



Town of Newmarket

Agenda

Committee of the Whole

Date: Monday, December 2, 2024
Time: 1:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

1. Notice

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

Public Input

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

1. Email your correspondence to clerks@newmarket.ca by end of day on November 27, 2024. Written correspondence received by this date will form part of the public record; or,
2. You are strongly encouraged to pre-register if you would like to make a deputation at the meeting. For more information regarding the options available, email your request and contact information to clerks@newmarket.ca.

2. Additions & Corrections to the Agenda

Note: Additional items are marked by an asterisk*.

3. Conflict of Interest Declarations

4. Public Hearing Matter(s)

There are no public hearing matters.

5. Presentations & Recognitions

- 5.1 2025 Draft Operating and Capital Budgets

Note: Andrea Tang, Director, Financial Services / Treasurer will provide a presentation on this matter.

Meeting materials will be distributed once available.

1. That the presentation by Andrea Tang, Director, Financial Services / Treasurer regarding the 2025 Draft Operating and Capital Budgets be received.

6. Deputations

7. Consent Items

7.1 2025 Draft Operating and Capital Budgets

1. That the report entitled Draft 2025 Operating and Capital Budgets dated December 2, 2024 be received; and,
2. That the Draft 2025 Operating Budget with expenditures of \$172,543,441 be approved, which is comprised of the following components:
 - a. \$ 106,881,590 for Town purposes; and,
 - b. \$ 22,908,214 for the Water Rate Group; and,
 - c. \$ 26,789,555 for the Wastewater Rate Group; and,
 - d. \$ 9,958,880 for the Stormwater Rate Group; and,
 - e. \$ 3,143,865 for the Building Permit Rate Group; and,
 - f. \$ 2,218,919 for the Planning Rate Group; and,
 - g. \$ 642,418 for the Development Engineering Rate Group; and,
3. That the Capital Spending Authority of \$136,504,909 as outlined in the report be established, being \$74,640,606 for 2025, \$54,252,303 for 2026, \$7,312,000 for 2027 and \$300,000 for 2028; and,
4. That the draft 2025 Operating and Capital Budgets be forwarded to the Council meeting of December 9, 2024 for final approval; and
5. That Council authorize the Director of Financial Services/Treasurer to:
 - i. Make any necessary adjustments within the total approved budget to reflect organizational changes and any other reallocation of costs; and,
 - ii. Accept and adjust the budget for new provincial and/or federal funding provided there is no tax levy impact; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.2 2024 Year-End Servicing Allocation Review

1. That the report entitled 2024 Year-End Servicing Allocation Review dated

December 2, 2024, be received; and,

2. That the conditional servicing allocation commitment of 32 persons for 172-178 Old Main Street be rescinded; and,
3. That the distribution of the available servicing capacity of 6,873 persons (year-end available capacity of 2,701 persons and 4,703 persons of committed but unused allocation) be considered as part of the 2025 annual servicing allocation review; and,
4. That Council adopt the updated Servicing Allocation Policy, updated December 2024, included as Attachment 1 to this Report; and,
5. That a copy of this report be forwarded to York Region for information; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.3 2024 Third Quarter Financial Update

1. That the report entitled 2024 Third Quarter Financial Update dated December 2, 2024 be received; and,
2. That Council approve changes to the 2024 capital budget as outlined in the report; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.4 Stormwater Charge Exemptions

1. That the report entitled Stormwater Charge Exemption dated December 2, 2024 be received; and,
2. That Council approve exemption of stormwater charge to cemeteries operated by registered charities and non-profit organizations as outlined in the report effective with the 2024 stormwater charge and future years; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.5 Appointment Committee Meeting Minutes of October 25, 2023

1. That the Appointment Committee Meeting Minutes of October 25, 2023 be received.

7.6 Audit Committee Meeting Minutes of June 20, 2024

1. That the Audit Committee Meeting Minutes of June 20, 2024 be received.

7.7 Accessibility Advisory Committee Meeting Minutes of September 19, 2024

1. That the Accessibility Advisory Committee Meeting Minutes of September 19, 2024 be received.

7.8 Main Street District Business Improvement Area Board of Management Meeting Minutes of October 2, 2024

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of October 2, 2024 be received.

8. Action Items

9. Notices of Motion

10. Motions Where Notice has Already been Provided

11. New Business

12. Closed Session

12.1 Appointment Committee (Closed Session) Meeting Minutes of October 25, 2023

12.2 Appointment Committee (Closed Session) Meeting Minutes of November 20, 2024

12.2.1 Accessibility Advisory Committee

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

13. Adjournment



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

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

2025 Draft Operating and Capital Budgets Staff Report to Council

Report Number: 2024-74

Department(s): Financial Services

Author(s): Andrea Tang, Director of Financial Services / Treasurer

Meeting Date: December 2, 2024

Recommendations

1. That the report entitled Draft 2025 Operating and Capital Budgets dated December 2, 2024 be received; and,
2. That the Draft 2025 Operating Budget with expenditures of \$172,543,441 be approved, which is comprised of the following components:
 - a. \$ 106,881,590 for Town purposes
 - b. \$ 22,908,214 for the Water Rate Group
 - c. \$ 26,789,555 for the Wastewater Rate Group
 - d. \$ 9,958,880 for the Stormwater Rate Group
 - e. \$ 3,143,865 for the Building Permit Rate Group
 - f. \$ 2,218,919 for the Planning Rate Group
 - g. \$ 642,418 for the Development Engineering Rate Group
3. That the Capital Spending Authority of \$136,504,909 as outlined in the report be established, being \$74,640,606 for 2025, \$54,252,303 for 2026, \$7,312,000 for 2027 and \$300,000 for 2028; and,
4. That the draft 2025 Operating and Capital Budgets be forwarded to the Council meeting of December 9, 2024 for final approval; and
5. That Council authorize the Director of Financial Services/Treasurer to:
 - i. Make any necessary adjustments within the total approved budget to reflect organizational changes and any other reallocation of costs; and
 - ii. Accept and adjust the budget for new provincial and/or federal funding provided there is no tax levy impact; and,

6. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Draft 2025 Operating and Capital Budgets achieve fiscal stewardship by:

- addressing today's needs on service excellence and delivery;
- investing in capital to address immediate and future growth;
- increasing contributions to the Asset Management Funds to provide funds for asset replacements to maintain Town's assets in a state of good repairs.

The 2025 Budgets provide a balance between affordability and service delivery of today's needs and into the future. It is a sustainable budget that builds upon the Town's vision to continue making Newmarket "Well Beyond the Ordinary".

The proposed budget includes a 2.99% increase in property taxes, a 3.5% increase in the combined water and wastewater rates, and a 3.8% increase in the stormwater fee.

Purpose

The purpose of the report is to obtain approval from Committee of the Whole (CoW) on the 2025 Operating and Capital Budgets, followed by Council decision on December 9, 2024 for adoption.

Background

Every year, the Town undertakes a detailed budget process to ensure we are meeting the needs of our community now and into the future. The goal is to find the balance between keeping municipal taxes low while investing in Town's infrastructure, preparing for the future and maintaining the high level of services that make Newmarket a top place to live in Canada.

Budget deliberations began on September 30, 2024, and the following reports on the 2025 Budget were tabled:

- [2025 Budget Overview](#)
- [2025 Preliminary Draft Capital and Rate-Supported Operating Budgets](#)
- [2025 Preliminary Draft Tax-Supported Operating Budget](#)

Discussion

The Town's 2025 Budget totals \$247.7 million.

Components	\$ in millions
Tax-supported operating budget	\$106.9
Rate-supported operating budgets	65.6
Total Operating Budgets	\$172.5
Capital Budget	\$74.6
2025 Total Budget	\$247.1

Operating Budgets

Operating Budgets support the general day-to-day operations and service delivery to the Town's residents and businesses. There are two sets of operating budgets defined by their funding sources: tax-supported operating budget and rate-supported operating budget.

The 2025 tax-supported Operating Budget includes a proposed 2.99% tax levy which accounts for inflation and higher costs of goods and services. This budget covers many services that the Town provides such as: snow removal, road maintenance, park maintenance, waste collection, fire and emergency services, and library services. Property taxes is the major funding source for the tax-supported operation budget.

Rate-supported operating budgets fund the day-to-day utility operations for water, wastewater and stormwater through their respective Council approved rates. Building Permits, Planning and Development Engineering operating budgets are funded through their respective fees. Dedicated reserves are established for each rate-supported business units. The proposed utility increases are as follows: 3.5% for water and wastewater, and 3.8% for stormwater. Development related fees and charges are increasing on average by 3.1%.

The tax-supported and rate-supported operating budgets include the following expenditures:

Area	Expenses based on PSAB	Principal Repayment on Long-term Debt	Transfer to Reserves/ Reserve Fund	Total Expenditures
Total Tax-supported	\$92,067,480	\$1,622,628	\$13,191,482	\$106,881,590
Water	\$18,268,623	\$35,508	\$4,604,083	\$22,908,214
Wastewater	\$20,402,388	\$35,508	\$6,351,659	\$26,789,555
Stormwater	\$1,809,579	\$0	\$8,149,301	\$9,958,880
Building	\$3,143,865	\$0	\$0	\$3,143,865
Planning	\$2,218,919	\$0	\$0	\$2,218,919
Development Engineering	\$463,858	\$0	\$178,560	\$642,418
Total Rate-supported	\$46,307,232	\$71,016	\$19,283,603	\$65,661,851
Total Operating Budget	\$138,374,712	\$1,693,644	\$32,475,085	\$172,543,441

Expenses based on PSAB are used for financial statement reporting as regulated by the Public Sector Accounting Board (PSAB), but do not include amortization (also known as depreciation).

Principal Repayment on Long-term Debt excludes interest which is included in Expenses.

Transfer to Reserves/Reserve Funds includes contributions to the Asset Management Fund.

Total Expenditures are accounted for as an expanded fund-based approach for budgeting and management purposes.

Capital Budget

The Capital Spending Authority is the total of all capital expenditures approved by Council and may span more than one year. Due to the resource capacity and timelines for design and project delivery, some capital projects take longer than one year to be completed. The Capital Spending authority for future years would ensure continuity and financial stability to complete projects that span more than one year. This differs from the Capital Budget which is the annual component and includes the required funding. The Capital Program is the list of projects to be delivered by the Capital Budget.

2025 Capital Program Funding by Category

Category	AMF	DC	Other Reserve & Reserve Funds	Grants / Other	Total
Replacement	\$19,928,376	\$0	\$575,000	\$6,212,624	\$26,716,000
Growth	\$0	\$26,784,953	\$9,139,947	\$827,800	\$36,752,700
Other	\$0	\$0	\$10,106,906	\$1,065,000	\$11,171,906
Subtotal	\$19,928,376	\$26,784,953	\$19,821,853	\$8,105,424	\$74,640,606

The Development Charges (DC) (\$26.8 million or 36%) is the funding source for growth projects, and the Asset Management Fund (AMF) (\$19.9 million or 26%) is the funding source for asset replacements.

Other funding sources include:

- \$19.8 million from other reserves and reserve funds such as the General Capital Reserve, Stabilization Reserve, Hydro Reserve, and the Heritage Reserve;
- \$ 3.6 million from Ontario Community Infrastructure Fund;
- \$ 2.8 million from the Canada Community Building Fund;
- \$ 0.9 million from Other Provincial Grants; and
- \$ 0.8 million from the Region of York.

The requested Capital Spending Authority of \$136,504,909 million includes the following funding requirements by year:

Year	\$
2025	74,640,606
2026	54,252,303
2027	7,312,000
2028	300,000
Total	\$136,504,909

The 2025 Capital Budget has been prepared, reviewed and prioritized with consideration for both financial and resource capacity to deliver the recommended capital program.

It also takes into consideration the Asset Management Plans, DC Background Study and 10-Year Parks and Recreation Capital Plan.

Conclusion

Committee of the Whole (CoW) has been presented with the Draft 2025 Operating and Capital Budgets. The direction provided with respect to the staff recommendations on the above will be tabled at the December 9, 2024 Council meeting for adoption of the 2025 budgets.

To complete the budget process in 2025:

- The Reserves and Reserve Funds Budget will be presented to Council. It is based on the approved Operating and Capital Budgets; and
- The Budget will be presented in Financial Statement format.

There will be quarterly Financial Updates on the operating results and delivery of the Capital Program.

In summary, the proposed 2025 Budget is a balanced, responsible and sustainable budget that:

- provides for excellent service delivery;
- invests in new infrastructure and technology;
- replaces aging assets and infrastructure;
- increases contributions to reserves for current and future asset replacements;
- builds upon the foundation of the Fiscal Strategy; and
- meets the needs of the community now and into the future.

Business Plan and Strategic Plan Linkages

The 2025 proposed budget achieves long-term sustainability by continuing the practice of utilizing assessment growth revenues to fund growth-related expenditures only. The tax-supported operating budget does not include any one-time fund to balance the budget.

The capital budget allows for infrastructure investment and asset replacements to keep the Town's assets in a state of good repair.

Consultation

All members of the Operational Leadership Team (OLT) and Strategic Leadership Team (SLT) and their staff participated in the preparation and review of the 2025 draft budgets.

Members of Council provided direction, comments and questions at the CoW meetings on April 29, September 30, October 21 and November 11, 2024.

Joint Council Committee (JCC)

The JCC met on October 2, 2024 to review and make a recommendation on the 2025 Central York Fire Services (CYFS) budget. Aurora Council reviewed the budget on November 18, 2024 and had no formal comments.

Newmarket Public Library Board

Newmarket Library Board reviewed and recommended the capital and operating budgets at their board meeting held on October 16, 2024.

Other Boards and Committees

There have been no budget requests from any of the boards or committees, including the Newmarket Downtown BIA.

Communications and Public Engagement and for the 2025 Budget

The 2025 Budget Communications Plan continues to use an education-based approach to encourage participation in the Town's budget process. A variety of communications tools and tactics (advertisements, media releases, social media posts, Council tool kit, Town website, Newmarket Now e-newsletter, and more) have been used to help spread the word in the community about the 2025 budget and opportunities for engagement.

In October, a budget-themed booth was featured at the Newmarket Farmers' Market. Town staff shared information about the 2025 budget and future plans for the community. Those who attended were encouraged to play 'Town Trivia', an interactive game for a chance to win Choose Local gift cards. Over 100 residents visited the budget booth providing helpful feedback on the budget and future plans for the community. A few highlights of key topics included; the continued expansion of pickleball in the community, Mulock Park, parks and trails, and bike lanes.

The *Budget Bits and Bites* social media campaign, continued to be an effective way to engage the community on budget-related topics. To encourage participation and engagement, this included a number of draws for Choose Local gift cards. To date, the Budget Bits and Bits Social Media Campaign has seen approximately 11,000 impressions with an average reach of 1,000 residents per post and garnered over 355 engagements so far. One of the highest performing posts with an engagement rate of 6.6% - which is well above the industry standard, speaks to how Newmarket's property taxes are allocated to the Town, York Region and School Board. This represents a general interest in the public to better understand what their taxes pay for. The second highest performing post, which achieved an engagement rate of 5.2% - also well above the industry, was a Choose Local gift card giveaway that asked residents to guess how many potholes the Town fills each year. Residents were enthusiastic to learn that the Town fills approximately, 2,500 potholes and 1,000 tactile plates across Town each year. This demonstrates that Choose Local giveaways continue to be an effective tool to

encourage further engagement in the Town's budget, while also helping to support the local business community.

For the 2026 budget communications plan, Corporate Communications and Finance will explore opportunities to target new residents and the potential to distribute budget-focused information to all household through the property tax bill.

Human Resource Considerations

There is no incremental budget impact.

Budget Impact

The annual increases to an average residential property are as follows:

Property taxes – \$75 based on an average residential home with an assessment value of \$711,000 provided by the Municipal Property Assessment Corporation (based on 2016 market values)

Water & Wastewater – \$49 based on an annual water consumption of 200 cubic metres

Stormwater – \$8 based on a 465 square metre lot

Attachments

Appendix A – 2025 Capital Budget and Spending Authority Summary

Approval

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

Esther Armchuk, LL.B
Commissioner, Corporate Services

Ian McDougall
Chief Administrative Officer, Office of the CAO

Contact

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

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

Appendix A - Proposed 2025 Capital Budget and Capital Spending Authority

Project Name	Dept.	Scope of Work	Operating Impact	2025 - CSA (A)	2025 - New Submissions/ Additional Request for fund (B)	2025 Total (A+B=C)	2025 Funding Allocation				2026	2027	2028
							Asset Mgmt Fund (AMF)	Develop. Charges (DC)	Reserves & Reserve Funds	Other Grants and Other External Fund			
CAPITAL STANDARD PROGRAM													
Main Street Parking Way Finding	CAO's Office	This item will support parking wayfinding in the Main Street South downtown area. The project scope includes necessary equipment and cost of upgrading electrical service, locates, ensuring connectivity etc.	66,000	-	200,000	200,000			200,000				
Mulock Parking Implementation	CAO's Office	This item will support parking wayfinding at Mulock Park. The project scope includes necessary equipment and cost of upgrading electrical service, locates, ensuring connectivity etc.	25,000	-	50,000	50,000			50,000				
Bunker Gear and PPE	CYFS	Purchase of replacement bunker gear and personal protective equipment for firefighters that have reached the lifecycle.		-	100,000	100,000	100,000				110,000		
Recruit Firefighter Equipment - Attrition	CYFS	Purchase of bunker gear, uniforms, training material, and personal protective equipment to outfit new recruits that joined and replace firefighters due to attrition.		-	30,000	30,000	30,000				32,000		
Renovations to Station 4-1	CYFS	In 2022, Station 4-5 CYFS Fire Headquarters was built and Fire Administration relocated from Station 4-1 on Gorham Street to St. 4-5 on Earl Stewart Drive, Aurora. Fire Prevention and one working fire crew remained at Station 4-1. The station will still require renovations to update the kitchen, lighting, floors, etc. to maintain Fire Prevention and Suppression operations/business. This included electrical work for the introduction of vehicle charging stations for the new fire prevention van and to support the towns green initiative.		775,000	-	775,000	650,000		125,000				
Replacement of Firefighting Equipment	CYFS	Regular replacement of damaged/expired firefighting equipment - hazmat, medical, high rise, nozzles, hose appliances, hose, firefighting tools, technical rescue equipment (water and rope rescue).		560,000	50,000	610,000	610,000				110,000		
Replacement of Public Education Van	CYFS	Lifecycle replacement of public education van, due to the condition assessment. PubEd1 is utilized by the public information officer to deliver public education lectures and information to various venues.		-	120,000	120,000	120,000					-	
Replacement of SUV (CH45)	CYFS	Lifecycle replacement of SUV (CH45), due to the condition assessment.		-	120,000	120,000	120,000						
Station Furniture - 4-2, 4-3, 4-4	CYFS	Replacement of chairs, tables, bookshelves, and storage cabinets.		-	20,000	20,000	20,000				20,000		
Training Props	CYFS	Replacement of damaged and/or outdated training props. medical, forcible entry, survival, bailout, rope rescue, water rescue, ice rescue, hazmat, vehicle extrication, and fire suppression. These props and tools are utilized when training firefighters and recruits.		-	20,000	20,000	20,000				22,500		
Furnaces/AC Unit - Station 4-2	Newmarket Fire	Replace 3 furnaces/AC units at Station 4-2, due to the condition of the assets. This item is used to heat and cool the living areas, training areas and physical fitness areas at station 4-2.		-	80,000	80,000	80,000						
Replacement of Station Sign at Station 4-2	Newmarket Fire	The current sign is at the end of its life cycle. The technology is becoming antiquated and is requiring more maintenance as it ages. It is not consistent with the signs at the other stations. It is necessary to program the message on the sign at station 4-2 separately and it must be done onsite. The messaging for the other stations can be done simultaneously and remotely. The sign at station 4-2 is utilized to display messaging to the public in a timely manner.		-	40,000	40,000	40,000						
Bathurst-Davis MUP & Davis Drive Sidewalk	Engineering	This project is to construct a multi-use path on Bathurst street from Davis Drive to Woodspring Avenues and a new sidewalk east of Bathurst street on Davis Drive. Region will contribute \$327,800 to this project as per its funding award letter dated November 15, 2019.		1,696,000	-	1,696,000		1,368,200		327,800			
Bridges and Culverts Program	Engineering	This program is to replace bridges and culverts that are nearing their end of useful life in accordance with the Ontario Structure Inspection Manual (OSIM) report and Asset Management Plan. As per legislation, OSIM is to be conducted every two years.		4,160,000	385,000	4,545,000	3,372,376			1,172,624	2,545,000		

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							Asset Mgmt Fund (AMF)	Develop. Charges (DC)	Reserves & Reserve Funds	Other Grants and Other External Fund			
Harry Walker Parkway & Stackhouse Signalization	Engineering	Full signalization of intersection including AODA upgrades to sidewalks.	5,000	-	450,000	450,000		450,000					
Haskett Breathing Space & Trail	Engineering	Haskett Park redevelopment and trail connection to Davis Drive.	TBD in 2026	-	650,000	650,000		650,000			2,350,000	1,000,000	
Main St. Walkway Revitalization	Engineering	This project includes the design and revitalization of the stairway and path connecting Main Street South to the parking area at Riverwalk Commons, located directly across from the proposed clock tower development property (between 171 and 179 Main St. South).		55,000		55,000		27,500	27,500		650,000		
Mulock Drive Multi Use Path Feasibility and Design Study	Engineering	Construction of a multi-use path along Mulock Drive from Bathurst to Harry Walker Parkway including intersection upgrades; 50% cost shared by York Region.	TBD in 2026	1,000,000		1,000,000	-	500,000		500,000	3,000,000	2,000,000	
Municipal Infrastructure Projects	Engineering	This program includes road resurfacing, rehabilitation, reconstruction including water/wastewater/storm water upsizing and replacement and watermain relining as per Asset Management Plan.		5,393,500	836,500	6,230,000	3,430,000				11,181,000		
Parkette & Sports Pad	Engineering	Project includes construction of Clifford Perry Parkette (small playground, benches, etc.), Proctor Park sports pad and Environmental Park sports pad will be hard court surface for multi-use sports.	5,000	500,000		500,000		500,000					
Stormwater Comprehensive Plan Update	Engineering	Update to the 2017 Stormwater Master plan, including sewer shed delineation required by the province to be completed by Dec 31, 2025, and creation of a stormwater model with analysis completed to address adaptation requirements in future climate scenarios.		-	200,000	200,000				200,000	150,000		
Stormwater Management Pond Cleanout Program	Engineering	Annual storm water management pond cleanout program as per condition assessment and asset management plans.		2,240,000		2,240,000	-			2,240,000	2,748,750		
William Dunn Parkette and Trail Development	Engineering	This project involves the supply and a installation of a new parkette including the formalization of an existing path to an AODA compliant trail.	6,000	-	80,000	80,000		80,000			270,000	150,000	
Charging Stations for electric vehicles	Facilities	As technology advanced towards more renewable energy options, the Town's fleet is moving towards purchasing electric vehicles to help reduce the Town's green gas emissions footprint from its operations. In order to support and operate such fleet, a number of charging stations will need to be installed at key locations, mainly for the Town's fleet, and potentially extend the service to Town residents and visitors in the future.		100,000	200,000	300,000			300,000				
Facility Asset Replacement	Facilities	This request is for replacements, repairs and rehabilitation of building components and systems. Initial assessment and scope of work has been established for the majority of these projects; funding is required to implement the construction phase.		1,095,500	624,500	1,720,000	1,720,000				4,278,000		
Facility Health and Safety Requirements and Improvement	Facilities	There are a number of buildings that require various repairs, replacements, and/or modifications and improvements to maintain the buildings in a state of good repair, and operational health and safety. This program includes an upgrade to the indoor CO monitoring system in garage in Operations Centre, addition of an aquostic barrier at the Ray Twinney Community Centre (RTCC), safe access to bell tower in Old Town Hall, new refrigeration room in RTCC, site improvement in Gorman Pool, various buildings accessibility upgrades such as RTCC, Old Town Hall, and the potential emergency generator backup in Magna Centre (pending successful grant application), etc.		530,000		530,000	530,000				2,570,000		
Roof Replacements at Various Facilities	Facilities	Roof replacement at various Town facilities based on condition assessments. These include flat roof in Gorman Pool/Lions' Rink facility, standing seams on metal roof at Magna Centre, and salt dome roof.		1,500,000	550,000	2,050,000	2,050,000						

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							Asset Mgmt Fund (AMF)	Develop. Charges (DC)	Reserves & Reserve Funds	Other Grants and Other External Fund			
Use of Space at Ops. Centre - Phase 2	Facilities	This request is to continue with a design to propose renovations to the Operations Centre to keep up with the growth of the departments operating out of this facility.		-	100,000	100,000			100,000		300,000	300,000	300,000
Budgeting Software	IT	The project scope for implementing a budgeting software involves the comprehensive integration of a robust financial management platform designed to streamline the budget creation, monitoring, and adjustment processes. This includes configuring the software to meet the specific needs of the Town, migrating existing financial data, and ensuring seamless integration with other municipal systems. The project will also encompass user training, system testing, and the development of customized reporting tools to enhance transparency and accountability. The primary goal is to improve the accuracy and efficiency of budget management, support informed decision-making, and ensure compliance with regulatory requirements, ultimately fostering better resource allocation and financial planning within the municipality.	100,000	-	100,000	100,000			100,000				
Computer and Peripheral Replacement	IT	This item will support the on-going replacement of an end user desktop equipment and peripheral devices that have reached the end of their lifecycle. Equipment includes desktop computers, laptops, printers, audio/visual equipment, tablets, etc.		300,000	100,000	400,000	400,000						
Digital Presence Enhancements	IT	The Town requires an expanded project scope to further enhance its digital presence through significant improvements to its website, portal, and mobile app. This project includes a comprehensive redesign of the Town's website to provide a user-friendly interface, improved navigation, and enhanced accessibility for all residents. The project will also focus on developing an integrated citizen portal that offers seamless access to municipal services, including bill payments, service requests, and community engagement tools. Additionally, the introduction of the Town's mobile app will ensure that residents can access all these services conveniently from their smartphones. The goal is to create a cohesive and interactive digital ecosystem that facilitates efficient communication, engagement, and service delivery for all Town residents which are identified in the Council's strategic plan. The budget includes funding for: 1. Subscription and/or license fees 2. Integration and customization costs 3. Staffing resources to support business units with data migration and configuration 4. Security enhancements	30,000	-	250,000	250,000			250,000		250,000		
Enhance Technology needs of new workplace model	IT	The pandemic has illustrated the need to support a variety of technical needs of working in different environments. The Town has had to quickly pivot to provide technical resources to work remotely and adapt existing systems for those on site. Many solutions put in place are stop-gap and not efficient towards a long term solution. Therefore, in order to maintain optimal service delivery the Town must invest in technology that is sustainable, secure and efficient to adapt to any new workplace model for staff. Essentially investment is required in several areas listed below: 1. Computing equipment (Desktops to laptops) 2. Unified communications technology (Softphones, Collaboration tools etc.) 3. Network and Security (Encryption, data storage, VPN,) 4. Remote work tools (E-signatures, Printing services, document management, web-based solutions etc.) 5. Workspaces (Drop-in stations, Additional peripherals etc.)		500,000	-	500,000	250,000		250,000				
Network Infrastructure Lifecycle replacement	IT	The project scope for replacing network infrastructure is due to the fact that certain critical components have reached or are reaching the end of its lifecycle. This project involves a comprehensive upgrade of the Town's networking hardware and software components to ensure continued operational efficiency and security. This includes a detailed assessment of the existing infrastructure, planning the replacement of outdated routers, switches, firewalls, and cabling with modern, high-performance equipment. The project will involve coordinating with vendors, scheduling and minimizing downtime, and ensuring compatibility with current systems and applications. The objective is to enhance network reliability, speed, and security, supporting the Town's growing technological needs and providing a scalable foundation for future advancements.	40,000	-	400,000	400,000	200,000		200,000		400,000		

Appendix A - Proposed 2025 Capital Budget and Capital Spending Authority

Project Name	Dept.	Scope of Work	Operating Impact	2025 - CSA (A)	2025 - New Submissions/ Additional Request for fund (B)	2025 Total (A+B=C)	2025 Funding Allocation				2026	2027	2028
							Asset Mgmt Fund (AMF)	Develop. Charges (DC)	Reserves & Reserve Funds	Other Grants and Other External Fund			
Risk Management Software	IT	This item is to purchase a cloud based risk and claims management solution. A software is required to ensure the Town proactively manages potential threats, minimize losses, improve operational resilience and ensure compliance with relevant regulations, ultimately protecting assets and enhancing overall risk posture.	50,000	-	30,000	30,000			30,000				
Custom Banner/Backdrop System- Riverwalk Stage	Parks	This is to purchase a specially designed system for banners and backdrops engineered for use during special events.		-	30,000	30,000			30,000				
Lighting Strategy for Newmarket Riverwalk Commons and Main St.	Parks	This is to hire a consultant to provide a strategy for year round lighting downtown as a central hub for community space and gatherings.		-	60,000	60,000			60,000				
Playground Replacement	Parks	Annual program to replace end of useful life playground and playground equipment.		-	435,000	435,000	435,000				350,000		
Sporting Backstop & Fencing Replacements	Parks	This project is to retain a structural engineer to review the condition and design the replacement work if needed. Replacement will be conducted after the assessment and design in the following years.		-	50,000	50,000	50,000				50,000		
Community Energy Plan Update	Planning	To hire a consultant to update the existing Community Energy Plan. This includes an assessment of the current state of energy use and Green House Gas emissions, identify new opportunities, and develop actionable strategies to achieve the Town's energy and sustainability goals over the next five years.		150,000	-	150,000			150,000				
Residential Parking Study	Planning	The Residential Parking Study will involve reviewing and providing recommendations (where required) on: 1. Current residential parking requirements for specific built forms; 2. Parking requirements in relation to on-street parking availability with/without bike lanes, front yard parking opportunities and limitations, and driveway widths; 3. Use of garages as parking and garage size requirements; 4. Innovative residential parking options; 5. Condo road design standards and criteria; 6. Effects of changing household composition on parking, and 7. Effects of the 'new normal' work patterns on parking.		130,000	-	130,000			130,000				
Fleet Replacement	PWS	This is to replace end of useful vehicles and equipment as per fleet condition assessment.		-	2,176,000	2,176,000	2,176,000						
Fleet Safety Program Development	PWS	This is to develop a fleet safety plan with the ability to bring in trainers, developing a safety program for all PWS/PFS users.	70,000	-	70,000	70,000			70,000				
Growth vehicle for New Roads Supervisor	PWS	This is to purchase a new vehicle for the new roads supervisor position.	10,000	-	80,000	80,000		80,000					
New Street/Pathway/Trail Lighting	PWS	This project is to hire a consultant to review the condition and gaps in the current street/trail/pathway lighting and determine new lighting needs and install lighting as recommended.		-	25,000	25,000		12,500	12,500		50,000		
Parking Lot Replacements	PWS	Staff has taken a preliminary assessment to understand several parking lots' condition. Paul Semple Park parking lot, Youth Centre parking lot and Quaker Park parking lot will require a consultant to undertake a feasibility study, detailed design to enhance stormwater management and construction.		-	250,000	250,000	250,000				225,000		
Quaker Pickleball Court Replacement	PWS	Resurfacing 6 Pickleball courts at the Quaker Park.		-	200,000	200,000	200,000						

Appendix A - Proposed 2025 Capital Budget and Capital Spending Authority

Project Name	Dept.	Scope of Work	Operating Impact	2025 - CSA (A)	2025 - New Submissions/ Additional Request for fund (B)	2025 Total (A+B=C)	2025 Funding Allocation				2026	2027	2028
							Asset Mgmt Fund (AMF)	Develop. Charges (DC)	Reserves & Reserve Funds	Other Grants and Other External Fund			
Sanitary Sewer Spot Repair Program	PWS	This program is for sanitary sewer spot repair at various locations as identified by condition assessment. This work will be coordinated between Public Works Water & Wastewater Division, Corporate Asset Management Office, and Engineering.		-	25,000	25,000	25,000				25,000		
Timothy Street Bollards	PWS	Design and construction of hydraulic bollards on Timothy Street including LED lighting for events required road closures.		-	15,000	15,000			15,000		200,000		
Trail Lighting Replacement	PWS	Replacement of blue trail light poles along the Tom Taylor Trail.		-	50,000	50,000	50,000				50,000		
Vactor Drying Pad at Ops. Centre for vactor truck	PWS	This is to design and construct a pad of concrete or pavement for dumping wet material onto and have it drain and dry so that staff may easily dispose of the dried material. For the drainage, a series of sediment removal components will be installed and ultimately connect to a storm or sanitary sewer.		-	50,000	50,000			50,000		250,000		
Walkway Design & Construction (Additional Walkway Design)	PWS	We are currently inventorying all walkways and looking to retain a consultant for design of several for improvements and or replacements.		-	50,000	50,000		25,000	25,000		250,000		
Water Quality Technology	PWS	This is to purchase flushers and smart hydrant with water quality monitoring capabilities to support the Town's continued water quality program and compliance with the Ministry of Environment, Conservation and Parks regulations.		-	100,000	100,000			100,000				
TOTAL CAPITAL STANDARD PROGRAM			407,000	20,685,000	9,452,000	30,137,000	16,928,376	3,693,200	2,275,000	7,240,424	32,437,250	3,450,000	300,000
CAPITAL MAJOR PROGRAM													
Replacement of Aerial 427	CYFS	Lifecycle replacement of Aerial 427 truck. This request is to secure funding to start the procurement process. It takes approximately 2 years to build and deliver.		-	3,000,000	3,000,000	3,000,000						-
Training Building and Class B Burn Tower Design	CYFS	To designing and choosing a structure, hiring an architect, and go out to bid for a contractor. 48% of the project is funded by the annual Skills Development Capital Fund through the Ministry of Labour.		-	1,800,000	1,800,000			935,000	865,000	1,200,000		
Mulock House Adaptive Re-Use	Engineering	Continuation of the Mulock House Adaptive reuse project.		5,736,000	906	5,736,906			5,737,000				
Mulock Park	Engineering	Continuation of the Mulock Park Construction for skate trail, trails, amenities, parking lots.		22,841,700	4,885,000	27,726,700		21,041,753	6,684,947		11,315,053		
New Pickleball Facility	Engineering	Develop a pickleball facility with 20 courts and bubbled for winter season (George Richardson Park). 2025 - Design and 2026 - Construction	TBD in 2026	-	2,090,000	2,090,000		500,000	1,590,000		4,000,000		
Outdoor Rink - Ray Twinney	Engineering	Design and construction of an outdoor ice rink, multiuse space.		750,000		750,000		750,000			3,000,000	3,862,000	
Tennis club demolition and new downtown parking lot construction	Engineering	This project includes demolition of an existing tennis club and construction of a 150 spot permienat at-grade parking lot with lighting and drainage features as directed by Council and detailed in Report 2024-57 Downtown Parking Update 2024 recommendations. The project also includes the feasibility assessment, design and construction of 50 additional parking spaces to reach a total goal of 200 new parking spots in the downtown core.		1,600,000	-	1,600,000		800,000	800,000		500,000		

Appendix A - Proposed 2025 Capital Budget and Capital Spending Authority

Project Name	Dept.	Scope of Work	Operating Impact	2025 - CSA (A)	2025 - New Submissions/ Additional Request for fund (B)	2025 Total (A+B=C)	2025 Funding Allocation				2026	2027	2028
							Asset Mgmt Fund (AMF)	Develop. Charges (DC)	Reserves & Reserve Funds	Other Grants and Other External Fund			
Enterprise Asset Management (EAM) Tools	IT	Implementing an Enterprise Asset Management (EAM) tool includes the comprehensive integration of a centralized platform to optimize the management of an organization's physical assets throughout their lifecycle. This entails configuring and deploying the EAM software to support asset tracking, maintenance scheduling, work order management, and compliance reporting. The project will involve data migration from existing systems, customization to fit organizational processes, user training, and rigorous testing to ensure smooth operation. The objective is to enhance asset visibility, improve maintenance efficiency, reduce downtime, and support data-driven decision-making to maximize asset performance and lifespan. This will be a multi year project with the requirement for staff resources to move this project forward: 1. IT Project Manager - Required to ensure project delivery 2. IT System Analyst- This resource will be required for a period of 2-3 years to assist in the configuration, implementation and integrations of the system 3. PWS/PFS Business Analysis Project Managers (2) – These resources focusing on leading efforts to developing structures and processes for managing and streamlining the management of assets within the respective service delivery areas. 4. PWS/PFS CMMS Data and Process Coordinators (3) – These resources execute project tasks in support of project managers to gather data, improve geographic information, document maintenance processes, and develop inspection forms. 5. PWS/PFS staff to backfill departmental SMEs during implementation. Costs will include 1. Software Licensing/Subscription fees 2. Implementation and Setup costs 3. Training and ongoing support 6. Integration Costs 7. Hardware costs 8. Customization and development 9. Staffing resources for implementation and configuration.	250,000	-	1,500,000	1,500,000			1,500,000		1,500,000		
Human Resource Information System (HRIS) Implementation	IT	Implementing an HRIS (Human Resource Information System) encompasses the comprehensive integration of a centralized platform to streamline and automate all HR functions. This includes managing employee records, payroll, benefits administration, recruitment, performance evaluations, and compliance reporting. The project will involve data migration from legacy systems, customization of the HRIS to align with organizational processes, user training, and system testing to ensure seamless deployment. The goal is to enhance operational efficiency, improve data accuracy, and provide a user-friendly interface for HR staff and employees, ultimately supporting strategic HR decision-making and organizational growth. This will be a multi year project with the requirement for two staff resources to move this project forward. 1. System Analyst - This resource will be required for a period of 2-3 years to assist in the configuration, implementation and integrations of the system 2. HR Staff to backfill the SME during implementation. Costs will included 1. Software Licensing/Subscription fees 2. Implementation and Setup Costs 3. Training and Ongoing Support 4. Integration Costs 5. Hardware costs. The solution can present costs moving to operation costs based on online vs. On-prem solutions.	100,000	-	300,000	300,000			300,000		300,000		
TOTAL CAPITAL MAJOR PROGRAM			350,000	30,927,700	13,575,906	44,503,606	3,000,000	23,091,753	17,546,947	865,000	21,815,053	3,862,000	-
TOTAL			757,000	51,612,700	23,027,906	74,640,606	19,928,376	26,784,953	19,821,947	8,105,424	54,252,303	7,312,000	300,000



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2024 Year-End Servicing Allocation Review Staff Report to Council

Report Number: 2024-72

Department(s): Planning and Building Services

Author(s): Andria Sallèse, Senior Planner – Policy

Meeting Date: December 2, 2024

Recommendations

1. That the report entitled 2024 Year-End Servicing Allocation Review dated December 2, 2024, be received; and,
2. That the conditional servicing allocation commitment of 32 persons for 172-178 Old Main Street be rescinded; and,
3. That the distribution of the available servicing capacity of 6,873 persons (year-end available capacity of 2,701 persons and 4,703 persons of committed but unused allocation) be considered as part of the 2025 annual servicing allocation review; and,
4. That Council adopt the updated Servicing Allocation Policy, updated December 2024, included as Attachment 1 to this Report; and,
5. That a copy of this report be forwarded to York Region for information; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this Report is to update Council on the following: 1) the 2024 year-end available servicing capacity; 2) the status of applications that have received allocations or are recommended to have their servicing allocation rescinded; and 3) the Town's Servicing Allocation Policy, along with proposed amendments, detailed further in this report and Attachment 1, for Council's consideration for adoption.

Background

On April 29, 2024, Council received staff report [2024-24](#), titled “2024 Annual Servicing Allocation Review”. In that report, Staff advised that the Town’s remaining Servicing Allocation Reserve of 1,330 persons be maintained for future development, of which 150 persons to be held in the Small Developments Reserve.

This report will update Council on the status of 172-178 Old Main Street and 43 Lundy’s Lane, 592 Watson Avenue, 32, 36, 40 Bolton Avenue, as well as new Small Developments or Additional Residential Units requiring servicing allocation and provide recommendations on the same. This report will provide an update on the 2024 year-end available capacity and discuss future capacity assignments and its role in meeting the Town’s housing target of supporting 6,400 new units by 2031. Finally, this report outlines recommended amendments to the Town’s Servicing Allocation Policy as described in this report.

As per the Town’s usual practice, the distribution of available servicing capacity will be reviewed in the Spring of 2025 through the annual servicing capacity review.

Discussion

Draft Plan of Subdivision for 172 – 178 Old Main Street Was Not Registered by the October 29th Deadline

In the April 2024 report, staff advised that the property at 172 – 178 Old Main Street had changed ownership, and the last time the applicant engaged with the Development Coordination Committee was in August 2023. Staff recommended Council add a condition that the owner register the draft Plan of Subdivision by October 29, 2024. Staff also recommended that Council rescind the committed servicing allocation of 32 persons if the Subdivision agreement was not executed by the October deadline and report back on the status of the application in the 2024 year-end servicing allocation review. Given that the draft Plan of Subdivision was not registered by the Oct 29th deadline, staff are recommending that the allocation of 32 persons be rescinded.

Site Plan Agreement for 43 Lundy’s Lane, 592 Watson Avenue, 32, 36, 40 Bolton Avenue Not Executed

The proposed development at 43 Lundy’s Lane, 592 Watson Avenue, and 32, 36, and 40 Bolton Avenue was subject to an Ontario Land Tribunal (OLT) appeal which was settled at the OLT in June 2022. In accordance with the Minutes of Settlement, Council agreed to grant servicing allocation to the above noted development upon the execution of the Site Plan Agreement. As such, Council had authorized staff to commit 132 persons of servicing allocation to the development upon execution of the Site Plan Agreement.

As of the date of this report, Staff are still waiting for the required financial securities and fees before executing the Site Plan Agreement; therefore, no servicing allocation has been committed. Staff have been working with the applicant on an encroachment agreement for construction activities in the road allowance. Staff will continue to work with the applicant towards a fully executed Site Plan Agreement and will commit 132 persons of allocation to the development at that time as directed by Council. The Town Reserve balance will be updated when the commitment is made.

Small Developments Reserve

The Small Developments Reserve is used to allocate servicing for additional residential units (ARUs), consents, and developments that are less than 10 units. The remaining Small Developments Reserve balance from 2023 was 150 persons.

In March 2024, 353 Ontario Street received a Certificate of Approval for a consent application, having cleared its conditions. Staff are recommending servicing allocation for this property for one new single detached dwelling.

34 new additional residential units (64.6 persons) were created in 2024, and together with the one single detached dwelling referenced above (3.25 persons) this totals 68 persons to be allocated from the Small Developments Reserve. With the allocation granted in 2024 for these units, the Small Developments Reserve balance is reduced to 82 persons.

Current Town Reserve Balance and Available Capacity

The 2024 year-end available capacity is 6,873 persons. This is a sum of the April 2024 Town Reserve balance of 1,330 persons (uncommitted allocation), allocations which have been rescinded (32), committed allocations from the Small Development Reserve (68), the Marianneville I&I Reduction Repayment (876), and 4,703 persons of unused committed allocation (i.e., Site Plan or Draft Plan of Subdivisions that have not been registered). Details of the calculations in number of persons is shown in **Table 2** below:

Table 2: 2024 Year-End Available Capacity

Town Reserve Balance (April 2024)	1,330
+ Allocation Rescinded (December 2024)	32
- Small Developments Allocation	68
Subtotal	1,294
+ 2024 Capacity From I&I Reduction Repayment (Marianneville)	876
2024 Year-End Available Capacity	2,170
+ Unused Committed Servicing Allocation From Previous Years	4,703
2024 Year-End Available Capacity + Previously Committed Servicing Allocation	6,873

York Durham Sewage System Expansion (YDSSE)

York Region and Durham Region are working together on a long-term wastewater infrastructure project (York Region Sewage Works Project), which will upgrade the existing York Durham Sewage System (YDSS). The project involves building new or expanded wastewater sewers and pumping stations and enhancing the Duffin Creek Water Pollution Control Plant. Specifically, the project will be divided into multiple projects: North YDSS Expansion, South YDSSE, and YDSS Primary System Expansion. In accordance with the York Region [2023 Servicing Capacity Assignment](#) report, York Region assigned 7,767 persons of additional capacity to the Town, which is expected to be released upon the completion of the Phase 1 North YDSSE. The project schedule anticipates that Phase 1 of the North YDSS Expansion (YDSSE) will be completed by 2028, according to York Region’s project management team. The Region has indicated that it will work with the local municipalities to track development timing and advance allocation in anticipation of the project completion date above.

Inflow and Infiltration (I&I) Reduction Program Repayments

York Region has approved a capacity release request of 876 persons from Marianneville Developments Limited which reduces the outstanding I&I repayment to 575 persons. This release increases the Town’s Reserve Balance to 2,170 people (see **Table 2**).

Existing and Future Capacity

Table 3 below shows a summary of the existing and future capacity expected to be available to the Town. Staff estimate that going into 2025 the Town should have capacity for 2,170 persons plus the unused committed servicing allocation from previous years for a total of 6,873 persons.

In the near term, the Town expects to receive an additional 500 persons of servicing capacity from York Region through the Centres and Corridors Reserve (334 persons) and the Interim Solutions Project (166 persons) and future repayments from the Marianneville agreement (575) persons for a total of 1,075 persons.

Table 3: Summary of Existing & Future Capacity

	Supply
2024 Year-End Servicing Allocation Capacity	6,873
Total Outstanding Allocation to be Paid Back by Developer - Marianneville Agreement (Glenway & Kerbel) Future Repayments	575
Centres & Corridors Reserve & Interim Solutions Project	500
	7,948
Future capacity from York Region (Phase 1 North YDSSE) – Anticipated in 2028*	7,767

Existing & Future Capacity	15,715
---------------------------------------	---------------

*anticipated date as per York Region

York Region Capacity Assignment Working Group

In early 2024, York Region formed a Capacity Assignment Working Group. The Working Group is chaired and coordinated by the Region with representation from the Region’s Planning and other departments, and from planning and/or engineering staff from all nine local municipalities. The purpose of the Working Group is to provide a forum for collaboration and to modernize data exchange to ensure future Regional water and wastewater capacity assignments align with local municipal needs.

Based on the information shared in this working group, and the information shared with Council in the 2024 Annual Servicing Allocation Review, Staff are recommending a review of the Town’s [Servicing Allocation Policy](#) to assess whether revisions of the policy should be considered to effectively improve the assignment of servicing allocation and ensure timely utilization, taking into consideration York Region’s servicing capacity allocation assignment process, the processes of other jurisdictions, updates to the Town’s Official Plan policies, and the timing of the Phase 1 of the North YDSSE.

As part of the process in developing the updated policies, the following tasks are anticipated:

- A jurisdictional scan of other municipalities;
- A review to reflect the updated Official Plan (anticipated in 2025/2026);
- An update to the policies to reflect changes to definitions in the Provincial Planning Statement (2024);
- Consultation with the development industry; and,
- Consultation with internal Town departments.

Staff will present a detailed report at a future Committee of the Whole meeting, outlining the findings and recommendations from the review of the Town’s Servicing Allocation Policy.

Immediate Servicing Allocation Policy Amendment

Council has adopted a Housing Pledge to support a municipal housing target of 6,400 new housing units in the Town by 2031. This includes a target of 1,250 rental units and 400 non-profit/subsidized units.

Currently, the Servicing Allocation Policy (SAP) (2022) prioritizes applications within the Urban Centres Secondary Plan that include a “meaningful number of affordable units, to the satisfaction of Council...”. The term “meaningful” allows Staff and Council to interpret the quantity at their discretion. However, under the current Policy, an affordable housing component, while encouraged, is not a mandatory requirement for receiving servicing allocation. To help achieve the Town’s Housing Pledge targets while managing the remaining servicing allocation reserve balance, staff recommend amending the SAP.

The amendment would introduce a new town-wide policy that prioritizes applications that contribute to the Town's affordable housing goals as follows:

Policy 1.0(a):

Allocation will be prioritized to those applications that include a meaningful number of affordable housing units and/or financial contributions that contribute to the Town's Housing Pledge targets for rental units and/or non-profit/subsidized units, and/or contribute to meeting the Official Plan's affordable housing targets, to the satisfaction of Council. Allocation will be prioritized in order in the following areas:

- i. Urban Centres Secondary Plan Area;*
- ii. Historic Downtown;*
- iii. Residential Areas as identified in Schedule "A", Land Use Plan to the Town of Newmarket Official Plan.*

Respective legal agreement(s) will be executed detailing occupant eligibility, affordability rates and secured duration periods, among other items.

The above revision is seen as the first step in providing more clarity around the affordable housing requirements in this Policy. Staff are currently working with consultants on a Housing Needs Assessment, Inclusionary Zoning Framework and related policy directions through the Official Plan Review, the results of which may establish a more precise percentage-based approach regarding affordable housing requirements.

Regarding transition matters, the policy will not apply retroactively to applications with committed allocation, or to the Small Developments Reserve. However, it will apply to applications that were previously granted servicing allocation but have not met conditions of approval or applications which lapse and have their allocation rescinded.

Staff also recommend housekeeping amendments to the Small Developments Reserve Policy 2.0 to reflect the new name (formerly Severance Reserve) and to remove the cap of 20 persons. Additionally, the policy has been updated to reflect that the Small Developments Reserve now applies to new residential lots created through the Severance process under Section 53 of the *Planning Act*, for the registration of new Additional Residential units on existing lots, and developments proposing 10 units or less that do not require site plan approval.

Conclusion

The total available servicing capacity, including previously committed but unused servicing allocation, is 6,873 persons. As per the regular process, Staff will provide recommendations on servicing allocation for pipeline development applications in the Annual Servicing Allocation Report in Q2 2025. This report also recommends a new

policy to the Town's Servicing Allocation Policy that prioritizes affordable housing applications for Council's consideration and housekeeping amendments to reflect recent changes to the Small Developments Reserve.

Business Plan and Strategic Plan Linkages

- Living Well
- Well-Equipped and Managed

Consultation

York Region staff were consulted regarding future capacity assignments.

Human Resource Considerations

None

Budget Impact

None

Attachments

Attachment 1: Servicing Allocation Policy, December 2024

Submitted by

Andria Sallese, Senior Planner – Policy

Approved for Submission

Adrian Cammaert, Manager, Planning Services

Jason Unger, Director, Planning and Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

Andria Sallese, Senior Planner – Policy



1.0 Prioritization of Servicing Allocation

It is the policy of the Council of the Town of Newmarket that, upon York Region making available servicing capacity for allocation by the Town, the Town shall evaluate development applications in accordance with the following criteria:

- a) Applications within the Urban Centres Secondary Plan area as shown on Schedule “1”, Study Area to the Town of Newmarket Urban Centres Secondary Plan shall be considered first for the allocation of servicing capacity.

Where there are multiple applications within the Urban Centres, applications will be prioritized based on points awarded to the application using the following metrics:

Metric	Available Points
Applications that participate in the Region’s Sustainable Development through LEED® Incentive Program (LEED). (minimum requirement of 4 storeys).	3
Applications that do not require an amendment to the Urban Centres Secondary Plan.	3
Applications that include a meaningful number of affordable housing units, to the satisfaction of Council, that will contribute to meeting the Urban Centres Secondary Plan’s affordable housing policies ¹ . Respective legal agreement(s) shall be required to be executed detailing occupant eligibility, affordability rates and secured duration periods, among other items.	3
Applications that do not require an amendment to the Urban Centres Zoning By-law. <i>Note: Not applicable until the UC ZBL is in force and effect.</i>	2
Applications that participate in the joint Region and Town Inflow and Infiltration Reduction Program	2
Applications that include a conveyance of lands to the Town to implement the future public street network, as per Schedule 5 of the Urban Centres Secondary Plan.	2
Applications that are located in the Provincial Urban Growth Centre.	1
Applications that are located in the portion of the Newmarket GO Station Mobility Hub Study area that falls within the Urban Centres Secondary Plan area.	1
Total Available Points	17
	(15 until the UC ZBL is in force and effect)

¹ For reference, Section 6.4.3 i) of the Urban Centres Secondary Plan states that a minimum of 35% of new housing units in the *Provincial Urban Growth Centre* and a minimum of 25% of new housing units elsewhere in the Urban Centres shall be affordable to *low and moderate income households* (italicized terms are defined in the Urban Centres Secondary Plan).

Applications will be assessed using the above metrics and servicing allocation shall be given to the application having the highest point total. Where there are multiple applications within the Urban Centres Secondary Plan area that have the same point total, an analysis shall be undertaken by the Town to assess the objectives of the Official Plan, Urban Centres Secondary Plan, and/or any other Town, Regional or Provincial goals that may be supported.

- b) After consideration has been given to applications within the Urban Centres Secondary Plan area, consideration shall then be given to providing allocation to those applications Town-wide that include a meaningful number of affordable housing units and/or contribute to the Town's Housing Pledge targets for rental units and/or non-profit/subsidized units, to the satisfaction of Council. Respective legal agreement(s) will be executed detailing occupant eligibility, affordability rates and secured duration periods, among other items.
- c) After consideration has been given to applications within the Urban Centres Secondary Plan area, consideration shall then be given to providing allocation to those applications in the Historic Downtown Centre as shown on Schedule "A", Land Use Plan to the Town of Newmarket Official Plan. Where there are multiple applications within the Historic Downtown Centre that together exceed the available allocation, an analysis shall be undertaken by the Town to assess the objectives of the Official Plan and/or any other Town, Regional or Provincial goals that may be supported.
- d) After consideration has been given to applications within the Historic Downtown Centre, consideration shall then be given to providing allocation to those applications in the Residential Areas as shown on Schedule "A", Land Use Plan to the Town of Newmarket Official Plan. Where there are multiple applications within the Residential Areas that together exceed the available allocation, priority will be given to applications that satisfy one or more of the following criteria, to the satisfaction of Council:
 - 1. A meaningful number of affordable housing units are provided, that will contribute to meeting the Official Plan's affordable housing policies². Respective legal agreement(s) shall be required to be executed detailing occupant eligibility, affordability rates and secured duration periods, among other items; and/or
 - 2. Participate in the joint Region and Town Inflow and Infiltration Reduction Program; and/or
 - 3. Facilitate the completion of a community.

2.0 Small Developments Reserve

A reserve shall be created by the Town to provide servicing allocation for new residential lots created through the Severance process under Section 53 of the *Planning Act* or for the

² For reference, Section 3.10.2.1 of the Official Plan states that a minimum of 25 % of new housing development outside the Urban Centres Secondary Plan will be affordable to low and moderate income households.

registration of new Additional Residential units on existing lots. This reserve may carry over into subsequent years.

3.0 Participation in York Region's Sustainable Development Incentive Programs

In order to maximize servicing, all proposals for residential developments of 4 storeys or higher are encouraged to participate in York Region's Sustainable Development through LEED® Incentive Program (LEED).

4.0 Allocation Tied to Land

For the purpose of the Servicing Allocation Policy, any allocation granted shall be tied to the land itself, and any timing of allocation contemplated shall not be affected by ownership changes, assignments of obligations by an owner, or agreements of purchase and sale.

5.0 Rescinding and Reallocation of Servicing

Where servicing capacity has been allocated to land and actual development of such land has not taken place within one year from the date that servicing capacity was first allocated to such land, such allocation shall be deemed to be rescinded and the Town may re-allocate such servicing capacity to other development(s).

6.0 Extension of Allocated Servicing

An owner of land to which servicing capacity has been allocated and who wishes to retain its allocation shall make application to the Town within one year from the date that servicing capacity was first allocated to its land, and at least 60 days prior to expiry, for an extension of time to preserve its servicing allocation.



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

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

2024 Third Quarter Financial Update Staff Report to Council

Report Number: 2024-71

Department(s): Financial Services

Author(s): Andrea Tang, Director of Financial Services / Treasurer

Meeting Date: December 2, 2024

Recommendations

1. That the report entitled 2024 Third Quarter Financial Update dated December 2, 2024 be received; and,
2. That Council approve changes to the 2024 capital budget as outlined in the report; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of the report is to provide a financial status update on the 2024 Budget for the third quarter ending September 30, 2024.

Background

Council approved the 2024 budget on December 11, 2023. There were changes to the 2024 capital program through Quarterly Financial Update reports that brought the 2024 capital budget from \$70.6 million to \$72.0 million.

Discussion

This report outlines the financial results on each component of the Town's budget for the third quarter ending September 30, 2024.

Tax-Supported Operating Budget

At the end of the third quarter of 2024, revenues were higher than budget by 2.0 million, and expenditures were lower than budget by \$0.5 million resulting in a net favourable variance of \$2.5 million.

Revenues were favourable by \$2.0 million, with the most significant driver being bank interest income of \$1 million due to high interest rates.

Expenditures were favourable due to wage gapping from temporary staffing vacancies, road maintenance, and winter control. Any year-end surplus from winter control will be transferred to the winter control reserve.

Higher than budgeted expenditures were incurred in special events. The Town is nimble and works to actively respond to emerging opportunities to create experiences and moments where our community can connect. In 2024, the Town organized the Ice Lounge and Stanley Cup viewing parties. Both were significant undertakings with complex logistics that included road mitigation and police support. It is anticipated that revenues from the opening of the new tennis facility and Recreation winter programming in the fourth quarter will enhance the year-end position.

Park maintenance and forestry expenditures were higher than budget as the Town continues to catch up on annual programs such as playground equipment replacement, sports surfaces improvements, tree removal and planting program. These programs were delayed during the pandemic, and the remaining budgets from those years were transferred to reserve. At year-end, funds from the reserve can be drawn to accommodate the additional expenditures.

The year-to-date September results include expenditures associated with the Community Safety Camera Program, such as one-time start-up programming costs and purchase of equipment.

Based on the year-to-date third quarter results, the year-end forecast is anticipated to be favourable by \$0.4 million mainly due to salary gapping and bank interest offset by expenditures related to Special Events and the Community Safety Camera Program.

Central York Fire Services (CYFS)

CYFS incurred a net favourable variance of \$0.9 million mainly due to temporary staff vacancies.

A report on the third quarter results will be tabled at the Joint Council Committee (JCC) meeting on December 3rd, 2024.

Any year-end surplus will be transferred to the CYFS Reserve.

Newmarket Public Library

The Library incurred a net favourable variance of \$0.2 million. The third quarter results will be presented to the Library Board on November 20th, 2024.

Any year-end surplus will be transferred to the Library Operating Reserve or a Library Capital Reserve, as appropriate.

Rate-Supported Operating Budget

Water and Wastewater

At the end of the third quarter, water and wastewater incurred a net favourable variance of \$1.4 million. This was mainly due to temporary staff vacancies, lower expenditures in the cathodic protection program, CCTV program and general maintenance and repairs.

Any year-end surplus will be transferred to the water and wastewater stabilization reserves.

Stormwater

Stormwater incurred a net favourable variance of \$0.5 million. This was mainly due to lower expenditures on CCTV program and general maintenance and repairs.

Any year-end surplus will be transferred to the stormwater stabilization reserve.

Capital Budget

Capital expenditures of \$28.0 million were incurred at the end of the third quarter against the approved capital program of \$72.0 million.

Based on the project delivery timelines, Staff identified 2024 capital projects that will not fully utilize the budget (refer to Appendix 4 for details). Many of these projects are already in progress, and they will continue into 2025. Therefore, it is necessary for the 2024 budgets to be transferred to 2025.

Project delivery timeline changes are not uncommon and some of the reasons are, but not limited to:

- complexity of the project (both known and unknown)
- timing of the Request for Pricing (“RFP”) evaluation
- availability of the vendors / contractors
- supply chain for goods / materials
- timing of work based on business constraints
- seasonality of work
- in-year priorities that result in workplan changes and re-prioritization

As well, the following projects are being cancelled. After a review of the project scope, the original project requirements are no longer needed at this time:

- Renovations to Station 4-1 (remaining budget \$1,170,000)
- Replace Tax Billing System (budget \$100,000)

Based on the changes outlined in the report, the 2024 capital budget will be revised from \$72.0 million to \$57.7 million upon Council approval.

Conclusion

This report provides a summary of the year-to-date third quarter financial results on the tax-supported operating budget, rate-supported operating budgets, and capital budget. A report on the preliminary 2024 year-end results will be tabled in the first quarter of 2025.

Business Plan and Strategic Plan Linkages

This report supports the Town's core value of financial sustainability and stewardship.

Consultation

Business units were consulted on the financial results.

Human Resource Considerations

Not applicable.

Budget Impact

Report on the preliminary fourth quarter 2024 results will be tabled in Q1 2025.

Attachments

Appendix 1 – 2024 Third Quarter Operating Results

Appendix 2 – 2024 Third Quarter Water, Wastewater and Stormwater Operating Results

Appendix 3 – 2024 Third Quarter Capital Expenditures

Appendix 4 - 2024 Approved Capital Budget Transfers to 2025 and 2026

Approval

Andrea Tang, CPA, CA
Director, Financial Services

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

Andrea Tang, CPA, CA
Director, Financial Services / Treasurer, atang@newmarket.ca (ext. 2104)

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

**Town of Newmarket
2024 Third Quarter
APPENDIX 1 - OPERATING RESULTS**

Departments	Year-to-Date to September 30, 2024			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	\$	\$	\$	\$
Members of Council				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	695,767	687,249	(8,518)	897,529
Net surplus/(deficit)	(695,767)	(687,249)	(8,518)	(897,529)
C.A.O. - Office				
<i>Revenues</i>	15,735	198,782	(183,047)	265,044
<i>Expenditures</i>	4,417,597	4,591,916	174,319	5,340,577
Net surplus/(deficit)	(4,401,862)	(4,393,134)	(8,728)	(5,075,533)
Corporate Services				
<i>Revenues</i>	1,802,248	1,778,651	23,597	2,371,553
<i>Expenditures</i>	14,270,560	13,065,400	(1,205,160)	17,166,710
Net surplus/(deficit)	(12,468,313)	(11,286,749)	(1,181,564)	(14,795,157)
Fire Services				
<i>Revenues</i>	226,804	295,874	(69,070)	394,503
<i>Expenditures</i>	11,348,361	12,323,155	974,794	16,953,233
Net surplus/(deficit)	(11,121,558)	(12,027,281)	905,724	(16,558,730)
Community Services				
<i>Revenues</i>	7,846,463	7,836,557	9,906	10,371,184
<i>Expenditures</i>	26,650,571	25,765,758	(884,813)	33,566,611
Net surplus/(deficit)	(18,804,108)	(17,929,201)	(874,907)	(23,195,427)
Development & Infra. Services				
<i>Revenues</i>	5,426,410	4,176,453	1,249,957	7,119,443
<i>Expenditures</i>	13,389,015	14,955,828	1,566,813	21,016,403
Net surplus/(deficit)	(7,962,605)	(10,779,375)	2,816,770	(13,896,960)
Library Services				
<i>Revenues</i>	52,561	73,689	(21,128)	162,660
<i>Expenditures</i>	2,798,522	3,016,912	218,390	3,944,435
Net surplus/(deficit)	(2,745,961)	(2,943,223)	197,262	(3,781,775)
General Government				
<i>Revenues</i>	3,301,626	2,288,500	1,013,126	3,156,000
<i>Expenditures</i>	2,095,122	1,762,533	(332,589)	2,366,207
Net surplus/(deficit)	1,206,504	525,967	680,537	789,793
Debt Servicing				
<i>Revenues</i>	1,815,560	1,815,560	(0)	2,420,745
<i>Expenditures</i>	4,233,909	4,233,909	(0)	5,238,701
Net surplus/(deficit)	(2,418,350)	(2,418,349)	(1)	(2,817,956)
Property Taxes				
<i>Revenues</i>	77,437,965	77,437,965	(0)	77,437,965
<i>Expenditures</i>	-	-	-	-
Net surplus/(deficit)	77,437,965	77,437,965	(0)	77,437,965
Allocations				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	(2,093,680)	(2,093,680)	0	(2,791,308)
Net surplus/(deficit)	2,093,680	2,093,680	0	2,791,308
GRAND-TOTAL				
<i>Revenues</i>	97,925,370	95,902,031	2,023,339	103,699,097
<i>Expenditures</i>	77,805,744	78,308,979	503,235	103,699,097
Net surplus/(deficit)	20,119,626	17,593,052	2,526,574	-

**Town of Newmarket
2024 Third Quarter**

APPENDIX 2 - Water, Wastewater & Stormwater Operating Results

Area	Year-to-date (September 30, 2024)				Full Year Budget
	Actual	Budget	Variance		
	\$	\$	\$	%	
Water Rate Group					
<i>Revenues</i>	16,783,966	16,818,982	(35,016)	-0.2%	22,098,961
<i>Internal Allocations</i>	997,186	997,186	-	0.0%	1,329,587
<i>Expenditures</i>	14,672,885	15,839,912	1,167,027	7.4%	20,792,556
Net	1,113,895	(18,116)	1,132,011		(23,182)
Wastewater Rate Group					
<i>Revenues</i>	19,662,823	19,664,465	(1,642)	0.0%	25,834,649
<i>Internal Allocations</i>	916,495	916,495	-	0.0%	1,222,000
<i>Expenditures</i>	17,438,451	17,685,518	247,067	1.4%	23,219,290
Net	1,307,877	1,062,452	245,425		1,393,359
Storm Water Rate Group					
<i>Revenues</i>	7,350,677	7,350,677	-	0.0%	9,598,690
<i>Internal Allocations</i>	168,647	168,647	-	0.0%	224,870
<i>Expenditures</i>	5,965,513	6,446,544	481,032	7.5%	8,387,484
Net	1,216,517	735,486	481,032		986,336
GRAND-TOTAL					
<i>Revenues</i>	43,797,466	43,834,124	(36,658)	-0.1%	57,532,300
<i>Expenditures</i>	40,159,176	42,054,302	1,895,126	4.5%	57,532,300
Net	3,638,290	1,779,822	1,858,468		-

Town of Newmarket
2024 Third Quarter
APPENDIX 3 - CAPITAL EXPENDITURES

Commission / Department / Area	Actual 2024 (\$)	Annual Budget 2024 (\$)	% of Spending
<u>Corporate Services</u>			
Information Technology	626,450	2,506,000	25.0%
Legislative Services	97,711	305,500	32.0%
General Government	14,134	-	0.0%
Total	738,295	2,811,500	26.3%
<u>Community Services</u>			
Recreation & Culture Services	-	85,000	0.0%
Facilities	2,705,032	4,310,000	62.8%
Parks	45,072	1,310,000	3.4%
Total	2,750,104	5,705,000	48.2%
<u>Development & Infrastructure Services</u>			
Planning & Building	117,589	530,000	22.2%
Public Works (Fleet, Roads, Water, Wastewater)	3,337,829	10,667,500	31.3%
Engineering	20,027,559	48,651,000	41.2%
Total	23,482,977	59,848,500	39.2%
<u>Library Services</u>			
	18,254	260,000	7.0%
Total	18,254	260,000	7.0%
<u>Central York Fire Services</u>			
	561,222	3,356,400	16.7%
Total	561,222	3,356,400	16.7%
Capital Provision	-	-	
GRAND TOTAL	27,550,852	71,981,400	38.3%

SUMMARY

Total Standard Program	10,610,240	31,726,400	33.4%
Total Major Projects	16,940,612	40,255,000	42.1%
Total	27,550,852	71,981,400	38.3%

Appendix 4 - 2024 Approved Capital Budget Transfers to 2025 and 2026

Department	Project Name	TOTAL	Transfer to 2025	Transfer to 2026
Standard Program				
Planning	6818020 Community Energy Plan Implementation	\$70,000	\$70,000	\$0
Planning	6821001 Official Plan Review & Update	\$175,000	\$175,000	\$0
Planning	6823001 Residential Parking Study	\$32,000	\$32,000	\$0
Engineering	3221001 Mulock Dr. Multi-Use Path (MUP)	\$1,500,000	\$1,500,000	\$0
Engineering	3223006 Main St. Walkway Revitalization	\$125,000	\$0	\$125,000
Engineering	3224001 Traffic Signal- McCaffrey Road & Eagle Street	\$400,000	\$0	\$400,000
Engineering	3224002 Bathurst-Davis Drive Multi-Use Path	\$950,000	\$950,000	\$0
Engineering	4023001 Stackhouse Stormwater Mgmt	\$215,000	\$0	\$215,000
Engineering	5222002 NW Quadrant Trails	\$800,000	\$800,000	\$0
Engineering	5222003 Parkette & Sports Pad	\$550,000	\$0	\$550,000
Public Works	3223001 Walkway Rehab./Lighting	\$350,000	\$350,000	\$0
Public Works	3223002 Fleet Garage Hoists Replacement	\$120,000	\$120,000	\$0
Public Works	3223007 Parking Lot Resurfacing	\$70,000	\$70,000	\$0
Public Works	3224004 2 Pick-up Trucks	\$200,000	\$200,000	\$0
Public Works	3224006 Downtown Waste Management Strategy & Implementation	\$240,000	\$0	\$240,000
Parks	5223002 Sports Field Lighting Study	\$50,000	\$50,000	\$0
Parks	5223003 Trail Guideline/Expand Consulting	\$200,000	\$200,000	\$0
Parks	5223007 Main St Furn/Amenities Replace	\$50,000	\$50,000	\$0
Parks	5224001 Tree Maintenance Strategy	\$200,000	\$200,000	\$0
Library	9199001 Computer Hardware and Software	\$120,000	\$120,000	\$0
IT	1322001 Enhance Technology Needs	\$750,000	\$750,000	\$0
IT	1399002 Replace/Upgrade ERP Systems	\$640,000	\$640,000	\$0
IT	1322004 Website Refresh	\$200,000	\$200,000	\$0
Total Standard Program		\$8,007,000	\$6,477,000	\$1,530,000
Major Projects				
	1017100 Mulock House Repair	\$698,000	\$698,000	\$0
	1022002 Mulock House Adaptive Re-Use	\$2,409,500	\$2,409,500	\$0
	1022001 Mulock Park Parking Lot	\$1,909,500	\$1,909,500	\$0
Total Major Projects		\$5,017,000	\$5,017,000	\$0
Total 2024 Approved Capital Budget Transfers to 2025 and 2026		\$13,024,000	\$11,494,000	\$1,530,000



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

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

Stormwater Charge Exemption Staff Report to Council

Report Number: 2024-73

Department(s): Financial Services

Author(s): Andrea Tang, Director of Financial Services / Treasurer

Meeting Date: December 2, 2024

Recommendations

1. That the report entitled Stormwater Charge Exemption dated December 2, 2024 be received; and,
2. That Council approve exemption of stormwater charge to cemeteries operated by registered charities and non-profit organizations as outlined in the report effective with the 2024 stormwater charge and future years; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of the report is to obtain Council approval to grant exemption of stormwater charge to cemeteries that are operated by registered charities and non-profit organizations.

Background

The Town provides a stormwater management service to protect the community and environment from stormwater runoff. Stormwater runoff is water that flows off properties mostly due to rain and snow events. Stormwater management services require sufficient funding to serve the community.

A stormwater charge was established in 2017 to provide a dedicated funding source to help protect homes and businesses from possible flooding due to excessive stormwater.

Funds generated from the stormwater charge are used to fund Stormwater Management initiatives like low impact development (LID) and green infrastructure to minimize the negative impacts of stormwater run off.

Discussion

The stormwater charge is calculated based on the size of property and the runoff level group rate.

Cemeteries are categorized under the low runoff level group rate. Most residential properties are under medium runoff level. Commercial and industrial buildings are under high runoff level.

Consideration should be given to provide stormwater charge exemption to cemeteries that meet the following criteria:

- Operated by a registered charity or a non-profit organization; and
- Size of the property is greater than 1 acre

Registered charities and non-profit organizations both operate on a non-profit basis.

Conclusion

There are four cemeteries that meet the criteria outlined in the report. They are:

- Newmarket Cemetery
- Yonge Street Friends Burial Grounds
- St. John Chrysostom Parish
- Pioneer Burying Ground (also known as the Eagle Street Cemetery)

The budget impact will be less than \$10,000 based on the 2024 stormwater charges.

Business Plan and Strategic Plan Linkages

- Community and economic vibrancy
- Environmental sustainability

Consultation

Not applicable.

Human Resource Considerations

Not applicable.

Budget Impact

The budget impact will be less than \$10,000 based on the 2024 stormwater charges.

Attachments

None.

Approval

Andrea Tang, CPA, CA

Director, Financial Services

Esther Armchuk, LL.B

Commissioner, Corporate Services

Ian McDougall

Chief Administrative Officer, Office of the CAO

Contact

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

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



Town of Newmarket

Minutes

Appointment Committee

Date: Wednesday, October 25, 2023
Time: 11:00 AM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Councillor Kwapis, Chair
Mayor Taylor
Councillor Morrison

Staff Present: K. Saini, Manager of Legislative Services/Deputy Town Clerk
S. Granat, Legislative Coordinator

The meeting was called to order at 11:04 AM.
Councillor Kwapis in the Chair

1. Notice

Councillor Kwapis advised that members of the public can view the meeting on the live stream at newmarket.ca/meetings or attend in person in the Council Chambers at 395 Mulock Drive.

2. Additions & Corrections

None.

3. Conflict of Interest Declarations

None.

4. Presentations & Deputations

None.

5. Approval of Minutes

5.1 Appointment Committee Meeting Minutes of March 29, 2023

Moved by: Councillor Morrison

1. That the Appointment Committee Meeting Minutes of March 29, 2023 be approved.

Carried

6. Items for Discussion

None.

7. New Business

None.

8. Closed Session (if required)

The Appointment Committee resolved into Closed Session at 11:06 AM

Appointment Committee (Closed Session) minutes are recorded under separate cover.

The Appointment Committee returned to Open Session at 11:30 AM.

Moved by: Mayor Taylor

1. That the Appointment Committee resolve into Closed Session to discuss the following matters
 - a. Appointments to Town Committees - Audit Committee - Personal matters about an identifiable individual, including municipal employees as per Section 239(2)(b) of the Municipal Act, 2001; and,
 - b. Appointments to Town Committees - Elman W. Campbell Museum Board - Personal matters about an identifiable individual, including municipal employees as per Section 239(2)(b) of the Municipal Act, 2001

Carried

8.1 Appointments to Town Committees

8.1.1 Audit Committee

8.1.2 Elman W. Campbell Museum Board

8.2 Appointment Committee Meeting Minutes (Closed Session) of March 29, 2023

Moved by: Councillor Morrison

1. That the Appointment Committee Meeting Minutes (Closed Session) of March 29, 2023 be approved.

Carried

9. Adjournment

Moved by: Councillor Morrison

1. That the meeting be adjourned at 11:30 AM.

Carried

Councillor Kwapis, Chair

Date



Town of Newmarket

Minutes

Audit Committee

Date: Thursday, June 20, 2024
Time: 9:00 AM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Councillor Woodhouse, Chair
Dennis Dai (9:03 AM to 9:47 AM)
Councillor Simon
Scott Fitzpatrick
Councillor Twinney (9:06 AM to 9:47 AM)
Sabina Fjodorova

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

The meeting was called to order at 9:02 AM.

1. Notice

Councillor Woodhouse advised that members of the public were encouraged to attend an electronic Advisory Committee or Board Meeting by streaming the meeting from the Town's website at www.newmarket.ca/meetings or attending in person at Council Chambers (395 Mulock Drive, Newmarket).

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Audit Committee meeting minutes of November 2, 2023

Moved by: Dennis Dai

Seconded by: Sabina Fjodorova

1. That the Audit Committee meeting minutes of November 2, 2023 be approved.

Carried

5. Presentations

5.1 Introduction to Andrea Tang, Director of Financial Services and Treasurer

The Commissioner of Corporate Services provided a verbal introduction to Andrea Tang, Director of Financial Services and Treasurer.

5.2 2023 Financial Statement Review

The Director of Financial Services and Treasurer presented the 2023 Financial Statement Review including accounting standard changes, statement of financial position, statement of operations and accumulated surplus, and reserve and reserve funds.

Members of the committee queried staff regarding user charges, taxes and revenue.

Moved by: Councillor Simon

Seconded by: Scott Fitzpatrick

1. That the presentation regarding the 2023 Financial Statement Review by Andrea Tang, Director of Financial Services and Treasurer be received.

Carried

5.3 Report to the Audit Committee by External Auditor KPMG

Kevin Travers, Partner, KPMG presented the Report to the Audit Committee by External Auditor KPMG including audit highlights, technical highlights, status, risks and results, pother risks and results, policies and practices as well as appendices C and F.

Members of the Committee queried the presenter regarding the assets ARO Sample rate, finding on reforms and impacts of other misstatements and results, removal of asbestos, and environmental, social governance.

Moved by: Sabina Fjodorova

Seconded by: Councillor Twinney

1. That the presentation and report to the Audit Committee provided by Kevin Travers, Partner, KPMG be received.

Carried

6. Items

6.1 Town of Newmarket 2023 Consolidated Financial Statements

6.1.1 Town of Newmarket 2023 Consolidated Financial Statements

Moved by: Councillor Simon

Seconded by: Sabina Fjodorova

The Audit Committee recommends to Council:

1. That the Town of Newmarket Consolidated Financial Statements year ended December 31, 2023 be approved.

Carried

6.1.2 Town of Newmarket 2023 Main Street District Business Improvement Area Financial Statements

Moved by: Scott Fitzpatrick

Seconded by: Councillor Simon

The Audit Committee recommends to Council:

1. That the Town of Newmarket Main Street District Business Improvement Area Financial Statements year ended December 31, 2023 be approved.

Carried

6.1.3 2023 Financial Statement Discussion and Analysis (FSD&A)

Moved by: Councillor Twinney

Seconded by: Dennis Dai

1. That the 2023 Financial Statement Discussion and Analysis be received.

Carried

6.2 Appointment of Chair and Vice-chair

Moved by: Councillor Simon

Seconded by: Councillor Twinney

1. That Sabina Fjodorova be appointed as Chair.

Carried

Moved by: Councillor Simon

Seconded by: Sabina Fjodorova

1. That Denis Dai be appointed as Vice-Chair.

Carried

7. New Business

7.1 Meeting Schedule

The Legislative Coordinator provided an update regarding the Committee's 2024 meeting schedule.

8. Closed Session (if required)

None.

9. Adjournment

Moved by: Councillor Simon

Seconded by: Councillor Twinney

1. That the meeting be adjourned at 9:47 AM.

Carried

Sabina Fjodorova, Chair

Date



Town of Newmarket

Minutes

Accessibility Advisory Committee

Date: Thursday, September 19, 2024
Time: 10:30 AM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

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

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

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

1. Notice

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

2. Additions & Corrections to the Agenda

The Legislative Coordinator provided the following addition to the agenda:

- Item 6.5 - Site Plan Review

Moved by: Kelly Broome

Seconded by: Bev Moffatt

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

Carried

3. Conflict of Interest Declarations

None.

4. Presentations & Deputations

None.

5. Approval of Minutes

5.1 Accessibility Advisory Committee Meeting Minutes of August 8, 2024

Moved by: Bev Moffatt

Seconded by: Kathleen Kedzierski

1. That the Accessibility Advisory Committee Meeting Minutes of August 8, 2024 be approved.

Carried

6. Items

6.1 TD Music Series Follow-Up

Steve Foglia provided a verbal update regarding TD Music Series Follow-Up including location of accessible sections, advertising accessible locations, wayfinding, and incorporating these measures into additional Town of Newmarket events.

The Director of Recreation and Culture discussed widening pathways, creating permanent lines for a widened pathway, wayfinding, adding staff to accessible areas, and increasing communication regarding accessible locations for events.

6.2 Georgina Discovery Library Branch Follow-Up

Jeff Fabian provided a verbal update regarding the Georgina Discovery Library visit including an overview of the visit to the facility, resources reviewed, and incorporating feedback into Town of Newmarket facilities.

6.3 Accessibility Webpage

Steve Foglia provided a verbal update regarding Accessibility Webpage including highlighting committee accomplishments on the Town of Newmarket website, adding pictures and videos of events and committee work and engaging communications staff for further ideas.

6.4 Public Review of the AODA for the Built Environment

Steve Foglia provided a verbal update regarding Public Review of the AODA for the Built Environment including proposed amendments of type A and B parking spots, pathway ramps and accessible and universal washrooms.

Steve Foglia also provided a verbal update regarding the universal washroom at Upper Canada Mall including a public education regarding the use of a universal washroom.

6.5 Site Plan Review

Steve Foglia provided a verbal update regarding Site Plan Review including comments from committee members, relevance and next steps.

Committee members queried if this process is necessary to complete at this time.

Moved by: Bev Moffatt

Seconded by: Kathleen Kedzierski

1. That the Accessibility Advisory Committee only receive and review site plan applications that pertain to commercial developments and Town applications.

Carried

6.6 Committee Checklist

Members discussed items on the Committee Checklist including a site visit to the Georgina MURC, the York Region Administration Building and adding to the Town's website.

6.7 Accessibility for Ontarians with Disabilities Act Training

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

6.8 Accessibility Education Video

Committee Members watched a video related to Accessibility which can be found [here](#).

7. New Business

7.1 Summer Camp Update

The Recreation Programmer - Inclusion and Support Services provided a verbal update regarding Summer Camp numbers including programs offered, community members served, adaptive programming, 1-1 support, day programs, adult day programs, senior inclusion facilitators, lifts and transfers, accessible options for families, feedback from the participants and family, and expanding adapting options.

7.2 Committee Accomplishments 2023-2024

The Legislative Coordinator provided a verbal update regarding Committee Accomplishments 2023-2024 including that a draft memo will be brought forward at the next meeting for the Committee's approval to include in a final information report on the Town of Newmarket's Advisory Committee Accomplishments of 2023-2024 as set out in the Terms of Reference.

8. Adjournment

Moved by: Bev Moffatt

Seconded by: Kelly Broome

1. That the meeting be adjourned at 12:10 PM.

Carried

Steven Foglia, Chair

Date



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

Date: Wednesday, October 2, 2024
Time: 8:30 AM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Tom Hemen, Chair
Ken Sparks
Dominic Pede
Patricia Carmichael (8:39 AM - 9:15 AM)
Sheila Stewart (8:36 AM - 9:15 AM)
Norm Pereira
Councillor Kwapis
Mike D'Angela

Members Absent: Avi Wulfand, Vice Chair
Allan Cockburn

Staff Present: D. Lowes, Business Development Specialist
C. Stipetic, Economic Development Coordinator
E. Thomas-Hopkins, Legislative Coordinator

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

1. Notice

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

newmarket.ca/meetings, or attending in person at the Council Chambers at 395 Mulock Drive.

2. Additions and Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations & Recognitions

None.

5. Deputations

None.

6. Approval of Minutes

6.1 Main Street District Business Improvement Area Board of Management meeting minutes of September 4, 2024

Moved by: Norm Pereira

Seconded by: Dominic Pede

1. That the Main Street District Business Improvement Area Board of Management meeting minutes of September 4, 2024 be approved.

Carried

7. Items

7.1 Sponsorship Requests

Tom Hempen provided a verbal update regarding Sponsorship Requests including a past sponsorship request from a September 4, 2024 deputation regarding a 7th Annual Thanksgiving Dinner. Board Members discussed sponsoring the event.

Moved by: Councillor Kwapis

Seconded by: Norm Pereira

1. That the Main Street Newmarket Business Improvement Area Board of Management authorize a donation of \$700 to Jennifer McLachlan for the St. Andrew's Thanksgiving Dinner.

Carried

7.2 Sub-Committee Reports

7.2.1 Marketing

Ken Sparks provided a verbal update regarding Marketing including a Halloween event, the candlelight parade, contests and prize incentives for participating businesses, and items needed for upcoming events.

Moved by: Councillor Kwapis

Seconded by: Sheila Stewart

1. That the Main Street District Business Improvement Area Board of Management approve and authorize a budget of \$500 for the 2024 Halloween event.

Carried

7.2.2 Working Group

None.

7.2.3 Events

Ken Sparks provided a verbal update regarding Events including requesting a budget of \$4,000 for the 2024 candlelight parade.

Moved by: Ken Sparks

Seconded by: Norm Pereira

1. That the Main Street District Business Improvement Area Board of Management approve and authorize a budget of \$4,000 for the 2024 Candlelight Parade event.

7.3 Parking Update

Councillor Kwapis provided a verbal update regarding Parking Update including a recent report at Committee of the Whole on the proposed modular parking structure and a change in staff recommendations, loop camera pilot project data collection, paved parking patterns and financial considerations.

Board Members queried Councillor Kwapis regarding paid parking, tandem parking, future infrastructure need, and collection of new data with the opening of new establishments in the downtown.

7.4 Financial Update

The Treasurer provided a verbal update regarding Financial Update including year-to-date spending and current budget remaining.

7.5 Staff Update

7.5.1 Financial Incentive Program Staff Working Group Update

None.

8. New Business

None.

9. Closed Session (if required)

The Board did not resolve into Closed Session.

10. Adjournment

Moved by: Norm Pereira

Seconded by: Dominic Pede

1. That the meeting be adjourned at 9:15 AM.

Tom Hempen, Chair

Date