



Town of Newmarket **AGENDA**

Committee of the Whole

Monday, October 16, 2017 at 1:30 PM

Council Chambers

Additions & Corrections to the Agenda

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

Declarations of Pecuniary Interest

Presentations & Recognitions

1. 2018 Preliminary Draft Operating and Capital Budgets Presentation

Note: Presentation to be distributed with the addendum agenda. **See Item 15.**

Deputations

Consent Items

2. 2018 Preliminary Draft Operating and Capital Budgets

Financial Services
October 16, 2017

Note: Report to be distributed with the addendum agenda. **See Item 16.**

3. Property Tax Rebate Program for Vacant Commercial or Industrial Units

Financial Services Department
October 16, 2017

Page 1

1. That Corporate Services Report – Financial Services 2017-43 dated October 16, 2017 regarding the existing property tax rebate program for commercial or industrial units be received and the following recommendations be adopted:

a. That Council endorse the phase-out of the Vacant Unit Property Tax Rebate program effective for tax year 2018; and,

b. That the Regional Municipality of York accepts this endorsement and proceeds to advise the Province of Ontario accordingly.

4. Public Tree Protection By-law

Planning and Building Services

Page 10

October 16, 2017.

1. That Development and Infrastructure Services – Planning & Building Services and Public Works Services Joint Report 2017-41 dated October 16, 2017 regarding Public Tree Protection By-law be received and the following recommendation be adopted:

a. That Council adopt By-law 2017-59 prohibiting and regulating the injury, removal, or destruction of trees on town-owned lands.

5. Intensification in Stable Residential Areas – Best Practices

Page 27

Planning and Building Services
October 16, 2017

1. That Development and Infrastructure Services/Planning and Building Services Report 2017-40 dated October 16, 2017 regarding intensification in stable residential areas be received and the following recommendation be adopted:

a. That Council direct staff to organize a council workshop to provide further detailed information on each of the options presented in this report including but not limited to associated costs, resources necessary and impacts to customers.

6. Newmarket GO Station – Draft Mobility Hub Station Area Plan

Page 39

Planning and Building Services
October 16, 2017

Note: **See Item 17 for Presentation.**

1. That Development and Infrastructure Services/Planning & Building Services Report 2017-39 dated October 16, 2017 regarding the Newmarket GO Station – Draft Mobility Hub Station Area Plan be received and the following recommendation be adopted:

a. That Council direct staff to submit Report 2017-39 to Metrolinx as the Town of Newmarket's comments on the Newmarket GO Station – Draft Mobility Hub Station Area Plan.

7. Town-wide Traffic Mitigation Strategy 2017 – Timing

Engineering Services
October 16, 2017

Note: Report to be distributed with the addendum agenda. **See Item 18.**

8. Use of Corporate Resources during an Election Year Policy and Updates to the Election Process

Page 50

Legislative Services
October 16, 2017

1. That Corporate Services – Legislative Services Report 2017-19 dated October 16, 2017 entitled “Use of Corporate Resources during an Election Year Policy and Updates to the Election Process” be received; and,
2. That Council adopt the proposed amended “Use of Corporate Resources during an Election Year Policy” (attached as Appendix A).

9. N6 Initiative – Animal Shelter Services – Memorandum of Understanding
Legislative Services
October 16, 2017

Page 63

1. That Corporate Services Report – Legislative Services – 2017-17 dated October 16, 2017 entitled “ N6 Initiative – Animal Shelter Services – Memorandum of Understanding” be received; and,
2. That the Mayor and Town Clerk be authorized to execute a Memorandum of Understanding with the Towns of Aurora, East Gwillimbury and Georgina for the provision of Animal Shelter Services for a five year term with an optional one year extension.

10. Main Street District Business Improvement Area Board of Management Meeting Minutes of July 18, 2017

Page 67

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of July 18, 2017 be received.

11. Newmarket Accessibility Advisory Committee Meeting Minutes of June 22, 2017

Page 70

1. That the Newmarket Accessibility Advisory Committee Meeting Minutes of June 22, 2017 be received.

12. Central York Fire Services – Joint Council Committee Meeting Minutes of May 16, 2017

Page 75

1. That Central York Fire Services – Joint Council Committee Meeting Minutes of May 16, 2017 be received.

13. Outstanding Matters List

Page 81

1. That the outstanding matters list be received.

Action Items

Reports by Regional Representatives

Notices of Motion

Motions

New Business

Closed Session

14. Development & Infrastructure Services (Planning & Building Services) Closed

Session Report 2017-35 regarding a property in Ward 3.

[Proposed acquisition or disposition of land by the municipality, as per Section 239 (2) (c) of the Municipal Act, 2001]

October 16, 2017

Public Hearing Matters (None)

Addendum (Additions and Corrections)

15. Preliminary Draft Operating and Capital Budgets Presentation

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Financial Services/Corporate Communications

October 16, 2017

Note: This Item is related to Item 1.

16. 2018 Preliminary Draft Operating and Capital Budgets

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Financial Services

October 16, 2017

Note: This item is related to Item 2.

1. That Corporate Services Report – Financial Services 2017-46 dated October 12, 2017 regarding 2018 Preliminary Draft Operating and Capital Budgets be received and that this report and the presentation be made available for public comment.

17. Draft Mobility Hub Study Presentation

Page 146

Planning and Building Services

October 16, 2017

Note: This Item is related to item 6.

18. Town Wide Traffic Mitigation Strategy 2017 – Timing

Page 158

Engineering Services

October 16, 2017

Note: This item is related to Item 7.

1. That Development and Infrastructure Services Report – ES 2017-32, dated October 2, 2017, entitled “Town-wide Traffic Mitigation Strategy 2017 - Timing” be received and the following recommendations be adopted:

a. That the final report be brought back to Council by early Quarter 3 2018; and,

b. That staff continue to expedite the process to provide the report sooner, if possible; and,

c. That all current road safety, speed management and traffic calming programs that are currently underway, and are in accordance with the principles set out in “Appendix A” (draft strategy) from Development and Infrastructure Services Report ES 2017-29 (Town-wide Traffic Mitigation Strategy 2017), continue as planned throughout the consultation period and until the final strategy document is approved by Council, at which time the programs will be reviewed to plan their conformance with the new approved strategy.

19. Proclamation Request – October 2017 – Pregnancy and Infant Loss Month

Page 163

1. That the proclamation request be received; and,
2. That the Town of Newmarket proclaim October 2017 as “Pregnancy and Infant Loss Month”; and,
3. That the proclamation be advertised in the Town Page and on the Town’s website; and,
4. That Riverwalk Commons be lit in Purple on October 25, 2017.

Adjournment



1

CORPORATE SERVICES COMMISSION
Financial Services

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

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

October 16, 2017

CORPORATE SERVICES REPORT – FINANCIAL SERVICES 2017- 43

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: Property Tax Rebate Program for Vacant Commercial or Industrial Units

ORIGIN: Supervisor, Property Tax & Assessment

Recommendations:

1. That Corporate Services Report – Financial Services 2017-43 dated October 16, 2017 regarding the existing property tax rebate program for commercial or industrial units be received and the following recommendations be adopted:
 - a. That Council endorse the phase-out of the Vacant Unit Property Tax Rebate program effective for tax year 2018; and,
 - b. That the Regional Municipality of York accepts this endorsement and proceeds to advise the Province of Ontario accordingly.

COMMENTS:

Purpose

To provide direction to the Regional Municipality of York to advise the Province of Ontario that the Town of Newmarket wishes to exercise the option provided to municipalities in January of this year to eliminate the current program of providing property tax rebates to vacant business properties.

Budget Impact

The Town will realize a reduction in the provision for tax adjustments of approximately \$113,000 per year, every year starting in 2019.

Summary

Council approval of this report will allow the Regional Municipality of York to move ahead with the Province of Ontario to secure the necessary regulations to eliminate the program effective for the 2018 tax year.

In February of this year, staff provided Council with Corporate Services Report 2017-08 (copy attached) explaining the current program and the options being provided by the Province. The following points summarize that report:

- The program was introduced in 1998 in order to mitigate the transition of the former Business Occupancy Tax from the occupant of a unit over to the property owner.
- The current program is administered by Town staff based on an annual application.
- The current rebate is based on 30% of the taxes levied on commercial space and 35% of the taxes levied on industrial space.
- The average annual cost of the program over the last five years, for the Town is \$113,000. The average annual cost of the program for the Regional Municipality of York, for Newmarket properties, is only \$122,000
- In response to stakeholder requests the Province provided municipalities with the flexibility to implement changes, through regulation under the following circumstances:
 - following engagement of the local business community
 - reaching a consensus with all the lower tier municipalities within a Region including York.

Note: The Province also provided flexibility to eliminate or modify the subclass that captures vacant land and provides a reduced tax rate as well; however both local municipal and regional staff has opted to defer that consideration at this time.

Based on the above report, Newmarket Council endorsed in principle the elimination of the current vacant unit property tax rebate program and directed staff to complete the business consultation, participate in the ongoing discussions with the Regional Municipality of York and area municipal finance staff and requested that staff report back on a final recommendation to the Regional Municipality of York.

Analysis and Options

Consultation was undertaken with the business communities through four public meetings and an online survey, over the course of three months as follows:

| | Host | Dates |
|----------------|-----------------------|---------------|
| Northern Six | Town of Newmarket | May 30, 2017 |
| Southern Three | City of Vaughan | June 22, 2017 |
| | City of Markham | June 26, 2017 |
| | Town of Richmond Hill | July 13, 2017 |

- Total number of attendees at local business consultation meetings: **28**
- Total number of survey respondents: **81**
- The total number of commercial and industrial businesses in York Region are **25,274**

The result of the online surveys, shown below, is that residential property tax payers were the most vocal in their opinion that the program should be eliminated. This result is not surprising as the residential class bears most of the cost of the program and there are no benefits to seeing vacant business space in their communities.

| | Businesses | Residents | Other* | Total Count |
|---------------------------------|------------|-----------|--------|-------------|
| Eliminate program | 3 | 27 | 0 | 30 |
| Keep program as is | 28 | 1 | 3 | 32 |
| Keep rebate; modify program | 6 | 9 | 2 | 17 |
| Other** | 0 | 2 | 0 | 2 |
| Total | 37 | 39 | 5 | 81 |
| Total Percentage of Respondents | 46% | 48% | 6% | 100% |

*Note: representatives from the Chamber of Commerce, tax agents/consultants

**Note: no comments were provided

***Results are from the online survey only

SUMMARY

Finance staff is recommending that Newmarket support the phase-out of the program by accepting applications in 2018 for the final time. This will allow time for staff to advise those businesses applying for the 2017 tax year (applications are received and processed in early 2018) that it will be the final year, and not burden any businesses that may have budgeted for the rebate for 2017.

The primary reasons for the recommendation are:

1. This is a business benefit that is funded primarily by the residential class.
2. This is not a benefit that is provided to any other classes of property such as residential or multi-residential.
3. It was a transitional program that has long overstayed its usefulness (almost 20 years).
4. Vacancy is provided for in the assessment value for business properties. Properties assessed on their income are reduced when income lowers and properties assessed on the cost methodology are provided with vacancy adjustments. This in essence makes this program a 'double dip'.

5. The elimination of the rebate should not negatively affect economic development because newly constructed commercial and industrial properties already enjoy the benefit of either a reduced tax rate (30% for commercial and 35% for industrial) or a reduced assessment value until they are fully occupied for the first time. Further, all the area municipalities in York and many others in the Province will also be eliminating the rebate.
6. The program may actually discourage the leasing of some vacant properties, which can be detrimental to other business in close proximity.
7. The program may encourage the purchase and holding of vacant business properties for equity gains only.
8. As of early September 2017, 29 municipalities have applied to the Province with most requesting the program be completely eliminated within 1-2 years.
9. Within York Region, both Aurora and Whitchurch-Stouffville have already passed resolutions supporting elimination of the program.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

As noted above, consultation has taken place with the business community, the Chamber of Commerce, the Main Street District Business Improvement Area, past rebate applicants, municipal associations, and other municipalities within and outside of York Region.

HUMAN RESOURCE CONSIDERATIONS

Not applicable to this report.

BUDGET IMPACT

Operating Budget (Current and Future)

The Town will realize a reduction in the provision for tax adjustments of approximately \$113,000 per year, every year starting in 2019 which will primarily benefit the residential class.

Capital Budget

There is no impact to the Capital Budget.

CONTACT

For more information on this report, contact: Grace Marsh at 905-953-5300. Ext 2143 or via e-mail at gmarsh@newmarket.ca or Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Grace L. Marsh, CMTP, CMM III
Supervisor, Property Tax & Assessment



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



Esther Armchuk, LL.B.
Commissioner, Corporate Services

GM/lm

Attachments(s):

- a) Corporate Services Report-Financial Services 2017-08



CORPORATE SERVICES COMMISSION
Financial Services

TOWN OF NEWMARKET

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

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

February 6, 2017

CORPORATE SERVICES REPORT – FINANCIAL SERVICES – 2017-08

TO: Mayor Tony Van Bynen and Members of Council
SUBJECT: Vacant Unit Property Tax Rebate Program Review
ORIGIN: Supervisor, Property Tax & Assessment

RECOMMENDATIONS:

- a) **THAT Corporate Services Report-Financial Services – 2017-08 dated February 6, 2017 regarding a review of the current vacant unit property tax rebate program be received and the following recommendations be adopted:**
- i. **That Council provide direction to staff of their preliminary position regarding the possible elimination or modifications to the program, and**
 - ii. **That staff be directed to participate in the ongoing discussions, and**
 - iii. **That staff report back to Council on the final recommendations that will be made to Regional Council, and if approved, sent to the Province for regulatory authority.**

COMMENTS:

Purpose

The purpose of this report is to provide Council with background on the current program in place to provide annual property tax rebates to vacant commercial and industrial properties; and to seek Council's direction regarding new flexibility being offered to municipalities by the Ministry of Finance to modify or eliminate the program in accordance with local circumstances.

Budget Impact

The last five years show an average budgetary impact for the Town of approximately \$112,100 per year. Any modifications to the program would seek to reduce or eliminate this impact.

Summary

Council approval of this report will provide staff with the direction and authority to engage in discussions with the property tax policy representatives of the nine area municipalities, and the Region of York, with a goal to having York Region Council submit a proposal to the Ministry of Finance along with their resolution for program modifications, effective for tax year 2017.

BACKGROUND

Since 1998, the Vacant Unit Rebate program has provided tax rebates to property owners who have vacancies in commercial or industrial buildings only. The program is based on an annual application and is administered by Town staff. The current rebate is equal to 30% of the taxes levied on the commercial space and 35% of taxes levied on industrial space. This is consistent among the 9 area municipalities, and most of the Province.

The table below provides a five year history of the application volumes and financial impacts for both the Town and the Region. Note: Applications are received in the year following their effective date; therefore the impact of applications for the 2016 tax year will not be known until late 2017.

| Tax Year | Number of Applications | Total Refund (including education portion) | Region of York Portion | Town of Newmarket Portion |
|--------------|------------------------|---|---------------------------|------------------------------|
| 2015 | 82 | \$534,655 | \$127,460 | \$121,961 |
| 2014 | 70 | \$472,365 | \$112,612 | \$106,336 |
| 2013 | 84 | \$553,980 | \$133,250 | \$123,654 |
| 2012 | 71 | \$468,824 | \$113,852 | \$102,126 |
| 2011 | 76 | \$501,639 | \$121,801 | \$106,641 |
| Totals | 383 | \$2,531,463 | \$608,975 | \$560,718 |
| Average/Year | 76 | \$506,293 | \$121,795 | \$112,144 |

In response to municipal and other stakeholders' requests, the Province is providing municipalities (at the upper tier level) with the flexibility to implement changes through regulation when accompanied by an upper tier Council resolution.

At a recent meeting of the area municipal Treasurers, the Region requested that a staff group be formed to:

- review the Provincial guidelines and checklist for program changes such as
 - engagement of the local business community
- determine if there is a consensus among the local municipalities for change
- create an action plan with regard to the consultation, deadlines and implementation steps

Changes

Staff has consulted with colleagues in our peer associations as well as the area municipalities regarding some of the potential changes that could be considered during the review phase such as:

- completely eliminating the property tax rebates
- reducing the percentage of tax that is rebated for all applicants
- phasing down the percentage of rebates over 2-5 years for repeat applicants

- increasing the information/documentation required with the application in order to reduce the administration and enhance reliability of the applications
- realigning the funding of the rebates so that the residential taxpayer is not bearing the burden of commercial/industrial rebates

Items that Council may wish to consider are:

- This is a business benefit that is subsidized by the residential class, particularly in municipalities like Newmarket with a high ratio of residential vs. commercial/industrial assessment.
- This is not a benefit provided to other types of vacant properties such as residential or multi-residential.
- When MPAC prepares the property assessments for taxation purposes, chronic vacancy, reduced income and economically obsolete (unused) areas are factors considered when establishing the value for taxation purposes. These are also items which are often targeted for a larger allowance during property assessment appeals. When a rebate is granted, on top of the assessment value consideration, this could be seen as “double-dipping”.
- The current program requires a minimum period of 90 days continuous vacancy. This requirement discourages landlords from accepting requests for short term uses, which may generate additional income, or more importantly, which they may have otherwise granted on a charitable basis. For example, a storefront vacancy in a BIA area may be requested for use for advertising or special event promotion and, if granted, the owner would lose eligibility for the rebate. This could be viewed as detrimental to the existing businesses in the surrounding area.
- Although difficult to quantify, there is the opinion that the program actually goes so far as to discourage the leasing of some vacant property, where a landlord may simply be waiting for increased equity for sale purposes.
- The entire program is highly administrative as designed.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

Staff are actively engaged with peer associations such as the Ontario Municipal Tax & Revenue Association (OMTRA), along with all 9 area municipalities finance staff and the Region of York finance and analysis staff. Staff are also receiving and reviewing Council resolutions being forwarded from our jurisdictions and monitoring social media around this issue.

HUMAN RESOURCE CONSIDERATIONS

Staffing levels will remain the same subject to whatever changes are finally implemented. Any reduction in this administrative process will allow additional time to be dedicated to the protection of our tax and assessment base through our Pro-active Assessment Management strategy.

BUDGET IMPACT

Operating Budget (Current and Future)

The elimination or modification of this program will result in a budgetary saving of up to approximately \$112,100 per year starting as early as 2018 for applications from the 2017 tax year.

Capital Budget

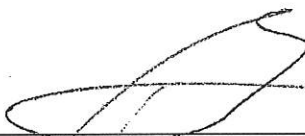
No impact on the capital budget.

CONTACT

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



Grace Marsh, CMTP, CMM III, Licenced Paralegal
Supervisor, Property Tax & Assessment



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



Esther Armchuk, LL.B.
Commissioner, Corporate Services

GM/ne

Attachment:

- a) Ministry of Finance Bulletin, Vacant Unit Rebate and Vacant/Excess Land Subclasses

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

395 Mulock Drive

P.O. Box 328, STN Main

Newmarket, ON L3Y 4X7

www.newmarket.ca

planning@newmarket.ca

T: 905.953.5321

F: 905.953.5140

October 16, 2017

**Development and Infrastructure Services – Planning & Building Services and Public Works
Services Joint Report 2017-41**

TO: Committee of the Whole

SUBJECT: Public Tree Protection By-law

ORIGIN: Council Direction March 6, 2017

Recommendations

THAT Development and Infrastructure Services – Planning & Building Services and Public Works Services Joint Report 2017-41 dated October 16, 2017 regarding Public Tree Protection By-law be received and the following recommendations be adopted:

- 1. THAT Council adopt By-law 2017-59 prohibiting and regulating the injury, removal, or destruction of trees on town-owned lands.**

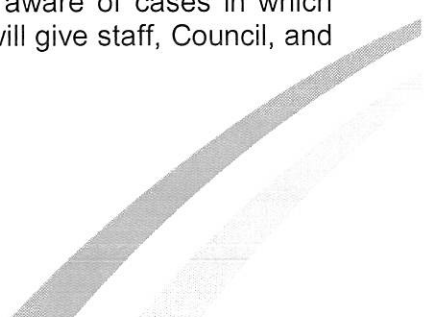
Background

As population pressure and economic demand for land increases, the sustainability of urban forests is threatened. Trees are an intrinsic part of our communities, towns, cities, and regional districts. They play a vital role in creating and maintaining sustainable communities that attract and retain residents and businesses. A healthy urban canopy can be considered an investment which only appreciates over time.

Municipalities have the responsibility to protect natural resources on public lands. Protection can be achieved through the efforts from landowners, by-laws, and the planning process. The Town's existing policies and by-laws related to trees have accomplished much by advancing the state of tree protection and replanting in Newmarket. In recent years, Council has adopted a number of policy documents which reinforce the importance of tree protection. The Official Plan sets targets for tree cover in woodlots, and a recent Urban Forestry Study in partnership with the Region and the Conservation Authority outlines goals for canopy cover across the entire Town.

The Municipal Act gives municipalities the authority to enact by-laws to prohibit or regulate the destruction or injuring of trees. Such by-laws are created to protect trees and natural features with the purpose of avoiding unnecessary injury, removal, or destruction of trees. A public tree protection by-law is in accordance to the Town's Official Plan and its attempt to balance environmental, economic, and social demands on resources.

Earlier this year, staff brought forward a report to Council highlighting some gaps in our tree protection provisions. Staff have received requests to remove town-owned trees and are aware of cases in which Town-owned trees have been injured or cut down without approval. This by-law will give staff, Council, and the public a clear process for responding to these requests.



The Town currently uses a number of tools to manage canopy cover and the removal of trees. Even with the existing measures in place, trees on some municipal properties are unregulated and unprotected. The intention of this by-law is to fill in a missing piece to the existing measures listed below so that all Town-owned trees within the town are protected.

- Official Plan
- Tree Policy (now under revision)
- Parks By-law 2013-14
- Woodlot By-law 2007-71

On November 7, 2016, a deputation to Committee of the Whole resulted in direction to staff to complete a fulsome exploration of the issue of protection and regulation of trees. A complete and comprehensive review of all tree preservation initiatives is necessary to consider how these policies and by-laws work together to protect this valuable asset.

On March 6, 2017 Council adopted the recommendations of Planning Report 2017-05 and directed staff to review three tools for tree preservation:

- Bring forward a by-law preserving trees on town-owned lands
- Review and revise the Town's Tree Policy (information forthcoming)
- Bring forward proposals for a private tree preservation by-law (2018)

This report addresses the first tool for tree preservation – a by-law protecting trees on town-owned lands.

Value of Trees

Trees are a capital asset; just as streets, buildings, and recreational facilities are a part of a community, so too are the trees on public properties.

Trees play a fundamental role in the health of the environment. The environmental benefits of trees support biodiversity within communities, as they provide habitat and protect a variety of streams, aquatic life, and all other ecosystems. Trees help control erosion, sedimentation, and help reduce stormwater runoff, reducing Town costs to manage water. Not only do trees and urban forests provide many environmental benefits, but they also encourage active transportation, encouraging people walk or bike to their destinations instead of cars.

As mentioned in past reports, trees are valuable public infrastructure, not just ornamentation. Newmarket's urban canopy is made up of both public and private trees and is a valuable infrastructure asset. As per the 2016 Urban Forestry Study, these trees help avoid more than 200,000 cubic metres of water runoff each year, a service valued at nearly \$500,000. Our trees reduce erosion, improve air quality, and increase property values. The urban canopy reduces residential energy costs by more than \$3,000,000 per year. The replacement value of Newmarket's trees exceeds \$350,000,000.

Proposed By-law

Tree by-laws have a fundamental role in tree protection by regulating the process of removal of and injury to trees. The proposed by-law will reinforce and clarify existing tree removal policies and processes for trees on Town-owned lands and ensure that town-owned trees are managed and protected appropriately.

The proposed by-law requires that a permit is obtained from the Director of Public Works to injure or remove a town-owned tree. A resident would apply for a permit if they want to remove or injure a town-owned tree (i.e. a tree in the boulevard in front of their house). A town-owned tree that is dead or imminently hazardous is exempt from the process as it is already a matter of standard procedure that the Town remove such trees. As part of the application the resident may be required to submit an arborist report justifying the requested work or removal, among other documentation.

If the Director deems that the tree is healthy and viable, the application may be denied. When the Director approves a permit, securities, and payment as compensation for the tree, may be required. Generally, Town staff or a Town contractor will perform the work. The by-law also provides for appeal opportunities. Costs for processing all applications will be recouped through fees set out in the Town's Fees and Charges By-law. The Director shall require compensation for a removed tree. Compensation will be 200% of the value of the tree, plus an administration fee and taxes; these fees will be set out in the Fees and Charges by-law. There will also be an application fee and fees if a resident wishes to appeal a refused permit.

A flow chart demonstrating the proposed application process is attached as Appendix 'A'.

Fees, Penalties and Offences

The proposed fees are:

- Application fee: \$400 + HST
- Compensation for a tree removed: 200% of the value of the tree, plus 15% administration fee, plus HST
- Cost of tree removal by town contractor: minimum \$750 plus HST or actual cost plus 15% administration fee, plus HST
- Cost of stump removal by town contractor: minimum \$250 plus HST or actual cost plus 15% administration fee, plus HST
- Cost to appeal permit refusal to Director: \$50 plus HST
- Cost to appeal permit refusal, after re-consideration, to Committee of Appeals: \$562, plus HST

It is recommended that fines and penalties are required for all unsanctioned tree activities. In the event of non-compliance, the applicant will be held financially responsible for any damage and may be charged under the provisions of the By-law. The proposed penalties are in accordance with the Municipal Act and are in line with the penalties from other town by-laws.

Community Consultation

With guidance from Council's Notice By-law, staff presented the By-law for public consultation online for 14 days and provided notice by email to various stakeholders. Staff did not receive any comments during the consultation period.

Human Resource Considerations

Staff anticipate that the volume of applications will be such that current staff can process the applications and inspections. Existing outside contractor agreements can be used to perform any tree injury or removal work as required.

Budget Impact

There are no immediate budget impacts from this report. There may be costs associated with the general administration and enforcement of the by-law if adopted, which are anticipated to be recouped through application fees.

The administrative costs associated with processing tree removal permits, should be recovered through the application fee. These costs could also be balanced by the cost savings of preserving trees. It has been demonstrated that our current tree canopy provides savings to the Town and its residents. It is in the best interest of the Town to maintain and enhance our tree canopy and to continue to gain the financial benefits of this healthy, living, green infrastructure.

Business Plan and Strategic Plan Linkages

Living well:

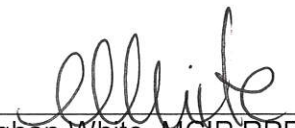
- Environmental protection and natural heritage preservation

Well-equipped and managed:

- Efficient management of capital assets and municipal services to meet existing and future operational demands
- Small town feel with city amenities


Contact

For more information on this report, contact Meghan White, Planner, at x 2460; mwhite@newmarket.ca or Ruurd van de Ven, Forestry Supervisor, at x 2573; rvandeven@newmarket.ca



Meghan White, MCIP RPP
Planner

Ruurd van de Ven
Forestry Supervisor

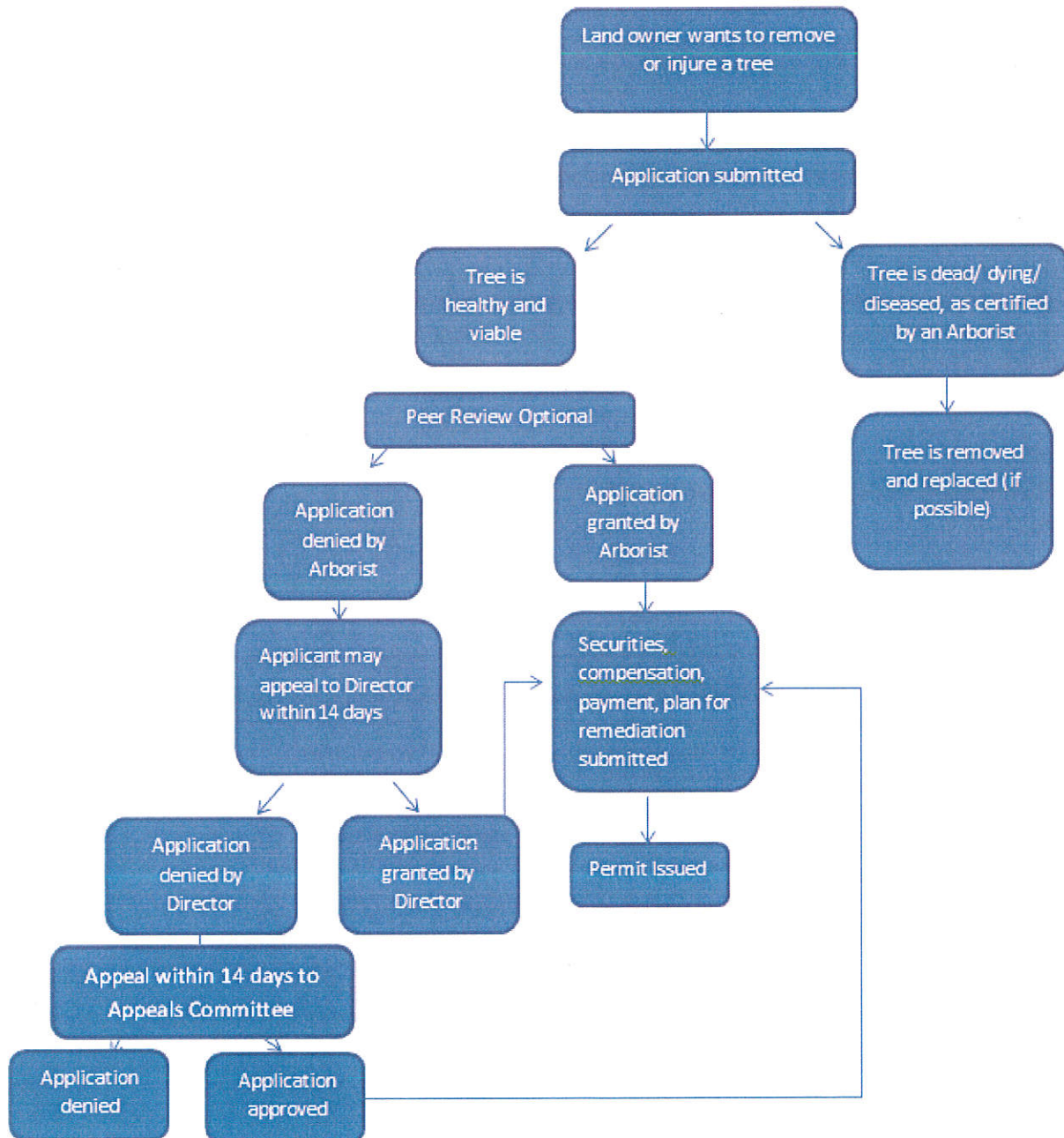
Rick Nethery, MCIP, RPP
Director of Planning & Building Services

Chris Kalimootoo, P. Eng
Director of Public Works Services

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

Appendix A

Flow chart demonstrating the proposed application process.



Appendix B

The proposed by-law follows on the next page.



CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NUMBER 2017-59

By-law to prohibit and regulate the injury, removal, or destruction of trees on lands owned by the town of newmarket

Whereas the Council of The Corporation of the Town of Newmarket (hereinafter the "Town") is authorized by subsection 11(1), paragraph 11(2) 5, subsections 135(1) and (7), and sections 429, 431 and 444 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to pass by-laws to sustain and promote environmental and social benefits to the community as a whole through the preservation and planting of trees throughout the municipality, to regulate or prohibit the injury or destruction of trees, to require a permit for the removal of trees, to impose conditions on permits and to provide for a system of fines and other enforcement orders;

And whereas Council has determined that it is desirable to enact a by-law to protect, prohibit and regulate the injury or destruction of trees and encourage the preservation and planting of trees on Town-owned lands;

And whereas the Council of the Town of Newmarket passed By-law 2013-14, Parks By-law protecting trees in parks, it is now advisable to pass a by-law to protect trees on all other Town-owned lands;

Now therefore the Council of the Corporation of the Town of Newmarket enacts as follows:

1.0 Definitions

The following words shall have the following meanings in this By-law:

Application - A completed *permit application* form including supporting documentation as identified in the *application* package or requested by the *Director* for permission to *injure*, *destroy* or remove *trees*.

Arborist - An expert in the *care and maintenance* of *trees* including an arborist qualified by the College of Trades, a certified arborist qualified by the International Society of Arboriculture, a consulting arborist registered with the American Society of Consulting Arborists, a registered professional forester or a *person* with other similar qualifications as approved by the *Director*.

Arborist Report - A technical report or letter that identifies the location, species, size and condition of *trees* and describes maintenance strategies and protection measures to be implemented and prepared by an arborist.

Boundary Tree – A *tree* whose *trunk* is growing on the boundary between adjoining lands.

Care and Maintenance - The *care and maintenance* of *trees* in accordance with good arboricultural practices including inspection, pruning, cabling and bracing, treatments for insect and disease problems, watering and fertilization.

Destroy - To remove, cut down, or in any way *injure* a *tree* to such an extent that it is deemed by the *Director* to be an *imminently hazardous tree*, or that the *tree's* vitality has been reduced to such an extent that in the opinion of the *Director*, the *tree* cannot recover to be maintained in a safe or healthy condition, further maintenance is not warranted and the *tree* should be removed.

Director - The Director of Public Works for the Town of Newmarket or his or her designate.

Emergency Work - Work of an urgent nature, including but not limited to work associated with drain repairs, utility repairs, structural repairs to a building and work required to prevent soil erosion, slipping of soil or damage to *trees*.

Fees and Charges By-law - The General Fees and Charges By-law, as amended, for the Town of Newmarket.

Forestry Act — Ontario Forestry Act, RSO 1990, c. F. 26.

Good Arboricultural Practice - *Tree* planting, maintenance and removal performed in accordance with the American National Standards, ANSI 3000 and best management practices identified by the International Society of Arboriculture, to the satisfaction of the *Director*.

Heritage Tree - *Trees* designated under Part IV of the Ontario Heritage Act or *trees* recognized as heritage *trees* by the Ontario Heritage Tree Program of Trees Ontario.

Imminently Hazardous Tree - A destabilized or structurally compromised *tree* that is in imminent danger of causing damage or *injury* to life or property as determined by the *Director*.

Injure and Injury - Any act that will harm a *tree's* health in any manner including the failure to protect a *tree* from harm as set out by the *Director*.

Officer – a Police Officer as defined under the Police Services Act, R.S.O. 1990, c. P15, as amended, an individual appointed by the *Town* as a Municipal Law Enforcement Officer pursuant to Section 15 of the Police Services Act, as amended, or any other individual designated by the *Town* to enforce this By-law

Permit - A permit required by this by-law.

Person - Includes a company, a corporation, a partnership or an individual person.

Standards - Minimum requirements established by the *Director* pertaining to the planting, protection and preservation of *trees*.

Tree Protection Plan - A plan prepared in conjunction with an *arborist report* that identifies the location, species and size of *trees*, identifies the extent of *injury*, where applicable, and illustrates details of protection measures including the location of protective barriers.

Tree Protection Policy - The most recent version of the *Town* of Newmarket's *Tree* Preservation, Protection, Replacement, and Enhancement Policy.

Tree Protection Zone – The area around a *tree*, generally the same size as the drip line of the canopy that should be kept clear and protected.

Tree - means any species of woody perennial plant including its root system, which is owned by the *Town* of Newmarket.

Tree Value/Appraised Value - The monetary value of a *tree* as determined through calculations using the Guide for Plant Appraisal, 9th Edition (or its more recent successor) as published by the International Society of Arboriculture.

Trunk – The stem of the *tree* from its point of growth up from the roots to its top where it branches out to limbs and foliage.

Town – means the Corporation of the *Town* of Newmarket

2.0 Authority for planting, care, maintenance, and removal of trees

- 2.1 The planting, *care and maintenance*, protection, preservation and removal of *trees* located on *Town* owned land shall be under the supervision of the *Director*.

3.0 Permissions and Prohibited Activities

- 3.1 Every *person* carrying out work on *Town*-owned land or carrying out work that may impact *trees* on *Town* owned land, shall carry out such work in accordance with:

- a) the provisions of this By-law;
- b) the *Town's tree* protection policies;
- c) the terms and conditions of any *permit*;
- d) the provisions of any approved *tree protection plan* or *arborist report*; and
- e) any other standards as defined in this by-law.

- 3.2 No *person* shall do any of the following, or cause or *permit* to be done any of the following, without a *permit*.

- a) *Injure, destroy, or remove a tree* located in whole or in part on lands owned by the *Town* of Newmarket.
- b) Place construction material on or near the root system of a *Town*-owned *tree*.
- c) Fail to abide by the requirements of an *Arborist report* submitted as part of a request to *injure a tree*.
- d) Demolish, construct, replace or alter a permanent or a temporary building(s) or structures, parking pads, driveways, sidewalks, walkways, paths, trails, dog runs, pools, retaining walls, patios, decks, terraces, sheds or raised gardens which may negatively impact a *Town*-owned *tree*.
- e) Install large stones or boulders which may negatively impact a *Town*-owned *tree*.
- f) Alter grade by adding or removing soil or fill, excavating, trenching, topsoil or fill scraping, compacting soil or fill, dumping or disturbance of any kind which may negatively impact a *Town*-owned *tree*.
- g) Apply, discharge or disposal of any substance or chemical that may adversely affect the health of a *tree* e.g. concrete sluice, gas, oil, paint, pool water or backwash water from a swimming pool.
- h) Cause or allow water or discharge, to flow over slopes or through natural areas which may negatively impact a *Town*-owned *tree*.
- i) Park or move vehicles or equipment which may negatively impact a *Town*-owned *tree*
- j) Cut, break, tear, crush, expose or strip a *tree's* roots, *trunk* and branches.

- k) Soil remediation, removal of contaminated fill which may negatively impact a *Town-owned tree*.
 - l) Excavating for directional or micro-tunnelling and boring entering shafts which may negatively impact a *Town-owned tree*.
- 3.3 No *person* shall attach or *permit* to be attached to a *tree* any object or thing without the prior written approval of the *Director*.
- 3.4 The approval of the *Director* may be subject to conditions imposed by the *Director* including production of satisfactory evidence that all other requisite approvals have been obtained.

4.0 Exemptions

4.1 This By-law does not apply to:

- a) An emergency situation, as determined by the *Director*;
- b) Where there is concern for health and safety, as determined by the *Director*;
- c) Activities or matters or the *injury* or destruction of any *tree* exempted pursuant to subsection 135 (12) of the *Municipal Act*.

5.0 Powers and Duties of the Director

5.1. The *Director* is authorized to:

- a) Plant, or cause to be planted, *trees* on *Town-owned* lands.
- b) Care for and maintain, or cause to be cared for and maintained, any *tree* located on *Town* owned lands.
- c) Transplant, remove or cause to be transplanted or removed any *tree* planted or located on *Town* owned land where deemed necessary in the public interest.
- d) Remove or cause to be removed, without notice or compensation to any *person*, any object or thing that adversely affects a *tree* or part of a *tree* on *Town* owned land.
- e) Implement or cause to be implemented necessary treatments for insect and disease problems associated with *trees* located on *Town* owned land.
- f) Remove, or cause to be removed, *trees* which are dead, hazardous or no longer viable to maintain.
- g) Remove, *injure* or cause the removal or *injury* of *trees* as may be required to facilitate *emergency work*.
- h) Allow the pruning of *tree* roots in accordance with good arboricultural practices causing minimal damage to the *tree* at the suggestion of a resident or as identified by Public Works Staff. Requests for *injury* by a resident may be subject to conditions which include the payment of *tree value*, removal and

replacement costs, the posting of a letter of credit and/or the planting of a *tree* or *trees* by the applicant.

- i) Stop any work causing unauthorized *injury*, removal or destruction of a *tree*.
- j) Issue *permits* for *injury*, destruction and removal of *trees* in accordance with the criteria and subject to the conditions set out in this By-law.
- k) Refuse to issue *permits* for *injury*, destruction or removal of *trees*.
- l) Establish expiry dates for *permits* and *applications*.
- m) Approve or refuse requests to transfer a *permit* or *application*.
- n) Require the submission of a new *application* where:
 - i) A *permit* or *application* has expired;
 - ii) A request to transfer a *permit* or *application* has been refused;
 - iii) Additional *trees* are requested to be *injured*, *destroyed* or removed.
- o) Require that any *tree* planted on *Town* owned lands be approved and planted in accordance with the appropriate *Town* of Newmarket standards. Approval will include the planting location, species, size and condition.
- p) Require payment for every *tree* removed, unless otherwise determined by the *Director*.
- q) Require *tree* protection guarantees and securities where work may impact *trees*.
- r) Require *tree protection zone(s)* to be established to protect a *tree's* root system and buffer *trees* from adverse impacts.
- s) Assume responsibility for maintenance of *Town-owned boundary trees*, at the discretion of the *Director*.
- t) To impose such other fees as are provided for in the *Fees and Charges By-law*, as amended.
- u) Delegate to such employees of the *Town* as the *Director* sees fit the authority to carry out any section of this By-law.

6.0 Application Form, Content, and Fees

6.1. Any *person* who wishes to *injure*, *destroy* or remove a *tree* on *Town* owned lands shall submit an *application* to the *Director* on the prescribed form and shall provide, to the satisfaction of the *Director*, some or all of the following:

- a) The name, *street* address, email address, and telephone number of the applicant;
- b) The non-refundable *application* fee set out in the *Fees and Charges By-law*, as amended. The *application* fee is charged per *tree*.
- c) The purpose for which the *permit* is required;
- d) A landscape plan satisfactory to the *Director*;

- e) An *arborist report*, where required by the *Director*;
- f) A *tree protection plan*, where required by the *Director*;
- g) Such additional information and documentation as the *Director* may require.

6.2. The *Director* may require the resubmission of any document listed in Section 6.1 to address their questions and concerns.

7.0 Application Review Criteria

7.1. The *Director* shall consider the following criteria prior to issuing or refusing to issue a *permit*.

- a) That all items submitted as part of the *application* are complete to the satisfaction of the *Director*
- b) The condition and viability of the *tree*;
- c) The location of the *tree*;
- d) The protection of environmentally sensitive areas;
- e) The protection of natural landforms or contours;
- f) The protection of ecological systems;
- g) Erosion and flood control;
- h) The protection of significant vistas;
- i) Whether or not a *tree* is a *heritage tree* or should be protected as a *heritage tree*;
- j) The requirement for a security in the form of Letter of Credit or other form, as appropriate;
- k) The amount of compensation required;
- l) The comments from the *Town's Consulting Arborist*, if the *application* was sent out to be peer reviewed.

8.0 Permit Refusal

8.1 The *Director* shall not issue a *permit* where:

- a) The *application* is incomplete.
- b) The information required (as set out in in this by-law) has not been provided to the satisfaction of the *Director*.
- c) Environmentally sensitive areas, ecological systems, natural landforms or contours will not be adequately protected and preserved.

- d) Erosion or flood control will be negatively impacted.
- e) The removal of the *tree* is to establish or protect a vista or view.
- f) The removal of the *tree* is for cosmetic or aesthetic purposes (e.g. to prevent the shedding of leaves, berries, or bark).
- g) The *tree* is the co-property of a party who has not given consent to the proposed *injury* or removal.
- h) The applicant has failed to provide sufficient compensation to the satisfaction of the *Director*.
- i) The *tree* is a *heritage tree*, or should in the opinion of the *Director* be recommended for designation as a *heritage tree*.

9.0 Permit conditions

- 9.1 A *permit* to *injure*, remove or *destroy* a *tree* may be subject to the following terms and conditions:
- a) The *injury*, destruction or removal of a *tree* shall be carried out by or under the supervision of an *arborist*;
 - b) Compliance with good arboricultural practices;
 - c) Compliance with the *Town's tree* protection policies and any other *standards* as required by the *Town*;
 - d) Compliance with approved landscape and *tree protection plans* to the satisfaction of the *Director*.
- 9.2 The *Director* may require a notice to be mailed out to residents within 60m of the property nearest the subject *tree*, once an *application* has been received. If a notice is sent, there will be a minimum of 14 calendar days for the public to comment.
- 9.3 The *Director* shall require compensation for the removal of a *Town-owned tree* in the form of payments of the following:
- a) 200% of the *appraised value* of each *tree* to be removed plus an administration fee;
 - b) The cost of the *Town's* contractor to remove each *tree*, as set out in the *Fees and Charges By-law*; and
 - c) The cost of the *Town's* contractor to remove the stump of each *tree*, as set out in the *Fees and Charges By-law*.
- 9.4 The *Director* shall not require compensation should the *Director* deem the *tree* to be dead prior to removal.
- 9.5 The *Director* shall require the provision of a *tree* protection security by submission of a letter of credit or alternative form of security to ensure compliance with the conditions of *permit* issuance, in an amount which represents the *appraised value* of the *tree* to be protected, the removal costs and *tree* replacement costs. The *tree* protection security will be released by the *Town* one year after all construction activities are complete and

compliance with all *permit* terms and conditions have been verified to the satisfaction of the *Director*.

9.6 The location of any replacement *tree(s)* will be at the discretion of the *Director*.

10.0 Boundary trees

10.1 Upon receipt of an *application* to *injure* or *destroy* a *boundary tree*, the *Director* shall:

- a) Provide notice of the *application* in writing to all *boundary tree* co-owners.
- b) Require the applicant to provide to the *boundary tree* co-owners all *arborist reports*, *tree protection plans*, landscaping and replanting plans, surveys and other supporting documentation submitted as part of the *application*.

10.2 The *Director* shall not approve a *permit* without letters consenting to the works contemplated through the *permit* from all affected owners.

11.0 Appeals

11.1 When a *permit* is refused, an applicant may, within 14 calendar days from the date of refusal, appeal to the *Director*.

11.2 The *Director* shall collect an appeal *application* fee, as set out in the *Fees and Charges By-law*.

11.3 An applicant wishing to appeal a refused *permit* shall submit a written request to the *Director* that the *application* be re-considered.

11.4 Where the *Director* has refused to issue a *permit* after an appeal to re-consider, an applicant may, within 14 calendar days from the date of refusal, appeal to the *Town* of Newmarket's Committee of Appeals.

11.5 An applicant wishing to appeal a refused *permit*, after re-consideration, shall submit a written request to the *Director* that the *application* be considered by the *Town* of Newmarket's Committee of Appeals.

11.6 The *Director* shall collect an appeal after re-consideration *application* fee, as set out in the *Fees and Charges By-law*.

11.7 Where an applicant has filed an appeal, after re-consideration, the *Director* shall prepare and forward a report on the *application* to the next appropriate *Town* of Newmarket's Committee of Appeals meeting, setting out the grounds for refusal of the *application*.

11.8 Upon consideration of the *application*, the *Town* of Newmarket's Committee of Appeals may approve a *permit*, subject to conditions as set out in this by-law, or to refuse the *permit*.

12.0 Power of Entry

12.1 The *Town* may enter onto any lands at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a) This by-law;
- b) The conditions of any *permit* issued under this by-law;
- c) Direction or order of the *Town* made under this by-law; or
- d) An order made under Section 431 of the Municipal Act, 2001.

12.2 Where an inspection is conducted by the *Town*, the *person* conducting the inspection may:

- a) Require the production for inspection of documents or things relevant to the inspection;
- b) Inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- c) Require information from any *person* concerning a matter related to the inspection; and
- d) Alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

12.3 The *Town* may undertake an inspection pursuant to an Order issued under Section 438 of the Municipal Act.

12.4 The *Town's* power of entry may be exercised by an employee, inspector or agent of the *Town* or by a member of a police force with jurisdiction, as well by any *person* under his or her direction.

12.5 No *person* shall hinder or obstruct, or attempt to hinder or obstruct, any *person* who is exercising a power of performing a duty of this By-law.

13.0 Order

13.1. Where the *Town* is satisfied that a contravention of this By-law has occurred, the *Town* may make an order requiring the *person* who contravened this By-law, or who caused or *permitted* the contravention or the owner or occupier of the land on which the contravention occurred, to do work to correct the contravention.

13.2. An order under this section 13.1 shall set out:

- a) the reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred or is occurring; and,
- b) the work to be done and the date by which the work must be done.

13.3. An order under this section 13.1 may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law making them a contravention came into force.

13.4. Any *person* who contravenes an order under Section 13.1 of this by-law is guilty of an offence.

13.5. The order may be served personally on the *person* to whom it is directed or by registered mail to the last known address of the *person*, in which case it shall be deemed to have been given on the 5th day after it is mailed.

- 13.6. If there is evidence that the occupant of the lands is not the registered property owner, the notice shall be served on both the registered property owner and the occupant of the property.
- 13.7. If the address of the owner is unknown or the *Town* is unable to effect service on the owner or occupant, a placard stating the terms of the order and placed in a conspicuous place upon or near the land shall be deemed to be sufficient service on the owner.
- 13.8. If the delay necessary to serve an order under the preceding subsections would result in an immediate danger to the health or safety of any *person*, the order may be served personally on the *person* to whom it is directed or by a placard stating the terms of the order and placed in a conspicuous place upon or near the property.

14.0 Failure to Comply With an Order

- 14.1. Where an *Owner* contravenes an Order issued under section 9.1, the *Officer* may, without notice to any *Owner*, cause the work to correct the contravention to be done at each *Owner's* expense. Without limitation, the *Officer* may retain such *persons* to assist in completing the work as the *Officer* determines appropriate.
- 14.2. Upon completion of the work to correct the contravention by or on behalf of the *Town*, the municipality shall have a lien on the land for the amount spent on the work to correct the contravention, plus administration fee and the amount shall be deemed to be municipal *property* taxes and may be added to the tax roll and collected in the same manner and with the same priority as municipal *property* taxes as provided for by statute.
- 14.3. Each *Owner* is jointly and severally liable to the *Town* for all costs incurred in any way related to work done to correct the contravention for the purpose of section 15.2 including, without limitation, interest as per *Town* policy.

15.0 Penalty Provisions

- 15.1. Every *person* who contravenes a provision of this By-law, including an order issued under this By-law, is guilty of an offence.
- 15.2. Any *person* who is in contravention of any provision of this By-law, or who fails to comply with an order issued under this By-law shall be deemed to be committing a continuing offence for each day or part of a day that the contravention remains uncorrected.
- 15.3. If an Order has been issued under this By-law, and the order has not been complied with, the contravention of the order shall be deemed to be a continuing offence for each day or part of a day that the order is not complied with.
- 15.4. Any *person* who is guilty of an offence under this By-law shall be subject to the following penalties:
 - a) Upon a first conviction, the minimum fine shall be \$400.00 and the maximum fine shall be \$100,000.00;
 - b) Upon a second or subsequent conviction for the same offence, a fine shall be a minimum of \$500.00 and the maximum fine shall be \$100,000.00;
 - c) Upon conviction for a continuing offence, the minimum fine shall be \$500.00 and the maximum fine shall be \$10,000.00 for each day or part of a day that the offence continues; and

- e) Upon conviction of a multiple offence, for each offence included in the multiple offence, the minimum fine shall be \$500.00 and the maximum fine shall be \$10,000.00.

- 15.5. For the purposes of this By-law, “multiple offences” means an offence in respect of two (2) or more acts or omissions each of which separately constitutes an offence and is a contravention of a provision of this By-law.
- 15.6. For the purposes of this By-law, an offence is a “second or subsequent offence” if the act giving rise to the offence occurred after a conviction had been entered at an earlier date for the same offence.
- 15.7. Where a *person* is convicted of an offence under this by-law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the *person* convicted.

16.0 Severability

- 16.1 Where a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an order to the contrary.

17.0 Short Title

- 17.1 This By-law shall be referred to as the “Public Tree Protection By-law”;

Enacted this 23rd day of October, 2017.

Tony Van Bynen, Mayor

Lisa Lyons, Town Clerk



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

www.newmarket.ca
info@newmarket.ca
905.895.5193

October 16, 2017

**DEVELOPMENT AND INFRASTRUCTURE SERVICES/PLANNING & BUILDING SERVICES REPORT
2017-40**

TO: Committee of the Whole
SUBJECT: Intensification in Stable Residential Areas – Best Practices
ORIGIN: Planning Department

RECOMMENDATIONS

THAT Development and Infrastructure Services/Planning and Building Services Report 2017-40 dated October 16, 2017 regarding intensification in stable residential areas be received and the following recommendation(s) be adopted:

THAT Council direct staff to organize a council workshop to provide further detailed information on each of the options presented in this report including but not limited to associated costs, resources necessary and impacts to customers.

COMMENTS

Council at their March 27 2017 (COW) meeting adopted the following recommendation:

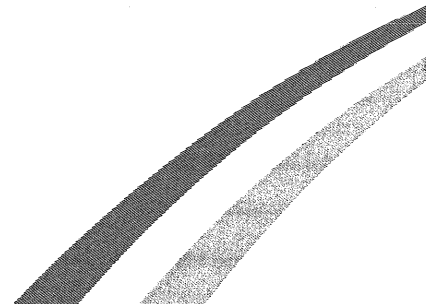
That staff be requested to review Zoning By-law Number 2010-40 and By-law Number 2013-30 to address best practices related to infill development standards across the town as a whole and provide a report to Council.

ISSUE

Residential trends in Newmarket are shifting from suburban growth to urban intensification and redevelopment. Concerns have been raised regarding the compatibility of new homes or additions to existing homes that comply with the current zoning by-law regulations but are considered to be out of character with the built form of the established neighbourhoods in which they are located.

One of the fundamental objectives of planning and zoning is to ensure compatibility between properties and land uses. Compatibility is achieved in part by regulating land use and built form.

Residential dwellings have evolved substantially over the past half-century; homes today have greater lot coverage and floor area and are much higher. This disproportion is most evident with intensification developments in low-density residential areas where a new or remodelled home is situated next to one that is approximately 40 to 50 years old.



Intensification in Newmarket

Newmarket must rely on intensification within the Town's Urban Centres to accommodate projected population growth over the next 25 years, as the supply of greenfield lands is nearly exhausted.

Intensification in the stable residential areas is, for the most part, limited to infill through the creation of new lots subject to the compatibility policies of the Town's Official Plan. The Town's approach to intensification must reflect the general framework for urban structure established by the Province and refined by York Region.

The Province of Ontario has advocated for intensification to be the key direction for managing growth in communities throughout the Growth Plan for the Greater Golden Horseshoe (Growth Plan). Integral to the Growth Plan is an emphasis on intensification and re-urbanization of existing built-up areas to curtail urban sprawl, support transit and protect significant greenlands and the Oak Ridges Moraine.

As directed by the Province in its Growth Plan, intensification is intended to be focused on urban growth centres, intensification corridors, major transit station sites, brownfields, and greyfields. These areas are envisioned to attract a significant portion of population and employment growth. They are to provide a diverse range of uses and high quality public open spaces in support of vibrant neighbourhoods, transit, walking and cycling, along with achieving higher densities and providing for appropriate transitions to adjacent neighbourhoods.

While intensification is directed to the Town's urban centres, limited intensification can still occur in stable residential neighbourhoods. If done respectfully, the redevelopment can be of value to the community. However, redevelopment can occur in a manner that does not respect the built form that exists. In older neighbourhoods, existing lot areas and frontages are often large enough to accommodate larger homes while still meeting the requirements of the zoning by-law. As a result, new development can occur in a form that is inconsistent with the height, building footprint, design and character of the existing residential dwellings in the neighborhood.

Background

Staff researched this issue in 2013 culminating in a zoning by-law amendment for the older established areas of Newmarket, as depicted in the attached By-Law 2013-30, which modified three requirements affecting the siting of a dwelling on a lot. Within the subject area, By-Law 2013-30 reduced the maximum permitted height, reduced the maximum permitted coverage and modified the way in which front yard setback is determined.

Specifically, the by-law amendment defined maximum heights for one, one and a half and two storey dwellings and reduced the overall maximum height of a building on a lot from 10.7 m measured to the mid-point of the roof to 10 m measured from the front grade to the highest point of the roof. The by-law also reduced the maximum lot coverage for a 1.5 storey and 2 storey house from 35% to 25% and modified the way in which front yard setback is determined to allow a dwelling to be in line with dwellings on either side regardless of the front yard setback standard.

Committee of Adjustment – since Council passed By-law 2013-30, 9 applications for relief from the zoning by-law as it relates to these areas were received by the Committee of Adjustment. Of these, 7 were approved by the Committee and 2 have been denied and have since been appealed to the Ontario Municipal Board.

Best Practices

A number of municipalities have recently researched and applied various mechanisms to address the issues of compatibility of new residential dwellings and large additions in established residential areas of their communities. Below is a brief description of the tools each municipality has implemented.

Brampton – added Official Plan policies regarding defined “Older Mature Neighbourhoods” requiring new development to be compatible with the existing neighbourhood in scale, height, massing, architecture, setbacks, orientation and building separation. To implement the policy, Site Plan Control was imposed on older mature neighbourhoods applicable to all new dwellings or additions greater than 50 square metres in area. Brampton also included modifications to the zoning permission in the area of coverage, height and setbacks.

Burlington- has conducted a number of studies that look at neighbourhood character that were endorsed by Council in 2016. Burlington is now in the process of amending their zoning by-law as it relates to setbacks, driveways, landscaping, and lot coverage.

Cambridge- created an “Established Neighbourhoods” overlay in their zoning by-law that applies to the study areas. These areas have modified zoning standards as it relates to height, averaging of side and front yard setbacks, limiting of garage projections and minimum and maximum driveway widths.

Halton Hills- has recently concluded their review of Mature Neighbourhoods which has resulted in an Official plan amendment that discusses Mature Neighbourhood Areas and provides objectives and policies relating to new and replacement housing. Halton Hills have also approved new zoning regulations for the specific areas as they relate to heights, setbacks and coverage.

Kitchener – has amended their zoning by-law as it relates to setbacks, heights, garage placement; introduced site plan approval processes for single detached, semidetached and duplex dwellings in select neighbourhoods, updated their Urban Design Manual to provide guidance on infill and new developments; and developed a Citizen’s Guide to Intensification in an effort to ensure infill development within the identified areas is compatible with the surrounding context.

Oakville – drafted urban design policies called “Design Guidelines for Stable Residential Neighbourhoods” to address compatibility of new development. These policies informed a new zoning by-law that provided for specific zone standards for the study areas similar to Newmarket’s 2013 by-law. Oakville also included a standard that scaled the permitted residential floor area based on the lot size, meaning larger lots would have increasingly smaller floor area ratios to discourage excessively large homes from being developed.

Ottawa- adopted a Mature Neighbourhood Plan and Urban Design Guidelines along with a “Streetscape Character Analysis” tool under the zoning by-law to regulate new buildings in the study areas. The analysis tool used by Ottawa requires additional time and effort for the applicant and municipal staff to process development applications. Further details on this tool are provided in the below discussion.

Richmond Hill- have developed a number of Infill Studies/Tertiary Plans intended to guide infill housing in a similar manner to urban design guidelines. As the infill areas are described in the Official Plan, development applications that do not meet the objectives are deemed to be in conflict with the Official Plan.

Having the control provisions in the OP heavily regulates development. Applications must conform to the infill and urban design guidelines for the infill area.

Discussion on Options

In reviewing best practices from other municipalities, there is no consistent approach in addressing the issue of perceived overbuilding in established residential areas. The following provides options that are in use in other municipalities and available for Council's consideration. These options can be implemented individually or combined.

1. Keep existing zone standards
2. Implement changes to the existing zoning standards within an identified study area similar to the modifications approved for established residential areas in 2013.
3. Amend the Official Plan to establish policies that direct that character areas be established through zoning tools. Adopt an implementing Zoning By-law to modify the zoning on certain streets to better reflect existing character.
4. Create Urban Design Manual/Guidelines for infill projects.
5. Expand site plan control approval to apply to single detached, semi-detached and duplex dwellings in identified areas.
6. Develop a streetscape character analysis process similar to the City of Ottawa
7. Implement Cultural Heritage Landscape in identified areas under the Ontario Heritage Act.

1. Keep the existing zone standards

The first option to consider is to maintain the existing standards in the zoning by-law. An argument can be made that the differences between lots and dwelling sizes are what make an interesting and vibrant neighbourhood. The by-law provisions as they relate to building standards have largely been unchanged in the established areas of Newmarket since the passing of the 1979 comprehensive town wide by-law. Communities are not static and as time passes changes are inevitable.

In the implementation of a policy or standards that would limit the ability to sever property and/or more strictly control building permissions, it would have to apply not only to new construction but also to any additions/changes existing property owners may desire in the future.

2. Implement Changes to the Residential Zone Standards (individual streets or study wide area)

The modifications that were implemented through By-law 2013-30 could be expanded to other areas of Newmarket that are experiencing similar intensification. The principle behind establishing new standards is that the regulations would be reflective of the existing built form for an identified neighbourhood. The

minimum lot area and frontage, maximum lot coverage and minimum building setbacks would be similar to the existing dwellings.

Where a proposal could not meet the minimum requirements a minor variance would be required and the application would be subject to a public process, require Committee of Adjustment approval, and be reviewed on the merits of the specific situation.

Through the use of GIS mapping, the approximate lot coverage for low density dwellings in established neighbourhoods can be determined. For this approach to be implemented appropriately, the identification of neighbourhood boundaries would have to be determined. Careful consideration would have to be given to the criteria used to define the boundaries. Subdivisions that were developed in the last 10-20 years will likely not benefit from any changes as the homes are typically built to the maximum permissions in the zone standards. These would include areas such as the southwest and southeast quadrants, northwest quadrant and other areas that have been recently developed.

An outcome of any changes to Zoning By-law 2010-40 is that there will be many homes in the low-density residential zones which comply with the current zoning by-law but will not conform to the recommended changes found in this report; essentially they will become legal non-conforming buildings. Legal non-conforming residential dwellings are often found in older neighbourhoods as they were built under a previous zoning by-law or at a time when a zoning-by-law did not exist.

An existing legal non-conforming building is permitted to continue indefinitely and is recognized by the Zoning By-law. However, an addition to an existing legal non-conforming dwelling must comply with the current Zoning By-law regulations or obtain approval for a minor variance.

It is impossible to capture every nuance and deviation from a zoning by-law with a proposed by-law amendment as described in this section of the report. Legal non-conforming uses, buildings, and structures are common and are the product of an evolving town.

3. Amend the Official Plan to establish policies that direct that character areas be established through zoning tools. Adopt an implementing Zoning By-law to modify the zoning on certain streets/neighbourhoods to better reflect existing character.

As neighbourhoods develop at different times, there are many different types of neighbourhoods with different character traits. Currently, the Town's Official plan contains general policies under the Residential section addressing compatibility indicating that the policies of the plan protect the stability of the Stable Residential Areas and ensure that new development is compatible with the existing character of the neighbourhood. The Official Plan reads that the Stable Residential Areas permits accessory units and infill units through the creation of new lots consistent with the size and form of housing as a whole. The creation of new lots are subject to the compatibility with the scale of the surrounding neighbourhood, the physical suitability of the site to accommodate the proposed infill housing, availability of hard services and road access requirements.

This type of general language is common in Official Plans. While providing some guidance for new development, it leaves what constitutes "compatible" up to interpretation. By providing further details on specific neighbourhood character of particular areas through an Official Plan amendment, an implementing zoning by-law would be uniquely tailored to the identified neighbourhoods.

This option appears to be best coupled with design guidelines similar to the Town of Richmond Hill. Richmond Hill has identified “priority infill” areas in their Official Plan with the intention that specific studies will be developed for these areas. Development within a priority infill area is subject to the applicable infill study and assessed based on conformity with the infill and urban design guidelines that have been approved by council. As noted above, having the control provisions in the OP heavily regulates development and applications must conform to the infill and urban design guidelines for the infill area.

4. Create Urban Design Manual/Guidelines for infill projects.

Many municipalities have created an Urban Design manual for mature neighbourhoods. As new development should be properly integrated into the existing streetscape, design guidelines would provide a basic framework for making decisions on massing, layout and compatibility within the context of the existing neighbourhood character. On their own, a manual or guidelines would provide context and guidance for property owners wishing to complete additions to existing dwellings or a new build however, they are not legislative and could not be strictly enforced unless coupled with an additional process such as the below site plan approval process or enhanced Official Plan policies related to infill development.

5. Expand site plan control approval to apply to single detached, semi-detached and duplex dwellings in identified areas.

Another option that is available to Council to better manage infill and redevelopment in the stable residential areas is through the site plan process under Section 41 of the *Planning Act*, rather than exclusively through “as of right” building permits.

The building permit process has regard for zoning regulations and the *Ontario Building Code*, however, the site plan review process would offer the Town an opportunity to provide detailed evaluations of residential proposals. The characteristics of an existing neighbourhood can be analyzed and proposals could be reviewed against the backdrop of fit within the larger community. Public feedback could also be integrated in the process (if needed) through community consultation however there would continue to be no mechanism for residents to appeal a site plan decision.

The transparency and integration of the site plan review process allows the Town to provide greater assurances to communities that development in residential areas will occur sensibly and respectfully with the built character of Newmarket’s older established neighbourhoods. However, requiring site plan approval on lots within certain zones or areas would create an additional cost to landowners and require additional staff resources to process applications. The review of plans would have to be streamlined to ensure a proper use of time and resources. A fee schedule would also have to be developed factoring in cost recovery.

The process can be defined to only be applicable to new builds and additions that meet a particular threshold.

6. Develop a streetscape character analysis process similar to the City of Ottawa

Ottawa in 2015 adopted an infill by-law that provided a “Mature Neighbourhood” overlay that regulates the character of low rise residential development based on the existing character of the streetscapes in established neighbourhoods. In order to determine all the zoning requirements for a lot, a streetscape

analysis is required. The “Streetscape Character Analysis” is a complex system that intends to measure character based on the number of occurrences in an area and allows the streetscape design to be implemented in a systematic way. Through an application, this process requires applicants to demonstrate how the proposed structures will fit into the existing streetscape by identifying and recording the attributes of 21 lots surrounding the property.

The process requires additional time and effort for the applicant and municipal staff to process the development application. In addition, the process relies on photo documentation supplied by the applicant and extensive property mapping resources provided by City of Ottawa. The details of this tool will be further discussed in the recommended workshop.

7. Implement cultural heritage landscape in identified areas under the Ontario Heritage Act.

Defining specific Cultural Heritage Landscapes (CHL) under the Ontario Heritage Act is another tool available to the municipality to guide development proposals. A CHL is defined in the 2014 Provincial Policy Statement as *“a geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Aboriginal community. The area may involve features such as structures, spaces, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association.”* Examples would include Heritage Conservation Districts, neighbourhoods, parks, industrial areas, shrines or spiritual places, aboriginal sites or trails and distinct or unique land-use patterns.

For example, the City of Kitchener has identified 12 residential neighbourhoods as cultural heritage landscapes.

The identification and implementation of Cultural Heritage Landscapes would require the contracting of a Heritage Consultant to review and recommend areas for inclusion and the basis for such recommendations. Along with any identified CHL, the establishment of guidelines would be necessary to control development proposals. A CHL could also be the basis for listing properties as non designated heritage properties or the establishment of a Heritage Conservation District.

CONCLUSIONS

As there are a number of options with verifying degrees of process and resources involved, it is appropriate to hold a workshop with Council to provide further detailed information on each of the identified options. This workshop will assist staff in determining a preferred approach based on Council’s desired level of service, budgetary constraints, public consultation, timeframe involved to implement and acceptable impact to customers and staff resources. The timing of such a workshop could all in Q1 2018.

COMMUNITY CONSULTATION POLICY

A statutory public meeting will be required as part of the Planning Act requirements for any proposed changes to the Official Plan and/or Zoning By-law. Any process that involves defining neighbourhood character either through an Official Plan Amendment or guidelines for infill development should include public consultation with those residing in various neighbourhoods. Any option beyond modest changes to the zoning by-law should include a public awareness/education campaign. At Council’s direction, staff can organize a Public Information Centre after the recommended workshop but prior to making a final recommendation to garner input from the public.

BUDGET IMPACT (CURRENT AND FUTURE)

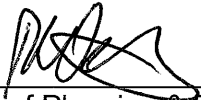
There are no immediate budget impacts as a result of the recommendations of this report.

CONTACT

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



Commissioner, Development and Infrastructure Services



Director of Planning & Building Services



Senior Planner - Community Planning



CORPORATION OF THE TOWN OF NEWMARKET

BY-LAW NUMBER 2013-30

A BY-LAW TO AMEND BY-LAW NUMBER 2010-40 AS AMENDED BEING A ZONING BY-LAW. (TECHNICAL AMENDMENT)

WHEREAS it is deemed advisable to amend By-Law Number 2010-40 as amended;

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

THAT By-law Number 2010-40 as amended, be and the same is hereby further amended by:

1. Amending section 8.1.1 List of Exceptions with the following:

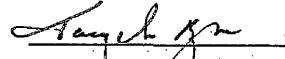
- a) Adding Exception 119 as follows:


| Exception 119 | Zoning R1-B 119, R1-C-119, R1-D-119 | Maps 10 & 13 | By-law Reference 2013-30 | File Reference N/A |
|---------------|--|--------------|--------------------------------|-----------------------|
| i) iii) | <p>Location: All lots zoned R1-C and R1-D on Schedule A Maps 10 and 13</p> <p>Development Standards:</p> <ol style="list-style-type: none"> a) Maximum Height: One Storey: 7.5 metres One and half storey: 8.5 metres Two Storey: 10 metres For the purposes of this exception, height shall be measured from the front grade of the dwelling to the highest portion of the roof. b) Maximum Lot Coverage: 2 Storey and 1.5 Storeys: 25%* 1 Storey: 35% c) Minimum Front Yard Setback: Notwithstanding any other provision of this by-law, structures built between existing buildings shall be built with a setback which is within the range of existing front yard setbacks for the abutting buildings, but this depth shall not be less than 3 metres from the front lot line. <p>*Notwithstanding Section 4.1.2v), lots with dwellings 1.5 or 2 storeys are permitted to have the lesser of 10% of the total lot area or 75% of the ground floor area of the main building, for roofed accessory buildings or structures in addition to the 20% lot coverage for main dwellings.</p> | | | |

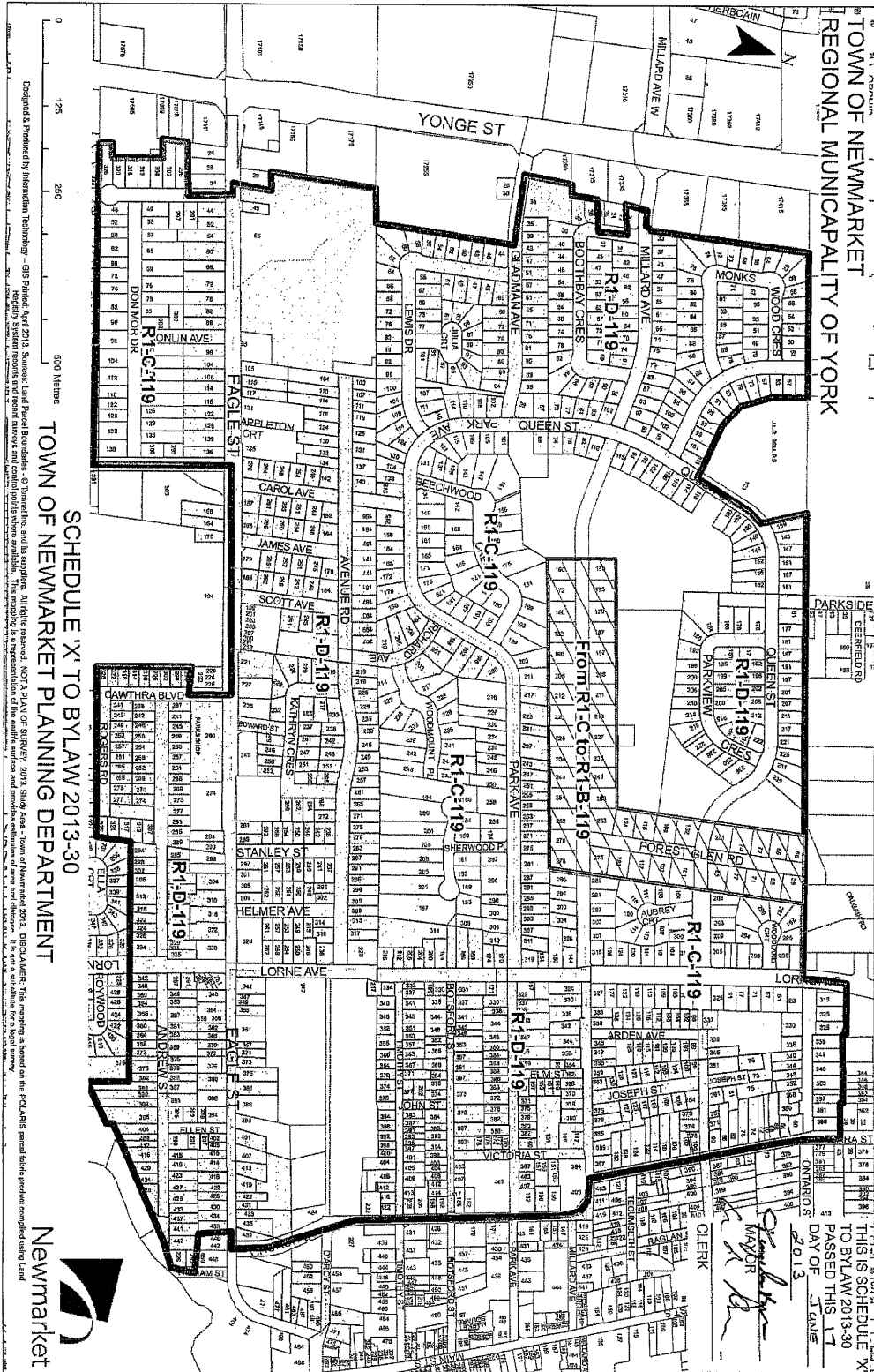
2. Deleting from Schedule "A", Maps 10 the R1-C zone and substituting the R1-B-119 zone as shown on Schedule "X" attached hereto.
3. Deleting from Schedule "A", Map 10 the R1-C and R1-D zones and substituting the R1-C-119 and R1-D-119 zones as shown on Schedule "X" attached hereto.

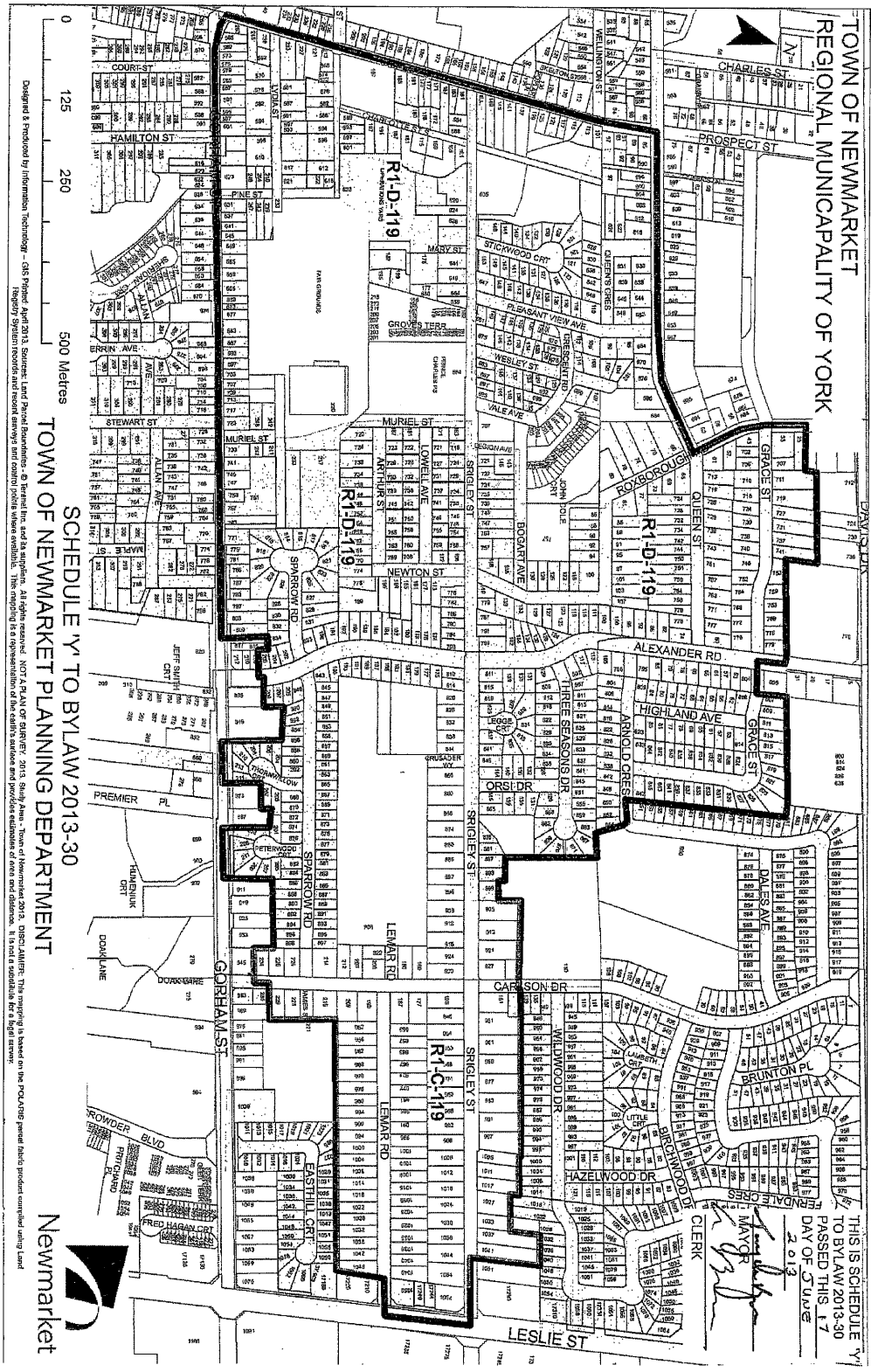
4. Deleting from Schedule "A", Map 13 the R1-C and R1-D zones and substituting the R1-C-119 and R1-D-119 zones as shown on Schedule "Y" attached hereto.

ENACTED THIS 17TH DAY OF JUNE, 2013


Tony Van Bynen, Mayor


Andrew Brouwer, Town Clerk





October 16, 2017

DEVELOPMENT AND INFRASTRUCTURE SERVICES/PLANNING & BUILDING SERVICES REPORT 2017-39

TO: Committee of the Whole

SUBJECT: Newmarket GO Station - Draft Mobility Hub Station Area Plan

ORIGIN: Planning and Building Services

RECOMMENDATIONS

THAT Development and Infrastructure Services/Planning & Building Services Report 2017-39 dated October 16, 2017 regarding the Newmarket GO Station - Draft Mobility Hub Station Area Plan be received and that the following recommendation(s) be adopted:

1. THAT Council direct staff to submit Report 2017-39 to Metrolinx as the Town of Newmarket's comments on the Newmarket GO Station - Draft Mobility Hub Station Area Plan.

BACKGROUND

This project will deliver a Mobility Hub Study for the Newmarket GO Station. The Terms of Reference were prepared by Metrolinx in consultation with the Town in November, 2016, which stated that the study will examine land use and transportation plans for the area, and provide both short-term and long-term recommendations on the station's functionality and aesthetics, road network, public realm, and transit integration. The project formally commenced in December, 2016 and is scheduled to be complete by the end of 2017. Metrolinx has retained IBI as their lead consultants on this project.

Following numerous project team meetings and consultation with public, a Conceptual Station Area Plan has now been prepared (included as Attachments 1, 2 and 3). At this time, Metrolinx is requesting formal comments from the Town on the Conceptual Station Area Plan; once finalized these Plans will be included in the Mobility Hub Study which is currently being prepared by Metrolinx. This

Report provides a summary of the Conceptual Station Area Plan's improvements and provides recommendations, where required.

COMMENTS

The objective of the Mobility Hub Study is to implement Section 9.3.3 ii. of the Urban Centres Secondary Plan, which states that the Mobility Hub Study should address, at a minimum:

- a) the long-term role and function of the Newmarket GO Rail Station within the broader GO Rail network, taking into account Policy 9.3.3 (i);
- b) potential for grade separation of the rail line at Davis Drive;
- c) potential re-location of the Newmarket GO Rail Station access to Main Street to improve access and reduce traffic impacts on Davis Drive;
- d) integration between the GO Rail Station, the Rapidway, the future GO bus services and the GO bus terminal;
- e) pedestrian connections between the Rapidway Station at Davis Drive and Main Street and the GO Rail platform;
- f) pedestrian connections between the *active transportation* network and the GO Rail platform;
- g) opportunities and constraints to development in the vicinity of the station, including floodplain restrictions; and
- h) accessibility and bicycle parking considerations.

The Study began with an assessment of potential future GO Station sites, both north and south of Davis Drive and east and west of the rail corridor. It was ultimately determined that the best location is the existing location north of Davis Drive because the minimum clearance distance required for a train while stopped could not be provided south of Davis between the proposed station site and the Queen Street bridge. Therefore the existing location north of Davis Drive was determined to be more appropriate, however rather than clustering the station facility on the east side of the corridor as currently exists, a second passenger pick-up / drop-off facility would be located west of the corridor, connecting to the rest of the station on the east side of the corridor via a pedestrian bridge.

This layout assists to disperse the traffic impacts through the use of two passenger pick-up / drop-off facilities. This layout also creates opportunities for numerous pedestrian connectivity improvements, placemaking opportunities and higher-level bus accommodation, as will be discussed later in this Report.

The Conceptual Station Area Plan has been broken out into 2 Phases: i) Phase 1 (attachment 1) shows improvements that are anticipated to be made between 2018 and 2024; and ii) Phase 2 (attachment 2) shows improvements that are anticipated to be made after 2025. A Demonstration Plan is also provided (attachment 3) that shows all Phase 1 and 2 improvements as well as various theoretical Transit-Oriented Developments within the Study Area. These Plans combined are referred to as “the Plans” in this Report.

1. Specific Improvements in Phase 1 (by 2024)

The Phase 1 improvements are shown as Attachment 1. These improvements fit within the existing land use/development context and assume the continued operation of the Tannery Mall, where Metrolinx leases space. The specific improvements are:

- Enhanced western connectivity between the GO Station and the Viva Yellow Rapidway stops, the York Region Transit (YRT) bus stops and the surrounding area:
 - Improved GO signage and wayfinding
 - Streetscape improvements on Simon Street and Main Street
 - Multi-use path on Simon Street to connect to the improved streetscaping on Main Street
 - West passenger pick-up-drop off (PPUDO) area with 18 spaces and 6 vehicle loading spaces
 - Small transit plaza surrounding the PPUDO with covered bike parking (24 spaces)
 - Pedestrian bridge connecting to the east platform that contains a ticket kiosk
 - Potential street-side bus bays along Davis Drive, west of the rail corridor
- Enhanced eastern connectivity and improved GO Station facilities:
 - Improved GO signage and wayfinding
 - PPUDO with 3 vehicle loading spaces
 - Barrier free parking (6 spaces)
 - Mobility Plus drop-off/layby space in close proximity to the GO Station (space and drive aisle designed to accommodate a 26' bus)
 - Driveway median to control traffic movements
 - Linear transit plaza with a canopy for weather protection and placemaking and bike parking (40 covered and 16 secure)
 - Covering of 40 existing open bike parking spaces (located within the GO customer parking lot)

- Improved pedestrian and cyclist connections from the Tom Taylor Trail through the GO and Tannery Mall parking lots
- Multi-use path connecting the Tom Taylor Trail and Bayview Parkway
- Potential street-side bus bays along Davis Drive accommodating local YRT busses

2. Specific Improvements in Phase 2 (after 2025)

The Phase 2 improvements are shown as Attachment 2. This Concept builds off of the Phase 1 improvements, with some of the Phase 1 facilities being relocated and expanded in order to provide more direct access for GO customers and to optimize opportunities for Transit-Oriented Development. This Phase assumes the redevelopment of the Tannery Mall property. The specific improvements are:

- Additional enhancements to western connectivity:
 - Linear transit plaza connection from Davis Drive to the pedestrian bridge and ticket kiosk (and potential future second platform)
 - Multi-use path and pedestrian bridge off of Asa Street
 - Enhanced wayfinding through a gateway feature at the Simon Street intersection with Main Street
- New eastern station building and reconfiguration of some Phase 1 improvements:
 - Enlarged linear transit plaza with a canopy and additional bike parking (48 covered and 16 secure) and clock tower from the historic Tannery building
 - New stand-alone station building
 - Relocation of east PPUDO, barrier-free parking and Mobility Plus layby spaces to facilitate TOD along Davis Drive
 - Proposed municipal plaza in front of the historic train station (Chamber of Commerce)

3. Draft Demonstration Plan (after 2025 / illustrated)

A Demonstration Plan is also provided (Attachment 3). This carries forward the Phase 2 improvements but also illustrates theoretical redevelopments within the Study Area. One of the goals of a Mobility Hub is to have more intensive uses located around a transit station in order to support the concept of Transit-Oriented Development, being the creation of compact, walkable, pedestrian-oriented, mixed-use communities centered around high quality, higher-order transit systems. In this case, the Newmarket Station is located within a floodplain and therefore many uses including

residential and certain institutional uses are restricted and as such no large-scale residential uses are shown in around the station area on the Plan as would typically be seen in a Mobility Hub Study. However some limited development is shown outside of the floodplain which helps achieve this intensification goal. It should be noted that these illustrated developments do not represent actual development proposals; they are only intended to represent potential developments that show the evolution of specific sites that are currently under-developed.

Pedestrian / Bicycle Connectivity

In order to create a true Mobility Hub, it is imperative to provide a clear connection between at least two forms of transit. In the case of the Newmarket GO Station, there are three forms of transit that exist: GO Train service, Bus Rapid Transit, and local bus service. The GO Train and Bus Rapid Transit facilities are currently constructed and are not proposed to be relocated. However, in order to increase connectivity between these facilities, streetscape improvements, multi-use path, a pedestrian canopy and enhanced wayfinding are proposed. These improvements will effectively bridge the gaps between the three forms of transit that exist at Newmarket Station.

The improvements also optimize the existing trail system located west of the station lands, proposing improvements to the existing multi-use path that is located along the eastern edge of the parking area, and proposing multi-use path crossings that link the multi-use path with the station and train platform area. However, it is noted that there are no wayfinding signage improvements proposed along the Tom Taylor Trail, informing trail users of the station's location.

Recommendation: Include "Improved Wayfinding" along the Tom Taylor Trail in Phase 1.

Placemaking Opportunities

A Mobility Hub should be easily distinguishable within the future urban fabric of the area. The proposed improvements that make the Mobility Hub clearly identifiable include the creation of transit plazas at key locations, wayfinding improvements, a pedestrian canopy with 'GO' signage, and transit-focused streetscaping improvements along Main Street. Although there are / will be other transit stations in the Town, these improvements will make it obvious to station users that Newmarket Station represents the principal transit station/facility in the Town.

Bus Accommodation

The third form of transit is local bus service. YRT did not identify the need for an on-site bus loop on the station lands to accommodate future bus usage and therefore, potential street-side bus bays are proposed (in unspecified locations) along Davis Drive, west of the rail corridor. These bus bays will allow local YRT buses to pull out of the flow of traffic while picking up and dropping off passengers and generally provide a higher level accommodation than conventional bus stops, however, staff question their adequacy and appropriateness given the Mobility Hub context, study objectives regarding connectivity and possible future demand. Additionally, the Region has confirmed that there are concerns with the amount of space required for the bus bays in the proposed locations.

As an alternative to street-side bus bays, staff prefer on-site local bus accommodation. It is noted that the Plans include on-site bus accommodation for Mobility Plus busses and perhaps this space can be shared with other YRT busses to provide on-site bus accommodation.

Recommendation: Subject to YRT comments, include on-site local bus accommodation through either the sharing of the on-site Mobility Plus spaces with other YRT busses, and/or creating other on-site YRT bus accommodation in Phase 1.

Future Road Network

Phase 2 includes a north/south road through the station lands that connects the GO Station parking lot in the north with Davis Drive in the south. This road is generally consistent with the Urban Centres Secondary Plan, which identifies a linkage in this area. However it is noted that the road connection as shown is 4, and in one portion 5 lanes in width. It is understood that the Plans are conceptual in nature, but it is still suggested that more thought be given to the overall width requirement of this connection.

Schedule 5 of the Urban Centres Secondary Plan also identifies a 'Future Local Road' extending east from Penn Avenue. The scope of the Mobility Hub Study was to include an analysis of the Secondary Plan's land uses, heights, densities and road network, and make any recommendations for revisions where warranted. This assessment was completed and the only area of refinement on these items was the removal of the 'Future Local Road' extending east from Penn Avenue. Staff will include this recommendation in the statutory review of the Secondary Plan.

Recommendation(s): Assess the width of the north/south road connection through the station lands with an understanding that this area is to be pedestrian-focused and maximize opportunities for re-development.

Grade Separation

Staff note that the Plans do not include a grade separation of Davis Drive and the rail corridor. As noted, one of the requirements of the study, as per the Secondary Plan's policy, is to address the "*potential for grade separation of the rail line at Davis Drive*". Through discussions to date with Metrolinx and York Region, it is understood that a grade separation at this location has not been identified by either agency's background assessments. In addition, Viva has raised concerns with the possibility of reconstructing the recently completed Bus Rapid Transit facility along Davis Drive. Finally, Metrolinx's consultant has assessed the potential of grade separation in this location and determined that there would be significant urban design and transit connectivity implications. It is understood by staff that for these reasons, a grade separation has not been included in the Plans. Metrolinx advises that a 'Technical Transportation Report' will be prepared with the final Mobility Hub Study that will discuss the issue of grade separation in greater detail.

Recommendation(s): That the Technical Transportation Report include detailed rationale why a grade separation was not supported at this crossing (being either road over/under rail, or rail over/under road), as well as recommendations on any improvements that can be made to the existing level crossing to increase safety and efficiency.

COMMUNITY CONSULTATION

Non-statutory Public Open Houses were held on May 18, 2017 and September 28, 2017. A Visioning Workshop was held on May 29, 2017. These events were hosted by Metrolinx, and staff from Metrolinx the Town, the Region and other agencies were in attendance to provide information and answer questions.

HUMAN RESOURCE CONSIDERATIONS

There are no direct human resource impacts associated with this report.

BUDGET IMPACT

Funds were allocated in the 2016 budget for this study, therefore there are no direct budget impacts associated with this report.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Well-planned & Connected:

- Implement key elements of the Official Plan and Urban Centres Secondary Plan.
- Varied transit options.
- Key transportation linkages.

Living well:

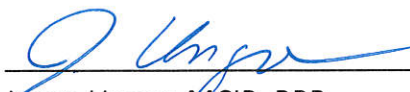
- Traffic and growth management strategies.

CONTACT

For more information on this report, contact: Adrian Cammaert, Senior Planner, Policy, at 905-953-5321, ext. 2459; acammaert@newmarket.ca



Adrian Cammaert, MCIP, RPP, CNU-A
Senior Planner, Policy



Jason Unger, MCIP, RPP
Assistant Director of Planning



Rick Nethery, MCIP, RPP
Director of Planning & Building Services



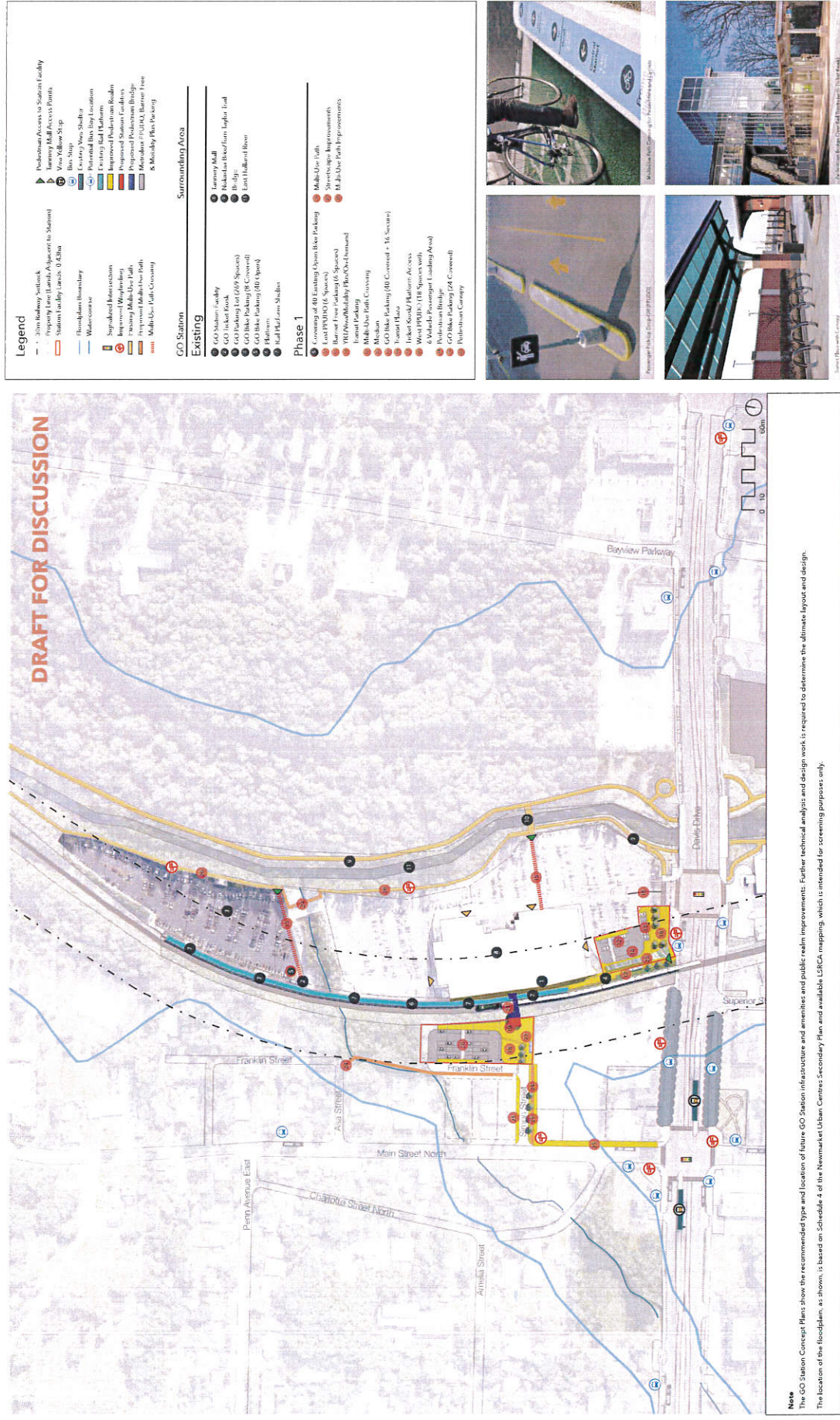
Peter Noehammer, P. Eng.
Commissioner Development and
Infrastructure Services

Attachment(s):

- Attachment 1: Phase 1 Concept Plan – 2018 to 2024
- Attachment 2: Phase 2 Concept Plan – 2025 and beyond
- Attachment 3: Demonstration Plan – 2025 and beyond

PHASE 1 - ENHANCED CONNECTIVITY AND STATION PRESENCE

ANTICIPATED TIMING 2025



DRAFT FOR DISCUSSION

The site plan illustrates the proposed development of the University of Michigan Medical Center. Key features include:

- Buildings:** Various colored blocks represent different building types, including a large central building (yellow/green), a smaller building (red), and several smaller structures (blue/green).
- Landscaping:** Green areas with tree symbols represent landscaped zones, including 'Campus Green' and 'River' areas.
- Infrastructure:** Roads, paths, and a river are shown. A red dashed line outlines the main development area.
- Scale:** A scale bar at the bottom indicates distances from 0 to 100 meters.

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CORPORATE SERVICES – LEGISLATIVE SERVICES – CLERK'S
 TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

www.newmarket.ca
 info@newmarket.ca
 905.895.5193

October 16, 2017

Corporate Services – Legislative Services (2017-19)

TO: Committee of the Whole

SUBJECT: Use of Corporate Resources during an Election Year Policy and Updates to the Election Process

ORIGIN: Legislative Services Department

Recommendations

1. That Corporate Services – Legislative Services Report 2017-19 dated October 16, 2017 entitled "Use of Corporate Resources during an Election Year Policy and Updates to the Election Process": be received; and,
2. That Council adopt the proposed amended "Use of Corporate Resources during an Election Year Policy" (attached as Appendix A).

Purpose

The purpose of this report is to seek Council approval of revisions to the Use of Corporate Resources during an Election Year Policy, and to provide Council with an update to the changes to the election processes resulting from the recent amendments to the Municipal Elections Act (MEA).

Background

As part of report relating to the Ward 5 Councillor vacancy in 2016, staff provided Council with an overview of the recent amendments to the MEA. In addition to providing a further outline of some of the significant changes that will affect the 2018 Municipal Election, this report will highlight the amendments to the Town's existing Use of Corporate Resources in an Election Year Policy. This Policy has been in effect since 2005; however, the recent changes to the MEA now require the Town to update its Policy to ensure compliance with the Act.

Revisions to the Existing Use of Corporate Resources during an Election Year Policy

The Use of Corporate Resources and Election Campaign Activities Policy was first adopted on December 12, 2005 and then revised on March 20, 2006. During the recent review of the Code of Conduct for Members of Council there were several policy amendments that were recommended in order to provide a stronger ethical framework for Council. Following the adoption of the Code of Conduct staff undertook a review of all related policies including the Use of Corporate Resources

The policy has been updated to incorporate recommendations from the Code of Conduct review in addition to updates for clarification and best practices.

Summary of Significant Amendments to the Use of Corporate Resources Policy:

1. Election Period

- The Election Period has been re-defined to include all types of elections including regular municipal elections, by-elections, provincial and federal elections, and party leadership contests.

2. New Cut-Off Date - May 1

- Prior to the amendments to the MEA, individuals could register as a Candidate as early as January in an election year, and the last day to register was the second Friday in September in an election year. These dates have now changed, and individuals can only register as a candidate as of May 1 in an election year, and the last day to register is the fourth Friday in July in an election year.
- Prior to the changes to the MEA, the Town's Policy was to not permit the use of corporate resources after June 30 in an election year. June 30 was a date that was considered reasonable, as it allowed current Councillors to continue to conduct their business. However, given the shortened nomination period, the Policy has been revised to not permit the use of corporate resources after May 1. This date change aligns with the legislative requirements of the MEA, such that a municipality cannot contribute to a candidate's campaign, yet still provides current Councillors with the opportunity to conduct their business in an election year.

3. Use of Town Facilities

- The Policy previously stated that campaigning in Town facilities was not permitted. The Policy has been revised to allow candidates to rent Town-owned or operated facilities for campaign events during certain timeframes, subject to candidates paying the rental fees and abiding by the requirements of the rental agreement.
- Section 2.1 places restrictions on campaign-related material during the rental period.

4. Community Groups and Charitable Organizations

- As part of the Code of Conduct review in 2015, the consultant identified Council Member activities with charitable groups as an item for inclusion within this Policy.
- Section 3.6 of the Policy now places limited and specific restrictions on activities during an election period, and Section 12 of the Council Code of Conduct addresses Council Member activities with respect to Community Groups and Charitable Organizations at all other times.

5. Registered Third Parties

- Registered Third Parties have now been added to the Policy as a result of the recent changes to the MEA.
- Third parties who have registered with the municipality are allowed to operate campaigns, and as such, many of the same rules that apply to candidates also apply to third parties.

Highlights of Amendments to the Municipal Elections Act, 1996

1. Election Administration

- Advance voting may not begin more than 30 days before Voting Day (October 22, 2018).
- Clerks have the authority to provide for electronic filing for financial statements.

2. Election Calendar

- The beginning of terms of all offices has moved from December 1 to November 15 in the year of a regular election. A transitional rule applies with respect to the 2018 regular election. The 2018-2022 Council term will begin on December 1, 2018 and end on November 14, 2022.
- The earliest date for which an individual can file their nomination papers has changed from early January to May 1 of an election year.
- The last day for which an individual can file their nomination papers (i.e. Nomination Day) has changed from the second Friday in September to the fourth Friday in July (i.e. July 27, 2018).
- The date for a municipality to put a question on the ballot is now March 1 in an election year.

3. New Dates for Lame Duck Provisions

- Given the new nomination period, the lame duck period could be in effect as early as Nomination Day (July 27, 2018) if less than 7 Members of the current Council file their nomination papers, and would end when the new term of Council would begin (December 1, 2018). The lame duck period could also be in effect as late as until the announcement of the results after Voting Day (October 22, 2018), if 7 or more Members of the current Council file their nomination papers but fewer than 7 Members are not re-elected.

4. Eligibility and Nomination Process

- Candidates who wish to run for an office on Municipal Council are now required to submit 25 endorsement signatures along with their nomination form. Only eligible voters are permitted to endorse candidates. Those who sign endorsements will have to also sign a declaration that they are eligible to vote in the municipality. An eligible voter can endorse more than one nomination.
- The nomination filing fee will only be refunded if Candidates file their financial statements by the appropriate deadlines.

5. Voters' List

- The legislation has been updated to clarify that voter's may only vote for the Ward Councilor who represents the Ward where they reside even if they own property in another ward. Newmarket property owners who reside in another municipality may still vote in Newmarket as well as the municipality where they reside.
- Candidates who request a copy of the Voters' List (provided after September 1) will also receive a list of any changes made prior to September 25.

6. Third Party Advertising

- Individuals who are residents in Ontario, corporations carrying on business in Ontario, and unions that hold bargaining rights for employees in Ontario are entitled to register as third parties. Third parties must register in order to run a campaign within a municipality.
- Similar to candidates, third parties must register with the Clerk, and can register as early as May 1 in an election year up until the Friday before Voting Day (i.e. October 19, 2018).
- There is no registration fee for third party advertisers.
- A third party may register in more than one municipality; however, each registration is considered a separate campaign with its own spending limits.
- Registered third parties are required to abide by the same campaign finance rules as candidates.
- Registered third party advertisements must include the:
 - name of the registered third party;
 - municipality where they are registered; and,
 - contact information for the third party.
- There are requirements for broadcasters and other media outlets to retain information about registered third parties for a specified amount of time.

7. Campaigning

- No landlord or condominium corporation may prevent owners or tenants of units from displaying campaign material within the limits of the leased or owned premises, however they may set limits as to size, and type and place restrictions for common areas.

8. Campaign Financing

- Contributions are not permitted from:
 - corporations carrying on business in Ontario;
 - unions with bargaining rights for employees in Ontario;
 - federal or provincial political parties; or,
 - the Crown in right of Canada or Ontario, a municipality or a local board.
- Contributions are only permitted from individuals who are normally residents of Ontario, and candidates and their spouses (subject to limitations).
- A candidate does not have to open a bank account if they do not raise or spend money.
- Anonymous and cash contributions cannot exceed \$25.
- Contributions over \$25 have to be made in a way that links the contributors' name and account with the payment, or by money order.
- If goods sold to raise funds are sold for \$25 or less, that amount is considered campaign income, rather than a contribution.
- The nomination fee is no longer a campaign expense.

9. Financial Statements & Clerk's Review

- Candidates are permitted to withdraw their financial statement and file a corrected financial statement with the Clerk on or before the applicable deadline if an error is found.
- Subject to a \$500 late fee, Candidates who do not file their financial statements by the applicable deadline, can now file their financial statements within 30 days after the applicable deadline, will not be considered in default.
- Registered third parties are also required to file financial statements with the Clerk, and similar rules that apply to Candidates also apply to registered third parties.
- The Clerk is required to review contributions reported on the financial statements submitted, to determine whether any contributor appears to have exceeded any of the contribution limits.
- The Clerk is required to prepare a report identifying each contributor to a candidate for office or third party who appears to have contravened any of the contribution limits, and the details of the contravention. The Clerk is required to forward all apparent contraventions to the Compliance Audit Committee.

10. Accessibility

- Clerks are required to prepare a plan for the identification, removal, and prevention of barriers that affect voters and candidates with disabilities and make that plan available to the public before Voting Day.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report relates to the well-equipped and well-managed link of the Town's Community Vision – implementing policy and processes that reflect sound and accountable governance.

CONSULTATION

There has been extensive consultation with other municipalities across Ontario on both the drafting the revised Use of Resources Policy and in understanding the amendments to the Municipal Elections Act, 1996. Specifically staff have discussed and circulated the revised Policy with all of the Clerks in York Region and with the AMCTO Elections Working Group.

The amendments to Use of Resources in an Election Year policy is partially based on recommendations from the Code of Conduct review and consultation in 2015. Both the Operational Leadership Team (OLT) and the Senior Leadership Team (SLT) have reviewed the Policy.

HUMAN RESOURCE CONSIDERATIONS

Not applicable to this report.


BUDGET IMPACT

No budget impact.

CONTACT

For more information on this report, contact: Sarah Niezen, Records and Projects Coordinator at ext. 2213 or sniezen@newmarket.ca


Director of Legislative Services/Town Clerk


Commissioner of Corporate Services



CORPORATE POLICY

Sub Topic: Use of Corporate
Resources in an Election Year

Policy No. Corp.1-01

Topic: Use of Corporate Resources in
an Election Year

Employees Covered: Members of
Council, Election Candidates, Third
Party Advertisers & All Employees

Section: Corporate Services

Council Adoption Date:
December 12, 2005

Effective Date: December 12, 2005

Revision No: 2

Date: June 2017

Policy Statement & Strategic Plan Linkages

In order to preserve the public trust and comply with the provisions of the Municipal Elections Act, 1996, it is essential that Members of Town Council, all election candidates, and all Town employees maintain the highest standards of ethical conduct. This Policy reflects both Provincial legislation and the conduct necessary to set a leading example in meeting the objectives of the Town's Strategic Plan for being well equipped, and managed through decision-making processes that reflect sound governance and accountability.

Purpose

This Policy provides a consistent approach and direction to Town employees, elected officials, candidates and third party advertisers on how Town resources can and cannot be used for election related purposes.

Scope

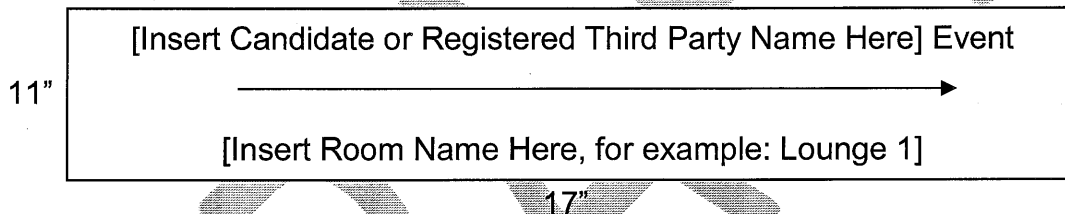
This Policy applies to all Candidates, including Members, an acclaimed Member or a Member not seeking re-election.

Definitions

Candidate means any person who has filed, and not withdrawn a nomination, for an elected office at the municipal, regional, school board, provincial or federal level, or political party in an election or by-election;

Campaign Materials means any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

Directional Sign means a temporary sign that is a maximum of 11" in length and 17" in width which is used to advise individuals of the specific location of an event within a facility. Directional Signs must only include: 1) the first and/or last name of the Candidate or the name of the Registered Third Party followed by the word "event"; and, 2) an arrow pointing to the direction of the room within the facility; and, 3) the name of the room within the facility. As an example, Directional Signs must follow the below format (note: example is not to scale):



Election means an election or by-election at the municipal, regional, school board, provincial and federal level of government, political party election or the submission of a question or by-law to the electors.

Election-Related means anything that relates directly to an election as defined above.

Election Period means the official campaign period of a municipal, regional, provincial or federal election, municipal by-election or party leadership contest.

Specifically these are as follows:

| | |
|---|--|
| Regular municipal election (includes regional and school board) | the period commences on the first day nominations may be filed and ending on voting day. |
| Municipal by-election (includes regional and school board) | the period commences on the first day nominations may be filed and ending on voting day |
| Provincial or federal election | the election period commences the day the writ for the election is issued and ends on voting day; |
| Provincial party leadership contests | the period commences with the date of registration as a candidate with the Chief Electoral Officer of Ontario and ends with the date fixed for the leadership vote as filed with the Chief Electoral |

| | |
|--|---|
| | Officer of Ontario |
| Federal party leadership and nomination contests | the period commences when a contestant receives contributions, incurs expenses or borrows money/is deemed to be a contestant as stated in sections 478.2 (2) and 476.2 of the Canada Elections Act and ends with the date of selection. |

Employee means all full-time and part-time individuals hired by the Town and Central York Fire Services, including all contract, temporary, student, secondment or co-operative placement persons.

Glad-handing means attending a Town event as a private individual and interacting with other event attendees without displaying signage or disseminating material which identifies the individual as a candidate and without encouraging votes for a candidate, a political party or a position on a question on a ballot.

Member means a Member of the Council of the Corporation of the Town of Newmarket.

Registered Third Party means in relation to an election in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996 as amended.

Town Facility means any Town of Newmarket owned or leased facility, including Town parks, sports fields and civic event spaces. Including but not limited to: The Magna Centre, Ray Twinney Recreation Complex, Lions Hall and Community Centre, Riverwalk Commons, etc.

Voting Day means, in the case of a regular election, the fourth Monday in October in the year of the election or in the case of a by-election means the 45th day after Nomination Day, in accordance with the Municipal Elections Act.

1. Policy

- 1.1 Pursuant to the Municipal Elections Act, the Town of Newmarket cannot make a contribution, including money, goods and services, to any Candidate, Registered Third Party or a supporter of a question on the ballot during an election.
- 1.2 Nothing in this Policy shall preclude a Member of Council from performing his/her duty as an elected official, nor inhibit him/her from representing the interests of the constituents who elected him/her.
- 1.3 Subject to Section 2.0 of this Policy, Campaign or Election signs or any other election-related campaign material will not be displayed in any Town-owned and/or operated facility.

- 1.4 The municipality's logo, crest, coat of arms, slogans, etc. shall not be printed or distributed on any election materials or included on any election campaign-related website, except in the case of a link to the Town's website to obtain information about the municipal election.
- 1.5 Photographs produced for and owned by the Town of Newmarket shall not be used for any election purposes.
- 1.6 Town employees may not engage in political activity during working hours and shall not identify as Town employees when engaged in any kind of political activity in accordance with Section 4 of this Policy.
- 1.7 Members are responsible for ensuring that the content of any communication material, including printed materials such as newsletters, advertising, etc. funded by the Town for the operation of each Member's Office, is not directly Election-Related.

2. Campaign Activities at Town-owned and/or operated facilities

- 2.1 Candidates and Registered Third Parties may not display campaign materials or campaign at Town facilities except subject to the following:
 - 2.1.1 Candidates and Registered Third Parties pay the full market rental fees and rates for use of such facilities. and,
 - 2.1.2 Candidates and Registered Third Parties set up and remove all campaign-related material, including, but not limited to, signs, posters, and other campaign-related paraphernalia within the allotted rental period; and,
 - 2.1.3 Campaign-related material may only be displayed within the rented area designated within the rental agreement; and,
 - 2.1.4 Candidates and Registered Third Parties are permitted up to a maximum of 3 Directional Signs within the facility. The Directional Signs must be temporarily affixed to the wall, using non-permanent tape that can easily be removed, without causing damage to the wall and/or paint. Directional Signs cannot obstruct or interfere with any existing signage.
- 2.2 Candidates and Registered Third Parties are not permitted to use the Municipal Offices (located at 395 Mulock Drive) or the Town's Operations Centre (located at 1275 Maple Hill Court) to undertake campaign-related activities.

- 2.3 Candidates may during the election period attend Town events, or events held at Town facilities, in either their capacity as elected representatives or as private citizens to glad-hand with attendees and visitors, but may not solicit votes for themselves, a political party, registrant or a supporter of a question on a ballot.
- 2.4 Candidates and Registered Third Parties may not rent Town facilities for campaign related activities on a date when there is a Voter Assistance Centre or Voting Location established at that facility.

3. Procedures for Members of Council during an Election Period

Activities not permitted during an Election Period:

- 3.1 Members may not use corporate resources for any election-related purpose. This includes, but is not limited to, the facilities, equipment, supplies, services, email system, voicemail system, Town staff or other resources of the Town.
- 3.2 Members may not print or distribute any election or campaign-related material using municipal funds or resources.
- 3.3 In any material printed or distributed by the Town of Newmarket, Members are not permitted to:
 - 3.7.1 Illustrate that an individual (either a Member or any other individual) is a candidate registered in any election;
 - 3.7.2 Identify where they or any other individual will be running for office; or,
 - 3.7.3 Profile or make reference to candidate in any election.
- 3.4 Ward publications will not be distributed following May 1 in a municipal election year.
- 3.5 Social media accounts, domain names or websites, that are funded by the Town, may not include any election related campaign material and may not be re-designated for campaign purposes or provide a link to a campaign site.
- 3.6 Members may not:
 - 3.6.1 create new community groups or charitable organizations or events during an election period in which they are an acknowledged candidate; or

- 3.6.2 knowingly allow his or her name or position and title to be used in connection with a community group or charitable organization event during the regular municipal election period or another election period in which they are an acknowledged candidate.

Activities not permitted following May 1 in a regular municipal election:

- 3.7 The Town shall cease providing Members with the following services starting May 1 up to the day following Voting Day:
 - 3.7.4 All forms of advertising, including in municipal publications;
 - 3.7.5 All printing, high speed photocopying and distribution;
 - 3.7.6 The ordering and use of stationery; and,
 - 3.7.7 All expenses related to ward or community meetings, business cards.
- 3.8 Subject to the Elected Officials Expense Policy and the Guidelines for Discretionary Expenses, and all expenses as outlined in Section 3.7 of this Policy must be submitted prior to May 1 in a municipal election year. Any such expenses submitted after May 1 will not be paid by the Town.
 - 3.8.1 All such goods and services must be received and used prior to May 1 in a municipal election year.
- 3.9 Members may not hold a ward or community meeting between May 1 and the end of the Council term, in a municipal election year.

4. Procedures for Town of Newmarket Employees

- 4.1 Employees shall not canvass nor actively work in support of a candidate or party during normal working hours, unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.
- 4.2 Employees shall not canvass nor actively work in support of a candidate or party while wearing a Town uniform, badge, crest or other item identifying them as a Town of Newmarket employee, or while using a Town owned or leased vehicle.
- 4.3 Employees working directly for a Member(s) of Council (i.e., Executive and Administrative Assistants), shall not be assigned to work as election officers in a municipal election.

- 4.4 Employees, who are also relatives of any member of Council or candidate for municipal election, shall not be assigned to work as election officers in a municipal election.
- 4.5 Employees shall not use their official authority or influence for the purpose of interfering with or affecting the result of an election, nor use their official title while participating in otherwise permissible political activities.
- 4.6 Employees are advised to be especially mindful of public perception during municipal elections, and to ensure that their activities do not conflict with nor adversely affect their duties as employees of the Town. Moreover, employees have a responsibility to ensure that public resources are not used for political campaign purposes.

5. Administration and Contact

- 5.1 This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.
- 5.2 All questions, or concerns with respect to this Policy should be directed to the Director of Legislative Services/Town Clerk.

Cross-References

Municipal Elections Act, 1996
Canada Elections Act, S.C. 2000, c.9
Election Act, R.S.O. 1990, c. E.6
Ontario Municipal Act, 2001
Municipal Conflict of Interest Act, 1990
Council Code of Conduct
Employee Code of Conduct

October 16, 2017

Corporate Services- Legislative Services Report 2017-17

TO: Mayor Van Bynen and Members of Council

SUBJECT: N6 Initiative - Animal Shelter Services – Memorandum of Understanding

ORIGIN: Lisa Lyons, Director of Legislative Services/Town Clerk

Recommendations


1. That Corporate Services Report – Legislative Services – 2017-17 dated October 16, 2017 entitled “N6 Initiative - Animal Shelter Services – Memorandum of Understanding” be received; and,
2. That the Mayor and Town Clerk be authorized to execute a Memorandum of Understanding with the Towns of Aurora, East Gwillimbury and Georgina for the provision of Animal Shelter Services for a five year term with an optional one year extension.

Comments

Background

The Town of Georgina has provided Animal Shelter Services to the Town of Newmarket since 2001. In 2007, along with the municipalities of East Gwillimbury and Whitchurch-Stouffville, Newmarket entered into a five-year contract with Georgina for the provision of Animal Shelter Services. The contract provided for five, one-year extensions and the last extension year to that contract is complete in 2017. In staff's view, the current contract for shelter services and Newmarket's working relationship with Georgina has been positive and served the needs of Newmarket residents well.

In 2015, a Northern Six (N6) Animal Shelter Services Working Group was established at the direction of the N6 Chief Administrative Officers to undertake a study of potential options for Animal Shelter collaboration among the N6 municipalities of York Region. Georgina retained a consultant (AM FM Consulting Group Inc. “AM FM”) to prepare a facility needs assessment study of the Georgina Animal Shelter and Adoption Centre. The study also included:

- Consultation with all municipalities in the Region of York and other neighbouring municipalities to determine interest in participating in joint animal shelter services;
 - Consultation with private Animal Shelter Service providers to determine opportunities for partnership or to evaluate opportunities to contract the service to private business;
 - Consultation with the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) to determine interest in partnering for the provision of Animal Shelter Services;
 - Identification of business models for the provision of animal shelter services including facility needs, established service levels and associated costs.
- 

Recommended Northern 4 (N4) partnership and future partnership opportunities

Upon completion of the study, AM FM identified numerous options, however the preferred model presented to the CAOs identified an immediate solution of maintaining the current municipal collaboration arrangement, with a longer-term model for consideration of seeking a partnership between the Vaughan and Georgina animal shelter facilities, which are the only municipally-run animal shelters in York Region.

This was identified as the most viable model to achieve efficiencies and potential cost savings by removing duplication and achieving economies of scale. Additionally, Georgina and Vaughan have established expertise in the delivery and management of animal shelter services, and a partnership could provide enhanced customer service and community outreach, mitigate risks through integrated business continuity and emergency preparedness and create cost savings through cooperative purchasing including shared veterinarian services.

Animal Shelter Services in York Region

At the present, the Georgina Animal Shelter services Georgina, East Gwillimbury and Newmarket. The Vaughan animal shelter services Vaughan, Whitchurch-Stouffville and King. The OSPCA currently services Aurora, Richmond Hill and Markham. Aurora's contract with the OSPCA is complete at the end of 2017, which presents an opportunity to align four of the N6 municipalities in a shared service agreement for a period whereby other municipal partnerships can be explored including the long-term model with Vaughan.

There are also further opportunities to improve and enhance animal services overall for the participating communities by aligning animal control services, wildlife services and education and pet licensing programs. These matters would all be further explored as part of the N4 agreement.

Memorandum of Understanding and Financial Considerations

The N6 CAOs and the Animal Shelter Working Group have agreed that a five year term contract (with an optional one year extension) between the Towns of Aurora, East Gwillimbury, Georgina and Newmarket is a partnership that will continue to provide efficiencies, service improvements and a level of cost certainty to all of the respective communities. The agreement establishes a Board of senior staff to oversee the agreement and identify additional opportunities for alignment of fees, by-laws, education and enforcement, and other potential municipal partners and/or facilities.

The financial model is based on a cost sharing model of fixed and actual usage contribution. 60% of the total fixed costs (including salaries/benefits, training, cleaning supplies, clothing/uniforms, hydro/gas/water, insurance, telephone, office supplies/equipment and repairs, contracted services, building repairs/maintenance, bank charges and internet access) are allocated equally amongst the participating municipalities. The variable costs (including medical supplies, animal food, veterinary services, disposal of animals, advertising and travel/vehicle expenses) are allocated based on each municipality's usage.

The agreement stipulates that the net shelter operations will be increased by 2% annually for inflation for the term of the contract.

The following represents the costs projected for the term of the agreement. Aurora is included at a transitional rate of \$122,400 for 2018 with the remaining costs being split proportionately between the other municipal partners. For years 2019 to 2022, Aurora is included at the full proportionate amount.

| | | East | | | | |
|----------------------------|------------------------|-----------|-------------|-----------|---------|-----------|
| | | Georgina | Gwillimbury | Newmarket | Aurora | TOTAL |
| 2018 | Net Shelter Operations | 355,400 | 169,000 | 222,000 | 122,400 | 868,800 |
| 2019 | Net Shelter Operations | 347,200 | 164,400 | 216,400 | 158,100 | 886,100 |
| 2020 | Net Shelter Operations | 354,200 | 167,700 | 220,700 | 161,200 | 903,800 |
| 2021 | Net Shelter Operations | 361,300 | 171,000 | 225,100 | 164,500 | 921,900 |
| 2022 | Net Shelter Operations | 368,500 | 174,500 | 229,600 | 167,700 | 940,300 |
| Total Over 5 Years: | | 1,786,600 | 846,600 | 1,113,800 | 773,900 | 4,520,900 |

Staff are requesting that Council approve a sole/single source with the Town of Georgina for a five year term (with an optional one year extension) for the provision of animal shelter services. Under the Town's Procurement By-law 2014-27, Council has the authority to approve sole/single sources with an estimated value of \$50,000 and higher in circumstances with a supplier's unique capability.

In this case, the Town of Georgina has the unique capability of providing animal shelter services to all of the N4 municipalities to ensure the consistency and standardization of the services provided throughout the northern York Region communities. This was ascertained through a review and analysis of shelter services study performed by AM FM.

Business Plan and Strategic Plan Linkages

This report relates to the Well-equipped and Managed link of the Town's Community vision – implementing policy and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

Consultation

Consultation has taken place with the N6 CAOs, the N6 Animal Shelter Working Group, and staff from Finance, Legal, By-laws and Legislative Services of the partnering municipalities.

Human Resource Considerations

Not applicable to this report.

Budget Impact

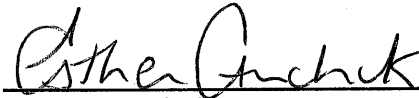
All increases as part of the annual 2% inflation will be included in the Legislative Services operating budget.

Contact

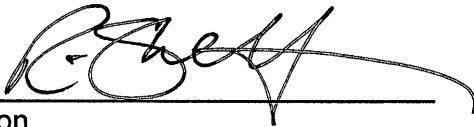
For more information on this report, contact Lisa Lyons, Director of Legislative Services/Town Clerk at 905-953-5300 extension 2211 or at llyons@newmarket.ca



Lisa Lyons
Director of Legislative Services/Town Clerk



Esther Armchuk
Commissioner, Corporate Services



R.N. Shelton
Chief Administrative Officer



Town of Newmarket ⁶⁷ **MINUTES**

Main Street District Business Improvement Area Board of Management

Tuesday, July 18, 2017 at 7:30 PM
Community Centre Hall # 2

200 Doug Duncan Drive

The meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, July 18, 2017 in Hall # 2 of the Community Centre – 200 Doug Duncan Drive, Newmarket.

Members Present: Glenn Wilson, Chair
Anne Martin
Peter Mertens
Carmina Pereira
Jackie Playter
Rory Rodrigo
Siegfried Wall (7:47 to 8:20 PM)

Absent: Elizabeth Buslovich
Councillor Kwapis
Olga Paiva

Staff Present: E. Bryan, Business Development Specialist
L. Moor, Council/Committee Coordinator

The meeting was called to order at 7:30 PM.

G. Wilson in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations & Recognitions

None.

Deputations

None.

Approval of Minutes

1. Main Street District Business Improvement Area Board of Management Minutes of June 20, 2017.

Moved by: Carmina Pereira
 Seconded by: Rory Rodrigo

1. That the Main Street District Business Improvement Area Board of Management Minutes of June 20, 2017 be approved.

Carried

2. Marketing Sub-committee Report/Minutes

The Chair advised there are no Marketing Sub-committee Minutes for distribution.

3. Street Events Update

Carmina Pereira advised that the Canada Day event was very successful. The Chair advised that the street vendors at that event had sold out of their merchandise by 5:00 PM and the estimated attendance was 15,000 people.

Moved by: Rory Rodrigo
 Seconded by: Jackie Playter

1. That the verbal street events update be received.

Carried

4. Financial Update and Accounting Overview of Year to Date Expenditures

The Business Development Specialist distributed a document entitled 2017 BIA Budget Balance and provided a verbal update on funds expended to date. The Chair requested that the funds pledged to the Newmarket National Play Festival be disbursed before the festival begins.

Moved by: Rory Rodrigo
 Seconded by: Peter Mertens

1. That the verbal financial update and accounting overview of year to date expenditures document be received.

Carried

5. Newmarket Downtown Development Committee Update

The Business Development Specialist provided a verbal update regarding the financial incentive and community grant applications that were considered at the June 30, 2017 Newmarket Downtown Development Committee. Discussion ensued regarding criteria requirements for funding assistance and the feasibility of the Business Improvement Area Board of Management being included by sharing information related to funding applications.

Moved by: Rory Rodrigo
Seconded by: Anne Martin

1. That the verbal update by the Business Development Specialist regarding the Newmarket Downtown Development Committee be received.

Carried

6. New Business

- (a) The Chair requested approval in principle of relocation of the refuse compartment located at the rear of the property known as the Olde Village Free House to an area within the Market Square parking lot. He advised that the owner of the Olde Village Free House is seeking an opportunity to develop an outdoor patio at the rear of the building and the Town has been consulted regarding repositioning of the refuse stall. The Business Development Specialist provided some input into the preliminary discussions that have taken place regarding the overall concerns associated with Main Street and refuse. Discussion ensued regarding the approval in principle concept as many of the details associated with the feasibility of refuse compartment relocation and possible backyard patio remain unknown at this time.

Adjournment

Moved by: Peter Mertens
Seconded by: Rory Rodrigo

1. That the meeting adjourn at 8:20 PM.

Carried

Date

G. Wilson, Chair

The meeting of the Accessibility Advisory Committee was held on Thursday, June 22 2017 in Council Chambers, 395 Mulock Drive, Newmarket.

Members Present: Steve Foglia (Chair)
Linda Jones
Jeremy Slessor
Councillor Bisanz

Absent: Richard Wilson
Stephen MacKeznie

Staff Present: Jeff Bond, Acting Manager, Parks, Public Works Services
Mike Ashworth, Capital Projects Parks Development Coordinator
Andrew Ferguson, Greenspace Development Coordinator
Hannah Leznoff, Council/Committee Coordinator

The meeting was called to order at 10:40 AM.

Steve Foglia in the Chair.

Additions and Corrections to the Agenda

None.

Presentation and Deputations

None

Declaration of Pecuniary Interest

None

Approval of Minutes

1. Accessibility Advisory Committee Meeting Minutes of March 23, 2017.

Moved by: Linda Jones
 Seconded by: Jeremy Slessor

1. That the Accessibility Advisory Committee Meeting Minutes of March 23, 2017 be approved.

Carried

Items for Discussion

2. College Manor Park Update

The Acting Manager, Parks provided the Members with a verbal update related to accessibility in College Manor Park. He advised that Members of Council and staff met with the resident who had raised concerns regarding accessibility in the park and it was determined that an accessible ramp would not be constructed at the location.

The Acting Manager, Parks and the Capital Projects Parks Development Coordinator addressed additional concerns raised by the Accessibility Advisory Committee including accessible restrooms, accessible benches, bridge access in the park, signage and accessible parking availability. It was also noted that grant funding only applies to one restroom upgrade per year and the 2017 funding will be used to upgrade at the restroom at Ken Sturgeon Park.

There was discussion regarding accessible features, and barriers in parks.

3. Workplan Discussion

The Council/Committee Coordinator reminded Committee Members that the Committee Workshop presentation will take place on Monday, September 18th at 7:00 PM. She advised that all Committee Members are encouraged to attend and that one representative from the Committee will present Council with a workplan update and goals for the next year.

4. Facility Audit Update- Newmarket Theatre

The Chair provided Committee Members with an overview of the Facility Audit at Newmarket Theatre that was conducted on Thursday, June 12, 2017. He indicated that LED lights and tactile transitions slips are used to identify the stairs in the theatre, which was a concern that was raised. He also indicated that there was an adequate number of accessible seating and that the grounds and stage are all accessible. One area of improvement would be with the accessible washroom, specifically the hand rail and placement of the toilet paper dispenser and garbage disposal bin.

The Committee discussed performing a facility audit of the Old Town Hall in September.

5. Magna Centre Parking Lot Update

The Chair provided an update on the Magna Centre parking lot. He advised that two Committee Members had previously met with staff to provide input on the parking lot designs. The outcome was a drop of section and extra wide accessible spots near the entrance as well as additional accessible spots with a crosswalk between the additional spots and the main entrance, as per the Committee Members' suggestions.

6. Main Street

The Chair initiated discussion regarding Main Street and the lack of accessible entrances to business. He raised questions regarding property lines and how the entrances can be upgraded to be more accessible. The Committee discussed attending a Main Street BIA Board of Management meeting to discuss these issues with business owners and to bring photo examples. decided to bring photo examples to show the committee, both of good accessible entrances and areas of improvement. The Committee discussed how there would be a mutual interest, being increasing traffic on Main Street. The Committee is interested in looking into creative solutions to the accessibility challenges on the street. The Committee discussed developing a "seal of approval" decal incorporating the Town of Newmarket Logos as part of the campaign to make downtown Newmarket more accessible. Promoting accessible entrances to businesses will be a priority for the Committee in the fall.

7. Staff Updates

a. Committee Vacancy

The Council Committee Coordinator advised that the Town received an application for the vacant position on the Committee and that if the applicant is appointed at the June 26, 2017 Council Meeting, the applicant will be available to attend the next Committee Meeting in September.

The Committee discussed a current member that has not attended meeting since June 2016 and has not been responsive to emails circulated to the Committee regarding meetings. As per the Town's Appointment Policy the committee may request that the member be formally removed from the Committee and the seat be declared vacant and the Town advertise for a replacement Member.

Moved by: Jeremy Slessor
Seconded by Linda Jones

1. That the Accessibility Advisory Committee requests that Stephen Mackenzie be formally removed from the Accessibility Advisory Committee and that Council declare the seat vacant, as per the Town of Newmarket Appointment Policy.

b. Accessible Logo

The Committee discussed the proposal of a "Seal of Approval" or "Accessible" decal that could be designed with the Town of Newmarket logo to adhere on buildings that are fully or partially accessible. The development of a Committee Logo will be further discussed at a later time.

c. Accessible Taxis

The Council Committee Coordinator provided an update regarding the accessible taxi services offered through the City of Vaughan. She advised that after conflicting information regarding prices was provided to a Committee Member from one of the participating taxi companies, an investigation took place involving City of Vaughn By-law and Licensing officers. The Accessibility Coordinator in Vaughan confirmed that the three taxi companies are part of this service and should provide accessible taxi services at the meter cost. Prior to advertising this information on the Town website, the committee will do a final test call to ensure that the rates are accurate.

8. National Access Awareness Week Discussion

The Committee discussed National Access Awareness Week and the challenge with planning the event due to a lack of quorum for meetings this past year. The Committee suggested adding this item to the September meeting agenda to discuss this year's outcome and the plan for 2018.

New Business

The Chair provided an overview of the Regional Forum recently attending and provided the Committee with some details of a presentation regarding universal design. He also indicated that next year the Region is looking for other municipalities to host the meeting.

The Chair also reminded Committee Members that an AV demo is taking place on July 5th and July 6th regarding the technology upgrades in the Council Chambers.

Adjournment

Moved by: Linda Jones
Seconded by: Jeremy Slessor

1. That the meeting adjourn at 11:49 AM.

Carried

Date

Steve Foglia, Chair



MINUTES

75

Central York Fire Services - Joint Council Committee

Tuesday, May 16, 2017 at 10:30 AM

Town of Aurora, Leksand Room
100 John West Way, Aurora

The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, May 16, 2017 in the Leksand Room, Town of Aurora, 100 John West Way, Aurora, Ontario.

Members Present

Newmarket:

Councillor Hempen
Councillor Bisanz

Aurora:

Councillor Thompson, Vice Chair
Councillor Abel
Councillor Mrakas

Regrets

Newmarket:

Councillor Twinney, Chair

Staff Present

Newmarket:

L. Georgeff, Director of Human Resources
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager, Finance & Accounting
K. Saini, Deputy Town Clerk, Recording Secretary

Aurora:

D. Nadorozny, Chief Administrative Officer
D. Elliott, Director of Financial Services/Treasurer
M. Crawford, Manager of By-law Services
A. Downey, Director of Parks, Recreation, and Cultural Services

Central York Fire Services:

I. Laing, Fire Chief
R. Schell, Chief Fire Prevention Officer

The meeting was called to order at 10:35 AM with Councillor Thompson in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentation

1. Central York Fire Services (CYFS) 2016 Annual Report

The Fire Chief provided a PowerPoint Presentation with regards to the CYFS 2016 Annual Report. The report highlighted aspects of the following:

- Fire protection services;
- Stay Fire Smart campaign;
- Vulnerable occupancies;
- Fire Code and Ontario Building Code inspections;
- Staff training;
- Emergency response data, types and times;
- Budget; and,
- Continuing challenges.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That the PowerPoint presentation provided by the Fire Chief entitled “Annual Report 2016” be received.

Carried

Deputations

None.

Approval of Minutes

2. Central York Fire Services - Joint Council Committee Meeting Minutes of February 7, 2017.

Moved by: Councillor Mrakas
Seconded by: Councillor Abel

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of February 7, 2017 be approved.

Carried

3. Verbal Report from the Fire Chief regarding the East Gwillimbury Fire Services Agreement.

The Fire Chief provided a verbal update on the Fire Protection Services agreement between CYFS and East Gwillimbury regarding the provision of first run coverage to the Highway 404 northbound corridor from Davis Drive to Queensville Sideroad. It was noted that the agreement has been terminated, and East Gwillimbury will only require CYFS to provide services in a major collision or rescue event. These incidents will be covered under the Ontario Mutual Aid Agreement.

Moved by: Councillor Bisanz
Seconded by: Councillor Mrakas

1. That the verbal report provided by the Fire Chief regarding the agreement between Central York Fire Services and East Gwillimbury Fire Services be received.

Carried

4. Joint CYFS - Corporate Services Report - Financial Services 2017-10 dated March 16, 2017 regarding CYFS Final Budget Report - Fourth Quarter.

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That the Joint CYFS, Corporate Services - Financial Services 2017-10 dated March 16, 2017 regarding CYFS Final Budget be received for information purposes.

Carried

5. Joint CYFS - Corporate Services - Financial Services Report 2017-14 dated March 16, 2017 regarding Capital and Asset Replacement Fund Forecast.

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That Joint CYFS - Corporate Services - Financial Services Report 2017-14 dated March 16, 2017 regarding Capital and Asset Replacement Fund Forecast be received.

Carried

Moved by: Councillor Mrakas
 Seconded by: Councillor Bisanz

2. That the Central York Fire Services Joint Council Committee recommends that staff proceed with reviewing existing funding for Asset Replacement Fund contributions; and,
3. That Central York Fire Services Joint Council Committee recommend that staff proceed with allocating \$100,000 (funded internally) towards the Asset Replacement Fund each year until 2026.

Carried

6. Joint Central York Fire Services and Corporate Services Report - Finance 2017-28 dated April 18, 2017 regarding 2017 Central York Fire Services Budget Report - First Quarter.

Moved by: Councillor Hempen
 Seconded by: Councillor Abel

1. That Joint Central York Fire Services and Corporate Services Report - Finance 2017-28 dated April 18, 2017 regarding 2017 Central York Fire Services Budget Report - First Quarter be received for information purposes.

Carried

7. Town of Aurora General Committee Report No. PRCS17-008 dated March 21, 2017 regarding Engagement of a Design architect and Scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre.

Moved by: Councillor Bisanz
 Seconded by: Councillor Abel

1. That Town of Aurora General Committee Report No. PRCS17-008 dated March 21, 2017 regarding Engagement of a Design architect and scheduling for the new Central York Fire Services Fire Hall, Headquarters and Training Centre be received for information.

Carried

8. Town of Aurora Joint Council Committee Report PRCS17-022 dated May 10, 2017 regarding Fire Station 4-5 Task Force Terms of Reference.

Moved by: Councillor Hempen
 Seconded by: Councillor Mrakas

1. That Town of Aurora Joint Council Committee Report No. PRCS17-022 be received; and,
2. That Joint Council Committee approve the Fire Station 4-5 Task Force Terms of Reference.

Carried

9. Discussion regarding meeting schedule and frequency of Central York Fire Services Joint Council Committee meetings.

It was noted that the Central York Fire Services Joint Council Committee's agreement states that the Committee will meet on a regular monthly basis in conjunction with Council's meeting schedule. It was further noted that any amendments to this agreement would require a motion from the Committee and by-law amendments to be brought forward to both Councils.

Moved by: Councillor Bisanz
 Seconded by: Councillor Mrakas

1. That, going forward, the Central York Fire Services Joint Council Committee meet on a bi-monthly basis with the exception of meeting called by the Chair; and,
2. That Town of Newmarket and Town of Aurora staff be requested to prepare a by-law to amend the meeting schedule within the Committee's existing agreement; and,
3. That by-laws be presented to both Town of Newmarket and Town of Aurora Councils for endorsement.

Carried

10. Central York Fire Services Joint Council Committee June meeting discussion.

The Committee discussed this matter in relation to item 9, and requested that Members provide their availability to the Recording Secretary, to meet in July in lieu of meeting in June.

11. Outdoor Burning By-law.

Moved by: Councillor Bisanz
Seconded by: Councillor Abel

1. That Fire Services Report - 2017-04 dated May 9, 2017, regarding Outdoor Burning By-law be received; and,
2. That there be no amendments made to the current Outdoor Burning By-laws 2009-64 and 5111-09; and,
3. That an education and communication plan be implemented.

Carried

New Business

12. Radio Replacement.

The Fire Chief advised that CYFS was going to partner with York Regional Police (YRP) to acquire new radios; however, YRP has decided not to move forward with replacing their radios, so CYFS will have to purchase the new equipment on their own.

Adjournment

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That the Central York Fire Services Joint Council Committee Meeting adjourn at 11:48 AM.

Carried

Date

Councillor Thompson, Vice Chair

Town of Newmarket

Outstanding Matters List

Schedule A: Items for the 2014-2018 Term of Council

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|----|--|--|--|--|
| 1. | <p>Meeting Date: Council – December 14, 2015</p> <p>Subject: Item 35 - Joint Development and Infrastructure Services – Planning and Building Services/ES 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue</p> <p>Council – January 18, 2016 – Item 35</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> That staff provide alternate trail options for this area at a lower cost; and, That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, That staff also include in the report the option of installing lighting along the George Luesby Park Trail. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning and Building Services | <p>Timeline to be determined</p> | <p>Deferred subsequent to VivaNext construction</p> |
| 2. | <p>Meeting Date: Council – December 5, 2016</p> <p>Subject: Item 44 Development & Infrastructure Services – Planning & Building Services Report 2016-25 – 178, 170, 184, 188, 190 and 194 Main Street s</p> | <p>That in 120 days, staff be directed to bring back an amendment to the Heritage Conservation District Plan and By-law for consideration of Council that would outline the criteria which would need to be met by applicants in order to be considered for approval for a fourth storey set back from the street by a minimum of 15 (fifteen) feet.</p> <ul style="list-style-type: none"> ➤ Planning and Building Services | <p>Q1, 2019 OMB Hearing Scheduled for August 2018.</p> | <p>This direction has been deferred as it will be Council's position at the Ontario Municipal Board hearing related to 178-194 Main Street South</p> |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|----|---|--|---|--|
| 3. | <p>Meeting Date: Council – April 4, 2016</p> <p>Subject: Item 5 - Joint Report Community Services - Recreation and Culture, Development and Infrastructure Services - Public Works, Engineering, Corporate Services - Finance 2016-14 dated March 31, 2016 regarding Implementation Plan - Future Facilities and Land Use</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Phase 2 of the Recreation Playbook Implementation Plan be approved as outlined in the report, with public consultation done as part of applicable design processes; and, 2. That Phase 3 of the Recreation Playbook Implementation Plan be shared with the community through a public consultation process and that staff then report back; and, 3. That future Council Workshops be done to consider specific uses and negotiation strategies on potential property acquisitions, as outlined in the report; and, 4. That as part of the 2016 Capital Budget, the design for an outdoor basketball court at Ken Sturgeon Park be undertaken, and funding for construction be requested in the 2017 Capital Budget funded from Development Charges and Capital Reserves, in order to include this project in Phase 2 of the Recreation Playbook implementation plan. <p>Responsible Department: ➤ Recreation and Culture</p> | <p>Q4, 2016 Q2, 2017 Q4, 2017</p> | <p>An information report will be forthcoming in Q4, 2017 outlining a series of PIC's that will be related to various aspects of Phase 3 of the Recreation Playbook</p> |
| 4. | <p>Meeting Date: Committee of the Whole – November 28, 2016</p> <p>Subject: Item 23 - Development & Infrastructure Services Report – ES 2016-54 Public Consultation and Support Plan – Transportation Services Update</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the Public Consultation and Support Plan as outlined in Appendix A be adopted for use starting January 1, 2017; and, 2. That the Public Consultation and Support Plan be reviewed both internally and by the public throughout 2017 for improvements for 2018, if necessary. <p>Responsible Department: ➤ Engineering Services</p> | <p>Q1, 2018</p> | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|----|--|---|---|----------------|
| 5. | Meeting Date: Committee of the Whole – February 27, 2017 Subject: Item 23 – Motion, Councillor Bisanz | Recommendation: 1. That staff prepare a report on options and opportunities to address residential on street and off street parking challenges. Specifically, the report should consider the impact that changing economics and demographics have on housing occupancy and ways in which the Town of Newmarket can better balance reasonable parking needs with streetscape aesthetics, active transportation objectives and effective by-laws enforcement. Responsible Department: ➤ Planning and Building Services | Q3/Q4, 2017 | |
| 6. | Meeting Date: Committee of the Whole – February 27, 2017 Subject: Item 19 – Development & Infrastructure Services – Planning & Building Services and Public Works Services Report 2017-05 – Tree Removal, Protection Policies and Regulations | Recommendation: 1. That Council direct staff to update the existing Tree Preservation, Protection, Replacement and Enhancement Policy. 2. That Council direct staff to prepare and bring to a future meeting a by-law regulating and protecting significant trees on private property; and, 3. That Council direct staff to prepare and bring to a future Council meeting a by-law protecting trees on municipal property. Responsible Department: ➤ Planning and Building Services | Q3/Q4, 2017 2018 2018 | |
| 7. | Meeting Date: Council – March 27, 2017 Subject: Item – Motion, Councillor Twinney | Recommendation: 1. That staff review Zoning By-law 2010-40 and 2013-40 to address best practices related to infill development standards across the Town as a whole. Responsible Department: ➤ Planning & Building Services | Q3/Q4, 2017 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|----|---|--|---|-----------------------------|
| 8. | <p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Item 26 – Community Services – Commissioner and Newmarket Public Library Joint Report 2017-07 regarding Library Facility Needs Assessment</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the library facility needs assessment be referred to staff to be brought forward with the operational efficiency review. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Community Services – Commissioner/Library | Q4, 2017 | To follow Efficiency Review |
| 9. | <p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Item 32 – Motion, Councillor Bisanz Information Document for Residents Related to Construction Sites</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council approve the following motion in principle: 2. That staff be directed to prepare an information document that can be provided to residents in the vicinity of new construction sites, the purpose of which is to advise and to communicate to the residents, the various activities, potential impacts and expected timelines associated with each phase of construction, from site clearing through to house construction; and, 3. That developers, through their consulting engineers, be required to ensure that residents, and the relevant Ward Councillor, in adjacent areas receive advance written notice of construction events to take place, so that they can be better informed and prepared for any disruption that may occur as a result; and, 4. That the aforementioned motions be referred to staff for a report back including options and resource requirements. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning & Building Services | Q4, 2017 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|--|--|---|----------------|
| 10. | <p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Item 23 – Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report be received; and, 2. That staff monitor the implementation of the bike lanes, analyze the impacts for a one year period and provide a report back to Council in one year. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services | May, 2018 | |
| 11. | <p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Item 23 – Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report be received; and, 2. That staff monitor the implementation of the bike lanes, analyze the impacts for a one year period and provide a report back to Council in one year. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services | May, 2018 | |
| 12. | <p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Item 3 – Corporate Services Report – Legislative Services 2017-07 – “Restricted Area for Driving Schools and Instructors”</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Option 1 of the Report be implemented; and, 2. That staff provide a status report on the “Restricted Area” within 12 months of implementing Option 1 of the Report. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Legislative Services | May, 2018 | |
| 13. | <p>Meeting Date: Committee of the Whole - June 19, 2017</p> <p>Subject: Motion – Textile Diversion Program</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the PowerPoint presentation entitled “Diabetes Canada – Textile Diversion Program for the Town of Newmarket” by Mr. Ryan Michaels and Mr. Blaine Hobson be received and referred to staff. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Public Works Services | November 27, 2017 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|--|---|---|----------------|
| 14. | <p>Meeting Date: Committee of the Whole – August 28 – Motion</p> <p>Subject: Item 3 of Accessibility Advisory Committee Meeting Minutes of March 23 re: Accessibility in the downtown area</p> | <p>Recommendation: That the Operational Leadership Team recommends that the following recommendation be referred to staff for review and report:</p> <ol style="list-style-type: none"> 1. That The Accessibility Advisory committee recommends to Council that Council consider ways to make as many entrances to Main Street buildings as accessible as possible. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Legislative Services (lead), Planning and Building Services, Engineering Services & Legal Services | Q1-Q2 2018 | |
| 15. | <p>Meeting Date: Committee of the Whole – August 28 – Motion</p> <p>Subject: Item 5 of the draft Heritage Newmarket Committee Meeting Minutes of July 11, 2017 re: 770 Gorham</p> | <p>Recommendation: 1. The Operational Leadership Team recommends to Council that the following be referred to staff for review and report:</p> <ol style="list-style-type: none"> a. That the Heritage Newmarket Advisory Committee recommend to Council that the request to remove the property known as 770 Gorham Street from the Municipal Register of Non-Designated Heritage Properties be denied; and, b. That the Heritage Newmarket Advisory Committee recommends to Council that the property known as 770 Gorham Street be designated as a heritage property due to its cultural and architectural importance. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning and Building Services | Q4, 2017 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|--|--|---|----------------|
| 16. | <p>Meeting Date: Committee of the Whole – August 28, 2017</p> <p>Subject: Items 6 and 9 of the draft Heritage Newmarket Advisory Committee Meeting Minutes of July 11, 2017 re: Workplan and Operating Budget Discussion and Ontario Heritage Conference</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> The Operational Leadership Team recommends to Council that the following be referred to staff for consideration as part of the 2018 budget process: <ol style="list-style-type: none"> That Heritage Newmarket Advisory Committee recommend to Council that \$5,000 be allocated for designation reports; and, That Heritage Newmarket Advisory Committee recommend to Council that \$500 be allocated towards a workshop for Real Estate professionals and Property Appraisers; and, That Heritage Newmarket Advisory Committee recommend to Council that \$1,600 be allocated towards purchasing 4 Heritage Conservation District plaques; and, That the Heritage Newmarket Advisory Committee recommend to Council that \$3,000 be allocated towards attendance for two members to attend the annual Heritage Conference. <p>Responsible Department:</p> <ul style="list-style-type: none"> Financial Services | October 16, 2017 | |
| 17. | <p>Meeting Date: Committee of the Whole – August 23-, 2017</p> <p>Subject: Motion, Councillor Hempen - Flooding Concerns</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> That staff bring forward a report looking at subsidies or other methods/options for homeowners dealing with flooding issues. <p>Responsible Department:</p> <ul style="list-style-type: none"> Engineering Services | Q2, 2018 | |
| 18. | <p>Meeting Date: Committee of the Whole September 25, 2017</p> <p>Subject: Motion re: Diversity and Inclusivity Strategy</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> That the report entitled "Diversity and Inclusivity Programs" be deferred to a future Committee of the Whole meeting, as York Region is currently amending its Diversity and Inclusivity Charter. <p>Responsible Department:</p> <ul style="list-style-type: none"> Human Resources Department | Q4, 2017 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|---|--|---|----------------|
| 19. | <p>Meeting Date: Committee of the Whole – September 25, 2017</p> <p>Subject: Petition regarding Speed and Traffic Mitigation near Queen Street/Lorne Avenue</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the petition be referred to staff in accordance with the Public Consultation and Support Plan – Transportation Services Policy. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services | Q2, 2018 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|--|--|---|----------------|
| 20. | <p>Meeting Date: Committee of the Whole – September 25, 2017</p> <p>Subject: Motion – Proposed Natural Heritage System for the Growth Plan for the Greater Horseshoe</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services/Planning & Building Services Report 2017-29 dated September 25, 2017 regarding the Proposed Natural Heritage System for the Growth Plan for the Greater Golden Horseshoe, Summary of Criteria and Methods, be received; and, 2. That Council endorse the Region's submission to the province in response to Environmental Registry Posting Numbers 013-0968 regarding Draft Provincial guidance on Natural Heritage Systems and Agricultural System mapping, including the following key comments: <ol style="list-style-type: none"> a. The Province is commended for their flexible approach to finalizing the agricultural system through the municipal comprehensive review process; b. Proposed natural Heritage mapping should remind draft until finalized through municipal comprehensive reviews; c. All existing settlement designations are accurately mapped and protected through municipal comprehensive reviews; d. Local municipalities should have the opportunity to complete environmental studies before the Natural Heritage mapping is finalized; and, 3. That this recommendation be forwarded to the Regional Municipality of York and the Province of Ontario; and, 4. That staff schedule a Council Workshop or Special Committee of the Whole to achieve a current Council position on issues related to Oak Ridges Moraine designations and Natural Heritage System Designations to be the basis for input into the Regional Municipal Comprehensive Reviews. <p>Responsible Department: ➤ Planning and Building Services</p> | Q4, 2017 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|--|--|---|----------------|
| 21. | <p>Meeting Date: Committee of the Whole – September 25, 2017</p> <p>Subject: Motion- Town Wide Traffic Mitigation Policy</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – ES 2017-29 dated August 10, 2017, regarding “Town-wide Traffic Mitigation Strategy 2017” be received and the following recommendations be adopted: <ol style="list-style-type: none"> a. A That Appendix A be received and referred to the public consultation process; and, b. That staff be directed to consider the feasibility of an expedited timeframe for a “Town-wide Traffic Mitigation Strategy”, as outlined in Appendix A and report back on the feasibility of the same to Council on October 16, 2017; and, c. That the public consultation be open to all residents of the Town; and, d. That a specific focus group be assembled to discuss the contents of the Strategy and provide input on a Town-wide level; and, e. That the final Strategy be brought back to Council considering the public consultation process. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services | October 16, 2017 | |
| 22. | <p>Meeting Date: Committee of the Whole – September 25, 2017</p> <p>Subject: Petition to re-start grass clipping disposal service in Newmarket</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the petition to re-start grass clipping disposal service in Newmarket be referred to staff for review and report. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Public Works Services | Q1, 2018 | |

| | Meeting Date and Subject | Recommendation and Responsible Department | Date for reporting back to Committee of the Whole | Staff Comments |
|-----|---|---|---|----------------|
| 23. | Meeting Date: Committee of the Whole - September, 25, 2017 Subject: Vacant Building Report – Window Wrap Program | Recommendation: <ol style="list-style-type: none"> 1. That Corporate Services – Legislative Services Report 2017-16 dated September 14, 2017 entitled “Vacant Buildings/Storefronts” be received; and, 2. That staff be directed to report back on Option 2, a Window Wrap program. Responsible Departments: <ul style="list-style-type: none"> ➤ Legislative Services/Economic Development | Q1, 2018 | |
| 24. | Meeting Date: Committee of the Whole – September 25, 2017 Subject: Motion, Councillor Kwapis – East West Bike Lanes on Park Avenue | Recommendation: <ol style="list-style-type: none"> 1. That staff review proposed modifications to the east-west bike lane and report back in the Spring of 2018. Responsible Departments: <ul style="list-style-type: none"> ➤ Engineering Services | Q2, 2018 | |
| 25. | Meeting date: Committee of the Whole – September 25, 2017 Subject Motion, Councillor Hempen – Welcome Sign on Longford Drive | Recommendation: <ol style="list-style-type: none"> 1. That staff be directed to schedule a meeting for the Mayor, Deputy Mayor & Regional Councillor, Councillor Hempen, Councillor Broome and the property owner to discuss the potential signage on Longford Drive; and, 2. That staff provide an alternative signage and seating area option that would be as cost effective as possible. Responsible Department <ul style="list-style-type: none"> ➤ Development and Infrastructure Services | Q1, 2018 | |



TOWN OF NEWMARKET

Outstanding Matters Schedule B: Items for the 2018-2022 Term of Council

| Item Subject | | Recommendations & Responsibility | Date to come back to Committee | Comments |
|--------------|---|--|--|--|
| 1. | Meeting Date: Special Committee of the Whole- January 30, 2017 Subject: Internet Voting and Ranked Ballots | Recommendation: 1. That staff report back on Internet Voting and Ranked Ballots in 2019 immediately following the 2018 Municipal Election. Responsible Departments: ➤ Legislative Services | Q1, 2019 | |
| 2. | Meeting Date: Committee of the Whole – March 20, 2017 Subject: Council Remuneration and Tax Status (CAO/Finance/Human Resources Report 2017-03) | Recommendation: 1. That Council maintain the 1/3 tax free status relative to Council remuneration; 2. And that the matter of Council Remuneration and Tax Status be brought forward within the first twelve months of a new term of Council beginning in 2018. Responsible Departments: ➤ CAO/Finance/Human Resources | 2018-2019 | |
| 4. | Meeting Date: Council – June 7, 2016 – Item 35 Subject: Federal Infrastructure Funding (Joint Office of the CAO and Commissions of Development and Infrastructure Services, Community and Corporate Services Report 2016-08) | Recommendation: 1. That staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary' Responsible Departments: ➤ Strategic Initiatives | 2018 | Awaiting next phase of funding announcements |
| 5. | Meeting Date: Council – June 26, 2017- Item 10 Subject: Application for Official Plan Amendment and Zoning By-law Amendment – 260 Eagle Street | Recommendation: 1. That traffic impacts be monitored post construction. Responsible Departments: ➤ Engineering Services | Development is estimated to not be completed before 2020 | |

PRELIMINARY DRAFT OPERATING AND CAPITAL BUDGETS

Committee of the Whole

October 16, 2017

Presented by:

Esther Armchuk, Commissioner, Corporate Services

Liz Tcheskis, Communications Specialist

Mike Mayes, Director, Financial Services

Council Priorities

The focus of the 2018 Budget is Sustainability:

1. Financial
2. Environmental
3. Community
4. Organizational Readiness

Details of specific deliverables to follow in a future report

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Council's strategic priorities:

1. Developing corridors and community
2. Manage assets, maintain service levels and cultivate talent
3. Cultivate innovation and growth



Budget Schedule

| Date | Activity |
|-------------|---|
| October 16 | Preliminary draft budgets to CoW |
| October 23 | Info report to Council with additional details and answers to questions |
| November 14 | Special CoW – capital & ARF |
| November 20 | Special CoW - operating |
| November 27 | Regular CoW – budget and fees & charges |
| December 4 | Council approval – budget and fees & charges |



2018 Budget Process

- Budget Components



- Base - net cost to maintain the Town's service levels for a stable population, including non-tax revenues and efficiencies
- Mandatory – net cost of new items required by legislation, health & safety, contractual agreement or other legal obligation
- Annualization –residual cost of last year's changes that did not receive funding for the full year



2018 Budget Process

- Budget Components

- Enhancement – net cost of increases to service levels
- Growth – additional net cost to maintain the existing level of service for a growing community, including both expenses and revenues
- Infrastructure Levy – changes in the annual contributions to the Asset Replacement Fund



2018 Budget Process

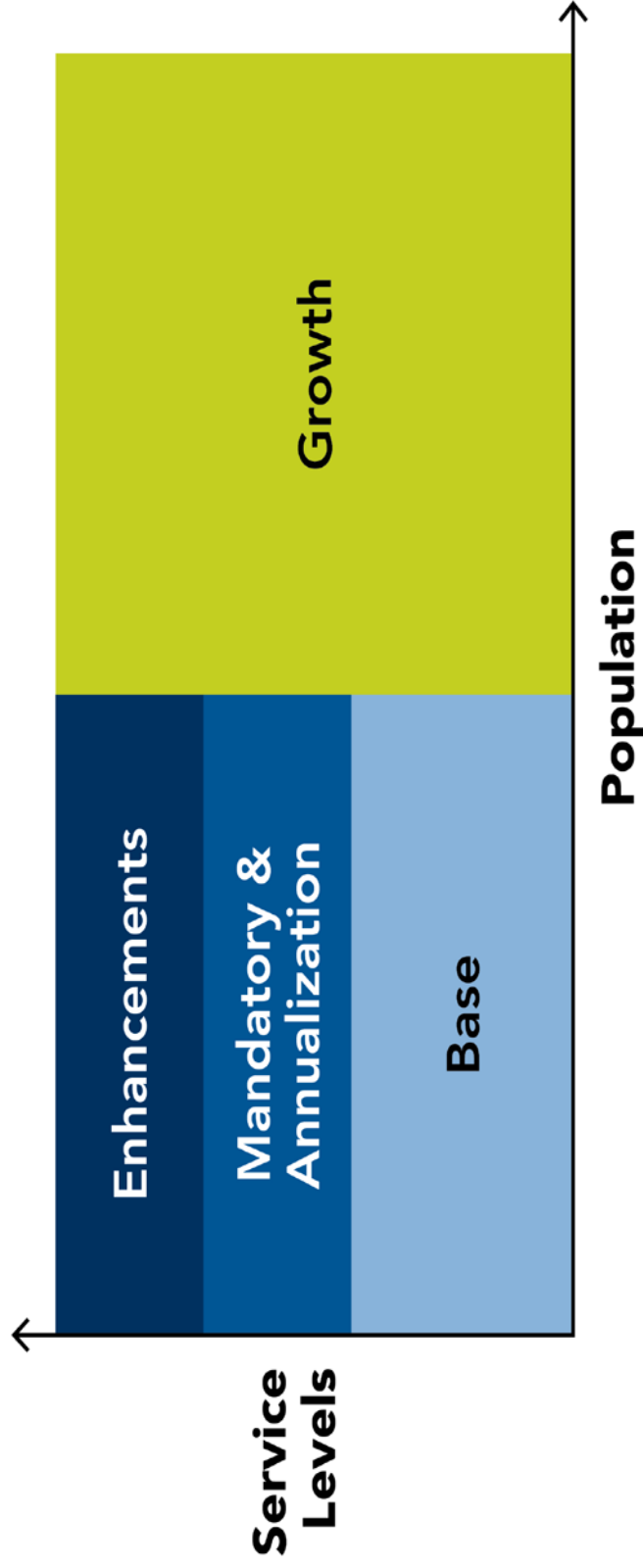
- Budget Components

- Extraordinary Items – items which would normally be included in the Base Budget but are considered separately because their magnitude has the potential to distort the rest of the budget if it has to absorb them.
 - May be new regulatory requirements or substantial increases beyond normal inflation in the cost of goods and services.
 - May also be significant budget reductions.



2018 Budget Process

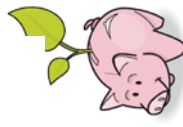
- Budget Components



Service
Levels

Growth

Population



2018 Budget Process

- Definitions

- Decision Package – budgetary requests for Enhancements, Growth Expenses, and Mandatory Items are submitted with all related costs, net of recoveries¹⁰⁰
- ARF or Asset Replacement Fund – monies set aside in a reserve fund to finance the replacement of existing Capital Assets such as roads, watermains and sewers



2018 Budget Process

- Assumptions

Assumptions used in the 2018 Budget:

- Inflation – the March 2017 Toronto CPI was used as a predictor of inflation – 2.1%
- Growth – the Town's Growth Revenue Model ¹⁰₁ projects a 1.24% increase for 2018
- Preserve service levels for a growing population with any reductions based on prioritization
- Service level preservation takes precedence over service level enhancements



2018 Budget Process

- Methodology

The large budget was made more manageable by splitting it into sections or buckets.

Each of these buckets is filled by a funding source.

The amount available from each funding source is determined by Council in consultation with staff.

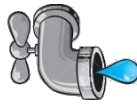
Budgets are then created by balancing service levels expectations with resources.



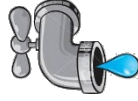
OPERATING BUDGET



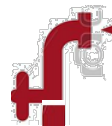
TAXES



STORMWATER



BUILDING



WATER



WASTEWATER



CAPITAL BUDGET



2018 Budget Engagement: Objectives

1

Create awareness around the budget process, the overall theme of sustainability and the three priority areas:

Developing our corridors and community

Marketing, planning and developing the Yonge Street and Davis Drive corridors to attract new residents, businesses and job opportunities.



Managing our assets and maintaining service levels

Maintaining our capital infrastructure (facilities, roads, water systems) and ensuring we have skilled employees to carry out important work for the future of our Town.



Cultivating innovation and growth

Focusing on the Secondary Plan, Smart City initiatives and major transportation planning to support economic development opportunities.



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2

Collect feedback on the budget priority areas through promoting the “Put your money where it matters” budget game.

3

Increase participation rates in the game over the previous year.



Communication materials and tactics

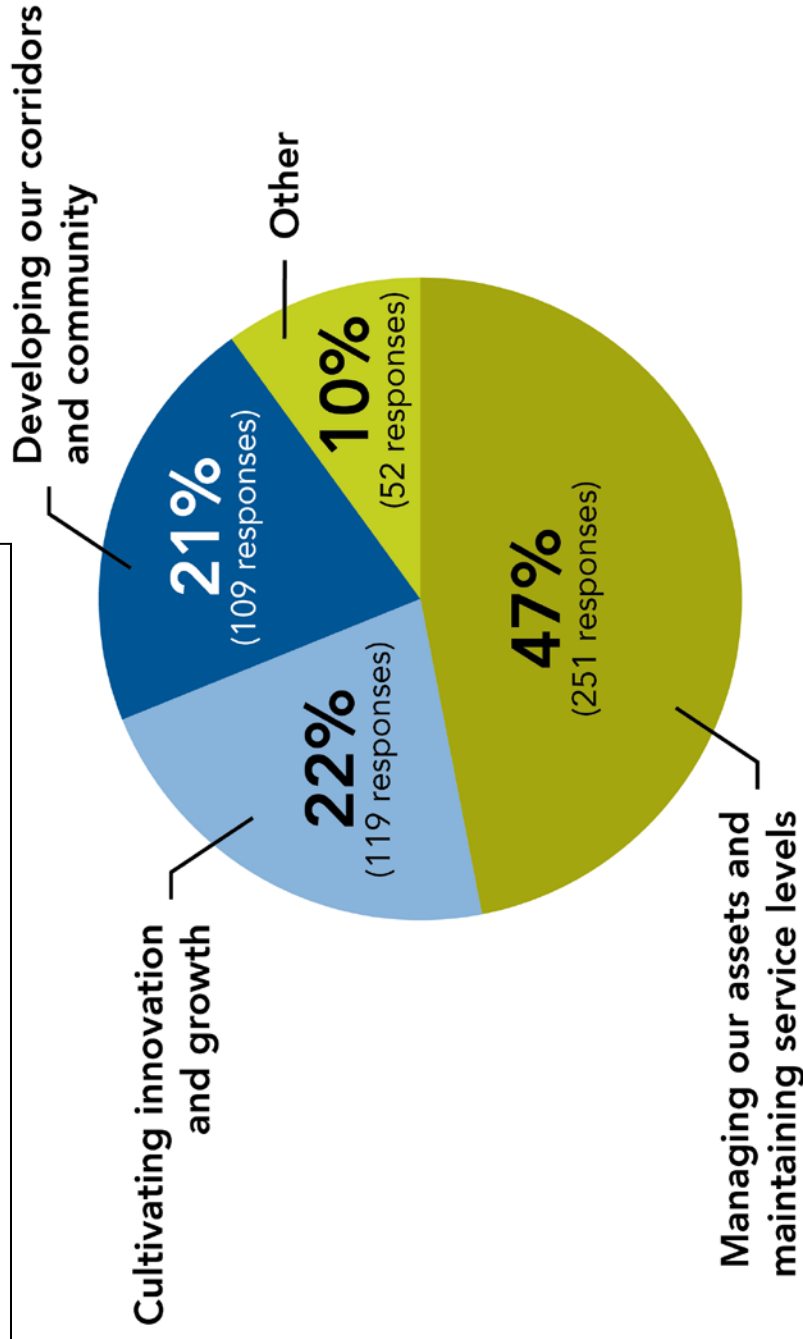


2018 Budget Game:

Results from Phase I of community engagement



531 responses collected through the budget game online and at community events (as of September 30, 2017)



Budget Engagement:

Trend to maintain service levels



Survey says....

2014 Community Survey: 84% of residents felt they were receiving fair value for their taxes and 95% of residents are satisfied living in Newmarket.

Budget tool feedback

- 2013 to 2016 - the average choice was to maintain service levels or slightly increase in areas such as facilities, parks and trails/roads, bridges and sidewalks.

Budget game

- 2017 – “Community projects” was the top priority for residents.
- 2018 – Managing our assets and maintaining service levels top choice (for Phase I).



2018 Budget Engagement:

Next steps: Phase II



The budget game will be available online until **October 31**.

Phase II engagement will continue to focus on promoting the game and other opportunities for participation during the budget process.



Council's Tax Target

Extract from June 6, 2017

That Joint CAO/Commissioners, Corporate Services Report Financial Services 2017-29 dated May 4, 2017 regarding the 2018 Budget Process and Target Update be received and the following recommendations be adopted:

- That the preliminary draft budget be prepared using the budget directives set out in this report; and that staff be directed to provide a base budget for Council's consideration that does not exceed 2.35%; and,
- That staff be directed to provide a total budget (base, enhancements, extraordinary items and Asset Replacement Fund) not to exceed 3% which outlines options and ways to achieve savings of between \$175,000 - \$200,000 (being the difference between 2.99% and the projected total target amount of between 3.35% - 3.50% set out in the Finance Report); and,
- That the proposed strategic theme, Council priorities and budget focus be adopted; and,
- That the 2018 public engagement plan for the 2018 budget be approved.



Funding envelopes

– operating budgets

| OPERATING BUDGETS | BASE | ENHANCEMENTS | GROWTH |
|--------------------------|----------------|---------------------------|---------|
| Tax-supported operations | 2.35% | Carried forward from 2015 | 1.24% |
| Asset Replacement Fund | 1% | | 1 |
| Extraordinary items | | | 1 |
| Tax total | 3.35% * | | |
| Water | 6 year plan | In Base | 1.24% |
| Wastewater | 6 year plan | In Base | 1.24% |
| Stormwater | 6 year plan | In Base | In Base |
| Building | N/A | In Base | In Base |

- With options for \$200,000 in savings – reductions, efficiencies, new revenue, etc.



Operating Budget – Taxes

Revenue



| | 2017 | 2018 | Change |
|------------------------------------|----------------------|----------------------|---------------------|
| Tax revenue (prior to increase) | \$ 57,484,378 | \$ 57,484,378 | \$ 0 |
| 2018 assessment growth | | 695,000 | 695,000 |
| Other revenues | 16,424,109 | 17,291,119 | 867,010 |
| | \$ 73,908,487 | \$ 75,470,497 | \$ 1,562,010 |



Operating Budget – Taxes Expenses



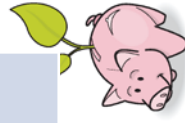
| | 2017 | 2018 | Change |
|--------------------------------|----------------------|----------------------|---------------------|
| Operations | \$ 73,418,375 | \$ 75,927,412 | \$ 2,509,037 |
| ARF | 8,876,948 | 9,688,548 | 811,600 |
| Overhead | -2,761,610 | -2,954,463 | -191,853 |
| Net reserve and reserves funds | -5,624,226 | -5,313,320 | 310,906 |
| | \$ 73,908,487 | \$ 77,348,177 | \$ 3,439,690 |



Operating Budget - Taxes



| | 2017 | 2018 | Change |
|----------------------|---------------|---------------|--------------|
| Revenue | \$ 73,908,487 | \$ 75,470,497 | \$ 1,562,010 |
| Expenses | \$ 73,908,487 | \$ 77,348,177 | \$ 3,439,690 |
| Extraordinary items | | 929,108 | 929,108 |
| Mitigating options | | -929,108 | -929,108 |
| Budget Target | \$ 0 | \$ 1,877,680 | \$ 1,877,680 |
| | | | 3.35% |
| Reduction options | | -200,000 | -200,000 |
| Tax increase | \$ 0 | \$ 1,677,680 | \$ 1,677,680 |
| | | | 2.99% |



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Hitting the Target

| Tax Increase by component | Starting Point | Hitting the Target | Budget Target |
|---------------------------|----------------|--------------------|---------------|
| Base | 1.86% | | 1.86% |
| Mandatory items | 0.12% | | 0.12% |
| Annualization | 0.09% | | 0.09% |
| Committed enhancements | 0.28% | | 0.28% |
| Enhancements * | 0.44% | -0.44% | 0.00% |
| Growth, net ** | 1.36% | -1.36% | 0.00% |
| | 4.15% | -1.80% | 2.35% |

* No new initiatives in 2018

** Softening of service levels



Operating Budget – Taxes, Committed Enhancements



| Completion of initiatives from 2015: | |
|--------------------------------------|----------------------|
| Sidewalk snow clearing Phase 4 | \$ 100,000 |
| Traffic Management Phase 4 | 55,000 ¹⁶ |
| | \$ 155,000 |



Operating Budget – Taxes, Growth revenue and expenses



| Assessment growth at 1.24% | \$ 695,000 |
|---|-------------------|
| Operating costs for growth related capital approved for 2017: | |
| applied to 2018 | \$ 87,200 |
| carried forward to 2019 | 136,300 |
| Incremental growth provision | 69,431 |
| Decision Packages recommended | 402,069 |
| | \$ 695,000 |

No tax impact



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Extraordinary Budget Items

| Waste management, amount in excess of inflation and growth | \$ 429,108 |
|--|-------------------|
| Tax adjustments | 200,000 |
| Legal services | 200,000 |
| EAB | 100,000 |
| In addition to 2.99% increase | \$ 929,108 |



Low risk options to reduce the impact of extraordinary items

| Waste management reserve - phasing cost increase over 2 years | \$ 250,000 |
|--|-------------------|
| End of Honeywell Phase 1 – funding is no longer required in tax base | 149,000 |
| | \$ 399,000 |
| Extraordinary items, net | \$ 530,108 |

Recommended by staff



Additional mitigation options for Council to choose from



| Option | Comment |
|---|--|
| Deferral / phasing of Tax, and Legal provisions to 2019 | Medium risk. May fund deferral from possible 2017 surplus. Up to \$ 200,000 |
| Limiting annual EAB program | Low risk but will require extending the duration of the program. Up to \$100,000 |
| Reduce Infrastructure levy | Low to medium risk. Can be managed. Up to \$ 562,000 |
| Additional levy | 0.68% |
| Combination of above | To total \$ 530,108 |

Infrastructure Levy ARF Contributions

| | 2017 Budget | 2018 Budget | Net change |
|--------------|----------------------|----------------------|-------------------|
| Tax | \$ 7,803,398 | \$ 8,365,398 | \$ 562,000 |
| Water | 2,713,083 | 3,127,156 | 414,073 |
| Wastewater | 3,674,129 | 3,940,703 | 266,484 |
| Stormwater | 983,000 | 340,512 | -642,488 |
| CYFS | 850,000 | 1,099,600 | 249,600 |
| Library | 223,550 | 223,550 | 0 |
| Total | \$ 16,247,250 | \$ 17,096,919 | \$ 849,669 |



Further \$200,000 in savings

| Options for Council to achieve additional savings | Risk |
|---|---------------|
| Reduce ARF | Low to medium |
| Further reduction in service levels | Medium |
| Do nothing | Low |
| Assume higher growth rate | Medium |
| Increase user fee charges | Low to medium |
| Use reserves | Medium |



Operating Budget

- Water



| | 2017 | 2018 | Change |
|--------------------|----------------------|----------------------|------------------------|
| Rate revenue | \$ 15,384,000 | \$ 17,129,802 | \$ 1,745,802 |
| Region | \$ 8,439,000 | \$ 9,011,485 | \$ 572,485 |
| Operations | 3,669,233 | 3,839,459 | 170,226 ¹²³ |
| ARF | 2,713,083 | 3,127,156 | 414,073 |
| Overhead | 1,029,485 | 1,142,000 | 112,515 |
| Rate stabilization | - 466,801 | 9,702 | 476,503 |
| | \$ 15,384,000 | \$ 16,909,802 | \$ 1,745,802 |



Operating Budget - Wastewater

| | 2017 | 2018 | Change |
|--------------------|----------------------|----------------------|---------------------|
| Rate revenue | \$ 17,084,000 | \$ 19,684,137 | \$ 2,600,137 |
| Region | \$ 11,098,000 | \$ 12,951,320 | \$ 1,853,320 |
| Operations | 1,009,467 | 1,212,938 | 203,471 |
| ARF | 3,674,219 | 3,940,703 | 266,484 |
| Overhead | 926,770 | 1,006,000 | 79,230 |
| Rate stabilization | 375,544 | 573,176 | 197,632 |
| | \$ 17,084,000 | \$ 19,904,137 | \$ 2,600,137 |



Water Rate Group

Financial Performance



| | 2018 Budget | 6-year plan | Difference |
|------------------------------------|---------------|---------------|------------|
| Rate revenue | \$ 17,129,802 | \$ 16,909,802 | \$ 220,000 |
| ARF increase | \$ 414,073 | \$ 414,073 | \$ 0 |
| Contribution to stabilization fund | \$ 9,702 | - \$180,750 | \$ 190,452 |
| | | | |



Wastewater Rate Group

Financial Performance



| | 2018 Budget | 6-year plan | Difference |
|------------------------------------|---------------|---------------|--------------|
| Rate revenue | \$ 19,684,137 | \$ 20,604,137 | - \$ 920,000 |
| ARF increase | \$ 266,484 | \$ 266,484 | \$ 0 |
| Contribution to stabilization fund | \$ 573,176 | \$ 527,092 | \$ 46,084 |
| | | | |



Consolidated rate group Financial Performance

| \$ 39,513,939 | 2018 Budget | 6-year plan | Difference |
|------------------------------------|---------------|---------------|-------------|
| Rate revenue | \$ 38,813,939 | \$ 39,513,939 | -\$ 700,000 |
| ARF increase | \$ 680,557 | \$ 680,557 | \$ 0 |
| Contribution to stabilization fund | \$ 582,878 | \$ 346,742 | \$ 236,136 |
| | | | |

Consolidated performance exceeds the 6-year plan targets



Operating Budget - Stormwater



| | 2017 | 2018 | Change |
|--------------------|--------------|--------------|------------|
| Revenue | \$ 1,672,855 | \$ 1,852,084 | \$ 179,229 |
| Operations | \$ 350,476 | \$ 1,160,623 | \$ 810,147 |
| ARF | 983,000 | 340,512 | -642,488 |
| Overhead | 339,379 | 340,000 | 621 |
| Rate stabilization | 0 | 10,949 | 10,949 |
| | \$ 1,672,855 | \$ 1,852,084 | \$ 179,229 |

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Stormwater Rate Group

Financial Performance



| | 2018 Budget | 6-year plan | Difference |
|--|--------------|--------------|--------------|
| Rate revenue | \$ 1,852,084 | \$ 1,852,084 | \$ 0 |
| ARF increase | -\$ 642,488 | \$ 43,000 | - \$ 685,488 |
| Contribution to stabilization fund | \$ 10,949 | \$ 4,084 | \$ 6,885 |
| Additional expenses have been offset by lowering ARF contributions | | | |



Operating Budget

- Stormwater OPTION B



| | 2017 | 2018 | Change |
|--------------------|--------------|--------------|------------|
| Revenue | \$ 1,672,855 | \$ 2,052,084 | \$ 379,229 |
| Operations | \$ 350,476 | \$ 1,160,623 | \$ 810,147 |
| ARF | 983,000 | 540,512 | -442,488 |
| Overhead | 339,379 | 340,000 | 621 |
| Rate stabilization | 0 | 10,949 | 10,949 |
| | \$ 1,672,855 | \$ 1,852,084 | \$ 179,229 |

Additional expenses could be partly offset
by increasing rates – not recommended



Operating Budget - Building



| | 2017 | 2018 | Change |
|------------------|---------------------|---------------------|-----------------|
| Revenue | \$ 1,680,191 | \$ 1,680,191 | \$ 0 |
| Operations | \$ 2,068,439 | \$ 2,070,238 | \$ 1,799 |
| Overhead | 466,976 | 466,463 | - 513 |
| | \$ 2,535,415 | \$ 2,536,701 | \$ 1,286 |
| Building reserve | - 855,224 | - 856,510 | - 1,286 |
| | \$ 0 | \$ 0 | \$ 0 |



Capital Request Summary

| | ARF | Development charges | Other | General | Total |
|--------------|-------------|---------------------|------------|------------|-------------|
| | | \$ millions | | | 132 |
| Replacement | 10.9 | | 3.6 | | 14.5 |
| Growth | | 8.7 | 0.6 | | 9.3 |
| Other | 0.9 | | 0.4 | 0.5 | 1.8 |
| Total | 11.8 | 8.7 | 4.6 | 0.5 | 25.6 |



Risks

- Balancing resources and expectation - continued wage gapping, errors, softening of service levels
- Legislative requirements – MFIPPA and FOI, Bill 148
- Sustainability - impact on future budgets, infrastructure gap
- Assumptions - inflation, growth, job market



Bill 148 - Fair Workplaces, Better Jobs Act, 2017



Bill 148 passed First Reading on June 1, 2017. A motion to dispense with Second Reading also passed and the Bill has been referred to the Standing Committee on Finance and Economic Affairs.

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There has been a lot of discussion about the potential impacts of this proposed legislation, but only limited details to fully understand the scope and extent of what these changes mean to the organization. There could be significant impact in 2018 and beyond. Among other things, Bill 148 would seriously restrict Ontario employers' ability to set different rates of pay for employees, and impose limits on employer scheduling practices.



Strategy to respond to Bill

Options:

1. Wait for the legislation to pass
2. Monitor public consultation
3. Determine impact in 2018
4. Determine if there will be a tax impact & to review options for responding



Next Steps

| Date | Activity |
|-------------|---|
| October 16 | Preliminary draft budgets to Cow |
| October 23 | Info report to Council with additional details and answers to questions |
| November 14 | Special CoW – capital & ARF |
| November 20 | Special CoW - operating |
| November 27 | Regular CoW – budget and fees & charges |
| December 4 | Council approval – budget and fees & charges |





CORPORATE SERVICES COMMISSION
Financial Services

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

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

October 12, 2017

CORPORATE SERVICES REPORT – FINANCIAL SERVICES – 2017-46

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: 2018 Preliminary Draft Operating and Capital Budgets

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATIONS:

THAT Corporate Services Report – Financial Services 2017-46 dated October 12, 2017 regarding 2018 Preliminary Draft Operating and Capital Budgets be received and that this report and the presentation be made available for public comment.

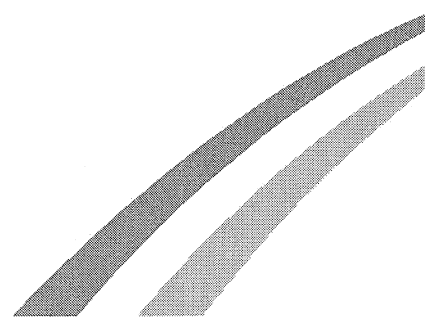
COMMENTS

Purpose

This report provides supplementary details for the Preliminary Draft Operating and Capital Budgets presentation to Committee of the Whole on October 16, 2017. The goal of that presentation is to initiate discussion on the 2018 budgets, both with Council and the public.

Background

Joint CAO/Commissioners, Corporate Services Report Financial Services 2017-29 regarding the 2018 Budget Process and Target Update set out the budget targets, priorities and public engagement plan. It was adopted by Council on June 6, 2017. The schedule had been previously approved to have presentation of the preliminary draft budgets on October 16, 2017, with Council approval targeted for December 4, 2017. This report and the related presentation are fulfilling those requirements.



The budget targets were challenging. Some risks are being assumed to achieve them. The presentation provides an overview of the proposed budgets. It also sets out options for Council to consider.

Attached to this report is a summary of the Decision Packages and Capital Projects that have been included in the current budget recommendation and those that have been deferred for consideration in the future when funding becomes available.

CONSULTATION

The Newmarket Library Board approved the library's budget at their meeting on September 20, 2017.

Joint Council Committee (JCC) was presented with the Central York Fire Services (CYFS) budget on September 26, 2017. They will be making their recommendation at a special meeting to be held on October 25. In compliance with the Joint Services Agreement, the budget will be forwarded to Aurora's General Committee for review on November 7 and Council confirmation on November 14, 2017. This will be their opportunity to provide comments.

The Water, Wastewater and Stormwater budgets have been based on their current 6-year financial plans with amendments as noted in the presentation.

NEXT STEPS

At this time, we are opening the budget dialogue with Council and the public. Later in the process, in addition to general confirmation, specific direction will be sought on:

1. Decision Packages to be included in the budget or deferred
2. Capital Projects to be included or deferred
3. Options for managing the Extraordinary Budget Items
4. Options for achieving \$200,000 in savings
5. Strategy for Bill 148

An information report will be provided to Council on October 23, 2017 which will contain:

- comments and answers to questions from the public received as part of the budget engagement
- answers to questions received from the Committee of the Whole or individual Councillors
- any other relevant information

BUDGET IMPACT

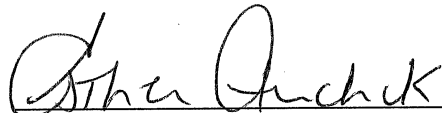
In line with Council's direction, the Tax-Supported Operating Budget sets out a plan to limit the tax increase to 2.99% not taking into account the impact of Bill 148. All rate-supported operating budgets and the capital budget are within their funding envelopes.

CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



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



Esther Armchuk, LL.B.
Commissioner, Corporate Services

MM/lm

Attachments(s):

- a) Appendices A1, A2, A3 - Decision Packages
- b) Appendix B1, B2 - Capital Budget

Appendix A1 Recommended 2018 Decision Packages - Tax Supported

| Evaluation Points | DP Form # | Department | Initiative | Staffing Request Amount | Other Request Amount | Total Amount | Revenue/Recovery/ Internal Charge | Net Impact on Tax | Tax Levy Increase | Net Impact on Rate or Capital | Account |
|--------------------------------------|-----------|----------------------|--|-------------------------|----------------------|--------------|-----------------------------------|-------------------|-------------------|-------------------------------|---------|
| MANDATORY / LEGISLATIVE | | | | | | | | | | | |
| 28 | 8 | Public Works | Facility Parking Lot & Walkway Winter Maintenance | | 15,000 | 15,000 | | 15,000 | 0.03% | | 52811 |
| 27 | 4 | DIS | Asset Management Implementation - 2 FTEs | 194,490 | | 194,490 | | | 0.00% | 194,490 | 63110 |
| 27 | 6 | Public Works | Snow Storage Dumping Fees | | 25,000 | 25,000 | | 25,000 | 0.04% | | 32221 |
| 17 | 5 | Public Works | Environmental Monitoring of Soil & Ground Water | | 30,000 | 30,000 | | 30,000 | 0.05% | | TBD |
| TOTAL MANDATORY / LEGISLATIVE | | | | 194,490 | 70,000 | 264,490 | - | 70,000 | 0.12% | 194,490 | |
| GROWTH -CYFS | | | | | | | | | | | |
| 21 | 16 | CYFS | 4 Additional Fire Fighters | 161,060 | - | 161,060 | - | 161,060 | 0.29% | | 21221 |
| | | | Annualization for 2017 New FF's Hired (4) | | | | | 46,076 | | | 21221 |
| 28 | 24 | IT | Applications Support Analyst | 87,133 | 6,450 | 93,583 | (38,042) | 55,542 | 0.10% | | 13621 |
| Total CYFS | | | | 248,193 | 6,450 | 254,643 | 38,042 | 262,678 | | | |
| Other Tax Supported | | | | | | | | | | | |
| 22 | 10 | Legislative Services | Enforcement Officer - Licensing | 96,718 | 14,740 | 111,458 | (160,375) | (48,917) | -0.09% | | 13121 |
| 20 | 25 | Legislative Services | 2 Enforcement Officers - Parking | 156,997 | 12,450 | 169,447 | (152,160) | 17,287 | 0.03% | | 26112 |
| 27 | 27 | Legislative Services | Licenses for New Land Use System | | 24,800 | 24,800 | - | 24,800 | 0.04% | | 26112 |
| 23 | 37 | Public Works | Convert Solid Waste Inspector From Casual to Full-time | 15,203 | | 15,203 | (15,203) | (0) | 0.00% | | 42711 |
| 27 | 19 | Communications | Digital Communications Specialist | 87,133 | 2,500 | 89,633 | - | 89,633 | 0.16% | | 13141 |
| 23 | 33 | Public Works | Conversion of 1 Parks Attendant to Full-time | 26,282 | | 26,282 | | 26,282 | 0.05% | | 52811 |
| 27 | 20 | Human Resources | Health & Safety Coordinator- Contract Position | 30,306 | - | 30,306 | | 30,306 | 0.05% | | 10225 |
| 14 | 38 | Recreation & Culture | Convert Fitness Programmer Position to Permanent Full-time | 9,067 | | 9,067 | (9,067) | 0 | 0.00% | | 57346 |
| 19 | 23 | IT | Regular Part-time Position for Telecommunications Support | 47,379 | - | 47,379 | - | - | 0.00% | 47,379 | 13621 |
| TOTAL GROWTH | | | | 717,279 | 60,940 | 778,219 | 374,847 | 402,069 | 0.72% | 47,379 | |
| GRAND TOTAL | | | | | | | | | | | |
| | | | | \$911,769 | \$130,940 | \$1,042,709 | -\$374,847 | \$472,069 | 0.84% | \$241,369 | |

Appendix A2 Recommended 2018 Decision Packages - Rate Supported

| Evaluation Points | DP Form # | Department | Initiative | Category | Staffing Request Amount | Other Request Amount | Total Amount | Revenue/ Recovery /Internal Charge | Net Impact on Rate | Account |
|-------------------------------------|-----------|--------------------|--|-----------|-------------------------|----------------------|------------------|------------------------------------|--------------------|---------|
| Storm Water | | | | | | | | | | |
| 27 | 1 | Storm Water | Stormwater Management Facility Maintenance Program | Mandatory | | 400,000 | 400,000 | | 400,000 | 45001 |
| 24 | 2 | Storm Water | Catch Basin Cleaning | Mandatory | | 200,000 | 200,000 | | 200,000 | 45001 |
| 27 | 18 | Storm Water | Sr. Climate Change Coordinator -Contract to Full-Time | Growth | 107,356 | | 107,356 | | 107,356 | 45001 |
| Total Storm Water | | | | | 107,356 | 600,000 | 707,356 | - | 707,356 | |
| Water & Wastewater | | | | | | | | | | |
| 27 | 3 | Water | Convert Water Quality Analyst From Contract to Full-time | Mandatory | 8,267 | | 8,267 | | 8,267 | 42421 |
| 17 | 22 | Water & Wastewater | GIS Technician- Cost Allocation to Water &WW | Growth | \$78,499 | \$6,450 | \$84,949 | | 84,949 | 42421 |
| Total Water & Wastewater | | | | | 86,766 | 6,450 | 93,216 | - | 93,216 | |
| GRAND TOTAL | | | | | | | | | | |
| | | | | | \$194,122 | \$606,450 | \$800,572 | \$0 | \$800,572 | |

Appendix B1

2018 CAPITAL BUDGET REQUEST LIST - Recommended

Date: October 12, 2017

| Line # | Commission / Department | Project Name | Priority Ranking | Annual or Committed | Category | Total Cost | 2018 Cost | ARF | DC | Reserve & Reserve Funds | Gas Tax | General | Other Financial Source | Infrastructure Grant | Operating Impact - 2018 | Operating Impact - rates | Operating Impact - 2019 | Additional Capital Needs |
|--------|-------------------------|---|------------------|---------------------|-------------|------------|-----------|-----------|-----------|-------------------------|-----------|---------|------------------------|----------------------|-------------------------|--------------------------|-------------------------|--------------------------|
| 1 | CYFS | Tablets for Suppression and Prevention | 3 | | Other | 19,500 | 19,500 | | | 11,573 | | | 7,927 | | 2,500 | | | |
| 2 | CYFS | Life Cycle Replacement of Personal Protective Equipment | 2 | | Replacement | 55,000 | 55,000 | 55,000 | | | | | | | | | | |
| 3 | CYFS | Personal Protective Equipment & Uniforms for New Recruits | 1 | | Growth | 27,000 | 27,000 | | 16,025 | | | | 10,975 | | | | | |
| 4 | CYFS | Purchase of an Additional Prevention Vehicle | 3 | | Growth | 38,500 | 38,500 | | 22,850 | | | | 15,650 | | 500 | | | |
| 5 | CYFS | Replacement of Equipment | 2 | | Replacement | 100,000 | 100,000 | 100,000 | | | | | 162,600 | | | | | |
| 6 | CYFS | New Fire Engine for Station 4-5 | 3 | | Growth | 985,000 | 400,000 | | 237,400 | | | 35,000 | | | | | | |
| 7 | Newmarket Fire | LED Sign for Station 4-1 | 1 | | Other | 35,000 | 35,000 | | | | | | | | | | | |
| 8 | Newmarket Fire | Roof Replacement Station 4-2 | 2 | | Replacement | 170,000 | 170,000 | 170,000 | | | | | | | | | | |
| 9 | Library | Computer Hardware & Software | 2 | Annual | Replacement | 52,200 | 52,200 | 52,200 | | | | | | | | | | |
| 10 | Library | Equipment | 2 | | Replacement | 6,000 | 6,000 | 6,000 | | | | | | | | | | |
| 11 | General Government | DC Background Study | 1 | | Growth | 70,000 | 35,000 | | 35,000 | | | | | | | | | |
| 12 | Communications | Web Project & AODA Compliance | 1 | | Other | 25,000 | 25,000 | | | | | 25,000 | | | | | | |
| 13 | IT | Upgrade/Replace Desktop and Peripheral Equipment | 2 | Annual | Replacement | 163,000 | 163,000 | 163,000 | | | | | | | | | | |
| 14 | IT | Server Room Equipment Replacement | 2 | Annual | Replacement | 195,000 | 195,000 | 195,000 | | | | | | | | | | |
| 15 | IT | Software Licenses | 2 | Annual | Replacement | 98,000 | 98,000 | 98,000 | | | | | | | | | | |
| 16 | IT | Upgrade/Replace ERP systems | 2 | Annual | Replacement | 200,000 | 200,000 | 200,000 | | | | | | | | | | |
| 17 | IT | Storage Attached Network Replacement | 2 | | Replacement | 90,000 | 90,000 | 90,000 | | | | | | | | | | |
| 18 | IT | GIS Upgrade & Replacement | 2 | | Replacement | 50,000 | 50,000 | 50,000 | | | | | | | | | | |
| 19 | IT | Internet Voting | 1 | | Other | 60,000 | 60,000 | | | | | 60,000 | | | | | | |
| 20 | Legislative Services | Vehicle Equipment for Enforcement Officers | 1 | | Growth | 50,000 | 50,000 | | | 50,000 | | | | | | | | |
| 21 | Legislative Services | Additional Vehicle for Enforcement Officers | 1 | | Growth | 33,000 | 33,000 | | | 33,000 | | | | | | | | |
| 22 | Recreation & Culture | Culture Master Plan | 3 | | Other | 150,000 | 75,000 | | | 75,000 | | | | | | | | |
| 23 | Recreation & Culture | Theatre | 2 | | Replacement | 400,000 | 400,000 | | | 400,000 | | | | | | | | |
| 24 | DIS - Planning | Mulock GO Station Secondary Plan | 1 | | Growth | 250,000 | 250,000 | | 250,000 | | | | | | | | | |
| 25 | DIS - Planning | Official Plan Review | 1 | | Growth | 250,000 | 250,000 | | 250,000 | | | | | | | | | |
| 26 | DIS - Planning | Heritage Cons. Dist. Update | 2 | | Growth | 50,000 | 50,000 | | 50,000 | | | | | | | | | |
| 27 | DIS - Planning | Old Main Street Tertiary Plan | 2 | | Other | 65,000 | 65,000 | | | 65,000 | | | | | | | | |
| 28 | DIS - Planning | Residential Parking Review | 2 | | Growth | 100,000 | 100,000 | | 100,000 | | | | | | | | | |
| 29 | DIS - Planning | Community Energy Plan Implementation | 1 | | Other | 310,000 | 310,000 | | | | | 205,000 | 105,000 | | | | | |
| 30 | DIS - Planning | Urban Centres Road Network Centreline Study | 3 | | Growth | 200,000 | 200,000 | | 200,000 | | | | | | | | | |
| 31 | DIS | Install Street Lights on Ballhurst Street | 1 | | Growth | 80,000 | 80,000 | | 80,000 | | | | | | | | | |
| 32 | DIS | Washbay Modifications | 1 | | Replacement | 150,000 | 150,000 | 150,000 | | | | | | | | | | |
| 33 | DIS | Trail Lighting - TTT Tannery to CN Crossing | 1 | | Other | 160,000 | 160,000 | | | | | 80,000 | | | | | | |
| 34 | DIS | Dave & Bathurst Intersection Improvements (Sidewalk & Streetlighting) | 2 | | Growth | 1,550,000 | 1,550,000 | | 1,550,000 | | | | | | | | 50,000 | |
| 35 | DIS | Engineering/Design for Future Projects | 2 | Annual | Replacement | 850,000 | 850,000 | 850,000 | | | | | | | | | | |
| 36 | DIS | Yonge St. North of Davis to Green Lane | 2 | | Growth | 500,000 | 500,000 | | 500,000 | | | | | | | | | |
| 37 | DIS | Municipal Infrastructure Projects | 2 | Annual | Replacement | 4,235,000 | 4,235,000 | 2,135,000 | | | 2,100,000 | | | | | | | |
| 38 | DIS | Yonge Street/VRSTC Project Consulting | 2 | 2017 Committed | Growth | 200,000 | 200,000 | | 200,000 | | | | | | | | | |
| 39 | DIS | Streetscaping - VIVA Project | 3 | | Growth | 400,000 | 400,000 | | 400,000 | | | | | | | | | |
| 40 | DIS | Active Transportation Plan Implementation | 1 | 2017 Committed | Growth | 150,000 | 150,000 | | 150,000 | | | | | | | | | |
| 41 | DIS | Bridge and Culvert Inspection, Repair and Replacement | 1 | Annual | Replacement | 550,000 | 550,000 | 275,000 | | | | | 275,000 | | | | | |
| 42 | DIS | Magna Centre Road Replacement | 1 | | Replacement | 950,000 | 950,000 | 950,000 | | | | | | | | | | |
| 43 | DIS | Town Energy Reduction Plan | 1 | | Other | 40,000 | 40,000 | | | | | 40,000 | | | | | | |
| 44 | DIS | Demolition of Scott Hall | 1 | | Replacement | 65,000 | 65,000 | 65,000 | | | | | | | | | | |
| 45 | DIS | Saidville Building - Glenway | 3 | | Growth | 500,000 | 500,000 | | 500,000 | | | | | | | | | |
| 46 | DIS | 385 Mulock Building Maintenance Need | 2 | | Replacement | 125,000 | 125,000 | 125,000 | | | | | | | | | | |
| 47 | DIS | Feribank Farmhouse Maintenance | 2 | | Replacement | 600,000 | 600,000 | | | 250,000 | | | 350,000 | | | | | |
| 48 | DIS | All Other Facility Maintenance Needs | 2 | Annual | Replacement | 934,500 | 934,500 | 934,500 | | | | | | | | | | |
| 49 | DIS | Accessible Upgrade to Park Washrooms | 1 | | Replacement | 50,000 | 50,000 | 50,000 | | | | | | | | | | |
| 50 | DIS | Urban Forestry Management Program | 1 | | Other | 50,000 | 50,000 | | | | | 50,000 | | | | | | |

Appendix B1

2018 CAPITAL BUDGET REQUEST LIST - Recommended

Date: October 12, 2017

| Line # | Commission / Department | Project Name | Priority Ranking | Annual or Committed without amount | Category | Total Cost | 2018 Cost | ARF | DC | Reserve & Reserve Funds | Gas Tax | General | Other Funding Source | Infrastructure Grant | Operating Impact - 2018 | Operating Impact - rates | Operating Impact - 2019 | Additional Capital Needs |
|--------|-------------------------|--|------------------|------------------------------------|-------------|--------------|--------------|--------------|-------------|-------------------------|-------------|-----------|----------------------|----------------------|-------------------------|--------------------------|-------------------------|--------------------------|
| 51 | DIS | Sundial Park Development | 2 | 2017 approved without amount | Growth | 230,020 | 230,020 | - | 141,300 | - | - | - | 88,720 | - | - | - | 10,000 | - |
| 52 | DIS | Sports Field Lighting Replacement | 2 | 2017 Committed | Replacement | 1,016,000 | 1,016,000 | 1,016,000 | - | - | - | - | - | - | - | - | - | - |
| 53 | DIS | Recreation Playbook Implementation | 1 | 2017 Committed | Growth | 1,013,000 | 1,013,000 | - | 911,700 | 101,300 | - | - | - | - | - | - | 50,000 | - |
| 54 | DIS | Secondary Plan - Historic Park Design & Implementation | 1 | | Growth | 150,000 | 150,000 | - | 135,000 | 15,000 | - | - | - | - | - | - | 192,000 | - |
| 55 | DIS | George Richardson Park North Playing Site for User Groups | 2 | | Replacement | 275,000 | 275,000 | 275,000 | - | - | - | - | - | - | - | - | - | - |
| 56 | DIS | Outdoor Train | 2 | | Replacement | 100,000 | 100,000 | 100,000 | - | - | - | - | - | - | - | - | - | - |
| 57 | DIS | Netting for Ball Diamonds | 2 | 2017 Committed | Replacement | 225,000 | 225,000 | 225,000 | - | - | - | - | - | - | - | - | - | - |
| 58 | DIS | Tree Canopy Increasing Planting | 3 | | Other | 90,000 | 90,000 | - | - | 90,000 | - | - | - | - | - | - | - | - |
| 59 | DIS | Track - Solid Waste | 2 | | Growth | 50,000 | 50,000 | - | 45,000 | 5,000 | - | - | - | - | - | - | - | - |
| 60 | DIS | Vehicle and Equipment Replacement | 2 | Annual | Replacement | 1,254,000 | 1,254,000 | 1,254,000 | - | - | - | - | - | - | - | - | - | - |
| 61 | DIS | Mini Excavator | 2 | | Growth | 95,000 | 95,000 | - | 95,000 | - | - | - | - | - | - | - | - | - |
| 62 | DIS | Asset Management Strategy Implementation | 1 | | Replacement | 486,400 | 486,400 | 486,400 | - | - | - | - | 170,000 | - | - | - | - | - |
| 63 | DIS | Capital Projects - Engineering Staff Time | 2 | Annual | Replacement | 900,000 | 900,000 | 900,000 | - | - | - | - | - | - | - | - | - | - |
| 64 | Water | Water/Wastewater Master Servicing Study Parkway Implementation | 2 | | Replacement | 100,000 | 100,000 | 100,000 | - | - | - | - | - | - | - | - | - | - |
| 65 | Water & Wastewater | Water/Wastewater Master Servicing Study Implementation | 2 | 2017 Committed | Growth | 1,281,500 | 1,281,500 | - | 1,281,500 | - | - | - | - | - | - | - | - | - |
| 66 | Storm Water | Stormwater Management Pond Clean Outs | 1 | | Other | 714,000 | 714,000 | 714,000 | - | - | - | - | - | - | - | - | - | - |
| 67 | Storm Water | Low Impact Development (LID) & New Stormwater Facilities | 3 | 2017 Committed | Other | 200,000 | 200,000 | 200,000 | - | - | - | - | - | - | - | - | - | - |
| 68 | DIS | Hickory Park Trail & Breathing Space Construction | 1 | | Growth | 1,700,000 | 1,700,000 | - | 1,530,000 | 170,000 | - | - | - | - | - | - | - | - |
| 69 | DIS | Vehicle Charging Stations | 3 | | Other | 18,000 | 18,000 | - | - | - | - | 18,000 | - | - | - | - | - | - |
| TOTAL | | | | | | \$28,324,820 | \$25,629,620 | \$11,824,100 | \$3,660,775 | \$1,265,373 | \$2,199,000 | \$513,000 | \$1,265,372 | \$0 | \$3,000 | \$0 | \$392,000 | |

Appendix A3 2018 Decision Packages - Deferred

| Evaluation Points | DP Form # | Department | Initiative | Staffing Request Amount | Other Request Amount | Total Amount | Revenue/Recovery /Internal Charge | Net Impact on Tax | Tax Levy Increase | Net Impact on Rate or Capital | Account |
|--------------------------|-----------|----------------------|---|-------------------------|----------------------|--------------------|-----------------------------------|--------------------|-------------------|-------------------------------|-----------|
| ENHANCEMENT | | | | | | | | | | | |
| 28 | 7 | Public Works | Contractor for Proposed Street Tree Bylaw in Late 2017 | | 10,000 | 10,000 | (5,000) | 5,000 | 0.01% | | 52811 |
| 22 | 11 | Public Works | Court Snow Plowing | | 75,000 | 75,000 | | 75,000 | 0.13% | | 32221 |
| 17 | 13 | Public Works | Casual Staff for Forestry Management | 21,600 | | 21,600 | | 21,600 | 0.04% | | 52811 |
| 15 | 12 | Public Works | Washroom Cleaning Contract | | 63,000 | 63,000 | (45,936) | 17,064 | 0.03% | | 52811 |
| 15 | 14 | Public Works | General Parks Response Crew | 41,085 | | 41,085 | | 41,085 | 0.07% | | 52811 |
| 12 | 9 | Library | Monday Services | 59,977 | 6,212 | 66,189 | (1,200) | 64,989 | 0.12% | | 91131 |
| 9 | 15 | Public Works | Lawn Maintenance Contractor for Non Compliant Property | | 15,000 | 15,000 | | 15,000 | 0.03% | | 52811 |
| TOTAL ENHANCEMENT | | | | 122,662 | 169,212 | 291,874 | (52,136) | 239,738 | 0.43% | | |
| GROWTH | | | | | | | | | | | |
| 26 | 36 | Public Works | Additional Full-time Road Operator | 74,171 | 1,000 | 75,171 | | 75,171 | 0.13% | | 32210 |
| 23 | 29 | Public Works | Facility Maintenance Operator | 70,766 | | 70,766 | (49,766) | 21,000 | 0.04% | 35,383 | 57301 |
| 23 | 33 | Public Works | Conversion of 2 Parks Attendants to Full-time | 52,564 | | 52,564 | | 52,564 | 0.09% | | 52811 |
| 21 | 30 | Public Works | Summer Maintenance 6 months Lead Hand Contract | 13,176 | | 13,176 | | 13,176 | 0.02% | | 52811 |
| 21 | 32 | Public Works | Full-time Natural Heritage Coordinator | 120,741 | | 120,741 | | 120,741 | 0.22% | | 52811 |
| 20 | 25 | Legislative Services | 2 Enforcement Officers - Parking | 156,997 | 12,450 | 169,447 | (152,160) | 17,287 | 0.03% | | 26112 |
| 27 | 20 | Human Resources | Health & Safety Coordinator | 65,219 | | 65,219 | (27,000) | 38,219 | 0.07% | | 13221 |
| 20 | 21 | Financial Services | Tax Clerk | 72,017 | - | 72,017 | (35,000) | 37,017 | 0.07% | | 14212 |
| 20 | 28 | Customer Services | Customer Kiosk Associates- Contract to Part-time | 42,120 | - | 42,120 | - | 42,120 | 0.08% | | 13823 |
| 20 | 40 | Customer Services | Customer Service Associate-Regular PT to FT | 8,000 | | 8,000 | - | 8,000 | 0.01% | | 13821 |
| 18 | 26 | Legislative Services | Additional Records and Projects Coordinator | 87,133 | - | 87,133 | | 87,133 | 0.16% | | 13127 |
| 18 | 35 | Public Works | Convert Fleet Admin. Assistant From Casual to Full-time | 37,349 | | 37,349 | | 37,349 | 0.07% | | 32361 |
| 17 | 39 | IT | GIS Analyst | 96,718 | 6,450 | 103,168 | | 103,168 | 0.18% | | 13621 |
| 16 | 17 | Library | Technology Programming and Outreach | 20,782 | 400 | 21,182 | (400) | 20,782 | 0.04% | | 91131 |
| 12 | 34 | Public Works | Lawn Maintenance Contractor for New Areas | | 65,000 | 65,000 | | 65,000 | 0.12% | | 52814 /17 |
| 10 | 31 | Public Works | Horticulture Contractor Operator Conversion to FTE | 22,504 | | 22,504 | | 22,504 | 0.04% | | 52811 |
| TOTAL GROWTH | | | | 940,256 | 85,300 | 1,025,556 | (264,326) | 761,230 | 1.36% | 35,383 | |
| GRAND TOTAL | | | | \$1,036,352 | \$254,512 | \$1,317,431 | -\$316,462 | \$1,000,969 | \$0 | \$35,383 | |

Newmarket GO Station Mobility Hub Study

Adrian Cammaert
Senior Planner, Policy
October 16, 2017



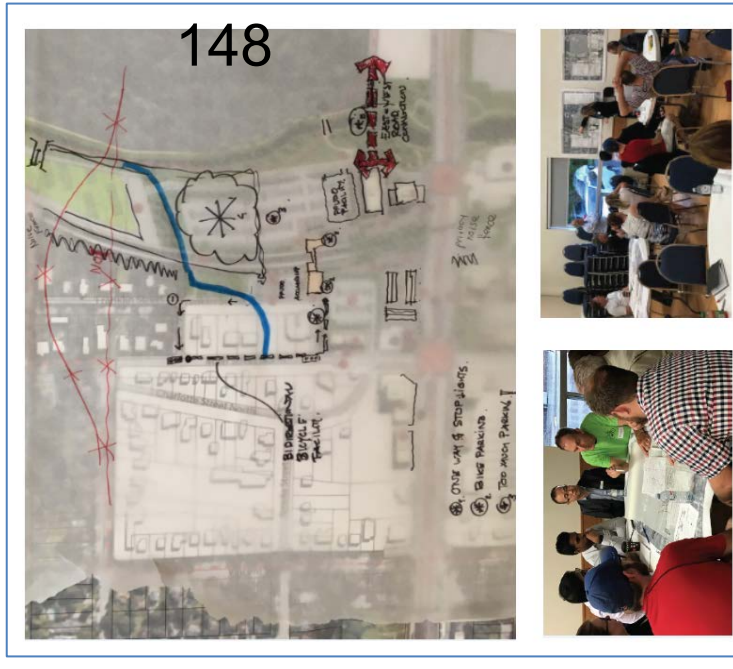
MHS Basis is found in the Urban Centres Secondary Plan

- The Urban Centres Secondary Plan envisions the Station to be a “*an urban station that is primarily accessed by pedestrians, cyclists and transit riders, with limited park and-ride capacity.*”
- The Secondary Plan specifies the Study scope, which includes an assessment and recommendations regarding:
 - Grade separation
 - Vehicular site access
 - Integration between the various forms of transit
 - Pedestrian and cyclist integration
 - Potential re/development opportunities within the station vicinity

Consultation

- Agency consultation, including York Region, Viva, YRT and the LSRCA
- Public consultation through two Open Houses and one Visioning Workshop where the following key messages were heard:

- Provide more GO Station amenities;
- Improve transit connections and wayfinding;
- Improve cyclist facilities;
- Provide a broader mix of land uses and services;
- Reduce parking - less parking lots;
- Improve traffic;
- Do not extend Penn Ave or Franklin St; and
- Respect the existing heritage, built-form and environment.



Proposed Improvements

- Improvements are spread over two Phases:
 - Phase 1: by 2025
 - Phase 2: after 2025

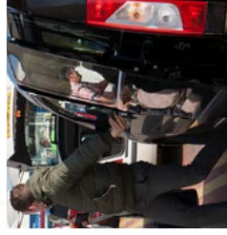
SIGNAGE



WAYFINDING



PASSENGER PICK-UP AND DROP-OFF (PPUDO)



COVERED BIKE PARKING



BICYCLE CONNECTIONS



LAYBY AREA FOR MOBILITY PLUS



BARRIER-FREE PARKING



STATION BUILDING



TRANSIT PLAZA WITH CANOPY



PEDESTRIAN BRIDGE

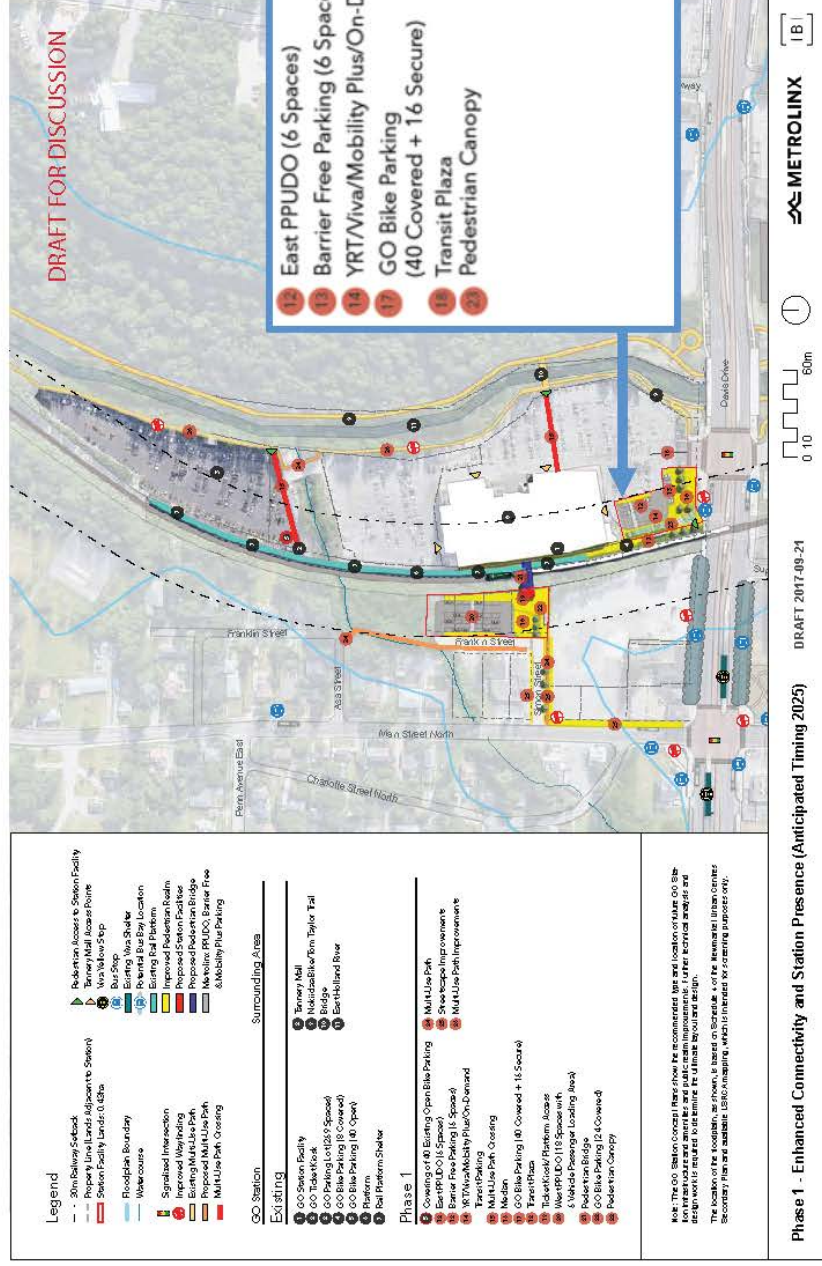


SEATING AND PLACEMAKING

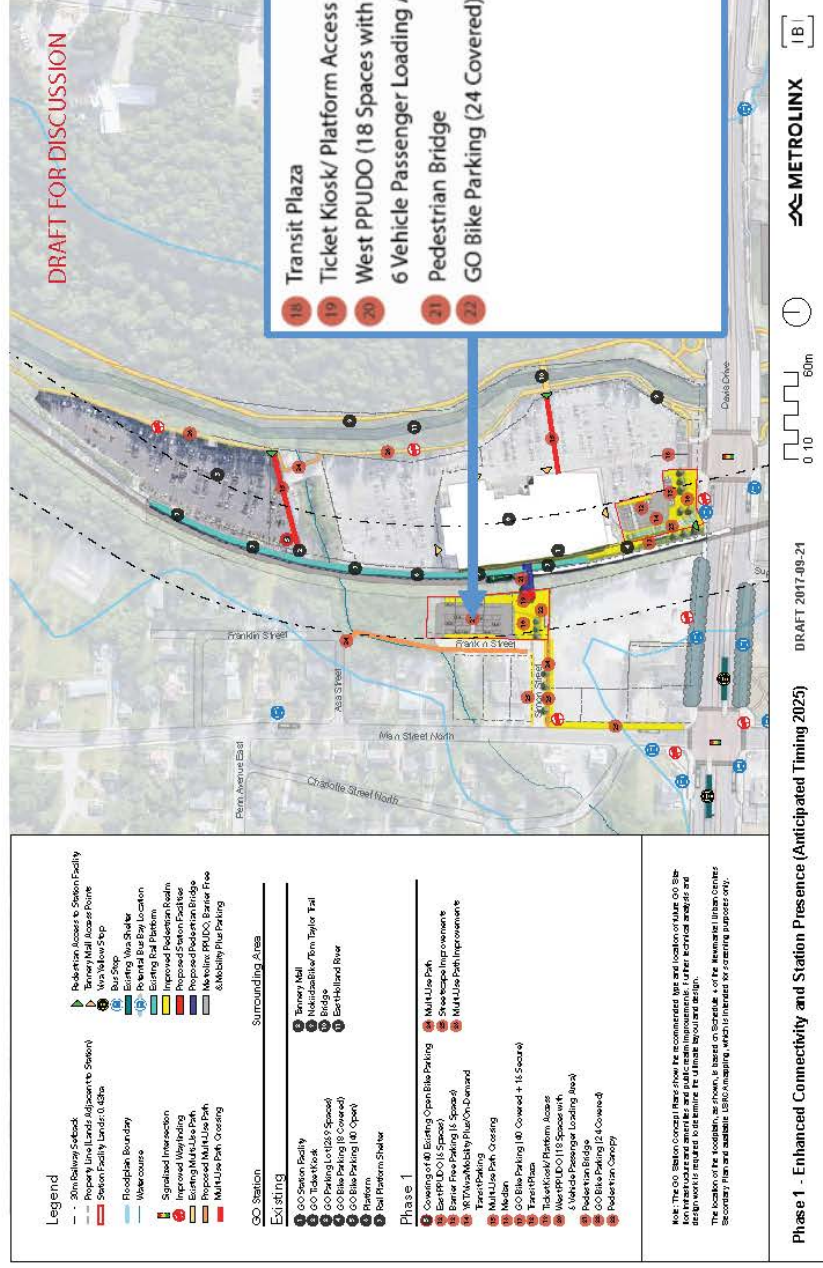


- Staff have assessed the draft concepts and provided comments through Report 2017-39

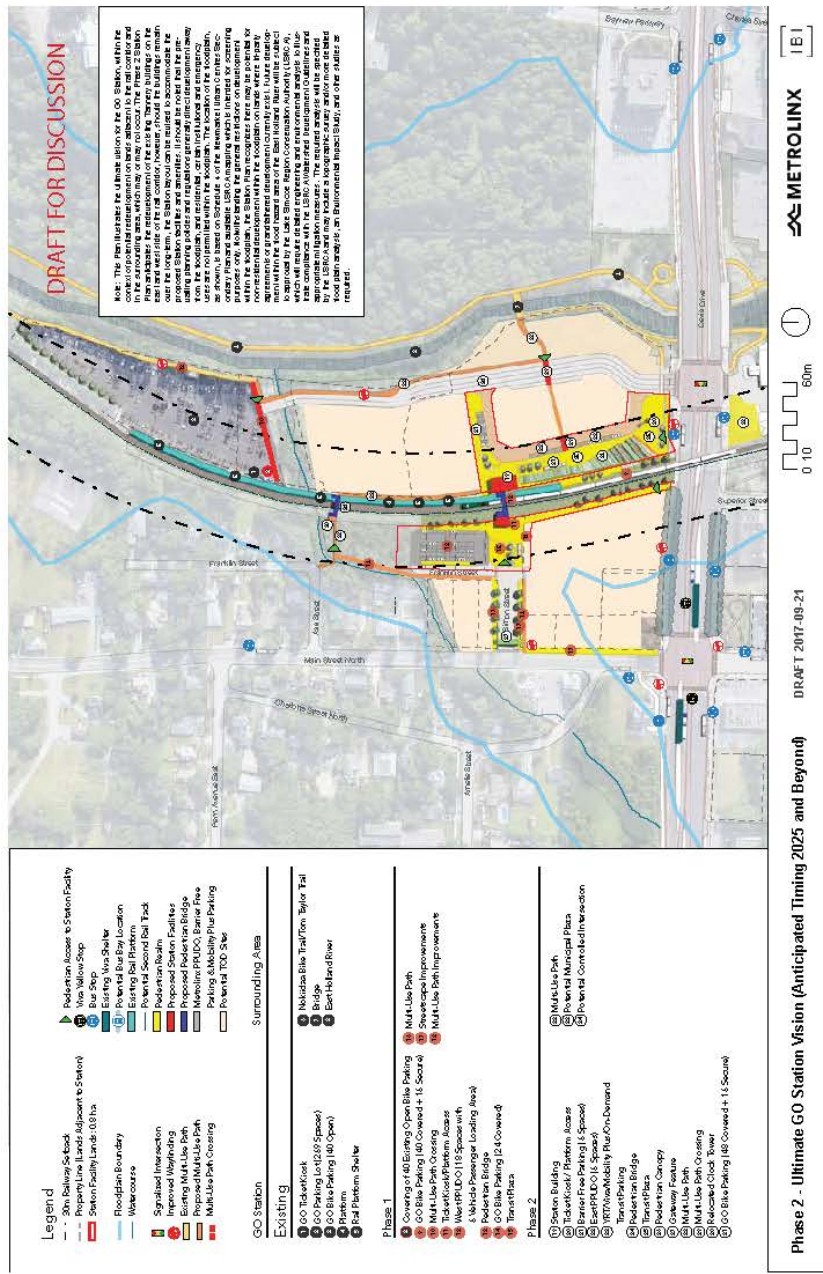
PHASE 1. ENHANCED CONNECTIVITY AND STATION PRESENCE (2025)



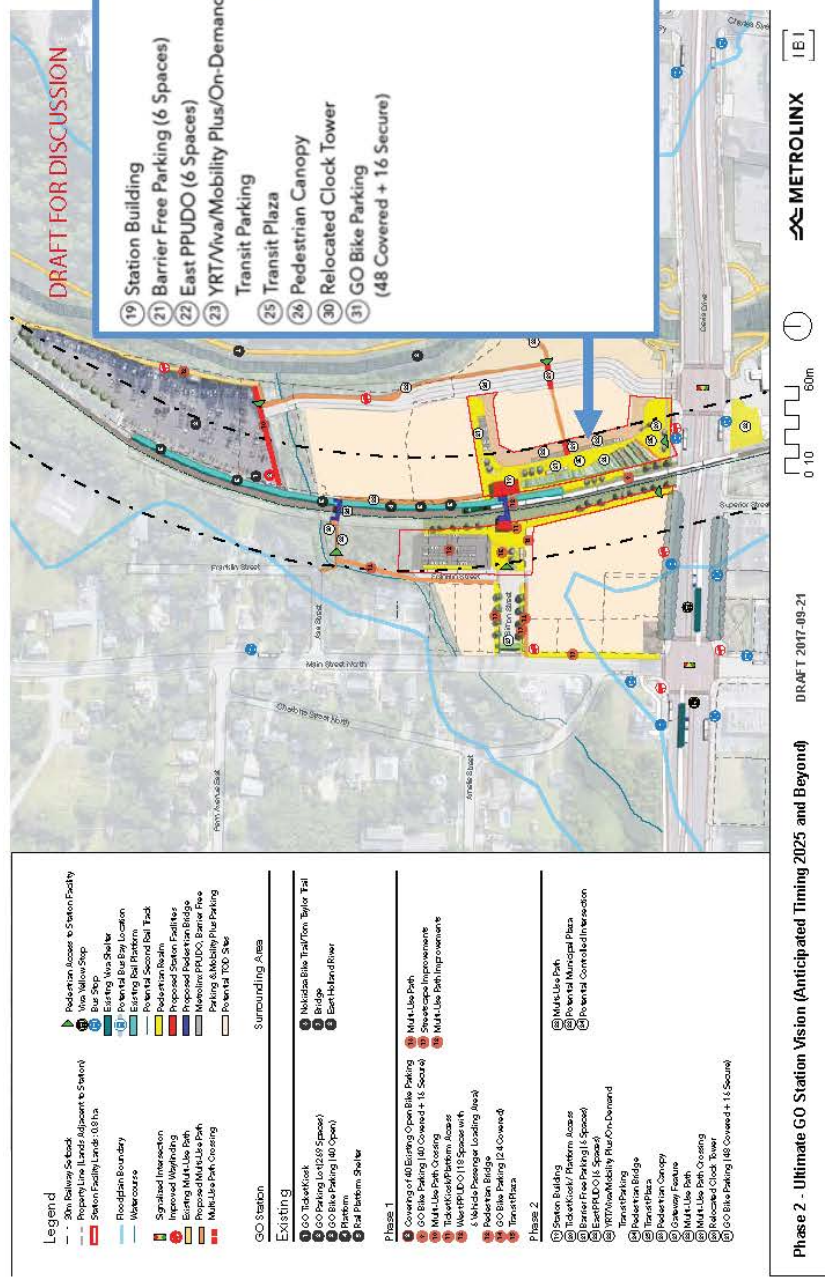
PHASE 1. ENHANCED CONNECTIVITY AND STATION PRESENCE (2025)



PHASE 2. ULTIMATE GO STATION VISION (BEYOND 2025)



PHASE 2. ULTIMATE GO STATION VISION (BEYOND 2025)

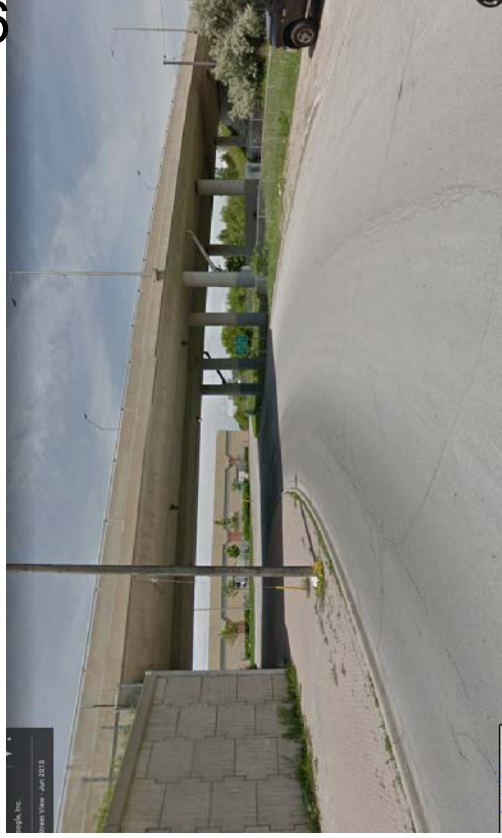
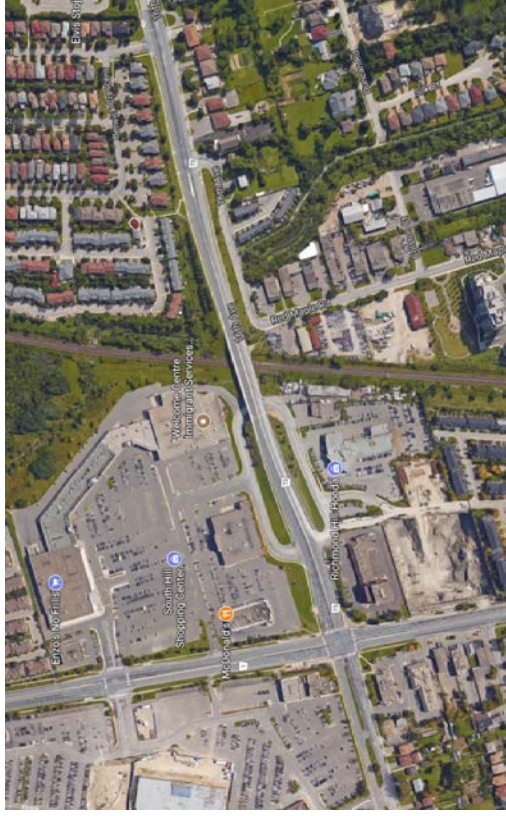


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Grade Separation

- Was assessed early in the Study.
- Is not identified in any Metrolinx or York Region planning/transportation documents.
- Would have significant urban design, walkability and accessibility ramifications.

Example of road-over-rail: Near Yonge St and 16th Ave, Richmond Hill



Recommendation: That a thorough assessment, with modeling of all separation scenarios, be included in the “Technical Transportation Report” (a MHS background study).

Next Steps

1. **October 24** – Provide comments to Metrolinx, through Staff Report.
2. **Early November** – Metrolinx to finalize Mobility Hub Report.
3. **Early Winter** – Present Mobility Hub Report to Newmarket Council.
4. **2018 and beyond** – Ongoing Implementation. The first phase of improvements are expected to be undertaken by 2025, with construction anticipated to commence in the next 3 to 5 years.

October 2, 2017

**DEVELOPMENT AND INFRASTRUCTURE SERVICES
ENGINEERING SERVICES 2017 - 32**

TO: Committee of the Whole

SUBJECT: **Town-wide Traffic Mitigation Strategy 2017 - Timing**

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Services Report – ES 2017-32, dated October 2, 2017, entitled “Town-wide Traffic Mitigation Strategy 2017 - Timing” be received and the following recommendations be adopted:

1. THAT the final report be brought back to Council by early Quarter 3 2018;
2. AND THAT staff continue to expedite the process to provide the report sooner, if possible;
3. AND THAT all current road safety, speed management and traffic calming programs that are currently underway, and are in accordance with the principles set out in “Appendix A” (draft strategy) from Development and Infrastructure Services Report ES 2017-29 (Town-wide Traffic Mitigation Strategy 2017), continue as planned throughout the consultation period and until the final strategy document is approved by Council, at which time the programs will be reviewed to plan their conformance with the new approved strategy.

BACKGROUND

At its regular meeting of October 2, Town Council adopted Development and Infrastructure Services Report – ES 2017-29, and amended recommendations.

The revised direction is as follows:

- 1 a) **THAT Appendix A be received and referred to the public consultation process; and,**

b) That staff be directed to consider the feasibility of an expedited timeframe for a ‘Town-wide Traffic Mitigation Strategy’, as outlined in Appendix A and report back on the feasibility of the same to Council on October 16, 2017.

The purpose of the amendments was to accelerate the process to a final report being submitted in Q1 or Q2, instead of Q2 or Q3 of 2018.

COMMENTS

Transportation Services is planning to conduct a thorough public consultation to help finalize its “Town-Wide Traffic Mitigation Strategy 2017” document. Originally, in the first draft of Development and Infrastructure Services Report ES 2017-29, entitled “Town-wide Traffic Mitigation Strategy 2017”, Transportation Services had planned to consult the public over a longer period of time to achieve the broader results that were being sought from a more fulsome consultation. A date of Quarter 4 (Q4), 2018, had been selected in the original draft document. However, during the review of that draft, the consultation was simplified and the date was accelerated to Q2 or Q3 of 2018. So the process has already been expedited from what Engineering Services had originally wanted. Having already accelerated the process, it is staff’s concern that expediting the process even further might not allow enough time for the proper public education, the organization of sessions, the actual consultation and the post-analysis of the results obtained from the entire process. Staff’s objective is to obtain as much valuable input from the community as possible within a reasonable period of time and to produce a balanced strategy that Council and the general public can support and relate to.

There is much to gain and little to lose in taking the time needed to engage in a process that is well thought out and that fully reflects input from stakeholders. It should be noted that all of the road safety, speed management and traffic calming programs that Transportation Services normally undertakes will not cease during the consultation process.

It is desirable to have more than one way for residents to get involved in the Traffic Mitigation Strategy process. One method will be through the Town’s website. In order to do this type of consultation, staff will have to simplify the strategy document and develop and post relevant materials that focus on educating the public and then receiving feedback from our residents. Residents will have to be encouraged to consult the website and to submit their views and opinions. At least 8 to 12 weeks will be needed for proper notification and to allow enough time for residents to respond with their views. Time will then be needed to disseminate the information that the public submits and determine what amendments should be made to the draft strategy. Due to competing priorities at this time of year, it would be difficult to have this process in place before December. Due to the holiday season, December is not an ideal time to be engaging the public in a consultation process. Therefore, it would be best to have the website consultation up and running early in the new year.

With the information gained from the first consultation, the second consultation process will involve organizing an interactive focus group (such as a Community Congress or other), whereby members of the public and other stakeholders would review and debate the Strategy with the

primary goal of improving it to make it “Newmarket specific”. A Council workshop may also be held in this second consultation process. This second form could also take 8 to 12 weeks to complete.

Setting up a Community Congress or a suitable focus group session requires some lead time to organize. Some of the tasks (among many others) are:

- Fix a date that the venue (Old Town Hall) is available for a full day and free the evening before for setting up a practice run, but the date must also match with Council’s availability (such a date could be several months into the future);
- Book a caterer for refreshments and lunch;
- Draft up a list of invitees and send out invitations a few months ahead of time;
- Receive responses to invitations, follow-up on non-responses, and send out a second set of invitations to fill empty seats;
- Invite and secure the help of experts who are available on that date to speak or lead activities at the Congress;
- Develop appropriate table-top exercises to obtain the feedback needed;
- Engage a consultant to run the Congress, collect and disseminate the feedback and produce a final report with recommendations.

Finally, preparing all reports and scheduling them into the Council rotation would likely take an additional 2 or 3 months.

The timing above is based on the assumption that the community will be in support of the general direction of the strategy. If there are fundamental shifts required in the overall goals or programs, additional time would be required to research and incorporate any changes.

Currently, there are many competing operational priorities that require a great deal of the Transportation team’s time over the next 2 to 3 months. This leaves little time to focus solely on accelerating the Traffic Mitigation Strategy. Some examples of competing priorities are:

1. The Active Transportation Implementation Plan which is currently underway and requires constant guidance from the Transportation team. The draft plan and report will be available by the end of 2017 and will be reported out to the Community in Q1 2018.;
2. Organizing the Active Transportation Community Congress already set for December 12;
3. Continuing all road safety, traffic calming and speed management programs that are currently underway, such as:
 - a. In-road traffic-calming flexible bollard program;
 - b. Solar-powered radar speed boards in each ward (rotating signs and collecting data);
 - c. Boulevard lawn-sign program;
 - d. Painting of ladder markings at one school zone in each ward;
4. The East-West Bike Route, which must be completed before colder weather sets in;
5. At the time of this report, an OMCC Grant application for more bike lanes throughout the Town has been submitted. Funding has not been announced, but as with the East-West

Bike Route, if the Town is successful, there will be timing and work flow commitments that will need to take precedence over other priorities due to deadlines in the program;

6. Several hours are required on a weekly basis to work with Metrolinx to review and comment on various versions of the Mobility Hub study (Newmarket GO Rail station), 2041 Regional Transportation Plan, the future Mulock GO Rail station, and the Barrie Rail Corridor Expansion plan, which includes the Regional Express Rail (RER) and electrification;
7. Working weekly with York Region and VivaNext regarding their capital programs' impacts on traffic in our Town and participating in transportation planning activities;
8. Construction of an innovative traffic-calming "pinch point", combined with a Low Impact Development (LID) stormwater feature, at Queen Street;
9. All of the other daily and weekly operational activities related to parking, speeding on local roads, requests for stop signs and traffic lights, questions regarding active transportation and bike routes, reviewing traffic plans for developments and capital programs, health & safety initiatives, responding to requests from Council members and the public, and many others. There is a community expectation for a level of service for all of these initiatives that must be maintained. There are also timing and Provincial requirements for development reviews that must be met, as well as pressure to process such reviews quickly to uphold the Town's development-ready philosophy.

Hiring consultants or adding more resources would not speed up the process, as the public consultation and reporting need time to be done properly.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

HUMAN RESOURCE CONSIDERATIONS

There is no impact on current staffing levels.

BUDGET IMPACT

Operating Budget (Current and Future)


The cost of the public consultation process will be determined as the specifics of the consultation process are finalized. Funds are available within the Transportation Management budget.


Capital Budget

There is no impact on the Capital Budget.

CONTACT

For more information on this report, please contact Mark Kryzanowski, Manager, Transportation Services at 905-953-5300, extension 2508, or mkryzanowski@newmarket.ca.


for: Mark Kryzanowski, BES, MCIP, RPP
Manager, Transportation Services


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


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

From: [Clerks](#)
To:
Subject: FW: Request for purple lights
Date: October-10-17 1:09:15 PM

From: Jo-Ann McRogers
Sent: October 10, 2017 11:56 AM
To: Clerks;
Subject: Request for purple lights

Please find attached two letters requesting the Riverwalk Commons to be lit Purple on the evening of October 25th 2017.

Please let me know any other information you may need to complete this request.

Thank you for your consideration. Jo-Ann McRogers.

Jo McRogers

YOUR GRIEF GUIDE

October is Internationally designated as Pregnancy and Infant Loss Month.

As a volunteer with PAIL I am requesting that Newmarket join the increasing number of communities, large and small, who recognize this important event. <http://www.october15.ca/events/cn-tower-lighting/>

Pregnancy and Infant Loss Network (PAIL) is a peer support program that has supported families experiencing pregnancy and early infant loss for years across Ontario. In late 2015, the Ontario government passed Bill 141, the Pregnancy and Infant Loss Awareness, Research and Care Act. Bill 141 made it mandatory for the Ontario government to fund research and expansion of programs for the more than 37,000 families impacted by pregnancy loss and infant death in Ontario each year. This bill also declared October 15 as Pregnancy and Infant Loss Awareness Day in Ontario. As a result of PAIL Network's leadership on Bill 141 and strong reputation based on more than 20 years of experience in providing peer support to families and educating healthcare providers, PAIL Network was given a provincial mandate and funding to expand its services to increase access to PAIL Network's support programs to bereaved families and update and expand education on pregnancy and infant loss. This began the sponsorship of PAIL through Sunnybrook Hospital. <https://pailnetwork.sunnybrook.ca/>

I am requesting that Newmarket Town Council consider lighting up the Riverwalk Commons October 25th 2017, in purple lights to honour all the infants loved and lost. This is the night of the Newmarket PAIL peer support meeting and it would add greatly to the evening.

Thank you for this consideration. Jo-Ann McRogers

The purpose of this note is to support Jo-Ann McRogers' request to Newmarket Town Council in the consideration of lighting up Riverwalk Commons on October 25th 2017, in purple lights to honour all the pregnancies and infants lost far too soon.

October is officially pronounced Pregnancy and Infant Loss Awareness Month with October 15 being Pregnancy and Infant Loss Day. This is a day where grieving families are encouraged to come together in love and support. A day in which communities can better understand the magnitude of pain families endure. A day to honour the loss and embrace the love.

My name is Leanna Reeves and I am the Circle of Hope Support Group Facilitator with the Pregnancy and Infant Loss (PAIL) program in the Newmarket Chapter. I am also a grieving mom. We lost our youngest son, Nicholas, almost 9 years ago. He is loved. He is remembered. He is honoured. He is family.

October 25 is the evening of our next support meeting. If the Riverwalk Commons were to be lit purple on the evening of October 25, it would be a true honour to share in the experience with the families I support. I can assure you that many hearts would be forever touched.

Thank you so much for your consideration.

Leanna Reeves