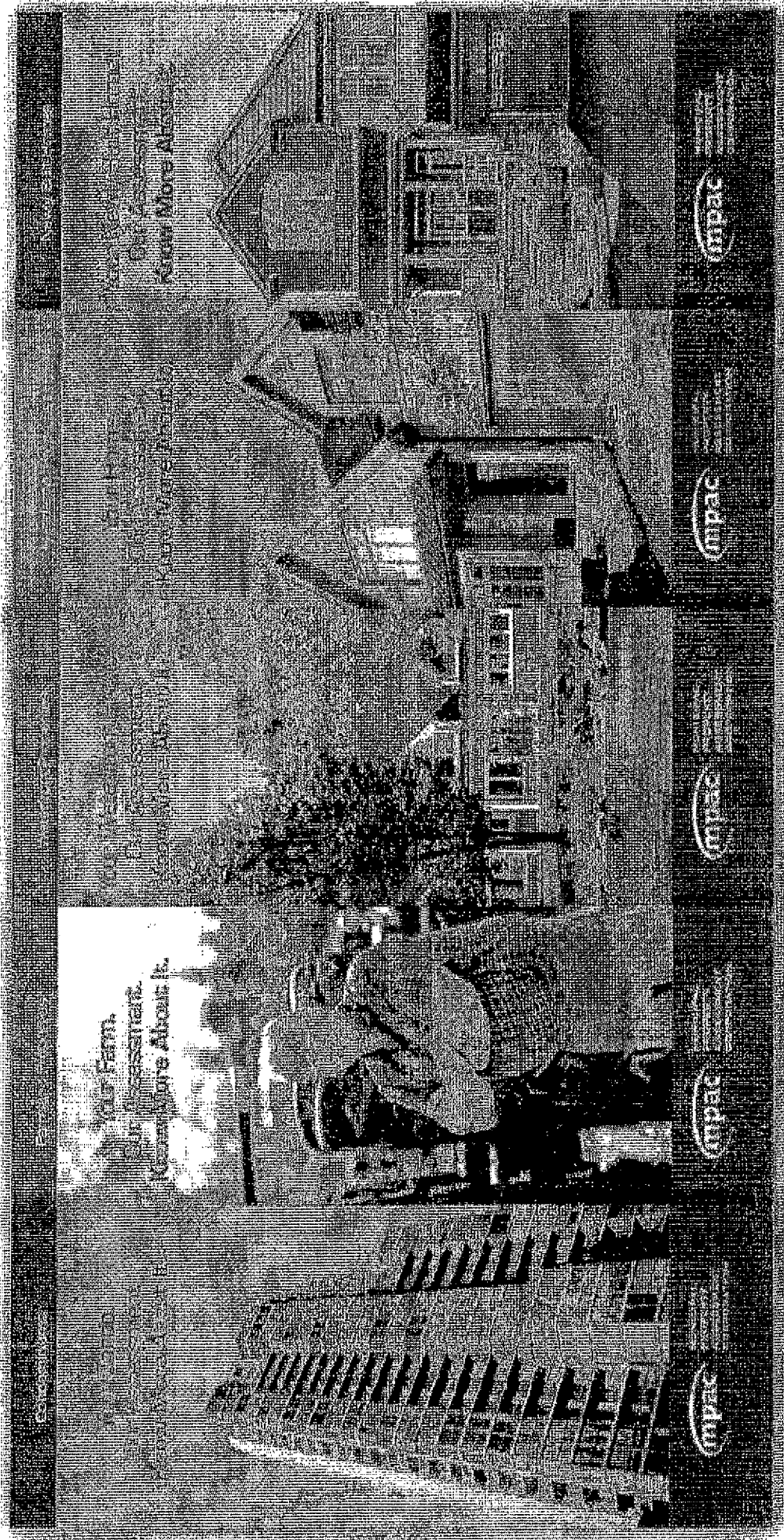
MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



MUNICIPAL CONNECT™

- **Redesigned Municipal Connect™** launching April 4
 - Increased transparency
 - Improved stability and predictability in the municipal tax base
 - Modern and flexible way to access assessment information
- **Access to 2016 base year values (2017-2020 tax years)**
 - Support municipal understanding of assessed values
 - Early consultation/discussion for greater roll stability
 - Insight into assessment at risk





MUNICIPAL TOOLKIT

To support municipalities in their communication efforts regarding the 2016 province-wide Assessment Update, MPAC has prepared a fully customizable toolkit that includes:

- Contact information for Municipal and Stakeholder Relations representatives
- Key Messages and Frequently Asked Questions
- Information regarding changes to Property Assessment Notices and Notice Mailing Dates
- Changes regarding Requests for Reconsideration
- Written Material for Print or Web
- Social Media Materials
- Highlights on AboutMyProperty and Municipal Connect
- Links/references to other resources including:
 - MPAC's full suite of brochures (links to mpac.ca)
 - Videos (will be housed on MPAC's YouTube Channel)
 - Buckslip for insertion in municipal tax bills (editable)

SAMPLE OUTREACH OVERVIEW

Zone 3 Outreach Plan

Zone Director: Carmelo Lipsi Regional Manager: Heather Colquhoun

Municipality

Town of Newmarket

Residential Property Notice Mail Date

June 13, 2016

RfR Deadline --
October 11,
2016

Business Property Notice Mail Date

October 18, 2016

RfR Deadline --
February 15, 2017

Municipal Influencers

Mayor Tony Van Bynen, MPP Chris Ballard

Media Outlets -- Newmarket
Era, Era-Banner, snapd
Newmarket, etc.

Type of Outreach	Stakeholders	Timing
Pre-Notice Mailing Municipal Outreach Socialize changes for 2016 including new PAN Connect, Outreach, etc.	Municipal Administrators	May – June
Municipal Connect Training Introduction of new tool and early access to MCP information	Municipal Administrators	April – June
Public Information Meetings Property assessment and taxation, residential values, enhancing engagement, assessment changes	Elected Officials Property Owners MPPs	May 25 th (ongoing)
About My Property Events Pop up events to support education	Property Owners	May 25 th (ongoing)

PRELIMINARY MARKET TRENDS

MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



NEW FOR 2016 – MARKET TRENDS

- Maps showing residential assessment change and typical residential values across Ontario municipalities
- Located in the Market Trends area on aboutmyproperty.ca
- Finalizing the maps for the first few extracts now and plan to roll them out over the next few weeks
- Through aboutmyproperty.ca and proactive media relations



Your Property.
Our Assessment.
Know More About It.

[Home](#) | [Market Trends](#) | [Tutorials](#) | [How Assessment Works](#) | [Contact Us](#)

Market Trends

PLACE

Enter the name of a neighbourhood or municipality



Learn more about the market trends in your neighbourhood through MarketSnapshots.

This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.

QUESTIONS?





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

www.newmarket.ca
info@newmarket.ca
905.895.5193

January 4, 2017

**DEVELOPMENT AND INFRASTRUCTURE SERVICES,
COMMISSIONER REPORT 2017-01**

TO: Members of Council

SUBJECT: Asset Management Strategy

ORIGIN: Asset Management Committee

RECOMMENDATIONS

THAT Development and Infrastructure Services Commissioner Report – 2017-01 dated January 4, 2017 regarding Asset Management be received and the following recommendation be adopted:

- 1. THAT Council adopt the Asset Management Strategy (see link provided on page 4 of report)**

PURPOSE

The purpose of this report is to recommend approval of the Corporate Asset Management Strategy prepared by Yaku Consulting.

BACKGROUND

Development & Infrastructure Services Commissioners Report 2016-01 sought Council approval of an Asset Management Policy for the Town. Staff indicated in the same report that an RFP for consulting services to develop an Asset Management Strategy for the Town would be issued. The purpose of the strategy was to help identify and build the Town's processes, tools and resources for the long term. Staff requested the consultant address an appropriate organizational structure for the Town as well as a work plan to implement the Asset Management Strategy include: implementation costs associated with initial and ongoing resource requirements for such items as capital, staffing and training costs, performing further asset condition assessments, potential system acquisition and/or undertaking other work that is vital to the AM Strategy. This strategy has now been completed and is provided as Appendix A.

KEY BENEFIT

Implementing this strategy will enable staff to manage the Town's assets in a consistent fashion allowing for greater stability in financial and capital planning, more informed decision making regarding investment in new or existing assets, and enhanced interdepartmental collaboration on projects that involve asset management.

SUMMARY

The Strategy was developed collaboratively with staff at all levels of the organization. A Vision was created by the Operational Leadership Team (OLT) to provide direction for the asset management program. To achieve this Vision the Town will have to improve and develop a higher level of practice of asset management. To guide this development and improve the Town's maturity level for the future staff will focus on the following 5 program objectives as recommended:

1. **Governance:** program oversight and building Town wide asset management frameworks such as risk and levels of service, and building organizational capacity including through skills development.
2. **Capital Program Decision-Making:** improving the decision-making process for capital spending by developing lifecycle models, incorporating the models into the asset strategy, and linking the planned spending with service levels.
3. **Data and Information:** improving data and information through development of standards, and integrating technology systems to support the asset management system (program).
4. **Maintenance Management:** improving maintenance practices and implementing a new computerized maintenance management system (CMMS).
5. **Optimizing Asset Management:** ongoing works to further advance asset management practices and incorporating results of previous improvements into long-range financial plans including rates and reserves.

5 YEAR IMPLEMENTATION COST \$1M - ANNUAL FUNDS AVAILABLE \$0.3M

Estimated Implementation costs of just over \$1M are anticipated over the next 5 years to meet these 5 program objectives. These costs would be for additional consultant costs to work with staff to achieve the necessary results identified in the strategy as well as costs associated with the acquisition and implementation of a software solution for the Town. Staff anticipates using the \$0.3M in annual funding provided by Ontario Community Infrastructure Fund (OCIF) towards these projects.

5 YEAR STAFFING RESOURCES

In addition, based on the current level of practice of asset management within the Town and the requirements to continuously deliver at the higher level anticipated in this strategy, the consultant recommends the following staff resources and respective responsibilities over the next 1 to 5 years:

- **Asset Manager (1):** oversee and provide direction across the Town to implement asset management practices in a coordinated and integrated fashion.
- **Technical staff (2-3):** technologists or engineers to develop asset specific programs to measure and monitor asset performance, collect, manage and analyze asset data and support the program
- **Information Technology staff (1):** support the configuration and ongoing maintenance of asset management software including a computerized maintenance management system (CMMS), advanced (capital) decision-making software, and the integration of various systems to facilitate asset management.

As an alternative to hiring new staff, the consultant indicates the Town could consider outsourcing or a combination of outsourcing and hiring of new staff. They caution there is a limit to how much outsourced vendors can be relied on since ultimately Town staff must be actively involved with managing assets including data in software systems. In addition, as the requirements are ongoing rather than project based outsourcing will not provide continuity to the town of asset knowledge and be more expensive in the long term.

CONCLUSION

This Asset Management Strategy will help to ensure the Town's assets receive appropriate investment and attention. It also provides a framework for a consistent and coordinated approach to the Town's asset management practices. Council's adoption of the Strategy will empower staff to enhance the Town's asset management practices ensuring long-term sustainability and fiscal stewardship for the Town's existing and future base.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The Corporate Asset Management Strategy is a key initiative and action identified in the Town's 2014 to 2018 Strategic Plan objectives to develop an asset management strategy under the theme of Efficiency / Financial Management.

This initiative supports the Town's Strategic Plan directions of being Well-Equipped & Managed by implementing policy and processes that reflect sound and accountable governance through: fiscal responsibility; efficient management of capital assets and municipal services to meet existing and future operational demands; and service excellence.

CONSULTATION

The Asset Management Committee is comprised of senior staff from Engineering, Public Works, Information Technology, Finance and Strategic Initiatives. As these areas manage the majority of the Town's assets they are providing their expertise and taking the lead in helping to form the Town's Asset Management practices.

The attached Corporate Asset Management Strategy has also been reviewed by the Operational Leadership Team (OLT) and the Strategic Leadership Team (SLT).

HUMAN RESOURCE CONSIDERATIONS

Staffing levels are not immediately impacted by the recommendations in this report. Any additional staffing requests will be brought forward as part of the budget process requesting approval as required.

FINANCIAL / BUDGET IMPACT

Operating Budget (Current and Future)

The 2017 Base Budget includes one position for an Asset Management Coordinator. Staff will be seeking approval to re-assign this position to the role of Asset Management Manager. We will follow current budget procedures to seek additional position funding as necessary.

Capital Budget

The draft 2017 Capital Budget requests \$317,700 in annual funding provided by Ontario Community Infrastructure Fund (OCIF) be dedicated towards the Asset Management Program. As addressed in the body of this report staff will use these funds to implement the AM Strategy projects based on a work plan which will be developed by the new Asset Management Manager.

FULL REPORT AVAILABLE

To view the Asset management Strategy in its entirety please click the following link:
<T:\Public\DI Services Commissioner\Asset Management Strategy\Newmarket AMS - Consolidated Report v2.0.pdf>

CONTACT

For more information on this report contact Lisa Ellis at (905) 953-5300 ext. 2515 or lellis@newmarket.ca or Peter Noehammer at ext. 2201 or pnoehammer@newmarket.ca.



FOR: Lisa Ellis,
Chair, Asset Management Committee,
Business Performance Coordinator, Development and Infrastructure Services



Peter Noehammer,
Senior Leadership Team Liaison,
Commissioner of Development and Infrastructure Services



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, September 7, 2016
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Kelly Broome
Tara Brown
Darcy McNeill
Venkatesh Rajaraman

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

The Library Board Chair called the meeting to order at 5:45 pm

Adoption of Agenda Items

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

The Chair asked if there were any additions to the agenda. One item was added under the Closed Session Agenda

Motion 16.09.136

Moved by Kelly Broome

Seconded by Darcy McNeill

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, June 22, 2016
5. Adoption of the Closed Session Minutes for Wednesday, June 22, 2016
6. Strategic Operations Report for June to August 2016
7. Library Statistical Data for July, 2016
8. Monthly Bank Transfer

Motion 16.09.137

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

That Consent Agenda Items 4) to 8) be received and approved as presented.

Carried

Closed Session

9. Motion to Convene into a Closed Session

Motion 16.09.138

Moved by Tom Vegh

Seconded by Kelly Broome

That the Library Board move into a Closed Session meeting at 5:50 pm to discuss matters pertaining to the security of the property of the Library Board.

Carried

Motion 16.09.139

Moved by Darcy McNeill

Seconded by Kelly Broome

That the Library Board move out of a Closed Session meeting at 6:00 pm.

Carried

Motions arising from the Closed Session meeting.

Motion 16.09.140

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

That the Library Board receive the verbal report on security of property matters.

Carried

Reports

10. Second Quarter Financial

The Library continues to be on target for the second quarter of 2016 in both expenditures and revenue.

Motion 16.09.141**Moved by Tom Vegh****Seconded by Venkatesh Rajaraman**

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

Carried**Business Arising****11. 2017 Capital Budget**

The CEO reviewed the draft 2017 Capital Budget submission with the Board and discussed the 2017-2026 Capital Project Request for a new Library.

Motion 16.09.142**Moved by Darcy McNeill****Seconded by Venkatesh Rajaraman**

That the Library Board approve the 2017 Capital Budget as presented with the addition of the 2017-2025 Capital Project request for a new Library.

Carried**12. 2017 Operation Budget – Enhancements**

The Library Board discussed submitting a request under Enhancements for Monday service. It was agreed not to submit the request at this time and to revisit Monday Service for 2018 Budget considerations. The CEO will report back to the Library on the number of N6 Libraries that are open on Mondays.

13. Library Efficiencies Review

The Library Board reviewed the report on Library efficiencies review and discussed the request to set aside funding to participate in an efficiency study conjointly with the Town of Newmarket.

Motion 16.09.143**Moved by Tom Vegh****Seconded by Venkatesh Rajaraman**

That the Library Board authorize in principle the expenditure of up to \$25,000 as the Library's share of the related costs, to be transferred from the Operating Reserve as needed at the end of the year;

And that the efficiency review is to be considered in conjunction with a new facility as described in the report;

And that the CEO will bring back to the Library Board more detail when available.

Carried

14. Library Facility Needs – Next Steps

A report on the next steps to explore future facility needs was reviewed by the Library Board.

Motion 16.09.144

Moved by Darcy McNeill

Seconded by Venkatesh Rajaraman

That the Library Board receive the report on Library Facility Needs—Next Steps;

And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it.

Carried

15. Report on Vulnerable Patrons

A report providing strategies on dealing with vulnerable patrons was reviewed by the Library Board.

Motion 16.09.145

Moved by Tom Vegh

Seconded by Kelly Broome

That the Board receive the report on strategies for dealing with vulnerable patrons in the library.

Carried

16. Strategic Technology Committee

The Library Board agreed that an Strategic Technology Committee on an ad hoc basis can be struck when needed. A Terms of Reference for the Committee is to be prepared.

17. Election of Vice-Chair

The Chair called for nominations for the position of Vice-Chair.

Motion 16.09.146

Moved by Darcy McNeill

Seconded by Kelly Broome

That Tara Brown is appointed to the position of Vice Chair for the Newmarket Public Library Board.

CARRIED

18. Library Board Action List

The Library Board reviewed the Action List.

Motion 16.09.147

Moved by Darcy McNeill

Seconded by Kelly Broome

That the Library Board received the Library Board Action List as presented.

Carried.

New Business

19. Library Bank Account Change

The Library was advised that the Town of Newmarket has transferred their accounts to a different banking institution, which included the Library's bank account.

Motion 16.09.148

Moved by Kelly Broome

Seconded by Tara Brown

That the Library Board approve the transfer of the Library bank account to the banking institution chosen by the Town of Newmarket;

And that the Library bank account remain with the banking institution chosen by the Town of Newmarket from time to time.

Carried

20. Ontario Public Library Week

Ontario Public Library Week is October 16th to 22nd and a tagline was developed by a marketing firm who interviewed "people on the street" all over Ontario to find out what they want to see in their communities. The tagline chosen is "A Visit Will Get You Thinking." The Library discussed planning an event to coincide with Ontario Public Library week in 2017 and that this item be added to the Library Board Action List

21. Correspondence to the Minister of Tourism, Culture and Sport

A letter, signed by the Library Board Chair, has been sent to the Minister of Tourism, Culture and Sport expressing concern regarding the recent decision to reduce broadband funding for public libraries.

Date(s) of Future Meetings

22. The next regular Library Board meeting to be reschedule to October 19, 2016 at 5:30 In the Library Board room.

Adjournment

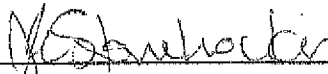
Motion 16.09.149

Moved by Kelly Broome

Seconded by Tara Brown

That there being no further business meeting adjourned at 7:15 pm.

Carried


Joan Stonehocker
Chair


Todd Kyle, CEO
Secretary/Treasurer



Town of Newmarket MINUTES

HERITAGE NEWMARKET ADVISORY COMMITTEE

Tuesday, October 11, 2016 at 7:00 PM
Mulock Room

The meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, October 11, 2016 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Hempen (7:00 to 7:55 p.m.)(8:45 to 8:59 p.m.)
Athol Hart, Chair
Billie Locke
Joan Seddon
Rohit Singh
Malcolm Watts

Absent: Soni Felix Raj (authorized absence)

Staff Present: D. Ruggle, Senior Planner – Community Planning
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 7:00 p.m.

A. Hart in the Chair.

Additions & Corrections to Agenda

None.

Declarations of Interest

- a) Councillor Hempen advised that he would not be taking part in the discussion or voting related to Item 3 as his family owns property immediately adjacent to the subject property.

Presentations/Deputations

1. Mr. Brad Rogers, Principal, Groundswell Urban Planners Inc., introduced those in attendance with him, being Mr. Daniel Berholz, Executive Vice President and Mr. Andrew Webster, Vice President – Development, Rose Corp, Mr. Peter Berton, Partner, VG+ Architects and Mr. Paul Marsala, Terraplan Landscape Architects and addressed the Committee regarding the King George School redevelopment at 400 Park Avenue. He provided an overview of the project proposal, being redevelopment of the site to permit a new townhome development and condominium units within the existing King George School

building. Mr. Peter Berton, VG+ Architects, provided an overview of the company works to date and advised of their role with the King George School project, the project's compatibility with the heritage conservation by-law, restoration plans and preservation strategies.

Discussion ensued regarding replacement of the windows, number of units and parking allocations, any opportunities for adaptive reuse of interior features, specifically woodwork and bannisters, concerns on the interface between the existing heritage homes and school building and the new townhomes, construction timelines and next steps.

Moved by: Councillor Hempen
Seconded by: Billie Locke

THAT the public in attendance be permitted to address the applicants for a 10 minute total period.

Carried

Questions were posed to the applicants with respect to landscaping and maintenance of grass and lawn areas, construction timelines, square footage of the proposed townhomes, pricing and snow removal.

Moved by: Billie Locke
Seconded by: Joan Seddon

THAT the presentation by Mr. Brad Rogers, Principal, Groundswell Urban Planners Inc., Mr. Daniel Berholz, Executive Vice President and Mr. Andrew Webster, Vice President – Development, Rose Corp, Mr. Peter Berton, Partner, VG+ Architects and Mr. Paul Marsala, Terraplan Landscape Architects regarding the King George School development project be received.

Carried

The Committee recessed at 7:47 p.m.

The Committee reconvened at 7:55 p.m.

Councillor Hempen left at 7:55 p.m.

2. Mr. Mohammad Ashouri addressed the Committee regarding 214 Main Street South and provided a presentation regarding the existing structural alterations, variance between the front and rear façades, wiring and servicing issues related to the subject property. Discussion ensued regarding demolition, retention and

maintenance of the building façade and construction behind the front façade, opportunities to restore the building to its original state and adaptive reuse of building features, including beams and woodwork components.

Moved by: Joan Seddon

Seconded by: Billie Locke

THAT the presentation by Mr. Mohammad Ashouri regarding 214 Main Street South be received.

Carried

The Committee recessed at 8:40 p.m.

The Committee reconvened at 8:45 p.m.

Councillor Hempen returned at 8:45 p.m.

Approval of Minutes

3. Heritage Newmarket Advisory Committee Minutes of June 28, 2016.

Moved by: Councillor Hempen

Seconded by: Billie Locke

THAT the Heritage Newmarket Advisory Committee Minutes of June 28, 2016 be approved.

Carried

Moved by: Billie Locke

Seconded by: Joan Seddon

THAT the following items be deferred to a Heritage Newmarket Advisory Committee meeting to be scheduled within two weeks:

Correspondence from Ms. Erin Semande, A/Provincial Heritage Registrar dated June 20, 2016 regarding Ontario Heritage Act Register Privacy Protection Guidelines and Municipal Requirements for serving notice.

Correspondence from the Town of Newmarket Planning & Building Services Department dated July 26, 2016 regarding Passing of Zoning By-law 2016-35 - 345 and 351 Davis Drive.

Correspondence from the Town of Newmarket Planning & Building Services Department - Planning Application Form received August 11, 2016 regarding an Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision - 16250 Yonge Street.

Correspondence from the Town of Newmarket Planning and Building Services Department dated September 13, 2016 regarding an Application for Official Plan and Zoning By-law Amendment - 260 Eagle Street.

Correspondence from the Town of Newmarket Planning and Building Services Department dated September 27, 2016 regarding a Public Meeting concerning a Zoning By-law Amendment - 507 Mulock Drive.

Designated Property Maintenance and Concerns

Plaques

Reports of Committee Members

Heritage Newmarket Budget

Heritage Newmarket Workplan Discussion

Carried

Adjournment

Moved by: Joan Seddon
Seconded by: Councillor Hempen

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 8:59 p.m.

Date

Oct. 25 / 16

A. Hart, Chair

A. Hart



Town of Newmarket MINUTES

HERITAGE NEWMARKET ADVISORY COMMITTEE

Tuesday, October 25, 2016 at 7:00 PM
Mulock Room

For consideration by Council
on November 01, 2016

The meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, October 25, 2016 in Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Hempen
Athol Hart, Chair
Joan Seddon
Rohit Singh
Malcolm Watts

Absent: Billie Locke
Soni Felix Raj (authorized absence)

Staff Present: D. Ruggle, Senior Planner – Community Planning
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 7:05 p.m.

Additions & Corrections to Agenda

None.

Declarations of Interest

None.

Approval of Minutes

- Heritage Newmarket Advisory Committee Minutes of October 11, 2016.

Moved by: Rohit Singh
Seconded by: Malcolm Watts

THAT the minutes from the Heritage Newmarket Advisory Committee meeting of October 11, 2016 be approved.

Carried

Presentations/Deputations

None.

Correspondence

2. Correspondence from Ms. Erin Semande, A/Provincial Heritage Registrar dated June 20, 2016 regarding Ontario Heritage Act Register Privacy Protection Guidelines and Municipal Requirements for serving notice.

Moved by: Rohit Singh
Seconded by: Joan Seddon

THAT the correspondence from Ms. Erin Semande, A/Provincial Heritage Registrar regarding Ontario Heritage Act Register Privacy Protection Guidelines and Municipal Requirements for serving notice be received.

Carried

3. Correspondence from the Town of Newmarket Planning & Building Services Department dated July 26, 2016 regarding Passing of Zoning By-law 2016-35 - 345 and 351 Davis Drive.

Moved by: Councillor Hempen
Seconded by: Rohit Singh

THAT the correspondence from the Town of Newmarket Planning & Building Services Department regarding Passing of Zoning By-law 2016-35 - 345 and 351 Davis Drive be received.

Carried

4. Correspondence from the Town of Newmarket Planning and Building Services Department dated September 13, 2016 regarding an Application for Official Plan and Zoning By-law Amendment - 260 Eagle Street.

The Senior Planner – Community Planning advised that the application has been amended from the initial application for a six storey apartment building to a 27 unit townhome development.

Moved by: Councillor Hempen
 Seconded by: Joan Seddon

THAT the correspondence from the Town of Newmarket Planning and Building Services Department dated September 13, 2016 regarding an Application for Official Plan and Zoning By-law Amendment - 260 Eagle Street be received.

Carried

5. Correspondence from the Town of Newmarket Planning and Building Services Department dated September 27, 2016 regarding a Public Meeting concerning a Zoning By-law Amendment - 507 Mulock Drive.

The Senior Planner – Community Planning advised of the development application and that a statutory public meeting was held on Monday, October 18, 2016.

Moved by: Joan Seddon
 Seconded by: Rohit Singh

THAT the correspondence from the Town of Newmarket Planning and Building Services Department regarding a Public Meeting concerning a Zoning By-law Amendment - 507 Mulock Drive be received.

Carried

6. Correspondence from the Town of Newmarket Planning and Building Services Department dated September 30, 2016 regarding Notice of Complete Application - Proposed Official Plan and Zoning By-law Amendment - 400 Park Avenue, 405 and 407 Botsford Street.

The Senior Planner – Community Planning advised that this application was presented at the last meeting, and further advised that a staff report will be forthcoming with a recommendation to refer to a public meeting. Discussion ensued with respect to potential concerns related to brick impediments on the heritage home known as the Playter House, proximity to the lot line and potential buffers and townhome design elements that will complement the character of the community.

Moved by: Joan Seddon
 Seconded by: Malcolm Watts

THAT the correspondence from the Town of Newmarket Planning and Building Services Department regarding Notice of Complete Application - Proposed Official Plan and Zoning By-law Amendment - 400 Park Avenue, 405 and 407 Botsford Street be received.

Carried

7. Correspondence from the Town of Newmarket Planning & Building Services Department - Planning Application Form received August 11, 2016 regarding an Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision - 16250 Yonge Street.

The Senior Planner – Community Planning advised of the application. Discussion ensued regarding an archaeological survey of the property as it may belong to an early Newmarket settler.

Moved by: Rohit Singh
 Seconded by: Joan Seddon

THAT the correspondence from the Town of Newmarket Planning & Building Services Department - Planning Application Form regarding an Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision - 16250 Yonge Street be received;

AND THAT a Stage One Archaeological Study be conducted in order to determine if there are any significant archaeological considerations on the property and reported back to the Committee.

Carried

Items

8. Heritage Newmarket Workplan Discussion

The Committee reviewed its workplan, item by item, and made modifications as required. All modifications have been identified on the workplan document.

Adjournment

Moved by: Joan Seddon
Seconded by: Rohit Singh

THAT the meeting adjourn.

Carried

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

Date

A. Hart, Chair



Town of Newmarket MINUTES

HERITAGE NEWMARKET ADVISORY COMMITTEE

Tuesday, November 1, 2016 at 7:00 PM
Mulock Room

The meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, November 1, 2016 in Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Hempen
Athol Hart, Chair
Billie Locke
Joan Seddon
Malcolm Watts

Absent: Soni Felix Raj
Rohit Singh

Staff Present: C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 7:03 p.m.

A. Hart in the Chair.

Additions & Corrections to Agenda

None.

Declarations of Interest

None.

Approval of Minutes

- Heritage Newmarket Advisory Committee Minutes of October 25, 2016.

Moved by: Councillor Hempen
Seconded by: Malcolm Watts

THAT the minutes from the Heritage Newmarket Advisory Committee meeting of October 25, 2016 be approved.

Carried

Presentations/Deputations

None.

Correspondence

2. Correspondence from the Town of Newmarket Planning and Building Services Department dated October 18, 2016 regarding a public meeting concerning a proposed Official Plan and Zoning By-law Amendment - 260 Eagle Street (southeast corner of Eagle Street and Cawthra Boulevard)

Moved by: Billie Locke
Seconded by: Joan Seddon

THAT the correspondence from the Town of Newmarket Planning and Building Services Department dated October 18, 2016 regarding a public meeting concerning a proposed Official Plan and Zoning By-law Amendment - 260 Eagle Street be received;

AND THAT information related to the building elevation and layouts be provided to the Committee in advance of the Public Meeting.

Carried

3. Correspondence from the Town of Newmarket Planning and Building Services Department dated October 25, 2016 regarding a public meeting concerning a proposed amendment to Comprehensive Zoning By-law 2010-40 related to urban centres parking/zoning project.

Moved by: Councillor Hempen
Seconded by: Joan Seddon

THAT the correspondence from the Town of Newmarket Planning and Building Services Department dated October 25, 2016 regarding a public meeting concerning a proposed amendment to Comprehensive Zoning By-law 2010-40 related to urban centres parking/zoning project be received.

Carried

Items

4. Designated Property Maintenance and Concerns

- a) Discussion ensued regarding creation of a map of designated properties for Committee members to use in their stewardship efforts.

The Committee was provided with an overview of the proposal by the Christian Baptist Church for remediation of their building. A timeline for remediation was requested.

Moved by: Joan Seddon

Seconded by: Billie Locke

THAT the Senior Planner – Community Planning be requested to approach the owners for a timeframe on action to remediate.

Carried

- b) Discussion ensued regarding the derelict state of the Bogart House and whether there was any way to compel the owners to protect the home. M. Watts to photograph the house prior to the December meeting to be shared with the Senior Planner – Community Planning.

Moved by: Councillor Hempen

Seconded by: Billie Locke

THAT Malcolm Watts photograph the Bogart House and submit photos to staff in order to commence a formal legal process to require remediation of the home.

Carried

- c) Committee Members requested an update on repairs to the Post Office building.

d) Designation Requests

Discussion ensued regarding the three designation requests that will be before Committee of the Whole on November 7, 2016, being 379 Botsford Street, 411 Millard Street and 17030 Yonge Street.

5. Plaques

a) Site plaques

The Chair advised that the site plaques for the area of Water Street and Main Street, and the World War 2 Camp are progressing. The Rogers plaque has been delayed as a result of the proposed erection site being on private property.

6. Heritage Newmarket Budget

Discussion ensued regarding expenditure of budget funds to hire assistance in order to resolve issues with broken links in the Cultural Map.

Moved by: Billie Locke
Seconded by: Joan Seddon

THAT staff be requested to provide feedback on potential resources for repairing broken links in the Cultural Map, to update the List of Designated Properties and any additional documents that require updates.

Carried

7. Reports of Committee Members

a) Architecture, Recreation, Culture, Heritage (ARCH) Committee

The Chair advised that the last ARCH Committee meeting was cancelled and rescheduled. The Committee is determining what role they may have in the sesquicentennial celebrations, including potential collaborations with Heritage Newmarket, the Newmarket Historical Society and Elman W. Campbell Museum.

b) Elman W. Campbell Museum Board

B. Locke provided an update on the Museum's shelving project. In addition, the Museum is contemplating a new digital sign and the Board has requested heritage input on the design of the sign. R. Caister and A. Hart to collaborate on a design for the framework of the sign for consideration by the Board.

Moved by: Joan Seddon
Seconded by: Malcolm Watts

THAT the replacement sign for the Elman W. Campbell Museum be designed such that the heritage attributes of the Museum and adjacent neighbourhoods be maintained.

Carried

c) Lower Main Street South Heritage Conservation District Advisory Group

The Chair advised that buildings are improving in the Heritage Conservation District, with new façade treatments and efforts being made to restore buildings to their original state.

d) Newmarket Historical Society Board of Directors

No update was provided. The Council/Committee Coordinator to advise the Newmarket Historical Society Board of Directors of the change of Heritage Newmarket representative for 2017.

New Business

a) Union Hotel

Moved by: Malcolm Watts
Seconded by: Joan Seddon

THAT representatives from vivaNext be invited to an upcoming meeting to provide an update on plans for the Union Hotel.

Carried

- b) M. Watts made an inquiry with respect to the feasibility of recommending restoration of the gazebo as a Canada 150 project. The Council/Committee Coordinator advised that the application period for Canada 150 grants had closed. Discussion ensued regarding potential fundraising opportunities and the possibility of bringing the gazebo indoors from its current location at the Operations Centre in order to avoid any further deterioration.

Adjournment

Moved by: Billie Locke
Seconded by: Joan Seddon

THAT the meeting adjourn.

Carried

The being no further business, the meeting adjourned at 8:48 p.m.

Sec. 6/16
Date

A. Hart
A. Hart, Chair



Town of Newmarket **MINUTES**

93

NEWMARKET ENVIRONMENTAL ADVISORY COMMITTEE

Wednesday, September 7, 2016 at 6:30 PM
Cane A & B

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, September 7, 2016 in Cane A & B, 395 Mulock Drive, Newmarket.

Members Present: John Birchall
Michelle Bourdeau
Cathie Ethier
Nicole Hamley
David Kempton
Jill King (6:46 to 8:40 p.m.)
Petra Vollmerhausen, Chair

Absent: Stephanie Sales

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

The meeting was called to order at 6:33 p.m.

P. Vollmerhausen in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Newmarket Environmental Advisory Committee Minutes of May 4, 2016.

Moved by: Cathie Ethier
Seconded by: Nicole Hamley

THAT the Newmarket Environmental Advisory Committee Minutes of May 4, 2016 be approved.

Carried

d) 2017 Waste and Recycling Calendar - Inclusion of NEAC Events

J. Birchall provided an overview of events typically submitted for the waste calendar.

The following dates were recommended for inclusion in the calendar:

Community Garage Sale – May 27, 2017

Holland River Cleanup – May 6/13 (Town established date)

E-Waste – Recycling Council of Ontario – potentially October 21

Discussion ensued regarding 2017 Farmer's Market dates and inclusion of NEAC events on the MyWaste app.

e) Discussion regarding future outreach opportunities.

M. Bourdeau provided a verbal overview of a proposal for a community based environmental initiative, being an environmental group that each year would focus on a particular theme or initiative, with outreach methods that would include a mailing list, newsletter or short blog posts. The intent of the group would be to have focused conversations and topics, direct and specific in order to encourage behavioural changes.

Moved by: Cathie Ethier

Seconded by: Nicole Hamley

THAT the concept presented by Michelle Bourdeau be approved in principle subject to staff investigating any potential constraints.

Carried

4. Verbal Report from the Senior Environmental Coordinator regarding an environmental projects update

The Senior Environmental Coordinator provided a verbal update on the Ray Twinney Low Impact Design stormwater retrofit and Lions Park drainage projects, including project purpose, timelines, construction plans and funding. She further advised that an Open House on the Ray Twinney LID project would be held on October 11, 2016 and to direct any questions or comments on either project to her attention.

5. Committee and Working Group Updates

- a) D. Kempton provided a verbal update on cycling related initiatives, including the current work being conducted by Cycle Newmarket.

Adjournment

Moved by: John Birchall
Seconded by: Michelle Bourdeau

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 8:40 p.m.

Date

Petra Vollmerhausen, Chair



MINUTES

Tuesday, October 4, 2016 at 9:30 AM
Town of Aurora - Leksand Room

The meeting of the CYFS - JCC was held on Tuesday, October 4, 2016 in the Leksand Room at the Town of Aurora, 1 Municipal Way, Aurora, Ontario.

Members Present: Aurora: Councillor Abel
 Councillor Mrakas

 Newmarket: Councillor Hempen
 Councillor Twinney

Regrets: Aurora: Councillor Thompson
 Newmarket: Councillor Bisanz

Staff Present: Aurora: D. Nadorozny, Chief Administrative Officer
 D. Elliott, Director of Financial Services
 L. Lyons, Town Clerk

 Newmarket: L. Georgeff, Director of Human Resources
 M. Mayes, Director of Financial Services
 D. Schellenberg, Manager, Accounting & Finance

 CYFS: I. Laing, Fire Chief
 R. Comeau, Deputy Fire Chief
 R. Volpe, Deputy Fire Chief

Open Forum

None.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes of September 6, 2016.

Moved by: Councillor Twinney
 Seconded by: Councillor Mrakas

- a) THAT Central York Fire Services - Joint Council Committee Minutes of September 6, 2016 be received.

Carried

Items

2. Joint Central York Fire Services and Corporate Services Report - Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets - Update.

Newmarket's Manager of Accounting & Finance provided details regarding the report. The Fire Chief reviewed the cost savings that have occurred and advised of concerns related to the fleet maintenance line item. He advised that the temporary Training Centre has been used for the last five years with only operating costs and there will be a rental or lease fee incorporated for 2017. He further advised that service level agreements are providing revenues over and above budget figures.

An alternate motion was presented and discussion ensued.

Moved by: Councillor Mrakas
 Seconded by: Councillor Twinney

- a) THAT Joint Central York Fire Services and Corporate Services Report - Finance 2016-41 dated September 22, 2016 regarding the Draft 2017 Operating and Capital Budgets - Update be received and the following recommendations be adopted:

- i) THAT the Joint Council Committee (JCC) recommend approval of the draft budgets;

- ii) AND THAT in accordance with the consolidated Fire Services Agreement, the draft budgeting be sent to Aurora Council for comment and then to Newmarket Council for consideration and approval.

Carried

3. Burning By-laws Discussion.

The Fire Chief advised that complaints are being received regarding smoke from outdoor burning. He advised that both communities have burning by-laws in place and that a Member of Council had requested that this matter be brought forth to the Joint Council Committee for discussion.

The Deputy Fire Chief advised that he has reviewed the complaint process associated with outdoor burning. Councillor Twinney requested that the current burning by-laws be reviewed with the intent of updating them to include health/quality of life, bans dependent on property size and best practices of other municipalities.

Moved by: Councillor Twinney

Seconded by: Councillor Mrakas

THAT the Central York Fire Services – Joint Council Committee recommend that the Councils of Aurora and Newmarket direct staff (specifically, By-law and Fire Services) to review the current burning by-laws.

Carried

4. Verbal Update from the Fire Chief regarding the status of the new fire station.

The Fire Chief provided a status update with respect to the new fire station. He advised that the architect has been retained to prepare a block schematic drawing of the proposed station and a report should be available for the next scheduled Joint Council Committee meeting. He further advised that the Commissioner of Development and Infrastructure Services, Town of Aurora will be managing the construction project.

Moved by: Councillor Mrakas

Seconded by: Councillor Hempen

THAT the verbal status update from the Fire Chief regarding the new fire station be received.

Carried

New Business

- a) The Fire Chief advised he has been approached by a former member of Fire Services with a request to rename the Fire Station on Gorham Street.
- b) Councillor Abel congratulated Central York Fire Services on a successful Open House as well as communication efforts associated with a recent gas leak near the GO Transit station.

Closed Session

There was no requirement for a Closed Session.

Adjournment

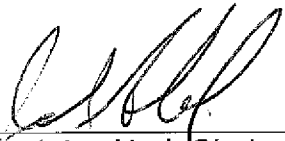
Moved by: Councillor Mrakas
 Seconded by: Councillor Twinney

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 10:15 a.m.

Nov. 29, 2016
 Date


 Councillor John Abel, Chair

December 1, 2016

Dear AMO Member:

RE: Federal Infrastructure Phase 2 Incrementality Resolution

As you know, the federal government announced additional infrastructure funding over the next 12 years in the Fall Economic Statement as part of its Phase 2 programming. It is consulting on design aspects for Phase 2 in order for it to be known before the funding programs begin in 2018.

AMO has endorsed a number of principles for the funding design – that it should maximize municipal flexibility; respect the breadth of municipal infrastructure assets and priorities; and provide stable, predictable, formula-based funding to municipal governments.

The role of incrementality and the funding formula (i.e., the share by each order of government) are important aspects. In communicating our principles to the federal government, we have noted the impacts of different formula approaches. The ideal position for municipal governments would be a 50% federal, 33% provincial, and a 17% municipal portion. This would mean a smaller share of municipal capital costs would recognize ongoing municipal operating costs which are generally not eligible for funding purposes. In reality, very few provinces agreed to fund 33% of Phase 1 programs, and some didn't put up new funds where they agreed to it. In Ontario, the provincial government did add new funding, in the amount of \$250 million (25%) for the recent Clean Water and Wastewater Fund (CWWF). This was in addition to its existing multi-billion long term infrastructure plan. No provincial funding was added for the federal public transit agreement.

Generally, incrementality has been a feature of prior federal programs. It requires that municipal and provincial governments spend new additional funds for each infrastructure project in order to meet the eligibility rules. This requirement may have had some merit before municipal governments had comprehensive asset management plans and related multi-year capital plans. Going forward, it will confuse the principles and practice of asset management not to mention municipal financial planning because it would influence municipal priorities. Where there are multi-year capital plans, based on asset replacement and maintenance priorities of an asset management plan, the federal funding should be aligned with these municipal plans. Phase 2 should align with municipal long-term planned spending, not the other way around.

We hope that you agree. If so, please adopt the attached resolution and add your voice to AMO's. AMO continues to believe that good asset management is the foundation of appropriate municipal infrastructure and financial management. Funding approaches must support it to further advance the culture of municipal asset management in Ontario.

Sincerely,

A handwritten signature in cursive script, appearing to read 'L. Dollin', written in dark ink.

Lynn Dollin
AMO President

FEDERAL INFRASTRUCTURE PHASE 2 INCREMENTALITY RESOLUTION

WHEREAS municipal governments' infrastructure is critical to our collective economic health;

WHEREAS stable, predictable and formula- based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;

WHEREAS Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

WHEREAS a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

NOW, THEREFORE BE IT RESOLVED that the (name of municipality) calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

BE IT ALSO RESOLVED that the (name of municipality) calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government' asset management plan meets a municipal incremental infrastructure requirement.

Please forward your resolution to:

AMO President Lynn Dollin amopresident@amo.on.ca

TOWN OF NEWMARKET

Outstanding Matters

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
1.	<p>Council – December 14, 2015 – Item 35 – Joint Development and Infrastructure Services – Planning and Building Services/ES 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue</p> <p>Council – January 18, 2016 – Item 35</p>	<p>THAT staff provide alternate trail options for this area at a lower cost.</p> <p>THAT Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered.</p> <p>THAT staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail;</p> <p>AND THAT staff also include in the report the option of installing lighting along the George Luesby Park Trail.</p> <p>➤ Planning and Building Services</p>	<p>Timeline to be determined</p>	<p>Deferred subsequent to VivaNext construction</p>

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

Bold indicates that the item will be on the upcoming agenda

Last revisions made on January 4, 2017

(Updated and including the Committee of the Whole Minutes of November 28, 2016)

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
2.	Council – April 20, 2015 – Item 7 Committee of the Whole – May 9, 2016 – Item 15 – Motion – Regional Councillor Taylor	THAT staff provide a report within six months related to internet voting. THAT Council direct staff to bring back a report within 180 days that examines the process and issues related to a ban on corporate and union donations in Newmarket Municipal Elections. ➤ Legislative Services	Q2, 2016 Q3, 2016 November, 2016 January, 2017	Workshop held October 5, 2015 Special CoW scheduled for January 30, 2017 (9:00 a.m.) and will address Internet Voting & Ranked Ballots
3.	Committee of the Whole – November 9, 2015 – Item 12 Development & Infrastructure Services Report PWS 2015-58 regarding N6 Waste Collection Contract 2017-2017 Request for Proposal Preparation Update.	THAT staff work with the N6 partners to develop service level criteria for customer service and response and opportunities to provide customer services outside the scope of the waste control contract and report back to Council; AND THAT staff explore the option of separate proposals for standard bag limits (2 bags and 3 bags) with the N6 partners and report back to Council. ➤ Public Works Services	Q1, Q2, 2016 Q2/Q3, 2016 Special CoW December 5, 2016	
4.	Committee of the Whole – February 22, 2016 – Item Joint Office of the CAO and Corporate Services – Legislative Services Report 2016-02 dated January 28, 2016 regarding Appointment of Municipal Ombudsman.	iv) AND THAT staff provide an information update report after a 6 month period once the agreement has been executed. ➤ Legislative Services/Legal Services	Q3, 2016 Q4, 2016	Joint Legislative Services/Legal Services Report
5.	Committee of the Whole – February 22, 2016 – Item 27 Motion – Councillor Hempen Welcome Entrance Sign	THAT staff report back on the feasibility and suitable location for the installation of a community welcome entrance sign at the intersection of Longford Drive and Davis Drive; AND THAT staff also provide a suitable design for the welcome sign. The cost of the sign will be covered by private fundraising. ➤ Development and Infrastructure Services	Q2/Q3, 2016 Q4, 2016 Q1, 2017	

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
6.	Council – April 4, 2016 – Item 5 Joint Report Community Services - Recreation and Culture, Development and Infrastructure Services - Public Works, Engineering, Corporate Services - Finance 2016-14 dated March 31, 2016 regarding Implementation Plan - Future Facilities and Land Use.	<p>THAT Phase 2 of the Recreation Playbook Implementation Plan be approved as outlined in the report, with public consultation done as part of applicable design processes;</p> <p>AND THAT Phase 3 of the Recreation Playbook Implementation Plan be shared with the community through a public consultation process and that staff then report back;</p> <p>AND THAT future Council Workshops be done to consider specific uses and negotiation strategies on potential property acquisitions, as outlined in the report;</p> <p>AND THAT as part of the 2016 Capital Budget, the design for an outdoor basketball court at Ken Sturgeon Park be undertaken, and funding for construction be requested in the 2017 Capital Budget funded from Development Charges and Capital Reserves, in order to include this project in Phase 2 of the Recreation Playbook implementation plan.</p> <p>➤ Recreation and Culture</p>	Q4, 2016 Q2, 2017	
7.	Council – June 7, 2016 – Item 35 Joint Office of the CAO and Commissions of Development and Infrastructure Services, Community and Corporate Services Report 2016-08 – Federal Infrastructure Funding	<p>THAT staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary'</p> <p>➤ Strategic Initiatives</p>	Q2, 2017	Awaiting next phase of funding announcements
8.	Council – June 7, 2016 – Item 38 Township of Wellington Resolution Door-to-Door Sales for Electricity and Natural Gas Contracts	<p>THAT staff review the current by-law and report back regarding door-to-door sales.</p> <p>➤ Legislative Services</p>		Addressed through Corporate Services – Legislative Services Information Report 2016-23 distributed November 9, 2016
9.	Committee of the Whole – June 20, 2016 – Motion – Councillor Bisanz	<p>THAT staff be directed to explore various alternative methods of conducting Committee of the Whole and Council meetings in order to respond to community needs and ensure maximum public participation, by providing greater access to Council's deliberations, and that a report be provided to Council by the end of Q4.</p> <p>➤ Legislative Services/Communications</p>	Q1/Q2, 2017	
10.	Council – June 27, 2016 – Item 34 Development and Infrastructure Services Report – ES 2016-24 regarding Savage Road/Sandford Street Traffic Review	<p>THAT Item 4 – Active Transportation Plan (bicycle lanes) on Sandford Street from Mulock Drive to Savage Road with a possible extension along Savage Road to Paul Semple Park entrance be deferred in order to provide an opportunity to work with residents to monitor and evaluate the traffic calming measures.</p> <p>➤ Engineering Services</p>	Q2, 2017	

	Item Subject	Recommendations & Responsibility	Date to come back to Committee	Comments
11.	Committee of the Whole – August 29, 2016 – Item 20 – Corporate Services Report – Legislative Services 2016-17 regarding 'Potential Regulation of Driving School Instructors'	<p>THAT staff host a PIC in November, 2016 to seek Council, public and industry input on the potential regulation of driving school instructors operating in the Town of Newmarket;</p> <p>AND THAT staff continue to work with the MTO and driving school instructors operating in the Town of Newmarket to mitigate traffic and perceived safety concerns raised by residents;</p> <p>AND THAT staff bring back a report in the first quarter of 2017 regarding the potential regulation of driving school instructors operating in the Town of Newmarket.</p> <p>➤ Legislative Services</p>	Q1, 2017	Public Information Centre scheduled for Tuesday, December 6, 2016 – 7:00 p.m. – Municipal Offices
12.	Development and Infrastructure Services Information Report – ES 2016-41 Solar Powered Pole Mounted Radar Speed Displays – Pilot Project	<p>THAT staff explore the pilot project initiated by the Town of Aurora regarding solar powered pole mounted radar speed displays;</p> <p>AND THAT staff follow up with each Ward Councillor with respect to proposed placement of existing speed display boards;</p> <p>AND THAT a further update report be brought back to a future meeting.</p>	Q2, 2017	
13.	Committee of the Whole – November 7, 2016 – Item 3 Tree Preservation Deputation	<p>THAT the matter of tree preservation and protection be referred to staff to report back within a 90 day time frame on the previous review of tree preservation and measures undertaken to sustain the tree canopy and available options related to the Region of York's forestry management initiative.</p> <p>➤ Planning and Building Services</p>	February 2017	
14.	Committee of the Whole – November 7, 2016 – Item New Business	Councillor Kwapis requested that staff investigate the feasibility of providing Wi-Fi to area public spaces and parks. The Commissioner of Community Services advised staff will report back on this matter within a 30 day time frame.	Information Report distributed December 8, 2016	
15.	Committee of the Whole – November 28, 2016 – Item 23 Development & Infrastructure Services Report – ES 2016-54 Public Consultation and Support Plan – Transportation Services Update	<p>THAT the Public Consultation and Support Plan as outlined in Appendix A be adopted for use starting January 1, 2017;</p> <p>AND THAT the Public Consultation and Support Plan be reviewed both internally and by the public throughout 2017 for improvements for 2018, if necessary.</p> <p>➤ Engineering Services</p>	Q1, 2018	
16.	Council – December 5, 2016 – Item 44 Development & Infrastructure Services – Planning & Building Services Report 2016- 25 – 178, 180, 184, 188, 190 and 194 Main Street	<p>THAT in 120 days, staff be directed to bring back an amendment to the Heritage Conservation District Plan and By-law for consideration of Council that would outline the criteria which would need to be met by applicants in order to be considered for approval for a fourth storey set back from the street by a minimum of 15 (fifteen) feet.</p> <p>➤ Planning and Building Services</p>	April, 2017	