



Town of Newmarket

Agenda

Committee of the Whole

Date: Monday, April 7, 2025
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 April 2, 2025. 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)

5. Presentations & Recognitions

5.1 Newmarket Library Community Report 2024

Note: Tracy Munusami, CEO, Newmarket Public Library and Darryl Gray, Chair, Newmarket Public Library Board will provide a presentation on this matter.

1. That the presentation provided by Tracy Munusami, CEO, Newmarket Public Library and Darryl Gray, Chair, Newmarket Public Library Board regarding Newmarket Library Community Report 2024.

6. Deputations

7. Consent Items

7.1 Town Initiated Official Plan Amendment and Zoning By-law Amendment - 230 Davis Drive

1. That the report entitled Town Initiated Official Plan Amendment and Zoning By-law Amendment dated April 7, 2025, be received; and,
2. That the applications for Official Plan Amendment and Zoning By-law Amendment be approved; and,
3. That Staff be directed to bring forward the By-laws to Council for approval; and,
4. That Howard Friedman, of HBR Planning Centre Inc., be notified of this action; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.2 Fee Deferral Request for 17175 Yonge Street (Trinity Coptic)

1. That the report entitled "Fee Deferral Request for 17175 Yonge Street (Trinity Coptic Foundation)" dated April 7, 2025, be received; and,
2. That Council approve the additional fee deferrals, as described in this report, for the following:
 - Site Plan application fee;
 - Finance fee;
 - Engineering internal review fee;
 - Community benefit charges (non residential portion);
 - Trail contribution; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.3 Flag of the United States of America in Newmarket Facilities

1. That the report entitled Flag of the United States of America in Newmarket Facilities dated April 7, 2025 be received; and,

2. That the flag of the United States of America no longer be displayed at all times in Newmarket recreation facilities, namely at ice pads (rinks); and,
3. That any request(s) outside of the Municipal Flag Policy and the Proclamation, Lighting and Community Flag Raising Request Policy to officially display an international flag in a place of prominence, at a Newmarket facility be delegated to the Commissioner, Community Services or their designate for review and approval; and,
4. That Delegation By-law 2016-17 be amended to reflect the delegation to the Commissioner, Community Services or their designate; and,
5. That staff be directed, where approval has been obtained, to only display the flag of a visiting international team or individual athlete at times and locations where the international tournament or competition is hosted; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.4 Annual Status Update for 2023 and 2024 and Multi-Year Accessibility Plan for 2025 to 2029

1. That the report entitled “Annual status update for 2023 and 2024 and multi-year accessibility plan for 2025 to 2029” dated April 7, 2025 be received; and,
2. That the 2023 and 2024 Annual Status Update (Attachment 1) be approved; and,
3. That the 2025 to 2029 Multi-year Accessibility Plan (Attachment 2) be approved; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.4.1 Multi-Year Accessibility Plan - Draft Accessibility Advisory Committee Meeting Minutes of March 20, 2025

Note: At its March 20, 2025 meeting, the Accessibility Advisory Committee endorsed the Multi-Year Accessibility Plan.

7.5 Housekeeping Amendments to the Consolidated Fire Agreement - Draft Joint Council Committee Meeting Minutes of March 4, 2025

Note: At its March 4, 2025 meeting, the Central York Fire Services Joint Council Committee recommends Council approve the amendments to the Consolidated Fire Agreement.

1. That the report entitled Housekeeping Amendments to the Consolidated Fire Agreement dated March 3, 2025 be received; and,

2. That amendments to the Consolidated Fire Agreement recommended in the attached report to the Joint Council Committee be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.6 Accessibility Advisory Committee Meeting Minutes of November 21, 2024 and November 28, 2024

1. That the Accessibility Advisory Committee Meeting Minutes of November 21, 2024 and November 28, 2024 be received.

7.7 Dismantling Anti-Black Racism Advisory Committee Meeting Minutes of December 11, 2024

1. That the Dismantling Anti-Black Racism Advisory Committee Meeting Minutes of December 11, 2024 be received.

7.8 Newmarket Public Library Board Meeting Minutes of February 19, 2025

1. That the Newmarket Public Library Board Minutes of February 19, 2025 be received.

7.9 Elman W. Campbell Museum Board Meeting Minutes of February 26, 2025

1. That the Elman W. Campbell Museum Board Minutes of February 26, 2025 be received.

8. Action Items

9. Notices of Motion

10. Motions Where Notice has Already been Provided

11. New Business

12. Closed Session (if required)

- *12.1 Personal matters about an identifiable individual, including municipal employees as per section 239(2)(b) of the Municipal Act, 2001.

13. Adjournment



Newmarket Library Community Report 2024

Prepared by: Tracy Munusami, Newmarket Library CEO
Date: April 7, 2025

Anything and Everywhere

Agenda

- Library Board and Vision
- 2024 Library's Commitment to the Community
- 2024 achievements and milestones
- Thank you to our wonderful community and team
- Newmarket Library by the Numbers
- Direction for 2025

Board Members

- Board Chair, Darryl Gray • Vice-Chair, Councillor Kelly Broome • Beth Stevenson • Neila Poscente • Rex Taylor • Councillor Trevor Morrison • Councillor Victor Woodhouse



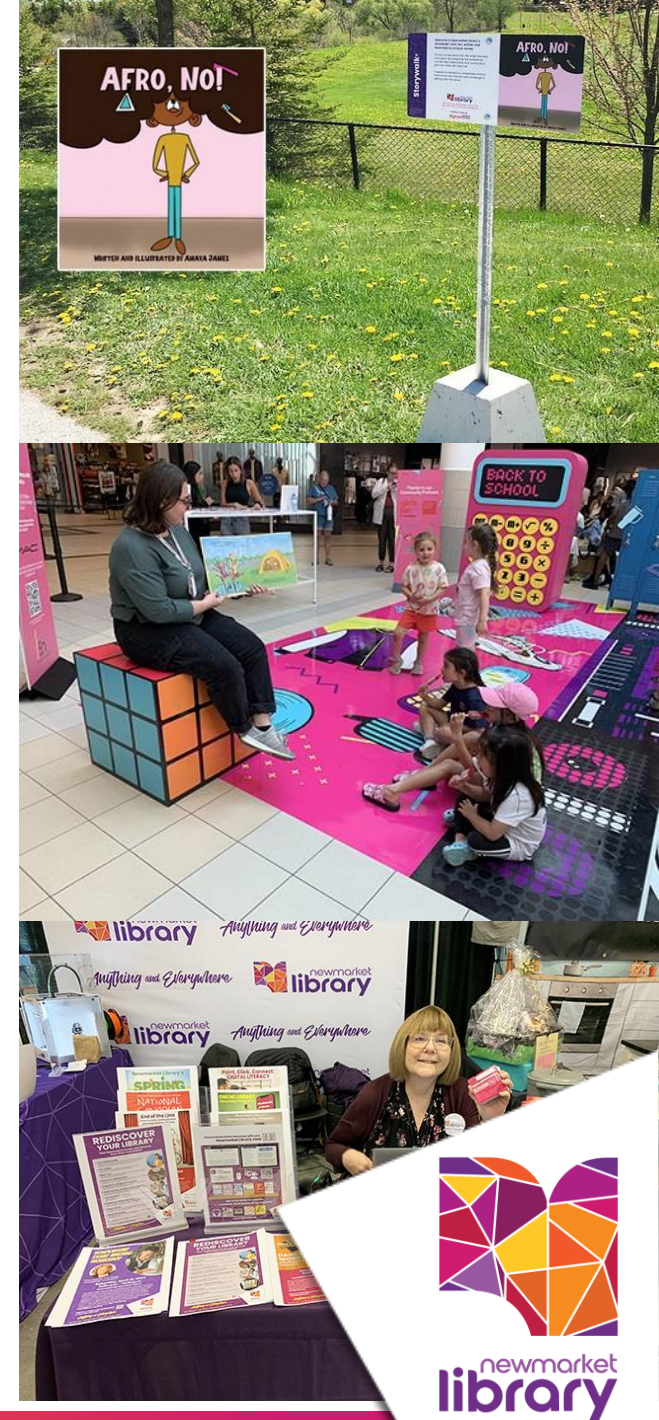
2024 Commitment to the Community

- Expanding our Outreach Horizons & bringing people back to the Library
- Enhancing the Library Space for Residents
- Building more Amazing Collaborations
- Create Exciting and Engaging Programs and Services



Expanding our Outreach Horizons

- Doubled our Outreach efforts
- Tripled the number of cards created at Outreach events
- Visited all the high schools in Newmarket to connect with students and sign them up for Library cards
- High-impact location events included Upper Canada Mall, Farmers' Market, Moonlight Movies, and the Central York Chamber Home Show.
- Increased Visiting Library Service customers and volunteers



Enhancing the Library Space for Residents

- Refreshed paint on main floor
- Accessible Study Pod
- Visible customer service desk
- Outdoor painting
- Maker Hub relocation



Building More Amazing Collaborations

- Lunar New Year with 108 Health Promotion Association
- Collaborations with the Senior Iranian Multicultural Association
- Storytime with CYFS
- Fairy Trail Walk for Esther
- Continued growing partnership with NACCA
- Newmarket Baha'i Community
- Ahmadiyya Muslim Women's Association



Exciting & Engaging Programs & Services

- Over 550 children signed up for Summer Reading Club (100% increase over 2023)
- 175 Seniors attended Pixel Project workshops
- Three Storywalks in Newmarket Parks
- 1000 Books Before Kindergarten
- Plant Swap
- Maker Hub Re-Launch
- Author events
- Pride events

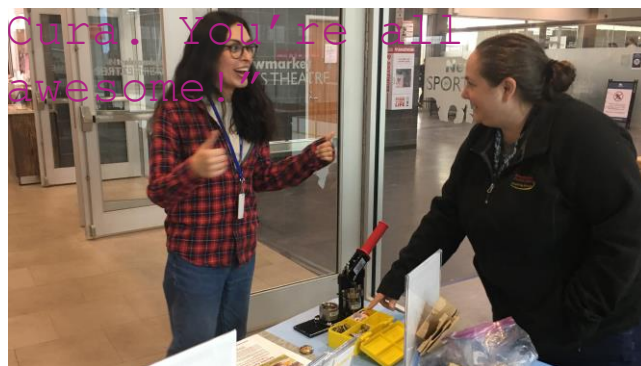


Thank you to our Community

"Libraries are magical places, and the Newmarket Library continues that tradition. I'll admit that as I get older (I'm 72) I tend to prefer digital books, as I can easily expand the text size to make for easier reading."



Customer visiting Maker Hub: "This place is so cool. Thank you for letting me use the space and taking the time to show me 3D printing and Cura. You're all awesome!"



Feedback on literacy backpack with book, part of 1,000 books before Kindergarten challenge: "My baby is 10 months old and he loves the book! I've been reading it four to five



Feedback from Pickering College teacher: "Students left with a wealth of new information. When we headed back to school, we felt bad pulling our students away from the archival articles. Several groups are eager to return to the Library to continue their research."

"I just had to tell you that I took the Seniors Discovery Program to learn about eBooks and I just loved it. It is so convenient."



Recognizing our Team

- At the heart of our library are the amazing staff!
- Susan Hoffman recognized as **Children's Librarian of the Year** by the Ontario Public Library Association
- National Library Workers' Day, April 8, 2025

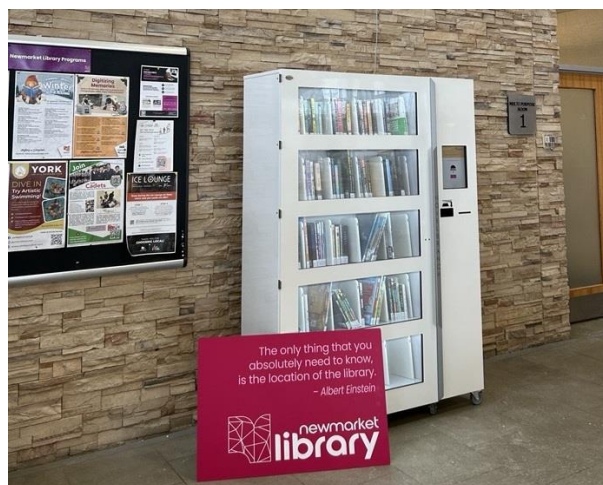


Newmarket Library by the Numbers 2024

- 453,786 physical items borrowed from the Library
- 169,791 digital items borrowed from the Library
- 180,933 In-Person Library visits
- 22,234 active library users
- 9,947 people attending programs
- 7,054 reference questions answered
- **\$4,297,983** saved by using the Newmarket Library

2025 Direction

- Increasing the diversity of the Library Collection by 2%
- Animating the Library on the Go Kiosks at Ray Twinney Complex and Magna Centre
- Thought-provoking programming
- More connections with Seniors and Teens
- Continuing to enhance the existing facility





905-953-5110 | 438 Park Ave Newmarket | newmarketpl.ca



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

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Town Initiated Official Plan Amendment and Zoning By-law Amendment – 230 Davis Drive

Staff Report to Council

Report Number: 2025-15

Department(s): Building and Planning Services

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

Meeting Date: April 7, 2025

Recommendations

1. That the report entitled Town Initiated Official Plan Amendment and Zoning By-law Amendment dated April 7, 2025, be received; and,
2. That the applications for Official Plan Amendment and Zoning By-law Amendment be approved; and,
3. That Staff be directed to bring forward the By-laws to Council for approval; and,
4. That Howard Friedman, of HBR Planning Centre Inc., be notified of this action; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

The Town of Newmarket has initiated an Official Plan Amendment and Zoning By-law Amendment application for the property located at 230 Davis Drive.

The purpose of the applications is to redesignate and rezone the subject land to “Mixed Use” and “Parks and Open Space”. The Church of Christ lands will remain in private ownership and there is currently no development proposed for this portion of the subject land. A breathing space and trail are proposed to be constructed on the Town owned portion of the subject land.

Staff have reviewed the proposal against the relevant Provincial, Regional, and local policy documents and have concluded that the proposal is in conformity with the policy framework. A Statutory Public Meeting was held on February 3, 2025, as required by the

Planning Act. Should Committee adopt the recommendations of this report, the Official Plan and Zoning By-law Amendments would be presented to Council for approval at a subsequent Council meeting.

Purpose

This report provides recommendations to Council regarding the Official Plan Amendment and Zoning By-law Amendment applications for 230 Davis Drive (the “subject land”).

The recommendations of the report, if adopted, would result in amendments to the Official Plan, Urban Centres Secondary Plan, Zoning By-law 2010-40, and Zoning By-law 2019-06.

Background

Subject land

The subject land is located on the south side of Davis Drive, east of Parkside Drive, and is municipally known as 230 Davis Drive. The entire property is approximately 0.97 hectares (2.41 acres) in size and is currently occupied by the Church of Christ and a surface parking lot. Surrounding land uses include:

- Davis Drive to the north;
- Single detached dwellings to the south; and,
- Residential apartment buildings to the east and west.

The Proposal

The Town of Newmarket has initiated an Official Plan Amendment and Zoning By-law Amendment application for the subject land. A portion of the subject land is owned by the Church of Christ and the remainder is owned by the Town of Newmarket (refer to Attachment 1).

At the time of the approval of the Urban Centres Secondary Plan, the Town identified the need for a pedestrian connection and parkland in this area to support the planned higher-density development on Davis Drive. The proposed Parks and Open Space designation was deferred by the Town, at the request of the Church of Christ, to allow additional time to determine the extent of parkland that is required in this location. Through a separate process that involved consultation with the public, a detailed design of the park/breathing space and trail was prepared by the Town. As the extent of the parkland required has now been determined, the deferral is no longer required, and the Town has initiated the amendments to update the applicable land use planning documents.

The purpose of the applications is to redesignate and rezone the Church of Christ portion of the subject land to Mixed Use and redesignate and rezone the Town owned land to Parks and Open Space. No development is proposed on the Church of Christ portion of the subject land.

Discussion

The high-level policy documents which are applicable to this development review are:

The application is consistent with the Provincial Planning Statement (PPS)

The Provincial Planning Statement 2024 (“PPS”) sets out the overall direction on matters of provincial interest related to land use planning and development and includes policies that encourage new growth within existing settlement areas and areas served by existing and planned infrastructure. The PPS promotes development and land use patterns that:

- a. Efficiently use land and resources;
- b. Optimize existing and planned infrastructure and public service facilities;
- c. Promote healthy, active, and inclusive communities by facilitating active transportation and community connectivity;
- d. Provide a mix of land uses, including housing options, transportation options with multimodal access, recreation, parks and open space to meet long-term needs.

The proposed amendments are consistent with the above policy direction.

The application conforms to the York Region Official Plan, (as deemed part of the Town’s Official Plan by Bill 185 on July 1, 2024)

The subject land is designated a Community Area by York Region’s Official Plan. Community areas are intended to accommodate residential and community services, supporting concentrations of existing and future populations.

The redesignation of the Church of Christ lands will allow future redevelopment opportunities on a portion of the subject land that is on a Regional Corridor within a Major Transit Station Area (MTSA). The Parks and Open Space designation will be retained on a portion of the subject land and the future trail will provide a direct connection from Davis Drive to the Regional Greenlands system.

The proposed amendments conform to the York Region Official Plan policies.

The application meets the intent of the Official Plan and Urban Centres Secondary Plan

Schedule 3 – Land Use of the Urban Centres Secondary Plan identifies the subject land as being subject to Section 16 – Deferrals, and as a result, the designation that was in

effect at the time of the approval of the Secondary Plan – being the designation in the parent Town of Newmarket Official Plan - continues to apply to the property.

In the Town of Newmarket Official Plan, the subject land is currently designated as Yonge Street Regional Centre on Schedule A – Land Use. The proposed amendment would update the Official Plan Land Use Schedule A to Davis Drive Regional Corridor, which is consistent with the neighboring properties. The Town-owned portion would be redesignated to Parks and Open Space.

The Official Plan Amendment also proposes to bring the subject land into the Urban Centres Secondary Plan (UCSP) and redesignate the Church of Christ portion to Mixed Use. The amendment proposes to update all schedules with the extent of the Parks and Open Space designation to be only on the Town owned portion of the property and remove the entire subject land from the lands identified as subject to deferral.

The amendment would also update Schedule 4 – Height and Density of the Secondary Plan to include the front portion of the subject land within the Medium-High Density area and the rear portion of the property within the Medium Density area. The Medium-High Density area permits building heights of 4 to 15 storeys with a maximum FSI of 3.0. The Medium Density area permits building heights of 3 to 10 storeys with a maximum FSI of 2.5. The proposed Mixed Use designation, heights, and densities are consistent with the existing permissions on the adjacent properties.

The intent of the neighbourhood park is to provide a link between Haskett Park, the existing established neighbourhood, and planned higher density areas on Davis Drive. The proposed amendment meets the intent of the Secondary Plan to provide a public park space and pedestrian connection from the Davis Drive corridor to the low-density residential neighbourhood to the south.

The Secondary Plan provides policies for the Davis Drive corridor, which is to be a focus for intensification. The redesignation of a portion of the subject land to Mixed Use will provide redevelopment opportunities for the privately owned portion of the subject land.

The proposed amendment meets the intent of the Official Plan and Secondary Plan.

The proposed amendments meet the intent of the Zoning By-law

The subject land is currently zoned Regional Urban Centre (UC-R) zone by Zoning By-law 2010-40. This is the zoning that was in place at the time of the approval of the Secondary Plan (April 30, 2015). The proposed amendment would delete the current zoning from the 2010-40 By-law entirely and bring the property into the Urban Centres Zoning By-law 2019-06.

The subject land is currently excluded from the Urban Centres Zoning By-law. The amendment would bring the property into the Urban Centres By-law, rezoning the Church of Christ portion to Mixed Use 1 (MU-1) and the Town-owned portion to Open

Space 1 (OS-1). The MU-1 zone permits residential, commercial, and institutional uses, and the OS-1 zone permits parks and recreational trails.

The draft zoning by-law amendment proposes height permissions that are consistent with the current permissions for adjacent properties. The front portion would allow heights from 14 to 38 metres, and the rear would allow heights from 11 to 26 metres.

The zoning by-law amendment also proposes to update all applicable schedules to remove the subject land from the lands subject to deferrals.

Future Applications Will Be Required

No development is currently proposed for the Church of Christ lands. Should the property owner decide to propose redevelopment in the future, Planning Act application(s) will be required.

Consultation

External agencies and internal departments were consulted and there are no objections to the application

The application and associated technical reports were circulated to all internal departments and external review agencies. Comments received indicate that there is no objection to the proposed Official Plan Amendment and Zoning By-law Amendment.

A Statutory Public Meeting was held, and no comments were received from the public

A Statutory Public Meeting was held on February 3, 2025. This meeting provided the public and interested persons an opportunity to comment on the application. Notice of the Committee of the Whole meeting has been provided to persons and public bodies under the *Planning Act*. No comments were received from the public.

Conclusion

The proposed Official Plan and Zoning By-law Amendment applications have been processed as required by the *Planning Act*, including circulation to the Town's internal departments and external agencies. There are no objections to the approval of the applications.

The proposal supports the goals and meets the intent of the Official Plan and Secondary Plan. The proposal is consistent with or conforms to the Provincial Planning Statement and York Region Official Plan.

Staff recommend approval of the applications.

Council Priority Association

Extraordinary Places and Spaces

Town Initiated Official Plan Amendment and
Zoning By-law Amendment – 230 Davis Drive

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – Location Map

Attachment 2 – Proposed Official Plan Amendment

Attachment 3 – Proposed Zoning By-law Amendment

Submitted By

Kaitlin McKay, MCIP, RPP, Senior Planner, Planning Services

Approval for Submission

Adrian Cammaert, MCIP, RPP, Manager, Planning Services

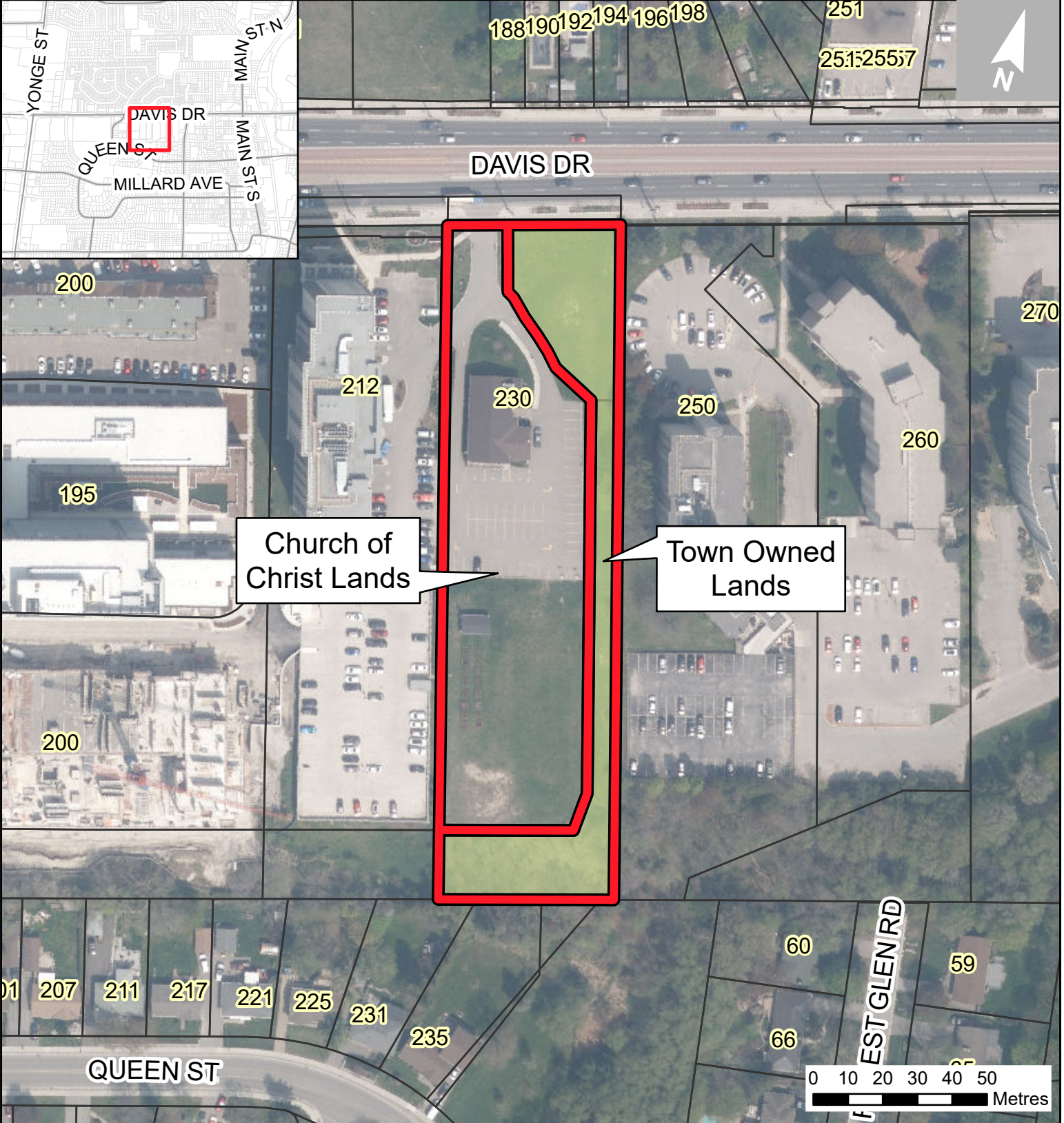
Jason Unger, MCIP, RPP, Director, Planning & Building Services

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

Report Contact

For more information on this report, contact info@newmarket.ca.

230 DAVIS DRIVE



 Subject Lands

Designed & produced by
Information Technology - DAGS
Printed: 2024-12-16.

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**Amendment No. 45
to the
Town of Newmarket Official Plan**

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PART A THE PREAMBLE

The Preamble provides an explanation of the amendment, including the location and purpose of the proposed amendment, basis of the amendment, and a summary of the changes to the Town of Newmarket Official Plan, but does not form part of this amendment.

1. Purpose of the Amendment

The purpose of this amendment is to amend policies and schedules of Section I of the Town of Newmarket Official Plan and Section II of the Town of Newmarket Official Plan (OPA No. 10), also known as the Newmarket Urban Centres Secondary Plan (Secondary Plan), to redesignate a portion of the subject land to “Mixed Use” and redesignate a portion of the subject land to “Parks and Open Space” to permit a breathing space and trail. No development is currently proposed for the Mixed Use portion of the subject land.

2. Location

The proposed amendments are made to the schedules of the Official Plan and Secondary Plan and are applied to 230 Davis Drive as shown on Map 1 to this amendment.

The subject land is located on the south side of Davis Drive, east of Parkside Drive. The subject land is known as 230 Davis Drive. Legally it is described as PT LT 4 PL 32 WHITCHURCH PTS 4,5,6,10 & 11 65R36045; SUBJECT TO AN EASEMENT OVER PT 1 EXPROP. PLAN YR1370424 IN FAVOUR OF THE REGIONAL MUNICIPALITY OF YORK AS IN YR1370424; SUBJECT TO AN EASEMENT OVER PARTS 5, 10, 11 ON 65R-36045 & PARTS 8, 10, 20 ON 65R-35828 IN FAVOUR OF PARTS 1 TO 4 ON 65R-34936 AS IN YR2559889; TOWN OF NEWMARKET.

3. Basis

The purpose of this Town-initiated amendment is to redesignate a portion of the subject land as “Mixed Use” and a portion of the subject land as “Parks and Open Space”. The Church of Christ lands will remain in private ownership and there is currently no development proposed for this portion of the subject land. A breathing space and trail are proposed to be constructed on the Town owned portion of the subject land.

1. The Provincial Planning Statement 2024 (“PPS”) sets out the overall direction on matters of provincial interest related to land use planning and development and includes policies that encourage new growth within existing settlement areas and areas served by existing and planned infrastructure. The PPS promotes development and land use patterns that:

- a. Efficiently use land and resources;
- b. Optimize existing and planned infrastructure and public service facilities;
- c. Promote healthy, active, and inclusive communities by facilitating active transportation and community connectivity;
- d. Provide a mix of land uses, including housing options, transportation options with multimodal access, recreation, parks and open space to meet long-term needs.

The proposed Amendment is consistent with the PPS.

2. The York Region Official Plan (“YROP”) was deemed part of the Town’s Official Plan by Bill 185 on July 1, 2024. The proposed amendment supports and is consistent with York Region Official Plan policies as the amendment supports future redevelopment on a portion of the subject lands that are on a Regional Corridor within a Major Transit Station Area (MTSA). The Parks and Open Space designation will be retained on a portion of the subject land and will provide a direct connection from Davis Drive to the Regional Greenlands system.
3. The Official Plan Amendment proposes to bring the subject land into the Urban Centres Secondary Plan (UCSP). The Urban Centres Secondary Plan proposed the Parks and Open Space designation and a neighbourhood park on the subject land. The designation was deferred until a site specific amendment is brought forward to establish the designation in the Secondary Plan. The intent of the neighbourhood park is to provide a link between Haskett Park and the existing established neighbourhood and planned higher density areas on Davis Drive. The Parks and Open Space designation will be provided on a portion of the subject land that is planned to accommodate a breathing space on Davis Drive and a future trail to provide an important mid-block connection.

The Secondary Plan provides policies for the Davis Drive corridor, which is to be a focus for intensification. The redesignation of a portion of the subject land to Mixed Use will provide redevelopment opportunities for the privately owned portion of the subject land.

The proposed amendment meets the intent of the Official Plan and Secondary Plan.

Item 1 Schedule A: Land Use (OP)

- Update mapping to remove the subject land from the Yonge Street Regional Centre and to include the Church of Christ portion of the subject land within the Davis Drive Regional Corridor.
- Update mapping to redesignate the Town owned land to Parks and Open Space.

Item 2 Schedule 3: Land Use (UCSP)

- Update mapping to add the Mixed Use Designation to the Church of Christ portion of the subject land and add the Parks and Open Space designation on the Town owned portion of the property.
- Remove label “Subject to Section 16.0 Deferrals” from the subject property.

Item 3 Schedule 4: Height and Density

- Update mapping to include the front portion of the subject land within the Medium-High Density area and the rear portion of the property within the Medium Density area.
- Add the Parks and Open Space designation on the Town owned portion of the subject land.
- Remove label “Subject to Section 16.0 Deferrals” from the subject property.

Item 3 Schedule 5: Street Network

- Add the Parks and Open Space designation on the Town owned portion of the subject land. Remove label “Subject to Section 16.0 Deferrals” from the subject property.

Item 4 Schedule 6: Parks, Open Space & Natural Heritage

- Add the Parks and Open Space designation on the Town owned portion of the subject land. Include a “Neighbourhood Park 5” label to be only on the Town owned portion of the subject land.
- Remove label “Subject to Section 16.0 Deferrals” from the subject property.

PART B THE AMENDMENT

The Amendment describes the additions, deletions, and/or modifications to Section I and II of the Town of Newmarket Official Plan and constitutes Official Plan Amendment No. 45

1. Format of the Amendment

Official Plan Amendment No. 45 consists of the following proposed modifications to the text and Schedules to Section I of the Town of Newmarket Official Plan and Section II, also known as the Newmarket Urban Centres Secondary Plan

(Secondary Plan). Sections and Schedules of the Official Plan and Secondary Plan proposed for modifications are identified as “**Items**”.

Where additions to the existing text are proposed, they are identified in “**bold**”. Where the text is proposed to be deleted, it is shown in “~~strikethrough~~”. Where appropriate, unchanged text has been included for context and does not constitute part of Official Plan Amendment No. 45.

2. Details of the Amendment

Item 1 Schedule A: Land Use (OP)

Schedule A: Land Use is updated by removing the subject land from the Yonge Street Regional Centre and including the subject land within the Davis Drive Regional Corridor. Schedule A is also updated to add the Parks and Open Space designation on the Town owned portion of the subject land.

Item 2 Schedule 3: Land Use (UCSP)

Schedule 3: Land Use is updated by redesignating a portion of the subject land as Mixed Use and adding the Parks and Open Space designation on a portion of the subject land. This schedule is also revised by deleting from the subject land the label “Subject to Section 16.0 Deferrals”.

Item 3 Schedule 4: Height and Density

Schedule 4: Height and Density is revised to include the front portion of the subject land within the Medium-High Density area and the rear portion of the property within the Medium Density Area. The Parks and Open Space designation is added on the Town owned portion of the subject land. This schedule is also revised by deleting from the subject land the label “Subject to Section 16.0 Deferrals”.

Item 4 Schedule 5: Street Network

Schedule 5: Street Network is updated with the Parks and Open Space designation on a portion of the subject land. This schedule is also revised by deleting from the subject land the label “Subject to Section 16.0 Deferrals”.

Item 5 Schedule 6: Parks, Open Space & Natural Heritage

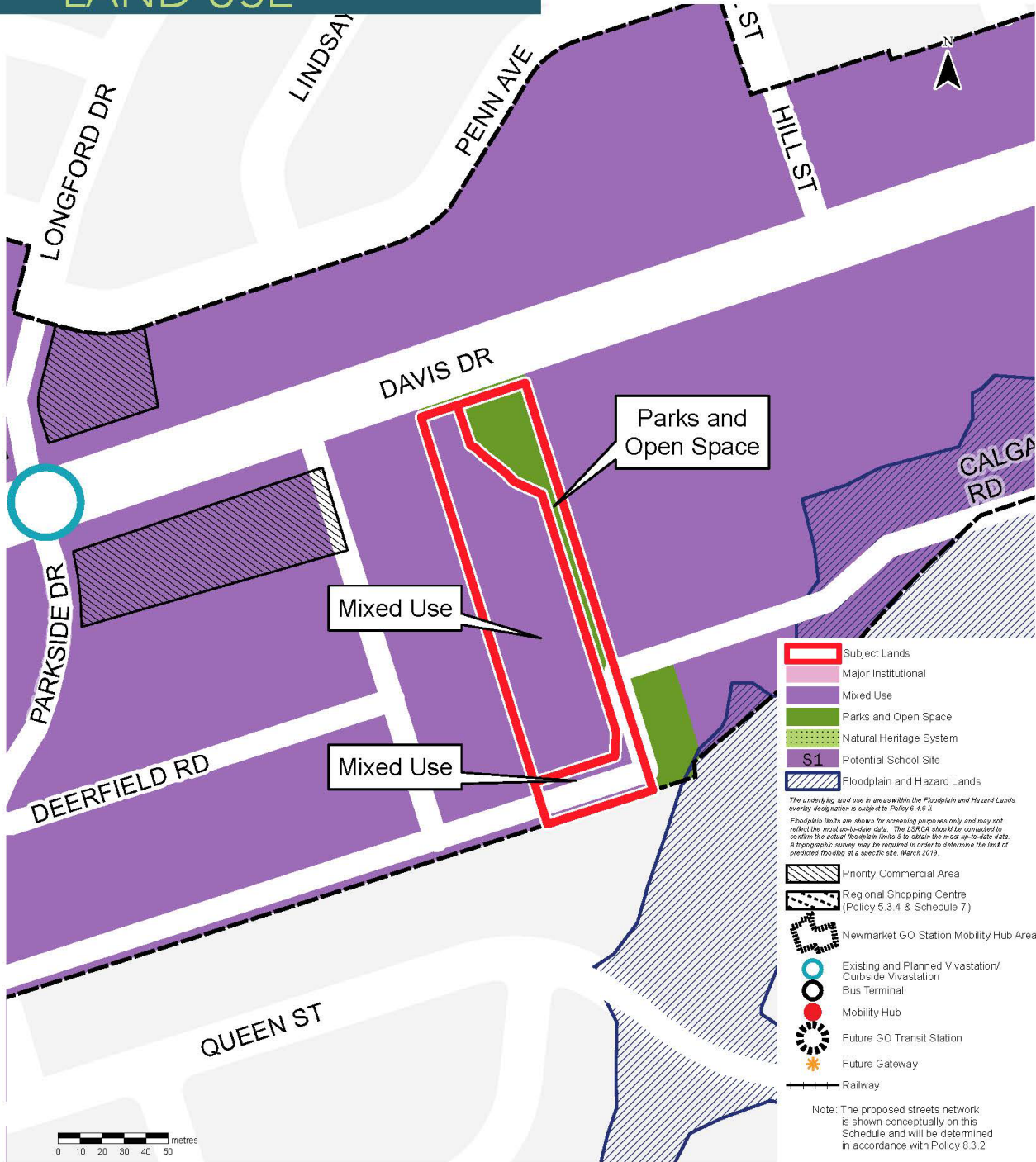
Schedule 6: Parks, Open Space & Natural Heritage is updated with the Parks and Open Space designation on a portion of the subject land. The label “Neighbourhood Park 5” is added on the Town owned portion of the subject land.

This schedule is also revised by deleting from the subject land the label “Subject to Section 16.0 Deferrals”.

All other requirements of the Official Plan and Secondary Plan remain in place.

DRAFT

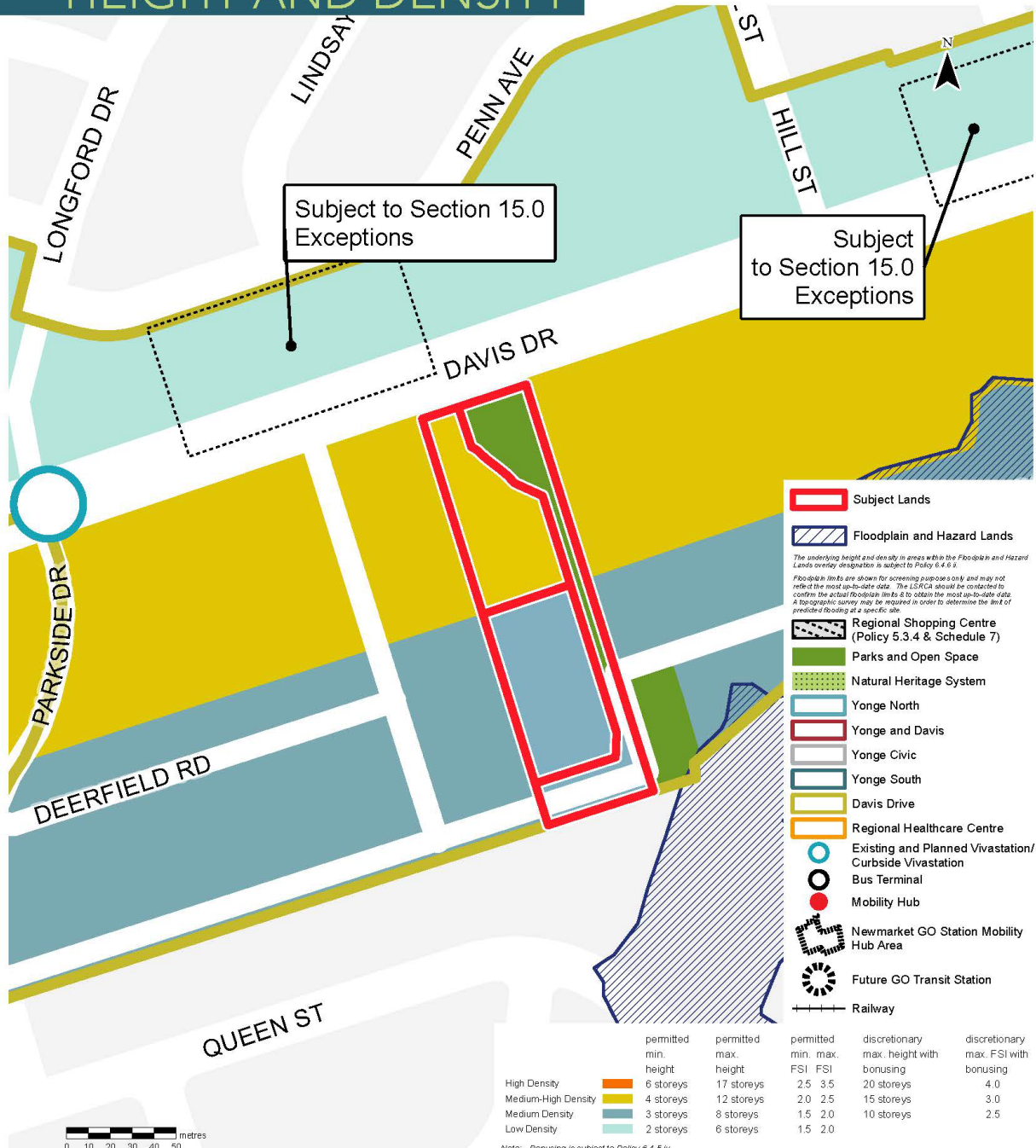
SCHEDULE 3: LAND USE



Designed & Produced by Information Technology – GIS Updated: August 2022. Source: Roads, Municipal Boundary, Railway, Waterbodies- Geomatics Division, Planning and Development Services Department © The Regional Municipality of York, 2011; Flood Plain - Lake Simcoe Region Conservation Authority, 2019; All other map layers - Town of Newmarket. **DISCLAIMER: This document is provided by the Town of Newmarket for your personal, non-commercial use. The information depicted on this map has been compiled from various sources. While every effort has been made to accurately depict the information, data mapping errors may exist. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.**

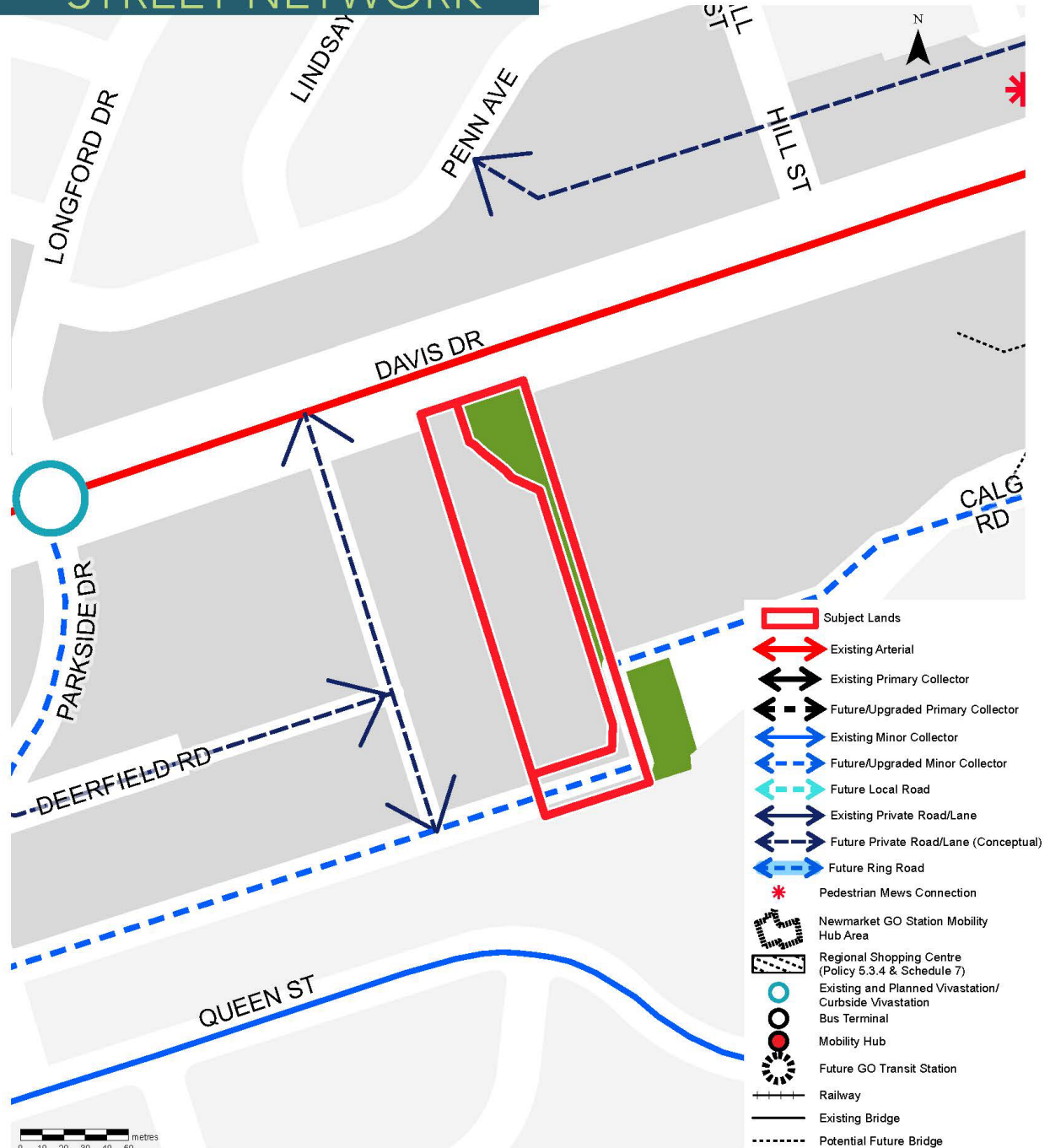
Document Path: G:\Projects_PRO\Development_InfrastructureServices\Planning\MapProjects\OfficialPlan\OPA_X_SP_DavisDr_230\OPA_X_SP_DavisDr_230.aprx\OPA_X_SP_DavisDr_230_SP_Schedule3_A

SCHEDULE 4: HEIGHT AND DENSITY



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SCHEDULE 5: STREET NETWORK



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SCHEDULE 6: PARKS, OPEN SPACE & NATURAL HERITAGE



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4. Implementation and Interpretation

This Amendment to the Official Plan will be implemented as follows:

a) Zoning By-law

It is Council's intent to implement this Amendment by enacting an appropriate zoning by-law pursuant to the provisions of the Planning Act R.S.O. 1990, C.P. 13, on the lands affected by this amendment.

b) Site Plan Approval

It is Council's intent to implement this Amendment, the land use designations and policies of this Plan, and a high standard of site layout and design by requiring site plan approval pursuant to the provisions of the Planning Act, on the Lands affected by this Amendment.

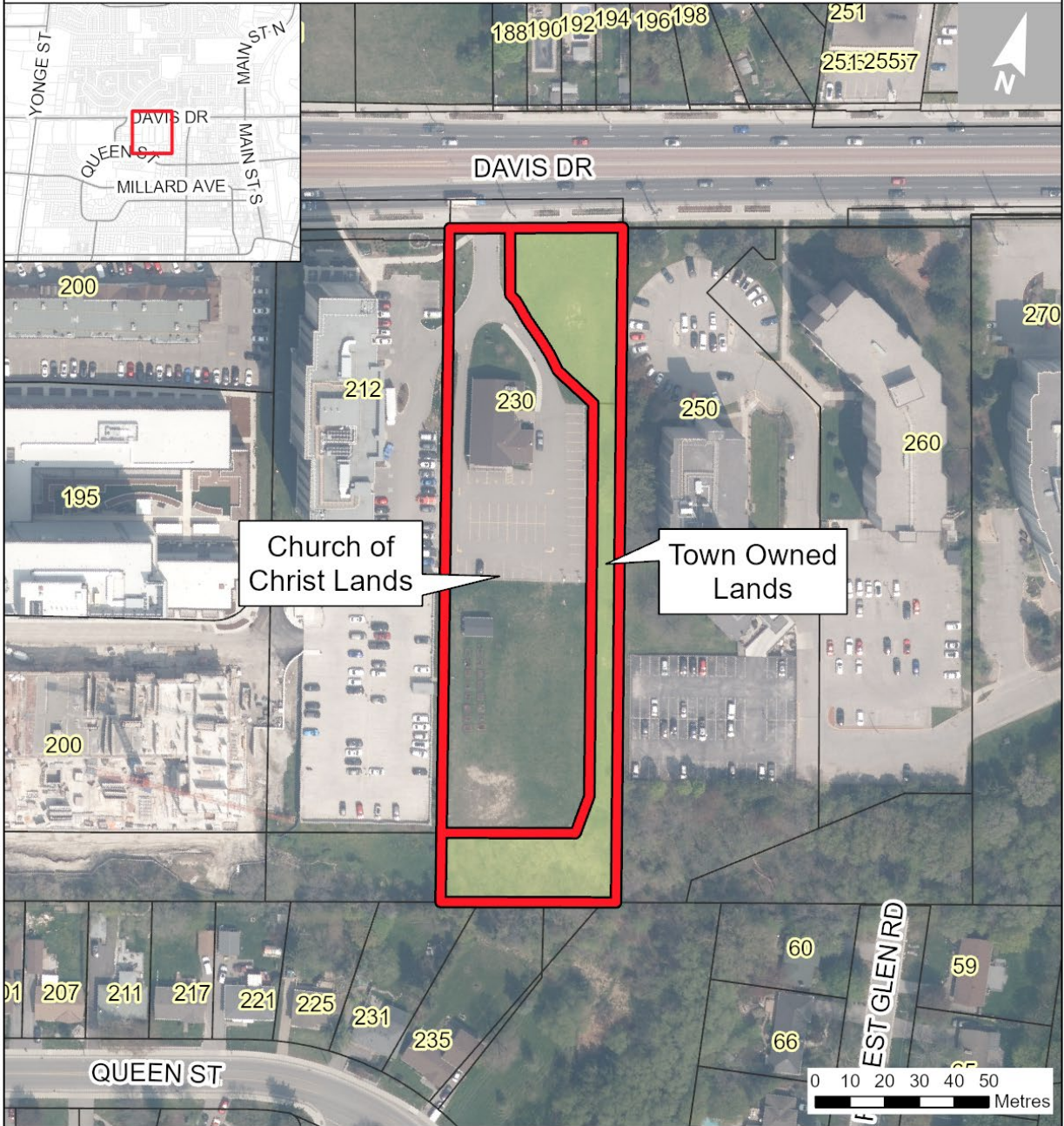
PART C THE APPENDIX

The following appendix does not constitute part of this Amendment and is included for information purposes only.

1. Map 1

Map 1, which shows the location of the subject land is attached hereto for information purposes only.

230 DAVIS DRIVE



 Subject Lands

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Information Technology - DAGS
Printed: 2024-12-16.

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Corporation of the Town of Newmarket

By-law 2025-XX

A By-law to amend By-law Number 2019-06 being a Zoning By-law for the Urban Centres Secondary Plan area and By-law Number 2010-40 being the Town's Comprehensive Zoning By-law for lands outside of the Urban Centres Secondary Plan (230 Davis Drive)

Whereas the Council of the Town of Newmarket has the authority pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, to pass this By-law;

And whereas it is deemed advisable to amend By-law 2019-06 and By-law 2010-40;

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

1. That lands subject to this amendment are illustrated on Schedules 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 attached hereto.
2. And that By-law 2010-40 is hereby amended by:
 - a. Deleting from Schedule 'A' the Regional Urban Centre (UC-R) zone as shown on Schedule 1. The lands are no longer subject to Zoning By-law 2010-40.
3. And that By-law 2019-06 is hereby amended by:
 - a. Adding to Schedule A Map 5 the Mixed-Use 1 (MU-1) Zone on a portion of the subject land and adding the Open Space 1 (OS-1) Zone on a portion of the subject land, as shown on Schedules 2 and 5.
 - b. Deleting from Schedule B Map 11 the maximum permitted height and replacing it with 14-38 metres and 11-26 metres, as shown on Schedules 3 and 7.
 - c. Deleting from Schedule A, Schedule A – Map 5, Schedule B, Schedule B – Map 11, Schedule C, Schedule C – Map 17, Schedule D, Schedule E, and Schedule F the hatching indicating "Lands in Secondary Plan area subject to By-law 2010-40", as shown on Schedules 4 through 12.
 - d. Revising on Schedule C – Map 17 the extent of the "Proposed Parks and Open Space", as shown on Schedule 9.
4. That Schedules 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 attached hereto shall form part of By-law 2025-XX

Enacted this 14th day of April, 2025.

John Taylor, Mayor

Lisa Lyons, Town Clerk

DRAFT

**TOWN OF NEWMARKET
REGIONAL MUNICIPALITY OF YORK
230 DAVIS DRIVE**

This is Schedule '1'
To Bylaw 2025-
Passed this _____ Day
of _____, 2025.

PT LT 4 PL 32 WHITCHURCH PTS 4,5,6,10 & 11 65R36045; SUBJECT TO AN
EASEMENT OVER PT 1 EXPROP. PLAN YR1370424 IN FAVOUR OF THE REGIONAL
MUNICIPALITY OF YORK AS IN YR1370424; SUBJECT TO AN EASEMENT OVER
PARTS 5, 10, 11 ON 65R-36045 & PARTS 8, 10, 20 ON 65R-35828 IN FAVOUR OF
PARTS 1 TO 4 ON 65R-34936 AS IN YR2559889; TOWN OF NEWMARKET.

MAYOR

CLERK

DAVIS DR

**DELETE UC-R
FROM 2010-40**

0 10 20 30 40 50 m



**SCHEDULE "1" TO BY-LAW 2025-
TOWN OF NEWMARKET PLANNING DEPARTMENT**



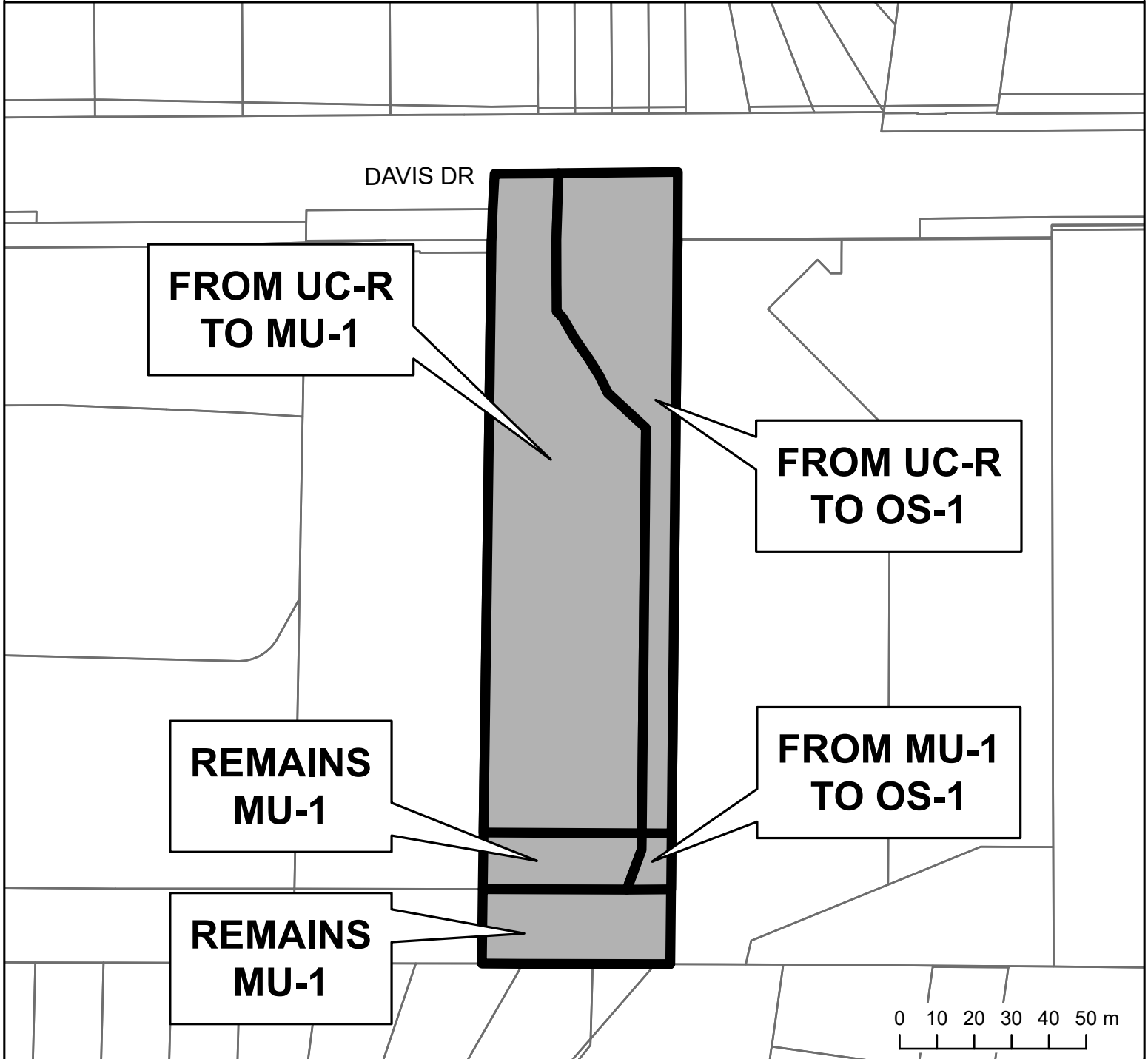
**TOWN OF NEWMARKET
REGIONAL MUNICIPALITY OF YORK
230 DAVIS DRIVE**

This is Schedule ' 2 '
To Bylaw 2025-
Passed this _____ Day
of _____, 2025.

PT LT 4 PL 32 WHITCHURCH PTS 4,5,6,10 & 11 65R36045; SUBJECT TO AN EASEMENT OVER PT 1 EXPROP. PLAN YR1370424 IN FAVOUR OF THE REGIONAL MUNICIPALITY OF YORK AS IN YR1370424; SUBJECT TO AN EASEMENT OVER PARTS 5, 10, 11 ON 65R-36045 & PARTS 8, 10, 20 ON 65R-35828 IN FAVOUR OF PARTS 1 TO 4 ON 65R-34936 AS IN YR2559889; TOWN OF NEWMARKET.

MAYOR

CLERK



**SCHEDULE ' 2 ' TO BY-LAW 2025-
TOWN OF NEWMARKET PLANNING DEPARTMENT**



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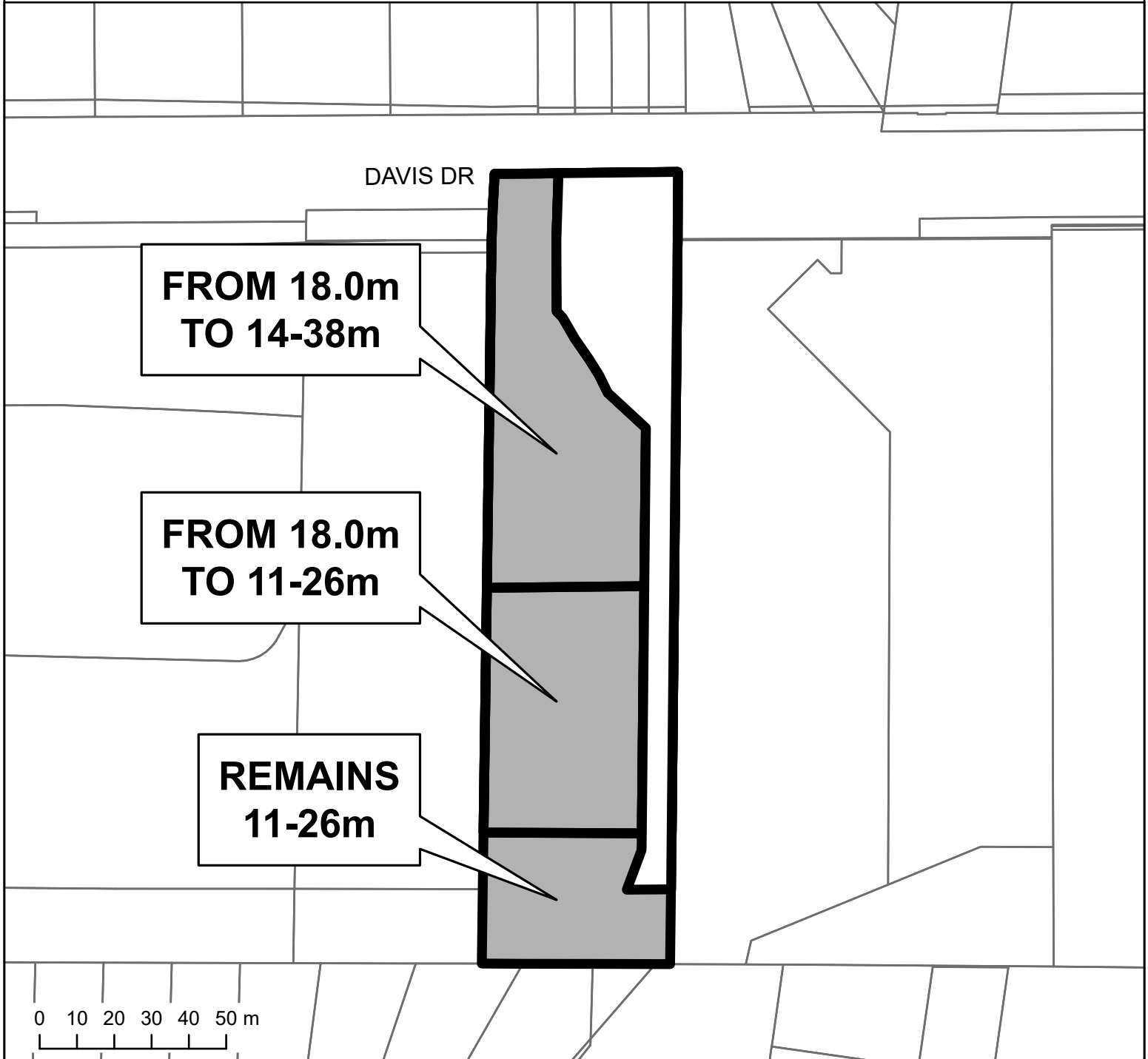
TOWN OF NEWMARKET REGIONAL MUNICIPALITY OF YORK 230 DAVIS DRIVE

This is Schedule '3'
To Bylaw 2025-
Passed this _____ Day
of _____, 2025.

PT LT 4 PL 32 WHITCHURCH PTS 4,5,6,10 & 11 65R36045; SUBJECT TO AN EASEMENT OVER PT 1 EXPROP. PLAN YR1370424 IN FAVOUR OF THE REGIONAL MUNICIPALITY OF YORK AS IN YR1370424; SUBJECT TO AN EASEMENT OVER PARTS 5, 10, 11 ON 65R-36045 & PARTS 8, 10, 20 ON 65R-35828 IN FAVOUR OF PARTS 1 TO 4 ON 65R-34936 AS IN YR2559889; TOWN OF NEWMARKET.

MAYOR

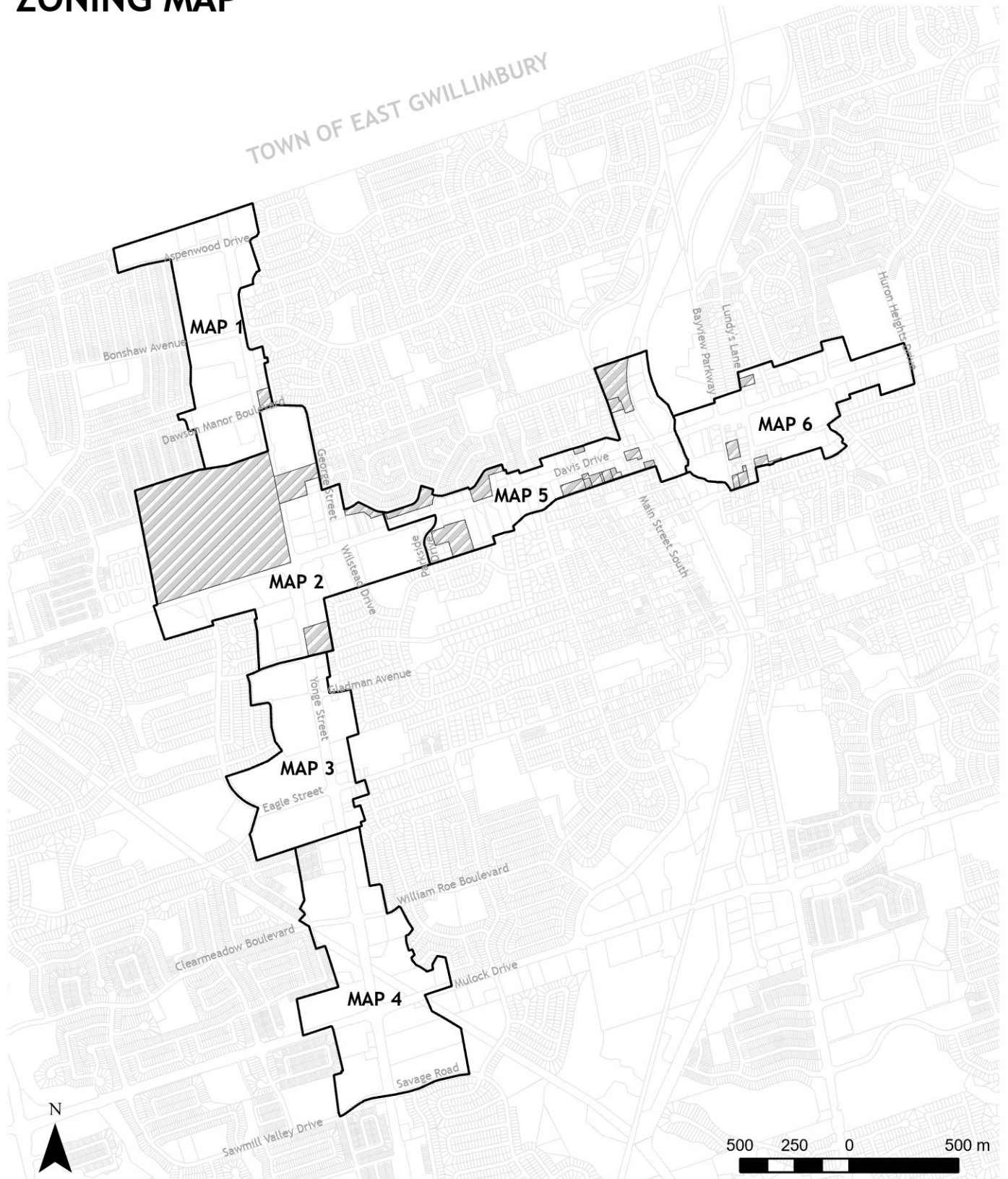
CLERK



SCHEDULE '3' TO BY-LAW 2025- TOWN OF NEWMARKET PLANNING DEPARTMENT

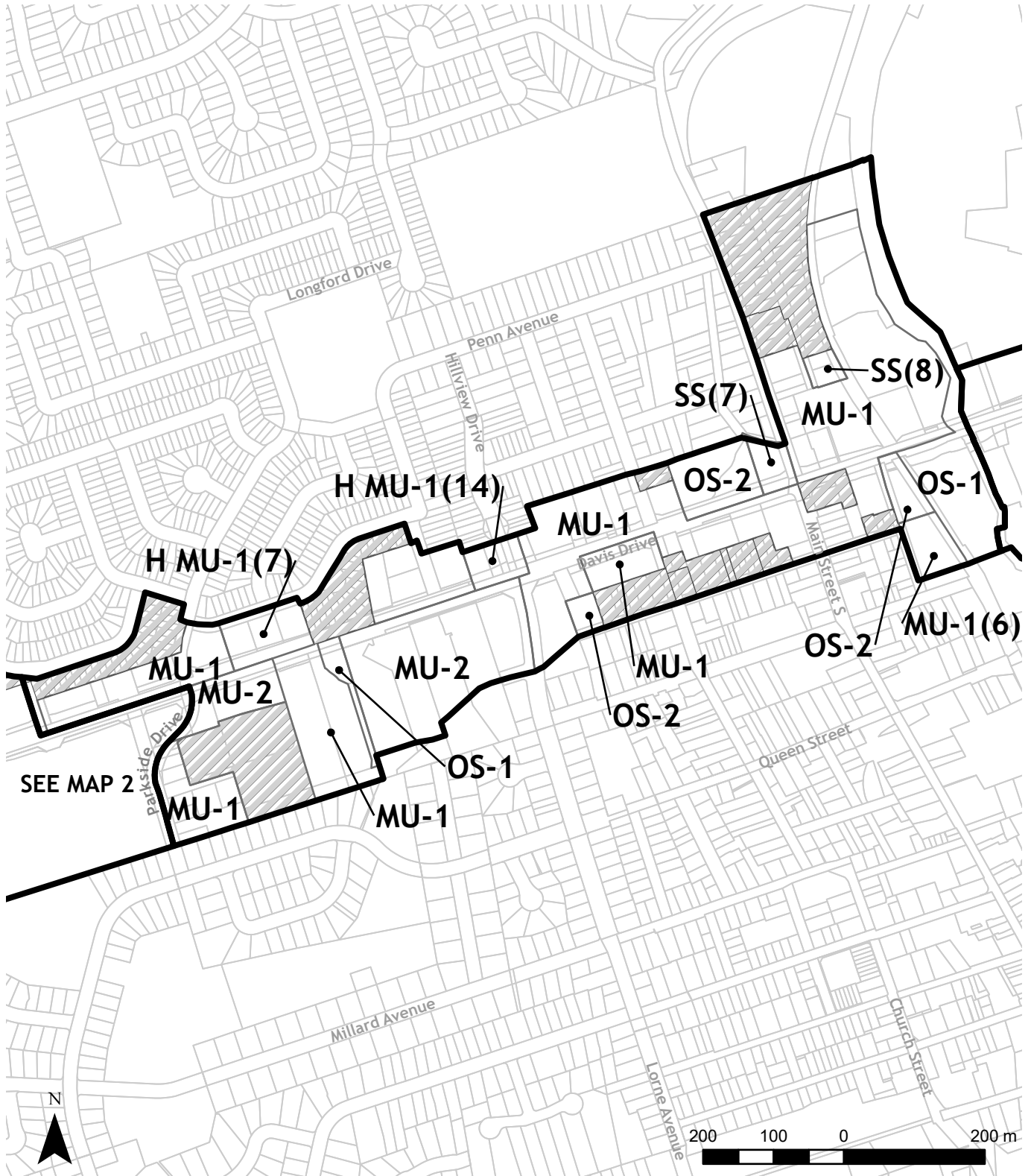


ZONING MAP



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

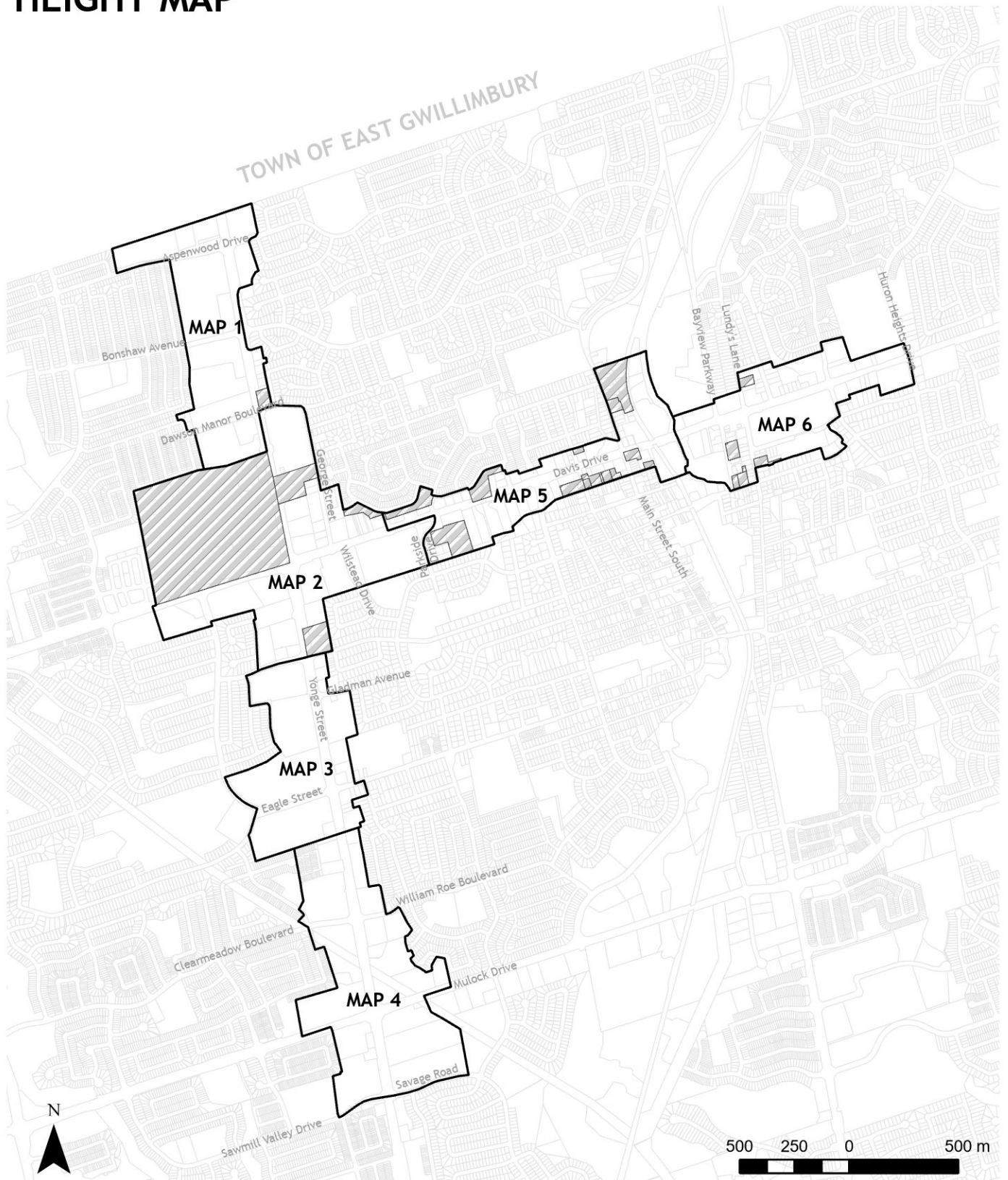
DAVIS DRIVE ZONING MAP



SEE MAP 2

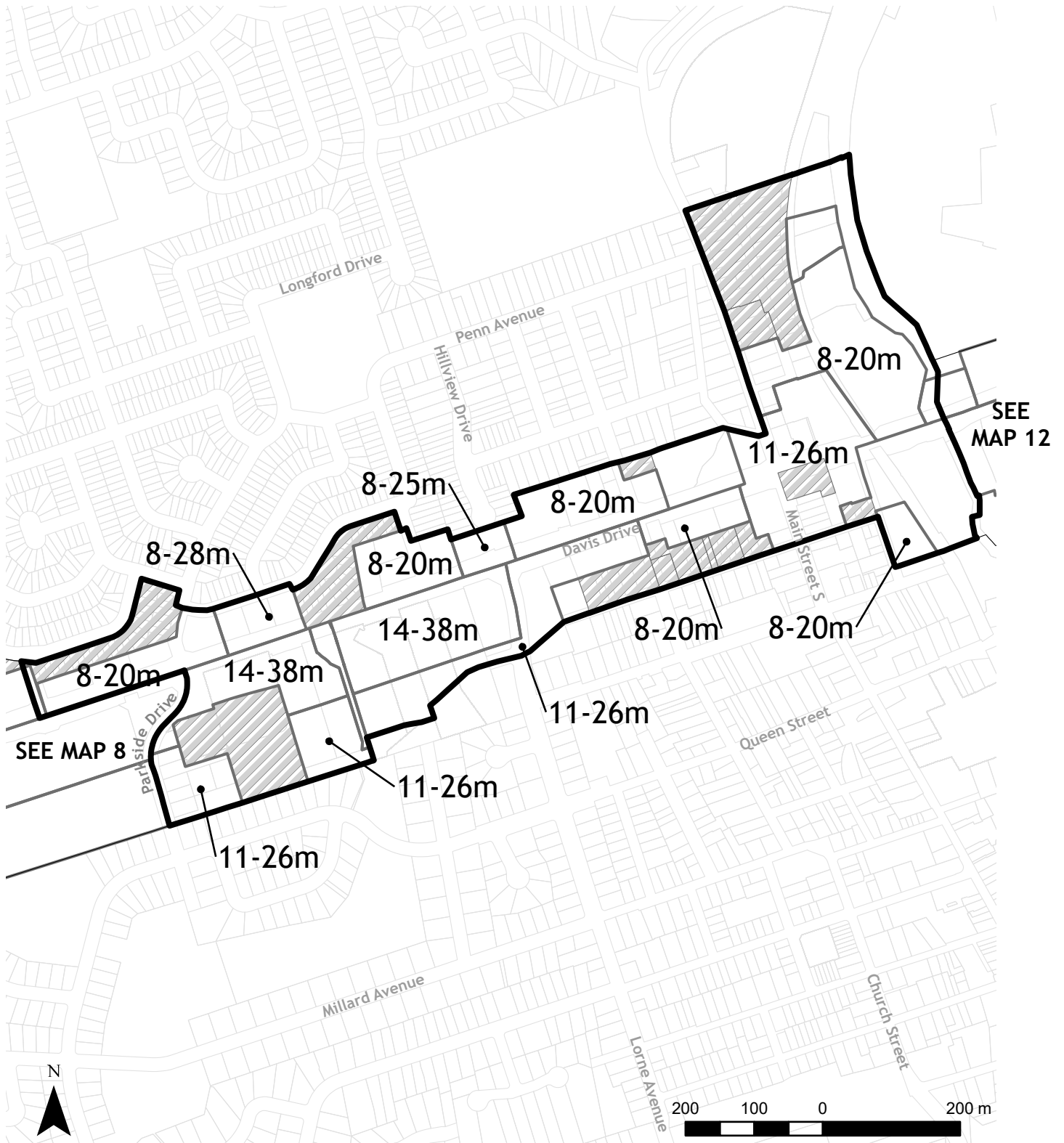
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

HEIGHT MAP



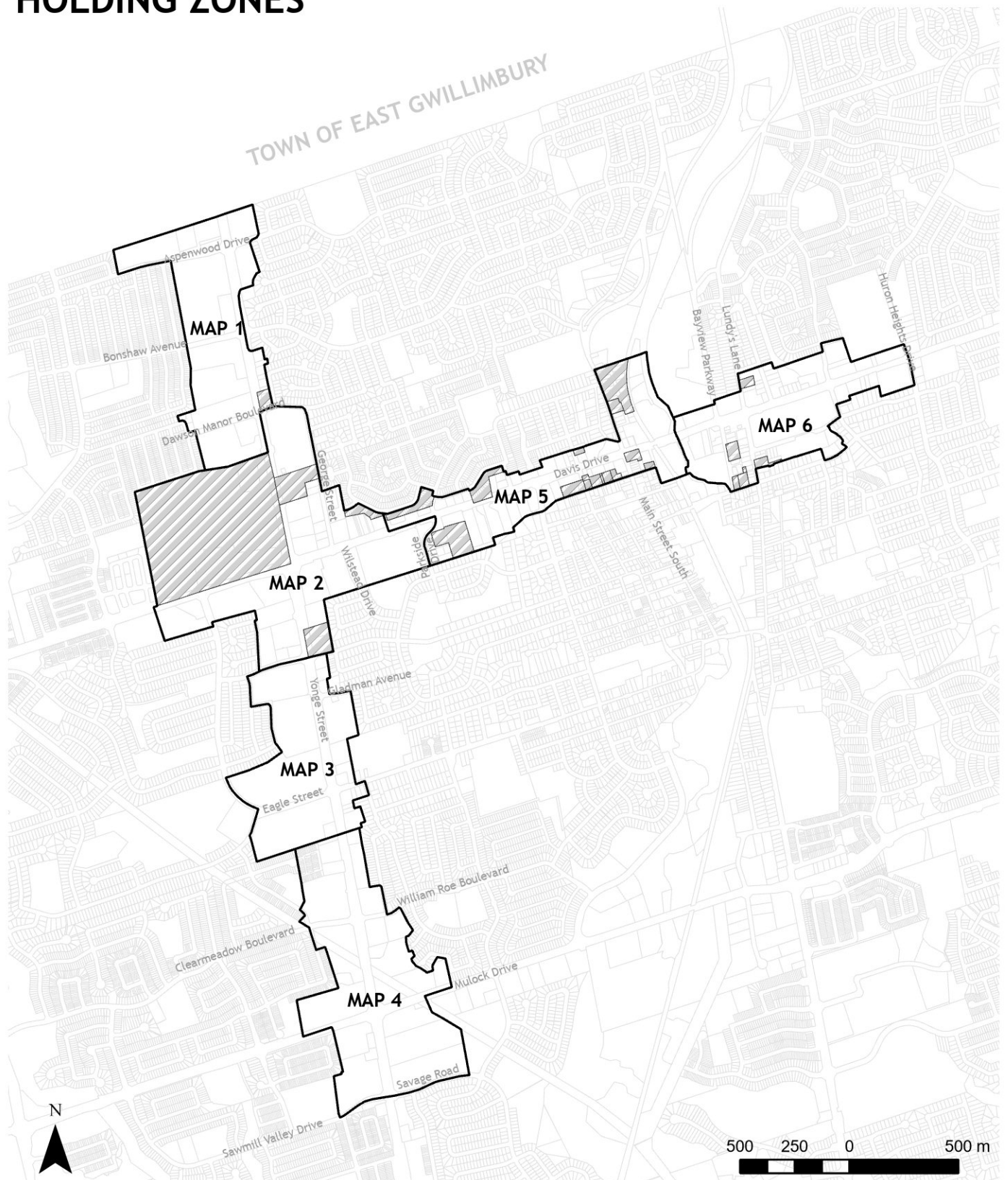
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

DAVIS DRIVE HEIGHT MAP



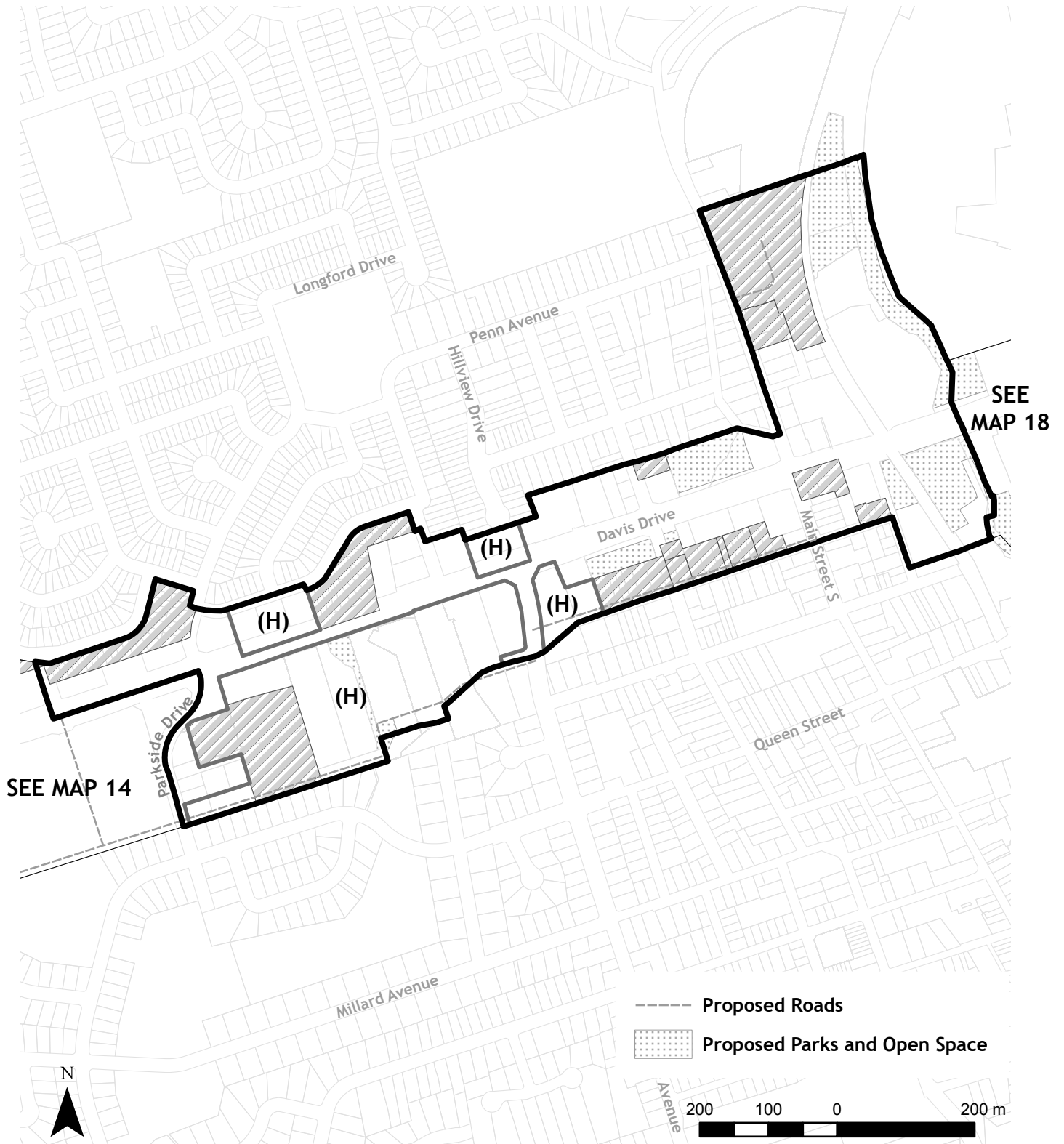
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

HOLDING ZONES



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

DAVIS DRIVE HOLDING ZONES

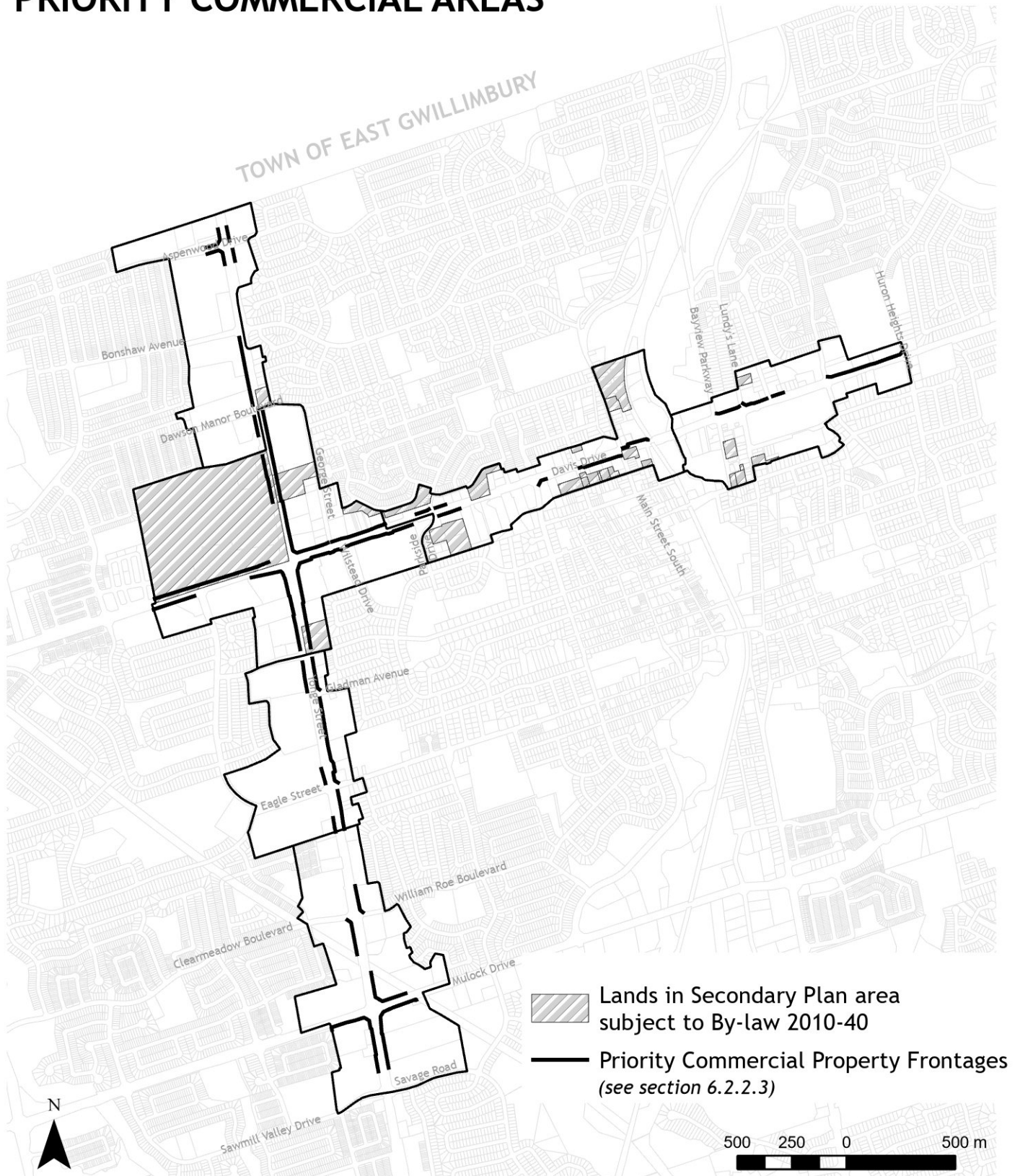


SEE MAP 14

SEE MAP 18

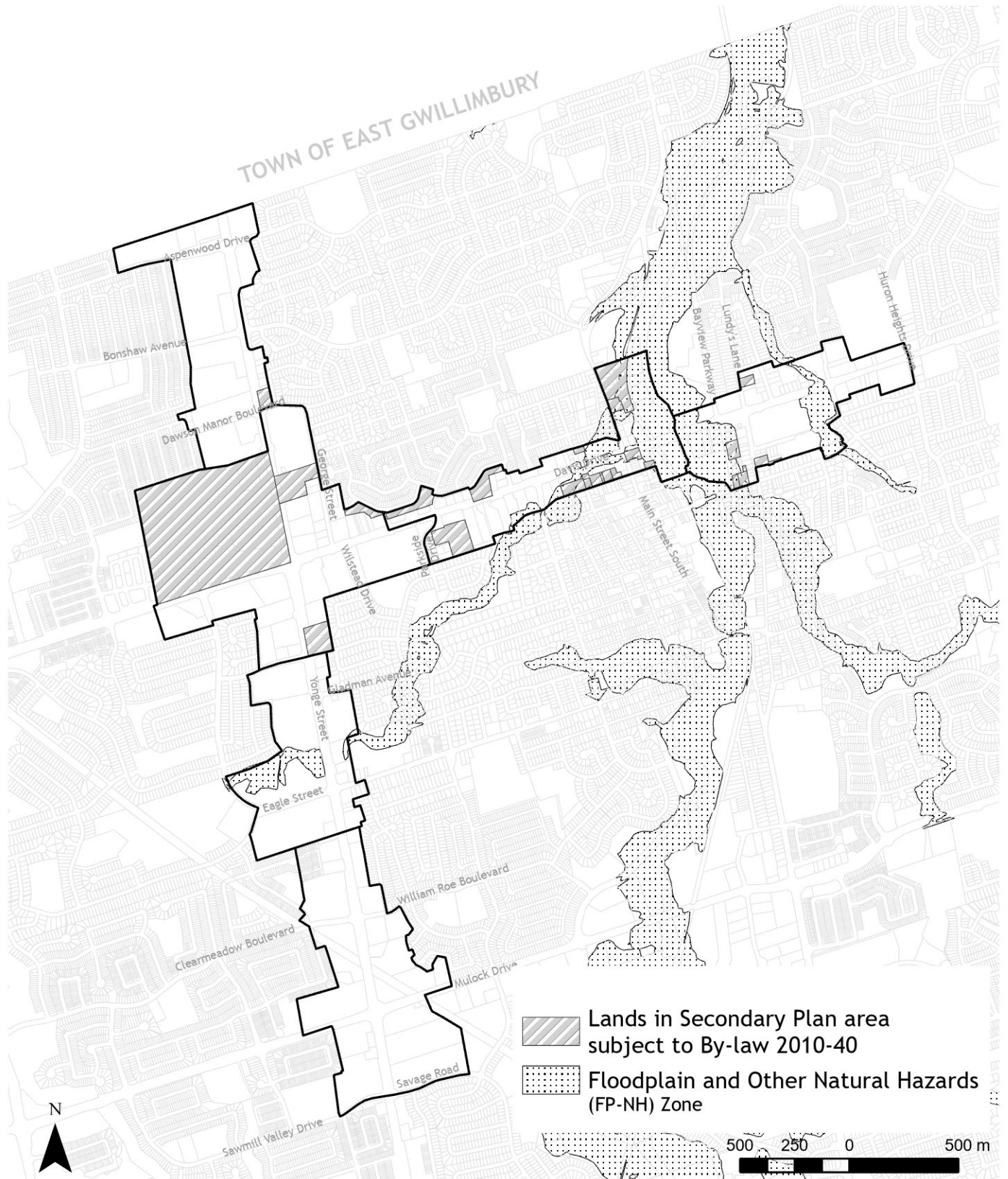
Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

PRIORITY COMMERCIAL AREAS



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

FLOODPLAIN AND OTHER NATURAL HAZARDS



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.

PARKING REDUCTION AREAS



Hatched areas indicate lands in Secondary Plan area subject to By-law 2010-40.



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

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Fee Deferral Request for 17175 Yonge Street (Trinity Coptic Foundation)

Staff Report to Council

Report Number: Report Number to be assigned by Legislative Services

Department(s): Building and Planning Services

Author(s): Kaitlin McKay, Senior Planner, Planning Services

Meeting Date: April 7, 2025

Recommendations

1. That the report entitled “Fee Deferral Request for 17175 Yonge Street (Trinity Coptic Foundation)” dated April 7, 2025, be received; and,
2. That Council approve the additional fee deferrals, as described in this report, for the following:
 - Site Plan application fee;
 - Finance fee;
 - Engineering internal review fee;
 - Community benefit charges (non residential portion);
 - Trail contribution; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

To request that Council approve a request from Trinity Coptic Foundation for a development related fee deferrals in addition to the deferrals granted under the Alternative Fees & Charges for Registered Charities and Non-Profit Organizations Policy.

Background

Trinity Coptic Foundation (TCF) owns the property located at 17175 Yonge Street. The subject land is proposed to be developed with a 10-storey mixed-use building, consisting of 208 rental units and retail space at grade. A minimum of 30% of the units will be

rented at less than 70% of the Median Market Rent for Newmarket and will be maintained for a minimum of 20 years. In addition, TCF has an expression of interest from York Region to allocate up to 24 units for York Region’s Subsidized Housing Wait List. 86 units (or 41% of all units) are affordable or subsidized units. The remaining units will be rented at market rate.

Trinity Coptic Foundation is utilizing the Canadian Mortgage and Housing Corporation’s Affordable Housing Fund program to finance the development. TCF has advised that CMHC will not release any funds until construction has commenced, which is anticipated to occur by Fall 2025. As a result, TCF has also requested deferrals of several fees and charges until the CMHC issues their first mortgage advance, expected by September 2025.

The Alternative Fees & Charges for Registered Charities and Non-Profit Organizations Policy (“Policy”) sets out the conditions under which specific fees and charges related to development projects undertaken by registered charities and non-profit organizations could be deferred or waived. TCF has also requested additional deferrals beyond what is contemplated by the Policy.

Discussion

Exemptions for Non-Profit Housing Developments

Trinity Coptic Foundation is a non-profit corporation whose primary object is to provide housing and they are constructing a non-profit housing development. As a result, the Development Charges Act exempts TCF from paying development charges, and the Planning Act exempts TCF from paying cash in lieu of parkland and community benefit charges, for the residential portion that comprises the non-profit housing development. The following chart provides a summary of the fees and charges that TCF is exempt from paying. The commercial gross floor area within the development is not exempt from paying development charges, cash in lieu of parkland and community benefit charges.

Type of Charge	Amount
Development Charges – Residential portion (Town Only)	\$3,736,968.00
Cash in lieu of Parkland – Residential portion only	\$625,759.87
Community benefit charges – Residential portion only	\$535,274.42
Total Statutory Exemption Amount	\$4,898,002.29

Town Policy for Alternative Fees & Charges for Registered Charities and Non-Profit Organizations

The Policy applies to all applications made by registered charities and non-profit organizations to build, construct, expand, renovate, or alter in some manner a building or structure in the Town of Newmarket. The Policy allows for the deferral of the fees and charges related to a development application by a registered charity or a non-profit organization, upon request, provided the lands in question for the request are owned by or being developed by the applicant and provide a service to the general public or for the benefit of the community. The applicant must also obtain all other approvals, permits, consents, and matters that are determined necessary by the Town.

As per the Policy, if all of the criteria above are met, the Directors of Planning and Finance are authorized to defer fees and charges for a period of 10 years.

If Trinity Coptic Foundation owns the property at the end of the 10 years, these fees would be waived all together. If Trinity Coptic Foundation sells the property within the 10-year timeframe, the fees will have to be paid to the Town by Trinity Coptic or the new owner. Trinity Coptic Foundation has requested deferrals under the Policy and meet the criteria set out in the Policy. As such, the non-residential development charges and building permit application fees have been approved to be deferred. As noted above, TCF's non-profit housing development is exempt from paying residential development charges, cash in lieu of parkland, and community benefits charges.

TCF has made a written request for the deferral of development charges and cash in lieu of parkland for the non-residential gross floor area and the deferral of building permit application fees. Pursuant to the Policy, the Directors of Planning and Finance have approved the requested deferrals.

The following chart provides a summary of the charges that were approved to be deferred pursuant to the Alternative Fees and Charges Policy.

Type of Charge	Amount
Development Charges - Non-residential (Town Only)	\$34,322.31
Cash in lieu of parkland – Non-residential	\$15,820.99
Building Permit Application Fees	\$298,872.80
Total Deferral Amount under Town Policy	\$349,016.10

The Site Plan application for this development is currently under review by the Town’s Development Coordination Committee. The Development Coordination Committee (DCC) is a working group of staff from Engineering, Landscape, Legal, and Planning that process complex applications. DCC generally processes Subdivision applications and are reviewing this site plan application as a pilot project. As it is a pilot project, DCC review fees in the amount of \$11,237.73 have also been waived.

Additional Requests

Trinity Coptic Foundation has submitted a request for other development related fee deferrals until financing is received from CMHC. The funding is currently anticipated to be released in Fall 2025.

Community Benefit Charges

TCF has requested that all Community Benefit Charges (CBCs) be waived. The Planning Act exempts non-profit housing developments from CBCs for the residential portion. As the commercial portion is not exempted by legislation, and the deferral would go beyond what is provided for under the Policy, staff recommend that CBCs remain payable for the commercial portion. However, staff support temporary deferral of the payment of the CBCs for the commercial portion of the development until TCF receives their funding. This will be secured through the site plan agreement.

Trail Contribution

As part of the development application, Trinity Coptic Foundation will be providing a 3.0 metre easement on the north side of their property for a future Town owned trail. TCF has requested that their contribution for the trail construction in the easement area be deferred until the CMHC funding is available in Fall 2025. This will also be secured through the site plan agreement.

TCF will also convey the woodlot on the east side of the property to the Town and a trail will be constructed in the Town owned lands as part of a capital project in the future.

The chart below outlines the fees and charges that staff are recommending to be deferred until TCF receives funding.

	Type	Estimated Total \$
<u>Town Processing Fees</u>		
1	Site plan application fee	\$186,579.40
2	Finance fee	\$65,000.00
3	Engineering Internal Review fee	\$127,121.30

<u>Other Town Charges</u>		
4	Community benefit charges (Commercial portion only)	\$13,769.24
5	Trail contribution (retained lands only)	\$67,000.00
6	Tree compensation	Tree compensation is not required for this file. The applicant is providing enough compensation planting to offset the value of removals.
Total Temporary Deferral Amount		\$459,469.94

Securities

The Town collects engineering and landscaping securities as they serve as security deposits for the works to be undertaken on the property. Financial securities are held by the Town in order to ensure there is sufficient means to either complete civil works started or make excavations safe should the need arise if a development cannot be completed after having started. The securities for landscape and engineering works for the proposed development were initially estimated to be approximately \$1,460,000.

As in most cases, these works are constructed and inspected without the need to draw on securities, and they are returned to the developer at completion. Staff have carefully reviewed the nature of the securities for this development and have determined that a lesser amount can be justified. As a result, the required engineering and landscape securities can be reduced to \$442,346.55. Tree securities in the amount of \$5,344.38 also remain applicable. The securities are required to be submitted prior to the execution of the site plan agreement.

York Region and Educational Development Charges

Trinity Coptic Foundation has also requested Town of Newmarket Council make a request to York Region to match the amounts the Town has deferred under the policy. Additionally, TCF has requested that Council approve the Town of Newmarket to pay the applicable Education Development Charges (for both residential and commercial components) until the CMHC funding is received in Fall 2025. The Education DCs are estimated at \$1,758,819.25.

The Town does not provide loans for external charges and as such Staff do not recommend that Council approve this request. Trinity Coptic Foundation should reach out to York Region and the School Boards directly to discuss what options may be available to defer these charges.

Consultation

Planning, Legal, Engineering, and Financial Services have been consulted.

Conclusion

Trinity Coptic Foundation is a non-profit housing provider constructing a non-profit housing development and as a result is exempt from paying residential development charges, cash in lieu of parkland, and residential community benefit charges, pursuant to exemptions in the Development Charges Act and the Planning Act.

With delegated authority, Staff have approved the deferral of non-residential development charges, and building permit application fees, totaling \$349,016.10. These fees will be deferred for a period of 10 years and if the property continues to be owned by TCF, these fees will be waived entirely.

Staff recommend that Council approve the additional fee deferrals for the following fees until Trinity Coptic Foundation receives CMHC funding:

- Site Plan application fee;
- Finance fee;
- Engineering internal review fee;
- Community benefit charges (non residential portion); and,
- Trail contribution.

Should Council approve the deferral of the other fees as requested above, the applicant will be required enter into a deferral agreement with the Town or applicable conditions will be included in the site plan agreement.

Council Priority Association

This report aligns with the following Council Priority: Community and Economic Vibrancy

Human Resource Considerations

Not applicable.

Budget Impact

Trinity Coptic Foundation is exempt from paying residential development charges, cash in lieu of parkland, and residential community benefit charges, as outlined in the Development Charges Act and Planning Act.

With delegated authority as per the Policy, fees totaling \$349,016.10 have been deferred to date for Trinity Coptic Foundation. These fees will be deferred for a period of 10 years and if the property continues to be owned by TCF, these fees will be waived entirely.

Should Council approve the deferral of additional fees, additional fees totalling \$459,469.94 will be paid by TCF to the Town when the applicant receives funding. This is estimated to occur in Fall 2025.

Attachments

None.

Submitted By

Kaitlin McKay MCIP, RPP
Senior Planner, Planning Services

Approval for Submission

Adrian Cammaert, MCIP, RPP
Manager, Planning Services

Jason Unger, MCIP, RPP
Director, Planning & Building Services

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

Report Contact

For more information on this report, please contact info@newmarket.ca



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

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Flag of the United States of America in Newmarket Facilities

Staff Report to Council

Report Number: 2025-17

Department(s): Community Services Commission

Author(s): Jeff Payne, Commissioner, Community Services

Meeting Date: April 7, 2025

Recommendations

1. That the report entitled Flag of the United States of America in Newmarket Facilities dated April 7, 2025 be received; and,
2. That the flag of the United States of America no longer be displayed at all times in Newmarket recreation facilities, namely at ice pads (rinks); and,
3. That any request(s) outside of the Municipal Flag Policy and the Proclamation, Lighting and Community Flag Raising Request Policy to officially display an international flag in a place of prominence, at a Newmarket facility be delegated to the Commissioner, Community Services or their designate for review and approval; and,
4. That Delegation By-law 2016-17 be amended to reflect the delegation to the Commissioner, Community Services or their designate; and,
5. That staff be directed, where approval has been obtained, to only display the flag of a visiting international team or individual athlete at times and locations where the international tournament or competition is hosted; 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 recommend to Council a change in practice regarding the display of the flag of the United States of America (USA) in Newmarket facilities. The

flag of the USA is the only international flag that is always displayed in Newmarket facilities at ice pads (rinks).

Background

The Town has received feedback from the community regarding the practice of always displaying the flag of the USA at Newmarket ice pads (rinks). The feedback from the community is linked to the current President of the USA and his administration regarding policies and statements that are concerning.

It has been a long-standing practice that the flag of Canada and the flag of the USA be displayed at all ice pads in Newmarket. This practice regarding the display of flags reflects the fact that Newmarket regularly hosts and has long welcomed international hockey tournaments, like Silver Sticks, to the community.

Discussion

The display of international flags at tournaments and athletic sport competition is common practice. Generally, the flag of a visiting country (or countries) is present in a facility for the period of the tournament or competition only, and it is not always left up beyond the sporting event.

Specific to hockey, it is common to see the flag of the USA at ice pads (rinks) across Canada and vice versa with the Canadian flag appearing in US arenas. This is reflective of the longstanding connection and the frequency with which teams have participated in cross-border play.

There is no requirement that Newmarket always display the flag of the USA as part of participating in the international tournaments that currently Newmarket hosts. For this reason, staff are recommending that Newmarket no longer display the flag of the USA outside of times when we are hosting a visiting team.

Further, staff are recommending that any request to officially display any international flag (in a place of prominence) within a Newmarket facility be approved by the Commissioner of Community Services going forward. This only applies to the display of a flag in an official capacity. This does not prevent any display of an international flag by participants or their supporters viewing a game or sporting event.

Consultation

Staff have reviewed information related to the tournaments that Newmarket hosts and information related to specific league play. Staff have advised local hockey association of the proposed change

Conclusion

Staff are recommending a change in practice that is responsive to community sentiment and that still appropriately recognizes visiting teams or athletes at times and locations where the international tournament or competition is hosted in Newmarket.

Council Priority Association

This report aligns with the following Council Priority: Diverse, Welcoming, and Inclusive Community

Human Resource Considerations

None

Budget Impact

None

Attachments

None

Approval for Submission

Ian McDougall, CAO

Report Contact

For more information on this report, Jeff Payne, Commissioner, Community Services info@newmarket.ca.



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

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Annual status update for 2023 and 2024 and Multi-year Accessibility Plan for 2025 to 2029 Staff Report to Council

Report Number: 2025-18

Department(s): Legislative Services

Author(s): Simon Granat, Legislative Coordinator

Meeting Date: April 7, 2025

Recommendations

1. That the report entitled “Annual status update for 2023 and 2024 and multi-year accessibility plan for 2025 to 2029” dated April 7, 2025 be received; and,
2. That the 2023 and 2024 Annual Status Update (**Attachment 1**) be approved; and,
3. That the 2025 to 2029 Multi-year Accessibility Plan (**Attachment 2**) be approved; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to provide the 2023 and 2024 status updates to the Town’s Multi-Year Accessibility Plan (“Plan”) and for Council to approve a new multi-year plan for 2025 to 2029.

This report details the legislative background of the Plan, the Town’s efforts to date to comply with the Accessibility for Ontarians with Disabilities Act (AODA) and the plans to continue compliance.

Background

The Integrated Accessibility Standards (“IASR”; O.Reg 191/11) are regulations under the AODA. In accordance with subsection 4 (1) these regulations, the Town is required to:

- (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;
- (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
- (c) review and update the accessibility plan at least once every five years.

Further, the regulation requires the Town to provide an annual status report progress of its Plan.

In accordance with the above, the Town makes the Plans and annual status updates available on the Town’s [website](#).

The Town creates a five-year Plan and provides annual status updates to the Plan. This report serves to create a new five-year Plan for 2025 to 2029 (**Attachment 2**) and to provide an annual status update for 2023 and 2024.

Discussion

Multi-Year Accessibility Plan Progress

The Town updates the Multi-year Accessibility Plan in accordance with Provincial requirements and provides annual status updates (**Attachment 1**).

The format of the Multi-year Accessibility Plan continues to comply with accessible document guidelines. The document has been formatted so that it is more easily readable by screen-reading software.

The Town’s action plans to meet the IASR have been detailed in **Attachment 4** of this report.

Town of Newmarket’s Progress with the AODA

The Accessibility for Ontarians with Disabilities Act requires municipalities and public bodies to be in compliance by January 1, 2025. There are no outstanding areas for compliance identified.

No Known Additional Requirements Beyond 2025

As of the time of writing, all compliance deadlines for IASR implementation have passed. The final deadline is the goal for provincial compliance with the AODA on January 1, 2025. Staff are not aware of any additional compliance requirements beyond 2025.

Consultation

The Accessibility Advisory Committee and all Town departments were consulted in preparation of the annual status updates and Multi-year Accessibility Plan for 2025 to 2029. At their March 20, 2025 Committee meeting, the Accessibility Advisory Committee endorsed the following motion:

1. That the Accessibility Advisory Committee endorse the Multi-year Accessibility Plan

Conclusion

Staff will continue to implement the strategies described in the Multi-year Accessibility Plan.

As required by the IASR, the updated Plan will be published to the Town website in an accessible format. Annual updates will continue to be produced and the Plan will be reviewed and updated in accordance with the IASR requirements.

Council Priority Association

The Plan aligns with the following Council priorities: Customer-first way of life (enhanced by technology) by using technological advancements to lower barriers; Extraordinary Places and Spaces creating exceptional experiences for the community in shared and accessible public spaces; and a Diverse, welcoming, and inclusive community by building strong, healthy, and equitable community where everyone feels an unwavering sense of belonging.

The Plan aligns with the Town's vision of being a community that is well Beyond the Ordinary.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – Annual Status Update for 2023 and 2024

Attachment 2 – 2025 to 2029 Multi-year Accessibility Plan

Attachment 3 – Newmarket Accessibility Advisory Committee Accomplishments 2019 to 2024

Attachment 4 – Integrated Accessibility Standards Regulation Compliance

Approval for Submission

Kiran Saini, Manager of Legislative Services/Deputy Town Clerk

Lisa Lyons, Director of Legislative Services/Town Clerk

Esther Armchuk, Commissioner of Corporate Services

Jeff Payne, Commissioner of Corporate Services

Peter Noehammer, Commissioner of Infrastructure and Development

Ian McDougall, Chief Administrative Officer

Report Contact

For more information on this report, contact info@newmarket.ca

Appendix 1: 2023 and 2024 Annual Accessibility Status Reports

Barrier Identification Update

Initiatives have taken place in the Town of Newmarket to identify, remove and prevent barriers to persons with disabilities. These actions are identified in past Accessibility Plans which are available on the Town of Newmarket website at newmarket.ca/accessibility

Actions completed in 2023:

Corporate Communications

- Continuing to explore different avenues with assistive technology for accessible communication content for our users (i.e., Artificial Intelligence generated closed captioning during virtual Staff Virtual Town Halls).
- Continued to advise portfolio departments to ensure all communication materials meet AODA standards from the size of the font, colours used in designs and accessible formats for PDFs posted on the website.
- For documents that have multiple pages (50+) and are required to be posted on the website, the Communications department recommends outsourcing the file to be made accessible to ensure compliance with AODA legislation. Through the use of an online program (Site Improve), webpages that were lacking on AODA compliance are identified and fixed. Worked with various departments to upgrade and recreate online forms to make them accessible fillable PDFs, and to ensure they are accessible for all users.
- Continue to participate in AODA related training to better understand what other municipalities are implementing and what new technologies exist to better service the community from an accessible standpoint.

Engineering Services

- Completed Mulock Multi-Use Path (MUP) Phase 1 which included replacing 1.5 and 2 metre concrete sidewalk with 3 metre asphalt multi-use path, the Accessibility Advisory Committee was consulted and their comments and suggestions incorporated into the final design, the new asphalt trail provided a smooth surface and eliminating typical concrete sidewalk joints that are cumbersome for individuals who use mobility devices.
- As part of the reconstruction of Pony Drive, added a sidewalk along Pony Drive and provided AODA compliant intersections at Harry Walker Parkway to Stellar Drive.
- As part of the reconstruction of Lorne Avenue, provided 1.5 metre sidewalks throughout and AODA compliant intersections at Queen Street, Millard Avenue,

Park Avenue, Botsford Street and Timothy Street.

- Sidewalk program installed 1,000 m of new sidewalk bays for improved accessibility, mobility and safety.
- Repaired 250 sidewalk discontinuities, (ledges and trip hazards).
- Installed 100 tactile plates at intersections within the Town.
- 45 accessible parking stalls painted and refreshed this year.

Information Technology

- Development and implementation of new Website Refresh Project to ensure AODA compliance.
- Continue to adhere to accessibility standards for dashboards and online reports.
- Research and development of new unified communication platform to link all communication media such as phones, computers, instant messaging and the like to provide additional accessibility features across the organization.
- Maintained a voice controlled automated attendant front-end for the phone system.
- Developed and maintained an IT support access portal to facilitate incident templates for service requests.
- Implemented additional features in Microsoft 365 that supports accessibility compliance and broader uptake.
- Implemented and continue to upgrade Contactless payment processing (TAP) with Merchant services.
- Developers Submission Guidelines for 3D buildings created which is AODA compliant.

Legislative Services

- Issued [Information Report](#) on Accessibility in the 2022 Municipal Election.
- Continued support of hybrid meeting for all of Council's Advisory Committees and Board Meeting.
- Created an interactive Geographic Information System (GIS) mapping system tool.
- Developed a robust communications plan
- Continue to conduct online screenings and hearings for ticket appeals.
- Continue to review accessibility of Temporary Patio applications to inform staff's decision making process for permit approval or denial.

Newmarket Public Library

- Completed a ramp repair project which includes ramp concrete repair, replacing anti-slip coating and replacing neon strip stair identifiers for better visibility.

Planning and Building Services

- Continued to participate in accessibility training as part of the professional certifications.

- Site Plan Review
 - Continue to circulate select Site Plan applications to the Accessibility Advisory Committee (AAC) for their review and comment.
 - Continue to have developers/applicants address the AAC's comments.
 - Endeavour to ensure that all sites comply with the Design of Public Spaces Standard (DOPS) and municipal standards for accessibility throughout the Site Plan process.
- Continued to review the Town's zoning by-laws to ensure that AODA standards are integrated and that non-complying standards are replaced.

Facility Services

- New service counters at various department customer facing areas at 395 Mulock Drive
- New paint colors and department name signage installed to AODA and with accessible font at 395 Mulock Drive

Human Resources

- Added the AccessON – AODA and IASR Training to our New employee Onboarding to fill the gap on our existing training to complement the Town's existing AODA/IASR training
- Ensured all new employees in 2023 completed their AODA and IASR required training

Recreation and Culture

Summer Camps

- Offered free one-on-one support for campers attending who required additional support.
- New accessible equipment purchased.

Recreation Programs/Drop Ins

- Offered free one-on-one support for participants who required additional support in our recreation programs.
- Creating Accessible Recreation for Everyone subsidy program available for those who meet the need.
- Launch of RecPass membership to provided increased access to drop-in programs.

Seniors

- Online / Virtual Senior Programming- A variety of fitness & wellness programs are offered virtually to help seniors stay active and healthy, and also provide an opportunity to connect with other seniors in the community. Online classes have provided the opportunity for isolated or disabled seniors to participate in programs they otherwise would not have been able to enjoy.
- Seniors Advisory Board continued to offer free drop-in programs with the Newmarket Seniors Meeting Place membership to allow for increased access.

Marketing

- AODA compliance on all communications (print and digital).

Special Events

- Implement Mobile Mats where appropriate – this allows us to build accessible paths on terrain (i.e., grass).
- Provide additional accessible parking when necessary.
- Provide accessible seating where appropriate.
- Provide accessible shuttle buses for our Canada Day event.
- Accessible portable washrooms where appropriate.

Elman W. Campbell Museum

- Font size on all displays was increased to allow for easier viewing for all.
- Additional lighting was installed in the hallways.

Aquatics

- Additional accessible equipment purchased – lifejackets, water walkers.
- Additional Inclusion Training provided to Aquatics Staff.

Actions completed in 2024:

Corporate Communications

- Anticipated website overhaul in 2025 which will ensure we meet the WACG 2.0 Level AA and Level AAA (where possible)
- Started to use colour contrast technology to assist with corporate design aspects to ensure a minimum color contrast ratio of 7:11 to ensure we meet WACG 2.0 Level AAA guidelines for small and large text.
- As the Town prepares for a corporate website overhaul, a resident portal and a mobile app, the goal is to meet WAGC 2.0 Level AA guidelines, and aim for Level AAA guidelines where possible.

Engineering Services

- As part of the Bristol Road resurfacing sixteen (16) intersections were made AODA compliant.
- Mulock Park and Mulock House Adaptive Re-Use both included features that meet or exceed AODA standards. A total of five consultations have been held with the Accessibility Advisory Committee over 2021-2024, between the two project work packages.
- In general, Engineering ensures compliance with AODA requirements when designing and constructing capital projects, including roads, parks, trails, facilities, and community spaces. Additionally, our Development Engineering team advises developers' engineers on AODA requirements and the necessity of incorporating them into land development designs and construction.

Legislative Services

- Continue to support hybrid meeting for all of Council's Advisory Committees and Board Meetings.
- Continue to conduct online screenings and hearings for ticket appeals.
- Continue to review accessibility of Temporary Patio applications to inform staff's decision making process for permit approval or denial.

Newmarket Public Library

- Fire alarm pull stations made accessible.

Parks and Facility Services

- Added additional inclusive features at five (5) new playground locations and added ramp access into the playground
- Provided accessible seating and installed the door operator in Council Chambers
- Accessible seating section added for Summer Music Series
- Added additional space to bench pads to accommodate wheelchairs and assistive devices at various locations within our parks and trails
- Continuing to work on the design for the Magna change rooms and Community Centre exterior washrooms and in the process of selecting the location for the Fairy Lake park washroom replacement.

Central York Fire Services

- Installed accessible door operating at Station 4-5

Legal and Procurement Services

- Legal and procurement Services' pre-bid form, which initiates a procurement process with the Procurement Services department, requires that the department business lead consider AODA requirements in their procurements and prompts responses to AODA related questions (see page 4 of the attached). Procurement documents the completed pre-bid form in our files.
- The Town's Request for Proposals documents state that all deliverables to be provided by selected suppliers are to comply with AODA requirements.

Multi-Year Accessibility Plan

Equal Opportunity

| Integration

| Independence

| Dignity



Newmarket

2025-2029

This document is available in an accessible alternate format by request.

Message from Mayor and Town of Newmarket Council



Council of the Town of Newmarket 2022-2026

We want Newmarket to be one of the most inclusive and welcoming communities in Canada. In keeping with this, Council has made it a priority to constantly strive to meet the accessibility needs of the community.

Our Multi-Year Accessibility Plan sets out actions to continue to improve Town services and the experience we create for our residents to make Newmarket more accessible.

We will continue to work with Newmarket's Accessibility Advisory Committee, staff, and community partners to enhance and foster an inclusive community that meets the needs of people with disabilities.

Part of being an inclusive community is creating exceptional experiences everyone can enjoy within shared and accessible spaces. An example is the new Mulock Park and the historic Mulock House. Located in the Park, the Mulock House will be adapted to provide all residents with access to experience the art and history that will be displayed there and experience the cultural and community events that will take place there.

On behalf of Council, we want to thank the Accessibility Advisory Committee for their valuable feedback on Town projects throughout the term and assistance in the

development of this Plan.

Message from the Chair of the Town of Newmarket Accessibility Advisory Committee

Dear Residents of Newmarket,

As Chair of the Town of Newmarket's Accessibility Advisory Committee, I am honored to present our annual update for 2024. Our committee remains dedicated to encouraging and facilitating accessibility for all persons with disabilities visible and invisible within our community. Achieving a fully accessible Newmarket is a significant endeavor, and we are committed to this important undertaking.

Over the past year, we have had the privilege of advising Newmarket Council on various initiatives aimed at fostering an accessible community. A cornerstone of our efforts has been the development and ongoing refinement of the Multi-Year Accessibility Plan. This plan serves as a strategic roadmap, outlining how and when the municipality will meet Ontario's accessibility requirements. Since the inception of the Town's first Multi-Year Plan in 2013, we have made substantial progress toward the goals set forth by the Accessibility for Ontarians with Disabilities Act (AODA). With each renewal of this plan, our committee collaborates closely with Council and staff to ensure continued advancement in accessibility initiatives.

Notable Achievements of the Accessibility Advisory Committee during this term-to-date to Celebrate:

- **York Region's First Fully Accessible Splash Pad:** Supported the development and opening of York Region's first fully accessible splash pad, ensuring children of all abilities can enjoy outdoor recreation in a safe and inclusive environment.
- **Main Street Accessibility:** As Chair, I met with local politicians, provincial and federal members of parliament, to promote redevelopment of the Town of Newmarket Main Street for improvement of Accessibility to offer an inclusive shopping experience for all residents and visitors
- **Promotion of Accessibility Grants:** Actively encouraged local businesses to apply for the federal Enabling Accessibility Fund, supporting projects such as ramps, accessible doors, and other upgrades.
- **Advocacy for Universal Washrooms:** Advocated for the installation of universal washrooms in public spaces, including Fairy Lake Park, ensuring that facilities are accessible to individuals of all abilities.

- Collaboration with York Region: In addition to my role as Chair, I served on the York Region Accessibility Advisory Committee, contributing to regional initiatives that align with our goals in Newmarket.
- Newmarket Public Library Accessibility Improvements: The committee attended a Library Redevelopment project meeting and provided input on accessibility improvements during the Welcoming Spaces Focus Group, which was coordinated by the project architect and Public Library staff.
- Mulock Park – A Fully Accessible Community Space and building: One of the most significant undertakings is ensuring that the Mulock Park project—slated to open in 2026—is fully accessible. This park will set a new standard for inclusive outdoor spaces, ensuring that all residents can enjoy its amenities. The committee consulted with the Town Engineering department and Project Architect to recommend improvements in the design for accessibility to the Mulock property building and surrounding park design.

The Newmarket Accessibility Advisory Committee is honored to support the Town in implementing and achieving the goals of our accessibility plan. We envision a community that is 'Well Beyond the Ordinary,' where every individual can participate fully and independently.

We invite your comments, participation, and commitment to assist the Town of Newmarket in achieving a fully accessible community. Together, we can build a more inclusive environment for all.

Sincerely,

Steve Foglia
Chair, Accessibility Advisory Committee
Town of Newmarket

Statement of Commitment

At the Town of Newmarket, we believe that diversity is one of our greatest strengths, and inclusion is essential for fostering a vibrant, innovative, and supportive community. We are committed to understanding and meeting the diverse needs of all people within our community. This includes ensuring that persons with disabilities have equitable access to all Town programs, goods, services, and facilities, allowing them to benefit from the same services, in the same place, and in a similar way as others, respecting the four core principles of:

- Independence
- Dignity
- Integration

- Equal Opportunity

The Town of Newmarket's accessibility policies are grounded in our Strategic Plan vision of a community that is 'Well Beyond the Ordinary' and our employee mission of "Making Newmarket Even Better" by:

- enriching lives; and,
- increasing accessibility; and,
- striving for service excellence; and,
- improving inter-connectivity; and,
- being well respected in achieving balanced living.

Multi-Year Accessibility Plan Overview

The Integrated Accessibility Standards Regulation (IASR; O. Reg. 191/11) requires the Town prepare a Multi-Year Accessibility Plan ("Plan"). An organizational strategy to prevent and remove barriers and enact the requirements in the standards must be included in the Plan. The IASR also requires that the accessibility plan be reviewed and updated at least every five years. This document is the Plan for the Town of Newmarket and is designed to meet the requirements the Accessibility for Ontarians with Disabilities Act (AODA) and will be updated annually in combination with the annual status report.

The accessibility planning process is one that is ongoing. Discussions regarding accessibility planning take place between Council, Staff and the Accessibility Advisory Committee throughout the year. The Plan provides an opportunity to establish an implementation strategy, demonstrate current achievements and identify barriers and future priorities. Routine monitoring is required to ensure that applicable initiatives are incorporated in the Plan and that progress is identified.

The first Town of Newmarket Plan focused on the implementation requirements of the IASR. With this 2025 review, all of the major milestones in the IASR implementation have passed. The current focus of the Plan is to continue the progress made by the Town, with the AODA's goal in mind of a fully accessible Ontario by January 1, 2025.

The implementation strategy outlined in this Plan identifies both short and long-term accessibility initiatives that are related to the five core standards of: customer service, information and communication, transportation, employment, and design of public spaces. The Plan outlines the objectives, status, and if applicable strategy / action plan to achieve each objective and a timeframe to achieve compliance. The progress of the Plan will be reviewed and reported on annually, together with any additional initiatives that have been identified.

The Town of Newmarket has established a strong foundation for accessibility planning

that ensures actions are responsive to community needs and ensures real and effective change for people with disabilities.

Guiding Legislation

Accessibility for Ontarians with Disabilities Act (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) sets out a process for developing and enforcing accessibility standards. The purpose of the AODA is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by 2025.

Integrated Accessibility Standards Regulation

The Integrated Accessibility Standards Regulation (O. Reg. 191/11) has combined the standards created by several separate regulations into one regulation. The standards it contains relate to the removal of barriers in five areas.

Information and Communications Standard

The [Information and Communications Standard](#) outlines requirements for organizations to create, provide and receive information and communications in ways that are accessible for people with disabilities. This includes requirements for websites and web content, as well as the need to provide public information in accessible formats.

Employment Standard

The [Employment Standard](#) requires employers to provide for accessibility throughout the stages of employment, including recruitment, hiring and career advancement.

Transportation Standard

The requirements in the [Transportation Standard](#) are designed to ensure transportation providers make their services and vehicles accessible to people with disabilities. These standards are wide ranging and include requirements for public transit and accessible taxi cabs.

Design of Public Spaces Standard

The [Design of Public Spaces Standard](#) ensures that public spaces are designed to include specific features that make it easier for to use public spaces. This standard includes features related to sidewalks, pedestrian signals, ramps, parking spaces and service counters. It also applies to recreational public spaces, such as trails, outdoor eating areas and play spaces.

Customer Service Standard

The [Customer Service Standard](#) was the first standard under the AODA to become law. This regulation establishes accessibility standards for customer service and ensures people with disabilities receive goods and services in a manner that takes into account a person's disability.

Compliance Timelines

Since the introduction of the AODA in 2005 and subsequent regulations, timelines for compliance have been established. As of the 2024, no compliance deadlines remain for the Integrated Accessibility Standards. The target date for compliance with the Accessibility for Ontarians with Disabilities Act is January 1, 2025.

This report includes the Annual Accessibility Status Report for 2023 and 2024.

This report includes the requirements of the IASR, the associated timelines for the Town's compliance, and the strategies employed by the Town to meet these requirements.

Foundation and Principles

Increased accessibility is part of the Town of Newmarket's community vision and corporate mission. In addition, the Town of Newmarket's Council Priorities for the 2022 to 2026 Term include Extraordinary public spaces – creating exceptional experiences for the community in shared and accessible public spaces and diverse, welcoming, and inclusive community – building a strong, healthy and equitable community where everyone feels an unwavering sense of belonging. A strong foundation has been established through five-year Plans that continue to strengthen with the following principles:

Informed and Committed Leadership

- Town of Newmarket Council is committed to meeting the needs of persons with disabilities through the implementation of the Customer Service and IASR policies and Accessibility Plans, and Council's Priorities for the 2022 to 2026 Term for Extraordinary Public Spaces and diverse, welcoming and inclusive community including this Plan.
- All Town of Newmarket departments have provided input to the Plan.
- Accountability is demonstrated by making all applicable Town of Newmarket documentation available to the public, and in alternate formats upon request.
- Mandatory accessibility training is provided to all employees including regular

full-time, regular part-time, casual, sessional, seasonal and contract staff, sub-contractors, volunteers and all persons who participate in developing Newmarket's policies. Access Forward training is mandated for volunteers on Town Advisory Committees. Training is also designed and adapted to apply to the type of work, location and staff involvement with the public.

- Staff are engaged and encouraged to incorporate accessibility practices into daily work across the organization by considering accessibility requirements when preparing procedural documents, procuring goods or services, or developing programs and services.
- The Town has an internal Inclusion, Diversity, Equity Advocacy group that consists of staff from across the organization, and work to implement various diversity and inclusivity activities that align with corporate objectives and accessibility.

Alignment

For the Plan to be successful with its implementation strategy there is a need for the plan to be aligned with other Town of Newmarket guiding documents:

- Vision – 'Well Beyond the Ordinary' means encouraging a sense of community supported by our employee mission of "Making Newmarket Even Better" to include:
 - Serving all life-cycle stages and abilities
 - Supporting cultural harmony and ethnic diversity
 - Preserving arts, culture, entertainment and heritage
 - Providing accessible recreational, facilities, green and open spaces, parks, playgrounds and playing fields
 - Programming recreational services and events that shape identity and contribute to community spirit, particularly youth and seniors' facilities and programs
 - Ensuring accessibility for persons with disabilities
- Council's Priorities for the 2022-2026 term include:
 - Community and economic vibrancy: attracting and retaining amazing people and businesses to ensure Newmarket's long-term viability through sustainable jobs, while creating a strong and unique brand that differentiates Newmarket from other communities.
 - Customer-first way of life (enhanced by technology): ensuring the community has timely access to services that enhance their quality of life.
 - Extraordinary places and spaces: Creating exceptional experiences for the community in shared and accessible public spaces.
 - Environmental sustainability: preserving our environmental assets and addressing climate change for future generations.
 - Diverse, welcoming, and inclusive community: building a strong, healthy, and equitable community where everyone feels an unwavering sense of belonging.
- Newmarket Official Plan: Requiring that both the public and private sector

commit to building structures and communities that are safe, accessible and reflect employee core values of Courage and Creativity, Accountability and Accessibility, Respect and Integrity and Excellence.

- Accessibility Policies: Establishes the Town of Newmarket's Accessibility commitment
 - [Accessible Customer Service Policy and Procedures](#)
 - [Integrated Accessibility Standards Regulation \(IASR\) Policy](#)
- Statement of Commitment: Affirms the Town of Newmarket's commitment to accessibility
 - The Town of Newmarket's 'Statement of Commitment' to accessibility is included as part of the IASR Policy. The statement affirms the commitment to meet the needs of persons with disabilities in a timely manner through the implementation of policies that ensure that persons with disabilities shall have equitable access to all Town programs, goods, services and facilities allowing them to benefit from the same services, in the same place and in a similar way as other customers, respecting the four core principles of independence, dignity, integration and equal opportunity.

Coordination

The accountability for the various objectives within the Plan is a shared responsibility with the various departments and responsibilities related to employees, members of the Newmarket Accessibility Advisory Committee, Human Resources Department, Directors/Managers/Supervisors and the Chief Administrative Officer/Commissioners are clearly outlined in the Town of Newmarket IASR Policy.

The Newmarket Public Library is included in this Plan.

Evaluation and Reporting

The Town of Newmarket will continue to review and consult with staff, the Newmarket Accessibility Advisory Committee, people with disabilities and any other individuals or groups who provide accessibility related feedback.

Additional evaluation and reporting include:

- Annual review of the Plan and preparation of a status update. This status update is prepared for Council to identify progress of the Plan's implementation, accomplishments and achievements, and is posted online and available in alternative formats.
- [Compliance reports](#) submitted to the Ministry of Seniors and Accessibility, who regulates compliance for all Ontario Organizations.
- A report on the accessibility of a Municipal Election is completed following a Municipal Election as required by the Municipal Elections Act.

Town of Newmarket Accessibility Advisory Committee

The Town of Newmarket Accessibility Advisory Committee (AAC) was established in 2003 and is responsible for encouraging and facilitating accessibility for all persons with

disabilities in the Town of Newmarket by advising with the prevention, identification and removal of barriers that restrict people with disabilities from participating in Town programs or accessing services and facilities.

The Advisory Committee is made up of dedicated volunteers (who have individual lived experiences and/or disabilities), staff, and a Council representative who all are committed to working towards a barrier-free Newmarket. The Advisory Committee's term is the same as the term of Council and at a new term, a new Advisory Committee is formed from the community through an application process.

The Newmarket Accessibility Advisory Committee continues to provide valuable advice and feedback to Council and staff, in addition to participating in various accessibility-related activities. Since the creation of the Town's first Plan, the Accessibility Advisory Committee has formed an integral part of the Town's strategy towards its implementation. A summary of the numerous projects and initiatives which the Committee was involved in from 2019 to 2024 is provided as an attachment.

Accessibility Partnerships in the Region and Beyond

Accessibility planning involves many forms of consultation and the Town of Newmarket encourages involvement from a variety of people and groups. The development of this Plan required input from many staff including the Accessibility Working Group from across the organization, the Newmarket Accessibility Advisory Committee and members of the public through ongoing feedback to staff.

The Town of Newmarket also participates in accessibility planning with York Region. Town Staff also participate in the York Region Municipal Diversity and Inclusion Group. This group is committed to welcoming and inclusive communities and includes members from a wide variety of community groups situated in York Region including all local municipalities, police, school boards, health care providers, United Way of Toronto and York Region, Conservation Authorities, and the York Region Children's Aid Society.

Plans for the Removal of Barriers for 2025 to 2029

- Continue Refresh of the Town's website and developer submission guidelines in 3D.
- Working towards converting the freight elevator to a passenger elevator at the Elman W. Campbell Museum
- Expansion of Adapted Summer Camps for Children and Youth
- Training two (2) staff to be CPI (Nonviolent Crisis Intervention® Training) trainers to providing training to Full Time & Part Time Staff to safely recognize and respond to everyday crisis situations that may involve more challenging behaviours
- New additional accessible Fitness Centre opening at Ray Twinney.
- Reviewing all Recreation & Culture portfolios to see how accessibility and inclusion can be increased.
- Continue support of hybrid meeting for all of Council's Advisory Committees and Board Meeting.

- Fairy Lake Park Washroom reconstruction and continuation of design for new accessible washroom facilities
- Riverwalk Commons (Community Centre) outdoor washroom renovation and redesign; design phase for reconstruction of outdoor washrooms to make more inclusive and universal.
- Ray Twinney Recreation Complex way finding signage and updated signage.
- Rebuild the accessibility seating area for Pad 1 at Ray Twinney Recreation Complex.
- Magna Centre pool changeroom design; continuation Design Phase for gender-neutral changerooms to replace men's and ladies changeroom for pool area.
- Old Town Hall accessible washroom improvements (e.g. automatic door opener, barrier-free travel path, accessories, emergency call system).
- Newmarket Public Library Accessibility recommendations included in the 2024 capital request for fire signal and detection replacement.
- Newmarket Public Library to install an accessible study pod in first quarter 2025
- Two (2) new Inclusive Pickleball courts
- Implementation of signage along trails including trail difficulty ratings, length of trail, trail slope and accessible features
- Reviewing all portfolios in Parks Services to see how accessibility and inclusion can be increased.
- Continue to put AODA at the forefront of all design and site plan reviews
- Provide a range of accessible picnic tables with sufficient space for wheelchair users
- Planned renovations to the ground level washrooms and hallway in Central York Fire Services Fire Station 4-1 to increase accessibility.

Newmarket Accessibility Advisory Committee Accomplishments

Since the implementation of the Town of Newmarket's first Multi-Year Accessibility Plan in 2013, the Newmarket Accessibility Advisory Committee has been an integral part of the Town's strategy. The sections below provide an overview and highlight of the numerous projects on which the Committee has provided advice and assistance to Town Council and staff over the years.

2019

- Consulted, reviewed plans and provided recommendations for the initiatives and projects which include the following:
 - Pony Drive reconstruction Capital Project
 - College Manor Park Washroom Renovation Project
 - Main Street accessibility
- Participated in National Access Awareness week initiatives.
- Advised on accessible parking at Fairy Lake and Riverwalk Commons.
- Conducted audits of facilities including: Old Town Hall, and a Main Street Accessibility walk through.
- Advised on accessible washrooms at Town of Newmarket facilities.
- Provided advice regarding and promoted Upper Canada Mall's accessible washroom project
- Worked and advised on the 2019 to 2023 Multi-year Accessibility Plan and annual update.

2020

- Consulted, reviewed plans and provided recommendations for the initiatives and projects which include the following:
 - Stickwood Walker Farmhouse
 - Patterson Sidewalk
 - North West Quadrant Trail System Design Concepts
 - Electric Vehicle Parking
 - Fairy Lake Accessible Washrooms
- Conducted an audit of the entrances and exists to storefronts on Main Street in the Town of Newmarket, with a goal to make Main Street accessible for all.
- Reviewed Site Plan applications and provided recommendations on accessibility related conditions to staff.
- Participated in the annual National AccessAbility Week Celebrations virtually through recorded interviews and videos.
- Consulted with external partners and provided assistance with the Upper Canada Mall accessible washroom renovations.
- Provided recommendations for the downtown parking analysis and reviewed

planned short-term, medium-term and long-term options.

- Continually reviewed Federal and Provincial grant opportunities related to accessible projects.
- Worked with businesses in the Town of Newmarket to increase accessibility at the entrances and exists to stores.
- Reviewed plans to use the MobiMats for outdoor Town-led events to increase accessibility for all residents.
- Provided recommendations regarding accessible van parking signage surrounding Riverwalk Commons and Fairy Lake
- Provided advice on the Town of Newmarket's annual Accessibility Plan update
- Provided ongoing public awareness of accessibility.

2021

- Consulted, reviewed plans and provided recommendations for the initiatives and projects which include the following:
 - Mulock Property Design Concept
 - Newmarket Outdoor Skatepark
 - North-West Quadrant PH5 Parking Lot
- Worked with Economic Development staff to amend the Newmarket Financial Incentive Program (FIP) to include accessibility funding specifics
- Provided the Main Street District Business Improvement Area Board of Management with a presentation regarding the Making Main Street Accessible initiative.
- Collaborated with the York Region District School Board (YRDSB) and their Specialist High Skills Major (SHSM) program to increase accessibility on Main Street.
- Created a brochure, notified and delivered it to 50 businesses, and conducted individual accessibility audits of 12 businesses so far on Main Street as part of the Making Main Street Accessible initiative.
- Reviewed Site Plan applications for the following properties and provided recommendations on accessibility related conditions to staff:
 - 1240 Twinney & 1250 Davis Dr Phase 2
 - 17600 Yonge Street (Upper Canada Mall)
- Reviewed and developed signage for accessible van parking signage surrounding Riverwalk Commons and Fairy Lake.
- Continually reviewed Federal and Provincial grant opportunities related to accessible projects, including the Fairy Lake Washroom project.
- Provided recommendations and feedback to staff regarding the Site Plan Application Accessibility Checklist.
- Consulted with external partners and provided assistance with the Federal Election polling locations in Newmarket and Aurora.
- Provided Council with a presentation outlining their various accomplishments throughout the term thus far at a Council Workshop in June 2021.
- Attended virtual events held by York Region regarding National Accessibility

Awareness Week and the Accessibility Advisory Committee Professional Development Forum, and a workshop regarding the Canadian Accessibility Standards.

- Promoted accessibility through short videos from community members on the importance of accessibility during National AccessAbility Awareness Week.
- Provided advice on the Town of Newmarket's annual Accessibility Plan update.
- Provided ongoing public awareness of accessibility.

2022

- Consulted, reviewed plans and provided recommendations for the initiatives and projects including:
 - 180 Main Street South; and,
 - Mulock Park; and,
 - Millard Church Elm Project; and,
 - Mulock Drive Multi-Use Pathway
- Reviewed the Site Plan Application Accessibility Checklist and provided recommended revisions to the sections outlining accessible parking types, signage, slope ratios, and handrails.
- Reviewed and provided recommendations regarding the 2022 Municipal Election online voting software, and the Voter Instruction Letter.
- Provided recommendations regarding accessible parking on Main Street.

2023

- Consulted, reviewed plans and provided recommendations for the initiatives and projects including:
 - Mulock Property; and,
 - Accessible trail enhancements; and,
- Provided advice to enhance accessibility at the following properties:
 - Ray Twinney Arena; and,
 - Main Street
 - TD Music Festival

2024

- Reviewed and amended the Accessibility check-list used by the Accessibility Advisory Committee for past Town facility audits.
- Toured Main Street for an accessibility audit, reviewed and discussed locations with accessibility concerns and challenges. These areas include: crosswalks, sidewalk grading, visual improvements, accessible patios, funding and grant opportunities, and opportunities to learn from other municipalities.
- Completed four site plan reviews of providing recommendations on accessibility improvements to site plan applications submitted to the Town.
- Provided recommendations to Council for downtown accessible parking improvements and additions including the increased time limit for accessible parking on Main Street and the addition of an accessible parking space on Main Street.
- Continued to review federal and provincial grants as made available.

- Provided comments and suggestions to staff to increase inclusion and accessibility at Town events.
- Visited facilities in nearby municipalities to gather information and insight to suggest accessible features at Town of Newmarket facilities including the York Region Annex Building.
- Provided comments to staff regarding barriers to accessibility around the Town of Newmarket including matters involving curb cuts and bollards.
- Provided comments to staff regarding improved accessibility at Town facilities (like the Ray Twinney Recreation Complex, the Municipal Offices at 395 Mulock Drive and the Magna Centre).
- Engaged the Newmarket – Aurora Member of Parliament and Member of Provincial Parliament to discuss how to make Main Street Newmarket more accessible.
- Consulted with staff regarding the Northwest Quadrant Project and Mulock Park project.
- Provided feedback as it relates to accessibility at a Newmarket Library brainstorming session.
- Completed training related to Accessibility for Ontarians with Disabilities Act legislation.
- Reviewed Fire and Emergency preparedness procedures for evacuation and emergencies for assistive devices users.

Attachment 3: Integrated Accessibility Standards Regulation Implementation Plan

The following outlines the Town of Newmarket Implementation Plan (2024-2029) under the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards, Ontario Regulation 191/11.

Part I – General

Establishment of Accessibility Policies (s.3)

IASR Requirement

- a) Shall develop, implement and maintain policies governing how the organization achieves accessibility through meeting the requirements of the IASR.
- b) Shall prepare one or more written documents describing policies; and make the documents publicly available, and provide in an accessible format upon request.
- c) Policies shall include a statement of organizational commitment.

Town of Newmarket Action Plan

- a) IASR Policy was established and approved by Council.
- b) [IASR Policy](#) is available on website (intranet and internet) or in accessible format upon request.
- c) Policy includes statement of organization commitment.

Status

Complete

Legislated Compliance Date

January 1, 2013

Accessibility Plans (s.4)

IASR Requirement

- a) Establish, implement, maintain and document multi-year accessibility plan.
- b) Post accessibility plan on website, if any, and provide the plan in an accessible format upon request.
- c) Establish, review and update plans in consultation with persons with disabilities and if have established an Accessibility Advisory Committee, must consult with the committee.

- d) Review and update the accessibility plan at least once every five years.

Town of Newmarket Action Plan

- a) A Multi-Year Accessibility Plan was first developed in 2013.
- b) Plan is posted on the [Town website](#) and is available in an alternate formats, upon request.
- c) Plan will be reviewed and updated yearly in preparation for the progress report. Annual progress report prepared for Council to identify progress of the Plan's implementation, accomplishments and achievements, to be posted online and available in alternative formats. Yearly review of Plan will be in consultation with Newmarket Accessibility Advisory Committee.
- d) Compliance reports are submitted to the Ministry of Seniors and Accessibility, and the Town participates in any audits by the Ministry, as required.

Status

Complete

Legislated Compliance Date

January 1, 2013

Procuring or Acquiring Goods, Services or Facilities (s.5)

IASR Requirement

- a) Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable.

Town of Newmarket Action Plan

- a) A pre-bid form must be completed before any bid document is issued. The pre-bid form includes three questions about accessibility and the good/services that are being procured. If accessible criteria/features cannot be incorporated an explanation must be provided. Staff that regularly use the bid process all received training on how to use the new form and how to procure accessible goods/services.

Status

Complete

Legislated Compliance Date

January 1, 2013

Self-Service Kiosks (s.6)

IASR Requirement

- a) Incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

Town of Newmarket Action Plan

- a) Incorporated as part of the procurement process.

Status

Complete

Legislated Compliance Date

January 1, 2013

Training (s.7)

IASR Requirement

- a) Provide training on the requirements of the IASR accessibility standards and on the Human Rights Code.
- b) Training provided to all employees, volunteers, all persons who participate in developing the organization's policies and all other persons who provide goods, services or facilities on behalf of the organization.

Town of Newmarket Action Plan

- a) The Town of Newmarket has developed an Accessibility Training Module which includes the IASR standards, Town of Newmarket IASR policy and the Human Rights Code. The training module is currently being reviewed to ensure compliance with all relevant regulations.
- b) Additionally, the Town utilizes Access Forward training developed by the Province.

Status

Complete

Legislated Compliance Date

January 1, 2014

Part II – Information and Communications Standards

Feedback (s.11)

IASR Requirement

- a) Responsible for providing accessible formats and communication supports, upon request, to those with disabilities.
- b) Shall notify the public about the availability of accessible formats and communication support.

Town of Newmarket Action Plan

- a) Communications has been placing the statement: “If you require this document in an alternative format, please contact the Town of Newmarket at 905-895-5193” on major print publications such as our Community Reports since 2010.
- b) Communications ensures that our statement “If you require this document in an alternative format, please contact the Town of Newmarket at 905-895-5193” is included on all communications.

Status

Complete

Legislated Compliance Date

January 1, 2014

Accessible formats and communication supports (s.12)

IASR Requirement

- a) Upon request, provide or arrange for accessible formats and communication supports for persons with disabilities in a timely manner and at no extra cost compared to other persons
- b) Responsible for consulting the person making the request to determine the suitable accessible format or communication support

Town of Newmarket Action Plan

- a) Communications has been placing the statement: “If you require this document in an alternative format, please contact the Town of Newmarket at 905-895-5193” on major print publications such as our community reports since 2010.
- b) Communications will ensure that our statement “If you require this document in an alternative format, please contact the Town of Newmarket at 905-895-5193” is included on all communications moving forward to comply with the January 2015 timeline and consult with the person making the request to ensure needs are met.

Communications will continue to produce materials in a variety of formats (print, online, electronic, audio, video) to comply with regulations.

Communications will continue to provide all materials using accessible fonts, headings and graphics to comply with regulations.

Accessible templates and Accessible PDF training sessions were provided to all report writers and website content contributors. Training will be continuously provided as required.

Corporate Accessibility Standard Guides and Microsoft Word and Accessible PDF process training guides were created and available to all staff members.

All communication pieces that go through the communications approval process will also be vetted to ensure all corporate accessibility standards are met.

Status

Complete

Legislated Compliance Date

January 1, 2015

Accessible websites and web content (s.14)

IASR Requirement

All internet websites and web content must conform with WCAG 2.0 Level AA, other than, Captions (Live), and Audio Descriptions (Pre-recorded).

Town of Newmarket Action Plan

New Town of Newmarket website platform was launched in 2014 and adheres to WCAG 2.0 and AODA Level A and Level AA.

The Town continues to run accessibility checks to ensure Level A and AA standards are met and in compliance.

Guidelines for creating appropriate content for documents and websites meeting accessibility was developed.

All website content contributors were trained on accessibility standards and how to make document accessible.

Communications continuously works with the IT department to run accessibility and usability checks (site improve) on the corporate website.

Accessibility standards statement is included on all webpages of the website and Town Council, Committee, and Advisory Committee meetings are available with Closed Captioning and Assistive Listening Devices are available upon request for in-person attendees at Council, Committee and Advisory Meetings.

Complete

Legislated Compliance Date

January 1, 2021

Public Libraries (s.19)

IASR Requirement

- a) Library board is responsible for providing access to or arrange for accessible materials where they exist.

- b) Library board is obligated to make information about available accessible materials public and responsible for providing accessible formatted information or communication, upon request.
- c) May provide accessible formats for archival materials, special collections, rarebooks and donation.

Town of Newmarket Action Plan

- a) Library currently provides large print material, commercial talking books, as well as adult literacy/ESL material that can be used for individuals with learning disabilities.
- b) Library has an arrangement with the Canadian National Institute for the Blind (CNIB) to provide Digital Accessible Information System (DAISY) format discs or downloads to qualified CNIB clients and has one DAISY reader available for use in the Library.
- c) The Library is a member of Centre for Equitable Library Access (CELA), which provides books, newspapers, and magazines for individuals with a visual impairment. Formats are available in DAISY audio, e-text and Braille.

The Library has an accessible public computer station. This computer workstation has several unique components:

- a height adjustable desk
- a large print keyboard
- a large trackball
- a flatbed scanner
- a screen magnifier (Windows Magnify)
- a screen reader (Windows Narrator)

Status

Complete

Legislated Compliance Date

January 1, 2013

Part III – Employment Standards

Recruitment, general (s.22)

IASR Requirement

- a) Every employer must notify all employees and the public about available accommodation for applicants with disabilities during recruitment processes.

Town of Newmarket Action Plan

- a) An accessibility tagline has been added to all job advertisements stating that: “The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. If you need

assistance please call Human Resources at extension 2050.”

Status

Complete

Legislated Compliance Date

January 1, 2014

Recruitment, assessment or selection process (s.23)

IASR Requirement

- a) Accommodations to be made available, upon request, during recruitment process.
- b) If applicant requests accommodation when invited to participate, suitable accommodation in an appropriate matter is required.

Town of Newmarket Action Plan

- a) Town of Newmarket recruitment policies and processes are compliant with all legislation. Applicants who are selected to proceed to the interview stage will be advised of the availability of accommodations during the recruitment process. Applicants must meet the occupational requirements of the position available to proceed to the interview stage.

Status

Complete

Legislated Compliance Date

January 1, 2014

Notice to successful applicants (s.24)

IASR Requirement

- a) Every employer shall, when making offers of employment, notify successful applicant of policies for accommodating those with disabilities.

Town of Newmarket Action Plan

- a) The standard offer letter templates include a statement to notify the successful applicant of Town of Newmarket policies for accommodating employees with disabilities .

Status

Complete

Legislated Compliance Date

January 1, 2014

Informing employees of supports (s.25)

IASR Requirement

- a) Employer shall inform employees of policies used to support those with disabilities, including but not limited to, policies on provision of job accommodations that take account of employee's accessibility needs due to disability.

Town of Newmarket Action Plan

- a) As part of employee onboarding, employees are provided with the IASR Policy which includes the provision of job accommodations and other relevant accessibility supports.

Status

Complete

Legislated Compliance Date

January 1, 2014

Accessible formats and communication supports for employees (s.26)

IASR Requirement

- a) Employer shall consult with employee to provide or arrange accessible formats and communication supports for: information to perform the employees job; and information generally available to employees in the workplace.
- b) Employer shall consult with employee making request to determine suitable accessible format or communication support.

Town of Newmarket Action Plan

- a) The IASR Policy includes accessible formats and communication supports for employees. Requests are reviewed with the employee so appropriate supports are provided.

Status

Complete

Legislated Compliance Date

January 1, 2014

Workplace emergency response information (s.27)

IASR Requirement

- a) Every employer shall provide individualized workplace emergency response information to employees that have a disability, if the employer is aware of the disability and the individualized information is necessary.
- b) The employer may provide a designated person with the appropriate workplace response information for accommodating another employees with a disability.
- c) The employer shall provide information required as soon as they become aware of the need for accommodation.
- d) The employer shall review individualized workplace emergency response information when the employee moves to a different location in the organization, overall accommodation of employee is reviewed, when employer reviews general emergency response policies.

Town of Newmarket Action Plan

The Town of Newmarket has an “individualized workplace emergency response plan” document which is completed when required. The form would be completed during orientation if the need was present at hire;

otherwise, if the need arises during employment, the form would be completed. All sections of this requirement are covered in the IASR policy under the “Workplace Emergency Response Information” section.

Status

Complete

Legislated Compliance Date

January 1, 2014 (items a-c)

January 1, 2012 (item d)

Documented individual accommodation plans (s.28)

IASR Requirement

- a) Employers shall develop and have written process for the development of documented individual accommodation plans for those employees with disabilities.
- b) The process for developing individual documented accommodation plans shall include seven features that help persons with a disability participate in the development of the plan in its entirety.

Town of Newmarket Action Plan

The Town of Newmarket uses an “Individual Accommodation Plan” (IAP) document which addresses the 8 features in the requirement

Status

Complete

Legislated Compliance Date

January 1, 2014

Return to work process (s.29)

IASR Requirement

- a) Return to work process shall be developed or in place for employees that have been absent due to disability and require disability-related accommodation in order to return to work.
- b) The return to work process should outline the steps an employer will take to facilitate the process and will incorporate the use of documented individual accommodation plans.

Town of Newmarket Action Plan

- a) The Return to Work Policy includes a section detailing the accommodation of employees who have been absent due to disability.

b) The Return to Work Policy outlines the steps to facilitate the process and incorporates the use of documented individual accommodation plans.

- [Return to Work Policy HR.8-03](#)
- Return to work program - Managers Guideline
- Return to work program – Employee Agreement

Status

Complete

Legislated Compliance Date

January 1, 2014

Performance Management (s.30)

IASR Requirement

a) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.

Town of Newmarket Action Plan

a) The IASR Policy contains a requirement that the Town of Newmarket take into account the accessibility needs and individual accommodation plans of employees when using performance management processes.

Status

Complete

Legislated Compliance Date

January 1, 2014

Career development and advancement (s.31)

IASR Requirement

a) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.

Town of Newmarket Action Plan

- a) The IASR Policy contains a requirement that the Town of Newmarket take into account the accessibility needs and individual accommodation plans of employees when providing career development and advancement information.

Status

Complete

Legislated Compliance Date

January 1, 2014

Redeployment (s.32)

IASR Requirement

- a) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.

Town of Newmarket Action Plan

- a) The IASR Policy contains a requirement that the Town of Newmarket take into account the accessibility needs and individual accommodation plans of employees when using redeployment procedures.

Status

Complete

Legislated Compliance Date

January 1, 2014

Duties of municipalities, accessible taxicabs (s.79)

IASR Requirement

- a) Every municipality shall consult with their municipal accessibility advisory committee to determine the proportion of on-demand accessible taxicabs required in the community, and identify progress made meeting on-demand accessible taxicabs.

Town of Newmarket Action Plan

- a) A review of the Town of Newmarket's business licence by-law, which includes vehicles for hire and the taxi industry, was completed by Regulatory Services. Consultation with the Accessibility Advisory

Committee took place as part of this review to determine the proportion of on-demand accessible taxicabs required in the community, and identify progress made meeting on-demand accessible taxicabs.

Status

Complete

Legislated Compliance Date

January 1, 2013

Part IV.1 – Design of Public Spaces Standards (Accessibility Standards for the Built Environment)

Sections 80.1 to 80.38

IASR Requirement

- a) Sections 80.1 to 80.38 provide requirements for recreational trails, outdoor play spaces, exterior paths of travel, and accessible parking.

Town of Newmarket Action Plan

- a) The Town of Newmarket requires all Engineering Consultants to comply with these IASR regulations during the design phase of any Engineering projects.

Status

Complete

Legislated Compliance Date

January 1, 2016

On-street parking spaces (s.80.39)

IASR Requirement

- a) When constructing or redeveloping existing on-street parking spaces, designated public sector organizations shall consult on the need, location and design of accessible on-street parking spaces with the public and persons with disabilities and with the municipal accessibility advisory committee.

Town of Newmarket Action Plan

- a) The Town of Newmarket will consult with the public and persons with disabilities and with the Newmarket Accessibility Advisory Committee) when constructing or redeveloping existing on-street parking spaces.

Status

Complete

Legislated Compliance Date

January 1, 2016

Sections 80.40 to 80.43**IASR Requirement**

- a) Sections 80.41 to 80.43 provide requirements for service counters, fixed queuing guides, and waiting areas.

Town of Newmarket Action Plan

- a) The Town of Newmarket requires compliance with these IASR regulations during the design phase of any Facilities projects.

Status

Complete

Legislated Compliance Date

January 1, 2016

Maintenance of accessible elements (s.80.44)**IASR Requirement**

- a) In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following:
 - a. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part.
 - b. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order.

Town of Newmarket Action Plan

- a) The Town of Newmarket provides preventative maintenance of accessible elements through routine maintenance and inspections. Inspections will focus on accessible elements covered by the Design of Public Spaces Standard and the Ontario Building Code.
- b) The Town of Newmarket notifies members of the public of any temporary disruptions to accessible elements through email, the Town

website, social media, and the Town Page in the local newspaper. Temporary accommodations are provided where possible in the event of a temporary disruption, whether emergency or preventative, until the disruption has ended. Accommodations during a disruption will vary depending on the nature of the disruption.

Standard Town practice requires all contractors that disrupt services during construction, such as sidewalks, must provide an approved Traffic Management Plan. The plan should include how the contractor proposes to maintain access at all times which includes pedestrian access.

Status

Complete

Legislated Compliance Date

January 1, 2016



**Town of Newmarket Extract
Accessibility Advisory Committee**

Title: Multi-Year Accessibility Plan

Date: Thursday, March 20, 2025

Moved by: Kathleen Kedzierski

Seconded by: Councillor Broome

1. That the Accessibility Advisory Committee endorse the Multi-Year Plan.

Carried



Central York Fire Services

If you require this document in an alternative format email at clerks@newmarket.ca or call 905-895-5193.

Housekeeping Amendments to the Consolidated Fire Agreement

Report to Joint Council Committee

Report Number: JCC-2025-01

Department(s): Legislative Services, Town of Newmarket

Author(s): Simon Granat, Legislative Coordinator, Town of Newmarket

Meeting Date: March 4, 2025

Recommendations

1. That the report entitled Housekeeping Amendments to the Consolidated Fire Agreement dated March 3, 2025 be received; and,
2. That the Joint Council Committee recommend the amendments to the Consolidated Fire Services Agreement to the Town Councils of Aurora and Newmarket; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to recommend to the Joint Council Committee (JCC) housekeeping amendments to the consolidated fire agreement between the Town of Aurora and the Town of Newmarket. These amendments are intended to align the agreement to established practice at the Joint Council Committee.

Background

In 2021, the Towns of Newmarket and Aurora updated the consolidated fire agreement (Staff Report JCC-2020-12). The proposed amendments to the consolidated fire agreement are housekeeping amendments intended to align the agreement with current Joint Council Committee practice.

Discussion

The proposed amendments are housekeeping to update the agreement to align with current practice. Proposed changes to the Agreement include the following and for reference purposes the text within the brackets refer to the sections within the Agreement:

- Clarify the definition of “Parties” (Definitions and various references throughout); and,
- Update references from the Fire Department Master Plan to the Fire Department Strategic Plan in accordance with York Region Inclusive Language Guide and best practices (Definitions, Schedule D, and various references throughout); and,
- Amend process for staffing and performance to reflect current recruitment practice (8.1, 9.2); and,
- Clarify and update the practice for the appointment of Chair and Vice-Chair bring agreement up-to-date with current practice, appointed the Chair and Vice-Chair at the beginning of the Term and at mid-term (i.e., every two-years) (Schedule A, 2 “Chair/Vice-Chair”); and,
- Clarify Duty of the Chair in reference to Members’ disclosure of conflict of interest to match practice (Schedule A, 2 “Duties of the Chair”); and,
- Update the agreement to hold meetings in hybrid mode, with the in-person option being attendance at the Town of Newmarket and that meetings are typically livestreamed on the Town of Newmarket’s website (Schedule A, 2 “Meetings”); and,
- Provide greater flexibility for the Joint Council Committee by establishing a schedule of meetings the year prior (Schedule A, 2 “Meetings”); and,
- Update Closed Session meeting exceptions updated to better align with the Municipal Act, 2001 (Schedule A, 2 “Meetings”); and,
- Amend Special Meetings notice to be called with a minimum of 24 hours’ notice, and agendas to be available five (5) days in advance of a meeting (Schedule A, 2 “Meetings”); and,
- Provide housekeeping amendments for continuance of aspects such as operational decisions, budget, cost sharing agreements made in previous years to continue (various sections throughout); and,
- Align various other provisions to the Town of Newmarket’s Procedure By-law to reduce redundancy (Schedule A, 2 “Quorum” and “Majority”), and
- Align various references with York Region’s Inclusive Language Guide (various sections throughout).

Consultation

Town of Newmarket Financial Services, Human Resources and Legal and Procurement Services, Town of Aurora and Town of Newmarket Chief Administrative Officers, as well as the Town of Aurora Clerks and Central York Fire Services were consulted.

Conclusion

Updates to the Consolidated Fire Services Agreement recommended in this report are housekeeping amendments to align the Fire Services Agreement to current practice. If the Joint Council Committee consents to this report's recommendations, then the proposed amendments will be brought to the Town of Aurora and the Town of Newmarket's respective Councils for recommended adoption.

Impact on the Fire Plan

References to the Fire Department Master Plan will be updated to the Fire Department Strategic Plan in accordance with the York Region Inclusive Language Guide.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – Amendments Consolidated Fire Services Agreement

Approval for Submission

Kiran Saini, Manager, Legislative Services/Deputy Clerk, Town of Newmarket

Rocco Volpe, Fire Chief, Central York Fire Services

Report Contact

For more information on this report please contact the Town of Newmarket by email at info@newmarket.ca

CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NUMBER 2025-XX

BEING A BY-LAW TO REGULATE THE CONTINUED PROVISION OF FIRE AND EMERGENCY SERVICES, BY CENTRAL YORK FIRE SERVICES.

WHEREAS Section 188, of the *Municipal Act 2001*, and the *Fire Protection and Prevention Act, 1997* provides that the Council of a municipality may, by by-law, provide fire-fighting and fire protection services for establishing, operating, promoting and regulating life and property saving companies and authorizes municipalities to enter into joint agreements for the provision of fire protection and prevention services;

AND WHEREAS The Town of Newmarket and the Town of Aurora approved the establishment of a consolidated Fire and Emergency Services Department to service both municipalities through the creation of Town of Newmarket By-Laws 2001-146 and 2001-147.

AND WHEREAS effective January 1, 2002 the Town of Newmarket established Central York Fire Services via a Consolidated Fire and Emergency Services Agreement approved under By-law 2001-146 for the purpose to provide fire suppression, fire prevention, and life and property saving service for the Town of Aurora and the Town of Newmarket; in accordance with the Fire and Emergency Services Strategic Fire Plan and other plans, policies or directions, as approved by Council;

AND WHEREAS by Town of Newmarket By-law 2021-25, the Consolidated Fire and Emergency Services Agreement established by By-law 2021-146 was rescinded and replaced with an updated Consolidated Fire and Emergency Services Agreement effective May 10, 2021.

AND WHEREAS Council wishes to further update the Consolidated Fire and Emergency Services Agreement between the Town of Newmarket and Town of Aurora;

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

1. THAT the Agreement between the Town of Newmarket and the Corporation of the Town of Aurora dated XX, a true copy of which is attached, be and same hereby approved for signing by the Mayor and Clerk.
2. THAT the Mayor and Clerk are hereby authorized and instructed to sign the same on behalf of the Corporation and to affix the Corporate seal thereto.
3. THAT By-law 2021-25 being a by-law to regulate the joint fire service between the Town of Newmarket and Town of Aurora, and any other by-law inconsistent with this by-law shall be, and the same are hereby rescinded on date XX at 12:01 a.m.
4. THAT the provisions of this by-law shall come into force and effect 12:01 a.m. on date XX

ENACTED THIS XX Day OF DATE

John Taylor, Mayor

Lisa Lyons, Town Clerk

CONSOLIDATED FIRE AND EMERGENCY SERVICES AGREEMENT

This Agreement made the _____ day of _____ 2025

B E T W E E N :

THE CORPORATION OF THE TOWN OF AURORA
(hereinafter called "Aurora")

BEING THE PARTY OF THE FIRST PART

-and-

CORPORATION OF THE TOWN OF NEWMARKET
(hereinafter called "Newmarket")

BEING THE PARTY OF THE SECOND PART

WHEREAS Section 5(1) of the Fire Protection and Prevention Act, 1997 (S.O. 1997, c. 21, Sch. A, s.3, as amended) (the "Act") provides that a fire department may provide fire suppression services and other fire protection services to a group of municipalities;

AND WHEREAS Section 6(1) of the Act requires the councils of the municipalities operating a Fire Department to appoint a fire chief for the fire department;

AND WHEREAS Aurora and Newmarket entered into a Consolidated Fire and Emergency Services Agreement dated November 1, 2001, which was replaced with an updated Consolidated Fire and Emergency Services Agreement dated May 10, 2021.

AND WHEREAS Aurora and Newmarket are further updating the Consolidated Fire and Emergency Services Agreement by replacing the May 10, 2021 agreement with this updated Consolidated Fire and Emergency Services Agreement.

NOW THEREFORE in consideration of the premises, mutual covenants and conditions herein contained, the Parties hereto AGREE AS FOLLOWS:

Definitions

"Assistant Deputy Fire Chief" means the Assistant Deputy Fire Chief of the Department, as hired by the Town of Newmarket appointed by by-laws of the Municipal Councils of both Aurora and Newmarket who shall also serve as the Assistant Deputy Fire Chief to both of the Towns of Aurora and Newmarket, having all of the powers and responsibilities that appointment carries with it under the Fire Protection and Prevention Act, 1997 (Ontario).

"Committee" means the Joint Council Committee (JCC), or such other name for the Committee as the Municipal Councils may decide from time to time, which is a joint committee of the Municipal Councils of Aurora and Newmarket, established by by-law.

"Chief Administrative Officer" means the Chief Administrative Officer of the Town of Newmarket and maybe referred to in this Agreement as the CAO.

"Department" means the Central York Fire Services (CYFS) or such other name as the Municipal Councils may decide from time to time.

"Deputy Fire Chiefs" means the Deputy Fire Chiefs of the Department, as appointed by by-laws of the Municipal Councils of both Aurora and Newmarket who shall also serve as the Deputy Fire Chiefs to both of the Towns of Aurora and Newmarket, having all of the powers and responsibilities that appointment carries with it under the Fire Protection and Prevention Act, 1997 (Ontario).

"Effective Date" shall mean 12:01 a.m., April 6, 2025.

"Fire Chief" means the Head of the Department, as jointly appointed by by-laws of the Municipal Councils of both Aurora and Newmarket who shall also serve as the Fire Chief to both of the Towns of Aurora and Newmarket, having all of the powers and responsibilities that appointment carries with it under the Fire Protection and Prevention Act, 1997 (Ontario).

"Municipal Councils" means the Municipal Councils for both the Town of Aurora and the Town of Newmarket, as elected pursuant to the Municipal Elections Act, 1996, as amended.

"Parties" means The Corporation of the Town of Aurora and the Corporation of the Town of Newmarket with each individually being a "Party".

"Strategic Plan" means the 2014 strategic framework document named "Fire Department Master Plan Update", as may be amended from time to time, which is intended to guide the Committee and Municipal Councils in making decisions regarding the provision of fire protection services based on the local needs and circumstances of the communities.

1. Establishment of Department

1.1 The Town of Newmarket hereby agrees to maintain a fire department, in effect prior to and continuing thereafter as of the Effective Date, which shall be responsible for the provision of fire and emergency services within the combined geographic and municipal boundaries of the Towns of Aurora and Newmarket, together with such additional geographic areas as may be contracted from time to time, in accordance with the Fire Protection and Prevention Act, 1997 (Ontario), subject to the terms and provisions of this Agreement.

2. Establishment and Role of Committee

2.1 The Committee as formed and constituted prior to the Effective Date shall continue for the purposes and with all the powers set forth in Schedule A, attached to and forming a part of this Agreement.

3. Role of the Fire Chief

3.1 The Fire Chief shall act as the Head for the Department and shall have all of the powers and responsibilities as set out by the Town of Newmarket By-Law A By-Law to appoint a Fire Chief for the amalgamated fire and emergency services department – CYFS), as well as the job description, this Agreement and the Fire Protection and Prevention Act, 1997, as amended. In the absence of the Fire Chief, the Deputy Fire Chief^s shall be vested with all of the authorities vested in the Fire Chief as prescribed in the Town of Newmarket By-Law (A By-Law to appoint a Deputy Fire Chief^s for the amalgamated fire and emergency services department - CYFS).

3.2 In addition to the above duties, the Fire Chief shall be responsible for the review, from time to time, and implementation of the Emergency Plans for both the Towns of Aurora and Newmarket.

3.3 The Fire Chief shall be an employee of the Town of Newmarket. Notwithstanding this, the Fire Chief shall report to both of the Municipal Councils, through the Committee, with respect to the provision of fire protection services in accordance with the standards established hereunder, and as may be amended from time to time and shall report administratively to the CAO.

3.4 Neither Municipal Council nor any Member thereof shall provide direction directly to the Fire Chief. Directions for action on the part of either the Fire Chief or the Department shall be made only through the Committee. General administrative direction for action by the Fire Chief or the Department shall be given by the CAO.

3.5 The Committee and the CAO:

- a) shall not require an increase or decrease to the service levels as established by the Strategic Plan unless the Strategic Plan has been amended on the agreement of both Municipal Councils; and
- b) shall not require the Fire Chief, the Deputy Fire Chiefs, the Assistant Deputy Fire Chiefs, or the Committee to take any action, which is contrary to the provisions of this Agreement, the Fire Protection and Prevention Act, 1997, as amended, or the by-laws appointing the Fire Chief and Deputy Fire Chiefs and prescribing the duties of those positions.

4. Department Name

- 4.1 The Department shall continue to be known as Central York Fire Services or CYFS.
- 4.2 The Committee shall have the right to commission and authorize the use of any insignia, crest, coat of arms or other indicia for the purpose of identifying the Department.

5. Prescribed Service Levels

- 5.1 The Parties acknowledge that each has previously approved the Strategic Plan attached hereto as Schedule D and forming part of this Agreement. Schedule D may be amended by the parties by mutual agreement without requiring an amendment to this agreement. Schedule D shall continue in full force and effect since it's expiry until further amended.
- 5.2 The Parties hereby agree that the level of service to be provided throughout the combined geographic and municipal boundaries of the Towns of Aurora and Newmarket is the level of service as established by the Strategic Plan and each Party shall, subject to any mutually agreed amendment of the Strategic Plan, commit all necessary funding and capital resources through the annual budget to ensure that the Committee and Department have all of the necessary resources, including prescribed staffing levels, to provide the level of service.
- 5.3 The Committee shall be responsible to provide fire protection and prevention services at the level as prescribed by the approved Strategic Plan.
- 5.4 The Parties hereby covenant to review the Strategic Plan every five years during the currency of this Agreement and shall, no later than twenty-four (24) months prior to the end of each ten (10) year term of this Agreement, finalize the said Strategic Plan which shall prescribe service levels for the next ensuing ten (10) year term of this Agreement.
- 5.5 Notwithstanding the foregoing, the Strategic Plan may be reviewed and, if necessary, amended at any time during the currency of this Agreement as circumstances warrant by mutual agreement of the Parties.

6. Budget

- 6.1 The Parties agree that the financial principles governing this Agreement are set out in Schedule B attached hereto and forming a part of this Agreement.
- 6.2 The Committee, in consultation with the Fire Chief, shall prepare draft annual operating and capital budgets setting out estimated operating and capital costs and projected revenue for the Department based on the provision of services at levels defined by the Strategic Plan. The estimates shall be submitted to the Municipal Council of Aurora for comment and then

to the Municipal Council of Newmarket for consideration and approval. It shall be understood that Newmarket shall have sole authority to determine and approve the budgets.

- 6.3 The operating budget shall contain an amount in respect of administrative support services to be provided to the Committee and/or Department by Newmarket including, but not limited to Financial, Audit, Payroll and Purchasing Services, Secretariat Clerical and Administrative Services, Human Resource Services, Legal Services, Management Information Services, and Property Management and Maintenance Services.
- 6.4 Upon reviewing the estimates, the Municipal Council of Newmarket shall establish an overall budget for the Committee for the purposes herein described and, in doing so, the Municipal Council of Newmarket is not bound to adopt the estimates submitted by the Committee.
- 6.5 Upon approval of the Committee's budget by Newmarket's Municipal Council, Aurora hereby agrees to pay to Newmarket its proportionate share of the said budget in four equal instalments on the fifteenth (15th) day of each of the months of February, May, August, and November, during the currency of this Agreement. For the purposes of this Agreement, a Party's proportionate share will be that fraction of the budget which is equal to the equally weighted average of:
 - a) the assessed value of the lands in that Party's municipality over the aggregate of the assessed value of all lands in both Aurora and Newmarket; and
 - b) the number of responses made by the Department within the geographic boundary of each Party in the immediately preceding year over the total number of responses made by the Department; and
 - c) the population of each Party over the aggregate of the population of both Aurora and Newmarket.
- 6.6 For the purposes of calculating each Party's proportionate share in accordance with Subsection 6.5 above:
 - a) the assessed value of lands shall be based on the current assessed value of all lands within each Party municipality, as determined by the Regional Municipality of York; and
 - b) the total number of calls of the Department shall not include calls outside of the geographic limits of Aurora or Newmarket pursuant to a services or mutual aid contract; and
 - c) the population shall be the population as determined from time to time by the Regional Municipality of York.

Each of the above calculations shall be completed with information current to December 31 of the immediately preceding year and shall be in effect until December 31 of the next ensuing calendar year.

- 6.7 Notwithstanding the foregoing but subject to section 6.9, major capital expenditures relating to structural work, additions or construction of any buildings utilized by CYFS on real property owned solely by a Party shall not form a part of the capital budget of the Department and the Party owning the said property shall be solely responsible for any costs relating to such capital expenditures. It is agreed that day to day maintenance of all real property occupied by CYFS will be the responsibility of, and at the cost of, the Department.
- 6.8 With respect to Station 4-5, CYFS headquarters and training facility located at 300 Earl Stewart Drive, Aurora, and future fire stations that are similarly

jointly purchased and constructed by the parties, all capital expenditures related to structural work, additions or repairs to the building, parking lot areas, sidewalks or underground servicing would require review by the JCC Committee and approval by Municipal Councils. The costs for these activities will be funded through the CYFS budget.

- 6.9 With respect to facilities that house CYFS fire prevention, training or management services and any other existing CYFS building that is or is planned to be operated wholly or partially as a facility that provides such CYFS services which benefit both of the Parties (not including fire suppression services), the proportionate cost of expenditures related to structural work, additions or repairs to the building, parking lot areas, sidewalks or underground servicing would require review by the JCC Committee and approval by Municipal Councils. The costs for these activities will be funded through the CYFS budget. Proportionate cost shall be based on the square footage of the building in comparison to the portion of the building that is or is planned to be utilized by CYFS to provide such services for the benefit of both Parties.
- 6.10 The Parties shall not divulge any information of which they have knowledge to be confidential whether communicated to or acquired by them in the course of carrying out the services provided pursuant to this Agreement. No such information shall be used by either Party in any way without the approval of the other Party.
- 6.11 Newmarket shall keep proper and detailed accounts and records in accordance with generally accepted accounting practices where applicable of all factors entering into the computation of the amounts payable pursuant to this Agreement. Aurora may during regular business hours at the offices of Newmarket, upon giving reasonable notice and at Aurora's sole expense, audit and inspect accounts, records, receipts, vouchers and other documents relating to the services performed pursuant to this Agreement and shall have the right to make copies and take extracts at its own expense. Newmarket shall afford all reasonable facilities, physical and otherwise, for such audits and inspections.
- 6.12 Aurora shall have the right to independently audit, at its sole expense, all of the finances, records and books pertaining to the operation of the Department.
- 6.13 The Parties agree that all revenue received from building plan review, rental of space in Department buildings and services contracts with other municipalities shall be provided for the operation of the Department and shall serve to reduce the operational budget prior to the calculation of each Party's proportionate share hereunder.

7. Property

- 7.1 It is hereby agreed that legal title to all real property will remain with each respective Party. Proper maintenance of all property shall thereafter be the responsibility of the Committee and the Department. Notwithstanding the foregoing but subject to section 6.9, major capital expenditures relating to structural work, additions or construction of any buildings on real property owned by a Party shall be the sole responsibility of the Party owning the said property. However, minor capital expenditures shall be included in the annual capital budget and shall be the responsibility of, and at the expense of, the Committee and the Department.
- 7.2 The Committee shall, from time to time, recommend any major capital expenditures required with respect to real property to the owner of that property and that owner shall consider same. In the event that the failure to undertake any recommended major capital expenditures would or may reasonably result in an inability on the part of the Committee or the Department to meet the prescribed service levels in the Strategic Plan, the

owner shall, within eighteen (18) months, undertake and complete the said major capital expenditures. Notwithstanding the foregoing, major capital expenditures which are of an emergency nature shall take place immediately following the recommendation of the Committee at the cost of the Party owning such property.

- 7.3 All real property and buildings erected thereon acquired after the Effective Date and all buildings for the use of the Department which may be constructed after the Effective Date shall be owned and/or constructed as determined by the Parties. In the event that the Parties cannot agree, the real property or the buildings, as the case may be, shall be owned and paid for on an equal basis as between the Parties.
- 7.4 At any time during the currency of this Agreement, any property, except real property, which is identified as surplus to the needs of the Department by the Committee may be sold. The proceeds of such sale shall be applied toward the operating and/or capital budgets of the Committee for the current or immediately subsequent year as the Committee may decide.

8. Staffing

- 8.1 Members of the Committee may from time to time as needed, participate as an observer for the recruitment of the Fire Chief for appointment by the Municipal Councils of Aurora and Newmarket, by by-law.
- 8.2 The Fire Chief shall be responsible for the overall administration of the Department and shall hold office pursuant to the employment policies and practices for permanent full-time non-union positions of Newmarket and in accordance with the requirements of the Fire Protection and Prevention Act, 1997.
- 8.3 The Fire Chief shall adhere to the Administrative Policies and Procedures, including purchasing, personnel and all other administrative matters as established by the Town of Newmarket, from time to time, in the operation of the Department and for the purposes of determining applicable authority for actions, the Fire Chief shall have all of the authorities conferred thereby upon Department Heads.
- 8.4 The Fire Chief shall have the authority, on behalf of Newmarket, to retain and remove such employees as may be required for the proper operation of the Department, within the approved staff complement as established through the Strategic Plan, and to take disciplinary action against such employees where required, all subject to any collective agreement which may be in force from time to time.
- 8.5 The staffing levels set out in the Strategic Plan and in any collective agreement which may be in force from time to time shall be adhered to unless otherwise negotiated through the collective agreement process.
- 8.6 The collective agreement must be submitted for approval of and ratification by the Municipal Council of Newmarket.
- 8.7 It is understood and agreed by the Parties that the Committee shall not negotiate any collective agreements, but that the Fire Chief and the Human Resources staff of Newmarket shall be the representatives of Newmarket for the purposes of negotiation.
- 8.8 Those staff members delegated fire prevention responsibilities, including Fire Code inspection duties under the *Fire Protection and Prevention Act, 1997*, shall be appointed by both Municipal Councils, by by-law.

9. Further Powers of the Committee

- 9.1 The Committee shall direct the Fire Chief in the performance of his management duties but not with respect his statutory duties as Fire Chief under the Fire Protection and Prevention Act, 1997, as amended, and no individual member of the Committee shall give orders or directions to any employee, including the Fire Chief.
- 9.2 The Chief Administrative Officer for Newmarket shall monitor the performance of the Fire Chief and, will provide feedback to the Fire Chief; ensuring that all Members of both Municipal Councils have had the opportunity to provide input to the CAO. Performance feedback to the Fire Chief will be conducted as per the practices of the Town of Newmarket, as necessary.
- 9.3 The Committee shall have no authority to modify or revise the terms of this Agreement but may make recommendations to the Municipal Councils in this regard.
- 9.4 The Committee is hereby authorized to meet with representatives of other municipalities that are interested, with the objective of expanding the service area of the Department for the provision of fire and emergency services beyond Aurora and Newmarket. Following such discussions, the Committee shall report to the Municipal Councils concerning proposed amendments to this Agreement resulting from the proposed admission of future Parties.

10. Indemnity and Insurance

- 10.1 Newmarket agrees to maintain adequate general liability insurance in an amount of not less than ten million dollars (\$10,000,000) against legal liability that may result from the activities and operations of the Department and/or the Committee and to ensure that all policies of insurance are endorsed to provide that Aurora is named as an additional insured. It is hereby agreed that the cost of the said insurance is an operational cost of the Department and shall be included in the operational budget.
- 10.2 Newmarket hereby agrees to indemnify and hold harmless Aurora against all actions, suits, claims, demands, losses, costs, charges and expenses including legal costs (hereinafter the "claims"), arising out of or in consequence of the activities and operations of the Department and/or the Committee save for such claims caused by either the negligence of or breach of this Agreement by Aurora. The terms and provisions of this Subsection shall survive any termination of this Agreement.

~~10.3 The Parties hereby agree that any and all liability resulting from all actions, suits, claims, demands, losses, costs, charges and expenses arising out of actions, incidents, grievances or investigations which occurred prior to the Effective Date against any party shall remain the sole liability of that party, shall not be transferred hereunder and that party shall wholly indemnify the other party with respect to any and all liability, including defence and legal costs pertaining thereto.~~

11. Resolution of Disputes

- 11.1 If there is dispute between the Parties to this Agreement with respect to its interpretation or application or an alleged violation, the Parties, as represented by their respective Chief Administrative Officers or such persons as they may direct, hereby agree to meet and discuss the matter within five (5) days following receipt of notice by one Party to the other with the objective of resolving any dispute. For clarity, it is agreed that either Party has the right to dispute the failure to meet or maintain service levels or its proportionate share of the budget, but that no matter involving the establishment of or modification to budgets or relating to human resource matters or matters arising from any collective agreements which shall be

resolved by Newmarket, can be the subject of any dispute or referral to arbitration.

- 11.2 Following meetings of the Parties as provided for above, in the event that a mutually satisfactory resolution is not achieved within sixty (60) days following the receipt of the above notice by the other Party, either Party may issue a Notice Requesting Arbitration to the other in which event the Parties shall proceed to Binding Arbitration and the provisions for proceeding with Binding Arbitration set out within Schedule C, attached hereto and forming a part of this Agreement, shall be followed.
- 11.3 Notwithstanding that a matter has been referred to dispute resolution under the provisions of this Section, the Parties shall throughout the period of dispute resolution endeavour to perform their respective obligations under the terms of this Agreement to the best of their abilities.

12. Term and Termination

- 12.1 This Agreement shall come into force commencing on the Effective Date and shall continue in force for a period of ten (10) years.
- 12.2 This Agreement shall automatically renew for successive additional terms of ten (10) years each unless either Party provides written notice not less than eighteen (18) months in advance of the last day of the then current ten (10) year term, in which case this Agreement shall terminate on the last day of the then current ten (10) year term.
- 12.3 In the event this Agreement is terminated, upon termination the Committee shall be dissolved. Notwithstanding the dissolution of the Committee, Newmarket covenants and agrees to maintain the records of the Committee for not less than ten (10) years following dissolution of the Committee.
- 12.4 In the event of termination of this Agreement, all jointly owned property shall be valued at its fair market value as at the date of termination and the property shall be divided between the Parties in proportions equal to the proportions in which they each contributed to the annual budget of the Board in the final year, or portion thereof, of the operation of this Agreement, unless the Parties otherwise agree in writing.
- 12.5 In the event of termination of this agreement, or if for any other reason Newmarket ceases to provide all or part of fire and emergency services within the municipal boundaries of Aurora, the Parties agree that all members of the Newmarket Professional Firefighters Association, or its successor, shall be guaranteed employment with one of the successor fire departments with no loss or diminution in seniority, rank, benefits, salary or any other terms and conditions of employment, and the provisions of the collective agreement with the Newmarket Professional Firefighters Association shall be binding on both Newmarket and Aurora respectively. For clarity, it is agreed that all firefighters employed by Newmarket immediately prior to January 1, 2002 will remain employed by Newmarket, all firefighters employed by Aurora immediately prior to January 1, 2002 will be employed by Aurora and all new firefighters employed by Newmarket after January 1, 2002 will be employed by either Newmarket or Aurora on such basis and subject to terms and conditions as will be negotiated by Newmarket and Aurora.

The Parties agree that any transition or implementation costs incurred to give effect to the requirements of this paragraph shall be paid by each Party in accordance with each Party's proportionate share of that year's budget.

12.6 The terms and provisions of this Section and Section 10 shall survive any termination of this Agreement.

13. Transition Costs and Prior Agreements

13.1 The Parties acknowledge that in order to ensure that this Agreement may become effective on the Effective Date, the Parties may incur costs between the date of this Agreement and the Effective Date. The Parties agree that the Consolidated Fire and Emergency Services Agreement dated May 10, 2021, shall apply to such costs until the Effective Date set out herein.

13.2 The Parties further confirm that the Consolidated Fire and Emergency Services Agreement dated November 1, 2001 was effective until 12:00 am on May 10, 2021 as it was thereafter replaced with the updated Consolidated Fire and Emergency Services Agreement dated May 10, 2021.

13.3 Any liability or cost issue which arose prior to the Effective Date shall be determined by the particular agreement in place between the Parties when such liability or cost issue arose.

13.4 All budgeting and operational decisions made under the authority of the Consolidated Fire and Emergency Services Agreement dated May 10, 2021, that by necessity extend in time past the Effective Date are incorporated and adopted as decisions made under the authority of this Agreement until such decisions expire or are otherwise amended or revised.

14. Notice

14.1 Any notice which is permitted or required pursuant to this Agreement shall be in writing and shall be served personally or by registered mail upon the Clerk of each of the Parties at the following addresses:

The Corporation of the Town of Aurora
100 John West Way, P.O. Box 1000
Aurora Ontario L4G 6J1
Attention: Clerk

Corporation of the Town of Newmarket
395 Mulock Drive, P.O. Box 328, Station Main
Newmarket, ON L3Y 4X7
Attention: Clerk

15. Severability

15.1 In the event that any covenant or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall otherwise remain in full force and effect.

16. Estoppel

16.1 No Party or Parties shall call into question, directly or indirectly, in any proceedings whatsoever in law or in equity or before any administrative tribunal, the right of the Parties or any of them to enter into this Agreement or the enforceability of any term, agreement, provision, covenant and/or condition contained in this Agreement, and this clause may be pleaded as an estoppel as against any such Party in any proceedings.

17. Successors and Assigns

This Agreement shall ensure to the benefit of and be binding upon the Parties and their respective successors and assigns.

18. Countersigning

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts shall be accepted in original or in electronic form in accordance with the provisions of the *Electronic Commerce Act, 2000*, S.O. 2000, as amended (including without limitation through DocuSign), and the Parties to this Agreement adopt any signatures received by electronic mail as original signatures of the Parties.

IN WITNESS WHEREOF each of the Parties hereto has affixed its corporate seal by the hands of its proper officers on the date inscribed on the first page of this Agreement.

SIGNED, SEALED AND EXECUTED

THE CORPORATION OF THE TOWN OF AURORA

)
)

Tom Mrakas, Mayor

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)
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)

Michael DeRond, Town
Clerk

CORPORATION OF THE TOWN OF NEWMARKET

)
)

John Taylor, Mayor

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)
)
)

Lisa Lyons, Town Clerk

SCHEDULE A

TERMS OF REFERENCE FOR THE COMMITTEE

MISSION PURPOSE AND OBJECTIVE

The Committee is charged with the responsibility of providing and administering a borderless single tier level of fire protection and prevention services throughout the entire geographic area for both the Towns of Aurora and Newmarket, in accordance with the Consolidated Fire Services Agreement, as well as the obligations contained in the Fire Protection and Prevention Act as amended and any regulations passed thereunder.

Although accountable to both the Council of the Town of Aurora and the Town of Newmarket, it is the responsibility of Committee members to make decisions which shall favour neither municipality, but will provide an equal level of service to all of the combined residents of both municipalities.

Mission Statement

Excellence in the provision of preventative and protective fire and emergency services to the communities of Aurora and Newmarket.

1. RESPONSIBILITIES OF THE COMMITTEE

The Committee shall be delegated the following responsibilities in fulfilling the mission statement:

1. Conduct planning for the provision of effective and efficient fire and emergency services, in accordance with the Consolidated Fire Services Agreement including fire suppression, fire prevention, fire safety, education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all these services, in a fiscally prudent manner within the municipalities;
2. Present & maintain a Fire & Emergency Services **Strategic** Plan to meet the community needs and provide strategic direction for approval of the Municipal Councils;
3. Recommend service levels, capital budgets, and operating budgets in accordance with the consolidated Fire Services Agreement and the approved Fire & Emergency Services **Strategic** Plan;
4. Administer the provision of fire services to the municipalities in accordance with the approved plans and budgets including the provision and use of facilities, equipment, human resources and programs;
5. Ensure that any agreements currently in effect relating to communications services and mutual aid with other municipalities are maintained and properly performed;
6. Provide regular and proactive information to the Councils of the participating municipalities on the operations of the consolidated fire services

2. ESTABLISHMENT OF COMMITTEE

The Committee shall provide and administer fire protection and preventative services for both municipalities in accordance with the Consolidated Fire Services Agreement.

Membership

The Committee shall total six (6) members, composed of three (3) members of the Municipal Council of Aurora and three (3) members of the Municipal Council of Newmarket, whose terms shall be concurrent with the term of the Councils which appointed them. Members are encouraged to serve no more than two (2) consecutive terms on the Committee to allow the opportunity for new members of the Municipal Councils to serve on the Committee.

Any member may be removed or replaced at any time by the municipality on whose behalf the member was appointed.

No compensation shall be paid to the members in respect of their service on the Committee.

In an election year no meeting of the Committee shall be convened during that period of time between the municipal election and the appointment of the newly elected Members of Council to the Committee.

The Committee shall prepare a report/minutes outlining the Committee's activities to each Municipal Council following each meeting.

Chair/Vice-Chair

The Joint Council Committee shall, by motion, appoint a Chair and Vice-Chair from its members at the beginning of the term and mid-term. At any given time the Chair and Vice-Chair shall not both be members from the same municipality and the appointments shall rotate biannually (i.e. where an Aurora member is Chair, the next Chair shall be a Newmarket member and vice versa.) Each shall serve for a two (2) year term, unless a shorter term is determined by the Committee.

Duties of the Chair

- Call the meeting to order as soon after the hour fixed for the holding of the meeting as quorum is present
- Announce the business of the Committee in the order in which it appears on the agenda
- Request for members to announce any disclosures of conflicts of interest
- Receive and submit all motions moved and seconded by a member
- Put to a vote all questions, which have been moved and seconded, or otherwise arise in the course of the proceedings and announce the results
- Decline to put to a vote any motion not in order
- Confine members engaged in debate within the rules of order
- Enforce the observance of order and decorum among members
- Name any member persisting in breach of the rules of order
- Receive all messages and other communication and announce them to the Board
- Rule on points of order
- Adjourn or suspend the meeting in the event of a grave disorder
- Designate the member who has the floor
- Have a vote in all matters of the Committee

Committee Secretariat

The Municipal Clerk of the Town of Newmarket, or their designate, shall serve as the Secretary to the Committee, and shall be present at all meetings, and shall be responsible to maintain custody of all records, minutes, agreements and any other documents associated with the Committee.

The agenda shall be prepared by the Secretary of the Committee in consultation with the Fire Chief or, in their absence, the Deputy Fire Chiefs.

Procedures

Unless otherwise provided for in these terms of reference, the Procedure By-law of the Town of Newmarket shall apply to the proceedings of the Committee.

Meetings

Committee approves a schedule of regular meetings each calendar year, which may be amended from time to time. A schedule shall be developed by the Secretariat and presented to members for their agreement. The location of meetings will be held in hybrid mode where members can participate electronically or in person at the Town of Newmarket, unless otherwise determined by the Chair.

Committee meetings may be live streamed on the Town of Newmarket's website.

Notice of meetings shall be provided by circulating the agenda to each member not less than five (5) business days prior to the meeting. Special meetings may be called with 24 hours notice by the Chair, Newmarket or Aurora CAO or by the Fire Chief or the Deputy Fire Chiefs at the Request of the Fire Chief.

Meetings conducted by the Committee shall be open to the public, subject to the following, and notice of a meeting that is closed to the public shall be provided on the agenda.

The Committee may exclude the public from all or part of a meeting where a matter to be considered includes:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

(a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or

(b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, 2001, or the investigator referred to in subsection

A meeting of the Committee may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Quorum

In order to constitute a quorum, at least two (2) members appointed by Newmarket and two (2) members appointed by Aurora shall be present at all times, and all matters shall be decided by a majority vote of the members attending, each of whom shall have one (1) vote including the Chair.

Majority

Any decision or recommendation of the Committee shall require the following:

- a) The concurring vote of a majority of the members present, and
- b) A concurring vote from at least one representative of each municipality.

A tie vote is considered **defeated**.

3. ROLE OF THE COMMITTEE

The Committee shall make recommendations in accordance with the Consolidated Fire Services Agreement with respect to the service standards namely;

- fire & emergency services **strategic plan**
- annual capital & operating budgets
- labour contracts and amendments
- fire communication services and mutual aid agreements
- purchases or contracts related to fire services

Notwithstanding the above referenced responsibilities, the Town of Newmarket shall be responsible for any negotiations and execution of agreements related to any labour relation contracts and amendments thereto.

The Committee will be responsible for coordinating the “Central York Fire Services”. The Committee shall ensure the efficient and proper delivery of Fire and Emergency Services throughout the municipal boundaries of Aurora and Newmarket in accordance with the Consolidated Fire Services Agreement and

service standards approved by the Council of both municipalities including and extending to the following:

- a) establish a program in the municipalities, which must include public education with respect to fire safety and certain components of fire prevention;
- b) establish and maintain annual fees for services schedule;
- c) engage in mutual aid relationships with adjacent Fire and Emergency Services providers in York Region;
- d) provide a tiered response to emergency events in Aurora and Newmarket;
- e) examine the feasibility of providing Fire and Emergency Services to other municipalities and the receipt of like services from other municipalities, subject to the collective bargaining agreement;
- f) meet all obligations and responsibilities of Aurora and Newmarket under the Fire Protection and Prevention Act, as amended and any regulations thereunder;
- g) consider the recommendations of the Fire Marshal concerning the operation of the Department and delivery of services to Aurora and Newmarket and report to the Municipal Council of the parties concerning these recommendations
- h) from time to time as needed, participate in the process for the recruitment of a Fire Chief;
- i) develop, with the Fire Chief, an ongoing communications process, including a quarterly report between the Department and the Municipal Councils;
- j) review departmental organization; and
- k) review such other matters as the Municipal Councils may determine.

Notwithstanding the above referenced functions, the Committee shall not interfere with any of the Fire Chief's statutory duties.

The Committee shall review and maintain a Fire and Emergency Services **Strategic** Plan that would establish and harmonize service levels throughout Aurora and Newmarket and standardize operating procedures for the Department. The Committee shall be responsible for providing at no time less than the current level of service in existence for the delivery of Fire & Emergency Services of each municipality, at the time of the effective date of this agreement.

The Committee may meet with any other municipalities that are interested, with the objective of expanding the service area of the Committee for the provision of Fire and Emergency Services beyond Aurora and Newmarket and consolidating Regional Fire and Emergency Services. Following such discussions, the Committee shall report to Aurora and Newmarket concerning the proposed amendments to this Agreement to implement such arrangements.

4. ROLE OF THE FIRE CHIEF

The Fire Chief shall act as the Department Head for the Department and shall have all of the powers and responsibilities as set out by the appointment by-laws of the participating municipalities, the job description, the Consolidated Fire Services Agreement and the *Fire Protection and Prevention Act, 1997*.

For the purposes of the Consolidated Fire & Emergency Services Agreement, the Fire Chief shall be an employee of the Town of Newmarket. Notwithstanding this, the Fire Chief shall act as the Fire Chief for both the Town of Newmarket and Town of Aurora and shall report to both Councils through the Committee for the provision of fire protection services in accordance with the standards established by CYFS. In addition to this, the Fire Chief shall also have access to the Council of the Town of Aurora for the purpose of discussing Fire & Emergency Services related issues that may impact the Town of Aurora.

5. PURCHASING AND PROCUREMENT

The purchase of equipment, materials and services for the operation of the CYFS shall be governed by the Town of Newmarket Purchasing Policies and Procedures, and the provisions of the collective bargaining agreement. The Town of Newmarket is hereby authorized to execute any documents and agreements for the **Central York Fire Services**, which have been authorized by the Committee or the Fire Chief.

The Committee shall have the authority of the “Municipal Council”, as outlined in the Town of Newmarket Purchasing Policies and Procedures, to approve expenditures for the operation of the Department, including the acquisition of capital property, equipment, rolling stock and supplies subject to the approved capital and operating budgets.

The Fire Chief shall have authority as the “Department Head” to approve expenditures for the operation of the Department, including the acquisition of equipment, rolling stock and supplies subject to the approved capital and operating budgets. Such authority shall be exercised in accordance with the spending level authority, financial controls as outlined in the Newmarket Purchasing Policies and Procedures.

6. BUDGET

The Committee, in consultation with the Fire Chief, shall prepare draft annual operating and capital budgets setting out estimated operating and capital costs and projected revenue for the Department, in accordance with the Consolidated Fire Services Agreement and the approved Fire and Emergency Services **Strategic Plan**. The estimates shall be submitted to each of the Municipal Council of Aurora and Newmarket for approval.

SCHEDULE B

STATEMENT OF FINANCIAL PRINCIPLES

FIRE/EMERGENCY SERVICES CONSOLIDATION PROJECT

Financial Principles

All financial decisions will be guided by the following principles:

General:

1. The amalgamated Fire and Emergency service will be coordinated through the Joint Council Committee with consistent service standards for the entire area.
2. Budgeted expenditures and revenues, including capital purchases, will be consolidated with each municipality bearing their share of the net costs (total expenditures less total revenue) based on the cost allocation methodology attached.
3. Any annual operating surplus or deficit will be allocated to/from a stabilization reserve account with initial funding of such stabilization fund to be borne by each municipality based on the cost allocation methodology attached.
4. Integrated fire services are expected to improve service levels and contribute toward significant cumulative savings due to:
 - Shared capital and operating resources;
 - Minimization of administrative duplication
5. **The allocation of the aggregate annual costs to be avoided through the consolidation of fire/emergency services will be blended to ensure that both municipalities realize favourable benefits.**

Capital:

6. An independent, third party will evaluate significant (over \$5,000) individual pieces of equipment as to their condition and current value prior to the merger.
7. Buildings will be owned by each municipality and not included in the significant capital assets evaluation.
8. The municipality whose capital assets (excluding buildings) are not sufficient to meet their percentage contribution to the merged services will make a capital contribution(s) at some time in the future to bring their contribution up to the defined cost allocation percentage.

Operating:

9. There will be a budget line for corporate overhead costs including:
 - Clerical and administrative support of the JCC
 - Human resources including recruitment, labour relations, etc.
 - Support of Information technology and telecommunications equipment/networks
 - Payroll
 - Legal
 - Financial including budget, audit, accounts payable and accounts receivable
10. Revenue from Building Plan review and from Ambulance Services rental of space will be forecast for each municipality and included in shared revenue.

11. Insurance of all assets except buildings will be a merged cost. Each municipality will own and insure their Fire Services buildings. All other operating costs will be treated as merged costs that will be subject to the defined cost allocation methodology.

Cost Allocation Methodology

Costs of operating the amalgamated fire service will be paid by each municipality based on the average of the following 3 calculations, equally weighted, at December 31, (and/or of each year). Payments will be made quarterly on February 15, May 15, August 15 and November 15

- Total assessment of municipality / Total assessment of both municipalities
- Total population of municipality / Total population of both municipalities
- Total calls for emergency response of municipality / Total calls for emergency response of both municipalities

SCHEDULE C

RULES OF ARBITRATION

Jurisdiction and Scope

1. The Arbitral Tribunal (as defined below) appointed under these Rules will apply the provisions of the Arbitration Act of Ontario to any Arbitration conducted under this agreement except to the extent they are modified by the express provisions of these Rules.
2. Each Party acknowledges:
 - (a) it will not apply to the Courts of Ontario or any other jurisdiction to attempt to enjoin, delay, impede or otherwise interfere with or limit the scope of the Arbitration or the powers of the Arbitral Tribunal; and
 - (b) the award of the Arbitral Tribunal will be final and conclusive and there will be no appeal; therefrom whatsoever to any court, tribunal or other authority.
3. The Arbitral Tribunal has the jurisdiction to deal with all matters relating to a Dispute including, without limitation, the jurisdiction:
 - (a) to determine any question of law, including equity;
 - (b) to determine any question of fact, including questions of good faith, dishonesty or fraud;
 - (c) to determine any question as to the Arbitral Tribunal's jurisdiction;
 - (d) to order any Party to furnish further details, whether factual or legal, of that Party's case;
 - (e) to proceed in the Arbitration notwithstanding the failure or refusal of any Party to comply with these Rules or with the Arbitral Tribunal's orders or directions, or to attend any meeting or hearing, but only after giving that Party written notice the Arbitral Tribunal intends to do so;
 - (f) to receive and take into account such written or oral evidence tendered by the Parties as the Arbitral Tribunal determines is relevant, whether or not admissible in law;
 - (g) to make one or more interim awards including, without limitation, orders to secure any amount relating to the Dispute;
 - (h) to order the Parties to produce to the Arbitral Tribunal and to each other for inspection, and to supply copies of any documents or classes of documents in their possession, power or control that the Arbitral Tribunal determines to be relevant; and
 - (i) to express awards in any currency.

Place of Arbitration

4. Unless otherwise agreed, the Arbitration will be conducted in the Regional Municipality of York in the Province of Ontario at the location determined from time to time by the Arbitral Tribunal, but the Arbitral Tribunal may meet in any other place the Arbitral Tribunal considers necessary for consultation, to hear witnesses, experts or other Parties, or for the inspection of documents, goods or other property.

Appointment of Arbitral Tribunal

5. As used in these Rules, the term "Arbitral Tribunal" means the Sole Arbitrator appointed under these Rules or the Arbitral Tribunal appointed under these Rules, as the case may be.
6. The Arbitration will be commenced by delivery of a Notice Requesting Arbitration (the "Complaint") by the Claimant to the Respondent. The Complaint must describe the nature of the Dispute.
7. The Claimant and the Respondent may agree in writing upon the appointment of a single Arbitrator who will determine the Dispute acting alone (the "Sole Arbitrator") or upon the appointment of a three (3) member Arbitral Tribunal. If within five (5) days of the giving of the Complaint, the Claimant and the Respondent do not reach agreement on the appointment of the Sole Arbitrator, and then each of the Claimant and the Respondent may appoint an Arbitrator and provide the other Party with written notice of such appointment. If one Party does not provide such written notice, then the arbitrator who has been appointed by the other Party will be the Sole Arbitrator and will constitute the Arbitral Tribunal.
8. If the Claimant and the Respondent each appoint an Arbitrator under Section 7 of these Rules, then, within five (5) days of the appointment of such Arbitrators, such Arbitrators shall choose a third Arbitrator as chair (the "Chair") and give notice to the Claimant and the Respondent of such appointment, failing which the Chair may be appointed by a Judge of the Ontario Court (General Division) on the application of either the Claimant or the Respondent, on notice to the other. Upon giving of notice by the Arbitrators of the appointment of the Chair, or the appointment by a Judge of the Chair, as the case may be, the Chair and the other Arbitrators previously appointed will constitute the Arbitral Tribunal.
9. Any decision of the Arbitral Tribunal (including, without limitation, its final award made with respect to a Dispute or with respect to any aspect of, or any matter related to, the Arbitration (including, without limitation, the procedures of the Arbitration) will be made by either the Sole Arbitrator or by a majority of the Arbitral Tribunal, as the case may be. All decisions of the Arbitral Tribunal with respect to a Dispute, except procedural decisions, will be rendered in writing, and contain a recital of the facts upon which the decision is made and the reasons.

Pre-Arbitration Meeting

10. The Parties shall meet with the Arbitral Tribunal within seven (7) days of the constitution of the Arbitral Tribunal for a pre-arbitration meeting to:
 - (a) identify the issues in dispute;
 - (b) discuss the procedure to be followed in the Arbitration;
 - (c) establish time periods for taking certain steps, including the dates, time and location of the Arbitration; and
 - (d) deal with any other matter that will assist the Parties to settle their differences and assist the Arbitration to proceed in an efficient and expeditious manner.

11. The pre-arbitration meeting may take place by conference telephone call.
12. The Arbitral Tribunal shall record any agreements or consensus' reached at the pre-arbitration meeting and shall, within three (3) days of that meeting, send a copy of that document to each of the Parties or their representative.

Conduct of the Arbitration

13. Subject to the Rules in this Schedule, the Arbitral Tribunal may conduct the Arbitration in the manner the Arbitral Tribunal considers appropriate, but each Party shall be treated fairly and shall be given full opportunity to present a case.
14. Under this Schedule, the power of the Arbitral Tribunal includes, but is not limited to:
 - a. ordering the Arbitration to be conducted by documents only, or with limited oral hearings;
 - b. controlling or refusing discovery examinations;
 - c. determining in what order issues will be dealt with;
 - d. limiting or extending the extent of document disclosure;
 - e. requiring further particulars of the claim and the issues advanced;
 - f. requiring earlier disclosure of intended witnesses and documents;
 - g. limiting the number of experts or refusing to allow expert evidence;
 - h. requiring the use of a single independent expert to deal with a particular issue or any number of issues;
 - i. requiring experts to file written reports in place of giving oral testimony;
 - j. requiring expert reports earlier in the process than required under this Schedule;
 - k. determining when and in what order experts will be heard;
 - l. setting dates, times and locations for the Arbitration'
 - m. ordering pre-arbitration meetings as required;
 - n. fixing and awarding costs, including solicitor/client costs and the costs of the Arbitration.

Exchange of Documents

15. Within fifteen (15) days of the pre-arbitration meeting, or if the Parties agree that no pre-arbitration meetings will be held, within fifteen (15) days after the Arbitral Tribunal has been constituted, the Claimant shall send a written statement to the Respondent and the Arbitral Tribunal outlining the facts supporting the claim of the Claimant, the points at issue, and the relief or remedy sought.
16. Within fifteen (15) days after the Respondent receives the Claimant's statement, the Respondent shall send a written statement to the Claimant and the Arbitral Tribunal outlining the Respondent's defence, the facts supporting the defence, the Defendant's positions on the points at issue and the relief or remedy sought, and a written statement of the Respondent's counterclaim, if any.
17. The Respondent, by counterclaims, shall send a written statement to the Claimant and the Arbitral Tribunal outlining the Respondent's defence to the counterclaim within fifteen (15) days after the Respondent receives the counterclaim.

18. Each Party shall submit with the Party's statement a list of the documents upon which the Party intends to rely and the list of documents shall describe each document by specifying its document type, date, author, recipient and subject matter.

Amendment of or Supplemental Claim

19. The Arbitral Tribunal may, on application of a Party or on the Arbitral Tribunal's own motion, order a Party to produce any documents the Arbitral Tribunal considers relevant to the Arbitration within a time the Arbitral Tribunal specifies and, where such an order is made, the other Party may inspect those documents and make copies of them.

Production of Documents

20. The Arbitral Tribunal may, on application of a Party or on the Arbitral Tribunal's own motion, order a Party to produce any documents the Arbitral Tribunal considers relevant to the Arbitration within a time the Arbitral Tribunal specifies and, where such an order is made, the other Party may inspect those documents and make a copies of them.
21. Each Party shall make available to the other for inspection and copying any documents upon which the Party intends to rely.

Agreed Statement of Facts

22. The Parties shall, within a period of time specified by the Arbitral Tribunal identify those facts, if any, which are not a dispute and submit to the Arbitral Tribunal an agreed statement of facts.

Arbitration Hearings

23. The Arbitral Tribunal shall set the dates for any oral hearings or meetings and shall give at least seven (7) days written notice of such hearings or meetings to the Parties.

All oral hearings and meetings shall be held in private and all written documentation shall be kept confidential by the Arbitral Tribunal and the Parties and not disclosed to any other person, except by the consent of all Parties.

Evidence

24. Each Party shall prove the facts relied upon to support the Party's claim or defence.
25. If a Party is presenting evidence through a witness, the Party shall, no later than seven (7) days before the commencement of the oral hearing, advise the Arbitral Tribunal and the other Party of the name and address of the witness and provide a brief summary of the evidence to be given by the witness.
26. The written statement of an expert shall be given to the other Party and the Arbitral Tribunal at least fourteen (14) days before the commencement of the oral hearing.
27. The Arbitral Tribunal shall be the sole judge of the relevance and materiality of the evidence offered and the Arbitral Tribunal is not required to apply the legal rules of evidence.
28. All oral evidence shall be taken in the presence of the Arbitral Tribunal and all the Parties, except where any of the Parties is absent, in default or has waived the right to be present.
29. The Parties shall prepare books containing all of the documents to be introduced at the oral hearing and shall submit those books to the other Party and to the

Arbitral Tribunal no later than fourteen (14) days before the commencement of the oral hearing.

30. The Parties are deemed to have consented to the authenticity of all documents contained in the document books, unless the **P**arty gives notice of objection within seven (7) days of the oral hearing to the other **P**arty and the Arbitral Tribunal.
31. The Arbitral Tribunal may allow a **P**arty to introduce into evidence at the oral hearing a document which was not disclosed or submitted at least fourteen (14) days before the commencement of the hearing, but the Arbitral Tribunal may take that failure into account at the time the Arbitral Tribunal fixes any costs.

Examination of Parties

32. At an oral hearing, the Arbitral Tribunal may order a **P**arty, or a person claiming through a **P**arty, to submit to being examined by the Arbitral Tribunal under oath and to submit all the documents that the Arbitral Tribunal requires.

Witnesses

33. The Arbitral Tribunal may determine the manner in which witnesses are to be examined and may require a witness, other than a **P**arty or the **P**arty's representative, to leave the oral hearing during the testimony of another witness.
34. Where the Arbitral Tribunal allows the evidence of a witness to be presented by a written statement, the other **P**arty may require that the witness be present at an oral hearing for cross-examination.
35. The Arbitral Tribunal may call a witness on the motion of the Arbitral Tribunal, but where the Arbitral Tribunal calls a witness, the Parties have the right to cross-examine that witness and call evidence in rebuttal.

Experts

36. The Arbitral Tribunal may appoint one or more experts to report on specific issues to be determined by the Arbitral Tribunal and may require a **P**arty to give the expert any relevant information or the produce, or to provide access to, any relevant documents, goods or other property for inspection by the expert.
37. The Arbitral Tribunal shall communicate the expert's terms of reference to the Parties.
38. Any dispute between a **P**arty and an expert as to the relevance of the required information or the production of the information shall be referred to the Arbitral Tribunal for decision.
39. Upon receipt of the expert's report, the Arbitral Tribunal shall inform the Parties of the contents of the report and the Parties shall be given an opportunity to express, in writing, their opinion on the report.
40. The expert shall, at the request of a **P**arty, make available to that **P**arty for inspection all documents, goods or other property in the expert's possession which the expert was provided with in order to prepare the expert's report and the expert shall provide that **P**arty with a list of all documents, goods or other property not in the expert's possession but with which the expert was provided in order to prepare the expert's report, and a description and location of those documents, goods or other property.
41. If a **P**arty requests or if the Arbitral Tribunal considers it necessary, the expert shall, after delivery of the expert's written or oral report, be present at an oral hearing where the Parties will have the opportunity to cross-examine the expert and call evidence in rebuttal.

Default of Party

42. Where a Claimant, without sufficient cause, and after five (5) days written notice from the Arbitral Tribunal, fails to communicate the Claimant's statement of claim within the required time, the Arbitral Tribunal may terminate the Arbitral Tribunal with respect to that claim.
43. Where the Respondent, without sufficient cause and after five (5) days written notice from the Arbitral Tribunal, fails to communicate the Respondent's statement of defence within the required time, the Arbitral Tribunal shall continue the Arbitration. An award shall not be made solely on the default of the Respondent. The Arbitral Tribunal shall require the Claimant to submit such evidence as the Arbitral Tribunal may require for the making of the award.
44. Where a Party, without sufficient cause, fails to appear at an oral hearing or fails to produce documentary evidence, the Arbitral Tribunal may continue the Arbitration and the Arbitral Tribunal shall make an award based upon the evidence before the Arbitral Tribunal.
45. Where a Party, without sufficient cause, fails to comply with any order or direction of the Arbitral Tribunal or any requirement under the Arbitrations Act or this Schedule, the Arbitral Tribunal may grant such relief as the Arbitral Tribunal deems appropriate, including costs.

General Powers of Arbitral Tribunal

46. The Arbitral Tribunal may:
 - (a) order an adjournment of the proceedings from time to time;
 - (b) make an interim order on any matter with respect to which the Arbitral Tribunal may make a final order; including an interim order for the preservation of property which is the subject matter of the dispute;
 - (c) order "on site" inspection of documents, exhibits or other property;
 - (d) at any time extend or abridge a period of time required in this Schedule or fixed or determined by the Arbitral Tribunal where the Arbitral Tribunal considers it just and appropriate in the circumstances.

Representation

47. The Parties may be represented or assisted by any person during Arbitration.
48. Where a Party intends to be represented or assisted by a lawyer, the Parties shall, in writing, advise the other Party of the lawyer's name and the capacity in which the lawyer is acting, at least five (5) days before any scheduled meeting or hearing.

Award of Arbitral Tribunal

49. Unless the Parties otherwise agree, the award of the Arbitral Tribunal must be made within ninety (90) days of the first Arbitral Tribunal meeting.
50. The award of the Arbitral Tribunal will be rendered in writing and will contain a recital of the facts upon which the award is made and the reasons.
51. In the event the award of the Arbitral Tribunal includes a requirement for payment of a sum of money by one Party to the other, it shall include a determination of the date by which such payment shall be made.

Miscellaneous

52. The language of the Arbitration will be English.

53. Nothing contained in these rules prohibits a Party from making an offer of settlement during the course of the Arbitration.
54. The award of the Arbitral Tribunal shall include a determination of the allocation between the Parties of the costs of the Arbitration. In determining the allocation between the Parties of the costs of the Arbitration, including the professional fees of the Arbitral Tribunal and the administrative costs associated with the Arbitration, the Arbitral Tribunal may invite submissions as to costs and may consider, among other things, an offer of settlement made by a Party to the other Party prior to or during the course of the Arbitration. Unless otherwise directed by the Arbitral Tribunal, all costs of the Arbitral Tribunal will be paid equally by the Claimant and the Respondent.

SCHEDULE D

FIRE AND EMERGENCY SERVICES STRATEGIC PLAN

**Please visit Central York Fire Services
website for details of the plan**

<http://www.cyfs.ca/about-us/pages/master-fire-plan.aspx>



Town of Newmarket Extract
Central York Fire Services - Joint Council Committee

Title: Housekeeping Amendments to the Consolidated Fire Agreement
Date: Tuesday, March 4, 2025

Moved by: Councillor Gilliland, Town of Aurora
Seconded by: Councillor Simon, Town of Newmarket

1. That the report entitled Housekeeping Amendments to the Consolidated Fire Agreement dated March 4, 2025 be received; and,
2. That the Joint Council Committee recommend the amendments to the Consolidated Fire Services Agreement to the Town Councils of Aurora and Newmarket; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution

Carried



Town of Newmarket

Minutes

Accessibility Advisory Committee

Date: Thursday, November 21, 2024
Time: 10:30 AM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

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

Members Absent: Kelly Broome

Staff Present: V. Kendra, Supervisor, Programs, Recreation and Culture Services
E. Thomas-Hopkins, Legislative Coordinator

Guests: Jennifer Baker, Fire and Life Safety Coordinator, Central York Fire Service Services
Natalie Kedzierski, Deputy Chief, York Region Paramedic 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

None.

3. Conflict of Interest Declarations

None.

4. Presentations & Deputations

4.1 Fire Safety and Accessibility

Jennifer Baker, Fire and Life Safety Educator, Central York Fire Services provided a presentation regarding Fire Safety and Accessibility including public education, locations of fire stations in Central York, accessibility, public education events, fire prevention, fire suppression, communications, accommodations request, translation services, fire drills, home visits and public education scheduling.

Committee Members queried the presenter regarding procedures for public spaces, community buildings, fire drills, and training for staff.

Moved by: Kathleen Kedzierski

Seconded by: Huma Tahir

1. That the presentation provided by Jennifer Baker, Fire and Life Safety Educator, Central York Fire Services regarding Fire Safety and Accessibility be received.

Carried

4.2 Emergency Medical Services and Accessibility

Natalie Kedzierski, Deputy Chief, York Region Paramedic Services provided a presentation regarding Emergency Medical Services and Accessibility including updating the current policy regarding transporting of assistive devices, best practices through an environmental scan of other Paramedic Services, ambulance storage options, conditions for transporting assistive devices, partnering with Mobility On-Request Services, implementing best practices, and continuing the draft policy update.

Committee Members queried the presenter regarding procedures for transporting service animals, Mobility On-Request services, hospital

procedures, support individuals, and a registry of those who live alone using assistive devices.

Moved by: Huma Tahir

Seconded by: Jeffrey Fabian

1. That the presentation provided by Natalie Kedzierski, Deputy Chief, York Region Paramedic Services regarding Emergency Medical Services and Accessibility be received.

Carried

5. Approval of Minutes

5.1 Accessibility Advisory Committee meeting minutes of September 19, 2024

Moved by: Bev Moffatt

Seconded by: Kathleen Kedzierski

1. That the Accessibility Advisory Committee meeting minutes of September 19, 2024 be approved.

Carried

6. Items

6.1 Accessibility Advisory Committee Accomplishments 2023-24

The Legislative Coordinator provided a verbal update regarding Accessibility Advisory Committee Accomplishments 2023-24 including background and various accomplishments during that time.

Moved by: Mitsy Jones-Bailey

Seconded by: Jeffrey Fabian

1. That the Accessibility Advisory Committee Accomplishments 2023-24 be approved as amended.

6.2 Committee Checklist

The Committee reviewed the current checklist and did not make any changes or additions.

6.3 Accessibility for Ontarians with Disabilities Act Training

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

7. New Business

7.1 Accessible Parking on Main Street

Steve Foglia discussed the request for an additional accessible parking spot on Main Street and asked for an update from Staff.

7.2 Van Accessible Signage

Steve Foglia discussed van accessible signage in other municipalities, the increased enforceable fine and forwarding to Staff for their consideration.

7.3 Upper Canada Mall Universal Washroom

Steve Foglia advised that he is working with the Communications Department and Upper Canada Mall to create an educational piece on the universal washroom and celebrate the 5th year anniversary of the opening of the washroom.

7.4 Postmark Hotel

Steve Foglia discussed visiting the Postmark Hotel to review accessible features.

7.5 Caledon Community Centre

Kathleen Kedzierski discussed her recent visit to the Caledon Community Centre including the doors to the facility and accessible features.

8. Adjournment

Moved by: Jeffrey Fabian

Seconded by: Huma Tahir

1. That the meeting be adjourned at 11:46 AM.

Carried

Steven Foglia, Chair

Date



Town of Newmarket

Minutes

Accessibility Advisory Committee

Date: Thursday, November 28, 2024
Time: 1:00 PM
Location: York Region Administration Building
17150 Yonge Street
Newmarket, ON
L3Y 8V3

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

Members Absent: Kelly Broome

Staff Present: E. Thomas-Hopkins, Legislative Coordinator

Guests: Kim Bacani-Angus, Lead, Accessibility, York Region
Tracy Kirkwood, Supervisor, Project Management Office, York Region
Brandon Wu, IDEA Policy and Initiatives

The meeting was called to order at 1:06 PM. Steve Foglia in the Chair.

1. Notice

Steve Foglia advised that this meeting will be held in person only and that the purpose of the meeting is for the Committee to learn about the York Region Administrative Building and the use of accessible features within the building. Steve Foglia advised that meeting participants will be touring the York Region

Administration Building for the duration of the meeting and that this special meeting is scheduled until approximately 3:00 PM.

2. Conflict of Interest Declarations

None.

3. Items

3.1 Tour of the York Region Administrative Building

Committee Members toured the York Region Administrative Building at 17150 Yonge Street. Committee Members learned from Staff about the construction of the building, consultation regarding accessibility needs, consultation with the York Region Accessibility Advisory Committee, incorporating accessible features into the design of the building, universal washrooms, signage, hearing assisted resources, wayfinding, the use of tactile plates and accessible features in court rooms.

4. Adjournment

Moved by: Kathleen Kedzierski

Seconded by: Huma Tahir

1. That the meeting be adjourned at 2:09 PM.

Carried

Steven Foglia, Chair

Date



Town of Newmarket

Minutes

Newmarket Dismantling Anti-Black Racism Task Force

Date: Wednesday, December 11, 2024
Time: 6:00 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Jerisha Grant-Hall
Claudine Gayle
Mark Holmes
Bolanle Ajiboye
Zana Palomino
Maxine Gordon Palomino
Simone McKenzie (6:17 PM to 7:36 PM)
Jeremiah Leslie Serieux

Staff Present: M. Ferrell, Equity, Diversity and Inclusion Specialist
S. Granat, Legislative Coordinator

The meeting was called to order at 6:00 PM.
Jerisha Grant-Hall in the Chair

1. Notice

Jerisha Grant-Hall stated that members of the public can view this meeting on the live stream available at newmarket.ca/meetings or attend in person at the Council Chambers at 395 Mulock Drive.

2. Additions & Corrections

None.

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Dismantling Anti-Black Racism Advisory Committee meeting minutes of September 11, 2024

Moved by: Jeremiah Leslie Serieux

Seconded by: Maxine Gordon Palomino

1. That the Dismantling Anti-Black Racism Advisory Committee meeting minutes of September 11, 2024 be approved.

Carried

5. Presentations & Recognitions

5.1 Dismantling Anti-Black Racism Advisory Committee - December Update

The Equity, Diversity, and Inclusion Specialist provided a presentation regarding the Dismantling Anti-Black Racism Advisory Committee - December Update including progress update September to December from the Communications, Economic Development, Legislative and Planning Services Departments as well as Central York Fire Services and the Newmarket Library.

Members of the Advisory Committee discussed liaising with Central York Fire Services, face-to-face meetings with community groups, Newmarket Library initiatives to feature Black and Caribbean authors, the Ancestral Voices We Belong program, communications by word of mouth, a newsletter and other ways, acknowledging NACCA's efforts and leadership as well as opportunities for partnerships.

Members of the Advisory Committee queried the presenter regarding the metric for Black authors in the Newmarket Public Library, who will be engaged as part of the Official Plan community engagement, Northern six partners, status of outreach to Black owned businesses, Economic Development communications with Black businesses, the status and progress with Equity, Diversity, and Inclusion training, how to capture Black owned businesses, engagement with Black owned businesses, Anti-

Black Racism training, follow up and measurement of Dismantling Anti-Black Racism training, Black firefighters in Central York Fire Services, manifestation of progress of Dismantling Anti-Black Racism, Town's accountability challenge, call for proposals for Dismantling Anti-Black Racism Training, Sankofa training centres, the request for proposals process, Human Resources hiring practices, barriers for racialized individuals, the composition of individuals who are being trained, whether training is mandatory, frequency of training, and accountability.

Moved by: Mark Holmes

Seconded by: Bolanle Ajiboye

1. That the presentation provided by Marsaydees Ferrell, Equity, Diversity, and Inclusion Specialist regarding the Dismantling Anti-Black Racism Advisory Committee - December Update be received.

Carried

5.2 Dismantling Anti-Black Racism Advisory Committee Accomplishments 2024

The Legislative Coordinator provided introductory remarks regarding the Dismantling Anti-Black Racism Advisory Committee Accomplishments 2024 including, purpose, background, and discussion.

Moved by: Simone McKenzie

Seconded by: Claudine Gayle

1. That the Dismantling Anti-Black Racism Advisory Committee Accomplishments 2024 be approved.

Carried

6. Other Business

6.1 Dismantling Anti-Black Racism Implementation Plan Updates

Moved by: Mark Holmes

Seconded by: Maxine Gordon Palomino

1. That the Dismantling Anti-Black Racism Advisory Committee Implementation Plan Updates be received.

Carried

7. New Business

None.

8. Closed Session (if required)

The Dismantling Anti-Black Racism Advisory Committee did not resolve into Closed Session.

9. Adjournment

1. That the meeting be adjourned at 7:36 PM.

Jerisha Grant-Hall, Chair

Date



Newmarket Public Library Board

Minutes

Date: Wednesday, February 19, 2025
Time: 5:30 PM

Members Present: Darryl Gray
Kelly Broome
Victor Woodhouse
Trevor Morrison
Neila Poscente
Beth Stevenson

Members Absent: Rex Taylor

Staff Present: Tracy Munusami, CEO
Lianne Bond, Administrative Coordinator
David di Giovanni, Manager, Programs and Community Engagement
Jennifer Leveridge, Manager, Collections and Customer Experience
Biagio Rachiele, Manager, Library Operations

1. Location of Meeting

Newmarket Magna Centre, 800 Mulock Drive, Newmarket L3Y 931, Boardroom #1.

2. Call to Order

The Chair called the meeting to order at 6 pm.

3. Adoption of Agenda Items

3.1 Adoption of the Regular Agenda

3.2 Adoption of the Closed Session Agenda

3.3 Adoption of the Consent Agenda Items

Motion 25-02-141

Moved by Trevor Morrison

Seconded by Beth Stevenson

That agenda items 3.1 to 3.3 be adopted as presented

Carried

4. Declarations

None were declared.

5. Presentation - Newmarket Library Outreach Strategy 2025-2026

The Manager, Community Engagement and Programs presented the Library's Outreach strategy plan. The Outreach Team has identified the strategic priorities and goals that will centre the library as a community resource and act as a bridge between residents and the library system.

Motion 25-02-142

Moved by Neila Poscente

Seconded by Beth Stevenson

That the Library Board receive the presentation on Newmarket Library Outreach Strategy 2025-2026 as presented.

Carried

6. Consent Agenda Items

6.1 Adoption of the Regular Board meeting minutes for Wednesday, January 15, 2025

6.2 Strategic Operations Report for January, 2025

Motion 25-02-143

Moved by Kelly Broome

Seconded by Beth Stevenson

That Consent Agenda items 6.1 to 6.2 be approved and adopted as presented.

Carried

7. Policies

7.1 Information Services

Revisions to the Information Services Policy improves accessibility and equitable access to information.

7.2 Sponsorship and Advertising

The Sponsorship policy was reviewed with minimal changes. A Sponsorship Agreement Schedule A has been added to the policy.

Motion 25-02-144

Moved by Beth Stevenson

Seconded by Victor Woodhouse

That the Library Board approve the Information Services Policy and Sponsorship and Advertising Policy as presented.

Carried

8. Reports

There were no reports.

9. Business Arising

9.1 Library Board Action List

Fundraising Committee members updated the Library Board on Item 9 and the plans for the upcoming author event on March 7th at Old Town Hall.

Motion 25-02-145

Moved by Trevor Morrison

Seconded by Kelly Broome

That the Library Board receive the Action List as presented.

Carried

10. New Business

There was no new business.

11. Closed Session (if required)

12. Dates of Future Meetings

12.1 Library Board Workshop Wednesday, March 19, 2025 at 5:30 pm, Library Board meeting

12.2 The next regular Library Board meeting is scheduled for Wednesday, April 16, 2025 at 5:30 pm., Library Board room

13. Adjournment

Motion 25-02-146

Moved by Victor Woodhouse

Seconded by Kelly Broome

That there being no further business the meeting adjourned at 7:00 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Wednesday, February 26, 2025

Time: 7:00 PM

Location: Elman W. Campbell Museum
134 Main Street South
Newmarket, ON

Members Present: Jackie Playter, Chair
Ron Atkins
Billie Locke
Alexis Gada
Nancy Fish
Councillor Woodhouse
Krista Rauchenstein

Members Absent: Dan MacPherson

Staff Present: S. Granat, Legislative Coordinator
J. Charpentier, Curatorial Assistant

The meeting was called to order at 7:00 PM.

Jackie Playter in the Chair.

1. Notice

Jackie Playter advised that members of the public can attend the meeting in person only at 134 Main Street South.

2. Additions & Corrections to the Agenda

The Legislative Coordinator noted that Sarah Ernst, Supervisor Culture Services would speak to item 5.1 - Strategic Planning.

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Elman W. Campbell Meeting Minutes of January 22, 2025

Moved by: Billie Locke

Seconded by: Nancy Fish

1. That the Elman W. Campbell Meeting Minutes of January 22, 2025 be approved.

Carried

5. Items

5.1 Strategic Planning

The Supervisor Culture Services spoke to Strategic Planning including branding, mission and values statements, core values, Town branding strategy, and a branding exercise.

Board Members discussed the branding exercise, imagining the impact a different brand would have on the Museum, how Board Members see the Museum, outreach to the community, current brand, museum building and location, collaboration with schools, visibility, a connection point to the community, safe and fun place for children, partnerships with local businesses, and next steps.

5.2 Elman W. Campbell Museum Monthly Report

The Supervisor Culture Services and the Curatorial Assistant provided a verbal summary regarding the Elman W. Campbell Museum Monthly Report including a staffing and recruitment update.

Board Members queried staff regarding the Office Specialty Exhibit Proposal.

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the report entitled Museum Monthly Report dated February 26, 2025, be received for information.

Carried

5.3 Museum Reserve and Elman Campbell Reserve Accounts

Jackie Playter provided a verbal summary of the Museum Reserve and Elman Campbell Reserve Accounts.

Board Members queried staff regarding the Museum Reserve and the Exhibit Reserve fund and roof repair.

Moved by: Councillor Woodhouse

Seconded by: Nancy Fish

1. That the Museum Reserve and Elman Campbell Reserve Accounts be received.

Carried

5.4 Friends of the Museum Report

Billie Locke spoke to the Friends of the Museum Report including the suspension of activity, a potential future museum exhibit about the Friends of the Museum and removal of this standing item.

Board members thanked the Friends of the Museum.

6. Closed Session

The Elman W. Campbell Museum Board did not enter Closed Session.

7. New Business

7.1 Accessible Parking Spot

Ron Atkins spoke to Accessible Parking Spot including a potential location.

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board recommend an accessible parking spot out front of the Museum that is safe and convenient, including a location immediately opposite the entry of the Museum (approximately 135 Main Street South).

Carried

7.2 Another Space for the Museum

Ron Atkins spoke to Another Space for the Museum including potentially striking a sub-committee.

Members of the Board discussed engaging first in the branding exercise, considerations for potential alternative locations, and the need for a new space.

7.3 New Board Member

The Legislative Coordinator provided a New Board Member Update regarding Elaine Adam being appointed to the Elman W. Campbell Museum Board as the representative from the Newmarket Heritage Advisory Committee.

8. Adjournment

Moved by: Billie Locke

Seconded by: Ron Atkins

That the meeting be adjourned at 8:19 PM.

Carried

Jackie Playter, Chair

Date