



Additions & Corrections to the Agenda

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

Declarations of Pecuniary Interest

Presentations & Recognitions

1. **Presentation of 2017 Ontario Building Officials Association Life Membership Award to Mr. David Potter**

Note: Mr. Matt Farrell, President, Ontario Building Officials Association (OBOA) will be in attendance to present the award.

2. **Site Plan Process Review Presentation**

Note: This item is related to Item 3. Presentation to be distributed when available.

Deputations

Consent Items

3. **Site Plan Process Review**
Planning and Building Services
November 13, 2017

Pg. 1

1. That Development and Infrastructure Services/Planning and Building Services Report 2017-30 dated November 13, 2017 regarding the Site Plan Process Review be received and the following recommendations be adopted:

- a. That Council endorse in principle the Site Plan Process Manual attached to this report; and,
- b. That Council delegate to the Director of Planning and Building Services the authority to make such amendments to the Manual as reflect future changes to Town requirements; and,
- c. That staff monitor the site plan process for improvements and report back accordingly; and,
- d. That the Delegation of Authority By-law be updated accordingly.

4. 514 Davis Drive – Rezoning Application
Planning and Building Services

Pg. 96

1. That the 514 Davis Drive – Rezoning Application Report 2018-01, dated January 15, 2018 be received; and,
2. That the application for Zoning By-law amendment, as submitted by 1548373 Ontario Inc. (Oskar Group) for 514 Davis Drive, be approved and that staff be directed to prepare the necessary Zoning By-law Amendment; and,
3. That 1548373 Ontario Inc. (Oskar Group), c/o Pancy Pong, 3660 Midland Ave, Suite 200, Toronto Ontario, M1V 0B8, be notified of this action.

5. 2018 Interim Tax Billing and By-law
Financial Services
January 15, 2018

Pg. 105

1. That report entitled 2018 Interim Tax Billing and By-law dated January 15, 2018 be received; and,
2. That Council enact a by-law (attached hereto as Appendix A) for the levy and collection of the 2018 Interim Tax Billing.

6. Newmarket Environmental Advisory Committee meeting minutes of September 13, 2017

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1. That the Newmarket Environmental Advisory Committee meeting minutes of September 13, 2017 be received.

7. **Newmarket Economic Development Meeting Minutes of June 21, 2017** Pg. 115
1. That the Newmarket Economic Development Meeting Minutes of June 21, 2017 be received.
8. **Accessibility Advisory Committee Meeting Minutes of September 21, 2017** Pg. 119
1. That the Accessibility Advisory Committee Meeting Minutes of September 21, 2017 be received.
9. **Main Street Business Improvement Area Meeting Minutes of October 17, 2017** Pg. 123
1. That the Main Street Business Improvement Area Meeting Minutes of October 17, 2017 be received.
10. **Heritage Newmarket Meeting Minutes of October 3, 2017 and November 7, 2017** Pg. 127
1. That the Heritage Newmarket Meeting Minutes of October 3, 2017 and November 7, 2017 be received.
11. **Audit Committee Meeting Minutes of October 26, 2017** Pg. 138
1. That the Audit Committee Meeting Minutes of October 26, 2017 be received.
12. **Newmarket Public Library Board Meeting Minutes of October 18, 2017 and November 15, 2017** Pg. 141
1. That the Newmarket Public Library Board Meeting Minutes of October 18, 2017 and November 15, 2017 be received.
13. **Proclamation Request – February 26, 2018 – National Cupcake Day for the Ontario Society for the Prevention of Cruelty to Animals (OSPCA)** Pg. 148
1. That the proclamation request be received; and,
 2. That the Town of Newmarket proclaim February 26, 2018 as “National Cupcake Day”; and,
 3. That the proclamation be advertised on the Town Page and on the Town’s website

14. Outstanding Matters List

1. That the list of Outstanding Matters be received.

Action Items

Reports by Regional Representatives

Notices of Motion

Motions

New Business

Closed Session

15. Presentation by Mr. Paul Ferguson, Newmarket Tay-Power Distribution Ltd. regarding “Establishment of a Subsidiary Company”

Note: This is related to item 19 of the agenda.

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

16. Planning and Building Services (Closed Session) Report 2018-02 regarding the Hollingsworth Arena Property

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

17. Joint Legal and Planning Services (Closed Session) Report 2018-01 Re: An Appeal to the Ontario Municipal Board regarding 770 Gorham Street

[Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality as per Section 239 (2) (e) of the Municipal Act, 2001.]

18. Verbal Update related to Confidential Information Report 2017-53 regarding Mulock Station Status Update

Note: Deputy Mayor & Regional Councillor Taylor requested that this item be placed on the agenda.

[Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them, as per Section 239 (2) (h) of the Municipal Act, 2001.]

Public Hearing Matter

None

Addendum (Additions and Corrections)

19. Establishment of Subsidiary Company

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Mr. Paul Ferguson, Newmarket Tay-Power Distribution Ltd.
October 25, 2017

Note: This matter is related to Item 15 of agenda. This Item was deferred from the November 6, 2017 Committee of the Whole meeting.

1. That the Newmarket Hydro Holdings Inc. Report of the President dated October 25, 2017 regarding the establishment of a subsidiary company (the "Subsidiary") to Newmarket Hydro Holdings Inc. ("NHHI") and Tay Hydro Holdings Inc. ("THI") be received and the following resolutions be adopted:
 - a. The establishment of the Subsidiary as an Ontario corporation for the pursuit of the Business Case is authorized and approved; and,
 - b. The subscription of 9,300 common shares of the Subsidiary for the aggregate amount of \$93 by NHHI is authorized and approved; and,
 - c. The entering into of the Shareholders Agreement in the form of draft provided to Municipal Council is authorized and approved; and,
 - d. Paul Ferguson, the Mayor and the Clerk are authorized for and on behalf of Municipal Council to execute and deliver the Shareholders Agreement in the form approved herein with such changes therein, if any, as Paul Ferguson, the Mayor and the Clerk executing the Shareholders Agreement in their discretion may approve, their approval of any such changes to be conclusively evidenced by their

execution and delivery of the Shareholders Agreement and the Shareholders Agreement so executed and delivered shall be deemed to be the Shareholders Agreement approved by these resolutions; and,

- e. Paul Ferguson, acting alone, is authorized for and on behalf of Municipal Council and NHHI to establish the Subsidiary and approve the forms of all other documents contemplated or required to be executed by NHHI in connection with such formation or the Shareholders Agreement (collectively, the “Additional Documents”) and to execute (whether under the corporate seal of NHHI or otherwise) and deliver the Additional Documents each in the form so approved, Paul Ferguson’s approval to be conclusively evidenced by Paul Ferguson’s execution and delivery of the Additional Documents and the Additional Documents so executed and delivered shall be deemed to be the Additional Documents approved by these resolutions.

Adjournment



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**Development and Infrastructure Services
Planning and Building Services - Planning Report 2017-30**

To: Committee of the Whole

Subject: Site Plan Process Review

Date: November 13, 2017

Origin: Planning Services

Recommendations

THAT Development and Infrastructure Services/Planning and Building Services Report 2017-30 dated November 13, 2017 regarding the Site Plan Process Review be received and the following recommendations be adopted:

- 1. THAT Council endorse in principle the Site Plan Process Manual attached to this report;**
- 2. THAT Council delegate to the Director of Planning and Building Services the authority to make such amendments to the Manual as reflect future changes to Town requirements;**
- 3. THAT staff monitor the site plan process for improvements and report back accordingly;**
- 4. AND THAT the Delegation of Authority By-law be updated accordingly.**

Background

On March 25, 2008 Site Plan Review Committee directed staff to implement the current version of the Site Plan Process Manual. This document guides the development of properties through site plan approval, and assists the Town to implement the objectives of the Official Plan, ensure conformity with the Zoning By-law, improve compatibility of property design, and maintain a high standard of development.

Site plan approval is a technical design refinement tool authorized by Section 41 of the Planning Act. Site plan approval is used to regulate certain external building, site, and boulevard design matters. It allows the Town to ensure appropriate review of environmental site conditions, stormwater management, tree protection, landscaping, building location and orientation, urban design, and other features.

Proposal

The 2008 site plan process manual has been used over the past nine years to process all new industrial, commercial, institutional, and many multi-unit residential developments. During this time staff have identified improvements that can be made to the process. These improvements support the Town's efforts to improve efficiency and facilitate investment and development.

Staff have worked over the past year to create a new process manual that will amend the current site plan process to (1) increase efficiency, (2) improve design standards, (3) address lessons learned, and (4) enhance guidance for applicants. This report lays out in brief the changes that are proposed to be implemented following Council's endorsement, and the proposed new manual is attached to this report. If

Council endorses this new process all site plan applications will proceed under the new process. Current ongoing applications will be transitioned to the new process in a manner that reflects their stage of completion and without adding requirements to existing applications.

Increasing efficiency

One objective of the proposed 2017 Site Plan Process Manual is to increase the efficiency of the site plan approval process. The new manual seeks to accomplish this by appropriately scaling the level of review to each application by creating three categories of applications: Exempt, Quick, and Routine.

These categories will divide projects by their level of size and complexity and apply a corresponding level of review. Each category sets out generally expected studies, plans, and reports to be provided. “Exempt” developments would expand the range of types of changes that can occur without the need for site plan approval, such as minor additions to existing buildings and ground-related residential development with a limited number of dwelling units. “Quick” applications would allow for moderate developments or changes to occur with a level of review that is scaled to the complexity of the project. For example, a new lot created through an application for consent or an expansion to a commercial parking lot would occur as “Quick” applications and require fewer plans or reports than a larger development; e.g. a Planning Justification Report may not be necessary for many site plan applications. Rather, such developments will proceed through a scaled review that includes the review of plans and the signing of a straightforward site plan undertaking agreement rather than requiring an agreement be registered on title.

This contrasts with larger developments such as an apartment building or commercial building, which would require a more comprehensive review of a larger number of types of plans and reports. Under the current process staff already exercise professional judgement as to what plans and reports are required for each application. The proposed process manual seeks to clarify these expectations earlier in the process and encourage a scale of review that fits the scale of the application. In this manner there may be a more streamlined process for smaller applications, reducing file processing times and freeing up resources for the detailed review of larger applications.

The new process further improves efficiency and reduces processing times by streamlining the Site Plan Review Committee (SPRC) process. Under the current process, applicants are required to first provide a set of plans for SPRC review on a timeline required for the preparation of the SPRC agenda. Staff then notify members of Council, who have a period of time in which they may notify staff if they wish to have an application “bumped up” to SPRC or if they prefer the matter to be processed directly by staff. If an application is “bumped up”, technical review of the application pauses while staff prepare the SPRC agenda, meet to discuss the submission, and provide initial comments to SPRC. Review of the application pauses until the approval of SPRC minutes by Council in order that Council direction is included in the review. Following the approval of minutes, the applicant is then invited to prepare their full submission including supporting reports and documents and to then submit what is referred to as the “first technical submission”. This process of requiring a standalone SPRC submission and the possibility of an application being “bumped up” adds to processing time and uncertainty for applicants.

The new process would maintain the ability for SPRC to take up an application while minimizing duplication of efforts and streamlining review. Under the proposed process, applicants will submit a single full technical submission which will proceed directly to staff review. SPRC will be notified of an application and may determine to “bump up” an application on the request of two members of Council. This requirement for two members to request a “bump up” mirrors established procedure for other matters to be considered by Council – for any matter to be discussed it requires both a mover and a seconder. If an application is requested to be considered by SPRC a meeting will be held at the next scheduled date and the direction of SPRC will be integrated into staff review, but staff will continue their review and processing of an application without freezing the process until SPRC has met. These changes will increase certainty for

applicants of the process they will follow and reduce processing times, supporting Council's efforts of increasing efficiency and streamlining development approvals.

Improving design standards

Much of the processing time for site plan applications is taken up with the review and revision of plans; each application undergoes revisions based on feedback from Town staff to address deficiencies. Comments are provided to the applicant on a range of disciplines and matters: landscape architecture, accessibility, fire safety, urban design, transportation engineering, civil engineering, and more. The new process manual includes design standards to provide guidance to applicants on the expected quality of design on matters like pedestrian and vehicular access, fire routes, landscaping, streetscaping, public art, and other matters.

For example, if an application for a development involves a parking lot that would not provide the level of pedestrian accessibility the Town requires, or does not meet the quality of landscaping design that is expected, staff identify changes to be made and indicate these to the applicant. These requirements and expectations have not all been previously codified, as some are drawn from past practice, some from leading designs in each field, and some from best professional judgement.

Municipalities across Ontario have undertaken reviews of their site plan processes and of matters that can be addressed through site plan approval. Newmarket can benefit from this research by implementing lessons from these municipalities. The new site plan process manual draws on studies on outdoor amenity space in multi-unit residential buildings, bird-friendly window treatments, site design that supports families and all age groups in dense urban settings, best practices in excess soil management, accessibility for persons with disabilities, and other matters.

In some cases these guidelines are novel in Newmarket, however the new manual seeks to address lessons that have been learned by municipalities that have a longer history of the type of development that Newmarket anticipates in order to ensure high quality development and avoid future conflict. For example the new Parkland Dedication By-law 2016-61 allows for Privately Owned Public Spaces but Newmarket has no standards for the design and operation of such spaces. Other municipalities have greater experience in this matter and this manual seeks to implement lessons from these municipalities that are applicable in a Newmarket-specific context.

These standards will require ongoing refinement as other work progresses – for instance the Urban Centres Secondary Plan Zoning By-law, and the proposed Urban Design Guidelines will both inform future site plan applications. In order to ensure that the manual reflects the most current set of expectations from the Town and other bodies, this report proposes that Council delegate to the Director of Planning and Building Services the authority to amend the manual from time to time. If requirements under Engineering Design Standards, Urban Design Guidelines, best practices in an applicable field of review, or other areas should change then this would authorize the Director of Planning and Building Services to ensure that the manual continually represents the most current set of expectations.

In short, the proposed 2018 Site Plan Process Manual seeks to improve the quality of designs by making clear these design standards early in the process; by codifying these design standards in greater detail staff can improve quality and consistency of design.

Addressing lessons learned

The new site plan process manual addresses lessons learned by advising applicants how to avoid obstacles and by improving the process to facilitate approvals.

Staff have identified elements of the site plan approval process that have posed challenges to past applicants and improved the process manual to assist applicants in providing submission that will require fewer revisions. The new manual explains requirements earlier in the process and in greater detail in order that applicants can ensure they meet the requirements and avoid delays.

Similarly, there are requirements that exist from other governmental agencies such as the Ministry of Transportation of Ontario; the Lake Simcoe Region Conservation Authority; the Ministry of Tourism, Culture, and Sport; and the Regional Municipality of York. While these requirements are outside of the Town's ability to control, the new process manual seeks to identify these requirements earlier in the process to avoid conflict and delay for applicants.

The new process manual also addresses lessons learned from developments following the approval of their site plan applications. The manual now addresses more clearly how revisions to approved plans will be considered, when applications will be deemed inactive and closed, how the release of securities is managed, and other procedural matters.

In addition the new process manual addresses lessons learned in procedural matters. The Ontario Architects Association undertook a study in 2013 to review best practices in site plan applications. The new process manual draws on this review to advance its findings to improve coordination, streamline processes, and clarify requirements. As discussed above the new process manual promotes a scope of review that is scaled to the project, clarifies requirements to reduce required revisions, and creates more predictable review timelines.

Next steps

Following endorsement of the new process manual, staff have laid out the next steps in improvements to the site plan approval process. These include (1) proposing changes to the Fees & Charges By-law for fees related to site plan applications in order to better scale fees and ensure appropriate cost recovery and fees that match the amount of required review, and (2) working toward the development of processing timeline targets. Targets are intended to be developed following the implementation of currently under-consideration development-tracking software that will permit the collection and analysis of data related to processing timelines.

Conformity with legislation

The site plan process manual is not itself a decision under the *Planning Act*, but rather sets out the process the Town will use in implementing site plan approval. The new manual will inform future decisions, each of which is required to conform to superior legislation and provincial policy.

Consultation

There is no statutory requirement for a public process in the site plan approval process or for public consultation prior to Council adopting a new site plan approval process manual. In support of Council's objective of community engagement and to ensure this manual benefits from quality input, staff have undertaken public consultation in advance of this report. This consultation has included:

1. Project web page
 - a. The Site Plan Process web page was created to present out the new manual, explain its objectives, and solicit feedback. This included notice on the main Town web page and the Public Input Opportunities page.
2. Contacted stakeholders

- a. Staff contacted internal stakeholders, review partners, members of the development community, and common development partners to invite their input. These included over 30 industry members, consultants, developers of both large- and small-scale projects, professional associations, public agencies, and development partners. This feedback was integrated into the proposed new manual.
3. Public outreach
 - a. The project was included in the Town Page in the Era inviting input from all parties.

Budget impact

Operating Budget (Current and Future)

Planning Services has completed this study within existing approved budgets. There is no direct operating budget impact as a result of this report.

Capital Budget

There is no direct capital budget impact as a result of this report.

Plan linkages

Strategic Plan

This initiative supports the strategic plan goal of being *Well-planned & connected* by supporting sound planning for development in Newmarket and being responsive to lessons learned through the experience of the implementation of site plan approval.

Strategic Priorities

This initiative supports the strategic priority of *Economic Development/Jobs* by reviewing the site plan manual to address identified issues that have posed challenges to new development, among other matters.

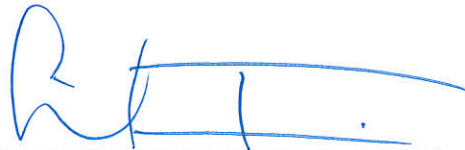
This initiative supports the strategic priority of *Ensuring effective & efficient services* by improving and clarifying the site plan process to reduce administrative burden and streamline reviews and approvals.

Contact

For more information on this report, contact: Ted Horton, Planner at 905-953-5321, Extension 2458 or via email at thorton@newmarket.ca.



Ted Horton
Planner



Linda Traviss, MCIP, RPP
Senior Planner, Development



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



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

Attachments: Site Plan Process Manual



**SITE PLAN APPLICATION
PROCESS MANUAL**



Site Plan Process Manual

Easy section guide



1 - Overview: Types of applications



2 - Process: How it works

Submissions, securities, approval, changes



3 – Studies and Plans: How to do them

Site plans, landscape, servicing, grading



4 - Standards: Designing well

Transportation, inclusivity, urban design



5 - Checklists: Bringing it all together

Standards, sustainability, accessibility



6 - Appendices: What does it mean?

Terms, acronyms, templates

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The Site Plan Process Explained

Site Plan Control is used to examine the design of a proposed development or change in a property to ensure it is functional as well as attractive and compatible with the surrounding area. Features such as building design, site access, servicing, waste, parking, landscaping, and sustainability are reviewed.

How Does The Process Work?

Depending on your application, your proposal may be processed differently. Larger or more complex projects may be subject to a greater degree of review than a smaller or simpler application (Section 1.3).

The process begins with a **preconsultation** with the Staff Development Review Team (SDRT). The property owner or their agent will request a preconsultation (Section 6.3). A meeting will be arranged with the SDRT. At this meeting you will receive preliminary comments on your application. Following the meeting you will receive a **Record of Preconsultation letter** (see Section 2.1) detailing what studies are required as part of your formal complete submission.

You will engage the services of professionals to **prepare the requirements** laid out in the letter. The required qualifications of your professionals are discussed in Section 2.2. Your plans must conform to the relevant Zoning By-law and reflect the policies of the Town's Official Plan and Secondary Plan. Site Development Standards are provided in Section 4.0 to assist you in designing your plan.

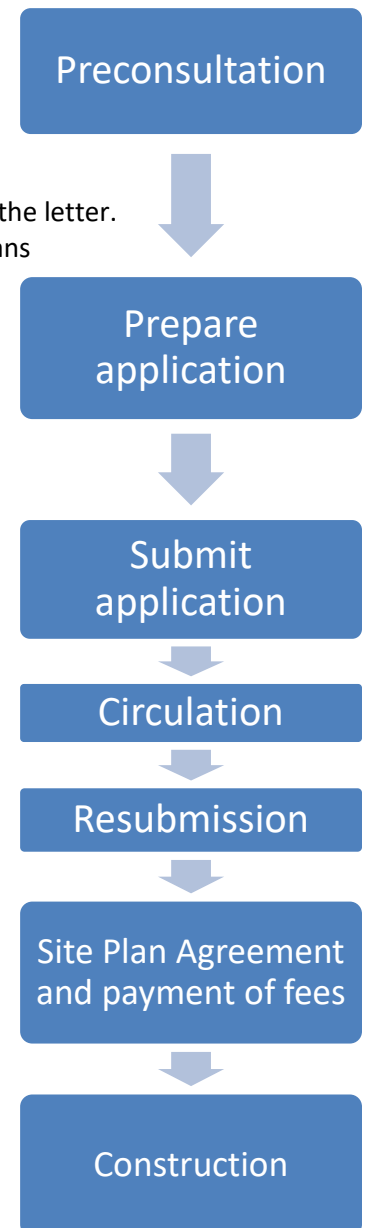
You will **submit your application** with the studies in the format and number of copies explained to you in the letter and submit the required fees (see Section 2.7).

Your studies will be **circulated** to the Town's commenting agencies (see Section 2.4). Reviewers will provide comments to the Planning Division based on their professional discipline. When all comments have been received, the Planning Division will provide them to you.

You and your team will revise your application, if necessary, to address comments received (see Section 2.5). You will then **resubmit** your documents with a letter explaining the changes. Resubmission and circulation will continue until all comments have been sufficiently addressed.

When all comments are addressed in a satisfactory manner, you will sign a **Site Plan Agreement** that lays out your obligations when developing and maintaining the site. Payment of required fees (Section 2.7) and Development Charges (Section 2.8) will then follow, and you will provide the Town with securities (Section 2.6) to ensure the Agreement is fulfilled, a Certificate of Insurance (Section 6.4), and a Postponement of Interest document (Section 6.8). The agreement will be executed by the Town and registered on title to the property.

You can then apply for building permits. After **construction** is complete and you have fulfilled all the obligations in the Site Plan Agreement, you can contact the Finance Department to request a site inspection (Section 2.11). You are required to maintain the property as laid out in the Agreement in perpetuity.





Contact Information

Subject	Responsible Staff	Contact Information
Site plan process, requirements, and your file	Linda Traviss, Senior Planner - Development	ltraviss@newmarket.ca
	Meghan White, Planner	mwhite@newmarket.ca
	Ted Horton, Planner	thorton@newmarket.ca
Road widenings, dedications, easements, transportation	Brandon Ewart, Senior Engineering Development Coordinator - ICI	bewart@newmarket.ca
Source water protection	Angelika Masotti, Program Coordinator, Risk Management Inspector, Regional Municipality of York	Angelika.masotti@york.ca
Regional approvals	Regional Municipality of York Community Planning & Development Services Team	developmentservices@york.ca
Source water protection, stormwater, Lake Simcoe watershed	Lake Simcoe Region Conservation Authority	905-895-1281 www.lsrca.on.ca
Ministry of Transportation Approvals	Corridor Management Planner	(416) 235-4081
	Permits Officer	(416) 235-4276

Staff Development Review Team

The Staff Development Review Team (SDRT) is comprised of the following representatives or their designates: Director of Planning & Building Services, the Chief Building Official, the Director of Engineering Services, the Fire Chief, a representative from the Region of York Community Planning & Development Services Department, a representative from Lake Simcoe Region Conservation Authority, and a representative from Newmarket-Tay Power.

Site Plan Review Committee

Site Plan Review Committee (SPRC) is comprised of all members of Council. A member of the Accessibility Advisory Committee provides comments to the Committee regarding accessibility matters. The Committee generally meets at 2:00 p.m. in the Council Chambers at Town Hall on the same day as regularly scheduled Council meetings, unless otherwise directed by the Chair.



Section 1 - Introduction

As the Town both grows and redevelops, there is a need to ensure good urban design which provides for the needs of all citizens, minimizes potential conflicting land uses, integrates the built environment with the natural environment, and ensures new development fits in with its surrounding community.

The following links are provided for your convenience in locating other information and documents that may be of assistance.

Keep in mind!

This process manual is intended to be read in conjunction with other plans and documents, an example list of which is provided in Section 1.4.

- [Town of Newmarket website](#)
- [Town of Newmarket Planning and Development web page](#)
- [Town of Newmarket Site Plan Application webpage](#)
- [Town of Newmarket Official Plan webpage](#)
- [Zoning By-law webpage](#)

1.1 Site Plan Authority

Under Section 41 of the [Planning Act](#), the Council of the Town of Newmarket passed By-law Number 2010-41, designating all of the lands within the municipality, with certain exceptions, as a Site Plan Control area. The Town has designated all lands in the Site Plan Control area, with certain exceptions, as being subject to exterior design controls. This document has been prepared to assist applicants with the Site Plan Approval process, in an effort to provide efficient and effective service.

1.2 Mandate of Site Plan Process

The Site Plan Approval process is a key component of the implementation of the policies in the Town of Newmarket Official Plan. The policies of the Official Plan relate to a range of technical matters such as transportation, environment, urban design, heritage preservation, natural heritage, public health and safety. The goals of these policies include:

- Ensuring that each project contributes to the character of development envisioned by the [Town of Newmarket Official Plan](#), through landscaping; relationships of buildings to adjacent properties, buildings and the street; streetscape design; developing gateways into the Town; appropriate building façades and appearance; urban design and architecture; sustainable design and sustainable transportation options; water conservation and improve air and water quality;
- Address issues such as vehicular access and circulation, site and building accessibility, pedestrian safety, fire routes and security;
- Limiting the adverse impacts of a development on surrounding areas. This includes consideration of aesthetic impacts; limiting acoustic impacts; reducing light trespass and nuisance and limiting conflicts of use by functional and urban design of sites, and
- The protection and enhancement of existing public resources impacted by the proposed development (e.g. parkland, streetscape, roads, trails, etc.).



Technical issues such as road dedications and easements are typically dealt with through the land division process. Where a plan of subdivision is not required, these technical factors cannot be addressed through the rezoning process. The [Planning Act](#) permits road widenings and easements to be required as conditions of Site Plan Approval. Information regarding road widening, dedications and easements can be obtained from Engineering Services by calling the Town's main information line 905-895-5193.

In many instances the Site Plan process implements the policies of the [Town of Newmarket Official Plan](#). The [Planning Act](#) sets out what may be requested as a condition of Site Plan Approval which includes:

- Location of buildings and structures
- Massing design of buildings
- The relationship of the proposed building to adjacent buildings and streets
- The provision for public spaces
- Matters related to exterior design
- Sustainable design elements, and
- Design of facilities for accessibility for persons with disabilities

In addition, site design issues such as access, parking, loading, garbage handling facilities, walkways, lighting, fencing, landscaping and grading can also be required. The maintenance of the site can also be controlled and the Town is empowered to enter onto sites to address issues agreed upon through the Site Plan Approval process.

The Site Plan process typically occurs only once all applicable Official Plan and Zoning By-law deficiencies or nonconformities have been resolved by way of appropriate planning tools. At the discretion of the Director of Planning & Building Services, the Site Plan process may occur simultaneously at such a time as other application processes. The flow chart following the Table of Contents in this document lays out the basic steps of the Site Plan process and does not reflect the processes of other applications.

See also:
Section 2.13
– Concurrent
Applications

1.3 Types of Site Plan Applications

The entire Town is a Site Plan Control Area. Generally the following classes of development are subject to site plan control:

- all new commercial, industrial, multiple residential and institutional development on lands zoned for such purposes;
- all additions to commercial, industrial, multiple residential, and institutional buildings;
- service extensions or alteration of drainage; or
- parking lot construction or expansion.

Site Plan applications fall into three conceptual categories. These categories do not determine application fees, processing speed, or quality of expected development. Rather, they provide an idea of the level of review that will be undertaken and the types of studies that the applicant will be required to provide. All applications will be reviewed and revised until they meet the expectations and requirements of the Town. These three categories are **Exempt**, **Quick**, and **Routine**.



Exempt	/	Quick	/	Routine
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1.3.1 Exempt development

Development that is exempt from Site Plan Control does not require an application for Site Plan Control in order to obtain a building permit. Exempt developments are required to obtain all other required approvals including those of the Lake Simcoe Region Conservation Authority and the Regional Municipality of York. Exempt developments are required to comply with the Zoning By-law and design guidelines, and to maintain a high quality of design. Certain types of developments that are otherwise exempt may be required to proceed as a Quick or Routine application if they are subject to the Town's Servicing Allocation Policy, easements, restrictive covenants, or other site-specific circumstances.

Typically exempt developments include:

- a minor addition or development that, in the opinion of the Director of Planning & Building Services, has no significance (e.g., vestibules, infilling additions, stairwells, accessibility ramps, patios, minor landscaping changes);
- a temporary sales centre/pavilion;
- a residential structure such as a detached dwelling, semi-detached dwelling, or duplex if the application does not involve a change to a more sensitive land use;
- a residential structure such as a triplex if the building is less than four storeys in height and provides no more than the amount of parking required by the zoning by-law and if the application does not involve a change to a more sensitive land use;
- an accessory building associated with a residential dwelling other than an apartment;
- minor changes to an approved site plan if permission from the Town is granted;
- a detached commercial and industrial accessory structure not exceeding 37 square metres of gross floor area;
- exceptions pursuant to Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13; or
- such other minor projects as are determined by the Director of Planning & Building Services.

1.3.2 Quick Site Plan Applications

Quick Site Plan Applications are minor projects that are subjected to Site Plan Control for the purposes of ensuring certain municipal requirements without requiring many of the studies and reviews that are required of more significant projects. Quick applications include:

- exterior works including the implementation of Low Impact Development features;
- minor building alterations or site revisions that do not significantly reduce landscaped areas or interfere with fire routes/emergency access;
- development on lots created by consent;
- development requiring a site plan agreement as a condition of a minor variance;
- development of one single detached, semi-detached, duplex, triplex, or fourplex; or
- expansions or modifications to parking lots.

1.3.3 Routine Site Plan Applications

Routine Site Plan applications are subject to the standard review as required by the Official Plan.

Routine applications include:

- all other townhouse and apartment residential developments;
- any development involving a change of use of land;
- any industrial, commercial or institutional building;
- any new parking area.



1.3.4 Consideration by Site Plan Review Committee on a “Bump Up” Request

Any Routine Site Plan Application may be ‘bumped up’ to Site Plan Review Committee (SPRC). As organizing a meeting of SPRC and preparing its administrative processes requires resources and time from staff and the applicant, and as any motion is only considered by a committee of Council if it receives a motion and is seconded, an application will only be “bumped up” upon the written request of any two members of Council within five business days of the notice of a complete submission being circulated to them. All Routine applications are required to submit a separate set of documents to be used for the SPRC agenda (see Section 3).

A SPRC meeting will be scheduled following the request. SDRT review of the application will proceed independently of the SPRC meeting, and comments and direction from SPRC will be included in the ongoing review.

1.4 Other Guiding Documents

This Manual provides a detailed overview of the Site Plan approval process. It is not an exhaustive presentation of all applicable by-laws, laws, policies, plans, or requirements. A list of potentially applicable matters is provided below for your convenience, organized by responsible authority.

Town of Newmarket <ul style="list-style-type: none"> • Town of Newmarket Official Plan • Urban Centres Secondary Plan • The applicable Zoning By-law(s) • Engineering Design Standards • Streetscape Master Plan • Water/Wastewater Master Plan • Stormwater Master Plan • Tree Policy • Parkland Dedication By-law • Development Charges By-law • Traffic By-law • Noise By-law 	Lake Simcoe Region Conservation Authority <ul style="list-style-type: none"> • South Georgian Bay Lake Simcoe Source Protection Plan • Lake Simcoe Protection Plan • LSCRA Ecological Offsetting Plan • Watershed Development Guidelines
Regional Municipality of York <ul style="list-style-type: none"> • York Region Official Plan • Site Plan Submission Requirements 	Utilities and Service Providers <ul style="list-style-type: none"> • Bell Canada Building and Conduit Requirements • Canada Post Standards for Builders and Developers
Ministry of Transportation <ul style="list-style-type: none"> • Policies and Standards for Impacts on the Provincial Transportation System • Ontario Traffic Manuals 	Provincial Legislation <ul style="list-style-type: none"> • Ontario Building Code • Accessibility for Ontarians with Disabilities Act



Section 2 - Process

A simple summary of the Site Plan process is laid out following the Table of Contents in this document.

2.1 Prerequisites for Site Plan Application Submission

A pre-consultation meeting – Under By-law Number 2007-46, prior to the submission of an application, a pre-consultation meeting must be scheduled to discuss the proposed project with the SDRT. Contact the Planning Division to set up a meeting.

2.1.1 Pre-consultation meeting requirements

Contact the Planning Division to organize a pre-consultation:

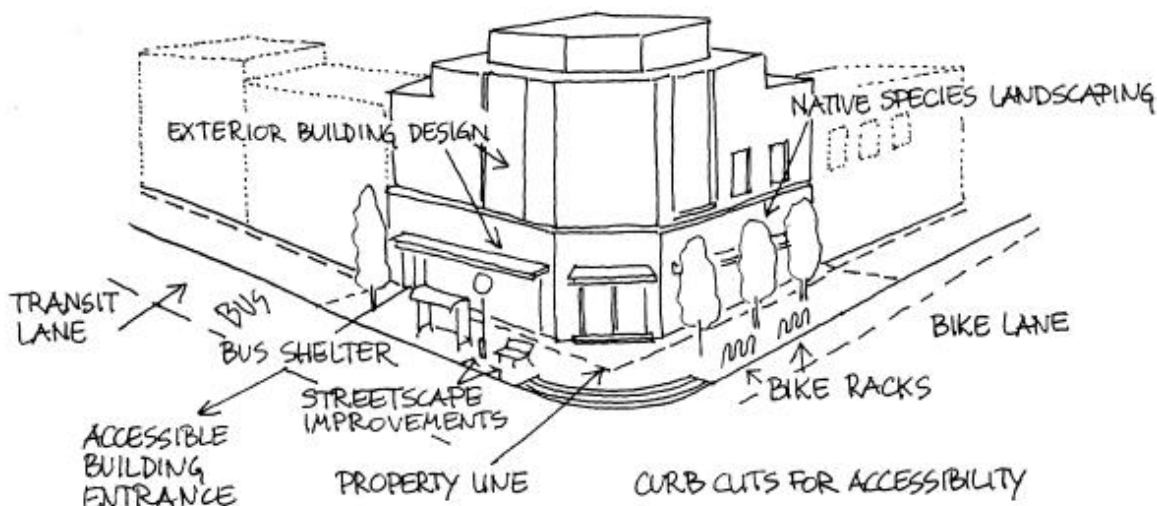
- in person at 395 Mulock Drive, Newmarket;
- by phone at 905-953-5321; or
- by email at planning@newmarket.ca

Requirements for a pre-consultation meeting are listed on the Pre-Consultation Request Form available in Section 6.3. All of the information/plans/drawings required for a pre-consultation meeting must be received before having a meeting date scheduled.

The purpose of the pre-consultation meeting is to allow the applicant to present their proposal, provide an opportunity for discussion based on the review of the documentation by the Staff Development Review Team (SDRT), and to identify studies required as part of a Site Plan application submission. Required information for a pre-consultation meeting is included as part of the preconsultation request form available in Section 6.3.

In addition, the following information is particularly useful when assessing a detailed site plan:

- Spot elevations at property boundaries, corners of the proposed structures, base of significant vegetation and the proposed site development.
- Adjacent land uses and ensuring that concept plans indicate features on adjacent properties
- Confirming that your plans conform with applicable zoning.





2.2 Making a Site Plan Submission

NOTE: Incomplete submissions will not be accepted.

Following the pre-consultation meeting, Site Plan application submissions are made to the Planning Division at 395 Mulock Drive, Newmarket by appointment. The appropriate number of folded plans, required studies/documentation and the full application fee are required at this time. These requirements will be determined at the pre-consultation meeting.

Upon receipt of the application, a Planner will be responsible for processing the application. The Planner will determine which departments and agencies the plans will be circulated to for comments. Your property may also be subject to other governing bodies such as the Ministry of the Environment and Climate Change, the Lake Simcoe Region Conservation Authority, the Ministry of Transportation, the Ministry of Tourism, Culture, and Sport, or others. Town staff will endeavour to advise you of your requirements, but the obligation to conform to the requirements of other governing bodies rests with you.

If a Notice is required under Section 59 of the *Clean Water Act*, an application cannot be made without this notice. Contact the Risk Management Office at York Region for more details.

2.2.2 Qualifications

Documents submitted as part of a Site Plan Application should be prepared by qualified persons. These may include the following:

2.2.2.1 Architects

Appropriate documents accompanying a Site Plan should be prepared, sealed and signed by an accredited architect. It should be noted that this does not relate to the design of buildings which are exempted under Section 11(3) and (4) of the Architects Act. Refer to the Ontario Architects Act or contact the Ontario Association of Architects for more information. www.oaa.on.ca

2.2.2.2 Engineers

Appropriate documents accompanying a Site Plan should be prepared sealed and signed by an accredited engineer. Refer to the Professional Engineers Act or contact the Professional Engineers of Ontario for more information. www.peo.on.ca

2.2.2.3 Landscape Architects

Appropriate documents accompanying a Landscape Plan should be prepared, sealed and signed by an accredited landscape architect. Refer to the Ontario Association of Landscape Architects Act or contact the Ontario Association of Landscape Architects for more information. www.oala.ca

2.2.2.4 Planners

Appropriate documents accompanying a Site Plan should be prepared, sealed, and signed by an accredited planner. Refer to the Ontario Professional Planners Institute Act or contact the Ontario Professional Planners Institute for more information. www.ontarioplanners.ca

It is recommended that your application be coordinated and managed by a Planner with experience in municipal development approvals.



2.2.2.5 Surveyor

A Survey should be prepared, sealed, and signed by an Ontario Land Surveyor, licensed in accordance with the Surveyors Act. Contact the Association of Ontario Land Surveyors for more information.

www.aols.org

2.3 Quick Site Plan Process

A simple summary of the Site Plan process is laid out following the Table of Contents in this document.

At the discretion of the Director of Planning & Building Services, some simpler applications may proceed through as a “Quick” Site Plan Application. These applications may still be required to provide such studies and reports as the Town deems necessary.

Note: Applications are not guaranteed a certain time from submission to approval.

The time it takes to approve a submission depends in part on public authority staff review and in part on the quality of submissions and careful revision of plans by applicants. Ensuring a high quality of initial submission and that all comments are addressed before resubmission will reduce repetition and expedite approval.

2.3.1 What is a “Quick” site plan application?

Quick Site Plan Applications are minor projects that are subjected to Site Plan Control for the purposes of ensuring certain municipal requirements without requiring many of the studies and reviews that are required of more significant projects. Quick applications include:

1. Exterior works including the implementation of Low Impact Development features:
 - Landscaping improvements, plantings, rain gardens, permeable surface additions, and parking lot reconfigurations.
2. Minor building alterations or site revisions that do not significantly reduce landscaped areas or interfere with fire routes/emergency access:
 - Changes to façades, lighting, traffic routing, entrances, and building modifications deemed to be minor by the Director of Planning & Building Services.
3. Development on lots created by consent:
 - New single detached or semi-detached homes on newly-created lots.
4. Development requiring a site plan agreement as a condition of a minor variance:
 - Building in a manner permitted by the zoning by-law, adding paving or structures that may impact on stormwater management, and any development subject to a variance that requires an agreement.
5. Development of one single detached, semi-detached, duplex, triplex, or fourplex:
 - Building a single structure and associated parking and landscaped area within the permissions of the zoning by-law.



6. Expansions or modifications to parking lots:

- Additions, modifications, improvements, or reconfiguration of parking areas and driveways as permitted by the zoning by-law.

2.3.2 What is required for a Quick application?

The requirements for a Quick application will vary depending on the project. You may be required to provide any of the plans or reports that the Town normally requires, although your plans should be scoped to the complexity of the project appropriately.

Example: A parking lot expansion may require a grading plan, stormwater management plan, and landscape plan. These may be modifications of existing approved plans scoped to the area of work.

A Quick application may not require a full amendment to a Site Plan Agreement. Rather, you may be required to sign a Site Plan Undertaking. This is a legally binding document that commits the owner of the property to complete the works according to the approved plans. A copy of the Site Plan Undertaking Form is available in Section 6.

2.3.3 What fees apply to a Quick application?

At the current time standard application fees apply. The Town is reviewing these fees to ensure cost recovery and appropriate fees that reflect the scope of work.

2.3.4 How does the Quick site plan process work for applications for Consent?

When a new lot is created by consent, the Town will require any development to proceed as a Site Plan application. As a condition of the consent being finalized, the owner may be required to enter into a leading site plan agreement to be registered on title addressing matters such as demolition, tree protection, tree compensation and planting, land conveyances, parkland dedication, and others.

Following this leading site plan agreement, any development of the resulting lots will be required to proceed through amendments to this agreement to be registered on title addressing matters such as tree protection, tree compensation and planting, grading, building compatibility, servicing, and others.

The Town may entertain a single application to address the matters necessary to finalize the consent as well as the eventual development of each lot, pending the ability of the applicant to produce sufficiently final and detailed plans following the decision of the Committee of Adjustment.

In the case of land conveyances not resulting in the creation of a new lot, a site plan agreement may be required in order to address the ultimate development of either the subject or remainder lands, or both. This will be addressed by the Town in the Planning Report to Committee of Adjustment.

2.4 Who Receives Circulated Documents

Upon submission of an application, your file will first be reviewed by the Staff Development Review Team (SDRT). This is a group that represents the departments, agencies, and partners and provides a coordinated review of all site plan applications. External agencies may also be required to review site



plan submissions and should be contacted prior to submission of an application. These agencies may include:

Agency	Jurisdiction
Newmarket Tay Power	Existing and planned utility infrastructure and easements.
Enbridge (formerly Consumers Gas)	Existing and planned utility infrastructure and easements.
Telecommunications Providers	Existing and planned utility infrastructure and easements.
Cable Providers	Existing and planned utility infrastructure and easements.
Region of York Legal Department	Site plans and agreements involving the Region.
Region of York Community Planning & Development Services	Properties adjacent to Regional Roads or if proposed project is of interest to the Region (e.g. high rise development, employment use)
Region of York Risk Management Office	Wellhead Protection Areas and Sourcewater Protection.
Lake Simcoe Region Conservation Authority	Proposed development or associated infrastructure is partially or wholly within a mapped area governed by Ontario Regulation 179/06, Plan of Condominium applications, applications for multi-residential development, or applications for major development within a WHPA-Q2 area.
Metrolinx	Properties in proximity to the GO Train Barrie Line or GO Bus terminal.
Ministry of the Environment and Climate Change	Properties requiring environmental approval.
Ministry of Transportation	Properties within 46 metres of the property line of Highway 404, and within a radius of 800 metres from the centre point of the intersection of Highway 404 and Davis Drive.

Proof of approval or a permit from one or more of the above agencies may be required to be given to the Town prior to final site plan approval and/or the issuance of a building permit.

Depending on the type of Site Plan application submitted, some or all of the following departments and agencies may be requested to comment on the application:

PLANNING DIVISION

- Responsible for the coordination and review of all aspects of site design, including but not limited to built form, building elevations, site layout, impact on adjacent land uses, natural features such as trees, streetscape, development standards checklists, accessibility standards, signage and personal safety.
- Responsible for reviewing the plans to ensure compliance with the relevant zoning by-laws, as amended, with respect to permitted uses, building setbacks, provision of required parking and loading, etc.
- Responsible for reviewing projects that impact properties that are listed on the Town's Heritage Register or designated under the Ontario Heritage Act
- Responsible for preparation of site plan agreement



BUILDING DIVISION

- Responsible for reviewing site plans to ensure compliance with the necessary elements of the Ontario Building Code.

ENGINEERING DEPARTMENT

- Responsible for reviewing the plans to ensure compliance with requirements related to landscaping, vehicular access, stormwater management, grading, drainage, compliance with Council Resolutions and Department policies, entrance locations, geometrics, road widenings, transportation/parking, the impact of the proposed development on existing roadways and streetscapes and the identification of required modification.

LEGAL DEPARTMENT

- Responsible for reviewing title of property regarding ownership, legal description, encumbrances, registration, and other legal matters

CENTRAL YORK FIRE SERVICES

- Responsible for the review and approval of Fire and Emergency Services access to buildings, location of fixed fire protection equipment, water supply and the location of storage facilities for hazardous materials and community signage.

REGIONAL MUNICIPALITY OF YORK

- Responsible for Regional Roads, water and sanitary sewer servicing, on-site waste storage and removal arrangements, and sanitary landfill sites, source water protection, and woodlots.

LAKE SIMCOE REGION CONSERVATION AUTHORITY

- Review proposals in the context of the Provincial Policy Statement, Lake Simcoe Protection Plan, Oak Ridges Moraine Conservation Plan, and the Growth Plan for the Greater Golden Horseshoe from the perspective of:
 - Natural hazard lands
 - Natural heritage
 - Water quality and quantity
 - Source water protection
 - Sub-watershed plan recommendations

MINISTRY OF TRANSPORTATION

- Responsible for review of impacts on Provincial highways and interchanges

NEWMARKET TAY POWER

- Responsible for the review of proposals with respect to electrical service to ensure there are no on-site conflicts with site design, landscaping and service provision.

UTILITIES COMPANIES

- Bell Canada, Enbridge Gas, Rogers Cable and Newmarket Tay Power do not receive plans circulated from the Town. Rather, you may be required to consult with them to ensure a Composite Utility Plan (if required) receives their sign-off. See Section 3.3 for more details.



METROLINX

- All applications which are in proximity to the Barrie GO Train line or GO Bus terminal.

2.5 Receiving Site Plan Comments

Once all or the majority of the comments have been received and reviewed, the assigned Town of Newmarket Planner will provide the applicant with the comments from the relevant departments and agencies.

It is the responsibility of the applicant to address each of the comments on the Site Plan and drawings and to resubmit the appropriate number of revised drawings, accompanied by a covering letter indicating how each of the items were addressed. If the revised drawings do not address all of the comments, the Planner will request that the applicant provide a new copy that addresses all comments.

Revised application documents will not be circulated without a satisfactory cover letter outlining how all of the comments have been addressed.

Plans are to have any changes highlighted or clouded to visually indicate where modifications have occurred.

If the comments are of a significant nature, or the applicant is unsure how to address some or all of the comments, the Planner will arrange a **red-line change meeting** with the applicant and the relevant Departments or agencies to review the plans and expedite the process. The attendees of the red-line change meeting will mark duplicate Site Plan drawings to clarify the required changes.

2.6 Securities and Postponement of Interest Requirements

2.6.1 Securities

As a condition of Site Plan Approval, the Town may request securities to ensure that site works comply with the approved plans and all obligations to the Town are fulfilled.

Securities in the form of a letter of credit from an approved financial institution, certified cheque, bank draft, or cash must be received **prior** to Site Plan Approval. The amount of the security is based on a cost estimate for site works which is prepared by the applicant and confirmed by the Town through the review of the application. The amount of securities varies depending on the extent of the proposed development and site works. The Town may require additional securities or deposits for items such as boulevard reinstatement, streetscape works and parkland fencing/protection/reinstatement. Information on security release requirements can be found in Section 2.11.

Securities may also be required for tree protection and preservation in accordance with the Town's [Tree Preservation, Protection, Replacement, and Enhancement Policy](#).

2.6.2 Postponement of Interest

When Town registers a Site Plan Agreement on title and there is a charge/mortgage registered on title, the lending institution or person(s) who holds the registered charge/mortgage must first agree to postpone their interest to the Town's Development Agreement to give the Site Plan Agreement a priority over their charge/mortgage. The Town requires a priority over other registered



charges/mortgages is to secure the Town's Site Plan Agreement on title in the event there is a foreclosure.

A draft postponement of interest document and more information is available in Section 6.8.

2.7 Payment of Fees

Payment of applicable fees must take place before the execution of the Site Plan Agreement or issuance of any building permits. Payments may be made payable to the Treasurer of the Town of Newmarket. Current fees are found in the document for each department of the Town on the [Fees and Charges web page](#). Fees are non-refundable. Excerpted fees that may be applicable are provided below.

Application Type	Base Fee (\$, includes HST where applicable)
Residential Site Plan Applications	\$44,228.84 plus \$222.85 per unit
High Rise Office Commercial Applications per 1,800 m ² of gross floor area	\$14,472.87
All Other Site Plan Applications	\$14,197.61
Woodlot Preservation Application (By-law 2007-71)	\$150.15
Tree Preservation, Protection, Replacement and Enhancement Policy Compensation	Based on the "Guide for Plant Appraisal" 9 th (or latest) edition established by the International Society of Arboriculture.
Peer Review and/or External Consulting Fees plus Planning Administration Fee	Actual Cost + 5% of Consultants Fee
Engineering Review Fee	6% of the value of all site works and services outside of the buildings, or the cost of the Town's Checking Consultant for providing the review plus administrative fees
Legal Department fees	Fees may be applicable for registration of agreements, conveyances of land, encroachments, or other matters. Consult the Fees and Charges web page .
Finance Administration Fee	5% of the value of the security held to a maximum amount plus HST
York Region review fees	Contact York Region for details
Lake Simcoe Region Conservation Authority fees	Contact the LSRCA for details
Note: Additional costs throughout the development process may include (but are not limited to) securities, development charges, cash-in-lieu of parkland dedication, building permit fees, administration fees, signs, anti-tampering devices, blue box/green bin fees, etc. Applicants are encouraged to review these costs ahead of time.	

2.8 Development Charges

You may be required to pay development charges to the Town, the local school boards, and the Regional Municipality of York. Consult the Town's [Development Charges web page](#) for information on the Town's Development Charges, and contact the local school boards and the Regional Municipality of York for information on their applicable charges.



2.9 Final Site Plan Approval

Final Site Plan Approval will be issued once all comments have been addressed and cleared, plans have been approved, the required securities posted, the required certificates of insurance provided, and the required agreements have been executed.

The appeal period for an associated Committee of Adjustment and/or Land Division application(s) must be lapsed prior to issuance of Site Plan Approval.

Upon receipt of the approved Site Plan, the applicant may obtain a building permit from the Building Department if all other requirements for the issuance of a building permit are met.

Site Plan Approval is valid for one year from the date of approval by the Town. If a building permit is not issued during this time, Site Plan Approval will be withdrawn.

The applicant may request an extension of Site Plan Approval prior to the approval lapsing. The request is to be submitted to the Director of Planning & Building Services. Two copies of the Site Plan and agreement should be submitted at this time. The Planning Division will consider the request in light of current requirements and, if warranted, may require a new application for Site Plan Approval.

2.10 Inactive Site Plan Application

As Site Plan applications and approvals are subject to the review and approval by the Town subject to current criteria, applications or approved site plans that are left to lapse will be required to begin the approval process again.

2.10.1 Unapproved site plans

If there is no significant activity on a file for six (6) months or longer from the date of the last activity by the applicant, the file will be closed by the Planning Division without further notice.

If after the file is closed and the applicant wishes to again pursue the application, a new application and application fee in accordance with the current Fees and Charges Bylaw will be required.

2.10.2 Approved site plans

If Site Plan Approval has been issued and the approved development is not effected within one year, site plan approval will be withdrawn as discussed in Section 2.9.

2.11 Inspections

Securities will be required to ensure that sites are developed in conformity with approved site plan agreements. Following the completion of a development and all required works, the property owner may apply to the Town for a site inspection in order to verify that all works are completed as required by the agreement and all obligations to the Town are fulfilled. Following this



determination, securities may be released. Site inspections and security release requests will be managed in the manner detailed below.

2.11.1 General Policies

- All site and landscape works are to be completed in accordance with the approved plans.
- Inspections are undertaken by Town staff on request following notification from the owner that all works have been completed and all site plan obligations discharged.
- The owner must ensure that all works are completed before requesting an inspection.
- Any revisions to the approved works must be approved by the Planning Division, which may require a revised Site Plan submission or as-built Landscape drawings, if the built works are substantially different from the approved drawings.
- Contractors' warranties will not be accepted in the place of site works completion for the purpose of a security release.
- Securities will be drawn upon by the Town if steps are not taken by the owner to rectify deficient works.

2.11.2 Release of Securities

Reductions to the Letter of Credit may be done between April 30th and November 1st based on substantial completion of the works required by the Site Plan Agreement, and will be based on the staff assessment of outstanding site works.

The applicant is to submit a request to the Finance Department for an inspection of the property when they wish to request a release of securities. The request should include the following with one digital copy and two physical copies of each:

1. A **cover letter** requesting inspections and security reduction or release.
 - a. Upon completion of all site works, including construction, landscaping, sodding and paving, the applicant is to submit a notice that their works have been completed and arrange a site inspection. The SDRT will coordinate inspections of the property and securities will be returned to the owner after the inspection and approval of the built works.
2. **Stamped architect certificate** to confirm that all buildings are in conformance with the approved plans.
3. **Stamped landscape architect certificate** to confirm that works have been completed in accordance with the approved landscape plans.
4. **Stamped engineer certification** for grading, retaining walls, storm sewers and stormwater management facilities (including oil/ grit separators, orifice plates/ tubes and ponds) to confirm that all works have been constructed and maintained as per the approved engineering plans.
5. **"Construction Record" drawings** to confirm that site works have been completed in accordance with the Approved Plans. All deviations from the approved plans must be noted.

Note: Templates of these documents are available in Section 6.5.



6. A **video of stormwater services/ connections** complete with a certifying letter and report is required for municipal services, where they are installed or extended as part of the site plan works.
7. The **inspection fee** if applicable for release/cancellation of site plan securities as per the Town's current Fees and Charges By-Law located on the Town of Newmarket web site.
8. An **Affidavit of Payment for Works** (if applicable, please verify with Planning Services).
9. **Additional certifications** may also be required from time to time as a result of site specific works. e.g. acoustic certification, photometric certification, etc.

Upon satisfactory inspection, an approval notice will be issued to the Finance Department, who will hold any required remaining securities and release any securities whose requirements have been fulfilled. Fees may be required for reviewing and providing comments upon release, and additional fees if more than one inspection is required. If there are deficiencies with the site and a second inspection is required, upon written notice of the site works completion and receipt of re-inspection fee in accordance with the Town's fees and charges by-law, staff will re-visit the site for a final inspection.

The owner has a certain period of time under the terms of the Site Plan Agreement to complete the site works from the date of Site Plan Approval. After this time, the Town may draw upon the securities to complete the site works or complete necessary works and recover the costs by adding them in the manner of municipal taxes. Note that tree preservation assessments may require an additional growing season, and that securities may be held for a longer period if the tree protection fencing is not in place during all phases of construction or if damage due to construction practices is observed.

If applicable, additional inspections may be required by the Town for the release of securities held for the preservation of Town owned trees, for parkland protection, reinstatement, streetscape works and fencing. Additional inspections may incur a fee as per the Town's Fees and Charges By-Law.

Ensure that all works have been completed and all obligations of the Site Plan Agreement fulfilled before requesting a release of securities. Fees may apply for additional inspections, or additional legal fees may apply depending on the complexity of the development. Refer to Section 2.11 of this manual for more information on the inspections process.

2.12 Site Plan Revisions

Subsequent to receiving Site Plan Approval the applicant may wish to make changes to the project. In this case, the applicant will meet with Planning staff to discuss the proposed revisions. If the revisions are significant, the applicant will be required to submit a revised Site Plan application.

Refer to Section 1.3 of this manual for more information on the various types of Site Plan applications as well as Section 2.1.1 for preconsultation meeting requirements.



2.13 Concurrent Applications

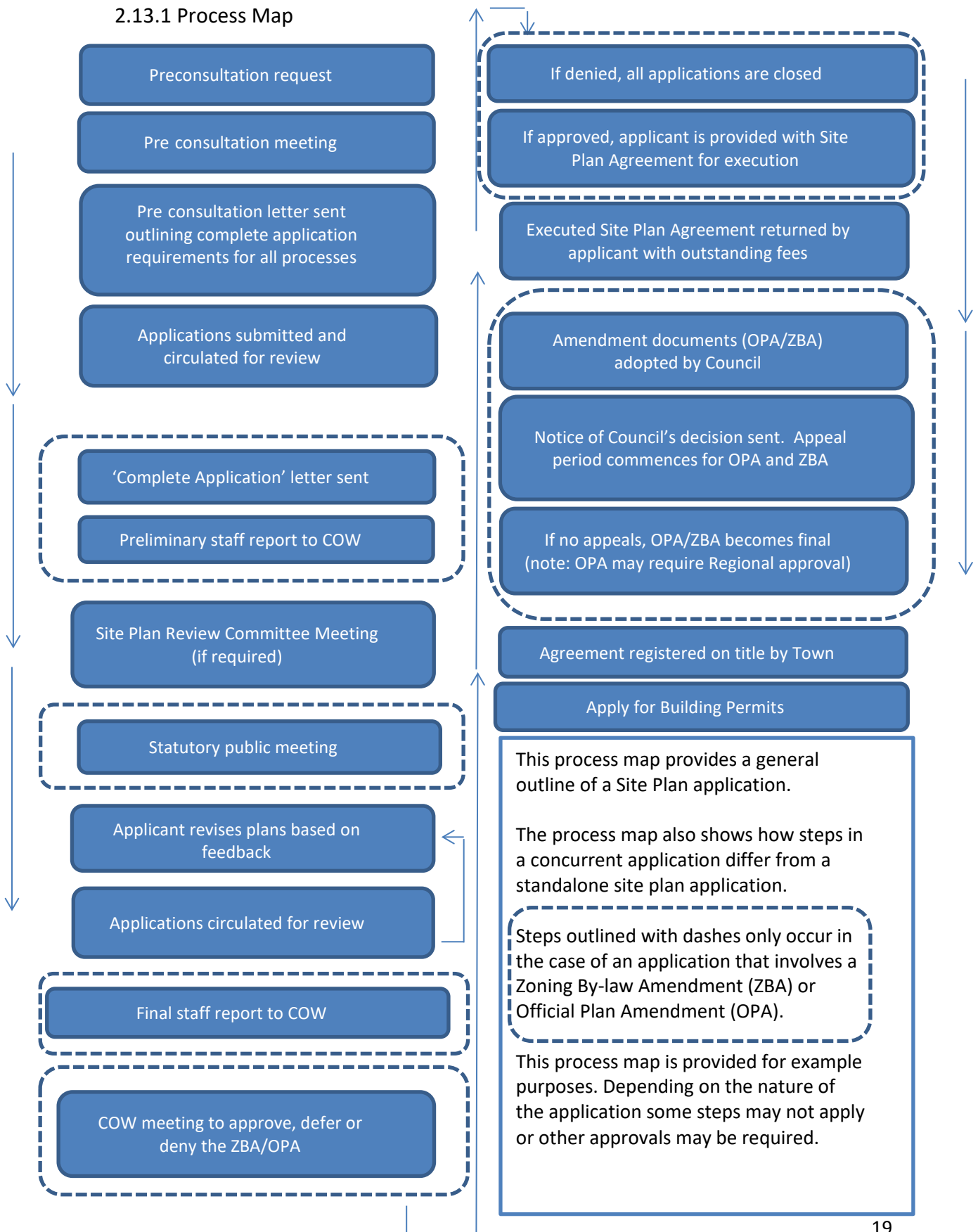
As discussed in Section 1.2, the Town requires a site plan application to conform with the applicable zoning by-law before an application is made. This may be achieved through the use of appropriate other tools under the Planning Act. The Director of Planning & Building Services may permit a concurrent application in which some combination of Zoning By-law Amendment application, Official Plan Amendment application, and Site Plan Approval application may be reviewed simultaneously. If a concurrent application is of interest the applicant should indicate their interest during the Preconsultation Meeting (Section 2.1). When considering a concurrent application, the following should be kept in mind:

- Concurrent applications may offer a shorter timeline from application to decision, although this timeline is tied to the applicant's responses and revisions and notice and decision requirements under the Planning Act
- Concurrent applications must meet the same administrative and legislative requirements (e.g. statutory public meetings, decisions by Council, site plan process as laid out in this manual)
- If Council denies the associated Zoning By-law Amendment or Official Plan Amendment application the Site Plan Approval application will also be closed and no fees refunded
- All parties retain the same appeal rights under the Planning Act

A concurrent application will follow a process similar to a standard site plan application with the exception that certain other requirements of the Zoning By-law Amendment or Official Plan Amendment application must also be met. The general process for a concurrent application is laid out on the next page. Note that this process is illustrative and not exhaustive, please consult the Planning Act and the Planning Division for specific details.



2.13.1 Process Map





Section 3 - Studies and Plans

The Site Plan Approval process is a key component of the implementation of the policies in the Town of Newmarket Official Plan. The policies of the Official Plan relate to a range of technical matters such as transportation, environment, urban design, heritage preservation, natural heritage, public health and safety.

To ensure that designs meet with expected standards of construction in Newmarket, applicants are encouraged to consult the most recent version of the [Town of Newmarket Engineering Design Standards](#).

All site plan applications are to be filed with the Planning Division. The applicant will be advised at or following the Pre-Consultation Meeting exactly which studies and documents will be required, and in what quantity and format. As per Section 16.1.6 of the Town's Official Plan, the Director of Planning & Building Services reserves the right to exempt or require such studies as are deemed necessary through the Pre-Consultation process.

General notes for all submitted documents:

- Applications will not be accepted and/or processed if the mandatory drawings and information are not provided in the requested format.
- Plans should be clear, legible, and should include all information in Section 3.1.3, as appropriate to the plans
- Drawings are to be **individually** folded to approximately 8.5" x 11" and not stapled.
- Do not include any **copyright** and/or drawing reproduction notes on any plans.
- Plans and reports should be submitted as **one .pdf file** for each report (e.g. a Site Plan with several pages and details should be only one .pdf file, and an Arborist Report that includes a plan for the location of trees should be only one .pdf file).

Drawings must be consistently named and numbered. For example a Site Plan with several pages will be numbered as SP1, SP2, SP3, etc.

- Site Plan – SP
- Grading Plan – GP
- Servicing – SS
- Sediment & Erosion Control – ESC
- Composite Utility – CUP
- General Notes – GN

The following table is provided for **illustrative** purposes to indicate what studies are typically required for different types of Site Plan Applications, and when required the number of copies of each study or report. The studies required for your application will vary depending on the circumstances of your proposal and will be listed for you in your Record of Preconsultation letter (Section 2.1.1).



Application Requirements	Quick	Routine	Number of Copies
Completed Application Form with original signatures	•	•	1
Application fee	•	•	1
Submission and/or Response Letters detailing all documents and numbers of copies	•	•	10
Up-to-date list of all submitted plans with current revision number and date in Word format	•	•	5
CD or USB key containing all plans and reports	•	•	3
Legal Requirements			
Up-to-date parcel abstract of title indicating current owner, legal description, and PIN number	•	•	3
Certificate of status (if on behalf of corporation)		•	2
Postponement of Interest Document		•	2
Construction, Sediment, and Erosion Control			
Construction Management Report		•	6
Sediment & Erosion Control Plan		•	8
Development Standards Checklist			
Applicable Development Standards Checklist		•	3
Memo detailing conformity with Development Standards		•	3
Site Plan Accessibility Checklist		•	3
Elevation Plans			
Full size copies	•	•	5
Environmental Reports			
Energy Efficiency Plan		•	2
Environmental Impact Study		•	2
Geotechnical Investigation Report		•	3
Noise Assessment Study		•	2
Phase One Environmental Site Assessment to O. Reg 153/04		•	3
Phase Two Environmental Site Assessment		•	3
Section 59 (Sourcewater protection) Notice	•	•	5
Servicing and Infrastructure Capacity Analysis		•	3
Stormwater Management Report		•	3
Source Water Protection Study (SWIAMP)		•	3
Solar Design Strategy		•	3
Sustainable Development Report		•	3
Floor Plans			
Full size copies	•	•	3
Grading			
Full Size Grading Plan		•	9
Landscape Plans			



Full size copies	•	•	10
Landscape Details		•	10
Planting Plan		•	10
Estimated Cost of External Work		•	4
Electrical			
Lighting/Photometric Plan		•	12
Electrical site plan		•	12
Parking Structure plan			
Full size copies		•	13
Planning			
Bonusing Justification Report (if applicable)		•	3
Communication Implementation Plan		•	3
Planning Justification Report		•	3
Servicing			
Full Size Servicing Plan		•	11
FSR - Functional Servicing Report w/ SWMR and LID		•	4
Site Plans			
Full size copies with OBC Data Matrix	•	•	13
Survey, up-to-date			
Full size copies		•	9
Topographical Survey extending 15m beyond property lines		•	5
Transportation Reports			
Drive-through Air Quality and Stacking and Queueing Report		•	3
Parking Report and/or Justification Study		•	3
Sign Inventory and Pavement Marking Plans		•	8
Traffic/Transportation Impact Report		•	3
Transportation Demand Management Strategy		•	3
Tree Preservation, Protection & Replacement Plan			
Full size copies of Tree Inventory Map/Plan		•	4
Tree Report Form		•	1
Arborist Report		•	3
Urban Design			
Building Mass Model		•	3
Shadow Study		•	2
Transitional Angular Plane Analysis (if applicable)		•	3
Urban Design and Landscaping Plan		•	3
Utilities			
Full Size Composite Utility Plan		•	4
Other Reports and Media			
Air Quality Impact Study		•	2
Cultural Heritage Impact Assessment		•	3



Energy Efficiency Plan		•	3
Hydrological Study and Hydrogeological Study		•	3
Letter of Reliance		•	3
Pedestrian-level Wind Study		•	3
Powerpoint presentation (if required)		•	3
Sign Inventory and Pavement Marking Plans		•	3
Soil Management Report		•	3
Soils, Slope Stability, Erosion, Flood Risk Study		•	3
Streetscape and Landscape Plans		•	3
Viewshed Analysis		•	3
Waste Disposal Site Impact Assessment		•	3
Drawings are to be full size (24" x 36") and individually folded to approximately 8.5" x 11" with the title block exposed. No staples please.			
SPRC Agenda Requirements (to be separately bundled)			
Site Plans (full size)		•	4
(11" x 17")		•	2
(8.5" x 11")		•	15
(8.5" x 11" in colour)		•	25
Landscape Plan (full size)		•	4
(11" x 17")		•	2
(8.5" x 11")		•	15
(8.5" x 11" in colour)		•	25
Elevation Plans (full size)		•	4
(11" x 17")		•	2
(8.5" x 11")		•	15
(8.5" x 11" in colour)		•	25

3.1 Site Plans

3.1.1 Guiding Principles

- i. Clear presentation of development proposal.
- ii. Comprehensive inclusion of all site works.
- iii. Consideration of adjacent context beyond property lines.
- iv. Integration and complementarity of all other plans – grading, landscaping, utility, etc.

3.1.2 Guidelines and Standards

The Site Plan is a key component of the review of an application to ensure the implementation of the policies in the Town of Newmarket Official Plan. The policies of the Official Plan relate to a range of technical matters such as transportation, environment, urban design, heritage preservation, natural heritage, public health and safety.



The Site Plan is a central part of the development application. Each individual element of the plan will require the review of different standards laid out in Section 4 - Site Development Standards as they relate to walkways, urban design, fire routes, waste management, and other matters.

3.1.3 Submission Requirements

The following are to be included on site plan drawings:

- i. Drawing name
- ii. Drawing number & submission number
- iii. Date of production
- iv. Schedule of revisions
- v. Author (contact person)
- vi. Key plan (to indicate location of subject lands)
- vii. A north arrow
- viii. Location/address of property
- ix. Scale(s) of drawings and scale bars
- x. Project name
- xi. Owners name and address
- xii. Consultant(s) firm name and address, along with signed stamp or seal as appropriate
- xiii. All measurements in metric units only
- xiv. Surrounding land use map showing features and/or conditions
- xv. Environmental constraint features such as watercourses, slopes, and hazards
- xvi. A legible chart showing the following:
 - a. Total lot area
 - b. Total building coverage
 - c. Building coverage as a percentage of property area
 - d. Height of building in metres
 - e. Floor area of each storey
 - f. Total gross floor area
 - g. Calculation of parking and loading requirements
 - h. Total number of off-street vehicular loading and parking spaces shown on the site plan including designated barrier free parking spaces
 - i. Total number of carpool parking spaces and bicycle stands
 - j. For residential buildings, the number of units in each size category (floor area and bedroom count)
- xvii. The location of on-site snow storage areas
- xviii. Location of existing and proposed fences
- xix. The location and dimensions of all existing and proposed buildings and accessory facilities such as parking lots, driveways and garbage receptacles
- xx. The dimensions of front, side and rear yards of the building(s) on the subject lot
- xxi. Dimensions for radii at all curbs, parking space width and length, driveway entrance width, and walkway width
- xxii. Accessibility matters such as curb ramp and depressed curb locations





- xxiii. Signage (traffic control, fire route, etc) and line paintings (stop bars, lanes, etc)
- xxiv. Ontario Building Code Data Matrix
- xxv. Proposed or existing easements, sight triangles, road widenings, etc.
- xxvi. Existing or proposed utility poles, transformers, electrical rooms, hydrants, etc. on the property and on adjoining portions of the road allowance, and any required relocations
- xxvii. Existing or proposed drainage swales, catchbasins, sewers, and watermains on the property and on adjoining portions of the road allowance
- xxviii. Existing or proposed trees, grassed areas and other landscape features on the property and on adjoining portions of the road allowance
- xxix. Fire protection matters (fire route, hydrant and fire department connection locations)

The following notes are to be included on all site plan drawings, where relevant:

- i. Tree Protection Note: The applicant is responsible for ensuring that tree protection hoarding is maintained throughout all phases of demolition and construction in the location and condition as approved by the Town. No materials (building materials, soil, etc.) may be stockpiled within the area of hoarding. Failure to maintain the hoarding as originally approved or the storage of materials within the hoarding will be cause for the Letter of Credit to be held for three years following completion of all site works. Hoarding must be inspected prior to the removal of any tree hoarding from the site.
- ii. Parking spaces reserved for people with disabilities must be identified by a sign, installed at the applicant's expense, in accordance with the design specifications.
- iii. The structural design of any retaining wall over 0.6 m in height or any retaining wall located on a property line is to be shown on the Site Grading Plan for this project and is to be approved by the Consulting Engineer for the project.
- iv. Continuous 15 cm high barrier type poured concrete curbing will be provided between all asphalt and landscaped areas throughout the site.
- v. Owner's Signature
- vi. Date

3.2 Planning Justification Report

3.2.1 Guiding Principles

- i. Consideration of applicable Provincial, Regional, Conservation Authority, and Municipal plans and policies and discussion of how the proposal supports them.
- ii. Integration of the diverse factors influencing development – land use, transportation, sustainability, local context, urban design, market forces, accessibility, equity, etc.

3.3.2 Guidelines and Standards

The Planning Justification Report (PJR) is an important tool the Town uses to help assist in the review of the application and should include, at a minimum, discussion on the items submitted in support of the application. The PJR should address applicable Town, Conservation Authority, Regional, and Provincial Policies and explain how the plan has been shaped by consideration of these factors.

3.2.3 Submission Requirements

A Planning Justification Report should be scoped and detailed to the context of the application. Matters to be considered may include the following elements:



- compatibility of built form and use
 - height, angular plane, shadows
 - light, view, privacy
 - traffic and transportation
 - urban design
- appropriateness of application, including
 - site accessibility
 - site servicing
 - recreational needs
 - affordable housing
 - public art
 - sustainability including renewable energy and water conservation plans
 - waste reduction and management
 - environmental features and landform conservation
 - conformity with Town, Regional and Provincial Plans and Policies.

3.3 Composite Utility Plan Requirements

Note: Obtaining sign-offs from utilities for CUPs can take time. Applicants are advised to contact utilities early to avoid delays.

3.3.1 Guiding Principles

- i. Coordination of utilities and infrastructure with new development.
- ii. Consideration of long-term infrastructure needs and capital planning.
- iii. Protection of capital infrastructure and utilities.

3.3.2 Guidelines and Standards

Composite Utility Plans (CUPs) are an important tool to coordinate the location of utilities and ensure each site is designed in a manner that takes into account required utility infrastructure. CUPs are based on the physical locates of all existing utilities/services within the municipal boulevard along the frontage(s) of the site. The physical locates must be obtained from test pits at reasonable intervals and/or by surface geophysics. The applicant/owner is responsible for all costs associated with relocating any utilities/services as required to accommodate the streetscape design.

CUPs may be required. CUPs are for information/review in conjunction with streetscape plans when upgraded streetscapes are required. CUPs are to be signed by each utility, including:

Agency	Jurisdiction
Newmarket Tay Power	Existing and planned utility infrastructure and easements.
Enbridge (formerly Consumers Gas)	Existing and planned utility infrastructure and easements.
Telecommunications Providers (i.e. Rogers/Bell)	Existing and planned utility infrastructure and easements.
Cable Providers (i.e. Rogers)	Existing and planned utility infrastructure and easements.

3.3.3 Submission Requirements

The Town of Newmarket Engineering Design Standards set out the requirements for a CUP. Consult the [Town of Newmarket Engineering Design Standards](#).



3.4 Landscape Plan Requirements

3.4.1 Guiding Principles

- i. Design that responds to the context of Newmarket including the functions of neighbourhoods, key destinations, and urban centres.
- ii. Design that takes into consideration the size, scale, and orientation of buildings, as well as circulation and landscaping in relation to surrounding conditions.
- iii. Design that minimizes the impact of development on all aspects of the natural environment.
- iv. Design that considers the context beyond the subject property and ensures that the diverse influences, factors, and users of a site are all taken into account.
- v. Landscaping that enhances the natural environment, supports biodiversity, and provides four-season visual interest.

3.4.2 Guidelines and Standards

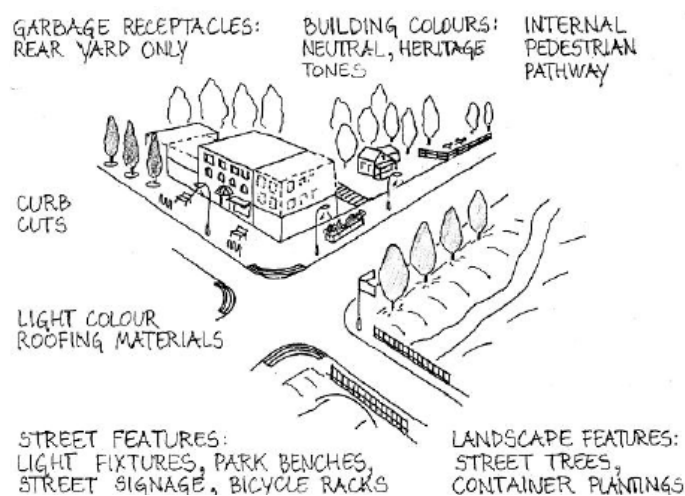
Landscaping design should consider the policies of the Town's Official Plan, best practices from the Ontario Association of Landscape Architects, and the judgement of a qualified professional.

Cross-reference: Landscaping standards can be found in Section 4.9 Landscaping.

3.4.3 Submission Requirements

Landscape plans must be printed on standard 24" x36" sheets and contain the following information:

- Ontario Association of Landscape Architects Professional stamp and contact information for the landscape architect
- Landscape plans are to be final design and working drawings
- Landscape plans are to conform to the Site Plan and other plans
- An itemized landscape cost estimate is to be provided which contains all landscape work proposed for the site.
- a metric scale of 1:200 or legible alternative
- a key plan, a north arrow and the Site Plan application file number
- the applicant's and owner's name, address and telephone number
- project name, municipal address and legal description
- all bearings and dimensions of the property
- adjacent land uses, zoning and existing structures, bus bays, stops or shelters, above and below ground utilities, municipal sidewalks, boulevards and curbs
- location of sidewalk, tree planting corridor, splash pad, street furniture, etc. (if streetscape plans are required)
- existing and proposed easements and rights-of-way
- location of parking spaces, aisles, loading spaces and location and type of curbing
- all vehicular entrances, driveways, roads and fire routes
- existing trees and other vegetation, including tree species, caliper, canopy and condition - larger groupings or zones of vegetation that are to be preserved or removed are to be identified



Plans should consider the user's experience



by the predominant tree species, average diameter and general condition within the zone; the outside limit of the canopy and base of trunk are to be clearly shown

- landscaped areas and existing natural features and location of preservation hoarding
- type and location of all hard surface areas/walkways/stairs/ramps/pervious stable surfaces/bioswales
- garbage storage and handling areas
- neighbourhood sign locations, dimensions, setbacks and elevations
- type, height and location of all existing and proposed free standing walls, retaining walls and fencing
- location, dimension and size of all exterior recreational amenities (at grade or rooftop)
- building entrances/access/service areas, ground floor privacy areas and screens
- location of all proposed plant material, planting beds and sodded areas
- location of existing vegetation to be retained or removed
- location of snow storage areas
- location and type of protection measures for vegetation to be retained
- plant list showing index, type, caliper, height, quantity, botanical name, and common name
- the proposed planting is to be labeled with plant keys
- plant keys will use at least the first letter of the genus and preferably the first letter of the species as well. A, B, C, D, etc. are not acceptable.
- location of all buildings, hard surfaced areas (e.g. driveways, walkways, parking areas, etc.)
- location, height, and material of all fences, screen walls and retaining walls, and lighting facilities
- proposed grades, finished first floor elevations and elevations at the base of trees to remain

The following notes are to be included on all Landscape Plans:

Grading Note:

I hereby certify that the Landscape Plan conforms to the Site Grading and Drainage Plan for this application.

Signature of Landscape Architect Print Name of Landscape Architect

Date

Landscaping on Municipal Boulevard Note:

The applicant will be responsible to acquire a Road Occupancy Permit from the Town of Newmarket Public Works Department prior to the installation of the landscape works on the municipal boulevard.

3.5 Arborist Report Requirements

3.5.1 Guiding Principles

- i. The preservation of mature trees and their consideration in the design of development plans.
- ii. Protection of trees during development.

Note

Public Tree By-law 2017-59 prohibits the injury or removal of any Town-owned tree without the Town's permission.

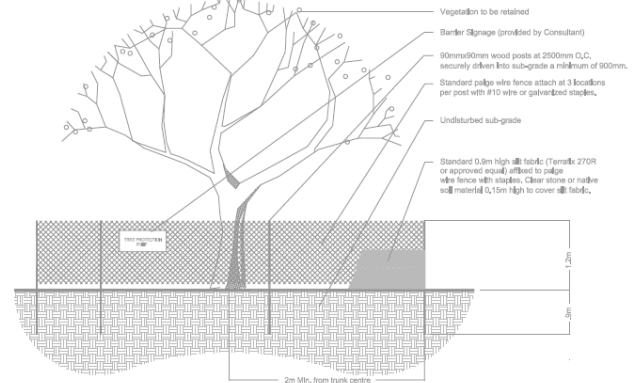


- iii. Ensuring no net loss of trees or canopy cover through the planting of replacement trees.
- iv. Growing the urban canopy through the planting of additional trees on properties subject to development applications and on the adjacent boulevards.

3.5.2 Guidelines and Standards

The Town of Newmarket Tree Preservation, Protection, Replacement and Enhancement Policy provides the requirements for an arborist report, a tree removal plan, or a tree planting plan along with information on protection requirements, securities, and information to be provided to the Town for review.

An Arborist Report is an independent report prepared by a qualified professional arborist containing specific observations and information on tree identification, size, condition, location and tree health. It may also include recommended actions, potential impacts of development, and mitigation measures relating to one or more trees on an individual lot or project site. The report may require amendments as conditions change over time.



3.5.3 Submission Requirements

Submission requirements and a sample arborist report are available in the Tree Preservation, Protection, Replacement and Enhancement Policy. A copy of the Policy [is available online](#).

3.6 Environmental Site Assessment

3.6.1 Guiding Principles

- i. Assessment of property by a Qualified Person (QP) under O. Reg. 153/04.
- ii. Matters discussed in Section 10.4 of the Town's Official Plan
- iii. Thorough consideration of likelihood that one or more contaminants have affected any land or water on, in or under the property.
- iv. A clear presentation of findings.

Consult: [Ontario Regulation 153/04: Records of Site Condition](#)

3.6.2 Guidelines and Standards

In accordance with the policies of Town's Official Plan, a Phase One Environmental Site Assessment (ESA) in accordance with O. Reg. 153/04 may be required as part of a complete submission for all Site Plan Applications.

3.6.3 Submission Requirements

A guide to completing an ESA under O. Reg. 153/04 is provided by the Province of Ontario [online here](#).

3.7 Elevation Plan Requirements

3.7.1 Guiding Principles

- i. Context-specific design that complements and enhances the area.
- ii. Design that supports walkability, accessibility, and sense of place.

Cross-reference: Section 4.12 Urban Design for site development standards.



- iii. Design that is sustainable, energy-efficient, and sensitive to the surrounding built and natural heritage.
- iv. A high quality of urban design using durable materials, interesting architectural features, and building orientations and forms that meet the objectives of the Town's Official Plan.

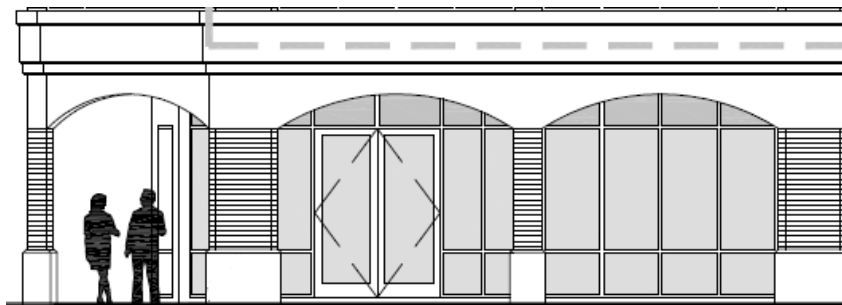
3.7.2 Guidelines and Standards

Buildings should be designed to complement and contribute to a desirable community character through the consideration of shape, roof lines, colours and materials. The design of buildings should be in appropriate proportion and massing for a comfortable sense of space. The design should be in harmony and conformity with surrounding buildings and streetscapes.

3.7.3 Submission Requirements

Elevation plans are to show the front, side and rear elevations and must include the following:

- 1:100 scale is permitted
- scale bars
- architectural treatment of the elevations
- all the building materials to be used including colours and finishes
- building heights (as defined by the Zoning By-law)
- permitted heights and angular planes
- show development in context of adjacent properties and rights-of-way
- show floor levels on each storey
- show and label exterior design features and materials including window type, entrances, canopies, balconies, cornices, arcades, roof line, and rooftop equipment, etc.
- show locations of signage
- details relating to screening of rooftop or other mechanical equipment
- building elevations to be stamped and signed by a registered member of the Ontario Architect Association (OAA)
- cross-section plan indicating the relationship of the proposed building to adjacent buildings and spaces including the height, first floor elevations, roof lines, and other relevant dimensions (where applicable)
- 3D renderings and/or photographs (optional but recommended)



3.8 Secondary Plan Studies

3.8.1 Guiding Principles

- i. Development that meets the policies of the Urban Centres Secondary Plan.



3.8.2 Guidelines and Standards

Applications for development in the area defined by the [Secondary Plan](#) along the Yonge and Davis corridors must provide additional reports as set out in the Secondary Plan. The specific plans to be provided will be discussed in the Preconsultation Letter for your application.

3.8.3 Submission Requirements

Within the Urban Centres the Town requires that plans include:

- a context plan that demonstrates the compatibility of the development with the surrounding context
- lotting plan that delineates and dimensions development within each development block
- a description and illustrations of the long-term build-out for every phase of the development, and how the development contributes to achieving the ultimate build-out targets of the Secondary Plan
- proposed density and massing of buildings for individual buildings as well as for each development block including shadow, views and microclimatic (e.g., wind studies)
- access and circulation plan for pedestrians, vehicles, and cyclists, including plans for structured parking above- and/or below-ground, and the location of on-street parking and bicycling facilities
- proposed streetscape improvements
- locations and conceptual design of any parks and open space
- Sustainable Development Report in accordance with Policy 7.3.7(xii) of the UCSP
- a phasing plan that describes:
 - how development is proposed to proceed in a logical and orderly progression
 - how existing and proposed development can be incorporated into the site to achieve the full development potential of the site
 - existing neighbouring uses and the potential need to buffer or stage uses
 - the public infrastructure and facilities required to serve each phase of development, including water, sewer, stormwater management, streets, transit, utilities, parks, cycling facilities, streetscaping and other community facilities and services, and their proposed phased construction
- other matters that may be deemed appropriate by the Town.

Cross-reference:
2.1.1 Pre-consultation meeting requirements

3.9 Development Standards Checklist

3.9.1 Guiding Principles

- i. Development is accessible to persons of all modes of travel and levels of ability.
- ii. Development is logical, navigable, permeable, and straightforward.
- iii. Development displays a high quality of urban design.
- iv. Parking for development is carefully integrated into the site as an accessory and not made the preeminent feature.
- v. Development is carefully designed to advance innovation in sustainability.

3.9.2 Guidelines and Standards

Design guidelines that ensure a high-quality built environment are essential in order for the Town to function as an urban area that maintains its 'small town' feel and strong sense of place. It is important that new buildings fit well in their context and complement each other.

Cross-reference: Details are available in Section 5 - Development Checklists



The Development Standards checklist sets out expectations of the Town related to sustainability, accessibility, urban design, and other matters. These checklists provide an easy way to review how a development meets the Town's standards.

3.9.3 Submission Requirements

Section 5.0 provides checklists to be completed as a part of an application. Each checklist should be completed along with an explanation of how each measure will be met.



3.10 Soil Management Report

3.10.1 Guiding Principles

- i. Site alteration is carried out as required by the Site Alteration By-law, and/or an approved Site Plan Agreement, and according to approved plans.
- ii. Site alteration takes into account surround context, the protection of ground and surface water resources, features and systems, including highly vulnerable aquifer areas, as well as natural heritage features and systems.
- iii. Soil is managed in a sustainable manner that limits the export of excess soil and seeks to reuse excess soil for local projects.
- iv. Contaminated soil and groundwater is appropriately managed.

3.10.2 Guidelines and Standards

Please refer to the Ministry of Environment and Climate Change (MOECC) publication Management of Excess Soil – A Guide for Best Management Practices. [Online link.](#)

3.10.3 Submission Requirements

The plan is required to include the following:

- characterization of excess soil in-situ (including quality, type and volume)
- sampling and testing of excess soil based on past land use and potential contamination
- identification of receiving sites and confirmation that they are authorized to accept excess soil (e.g. site is regulated by municipal permit and authorized to accept specific quality of excess soil)
- confirmation that the quality of excess soil is appropriate for the receiving site and that testing results are made available to prospective receiving sites
- a tracking plan to ensure and verify the excess soil arrives at the receiving site



- consideration of archaeological resources and areas of archaeological potential, significant built heritage resources, significant cultural heritage landscapes, and areas with known invasive and endangered species at source and receiving sites
- be stamped by a Qualified Professional under O. Reg 153/04
- other matters as deemed necessary by the Town

3.11 Functional Servicing and Stormwater Management Report

3.11.1 Guiding Principles

- i. The FSR provides a framework for water distribution, sanitary sewage, and storm drainage for the development of a site.
- ii. The FSR outlines stormwater management approach with proposed quality and quantity controls, and includes Low Impact Design (LID) .
- iii. The development of the site is adequately serviced and manages its storm drainage in a manner that meets the requirements of the Town, the Region, and the LSRCA.
- iv. Sanitary and water to be designed with consideration of the Town's Water and Wastewater Master Plan (available online or by request).

3.11.2 Guidelines and Standards

- i. The Ministry of the Environment and Climate Change (MOECC) provides guidance on stormwater management practices. The MOECC guide is [available online here](#).
- ii. Consult the LSRCA Technical Guidelines for Stormwater Management Submissions [available here](#).
- iii. The Credit Valley Conservation Authority and Toronto Region Conservation Authority have developed guides on planning, designing, and constructing LID features. [Read more here](#).
- iv. Also consult the [Town of Newmarket Engineering Design Standards](#).
- v. Newmarket Low Impact Development Policy and LSRCA guidelines.

3.11.3 Submission Requirements

- i. Include:
 - a. A location plan and plan of the site
 - b. A pre-development and post-development plan
 - c. A plan for water servicing
 - d. A plan for sanitary servicing
 - e. A plan for stormwater management
 - f. Sanitary capacity analysis, if deemed required
 - g. Watermain analysis/modeling, if deemed required
 - h. A plan for Low Impact Development
- ii. General site plan and format information as laid out in Section 3.1.3 as appropriate
- iii. The FSR must be stamped by a Licensed Professional Engineer.
- iv. Design sheets for all developments will have consideration for upstream and downstream flows. Templates are available in the Town of Newmarket Engineering Design Standards.
- v. Review of water usage including fire demand. Review Section D of [Town of Newmarket Engineering Design Standards for details](#).



3.12 Grading Plan

3.12.1 Guiding Principles

- i. Development maintains the existing grades at property lines.
- ii. Development maintains or improves existing drainage flows, swales, and patterns.
- iii. No negative impact to adjacent properties.
- iv. Reduction of encroachments onto Town property.

3.12.2 Guidelines and Standards

The Town of Newmarket Engineering Design Standards set out the requirements for a Grading Plan. Consult the [Town of Newmarket Engineering Design Standards](#).

3.12.3 Submission Requirements

- i. Spot elevations and contours 2 metres past property lines
- ii. Show access on adjacent lands
- iii. Retaining wall designs to be completed as soon as possible during the site plan process and preferably submitted with first submission
- iv. Retaining wall design drawings
- v. Plans stamped by a Licensed Professional Engineer

Note

Noise By-law 2004-94 as amended limits noise including noise caused by construction.

3.13 Construction Management Report

3.13.1 Guiding Principles

- i. Construction limits impact on surrounding properties and the movement of traffic and pedestrians in the ROW.
- ii. Construction is well coordinated in its staging, storage, and movement of vehicles.
- iii. Dust, mud, soil, and runoff is maintained on-site.
- iv. Noise is limited and complies with Town's Noise By-law and the Site Plan Agreement.
- v. Haul routes to be Regional Road network wherever possible.

3.13.2 Guidelines and Standards

Consult the [Town of Newmarket Engineering Design Standards](#). Use Town silt fence details.

3.13.3 Submission Requirements

Your construction management plan will address at a minimum:

- i. Days of the week and hours of construction
- ii. Anticipated construction schedule
- iii. How access, deliveries and construction parking will be managed
- iv. Proposed routes for construction traffic to reach the site
- v. How cranes will operate on the site, if any
- vi. Any necessary temporary encroachments, including cranes and shoring
- vii. How you will ensure safe pedestrian access
- viii. How dust and noise will be managed
- ix. How noise will be managed and how compliance with the noise by-law will be ensured
- x. How waste will be managed on-site and diverted from landfills
- xi. How fencing, hoarding, security, and siltation control will be managed
- xii. How excavated material and construction materials will be stored

Note

Traffic By-law 2001-24 limits how trucks can access and move on local roads.



- xiii. How health and safety will be ensured
- xiv. How you will communicate and liaise with nearby residents and landowners

3.14 Servicing Plan

3.14.1 Guiding Principles

- i. Coordination of servicing infrastructure including catch basins, manholes, valve chambers, valve boxes, hydrants, sanitary sewer connections and watermain connections
- ii. Efficient location of servicing infrastructure
- iii. Coordination of servicing with utility infrastructure and any easements

3.14.2 Guidelines and Standards

Consult the [Town of Newmarket Engineering Design Standards](#).

3.14.3 Submission Requirements

Plan to include:

- i. Information laid out in Section 3.1.3, as applicable
- ii. Pipe size, type, class, material, length, slope, and bedding material
- iii. Pipe inverts and rim elevations at all manholes and catch basins
- iv. Horizontal and vertical clearances at all utility crossings
- v. Plans stamped by a Licensed Professional Engineer

3.15 Hydrogeological Assessment

3.15.1 Guiding Principles

- i. Accurate characterization of hydrogeological conditions
- ii. Identification of site-specific groundwater constraints
- iii. Demonstration of proposed dewatering, water discharge, infiltration and runoff
- iv. Discussion of potential impacts including source water protection
- v. Demonstration of pre-development and post-development water balance
- vi. Integration of LID

3.15.2 Guidelines and Standards

Consult the South Georgian Bay Lake Simcoe Source Protection Plan.

3.16 Plans and Revision Tracking

In order to ensure coordination of plans, each submission will include a list of submitted plans and their most up-to-date revision number and date. An example table is provided below.

Drawing Number	Title	Prepared By	Revision Date	Revision Number
L 1	Landscape Plan	Newmarket Landscape Architecture Ltd.	November 1, 2017	3
S 1	Site Plan	York Region Engineering Co.	October 19, 2017	2
G 1	Grading Plan	York Region Engineering Co	October 18, 2017	2



Section 4 - Site Development Standards

The Site Plan Approval process is a key component of the implementation of the policies in the Town of Newmarket Official Plan. The policies of the Official Plan relate to a range of technical matters such as transportation, environment, urban design, heritage preservation, natural heritage, public health and safety.

For zoning requirements, refer to the [Town's Zoning By-law](#) available on the Town Website for more information or contact the Zoning Examiner.

Applicants should consult the Town's [Engineering Design Standards](#) available on the Town website and ensure their design conforms to the standards therein.

Applicant should also consult the Accessibility for Ontarians (AODA) Integrated Accessibility Standards Regulation (IASR) and ensure compliance with Provincial law.

The Town has adopted certain standards for development as they relate to the technical areas that each site plan addresses. These include traffic movement, pedestrian access, landscaping, stormwater management, and urban design, among others.

4.1 Walkways and Accessible Design

Provide direct unobstructed and accessible pedestrian connections from the street and parking areas to the building entrances, and between buildings/entrances within the site. Paving for walkways and pedestrian surfaces within the site plan will possess non-slip quality for safety of users and utilize specialty paving that compliments and enhances building architecture.

All construction materials visible from the street will require Town approval on selection, type, colour, and texture.

Design pedestrian circulation to minimize vehicular crossings on site. Pedestrian crossings will intersect driveways, roadways, laneways, parking lot, and/or other walkways at 90 degrees. Pedestrian crossings will use the shortest distance to cross a driveway, roadway, laneway, parking lot etc. The actual pedestrian crossing will be the same width as the approach walkway at both ends of the crossing. Where pedestrian connections cross driveways or roads an alternate material will be used to provide visual and textural contrast from the vehicular surfaces. Only integral colour is permitted, surface treatment such as painted lines are not acceptable.

Provide adequate lighting along pedestrian connections.

When stairs are deemed necessary, they will be constructed of a solid and continuous material along the width of the tread to prevent differential heaving.

Connections for existing and future trails will be provided at the property line of the site, subject to Town approval, to ensure suitable trail accessibility and promote green commuting. All required trail connections will have unobstructed and clearly identified walkways leading to proposed or



existing pedestrian connections. Above stated pedestrian circulation guidelines will apply to all aspects of the trail connection.

- Pedestrian walkways must be raised approximately 15 cm from vehicular traffic to provide definition and protection of pedestrian traffic
- Standard minimum width of a pedestrian walkway is 1.5 m
- Standard minimum width of a pedestrian walkway adjacent to the end of parking spaces is 1.8 m to provide sufficient space due to overhang
- Walkways must be a hard surface material other than asphalt
- Sites should be designed to be permeable for pedestrian movement to and from all pedestrian desire locations, and to avoid creating long deviations in pedestrian travel paths
- Connect buildings on the site to offsite pedestrian paths, surface transit stops, parking areas (car and bike), existing trails or pathways, or other destinations (e.g. schools). Outdoor waiting areas located on the site must offer protection from weather.
- Where a transit stop is located within a walking distance of the project site boundary, the building main entrance should have a direct pedestrian linkage to that transit stop

Accessible design requires that the building be accessible to persons with disabilities and conform to the Ontario Building Code.

All new buildings and parking areas should be designed to be accessible to people with disabilities. Applicants are required to ensure that their site conforms with the requirements of the Accessibility for Ontarians (AODA) Integrated Accessibility Standards Regulation (IASR).

4.2 Curbing/Traffic Islands

The type and location of curbing will be indicated on the Site Plan. Consult the [Town of Newmarket Engineering Design Standards](#) for curbing standards that will be required between vehicular routes/parking stalls and landscaped areas.

Major internal vehicular routes are to be defined with minimum 3 m wide raised and curbed traffic islands. Vehicular accesses to the site are to be defined by a landscaped area.

4.3 Parking/Loading

The location and dimension of parking spaces and loading areas will be included on the Site Plan based on dimensions from the applicable zoning by-law, and plans will ensure the following.

- Parking space for persons with disabilities is subject to the requirements of the Town's Zoning By-law and the Accessibility for Ontarians (AODA) Integrated Accessibility Standards Regulation (IASR), whichever provides for the greater degree of accessibility
- Loading spaces vary depending on the zone, consult the Zoning By-law to confirm dimensions
- Provide appropriate level of site signage to direct traffic (e.g. stop signs, one-way signs, fire route signage)



4.4 Waste Management

Your Site Plan application should make clear how waste will be handled on the site. This may include details related to the location, size, and appearance of the waste handling area; the functionality of the site for the movement of large vehicles to pick up waste; and whether waste will be handled by private or public pick-up. Site Plan applications should demonstrate the following:

- Location and dimension of interior and/or exterior garbage, recycling and composting storage and handling facilities
- If there will be private or municipal garbage pick-up
- Garbage enclosures for external garbage storage areas
- Garbage enclosures in non-residential zone set back 6 m from a residential zone.
- Enclosures are to be detailed in a material similar to that of the building (e.g. masonry)
- Collection areas are to be adequately screened by planting and fencing
- Enclosures will be a minimum 2 m high with swinging gates

4.5 Signage

All signage is to comply with the provisions of the Town's sign by-law, and is to be shown on the Site Plan, Elevation drawings and Landscape Plans for information purposes. Contact Bylaw Services for questions regarding the Town's sign by-law.

For commercial and multiple industrial complexes, the location of all fascia signs should be shown on the Elevation drawings for information only. For automobile service station sites, all signage must be shown on the Site Plan for information only.

All tenant fascia signs should be coordinated and be an integral part of the building design.

4.6 Fire Routes

Fire and Emergency Services access routes will:

- Be connected to a public thoroughfare by a route not less than 6 m wide unless it can be shown that lesser widths are satisfactory
- Be located not less than 3 m and not more than 15 m from the face of the building (measured horizontally and at right angles)
- Have an overhead clearance not less than 5 m
- Have a center line turning radius of not less than 12 m for any change in direction of the access route complete with 3 m clearance from the centre line to any obstruction such as islands or parking
- Have a change of gradient not more than 1 in 12.5 over a minimum distance of 15 m
- Have turn-around facilities for any dead end portion of the access route exceeding 90 m
- Be designed to provide access to the building face which contains the principal entrance when only one building face is accessible
- Be constructed of hard surface material such as heavy-duty asphalt, concrete or lockstone



4.7 Existing Vegetation Protection

All trees allocated for preservation should be properly tagged on-site in accordance with the a tree survey and protected with Tree Protection Fencing (TPF) hoarding prior to issuance of Site Plan Approval as in accordance with the Town's Tree Protection, Preservation, Enhancement, and Replacement Policy.

Consult the [Town of Newmarket Tree Protection, Preservation, Enhancement, and Replacement Policy online.](#)

TPF are to be in place around existing trees to be preserved for the duration of construction. A standard TPF detail is available in the Town's Tree Protection, Preservation, Enhancement, and Replacement Policy.



4.8 Landscaping

High quality landscaping is an essential element of creating an attractive, sustainable, complete community. Landscaping provides for visual interest, assists with stormwater management and low impact development, promotes biodiversity, and improves microclimates. All development will include high quality landscaping that meets the policies of the Official Plan, best practices in landscape architecture, and Town guidelines.

4.8.1 Sustainability and low impact development techniques

Newmarket encourages sustainable stormwater management by maximizing the natural infiltration and retention of rainwater through site development. Consider permeable pavement, rainwater harvesting, bioretention systems, green roofs and other technologies. Indicate in the covering letter how sustainable stormwater management has been addressed through the current proposal.

4.8.2 Planting requirements

General planting requirements:

- All shrubs will be installed in continuous planting beds with a minimum 450mm depth of topsoil and 75mm (min.) - 100mm (max.) of shredded mulch. Specific colour and type will require approval by the Town.

Consult the [Town of Newmarket Engineering Design Standards online.](#)



- All trees planted will have a minimum soil depth of 500mm (refer to soil volume below).
- All areas not planted will be sodded over 150mm depth topsoil.
- All greenspace areas where trees, shrubs, perennials, seed and sod are planted will have a bulk density no higher than 1.4 – 1.6 g/cm³ or 80-85% SPD, depending on the soil.
- All planting will consist of non-invasive species. The Town of Newmarket encourages the use of native species where appropriate.
- All plant material will conform to the Canadian Nursery Trades Association Specifications and Standards. All sod is to conform to the Canadian Nursery Sod Growers Association Specifications. All seeding is to conform to the Canadian Seed Growers Association.
- Driveways, parking areas, storage and loading areas are to be hard surfaced and separated from landscaped areas with concrete curbs.
- If Town Street Trees are not present in the boulevard they will be provided as a requirement of the submission.
- All top and bottom of wall elevations will be shown on the landscape plan.

Minimum planting sizes as follows:

- Deciduous trees – min. 60mm caliper
- Flowering deciduous trees – min. 50mm caliper
- Coniferous trees – min. 2m high, single stem specimen
- Deciduous shrubs – 60-150 cm high (depending on the species)
- Coniferous shrubs – 30 – 60 cm spread or 30 to 150cm high (depending on the species)

Trees in hard landscaping

- For 2 or more trees planted in primarily hard landscaping areas, sharing the same soil volume, provide a minimum of 15 m³ of high quality soil per tree. A single tree planted in hard landscaping requires a minimum soil volume of 30 m³ of soil. Minimum soil depth is 500 mm.

Trees in soft landscaping

- Trees planted in soft landscaping are to be provided with a minimum of 30 m³ of good quality soil per tree. Minimum soil depth is 500 mm.
- Provide tree plantings along the perimeter of the site.
- Provide planting beds around the base of business signs.
- Provide soft landscape areas adjacent to building fronts (exempting building entrances). Building to hard surface interfaces will be avoided.
- Provide feature garden beds along the street and building frontage(s) and include trees, shrubs, and perennials to incorporate 4 season interest.
- Ensure that adjacent right of way boulevards are included in your plans to demonstrate existing and proposed conditions

Spacing

- Side and rear lot line deciduous trees will be provided at one (1) tree per 5-7m spacing for large canopy deciduous trees and one (1) tree per 3-5m spacing for small canopy/flowering/and/or columnar form deciduous trees. Where space permits, coniferous tree plantings are encouraged along the side and rear lot lines in conjunction with deciduous tree planting. (Note: retaining walls and fences at the lot line will not preclude the planting of lot line trees.)



Parking Lot Planting Requirements

- Plantings will be used to break up lengths of parking stalls, to delineate parking aisles and define circulation routes.
- Tree plantings will be used along the perimeter of parking lots to address shading, retain stormwater, reduce urban heat island effects and improve microclimate.
- Landscaped islands should be placed at the ends of all parking aisles.
- Parking aisles with a length of more than 15 stalls will be broken up with curbed and planted islands meeting the required minimum soil volume (noted above) to accommodate tree, shrub, and perennial planting.
- Parking islands at the ends of a double bay of parking will provide a minimum of two trees per islands.
- Parking islands containing trees will have a 1m depth of planting soil.
- All planting within parking islands or roadways will be hardy and salt tolerant species.
- Provide a minimum 1m setback from parking lot to planting beds to allow for car overhang, snow accumulation and maintenance.
- Parking areas, driveways, drive-through lanes, storage and loading areas will be visually screened from the roadway and adjacent properties with buffer planting.

Best practices

- The Town of Newmarket encourages continuous tree pit planting wherever possible and designs that call for continuous pits.
- Group plantings are strongly encouraged due to the benefit they pose for trees growing in close proximity to others. Benefits may include shading, less evapotranspiration, less soil compaction, greater shared soil volume, nutrient sharing and less reflective heat absorbed by a single tree. Group plantings can be achieved in large planting areas such as traffic medians and triangles, and continuous trees pits where two or more trees are planted in a single 10-meter or greater, long trench in boulevards and sidewalks.

4.8.3 Species selection

The Town of Newmarket discourages monoculture plantings. It is suggested that formal street tree plantings attempt to select trees of similar morphological characteristics and habits. Morphological similarities provide visual continuity between different trees while diversifying the urban tree canopy.

Growing conditions and microclimates can vary from location to location across the Town. The final tree species selection is determined by the site conditions and the design goals. Selection of a tree should be based on all morphological characteristics and cultural requirements of the tree. Existing and proposed tree communities, structures and utilities must be considered. The species characteristics will be considered to ensure that they will not cause interference with walls, walks, drives and other paved surfaces or affect water, hydro, gas sewer lines and underground drainage systems.

See the [Tree Preservation, Protection, Replacement, and Enhancement Policy](#) for a list of approved tree species for the Town of Newmarket.



4.8.4 Species quality

All plant material must meet or exceed, Number 1 quality (No.1), according to the Canadian Standards for Nursery Stock (latest edition) issued by the Canadian Nursery Landscape Association.

Quality must be typical for the species when grown under proper cultural practices. Fertile soil, ample spacing, weed control, pest control, adequate moisture, pruning and shearing, transplanting or root pruning not less than once in four years, depending on species are all necessary requirements for normal quality nursery stock. All nursery stock must be viable, free from pests and disease, and undamaged. Between digging and delivery, roots must not be exposed to drying winds, sun and frost. Root balls must be free from pernicious perennial weeds.

Plants must be true to name, and of the size and grade stated. Plant names must conform with the nomenclature set out in the publication of *Hortus Third, Liberty Hyde Bailey Hortorium, 1976* or to current internationally accepted usage.

The zone hardiness designation of trees will conform to the hardiness zones of Canada as published by Agriculture Canada, titled, "Map of Plant Hardiness Zones in Canada".

All trees will be nursery grown within a 400km radius of the Town of Newmarket, unless otherwise approved in writing by the Town. Material collected from the wild is unacceptable.

4.8.5 Layout and spacing requirements

The following guidelines will be observed when proposing and sighting trees. These guidelines generally follow regulations of other agencies with jurisdictions such as Central York Fire Services and the Ministry of Transportation. These guidelines are design and species dependent.

a.	Fire Hydrant	Minimum distance of 1.0 m
b.	Hydro Vault or Transformer	Minimum distance of 1.2 m from sides
		Minimum distance of 3.0 m from the door
c.	Light Standard	Minimum distance of 4.6 m
d.	Bell/Cable Pedestals	Minimum distance of 1.0 m
e.	Buried Lines	Minimum distance of 1.0 m
f.	Edge of Driveway (Residential)	Minimum distance of 1.5 m
g.	Stop signs	Minimum distance of 10.0 m

The location of trees will meet Town guidelines, however; taking into account such items as sight lines, location of underground and above ground utilities, driveway locations and traffic control signs, some modifications to locations may be required. The Town must approve these changes. Prior to excavation, all underground utilities will be located and tree locations will be adjusted, as necessary, to suit as-built conditions.

The Town will not permit the planting of street trees directly on property lines.

4.8.6 Planting

New Plantings and Soil Preparations: Each tree will require a minimum soil area of 2 cubic meters to be prepared for planting. Native or imported screened and friable top soil must account for a minimum of 30% of the total prepared soil area. Tree soil preparation for planting will require the installation of friable and screened topsoil to a minimum soil depth of 250mm below



grade. In addition the subsoil must be aerated and loosened to a minimum depth of 450mm below the top soil. Aeration may be done by hand by turning the soil, or mechanically by a loader or backhoe. Aeration of trenches to a minimum depth of 450mm below the topsoil and with a width of 200mm, at parallel spacing distances of 450mm may also be used as an acceptable aeration technique.

Top Soil: Material will be natural loam topsoil with the addition of humus only. Topsoil must be free from subsoil, hard clods, stiff clay, hardpan, sods, lime, cement, concrete and any other undesirable materials. Soil must be free of debris larger than 19mm, weeds, weed seeds, and any form of growth inhibitor. Organic matter must be between 5-15% of soil by weight. Range of pH must be 6.0 to 7.3 inclusive.

Digging: All trees will be dug immediately before moving unless otherwise specified and approved by the Town. All trees will be dug to the Canadian Standards for Nursery stock (latest edition) issued by the Canadian Nursery Landscape Association. Loose, broken or manufactured balls are unacceptable.

Mulch: Finely shredded bark mulch, must be a natural forest product of 98% bark containing less than 2% wood or other materials. Natural in colour and painted or dyed mulch is considered unacceptable.

Mycorrhizal inoculants: Are not required, however are strongly suggested. Mycorrhizal inoculants will be a granular product containing both Endo and Ectomycorrhizal fungi to colonize the roots of the trees and shrubs when applied to the root zones of plants at planting time. Inoculants will be added after the trees have been placed in their hole and should be mixed thoroughly into the top 150-200mm of topsoil.

Tree Wrap: No tree trunks will be wrapped. All nursery tags and protective wrapping must be removed.

Staking: All staking should be done during the planting operation using wood stakes and will be maintained through the first year, and promptly removed at the end of year one.

Storage: All trees should be delivered from the nursery to the site and planted within 48 hours. Trees should be watered, protected and maintained in accordance with best horticultural practices to ensure minimal stress on the rootball.

4.8.7 Snow storage

Designated snow storage areas and limits thereof will be identified on the landscape plans. Snow storage along the street frontage is not permitted. Ensure snow storage does not interfere with pedestrian and vehicle circulation, sensitive landscape plantings, or create visual obstacles for pedestrian and/or vehicular movement. Snow will be stored on the subject lands of each development or its removal will be provided for in the site plan agreement.

4.8.10 Site furniture, fences, walls, and structures

Proposed site furniture such as benches, bike racks, waste receptacles, bollards, tree grates, etc. will be noted on the landscape plan and details pages. All site furniture will be chosen to reflect the



proposed and surrounding architecture of the buildings, have a high degree of longevity and durability and be designed for the safety of site users.

In addition site furniture, fences, walls, and structures will be reviewed under the following:

- Fences will be in accordance with the fence by-law and applicable zoning by-law.
- Planting beds should be used to reduce the visual effect of extensive fencing.
- Where walls are necessary they will be constructed of materials which coordinate with adjacent building material façades.
- Designs for retaining walls will be certified by a professional engineer.
- Provide planting buffers to screen the elevation of long retaining walls.
- Retaining walls designed to be over 2 meters in height will be split into two (2) or more stepped tier retaining walls separated by a minimum of one (1) meter planting bed to help soften the appearance of the retaining wall(s).
- Waste Bins will be screened by a minimum 1.8m high opaque permanent heavy duty fence or wall and adjacent plant material. Waste bins will be curbed according to the dimensions necessary to adequately store the bins.

4.8.11 Stormwater and Low Impact Development

Stormwater management and Low Impact Development are important elements of design to sustainably and safely manage water and mitigate the effects of climate change. For best practices in design of stormwater management, consult the referenced guidelines of the Lake Simcoe Region Conservation Authority.

Consult also: LSRCA
Technical Guidelines for
Stormwater Management
Submissions.

4.9 Multi-Unit Residential Buildings

4.9.1 Diversity of housing stock

Each multi-unit residential building should be accessible to people with disabilities and include a range of types, unit size, tenures to provide opportunities for all household types, including larger families, seniors and persons with special needs.

4.9.2 Landscaping

Landscape screening is required for:

- Privacy areas adjacent to pedestrian walkways, internal roadways, recreational amenities and service areas
- The rear yard setbacks between privacy areas of townhouse blocks
- Special landscape treatment, including trees, seating, and signage, may be required:
 - At the intersections of municipal and internal roadways;
 - Along the internal roads, and
 - Between internal roadways and public roads where they are parallel

4.9.3 Residential Amenity Areas

Private amenity space should be provided for all units. This space should afford outdoor access, privacy, and access to soft landscaping. Half of this space should be provided outdoors.



Recreational amenity areas are to be identified, located and fully dimensioned on the Site Plan. The areas should be screened from adjacent units, privacy areas of adjacent properties, roadways, parking and service areas while providing adequate security. Access connections are to be provided to the areas. Recreational amenities are to be detailed in the applicant's Landscape Plan submission.

Developments should provide space that affords recreational space for children. A play space is an area at ground level set aside and developed within a site as a coherent part of the development. A play space is used by toddlers and preschoolers (tot lot) and school-age children (play area), and teens (hard surface court). Play spaces should be apart from neighborhood parks and sports facilities.

Multi-unit residential developments should provide amenity areas that reflect the following.

- Outdoor play spaces are to be in close proximity and have visual and physical access to an interior common area or laundry room for safety and security
- A balance of sun and shade exposure should be provided and adequate site lighting should be ensured
- Seating adjacent to all play spaces should be provided and where possible shade should be provided adjacent to play spaces
- Visibility is to be provided into play spaces by reducing landscape screening and locating play spaces where acoustic barriers are not required
- Barrier-free walkway connection are to be provided adjacent to play spaces
- An adequate buffer is required between play areas and vehicular traffic areas including loading and service areas
- Appropriate play equipment is to be provided for children, all play space equipment and installation is to be in accordance with the Canadian Standards Association (CSA) or provide equivalent safety such as "Natural Play" layouts

4.10 Row Dwelling Developments

- Front entrance walks are required from the driveways to the front entrance of the units. The standard width of a front entrance walk is 0.75 m minimum and is to be of a hard surface material other than asphalt.
- Side property line fencing adjacent to public roads must extend from the rear property line along the side property line then return to the unit to a location within 3 m in front of the rear wall of the unit, with provision for a gate.
- A minimum of one tree per lot (space permitting) is to be provided along the street. The use of small ornamental trees is encouraged to complement the streetscape.

4.11 Urban Design

Your submission may be reviewed by the Town or its consulting urban design professionals for compliance with the urban design guidelines of the Official Plan, Secondary Plan, or other design guidelines. Be sure to consult these documents to ensure your proposal conforms with the high standard of urban design required by the Town.



Mechanical units such as air conditioners and heat pumps should be located at the rear of units and must not be within landscape or buffer areas.

4.12 Crime Prevention Through Environmental Design

All Site Plan submissions will have regard for Crime Prevention Through Environmental Design (CPTED) principles.

CPTED involves the design of physical space in the context of the needs of the bona fide users of the space, the normal and expected (or intended) use of the space and the predictable behaviour of both bona fide users and offenders. In this regard, the proper function must not only match a space that can support it but the design must assure that the intended activity has the opportunity to function well and support the control of the behaviour.

The goal of CPTED is to create an environment where the design and use can lead to a reduction in the fear and incidence of crime and an improvement in the quality of life.

4.13 Site Works Cost Estimate

The applicant is to submit a cost estimate for review by the Town. This cost estimate will include all works exterior to the structures on the lot including removals, earthworks, electrical and utility works.

The estimate of civil engineering costs is to be prepared and stamped by a Professional Engineer who is in good standing with the Professional Engineers of Ontario. The estimate of landscaping work is to be prepared and stamped by a Landscape Architect who is in good standing with the Ontario Association of Landscape Architects.

The Town of Newmarket Engineering Services staff will review each application to determine if there are items which have not been included in the cost estimate.

4.14 Exterior Design and Sustainable Design Elements

New urban elements will need to be carefully designed to ensure that they fit into the broader context of the evolving Urban Centres, are sensitive to the surrounding land uses, and create the distinct, livable and vibrant urban place that the Town of Newmarket is seeking to achieve. To that end, new development will be designed to maximize sustainability in accordance with the following elements.

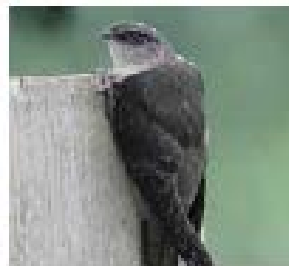
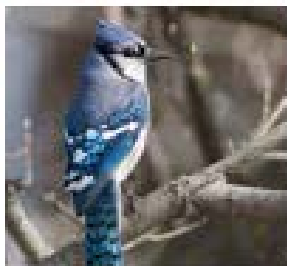
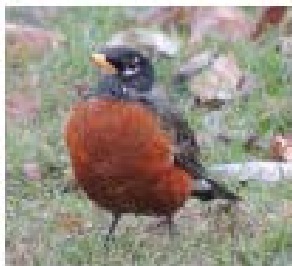
4.14.1 Bird-friendly design

Millions of birds die each year from window collisions in Canada. This causes a loss in biodiversity in native and particularly migratory species. As set out in the Secondary Plan, the Town supports buildings being designed with bird-friendly practices. The Town will review site plan applications and seek to ensure:

- A window to wall ratio that reduces fatal bird collisions.
- The first 12m of building above grade are prioritized for visual safety cues.
- Visible glass is located to provide safe visual cues to birds through recesses, screens, and other architectural cues.



- Exposed visible glass is designed to discourage bird mortality through ceramic frit, films, acid-etched patterns, and other visual markers at sufficient contrast.
- Other bird-friendly best practices such as those advanced by the Fatal Light Awareness Program.



4.14.2 Green roofs

Green roofs offer an innovative solution to reducing energy consumption, limiting urban heat islands, managing stormwater, and offering passive amenity space. As set out in Section 12.3 of the Official Plan, the Town supports the development of green roofs. Development of roofs will be designed to:

- Conform to the Ontario Building Code.
- Maximize the reflective surface area of roofs to reduce solar absorption.

Development of green roofs will be designed to:

- Provide at a minimum a root repellant system, a drainage system, a filtering layer, a growing medium and plants, and be installed on a waterproof membrane.
- Ensure that gravity loads, wind uplift, fire safety, and occupant safety measures are appropriate.
- Ensure plantings are approved as part of a landscape plan.
- Ensure a maintenance plan is approved and provided to the building's maintenance office.
- Ensure that green roof designs are integrated into the stormwater management plan.

4.14.3 Passive solar alignment

Passive solar design can reduce energy consumption and complement artificial lighting. Passive solar design includes approaches to substitute or complement daylight for artificial lighting and solar heat for conventional space heating. Passive solar is mainly a building technique related to the orientation and design of buildings and communities and the selection of materials. New development will be designed to maximize the use of passive solar energy.

4.14.4 Non-potable water use

As set out in Section 12.3 of the Official Plan, the Town may require advanced water conservation and efficiency measures. Potable water is a valuable resource that has required extensive energy input to prepare. The use of non-potable water for non-drinking purposes is an innovative way to support landscaping and water conservation. To that end, new development will be designed to maximize the use of non-potable water for irrigation. This may include:

- Rainwater harvesting
- Grey water re-use for toilets/urinals
- Non-potable water use for irrigation

4.14.5 Urban heat islands

As urban areas develop, changes occur in their landscape and surfaces that were once permeable and moist become impermeable and dry. These changes cause urban regions to become warmer



than their surroundings, forming an "island" of higher temperatures in the landscape. Urban heat islands cause increased summer energy consumption, compromised human health and comfort, and impaired water quality. The Town's Official Plan supports sustainable designs that mitigate the urban heat island effect. To assist in this goal, new development will:

- a) have a green roof with a minimum 50% coverage; or
- b) provide solar capture equipment over a minimum of 60% of the roof; or
- c) use cool roofing materials for a minimum of 80% of the roof; or
- d) use a combination of the above for a minimum of 70% of the roof; or
- e) plant trees and other vegetation to provide shading on sidewalks, patios and at strategic locations adjacent to buildings.

Development applications may be required to demonstrate how they will achieve this through providing calculations of roofed and hardscape areas and explanations of how these areas will be treated to reduce solar absorption through the use of high-albedo surface materials, landscape plantings, and other treatments.



4.14.6 Surface parking

Surface parking requires careful design to ensure that its effects are mitigated on the local and surrounding context. Surface parking contributes to stormwater runoff, urban heat islands, loss of landscaping, and increased vehicular use.

While the zoning by-law requires sufficient parking for each development, the oversupply of parking will be discouraged and surface parking will be required to be located to reduce its visual mass and prominence by being located at the rear of buildings in the first instance or the side of buildings where this is not feasible.

4.15 Streetscape Design

A complete community includes high quality design of both public and private space. Improvements to the Town-owned or Region-owned streetscape adjacent to a development application may be required as part of site plan approval. Your plans should include the design of the street(s) along which the property has frontage.

Through this process, streetscape improvements may be required such as:

- Sidewalks and trail connections
- Landscaping and tree planting
- Street furniture and lighting



4.15.1 Yonge Street and Davis Drive

The Town of Newmarket and the Region of York have completed a Streetscape Master Plan for the Yonge Street and Davis Drive corridors. Site plan applications along these streets may be required to construct the planned streetscape along the frontage or provide cash-in-lieu of same.

4.16 POPS - Privately-Owned Public Spaces

As Newmarket continues to grow, there is a need to create new parks and publicly-accessible open spaces. In order to provide this much needed open space the Town may require private developers to include Privately Owned Publicly-Accessible Spaces, or "POPS" for short, as part of the development application and review process. An easement in favor of the Town will be required over any POPS and associated access routes to establish public access rights and other obligations. POPS may be eligible for partial parkland dedication credit under the Town's Parkland Dedication By-law.

POPS are a specific type of open space which the public are invited to use, but remain privately owned and maintained. They are a key part of the Town's public realm network, providing parkland and open space and complementing existing and planned publicly owned parks, open spaces and natural areas. New POPS will be designed in accordance with the Town's **Parkland Policy Development Manual**, urban design best practices, and the following guidelines:

- Location and connections
 - New open spaces should be provided in locations that complement existing public open spaces on adjacent lands and encourage public accessibility
 - Ensure access and visibility to POPS from adjacent public streets, parks or other public spaces or major destinations, ensuring at least two access points to any POPS
 - Provide appropriate signage to indicate the location of POPS when not adjacent to the public street, for example a courtyard space
 - Provide a sign to indicate the nature of the space as a POPS. A template of this sign is provided in the appendices of this manual
 - Optimize the siting and design of open space in new developments to enhance views or visual corridors to public streets, open spaces, heritage sites and landmarks
 - Utilize mid-block pedestrian walkways to connect POPS with nearby public open spaces
- Flexibility and design
 - Avoid fragmentation of open spaces. Larger areas provide more flexibility to accommodate a range of social functions as well as more usable space
 - Design spaces that accommodate a range of uses and programming by including elements like access to electricity and water
 - Use functional elements for multiple purposes such as planter walls that provide seating and low impact development features that enhance amenity space
 - Consider the microclimate created by surrounding buildings. Ensure that locations for uses such as patios or other outdoor gathering spaces are located in areas of sunlight and protected from adverse wind conditions
 - Provide a balance of soft and hard landscaping, comfortable seating, and pedestrian-scale lighting



- Promote universal accessibility through best practices and the requirements of the Accessibility for Ontarians with Disabilities Act.
- Operations
 - As public spaces that are privately owned, the Town expects certain minimum operating standards to ensure public access. These standards will be included in the Site Plan Agreement or easement document and may include:
 - Identification of the site as a POPS
 - Explanation of limits of hours of access, if any
 - Acknowledgement of liability
 - Contact information for developer/property manager and the Town
 - Requirement for public signage of the POPS
- Edges
 - At-grade portion of the buildings that abut a POPS should provide a high degree of transparency and active uses at-grade
 - Ensure entrances are designed to afford a welcoming design to passersby and do not create an appearance of a private space
- Amenities
 - Provide infrastructure and amenities that support the use of the space such as
 - Access to electricity, running water, and seasonal uses
 - Benches, bicycle parking racks, and pedestrian lighting
 - Facilities for waste, recycling, and organics
 - Wayfinding and signage

4.17 Roads

Roads, streets, rights-of-way and other transportation infrastructure may be required as part of a site plan application. Depending on the nature of the application, the role of these roads and applicable design standards may vary. This section lays out general information related to these elements in a site plan application.

4.17.1 Conveyances

Under the *Planning Act*, the Town or Region may require conveyance of lands for the purposes of a right-of-way. This may include road widenings, daylight triangles, environmental protection areas and other lands. Per the policies of the Town's Official Plan, the Town may require a Phase One Environmental Site Assessment before accepting the conveyance of any required lands.

4.17.2 Private roads with public access

The Urban Centres Secondary Plan calls for the creation of new public roads and Privately-Owned Publicly-Accessible Roads (POPAR). For properties where these roads are planned to be located, land conveyances or public easements in favor of the Town will be required.

4.17.3 Adjacent road improvements

The Town or Region may require improvements to roadways in proximity to a site plan application. This may include streetscape improvements as discussed in Section 4.16 or changes to the road design such as medians, crosswalks, intersection improvements, or others. These will be identified



by staff during the development review process in accordance with Town, Region, and Provincial policies and best practices in transportation planning.

4.18 Public Art

The vision for public art in Newmarket is to achieve a rich program of artwork to act as a springboard for place-making – expressing and evoking connections amongst people and places – and for contributing to a vibrant civic life. The main goal of the Public Art Program mirrors the Town’s overall vision to ensure Newmarket continues to be a place that is “well beyond the ordinary”. To that end, development will comply with the Public Art Policy and Plan and in particular the following:

- The inclusion of public art or contribution to the Public Art Reserve Fund will be encouraged for all private development applications, other than non-profit and social housing projects.
- All major regional and local municipal buildings or other public facilities in the Urban Centres will dedicate 1% of the capital budget to public art.
- For developments with more than 10,000 m² in gross floor area, with the exception of non-profit organizations and social housing, public art at a value of 0.5% of the construction budget will be provided.
- The design, location, management, and approval of public art will be in accordance with the Public Art Policy and Plan.

This may be achieved in one of three ways as provided for in the Newmarket Public Art Plan:

Option 1: On-site contribution – Private Property

The applicant will commission public art, in the value and location as agreed, on the site of the private property of the development project. On-site public artworks remain in the ownership of the development (provided it is publicly-accessible), thus bringing direct benefits to the development. The maintenance and conservation responsibilities and costs of the artwork remain the responsibility of the owner. The placement of the public art that is on private property will be controlled through site plan approval.

Option 2: Off-site contribution – Public Property

The developer can elect to make an off-site financial contribution and have the Town manage the process as laid out in the Public Art Policy and Plan.

Option 3: Combination On/Off-site contribution

The applicant’s public art contribution amount can include a combination of both Option 1 and Option 2, and will follow the corresponding process for each.

4.19 Inclusive Planning

Newmarket strives to create complete communities that provide for the needs of residents of all ages, abilities, and lifestyles. As laid out in the Official Plan, living well is one of Newmarket’s key strategic directions. To that end, all new developments will be designed to provide for the needs of all residents and support their health, wellness, and social integration.

New developments will be designed in accordance with the following:



4.19.1 Planning for families

Livability for families depends on the ability of households to afford to rent or own larger units. Providing for a diversity of housing, in terms of form, tenure, and affordability are objectives of the Official Plan. Ensuring a diversity of size of units and securing the affordability of larger units will be encouraged.

4.19.2 Planning for all ages

Planning for all ages is predicated on the understanding that the public realm and community amenities become extensions of the home. New developments will be designed to accommodate the needs of residents at all stages of life.

4.19.2.1 Child care facilities

New child care facilities will adhere to the Provincial Child Care and Early Years Act and to best practices in the design of child care facilities.

Development of child care facilities will integrate the following:

- Locate child care facilities so that they: are near pedestrian, cycling and transit routes to minimize dependence on vehicles; and consider adjacencies to other community services and facilities such as schools, parks and recreation facilities.
- Outdoor play space should be: directly accessible to child care indoor space; located away from high-volume traffic and other vehicular areas; oriented to maximize sunlight and create favourable exterior micro-climates for environmental comfort; and be protected from shadow and wind impacts caused by existing and future development.
- Pick-up and drop-off areas should be urbanized and prioritize pedestrian and bicycle access. Vehicular access should be located on the street (with signage), internal to the site (at the side or rear of the building) or underground in order to minimize negative impacts on the public realm with new lay-bys or drive aisles.
- Given that children are uniquely vulnerable to environmental exposures and impacts, use natural, sustainable materials for play equipment and ground surfaces which do not over-heat.



4.19.2.2 Residential building design

Residential developments will provide a range of unit sizes, ensure outdoor amenity space access, and encourage security through design. Development of multi-unit residential buildings will consider the needs of all ages and in particular children by being designed with the following guidelines:

- Provide a range of unit sizes with different numbers of bedrooms.
- Group larger units in the lower portions of the building to:
 - Facilitate easy access to outdoor amenity space for children



- Take advantage of deeper floor plates to allow unit layout flexibility
- Overlook public space and allow informal supervision
- Design buildings that
 - Contain units that are flexible in their layout to anticipate change, renovation, unit consolidation, and partition
 - Provide storage space that accommodates evolving life needs such as strollers, wheeled toys, bicycles, or mobility devices
- Provide amenity space that
 - Includes communal areas that are flexible in design and accommodates the needs of all ages
 - Is comfortable in the design of private areas and supports accessibility and personalization through planters, screening, and appropriate sizing
- Orient buildings to maximize sunlight on outdoor spaces

4.19.3 Planning for pets

Residential developments will plan for residents of all lifestyles to share space in a manner that meets their needs and reduces conflict. Residents of all types of dwelling units enjoy having pets, and new developments will consider how to plan for the needs of residents with pets by:

- Providing outdoor amenity space that accommodates pets through
 - Secure design and appropriate landscaping including surfacing such as pea gravel and plantings such as clover
 - Access to running water
 - Litter bags and organic waste receptacles
- Integrating space planned for pet access into other considerations such as stormwater management, buffer space, amenity space, and common facilities such as laundry and washing areas

4.19.4 Planning for all income levels

Creating opportunities for housing for residents of all income levels is an important objective of the Town's Official Plan and supported by Regional and Provincial policy.

The Town of Newmarket Official Plan requires that a minimum of 25% of new housing development outside of the Urban Centres and 35% of new housing development inside the Urban Centres will be affordable to low and moderate income households. A portion of these units should be accessible to people with disabilities and include a range of types, unit size, tenures to provide opportunities for all household types, including larger families, seniors and persons with special needs. Affordability thresholds are determined annually by the Regional Municipality of York.

Affordable housing may be secured through appropriate agreements as a condition of development approval.

4.19.5 Planning for all abilities

Accessibility issues are found in all aspects of daily living, making it essential to the planning and development of Newmarket that the built





form provides for easy access by persons with disabilities. It is an objective of the Town's Official Plan to create a built environment that is accessible, comfortable, safe, and healthy. To that end, the Town seeks to ensure that development is accessible to all levels of ability.

Development will be reviewed to ensure that it meets the requirements of the Accessibility for Ontarians with Disabilities Act, the Ontario Building Code, and best practices in accessibility planning. Consult the Site Plan Accessibility Checklist in Section 5 for more details.



Section 5 - Development Checklists

Design guidelines that ensure a high-quality built environment are essential in order for the Town to function as an urban area that maintains its 'small town' feel and strong sense of place. It is important that new buildings fit well in their context and complement each other.

In addition, the development checklists ensure that applicants consider the policies of the Town's Official Plan, Secondary Plan, and other guiding documents. The Town requires that owners and applicants refer to the existing applicable guidelines referenced below and checklists included as part of this Manual when preparing all development applications.

5.1 Site Plan Accessibility Checklist

Accessibility	
Performance Measure	Description of how this performance measure is being met
Parking and vehicle movement	
Minimum number of required barrier-free parking spaces as per AODA	
Minimum size of barrier-free parking stall as per AODA	
Are barrier-free parking spaces located on the shortest possible accessible route to the barrier-free entrance?	
Parking space allows immediate access to barrier-free walkway via a curb cut or ramp of at least 1.5m in width	
Opportunity for primary location with drop-off or with no vehicle lane crossing	
Parking space designated with a vertical sign and pavement markings with the International Symbol of Access and detail of signage illustrated on site plan as per Sign Bylaw	
Pedestrian access	
Provision for dedicated pedestrian walkways to promote safe access to facilities	
Do all buildings have a minimum of 50% of all entrances (excluding utility entrances) barrier-free?	



In a multi-unit building, are all main entrances for each tenancy barrier-free?	
Are barrier-free entrances evenly spaced across the site to serve all tenancies, buildings, and access points?	
Are all walkways a minimum of 1.5m in width, with a slope of less than 1:20, free of all obstructions (e.g. newspaper boxes, light poles, benches, planters)?	
Is there a continuous, even, slip-resistant surfaced walkway around the building(s)?	
Is there a continuous, clear, and separate barrier-free network of travel from the street/right-of-way, transit stop, parking area, and pick-up area to the barrier-free building entrances of the buildings?	
Are surface materials used to indicate locations where a barrier-free or any pedestrian walkway traverses a driveway, stairs, fire route, or parking aisle? (i.e. Changes in colour, material, and texture to warn pedestrians and drivers of a hazardous location.)	
Are tactile indicators installed at stairways, between pedestrian and vehicular areas (i.e. curb ramps) and before a steep change in grade?	
Are ramps used for any gradient greater than 1:20 in a path of travel?	
Do ramps with gradients between 1:20 and 1:12 contain handrails on both sides?	
Where a ramp exceeds 9m in length or where there is an abrupt change in direction, is there a level rest area measuring at least 1.67m by 1.67m?	
Is the minimum width of any ramp between handrails 0.9m?	
Are flights of stairs less than 2m in height? If not, is a level rest area measuring at least 1.67m by 1.67m	



provided in the stairs?	
Signage	
Are all wayfinding signs glare-free, easily visible and legible?	
Is appropriate signage used to designate the location of an accessible entrance?	
Are way-finding and warning signs installed with braille and located for easy access and recognition (i.e. tactile indicators on the ground in proximity to the sign) for those with visual impairments?	
Lighting	
Are all portions of barrier-free paths of travel, including potential hazardous areas (i.e. entrances, parking areas, changes in elevation) lit at a minimum of 5 lux?	
Are lighting posts clear from a pedestrian walkway so as to not inhibit a barrier-free path of travel for persons using mobility aids?	



5.2 Development Standards Checklist

Built Form	
Buildings	
Performance Measure	Description of how this performance measure is being met
Principal entrance of building faces the street and access from public spaces	
Corner sites give prominence to corner and address both frontages	
Limit shadow and wind impacts on public spaces and adjacent properties	
Direct vehicular access from side streets, back lane, or shared driveway	
Loading, garbage, and servicing from interior of building, rear, or side street	
Completely screen mechanical and telecommunications equipment	
At least one pedestrian route between the main building entrance and the sidewalk that is uninterrupted by parking or driveways	
Where parking access is at the rear of buildings, provide pedestrian walk-throughs to the street	
Amenity space	
Private, shared indoor and outdoor amenity space (residential)	
Balconies above the third floor provided and inset behind the building wall	
Streetscape provides benches, bike racks, trash/recycling, and appropriate street furniture	
Provides publicly-accessible pedestrian plaza or courtyard	
Avoid utilities, vents, and other unsightly elements on lower levels	



of façades	
Provide weather protection and shade through architectural design	
Communications and Lighting	
Provide a dedicated fibreoptic conduit to each unit in the building	
Lighting designed to minimize light pollution, provide public safety, and be energy-efficient (dark sky compliant)	
No architectural lighting between 11pm and 5am	
Parking facilities	
No surface parking provided	
Parking areas screened from street, sidewalk, and public spaces	
Low Impact Development features integrated into parking facilities	
Upper deck of outdoor parking structure includes landscaping to create shade	
Parking facility includes walkways, traffic islands, pedestrian refuges, and pedestrian-scale lighting	
Integrated bike parking	
Priority parking for accessible parking, car share, and electric vehicles	
Electric vehicle charging stations	
Wayfinding in parking facilities	
Street or public space frontage in a commercial, residential or institutional use	
Street or public space frontage appears as an architecturally interesting and fenestrated façade	
All surface parking located at rear or side of buildings	
Include paid parking (non-residential) or parking that is charged separately from	



rent/purchase price (residential)	
Ensure that sidewalks and pedestrian areas clearly distinct from vehicle access	
Provide pedestrian mews to ensure permeability and accessibility	
Physical provision for future electric vehicle charging spaces	
Reserved parking spaces for car-share, car-pool, and electric cars	
Urban Design	
Buildings should be constructed of high quality materials such as clay brick, stone or comparable material	
Glazed areas should be maximized along street frontages to encourage safe and comfortable pedestrian use	
Provide façade treatments that break down massing and articulates depth, verticality and street edge	
Provides public art equal to 0.5% of the value of construction (private developments)	
Provides public art equal to 1.0% of the value of construction (public developments)	
Bird-friendly design	
Use a combination of Bird Friendly Design strategies to treat the first 12m of the building above-grade	
Visual markers on the glass should have a spacing no greater than 10cm x 10cm. Where a greenroof is constructed with adjacent glass surfaces, ensure the glass is treated 12m above greenroof surface	
Parkland and POPS	
Provides privately-owned, publicly-accessible spaces (POPS)	



as agreed to as part of Parkland Dedication requirements	
POPS display the required signage to indicate that they are publicly accessible (see Section 6.1)	
Provides trees, shade, landscaping, and shelter	
Provides a direct connection to the public sidewalk	
Includes public art	
Provides opportunities for passive recreation	
Bike Parking	
Provide at least the minimum number of bike parking spaces including short-term parking in a secure, visible location and long-term secure parking indoors.	
A minimum of 10% of bike parking located at grade.	
Provide shower and change facilities (non-residential)	
Sustainability	
LEED Gold or higher rating	
Green roof, soft landscaping, solar panels on rooftop	
Roof materials have a reflective index of at least 29	
Use alternative energy sources: solar hot water, solar energy, geothermal, off-site purchased renewables	
Use low flow fixtures to achieve 20% greater water conservation than OBC requirements	
Provide 50% of water demand for toilets/urinals through greywater recycling	





Provide 80% of outdoor water use through rainwater harvesting and drought-tolerant landscaping	
Provide a solar design strategy	
Provide three-stream waste collection and sorting system	
Provide low or no VOC products and reduce exposure to pollutants through ventilation and moisture control	
Provide Low Impact Development stormwater management measures such as rainwater harvesting, rooftop or sub-grade storage, rain gardens, bioswales, or permeable surfaces	
Provide for the future implementation of district energy	
All trees to be planted selected from the Town of Newmarket Tree Selection List at a minimum caliper of 60mm	




Section 6 – Appendices

6.1 Signage

	<p>Barrier-Free Parking</p> <p>1. Authorized signs will be placed in the centre of the rear portion of each parking space in the disabled parking area.</p> <p>2. Where the designated spaces abut the face of a building, disabled parking signs may be affixed to the face of the building at a minimum height of six and one half (6 ½) feet, and a maximum height of nine (9) feet. Where the designated spaces abut a sidewalk or landscaped area, disabled parking signs will be erected on permanent posts at a minimum height of six and one half (6 ½) feet and a maximum of nine (9) feet.</p> <p>By-law No. 1993-62</p>
	<p>High Occupancy Vehicle Parking</p> <p>The Town of Newmarket Zoning By-law No. 2013-30 requires carpool parking for certain office, manufacturing, and industrial developments. Appropriate signage must indicate that these spaces are reserved.</p>
	<p>Town of Newmarket By-law No. 2005-157 prohibits excessive idling of vehicles.</p> <p>The Green Initiatives Development Standards of the Town of Newmarket require appropriate signage to indicate to drivers that excessive idling is prohibited.</p>



<p>Staff will provide a site-specific POPS sign design for your site for you to have produced and installed at the location indicated on your site plan</p>	<p>The Town of Newmarket Parks Dedication By-law may permit a Privately Owned Publicly-Accessible Space, or POPS, as a part of your Site Plan Agreement.</p> <p>You will be required to display the Newmarket POPS sign to indicate that the space is provided as a publicly-accessible space.</p>
	<p>Paths of vehicle travel designated as a fire route must be signed to prohibit parking.</p>
	<p>Overnight parking will be prohibited in any floodplain area and must be signed appropriately.</p>



6.2 List of Terms And Acronyms

COA – Committee of Adjustment

COW – Committee of the Whole

LID – Low Impact Development

OPA – Official Plan Amendment

O. Reg. 153/04 – Ontario Regulation 153/04, under the Environmental Protection Act

PJR – Planning Justification Report

POPS – Privately-Owned Public Space

POPAR – Privately-Owned Publicly-Accessible Roads

SDRT – Staff Development Review Team

SPRC – Site Plan Review Committee

SWM – Stormwater Management

ZBA – Zoning By-law Amendment



6.3 Preconsultation Request Form

A pre-consultation meeting is required prior to the acceptance of an application for Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan Approval. The pre-consultation meetings are hosted by the Planning Division and may include representatives from various Town Departments or external agencies as required.

The pre-consultation meeting allows the applicant and/or their representatives to present and discuss the development proposal with relevant staff and also provides staff the opportunity to clarify the application process, provide preliminary comments on the development proposal, identify key issues and the approvals that will be required and confirm the supporting information/materials that must be submitted with the planning application in accordance with the Town of Newmarket's Official Plan policies in order to be considered a complete application under the *Planning Act*.

Submission Requirements

Prior to meeting with Town Staff, the applicant must submit the completed Pre-Consultation Request Form (attached), and provide (10) copies of an 11"x17" size drawing (or larger) in hard copy and in PDF format, which illustrates the following:

(All measurements to be in metric; drawn to scale)

- Location of property and immediate surroundings including property dimensions and all layout and features on adjacent properties
- Use of adjoining lands
- Location of existing and proposed structures and features, including:
 - Pedestrian and vehicular access (including adjacent accesses and intersections)
 - Parking and circulation
 - Location/width/names of all road allowances, rights of way, streets or highways
 - Restrictive covenants or easements affecting the subject land
 - Location of all existing trees and vegetation, watercourses, drainage ditches, slopes and natural features (and location of any of these features on adjacent lands which may affect the applications)
 - Services and utilities (including the location of connections at property line)
- Other relevant information, as appropriate, to assist staff in understanding the proposal.

Timing and Required Information

Complete and return the pre-consultation request and the supporting submission material to the Planning Division. Upon receipt of a completed Pre-consultation Meeting Request Form and all required/supplementary information, Town staff will schedule a pre-consultation meeting between the applicant/agent and the relevant Town/agency staff. Town staff will ensure that the appropriate agencies and staff are invited to the pre-consultation meeting. Your submission will allow staff/agencies the opportunity to prepare for and gather any information necessary to properly consider the proposal in the context of local, regional, provincial and agency policies, guidelines and professional opinions, and make appropriate recommendations at the pre-consultation meeting.

Within 10 business days of the pre-consultation meeting, staff will provide the applicant and/or owner with a signed Record of Pre-Consultation. The Record will contain a list of information and material that will be required to process the subject applications. The Record of Pre-Consultation must be submitted with the application along with all of the required information and materials to be considered a "Complete Application".



Pre-Consultation Request Form

Part One: General Information

1. Registered Owner

Name: _____

Principal of Company (If Owner is a company name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ E-mail: _____

2. Applicant (if other than the registered owner for contact purposes)

Name: _____

Principal of Company (If Owner is a company name): _____

Address: _____

_____ Postal Code: _____

Phone: _____ Ext. _____ Fax: _____ E-mail: _____

3. Type of Application

a) This is a pre-consultation meeting request for (check all that apply):

- ☐ Official Plan / Secondary Plan Amendment
- ☐ Zoning By-Law Amendment
- ☐ Draft Plan of Subdivision
- ☐ Draft Plan of Condominium
- ☐ Site Plan Approval

- If yes, with who have you consulted? _____

- [illegible]



3. Consultant Team

List additional team members on a separate sheet (if required)

<u>Discipline</u>	<u>Consultant Name</u>	<u>Professional Designation</u>	<u>Name of Firm</u>
Planner	_____	<input type="checkbox"/> MCIP RPP	_____
Engineer (grading, stormwater, servicing, etc.)	_____	<input type="checkbox"/> P. Eng	_____
Project Manager	_____		_____
Landscape Architect	_____	<input type="checkbox"/> OALA	_____
Architect	_____	<input type="checkbox"/> OAA	_____
Solicitor/Law Firm	_____	<input type="checkbox"/> LL.B <input type="checkbox"/> J.D.	_____
Other	_____		_____

4. Declarations

I have reviewed, and believe that the proposal has been designed to be generally consistent with, the Town's relevant Planning Documents (Official Plan / Urban Centres Secondary Plan / Zoning By-law, etc), notwithstanding any requested amendments.

Initial: _____

By submitting this application, I agree to allow the Town of Newmarket, its employees and agents to enter the subject property for the purpose of conducting visual surveys that may be necessary to process this request. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or re-grade the site during the processing of this request.

Owner, Applicant or Authorized Agent Name
(Please Print)

Signature of Owner, Applicant or Authorized Agent

Date

-----for staff use only-----

Pre-submission Meeting Request accepted by:

Name

Date

6.4 Certificate of Insurance

**THE CORPORATION OF THE TOWN OF NEWMARKET
GENERAL LIABILITY CERTIFICATE OF INSURANCE**

THIS IS TO CERTIFY THAT THE INSURED NAMED BELOW IS INSURED AS DESCRIBED BELOW.

***** This form must be completed and signed by Insurance Company. *****

**Note: 1. Proof of insurance will be accepted on this form only (with no amendments)
2. Insurance Company must be licensed to operate in Canada.**

Insured Name:		Address of Insured:			
Town of Newmarket Contract of File Number:		Site/Location & Description of Work/Activity to which this Certificate applies: <i>ALL OPERATIONS OF THE NAMED INSURED WITH RESPECT TO:</i>			
TYPE OF INSURANCE	POLICY #	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT OF LIABILITY PER OCCURRENCE	DEDUCTIBLE
Commercial General Liability Includes: Property Damage, Bodily Injury, Non-Owned Automobile				\$5,000,000	
Motor Vehicle Liability For all owned, operated or leased				\$2,000,000	
Umbrella or Excess Liability					
Environmental Pollution Liability				\$1,000,000	
Other:					

Provisions of amendments or endorsements of listed Policy (ies):

- Commercial General Liability** Policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products- Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest.
- It is understood and agreed that **The Corporation of the Town of Newmarket** is added as an Additional Insured to the above listed General Liability Policies with respect to liability arising out of the operations at the above mentioned project.
- The following are also added as Additional Insureds: _____
- It is agreed and understood that any deductible or self- insured retention (SIR) arranged between the Named Insured and the Insurer, must be declared herein. It is further understood and agreed that claims arising out of the operations of the above mentioned project which fall within the deductible or SIR limit are the sole responsibility of the Named Insured.
- If the insurance provided under the said policy(ies) is cancelled during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice by registered mail of such a cancellation or change to: **The Corporation of the Town of Newmarket 395 Mulock Drive, PO Box 328, STN Main Newmarket, ON L3Y 4X7 Attention: Finance Department. Fax No.: (905) 953-5150**
- The General Liability Policy (ies) identified above shall protect each insured in the same manner and to be same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 5 above.

DATE:	NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE COMPANY
NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE BROKER	ORIGINAL SIGNATURE AND STAMP OF INSURANCE COMPANY



6.5 Security Release Form Templates

Sample Request for Inspection and Security Reduction/ Release

(company letterhead)

(date)

Town of Newmarket
Financial Services
395 Mulock Drive
Newmarket ON L3Y 4X7

Re: Request for inspection and Security Reduction (or Release) (name of client)
(name of building site)
(municipal address of site)
(site plan number)

The site works have been completed, therefore, we are requesting that the town reduces (or releases) our securities following the appropriate inspections. We provide the following attachments in support of this request:

1. Stamped Architect written certification to confirm that all buildings conform to approved plans.
2. Stamped Landscape Architect written certification to confirm that works conform to approved plans.
3. Stamped Engineer written certification for grading, storm sewer, stormwater management facilities (including oil/grit separators, orifice plates/tubes and ponds) to confirm that all works have been constructed according to approved plans.
4. Stamped "record drawings" drawings for the site to confirm that works conform to approved plans including notes of any deviations.
5. Video of all municipal services constructed with this site and certifying letter and report for municipal services, where installed or extended.
6. Affidavit of Payment for Works (if applicable, please verify with Planning Services)..
7. Applicable fee, as per the current Rates and Fees and Charges By-law.
8. Letter attesting to any other obligations required by the agreement such as acoustic certification, photometric certification, conveyances, etc. (if applicable)
9. A letter which addresses how previous deficiencies have been corrected (for a re-inspection)



Sample Architect Written Certification

(architect company letterhead)

(date)

Town of Newmarket
Financial Services
395 Mulock Drive
Newmarket ON L3Y 4X7

Re: Certification of Building and Elevations

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

I have performed onsite inspections of the building and elevations associated with the above site plan. I am qualified, in good standing and recognized by the OAA to certify building and architectural works and hereby certify the following:

1. The building design and elevations contracted to (architectural firm) have been completed as per the approved building plans. I have attached to this letter a copy of the OBC data matrixes that reflect the final constructed building.
2. (if applicable) With the exception of:
 - a) (list changes)

(signature and printed name of Architect)
(position)

(OAA Stamp, signed and dated)



Sample Landscape Architect Written Certification

(landscape architect company letterhead) (date)

Town of Newmarket
Financial Services
395 Mulock Drive
Newmarket ON L3Y 4X7

Re: Certification of Landscape Works

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

I have performed onsite inspections of the landscape site works. I am qualified, in good standing and recognized by the OALA to certify civil landscape works and hereby certify the following:

1. The landscape site works contracted to (landscape company or architectural firm) have been completed as per the approved landscape plans.
2. (if applicable) With the exception of:
 - a) (list changes)

(signature and printed name of Landscape Architect)
(position)

(OALA Stamp, signed and dated)



Sample Engineer Written Certification

(engineer company letterhead)

(date)

Town of Newmarket
Financial Services
395 Mulock Drive
Newmarket ON L3Y 4X7

Re: Certification of Grading, Storm Sewers and Stormwater Management Facilities
(name of client)
(name of building site)
(municipal address of site)
(site plan number or town project reference number)

I have performed onsite inspections of the grading, storm sewers and stormwater management facilities. I am qualified, in good standing and recognized by the PEO to certify civil municipal works and hereby certify the following:

1. The first floor elevation and top of foundation are in general conformity (tolerance of 50mm) with the approved grading and servicing/ stormwater plan(s).
2. The on-site final elevations and surface works are in general conformity (tolerance of 50mm) with the approved grading and servicing/ stormwater plan(s) and all disturbed areas have been finalized.
3. The required oil grit separators, orifice pipes and/ or plates have been installed and are functioning in accordance with the approved plan(s).
4. All storm manholes, catchbasins and sewers are clean, functioning have been installed as per OPSS, Town standards and the approved plan(s).
5. All surface stormwater facilities including curbing, appurtenances, ponding areas and overland flow routes have been installed and are operational in accordance with the approved grading and servicing/ stormwater plan(s).
6. (If applicable) The on-site stormwater management facilities (indicate type) has been constructed and is functioning in accordance with the approved stormwater management plan(s) and report. Furthermore, the facilitie has been surveyed *and the storage volume is as per the approved plan(s) and report.*

(PEO Engineer Stamp, signed and dated)

(signature and printed name of Engineer)
(position)



Sample Engineer Sewer Video Written Certification

(company letterhead)

(date)

Town of Newmarket
Engineering Services
395 Mulock Drive
Newmarket ON L3Y 4X7

Re: Certification of Municipal Storm Sewers

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

A close circuit TV inspection of municipal sewers, installed with the above project has been completed by _____ (company name) _____ on ____ (date) _____.

I have reviewed the inspection and confirm that there are no defects in the pipe materials or joints. I further confirm that the pipes are clean and free of debris and there is no standing water greater than 25mm in depth.

(PEO Engineer Stamp, signed and dated)

(signature and printed name of Engineer)
(position)



STATUTORY DECLARATION

CANADA)
Province of Ontario) IN THE MATTER OF SITEPLAN
 AGREEMENT DATED _____
 BETWEEN _____ AND
 THE CORPORATION OF THE TOWN OF
 NEWMARKET.

TO WIT:

I, _____ of _____

SOLOMENLY DECLARE THAT

1. I am the PRESIDENT of _____ and such as have knowledge of the matters herein deposed to.
2. That all outstanding accounts have been paid with respect to the work completed as required under the above-mentioned Agreement between _____ and THE CORPORATION OF THE TOWN OF NEWMARKET and that the period for registration of any construction liens has expired.

And I MAKE THIS SOLEMN Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____ of _____)

_____ this ____ day of _____) _____
 signature

printed name

Commissioner or Notary Public

**What Are Affidavits And Statutory Declarations?**

In court, you give oral evidence "under oath". The sanction against telling falsehoods is the criminal charge of perjury. Statutory Declarations and Affidavits are simply written statements having the same effect and penalty. Affidavits are generally used for court purposes. Statutory Declarations are more general and could be used in many contexts, such as real estate. Furthermore, a "Statutory" Declaration does not have religious connotations: under law, you are permitted to make statements "knowing that they are of the SAME EFFECT as if made under oath". (Canada Evidence Act, Section 41.) You must execute such documents before a Commissioner or Notary Public.

What Is A Commissioner?

A Commissioner is a person authorized by the Province of Ontario to take your oath or declaration when you sign an Affidavit or Statutory Declaration. The Commissioner then certifies that they have done so in the "jurat" at the bottom of an affidavit or statutory declaration. All lawyers, judges, justices of the peace, and certain other judicial officers are commissioners for life. Other persons may apply and receive time-limited commissions. For example, many legal secretaries are commissioners, and large companies often have an employee commissioner.

What Is A Notary Public?

A Notary Public is a person authorized under the Notaries Act to do various things, including commission documents, but also including certification of documents as true copies and to verify signatures. Again, all lawyers and judicial officers are notaries for life. The requirements to become a notary are more stringent than for a commissioner and accordingly there are few non-legal notaries. Quite frequently the persons requesting a document will ask that it be "notarized" as opposed to simply commissioned, because they want to be sure that the person taking the oath was a lawyer.

Authentication

The Government of Ontario maintains records and a list of all persons who are authorized as commissioners or notaries public. Sometimes (particularly when the document is to be used in a foreign jurisdiction) there will be a requirement that the appointment of the commissioner or notary be "authenticated" by the Government. Documents can be authenticated in Ontario through the Management Board of Cabinet, 77 Grenville Street, 9th Floor, Toronto, Ontario, M5S 1B3, telephone (416) 325-8416.



6.6 Site Plan Undertaking Template

Site Plan Undertaking

TO: CORPORATION OF THE TOWN OF NEWMARKET: DIRECTOR OF PLANNING AND BUILDING SERVICES REGARDING:

Site Plan Agreement between the Town of Newmarket and: _____

Agreement Dated: _____

Municipal Address of the Lands Proposed for Development: _____

Brief Legal Description of the
Lands Proposed for Development _____

I/WE the owner/purchaser/lessee (delete inapplicable words) of the above-noted lands (the "Subject Lands") hereby acknowledge(s) that site plan approval has been applied for from the Town. As a condition to such approval being granted:

- (a) I/WE agree to execute and deliver this Site Plan Undertaking to the Town's authority for site plan approval, and if construction is commenced;
- (b) I/WE undertake to carry out development of the Subject Lands in strict accordance with the various plans approved by the Town and in strict accordance with the conditions imposed by the Town as noted on the approved plans (which includes landscape plans, site plans, elevation drawings and all other plans and drawings approved under the application) and any modifications thereto which may, from time to time, be approved by the Town (the "Approved Plans"); and,
- (c) I/WE agree to complete and maintain the Subject Lands in accordance with the Approved Plans. I/WE further undertake to be governed by the following terms and conditions:
 1. It is understood that the site plan approval is valid for one year from the date the approval is granted and that if a building permit has not been issued during this period, the approval shall lapse and no development of the Subject Lands shall be undertaken until a further site plan approval has been granted by the Town.
 2. Installation and/or construction of the landscaping works, structures and other elements on the approved plans (the "Site Works") shall be completed within eighteen (18) months from the date of issuance of the building permits relating to this Subject Lands (the "Completion Date").
 3. It is understood that an irrevocable Letter of Credit in connection with this application is required to be delivered to the Town as security to enable the Town in its absolute discretion to provide, maintain or complete any of the Site Works on the Approved Plans where I/WE have failed to do so. The Town may, in its absolute discretion, draw upon and use the funds from the irrevocable Letter of Credit delivered in connection with this application in the event any of the Site Works on the Approved Plans have not been or are not being provided or maintained to the Town's satisfaction during the installation and / or construction of the Site Works or in the event any of the Site Works have not been provided or completed by the Completion Date. The Town shall not, however, be obligated to provide, rectify, remediate, maintain or complete the Site Works, or any part of them.

The security for this application is in the amount of \$_____.

4. I/WE hereby irrevocably authorize and consent to the Town's authorized agents, servants or employees, entering upon the Subject Lands at any reasonable time to carry out inspections and in its absolute discretion to provide, maintain or complete to the Town's satisfaction any site works which I/WE have not completed or which I/WE have failed to provide, maintain or complete in accordance with the Approved Plans.
5. It is understood that development charges will be payable in keeping with the requirements of the applicable



Development Charges By-law of the Town, Region, and school boards and in accordance with such other development charges as may be applicable.

6. It is acknowledged that the Town has no obligation to give site plan approval and if no such approval is given there are remedies available to me/us under the Planning Act R.S.O. 1990, c.P.13, as amended.
7. This Undertaking shall be binding upon and shall ensure to the benefit of my/our respective heirs, executors, administrators, successors and assigns. I/WE agree that this Undertaking may, at the discretion of the Town, be registered on title to the Subject Lands and that this Undertaking shall run with the lands.
8. I/WE further undertake to provide to the Town such proof of insurance as the Town may require.

I/WE understand and acknowledge that this Undertaking shall be considered to be of the same force and effect as an Agreement entered into with the Town under the authority of clause 41(7)(c) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended. Further I/WE understand and acknowledge that in addition to any other remedies that may be pursued by the Town for non-compliance by me/us with this Undertaking, the Town may exercise the powers and authority under s. 446 of the Municipal Act 2001, as amended, to enter upon the Site, to provide, maintain and / or complete the Site Works and to recover the Town's costs of such action, by among other means, adding the costs to the tax roll and collecting them in the same manner as property taxes.

The personal information on this form is collected under the authority of the Planning Act, R.S.O 1999, c. 13, as amended and will be used in conjunction with the application for Site Plan Approval only. I hereby agree and acknowledge that the information contained in this application and any supporting information, including reports, studies, and drawings, provided with this application by me, my agents, consultants and solicitors, constitutes public information and will become part of the public record.

Date: Year _____ Month _____ Day _____

FOR OFFICE USE ONLY	
Dated	_____
at	_____
Director of Planning and Building Services as per the Delegation of Authority By-law,	

Owner or Corporate Name of Owner (print)

Owner or Corporate Name of Owner (signature)

Witness (print)

Witness (signature)

Affix Corporate Seal of Applicant Here (if applicable)



6.7 Letter of Credit Template

IRREVOCABLE STAND BY LETTER OF CREDIT

NAME OF BANK _____ Date Issued _____

Letter of Credit No. _____ Amount _____

TO: CORPORATION OF THE TOWN OF NEWMARKET
ADDRESS: 395 Mulock Drive, Box 328, STN MAIN, Newmarket, ON L3Y 4X7

WE HEREBY AUTHORIZE YOU TO DRAW ON THE
_____ for the account of _____
(Name of bank) (Name of customer)

UP TO AN AGGREGATE AMOUNT OF \$ _____ available on demand.

PURSUANT TO THE REQUEST OF our customer _____,

We the _____
(Name of bank)

hereby establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

DEMAND shall be by way of a letter signed by the Treasurer of the Corporation of the Town of Newmarket under the corporate seal attached to which shall be the original Letter of Credit. Presentation shall be made to the bank at:

(Address)

THE LETTER OF CREDIT we understand relates to the customer's obligations set out in an Agreement between the customer and the Corporation of the Town of Newmarket dated _____ for _____
(Date of agreement) (Name of project)

THE AMOUNT of the Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned by the Treasurer of the Corporation of the Town of Newmarket.

THIS LETTER OF CREDIT will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth.



IT IS A CONDITION of the Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not to consider the Letter of Credit to be renewable for any additional period. This letter of credit is subject to the Uniform Customs and Practices for Documentary Credits of the International Chamber of Commerce, current at the time of issuance of this standby letter of credit.

DATED at _____, Ontario, this the _____ day of _____.

COUNTERSIGNED BY:

Per:

(Bank)

A letter of credit should contain the following:

1. The name and address of the issuing bank or financial institution
2. The date of issue
3. Place of cashing
4. A unique identification number
5. The amount which can be drawn
6. The beneficiary should be listed as "Corporation of the Town of Newmarket"
7. The name of the customer
8. A statement that it is "irrevocable"
9. Drawings can be made either in whole or in part and must be by way of a letter signed by the Treasurer under the corporate seal
10. Drawings will be honoured without question and without recognition of any possible claim or objection from the customer
11. A reference to the relevant agreement, quoting the names as shown on the agreement (as they might differ from the customer's name), date and type of agreement (e.g. subdivision, site plan).
12. An expiry date which should be one year after the issue date
13. An automatic renewal clause, which can only be voided by 30 days written notice via registered mail (i.e. "It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period.")
14. Must include the statement "This letter of credit is issued subject to the Uniform Customs and Practice for Documentary Credit (1993 Revision), ICC Publication No. 500"



6.8 Postponement of Interest

Town of Newmarket

Legal Department requirements Postponements of Charge/Mortgages – Information sheet

It is a requirement for all Owner/Developers to ensure that all charge/mortgages are postponed to the Town's development agreement.

It is the sole responsibility of the Owner/Developer to arrange for the necessary postponement(s) with their lender(s) (which may include mortgages that are being processed) and to advise the Town's legal department when the postponement document(s) have been obtained from the lender(s). In addition, if the charge/mortgage is registered on title, the Owner/Developer (or its law firm or bank) shall notify the Town when the postponement docket is electronically messaged to the Town.

Please note that the Town will not register your Site Plan Agreement on title without your compliance with the following:

1. You will provide confirmation from the Owner/Developer (or its law firm or lender) that consent from the Lender has been granted and that they agree to postpone their charge/mortgage interest to follow the Town's Site Plan Agreement.
2. You will notify the Town's Legal Department that the postponement of interest docket has been electronically messaged to the Town of Newmarket's legal department.
3. You will provide from the Owner/Developer's Lender(s), to the Town of Newmarket's Municipal Solicitor and her Designates in writing:
 - authorization and direction to import (the fully executed) development agreement into the e-reg docket before registration,
 - authorization and direction to electronically sign, deliver and/or register the postponement docket on their behalf, and
 - authorization and direction that the Municipal Solicitor and her Designates are authorized to make minor revisions to the postponement docket(s) for land registration purposes.
Definition of "minor revisions": spelling mistakes, wrong document type, amend PIN numbers.
4. The Town will attend to the registration of the e-reg documents on title and immediately provide registration particulars to the Town's Planner and the Owner/Developer's law firm and/or lender as applicable.
5. The Owner/Developer will be invoiced in accordance with the Town's current Fees and Charges By-Law for the legal administration work plus disbursements and all applicable taxes.

LRO # 65 Postponement Of Interest

In preparation on 2012 at _____

This document has not been submitted and may be incomplete

yyyy mm dd Page 1 of 1

**Properties**

PIN **ACTIVE – PROPERTY IDENTIFICATION NUMBER** ☒

Description **CURRENT LEGAL DESCRIPTION OF SUBJECT PROPERTY**

Address **NEWMARKET**

Source Instruments

Registration No.	Date	Type of Instrument
YR INSTRUMENT NUMBER & DATE OF CHARGE/MORTGAGE		Charge/Mortgage

Party From(s)

Name **CHARGE/MORTGAGEE (OF REGISTERED CHARGE/MORTGAGEE)**

Address for Services **AS APPLICABLE**

NAME(S) OF EACH INDIVIDUAL OR BANKING INSTITUTION**IF CORPORATION, NAME(S) OF AUTHORIZED SIGNING OFFICER(S)**

This document is not authorized under Power of Attorney by this party.

Party To(s)**Capacity****Share**

Name **CORPORATION OF THE TOWN OF NEWMARKET**
Acting as a company

Address for Service **395 Mulock Drive**
Newmarket, Ontario
L3Y 4X7

StatementsThe applicant postpones the rights under the selected instrument to the rights under an instrument registered as number **(Town to Import Site Plan Agreement)**This document relates to registration no.(s) **YR REGISTERED CHARGE/MORTGAGE ON TITLE AS APPLICABLE****Signed By**

NAME OF PERSON AUTHORIZED TO SIGN OFF IN TERAVIEW (TERANET USER) AS APPLICABLE	Acting for Party From(s)	Signed

Tel _____

Fax _____

File Number

Party From Client File Number:

Party To Client File Number:

1. PLEASE ELECTRONICALLY MESSAGE THIS EREG DOCKET TO THE TOWN (Michele Brymer – mbrymer@newmarket.ca) AND CONTACT LEGAL SERVICES @ 905-953-5334 WHEN COMPLETED TO ARRANGE REGISTRATION OF THIS DOCKET.
2. THE TOWN WILL ALSO REQUIRE A SIGNED ACKNOWLEDGEMENT & DIRECTION FORM FROM THE LENDER(S). THIS FORM SHOULD BE DIRECTED TO THE CORPORATION OF THE TOWN OF NEWMARKET AND ITS SOLICITOR AND/OR DESIGNATE. THE TOWN WILL ATTEND TO THE REGISTRATION OF THIS DOCKET AND REGISTER IT AT THE SAME TIME AS THE REGISTRATION OF THE SITE PLAN AGREEMENT.
3. THE OWNER OF THE SUBJECT PROPERTY WILL BE BILLED FOR REGISTRATION OF THE EREG DOCKETS IN ACCORDANCE WITH THE TOWN'S CURRENT FEES AND CHARGES BY-LAW PLUS ALL RELATED DISBURSEMENTS AND ALL APPLICABLE TAXES. SEE THE TOWN'S WEBSITE FOR CURRENT FEES AND CHARGES www.newmarket.ca

NOTE: Additional legal administration fees may be applicable based on complexity as determined by the Municipal Solicitor.



Acknowledgement and Direction

TO: CORPORATION OF THE TOWN OF NEWMARKET

AND TO: Esther Armchuk-Ball, Municipal Solicitor for the Corporation of the Town of Newmarket and her Designates

RE: Postponement of **CHARGEЕ NAME** Charge **Instrument#** to the Town of Newmarket Site Plan Agreement dated **date of agreement** between **CURRENT LEGAL OWNER (per current parcel abstract)** and CORPORATION OF THE TOWN OF NEWMARKET (the "Postponement").

PROPERTY: **Legal Description**, Town of Newmarket in the Regional Municipality of York.

This will confirm that:

1. I/We have reviewed the information set out in this Acknowledgement & Direction and in the document(s) attached hereto and that this information is accurate;
2. You, your agent or designate are authorized and directed to sign, deliver and/or register electronically on my/our behalf the Postponement of Interest docket in the form attached;
3. The Municipal Solicitor and her Designates are authorized to make minor revisions to the Postponement of Interest docket(s) for land registration purposes.
4. The effect of the registration and reproduction of electronic documents has been fully explained to me/us and I/we understand that I/we are parties to and bound by the terms and provisions of these electronic document(s) to the same extent as if I/we had signed these documents;
5. I/we are in fact parties named in the electronic documents and I/we have not misrepresented our identities to you, and
6. A facsimile or electronic transmission of this Acknowledgement and Direction will serve as an original when so delivered to the Corporation of the Town of Newmarket.

DATED this ____ day of ____, 20____.

CHARGEЕ NAME

Per: _____

Name: _____

Per: _____

Name: _____

I/We have the authority to bind the Corporation.



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

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

514 Davis Drive – Rezoning Application Staff Report

Report Number: 2018-01

Department(s): Planning Services

Author(s): Meghan White, MCIP RPP

Meeting Date: January 15, 2018

Recommendations

1. That the 514 Davis Drive – Rezoning Application report (2018-01) dated January 15, 2018 be received;
2. That the application for Zoning By-law amendment, as submitted by 1548373 Ontario Inc. (Oskar Group) for 514 Davis Drive, be approved and that staff be directed to prepare the necessary Zoning By-law Amendment; and
3. That 1548373 Ontario Inc. (Oskar Group), c/o Pancy Pong, 3660 Midland Ave, Suite 200, Toronto Ontario, M1V 0B8, be notified of this action.

Purpose

The purpose of this report is to provide Council with the rationale for recommending approval of the rezoning of 514 Davis Dr as per 1548373 Ontario Inc. (Oskar Group) application.

Background

Location

The subject land is located on the south side of Davis Drive, east of Main Street South and west of Charles Street, being Part Lots 2, 3, 4 and 5, South Side of Huron Street, Plan 78 and Part of Block F, Plan 262, Town of Newmarket, municipally known as 514 Davis Drive (see location map attached in Appendix A).

Proposal

Concurrent applications have been submitted for a Zoning By-law Amendment and Site Plan Approval. The applicant is proposing to rezone the subject lands from the existing the Healthcare Urban Centre Complementary Use 2 (UC-HC2) Zone to an Urban Centre Complementary Use 2 Zone Exception XX (UC-HC2-XX) to permit redevelopment of the parking lot currently situated on the lands. The proposed development is a 5-storey office building with ground-floor retail uses (approximate GFA of 9,120m²). Also proposed is a 5.5 level parkade, at the rear of the property, providing 253 spaces. An additional 51 parking spaces are proposed at grade, for a total of 304 parking spaces on the property. Direct access will be provided through an existing curb cut along Davis Drive, at the northwest corner of the subject lands. Some vehicle access is permitted to continue to access the site from Charles Street through the Youth Centre & Sk8 Park property.

This redevelopment proposal fulfils a tri-party agreement between the owner, the Town, and the LSRCA, wherein the landowner is permitted to redevelop the lands generally within the footprint of the previous building despite the property being located in the floodplain. The tri-party agreement expires after 10 years.

Site Description

The subject lands have an approximate area of 6,928.4 square metres, with a lot frontage of approximately 52.65 metres on Davis Drive. The property was being used as a parking lot for Southlake Regional Health Care Centre staff.

The surrounding land uses are:

- North: Medical building and parking lot (across Davis Drive)
- South: Town-owned Youth Centre and parking lot
- East: Funeral Home and other commercial uses
- West: Recreational trail, the Holland River and other commercial uses

Discussion

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Decisions affecting planning matters “shall be consistent” with the policy statement.

Section 1.1.1 of the PPS encourages municipalities to provide for an appropriate range of employment. Section 1.1.3 of the PPS communicates that settlement areas shall be the focus of growth and development, and that their vitality and regeneration be

promoted. Further, settlement areas shall be based on densities and a mix of land uses that promote appropriate development standards to facilitate intensification, redevelopment, compact form and transit usage.

As noted, the site is located in a floodplain. The PPS is clear that limited development and site alteration in this area may be permitted, providing it can be demonstrated that:

- Development and site alteration meets floodproofing, access and protection works standards;
- Vehicles and people can safely enter and exit the area during flooding, erosion and other emergencies; and,
- New hazards are not created and existing hazards are not aggravated.

The application for a 5-storey building with mixed office and retail uses, is consistent with the Provincial Policy Statement as it provides for redevelopment and intensification of the subject lands which are located within a Settlement Area, it provides for a mix of land uses within the community, it provides for a range of employment opportunities, and satisfies the requirements of the PPS in terms of flood mitigation.

York Region Official Plan

The York Region Official Plan (YROP) has objectives to encourage and accommodate economic activity that diversifies and strengthens the Region's economic base, employment opportunities for residents and competitive advantages for its businesses. Map 1: Urban Structure of the YROP identifies the subject lands to be located within the "Urban Area", adjacent to a Regional Corridor.

Section 4.0 of the Plan speaks to supporting Regional Centres and Corridors as a focus of economic activity and culture within the Region. The YROP policies encourage investment and prosperity, in a manner that creates a competitive business environment. Specifically, Section 4.1.2 of the YROP speaks to creating high-quality employment opportunities for residents, and Section 4.6.2 encourages Regional Centres and Corridors to include a significant amount of mixed-use, pedestrian oriented and street-related uses that include retail.

Section 5 of the YROP highlights that intensification within the "Urban Area" will accommodate the significant growth planned to occur within the Region. The Regional Centres and Corridors are identified to be prominent locations for the greatest levels of intensification in the Region.

The proposed redevelopment is consistent with the York Region Official Plan as it will provide new employment opportunities within the Region, and office and retail uses along the Davis Drive Regional Corridor. Further, it is intensification of the subject lands that encourages the use of infrastructure along Davis Drive, while also providing access to transit and other amenities situated throughout the community.

Newmarket Urban Centres Secondary Plan

The Newmarket Urban Centres Secondary Plan has policies to guide land use and development in accordance with provincial plans, the YROP, and the Town of Newmarket Official Plan.

The subject lands are located within the “Regional Healthcare Centre” Character Area. Section 6.3.9 of the Secondary Plan speaks to having a land use mix of approximately 80% of the total gross floor area of the Regional Healthcare Centre Character Area as commercial and employment uses. Further, this section permits commercial uses that include retail stores and office uses, and private and public parking spaces in above-ground parking structures.

Schedule 3: Land Use in the Secondary Plan further designates the subject lands as “Mixed Use”. This designation allows for commercial, office and employment uses, with the goal of contributing to the establishment of the Urban Centres as a complete community. Schedules 3 and 6 further identify the subject lands to be located within “Floodplain and Hazard Lands”. As per Section 6.4.6 of the Secondary Plan, written approval from the LSRCA is required to permit development, redevelopment or site alteration within Floodplain and Hazard Lands. It has been noted through comments that the LSRCA has no objection to the approval of the application for a Zoning By-law Amendment.

Schedule 4: Height and Density identifies the subject lands as “Low Density”, with a maximum permitted height of 6 storeys (20m), and an FSI requirement of 1.5 to 2.0. The proposed height is 5 storeys (26) metres, and the proposed FSI is 1.3. This height and density, however, is deemed appropriate given that the site is in the floodplain and the proposed heights and density is guided by the permitted heights and density on the abutting lands, as per Section 6.4.6 iii. of the Secondary Plan. Therefore, the proposed density of the development meets the intent of the Secondary Plan and is appropriate given the floodplain constraints.

Based on the analysis above, the proposed 5-storey commercial building and 5.5 level parkade is consistent with the policies of the Newmarket Urban Centres Secondary Plan.

Zoning By-law 2010-40

The subject lands are currently zoned Healthcare Urban Centre Complementary Use 2 (UC-HC2) Zone by Zoning By-law 2010-40. The applicant is proposing to rezone the subject lands to an Urban Centre Complementary Use 2 Zone Exception XX (UC-HC2-XX) with site specific provisions reflecting the proposed built form. Several changes to the zone standards for the UC-HC2 zone have been proposed in order to accommodate the proposed redevelopment.

Section 16.1.1.3 of the Official Plan sets forth the policies Council must have regard for when considering a Zoning By-law Amendment. Specifically this section requires that:

- the proposed change is in conformity with this Plan;
- the proposed use is compatible with adjacent uses, and where necessary, buffering is provided to ensure visual separation and compatibility between uses;
- potential nuisance effects upon adjacent uses are mitigated;
- adequate municipal services are available;
- the size of the lot is appropriate for the proposed use;
- the site has adequate road access and the boundary roads can accommodate the traffic generated;
- the on-site parking, loading and circulation facilities are adequate; and,
- public notice has been given in accordance with the Planning Act.

The proposed Zoning By-law Amendment is in conformity with the Official Plan as it meets the policies of the Secondary Plan (described above). The proposed use is compatible with the surrounding uses as they are similar in nature and nuisance effects will be mitigated through site plan design (specifically the impact of traffic on the Youth Centre lands). The Engineering Department has confirmed that there are adequate water and sanitary services to meet the needs of the redevelopment. There is also adequate stormwater management capacity and the inclusion of LID as per the secondary plan will be secured through finalizing the site plan. The lot size is appropriate and there is sufficient parking, road access and road capacity for the proposed use as demonstrated in their Traffic Impact Study. The parking structure layout may be revised through the site plan phase. Appropriate notice has been given in accordance with the Planning Act through the posting of notice on the property and mailing notices to property owners within 120m.

Site Plan Application

The applicant has applied for Site Plan Approval, which is being concurrently processed with the Zoning By-law Amendment Application. The Site Plan Application is on the third submission and is fairly far advanced in the process. A conceptual perspective rendering of the building is attached as Appendix B. Staff continues to work with agencies and the applicant to address the outstanding site plan issues.

Conclusion

It is recommended that Council approve the proposed rezoning as the project is consistent with the PPS, and conforms to the relevant planning documents (Growth Plan, YROP, OP and UCSP).

Business Plan and Strategic Plan Linkages

The applications for Zoning By-law Amendment and Site Plan Approval support the Community Strategic Plan by being Well-Balanced for the potential to encourage a strong sense of community through an appropriate mix of lands uses.

Consultation

Comments Received

The following departments and agencies have provided comments on the application.

Internal Department and Agency Comments

The LSRCA, Regional Municipality of York, Central York Fire Services, Enbridge, and Rogers have reviewed the application and advised that they have no concerns with the proposed rezoning. Southlake Regional Health Centre has provided comments and generally has not provided any objections to the Zoning By-law Amendment application.

CYFS and the Town's Engineering Department (including Traffic Services) continue to review the proposed site plan. There are some outstanding matters which will need to be addressed in subsequent submission(s).

Statutory Public Meeting

The Statutory Public Meeting was held on Monday September 25th, 2017. Staff received one letter prior to the meeting. No one from the public spoke at the meeting.

The letter was submitted from the neighbour directly east of the subject property. The neighbour (Taylor Funeral Home) was concerned that the reduced setback may impede their future redevelopment plans. Staff, the applicant, and representatives from Taylor Funeral Home, met to confirm that redevelopment plans would not be hindered by this development proposal. The two property owners have agreed to work together on treatment for the shared property line.

Human Resource Considerations

There are no human resource considerations stemming from this report.

Budget Impact

Please see Planning Report 2017-44 regarding the Office Development Financial Incentive Pilot Program as it relates to the financial impacts of this development.

Attachments

Appendix A – Location Map

Appendix B – Coloured rendering of the proposed building

Approval



Meghan White, MCIP RPP
Planner



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

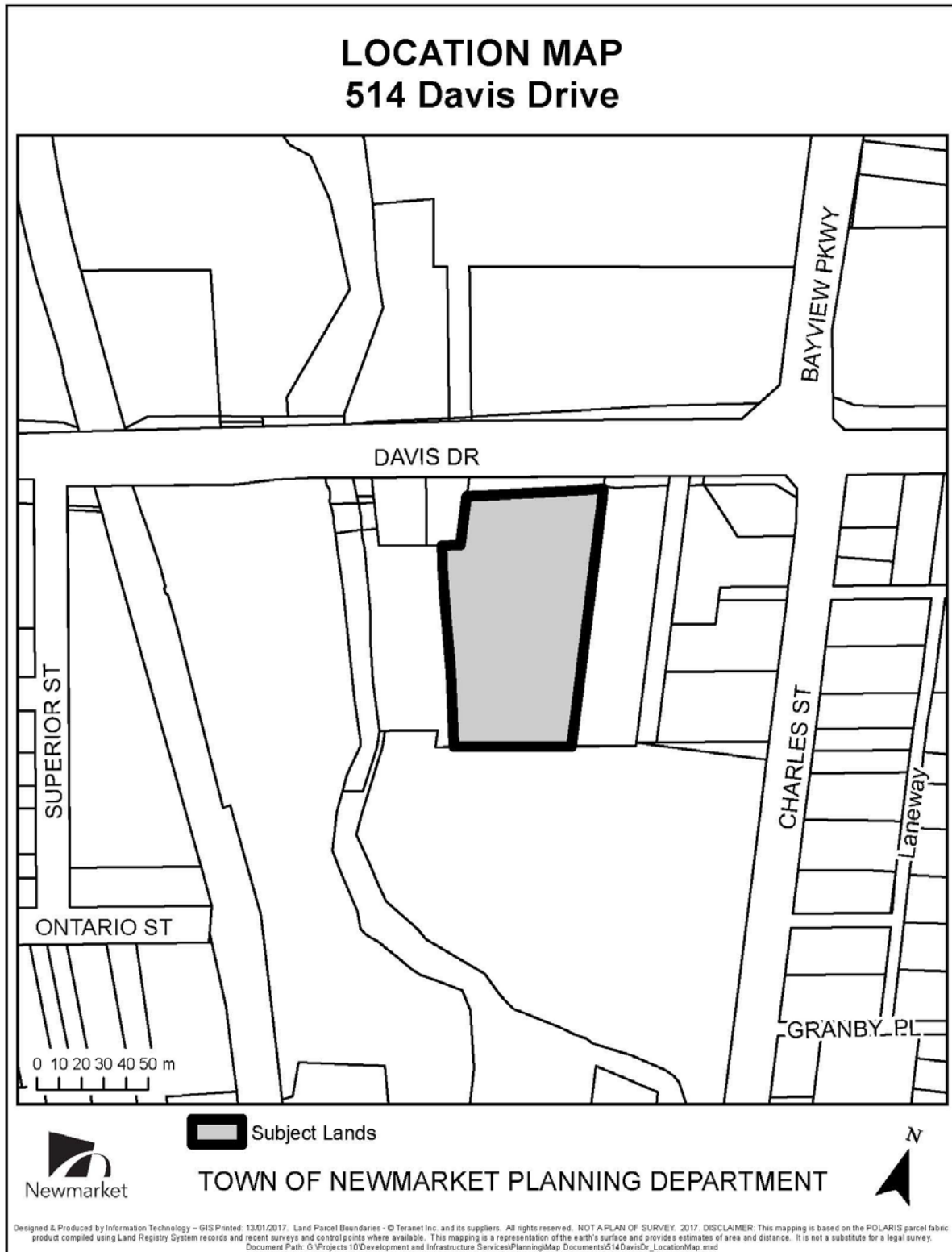


Peter Noehammer, P. Eng.
Commissioner Development and
Infrastructure Services

Contact

For more information on this report, contact Meghan White, Planner, at x 2460;
mwhite@newmarket.ca

Appendix A



Appendix B

Coloured rendering of the proposed building





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

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

2018 Interim Tax Billing and By-law Staff Report

Report Number: 2018-01

Department(s): Corporate Services – Financial Services

Author(s): Grace Marsh

Meeting Date: January 15, 2018

Recommendations

1. That report entitled 2018 Interim Tax Billing and By-law dated January 15, 2018 be received; and,
2. That Council enact a by-law (attached hereto as Appendix A) for the levy and collection of the 2018 Interim Tax Billing.

Executive Summary

With approval of the 2018 Interim Tax Levy by-law and the processing of the tax bills, the Town will have the funds required to meet municipal obligations. The 2018 due dates will be February 22nd, March 27th, and April 26th for all property taxpayers.

Purpose

The purpose of this report is to obtain Council authorization to levy and collect the 2018 Interim Tax Billing.

Background

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

The interim levy will be payable in three relatively equal installments that will be due on February 22, March 27 and April 26.

Even though the Town was able to finalize our 2018 Budget, before we can issue a Final Tax Billing, we require the Region of York to finalize their 2018 tax rates, provide the final capping and claw back percentages and establish the Region wide ratios. We also need the Province of Ontario to set the 2018 education tax rates. The full amount of this Interim Tax Bill will be deducted from the total final levy.

The Final Tax Bills are usually issued in June for the residential taxpayers, with another three relatively equal installments due in July, August and September. Commercial and Industrial final bills are generally issued in August, with two installments due in September and October. Following the completion of the final billings there will be a number of Supplementary or Omitted assessments issued by the Municipal Property Assessment Corporation.

Discussion

Re-Assessment

The Municipal Property Assessment Corporation (MPAC) completes a province wide reassessment every 4 years. This was done during 2016 and updated property assessment notices were issued for every property during 2016 showing phased-in assessment values to be used for 2017, 2018, 2019 and 2020.

MPAC recently announced that approximately 900,000 property owners received amended notices during 2017 to reflect changes such as value, ownership, classification and school support that have taken place over the last year.

One of the major sectors that saw significant changes during 2017 is the retail sector. New assessment methodologies were adopted because of assessment appeals, particularly in the big box stores. Additionally, the trend of a change in shopping habits to on-line options has also affected the logistics sector and shopping centers.

The average assessment value of a single-family home in Newmarket for year end 2017 was \$526,250, a residential condominium unit was \$297,500, an apartment building was \$2,995,000, a small office building was \$829,750, a small retail commercial property was \$828,500 and a standard industrial property was \$2,444,750.

Once the On-line Property Tax Analysis system is updated; with the assessment roll for 2018, we will provide the comparable 2018 values along with detailed information regarding property impacts in our Final Tax Rate report later this year.

Stormwater Management User Fee

In 2017, we implemented the new stormwater management user fee and the full annual amount was included on the 2017 final tax bill. For 2018, we will bill approximately 50% of the annual fee on the interim tax bill with the balance billed on the final tax bill.

Late Payment Charges (Penalty and Interest)

Under the provisions of the Municipal Act, 2001 section 345, a municipality may impose late payment charges for the non-payment of taxes or any installment by the due date. Newmarket will change late payment fees, in an amount not to exceed 1.25% of the taxes due, on the first of each month in which default continues. This amount is the maximum allowed under the Act. A previous by-law was passed authorizing these charges and it remains in effect from year to year until repealed by Council.

Conclusion

The approval of this report and the by-law will allow staff to proceed with the billing and collection of the 2018 Interim Tax Levy.

Business Plan and Strategic Plan Linkages

The report links to Newmarket's key strategic directions in being Well Managed through Fiscal Responsibility.

Consultation

Not required.

Human Resource Considerations

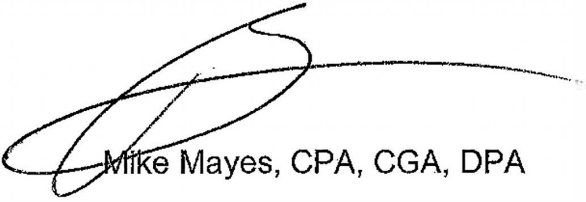
Not applicable to this report.

Budget Impact

This will provide the Town with approximately 50% of the funds required to meet our obligations in 2018.


Attachments

Interim Tax Levy By-law Number 2018-xx.

Approval

Mike Mayes, CPA, CGA, DPA

Director of Financial Services/Treasurer



for Esther Armchuck, B.A. (Hons), LL.B.

Commissioner, Corporate Services

Contact

Grace L. Marsh, CMTP, CMM III

Supervisor, Property Tax and Assessment

905-953-5300 Extension 2143

gmarsh@newmarket.ca



Corporation of the Town of Newmarket

By-law 2018-XX

A By-law to Levy the 2018 Interim Property Taxes.

Whereas the Council of the Corporation of the Town of Newmarket wishes to impose an interim property tax levy as authorized by the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

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

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

1. That the Council of the Corporation of the Town of Newmarket is hereby authorized to levy in 2018 an amount equal to fifty percent of the prior year annualized taxes on property that is rateable for local municipal purposes;
2. And that taxes may be levied under this by-law on a property that is rateable for local municipal purposes for the current tax year, but which was not rateable for local municipal purposes for the prior year, including assessment of property that is added to the assessment roll after the by-law is passed;
3. And that the Treasurer of the Corporation of the Town of Newmarket send to each person, or their designated financial institution, a bill specifying the amounts and due dates of taxes payable by that taxpayer;
4. And that the Treasurer of the Corporation of the Town of Newmarket shall send the tax bill to the taxpayer's residence or place of business unless the taxpayer has directed the Treasurer, in writing, to send the bill to another address, or by electronic mail, in which case it shall be delivered in that manner. The alternative direction continues in place until revoked;

5. And that the property taxes levied by this by-law shall be due and payable in installment amounts as shown on the tax bill, on February 22, 2018, March 27, 2018 and April 26, 2018 and be paid to the Treasurer, Town of Newmarket by cheque, cash, internet/telephone/ATM banking or through pre-authorized payment withdrawals;
6. And that Council directs that all payments, including partial payments, be applied to accounts on a consistent basis;
7. And that this by-law comes into effect on January 1, 2018.

Enacted this 22nd day of January 2018.

Tony Van Bynen, Mayor

Lisa Lyons, Town Clerk

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, September 13, 2017 in Cane A and B, 395 Mulock Drive, Newmarket.

Members Present: John Birchall,
Catherine Ethier
Jill King
Ben Longstaff
Steven Kovecevic
Dena Farsad (6:30-8:39 PM)

Absent: Petra Vollmerhausen

Councillor Vegh

Staff Present K. Saini, Deputy Clerk
H. Leznoff, Council/Committee Coordinator

The meeting was called to order at 6:30 PM.

John Birchall in the Chair.

Additions and Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations

1. Orientation

New Committee Members introduced themselves. The Deputy Clerk provided an orientation/refresher presentation to the Committee. The presentation included information

regarding Committee Administration Policy such as absences, committee conduct, communications, confidentiality and terms of reference. She further provided information on the Procedure By-law relating to the Committee including notices/agenda distribution, minutes, quorum, duties of the chair, declarations of pecuniary interest, motions, open and closed meetings. She also provided a brief overview of accessibility legislation and the Town of Newmarket's accessibility standard for customer service.

Moved by: Ben Longstaff
Seconded by: Steven Kovecevic

1. That the Orientation presentation by the Deputy Clerk be received.

Carried

2. Budget Request and Support

Due to the change in meeting date, the Director of Public Works Services was not in attendance.

3. Review and Endorsement of Operations Budget Items

The Committee reviewed emails sent by the Director of Public works requesting the Committee's support regarding budget allocations for the five year plan and energy conservation projects.

Moved by: Ben Longstaff
Seconded by: Catherine Ethier

1. That Newmarket Environment Advisory Committee recommends Council support the development of the five year Conservation Demand and Management Plan (CDM) as outlined by the Director of Public Works Services; and,
2. That Newmarket Environment Advisory Committee supports staff moving forward with projects based on economic and environmental considerations; and,
3. That Newmarket Environment Advisory Committee requests that the Director of Public Works Services attend the next Committee meeting to further discuss the details of the individual projects identified as energy conservation projects.

Carried

Approval of Minutes

4. Newmarket Environmental Advisory Committee Meeting Minutes of May 3, 2017.

Moved by: Catherine Ethier
 Seconded by: Jill King

1. That the Newmarket Environmental Advisory Committee Meeting Minutes of May 3, 2017 be approved.

Carried

Correspondence

5. Correspondence items, previously distributed by email and Correspondence from Ms. Christine Tidman

Moved by: Ben Longstaff
 Seconded by: Dena Farsad

1. That the correspondence items previously distributed by e-mail be received; and,
2. That the correspondence from Ms. Christine Tidman be received and referred to the Town arborist for comments.

Carried

6. Council Workshop Presentation

The Committee reviewed the draft version of the Council Workshop presentation and Committee members provided feedback on proposed changes.

7. Recycling Bins

John Birchall provided a brief update. This item was deferred to the next meeting for further discussion.

8. Possible Public Events 2017

This item was deferred to next meeting.

9. Rotating Meeting Chair/Appointment of a Chair and Vice-Chair

Mr. Ben Longstaff chair the next meeting. Further appointment of meeting chairs was deferred to the next meeting.

New Business

None.

Adjournment

Next Meeting: November 1, 2017 at 6:30 PM.

Chair of next meeting: Ben Longstaff

Moved by: Jill King
Seconded by: Steven Kovecevic

1. That the meeting adjourn at 9:04 PM.

Carried

Date

John Birchall, Chair

The meeting of the Newmarket Economic Development Advisory Committee was held on Wednesday, June 21, 2017 in the Cane Room, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen
Deputy Mayor & Regional Councillor Taylor
Jim Gragtmans, Chair
Carin Binder
Donna Fevreau
Rick Henry

Absent: Beric Farmer
Peter Mertens
Gary Ryan

Staff Present: R.N. Shelton, Chief Administrative Officer
I. McDougall, Commissioner of Community Services
S. Chase, Director of IT Innovations
C. Kallio, Economic Development Officer
E. Bryan, Business Development Specialist
S. Niezen, Records and Project Co-ordinator

The meeting was called to order at 5:05 PM.

J. Gragtmans in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations & Recognitions

None.

Deputations

None.

Approval of Minutes

1. Newmarket Economic Development Advisory Committee Minutes of November 1, 2016.

Moved by: Rick Henry
Seconded by: Carin Binder

1. That the Newmarket Economic Development Advisory Committee Meeting Minutes of November 1, 2016 be approved.

Carried

2. Joint Council/Newmarket Economic Development Advisory Committee Workshop Minutes of May 1, 2017.

Moved by: Donna Fevreau
Seconded by: Carin Binder

1. That the Joint Council/Newmarket Economic Development Advisory Committee Workshop Minutes of May 1, 2017 be received.

Carried

Appointment of NEDAC Vice-Chair

The Economic Development Officer advised of the resignation of the Vice-Chair, Mr. Paul Montador. Ms. Donna Fevreau was appointed as Vice-Chair for the remaining term.

Innovation

- a. Proposed Results Based Accountability Framework
- b. Smart City Challenge: Newmarket's Opportunity
- c. Innovation Projects Update: Soofa expansion, Smart Parking
- d. Broadband Update

The Commissioner of Community Services distributed three separate handouts and provided a verbal update overview of the Results Based Accountability currently being utilized in the Community Services Commission. The Business Development Specialist reviewed specific content in the handouts.

Discussion ensued regarding social media surveys, demographics, assessment growth versus new assessment and the feasibility of a customer satisfaction survey conducted in an election year.

Further discussion ensued regarding innovation parameters and the use of technology enabling innovation. The collaboration parameters were also reviewed using a measurement tool of the community improvement plan program as an example. It was suggested that partnership based groups might be surveyed on their perception of collaboration and partnerships.

The Director of IT Innovations provided a verbal update and advised that the federal government has launched a smart city challenge with more details to follow in the fall of 2017. She further provided feedback from a workshop she attended hosted by Wavefront; an IT Business Accelerator funded by the federal government. Wavefront has identified Newmarket, to assist them with developing a framework for becoming a smart city. The goal of the two day workshop was to identify goals, challenges, risks, opportunities, and brainstorm solutions for several specific problems. At the workshop issues such as community engagement, sustainable funding for innovative projects, project prioritization, procurement processes and access to data was examined. Wavefront is preparing a case study based on their work with Newmarket at the workshop.

The Director of IT Innovations advised that the digital signage innovation project has been delayed in procurement, mobile charging stations are being installed at all Town facilities, the Soofa bench program is expanding and Information Technology staff is working with the University of Toronto regarding a smart parking program and using cameras to monitor parking lots. The Chief Administrative Officer advised that the Broadband update is deferred to the next meeting.

Key Question: Will these initiatives advance Newmarket's strategic theme of Innovation? **Yes**

Urbanization

a. Community Investment Brand Marketing Implementation Update

The Economic Development Officer advised that marketing the corridors implementation next steps are a Request for Proposal issued the week of June 19, 2017 with the successful agency chosen in the first week of August, 2017.

The Economic Development Officer provided a status update on some of the corridor intensification projects as follows:

- The York Region Annex building foundation is approaching completion
- 212 Davis Drive rental building is complete

- Property formerly known as Slessor Square has been purchased by Redwood Properties and a development application has been submitted to the Planning Department for a 21, 19 and 17 storey mixed use complex
- A pre-consult meeting has been held for a 500+ units development application for the property known as 175 Deerfield Road
- Oskar Group proposed development application for the property known as 514 Davis Drive

Key Question: Is progress being made on corridor intensification? **Yes**

Collaboration

The Economic Development Officer provided a verbal update regarding the recent Intelligent Community Forum that took place in New York. He advised that the Town of Newmarket's application will be submitted in September, 2017 for consideration in 2018.

The Business Development Specialist provided a verbal update regarding a Corporate Visitation Program. She advised that this formal survey of businesses will begin in July, 2017.

The Economic Development Officer provided a verbal update regarding a marketing partnership with the band known as "The Elwin's"; a Canadian indie rock band from Newmarket who will be releasing a new album in the fall of 2017 with the launch at the Newmarket Theatre. He further advised that the Town of Newmarket provided sponsorship to produce a series of videos with a theme of "A Day in the Life" in Newmarket which can be used for Town marketing purposes.

Key Question: Does moving forward with the Intelligent Community Forum application process advance our community development objectives? **Yes**

Adjournment

Moved by: Donna Fevreau
Seconded by: Carin Binder

That the meeting adjourn at 6:55 PM.

Carried

Date

J. Gragtmans, Chair

The meeting of the Accessibility Advisory Committee was held on Thursday, September 21, 2017 in Council Chambers, 395 Mulock Drive, Newmarket.

Members Present: Steve Foglia (Chair)
Linda Jones
Kelsy McIntosh
Councillor Bisanz
Sharron Cooke

Absent: Richard Wilson
Jeremy Slessor

Staff Present: K. Saini, Deputy Clerk
H. Leznoff, Council/Committee Coordinator

The meeting was called to order at 10:30 AM.

Steve Foglia in the Chair.

Additions and Corrections to the Agenda

None.

Presentation and Deputations

1. Accessible Washrooms

Mrs. Brenda Munroe made a deputation to the Committee and discussed the recent challenges she faced with finding washrooms that are fully accessible in local restaurants. The Committee discussed Building Code requirements relating to accessibility. The Committee further discussed ways of identifying and promoting accessible businesses so that customers can be made aware of the possible accessible features and barriers of a restaurant or business before arriving.

Declaration of Pecuniary Interest

None

Approval of Minutes

2. Accessibility Advisory Committee Meeting Minutes of June 22, 2017.

Moved by: Councillor Bisanz
Seconded by: Kelsy McIntosh

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

Carried

Items for Discussion

3. New Committee Member

The Committee welcomed the new member of the Committee, Kelsy McIntosh. Kelsy introduced herself to the Committee and provided background information on her work experience relating to accessibility.

4. Internet voting

The Deputy clerk provided a summary of internet voting and gathered the Committee's feedback. Discussion ensued regarding communication plans generally, ensuring the website link is prominent and clear on the homepage of the Town's website, screen brightness, text to speech software, print size, what information could be used to communicate the voting process, the potential to present to councils of long term care facilities, an ASL video as part of the communication strategy, and the locations for voting assistance centres.

The Deputy Clerk advised that a demo of the internet voting solution would be brought back to the Committee when available.

5. Downtown Newmarket

The Council/Committee Coordinator and Deputy Clerk provided an update regarding the motion made by the Committee for Council to review ways to make the entrances to downtown as accessible as possible. The Council/Committee coordinator advised that a staff working group will meet to research options and best practices and report back to the Committee. There was discussion regarding consultation with other stakeholders including the Main Street District Business Improvement Board of Managers.

6. Council Chambers Update

The Applications Support Analyst provided the Committee with a summary of the Audio Visual enhancements made to the Council chambers including display monitors, microphones, sound systems etc. He also provided an overview of the assisted listening devices that are available in the Council Chambers. He further discussed the potential for additional enhancements in the future to incorporate with new technology. He further provided information on the A/V improvements being made to Cane A&B and the Mulock Room.

7. Old Town Hall Facility Audit

The Committee confirmed that they will be conducting a facility audit of the Old Town Hall on Monday, October 23 at 10:30 AM.

8. Workplan Discussion

The Council/Committee Coordinator circulated an updated version of the Workplan and discussion of the workplan was deferred until the next Accessibility Advisory Committee meeting, scheduled for November 16, 2017.

9. National Access Awareness Week Discussion

The Committee discussed National Access Awareness week event planning and the option for creating a sub-committee for this purpose. The item was then deferred to the next Accessibility Advisory Committee meeting, scheduled for November 16, 2017.

10. Committee Vacancy

The Council/Committee coordinator advised that the Town would move forward with advertising for the current vacant position on the Committee and that the recruitment process should be complete before the next Accessibility Advisory Committee meeting, scheduled for November 16, 2017.

11. The Evolution of Accessibility - Film

The Committee watched the evolution of Accessibility Film and discussed the message of the film and how it could be used as an education tool.

New Business

12. Accessible Transportation

Sharron Cooke provided an update regarding her work related to accessible transportation services. There was discussion regarding the transportation offered by CHATS and other transportation service companies.

13. Jazz Festival

Steve Foglia commented on the Jazz festival and noted that last year the sidewalks and washrooms were blocked off at Riverwalk Commons. He inquired the plans were for the 2018 Jazz Festival.

Adjournment

Moved by: Councillor Bisanz
Seconded by: Linda Jones

1. That the meeting adjourn at 12:15 PM.

Carried

Date

Steve Foglia, Chair

The meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, October 17, 2017 in Hall # 2 of the Community Centre – 200 Doug Duncan Drive, Newmarket.

Members Present: Glenn Wilson, Chair
Anne Martin
Carmina Pereira
Jackie Playter
Siegfried Wall (7:40 PM – 9:10 PM)
Elizabeth Buslovich
Councillor Kwapis
Olga Paiva

Staff Present: E. Bryan, Business Development Specialist
S. Niezen, Records and Project Coordinator

Regrets: Peter Mertens
Rory Rodrigo

The meeting was called to order at 7:33 PM.

G. Wilson in the Chair.

Additions & Corrections to the Agenda

Three additional items were added:

- (1) AGM Discussion
- (2) Property Standard By-law Amendments – Update
- (3) Policy for filming in BIA District

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 September 19, 2017.

Moved by: Elizabeth Buslovich

Seconded by: Councillor Kwapis

1. That the Main Street District Business Improvement Area Board of Management Minutes of September 19, 2017 be approved.

Carried

2. Marketing Sub-committee Report/Minutes

None.

Items

3. Light Post Banner Policy

Councillor Kwapis provided an update on the light post banner policy and process being that the supplier or sponsor provides the banner and pays a fee to cover the cost.

Discussion ensued regarding the BIA being consulted prior to banners being put up, the timeframe for a banner request, potential for marketing committee to research banner designs, and keeping a consistent downtown theme for banners.

The Business Development Specialist provided information regarding the 2017 schedule:

- Christmas decorations will be the same as the previous year
- Christmas banners and decorations will be up on November 13, 2017
- Legion banners will be placed on Main Street and Water Street on Friday, October 20, 2017, or earlier pending weather, and remain up until November 13, 2017.
- Updated or recurring events likely to have banners associated in 2018 with a calendar of recurring events will be provided

Moved by: Elizabeth Buslovich

Seconded by: Olga Paiva

1. That the update on the Banner policy be received.

Carried

4. Street Events Update

The Children's Halloween Celebration advertising was circulated. It was discussed that BIA would not be responsible for paying for street closures.

Moved by: Jackie Playter
Seconded by: Councillor Kwapis

1. That the street events update be received.

Carried

5. Financial Update

The Business Development Specialist provided a financial update.

Moved by: Carmina Pereira
Seconded by: Siegfried Wall

1. That the financial update be received.

Carried

6. Newmarket Downtown Development Committee Update

No update.

7. Annual General Meeting (AGM)

Discussion ensued regarding scheduling of the 2017 AGM. November 20, 2017 at 7:00 PM was the suggested date and time. The Business Development Specialist advised that she would book the Community Centre for the meeting.

8. Update on Property Standards By-law

Councillor Kwapis provided an update and overview regarding the revised Property Standards By-law discussed at a Public Information Centre held last week. He provided a summary of the proposed changes and issues that are to be addressed in the new By-law

Discussion ensued regarding vacant storefronts, a potential wrap program and squatting in vacant buildings

9. Policy for filming in BIA district

There was a discussion regarding the outstanding film permit for the Silence film.

Moved by: Carmina Pereira
Seconded by: Jackie Playter

1. That the film permit for the silence be formally approved

Carried

Olga Paiva presented a motion relating to the film permit process, specifically requiring BIA approval and a request that the film company provide \$500 per day to each BIA members' business.

Discussion ensued regarding the information and process provided as part of a film permit application, concerns around the current filming such as parking and access to the street, and financial compensation for the businesses within the BIA.

The motion was deferred to the AGM meeting for discussion.

Closed Session (if required)

None.

New Business

- (1) Olga Paiva informed the Board that she received a signed shirt thanking the BIA for their support of the Newmarket film festival and would bring the shirt in to show the group.
- (2) Anne Martin raised questions regarding garbage collection on Cedar Street and asked what policies are in place in other municipalities relating to restaurant garbage.

Adjournment

Moved by: Carmina Pereira
Seconded by: Anne Martin

That the meeting adjourn at 9:10 PM.

Carried

Date

G. Wilson, Chair

The meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, October 3, 2017 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Hempen
Athol Hart, Chair
Joan Seddon
Rohit Singh
Billie Locke, Vice Chair
Malcom Watts (arrived at 7:15 PM)

Absent: Soni Felix Raj

Staff Present: M. White, Planner
K. Saini, Deputy Town Clerk, Recording Secretary

The meeting was called to order at 7:01 PM with Athol Hart in the Chair.

Additions and Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations

None.

Approval of Minutes

1. Heritage Newmarket Advisory Committee Minutes of September 12, 2017

Moved by: Councillor Hempen

Seconded by: Billie Locke

1. That the Heritage Newmarket Advisory Committee Minutes of October 3, 2017, be approved.

Carried

Correspondence

2. Correspondence from the Planning and Building Services Department regarding an application for Draft Plan for Condominium (Glenway Subdivison)

Moved by: Joan Seddon

Seconded by: Rohit Singh

1. That the correspondence from the Planning and Building Services Department regarding an application for Draft Plan for Condominium (Glenway Subdivison) be received for information purposes.

Carried

3. Correspondence from the Committee of Adjustment regarding the property known as 400 Park Avenue

Moved by: Councillor Hempen

Seconded by: Joan Seddon

1. That the correspondence from the Committee of Adjustment regarding the property known as 400 Park Avenue be received for information purposes.

Carried

4. Correspondence from the Committee of Adjustment regarding the property known as 217 Park Avenue

Moved by: Councillor Hempen
Seconded by: Joan Seddon

1. That the correspondence from the Planning and Building Services Department regarding the property known as 217 Park Avenue be received for information purposes.

Carried

Items

5. 171 Church Street Discussion

Moved by: Joan Seddon
Seconded by: Rohit Singh

1. That the Heritage Newmarket Advisory Committee recommend to Council that the property known as 171 Church Street not be removed from the municipal registry.

Carried

6. 487 Queen Street Discussion

Discussion regarding a plaque for 487 Queen Street ensued. It was noted that the property owner requested a plaque be erected on the property, and that the property owner would be willing to pay for the plaque.

Moved by: Councillor Hempen
Seconded by: Billie Locke

1. That Athol Hart be requested to meet with the property owner of 487 Queen Street to discuss a plaque for the property with a recommendation of a cast plaque with a brown background colour

Carried

7. Stickwood Farm Discussion

There was discussion of the Stickwood Farm, and photographs were circulated. There was discussion regarding re-painting the Stickwood Farm property (doors, garage door, windows, etc.), and undertake any other necessary work to ensure that the property is maintained in accordance with the Building Code and heritage standards.

It was requested that this item be added to the Committee's next agenda for discussion.

Moved by: Billie Locke
Seconded by: Malcom Watts

1. That Athol Hart and Malcom Watts be requested to conduct an evaluation of the property.

Carried

8. Designated Property Maintenance Concerns

a) Site Plaques

This matter was discussion as part of item 9a).

b) Residence Plaques

There was no discussion on this matter.

c) Heritage Location Plaques

There was no discussion on this matter.

9. Sub-Committee Reports

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

Athol Hart provided the Committee with an update from ARCH Committee with regards to ceramic plaques. He noted that he has sample plaques from a Newmarket business owner who is looking to donate the plaques to the Town.

Moved by: Rohit Singh
Seconded by: Joan Seddon

1. That the Committee move forward with the plaque project, and use historical photographs as part of the plaques.

Carried

b) Elman W. Campbell Museum Board

Billie Locke provided an update from the Board. There was discussion regarding the shape and size of a sign, and that sign content still needs to be determined.

It was noted that the Lower Main Street South Heritage Conservation District Advisory Group is involved in the authorization of a new sign.

c) Lower Main Street South Heritage Conservation District Advisory Group

There was no report from this Sub-Committee.

d) Newmarket Historical Society Board of Directors

There was no report from this Sub-Committee.

New Business**10. Remembrance Day**

Athol advised the Committee that name of veterans will be projected in the Library from September 22 until sunset on November 11 to commemorate Remembrance Day in 2017. It was noted that the Royal Canadian Legion was involved in this initiative.

11. Heritage Homes Photographs

Moved by: Billie Locke
Seconded by: Joan Seddon

1. That photographs of Heritage homes be printed in hardcopy for the files.

Carried

12. Property Standards By-law Review

The Committee consented to holding a meeting on October 17, 2017 to review staff's draft changes to the Property Standards By-law.

Adjournment

Moved by: Rohit Singh
Seconded by: Malcom Watts

1. That the Heritage Newmarket Advisory Committee adjourn at 8:12 PM.

Carried

Date

A. Hart, Chair

The meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, November 7, 2017 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Hempen
Athol Hart, Chair
Joan Seddon
Billie Locke, Vice Chair
Malcom Watts (arrived at 7:14 PM)

Absent: Soni Felix Raj
Rohit Singh

Staff Present: A. Walkom, Council Committee Coordinator
K. Saini, Deputy Town Clerk

The meeting was called to order at 7:12 PM with Athol Hart in the Chair.

Additions and Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentations

None.

Approval of Minutes

1. Heritage Newmarket Advisory Committee Minutes of October 3, 2017

Moved by: Joan Seddon
Seconded by: Malcolm Watts

1. That the Heritage Newmarket Advisory Committee Minutes of October 3, 2017 be approved with the exception of Item 5, awaiting comment from Dave Ruggle.

Carried

2. Heritage Newmarket Advisory Committee Minutes of October 17, 2017

Moved by: Billie Locke
Seconded by: Joan Seddon

1. That the Heritage Newmarket Advisory Committee Minutes of October 17, 2017, be approved.

Carried

Correspondence

3. Correspondence from the Ministry of Citizenship and Immigration, dated September 2017 regarding a nomination for Outstanding Achievement Award for Voluntarism.

The committee discussed the award and agreed any nominations could be made on an individual basis.

4. Correspondence from the Planning and Building Services Department regarding a Public Meeting to consider a proposed Zoning By-Law Amendment (17645 Yonge St.)

Moved by: Malcolm Watts
Seconded by: Joan Seddon

1. That the correspondence from the Planning and Building Services Department regarding a Public Meeting to consider a proposed Zoning By-Law Amendment (17645 Yonge St.) be received for information purposes.

Carried

5. Correspondence from the Planning and Building Services Department regarding a Zoning By-law Amendment application (175 Deerfield Road)

Moved by: Joan Seddon
Seconded by: Billie Locke

1. That the correspondence from the Planning and Building Services Department regarding a Zoning By-law Amendment application (175 Deerfield Road) be received for information purposes.

Carried

Items

6. Application to Register By-law (By-law 2017-42 – Amends Designation Lands)

Moved by: Malcolm Watts
Seconded by: Joan Seddon

1. That the Heritage Newmarket Advisory Committee receive the Application to Register By-law 2017-42 for information purposes

Carried

7. Operating Results for the Nine Months ending September 30, 2017

Moved by: Joan Seddon
Seconded by: Billie Locke

1. That the Operating Results for the period ending September 30, 2017 be received for information purposes.

Carried

8. Pickering College Building Update

Moved by: Malcolm Watts
Seconded by: Joan Seddon

1. That the Heritage Newmarket Advisory Committee approves of the Link building and its attachment to the existing building.

Carried

9. Designated Property Maintenance Concerns

a) Stickwood Walker Farm Discussion

Moved by: Councillor Hempen
Seconded by: Billie Locke

That a representative from public works accompany Malcolm Watts and Athol Hart on an inspection of the Stickwood Farm to ensure the maintenance of the heritage fabric of the buildings.

b) Site Plaques

There was no discussion on this matter.

c) Residence Plaques

Athol Hart provided a brief update on the program.

d) Heritage Location Plaques

Athol Hart provided an update on a plaque for a property on Queen St. which marks an intact trestle bridge foundation.

9. Sub-Committee Reports

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

Athol Hart provided the committee with an update of the ARCH Committee's current and upcoming activities. These include Remembrance Day activities and the Rebel Heartland event.

b) Elman W. Campbell Museum Board

Billie Locke provided an update on the recent Halloween event. The Committee discussed the signage for the museum.

c) Lower Main Street South Heritage Conservation District Advisory Group

Athol Hart provided an update on the current issues and the upcoming meeting.

d) Newmarket Historical Society Board of Directors

Joan Seddon provided a brief update on upcoming events, including the annual Christmas dinner.

New Business

None.

Adjournment

The meeting adjourned at 8:17 PM.

Date

A. Hart, Chair

The meeting of the Audit Committee was held on Thursday, October 26, 2017 in Cane A and B, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen
Councillor Bisanz
Cristine Prattas, Chair
Terrance Alderson

Staff Present: P. Noehammer, Acting Chief Administrative Officer
E. Armchuk, Commissioner of Corporate Services
T. Kyle, CEO, Newmarket Public Library
M. Mayes, Director, Financial Services/Treasurer
K. Saini, Deputy Town Clerk

Regrets: Councillor Hempen
Michael Tambosso

Guests: Paula Jetsy, Partner, Deloitte Canada (9:27 AM to 9:47 AM)

The meeting was called to order at 9:00 AM.

C. Prattas in the Chair.

Additions and Corrections to the Agenda

Moved by: Councillor Bisanz
Seconded by: Terrance Alderson

1. That the agenda be approved as distributed.

Carried

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Audit Committee Minutes of June 21, 2017

Moved by: Mayor Van Bynen
Seconded by: Councillor Bisanz

1. That the Audit Committee Minutes of June 21, 2017, as amended, be approved.

Carried

2. Audit Committee (Closed Session) Minutes of June 21, 2017

Moved by: Mayor Van Bynen
Seconded by: Terrance Alderson

1. That the Audit Committee (Closed Session) Minutes of June 21, 2017, as amended, be approved.

Carried

Items

3. Cyber Security Insurance Update

E. Armchuk provided an update with regarding cyber insurance and advised that the Town has procured a cyber insurance policy. She provided an overview regarding the policy's coverage. She further noted that the October is Cyber Security Awareness month, and that the Town has implemented training for which Town staff have been required to undertake. There was discussion regarding the Town's insurance policy, cyber security, and ransomware.

4. Introduction of New Auditors

The Director of Financial Services provided information with regards to the external audit services process. He noted that although the procurement of an Auditor has typically been a part of an N6 initiative, the Town procured Deloitte's services due to their competitive advantage. He further advised that Deloitte was previously the Town's external auditors in the late 1990s early 2000s. In addition, he advised that an Auditor Workplan will be presented to the Committee in December.

Ms. Paula Jetsy introduced herself and advised that she is a partner with Deloitte, and has worked with many municipal sector bodies. She further advised that Ms. Pina Colavecchia, Senior Manager, will also be working with Newmarket, and has been with Deloitte since 2001.

There was general discussion regarding the estimated number of work hours required for the audit, public sector accounting standards, internal audits, and the Auditor's development of a workplan.

The Chair thanked Ms. Paula Jetsy for attending.

New Business

None.

Closed Session (if required)

C. Prattas advised that there was no requirement for a closed session.

Adjournment

Moved by: Mayor
Seconded by: terrance

1. That the Audit Committee adjourn at 9:47 AM.

Carried

Date

Cristine Prattas, Chair



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, October 18, 2017
Newmarket Public Library Board Room**

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Kelly Broome
Darcy McNeill
Jane Twinney
Tom Vegh (arrived at 6:25 pm)
Venkatesh Rajaraman

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

The Library Board Chair called the meeting to order at 6:00 pm

Maker Hub Presentation and Tour: 5:30 – 6:00 pm

A presentation on the Maker Hub and tour of the space was conducted for Library Board members.

Adoption of Agenda Items

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

The Chair asked if there were any additions to the agenda.

Motion 17.10.232

Moved by Jane Twinney

Seconded by Kelly Broome

That Agenda items 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, September 20, 2017
5. Strategic Operations Report for September, 2017

6. Library Statistical Data for September, 2017
7. Monthly Bank Transfer

Motion 17.09.217**Moved by Darcy McNeill****Seconded by Jane Twinney**

That Consent Agenda items 4) to 7) be received and approved as presented.

Carried

Closed Session

8. Motion to move into Closed Session

No Closed Session items at the time of agenda distribution.

Policies

9. Program Policy

Revisions to the Program Policy were reviewed by the Library Board.

Motion 17.10.233**Moved by Venkatesh Rajaraman****Seconded by Tara Brown**

That the Library Board approve the revised Program Policy.

Carried

Reports

10. Third Quarter Financial Statement

The Library is on target for the third quarter of 2017 in both expenditures and revenue.

Motion 17.10.234**Moved by Darcy McNeill****Seconded by Kelly Broome**

That the Library Board receive the Third Quarter Financial Statement as presented.

Carried

11. 2016-2017 Annual Report to the Community

A draft Annual Report to the Community was reviewed by the Library Board. The Board recommended some changes to the report and congratulated the Library on its achievements.

Motion 17.10.235**Moved by Venkatesh Rajaraman****Seconded by Jane Twinney**

That the Library Board approved the 2016-2017 Annual Report to the Community as amended.

Carried

Business Arising

12. Leadership by Design e-Learning

a) Board Performance and Community Development

The Library Board reviewed and discussed the Board Performance and Community Development sections that were identified in the Board governance knowledge gap analysis.

13. Library Board Action List

The Library Board reviewed the Action list.

Motion 17.10.236

Moved by Tara Brown

Seconded by Tom Vegh

That the Library Board receive the Library Board Action List.

Carried

New Business

There was no New Business.

Date(s) of Future Meetings

- 14.** The next regular Library Board meeting is scheduled for Wednesday, November 15, 2017 at 5:30 in the Library Board room.

Adjournment

Motion 17.10.237

Moved by Darcy McNeill

Seconded by Tara Brown

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

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, November 16, 2017
Newmarket Public Library Board Room**

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

Staff Present: Todd Kyle, C.E.O.
Linda Peppiatt, Deputy C.E.O.
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:35 pm

Adoption of Agenda Items

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

The Chair asked if there were any additions to the agenda.

Motion 17.11.238

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That Agenda items 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, October 18, 2017
5. Strategic Operations Report for October, 2017

- 6. Library Statistical Data for October, 2017
- 7. Monthly Bank Transfer

Motion 17.10.239

Moved by Jane Twinney

Seconded by Tom Vegh

That Consent Agenda items 4) to 7) be received and approved as presented.

Carried

Closed Session

- 8. Motion to move into Closed Session

Motion 17.10.240

Moved by Darcy McNeill

Seconded by Kelly Broome

That the Library Board move in to a Closed Session at 5:37 pm for the purpose of discussing Labour Relation matters.

Carried

Motion 17.11.241

Moved by Venkatesh Rajaraman

Seconded by Tara Brown

That the Library Board move out of Closed Session at 5:40 pm.

Carried

Motion arising from the Closed Session meeting.

Motion 17.11.242

Moved by Tom Vegh

Seconded by Jane Twinney

That the Library Board receive the report on 2018 economic adjustments for non-union employees and authorize the economic adjustment as described in the report.

Carried

Reports

There were no reports.

Business Arising**9. 2017 Operating Budget Adjustment**

The C.E.O. reviewed the Operating Budget Adjustments for the 2017 fiscal year with Library Board members.

Motion 17.11.243

Moved by Darcy McNeill

Seconded by Jane Twinney

That the Library Board approve and confirm the detailed Operating Budget Adjustments detailed in the report.

Carried

10. Efficiencies Report – Joint Library Board/Town of Newmarket Council Committee Meeting
Newmarket Public Library Board members will attend the Joint Library Board/Town of Newmarket Council Workshop on the completed Efficiency Study scheduled for Monday, December 11th at 5:30 pm in the Town of Newmarket Council Chambers. Questions regarding the Efficiency Study arose from Board members and a second motion to enter into a Closed Session was requested to review the draft Efficiencies Report as it pertains to specific organizational changes.

Motion 17.11.244

Moved by Tom Vegh

Seconded by Venkatesh Rajaraman

That the Library Board meeting move into a Closed Session at 5:55 pm for the purpose of discussing Labour Relation matters.

Carried

Motion 17.11.245

Moved by Jane Twinney

Seconded by Darcy McNeill

That the Library Board meeting move out of Closed Session at 6:25 pm.

Carried

11. Leadership by Design e-Learning

a) Library Management, Stewardship and Accountability

Deferred to January 17, 2017 Regular Library Board meeting

12. Library Board Action List

The Library Board reviewed the Action list.

Motion 17.11.246

Moved by Kelly Broome

Seconded by Tara Brown

That the Library Board receive the Library Board Action List.

Carried

New Business

There was no New Business.

Date(s) of Future Meetings

- 13.** The next regular Library Board meeting is re-scheduled to Monday, December 11, 2017 at 5:00 pm. The meeting will be held at Town of Newmarket Municipal Offices, 395 Mulock Drive in meeting room Cane A&B.

Adjournment**Motion 17.11.246**

Moved by Kelly Broome

Seconded by Darcy McNeill

That there being no further business meeting adjourned at 6:45 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



Monday February 26th is National Cupcake Day™ for the Ontario SPCA Provincial Education & Animal Centre (PEAC). National Cupcake Day™ for SPCAs & Humane Societies is the first-ever National Canadian fundraising campaign for Animal Welfare. Initially launched by the RSPCA in Australia, New South Wales – National Cupcake Day™ has been brought to Canada as a gift to the Ontario SPCA and the British Columbia SPCA. It is designed to help raise much needed funds for all furry friends, big and small, that have been abused, abandoned or in need of help.

Participants can choose to direct all their fundraising dollars from a list of participating SPCA or Humane Societies of their choice. The Provincial Education & Animal Centre supports the York Region, GTA and surrounding areas. As a leader in Animal Welfare PEAC provides valuable services to its surrounding communities, both locally and provincially, providing Rescue & Relief, adoption services, open admission surrenders, a variety of children's programs, and humane education for school groups and other organizations.

We are now looking to our local community to help support our work and continue to be the benchmark for other shelters. As you can imagine, our overall costs of caring for and sheltering the thousands of animals that come through PEAC each year is a significant strain on our limited resources. By participating in National Cupcake Day™ for PEAC, you join a team of committed animal lovers who help us respond quickly and effectively to animals in need of immediate protection and care, as well as help us find new forever homes for loving pets.

Rehabilitating rescued animals often requires veterinary care, medications, surgeries, medications, special dietary needs, socializing and enrichment. Participants that raise funds through National Cupcake Day™ help us fund these important needs.

We would like for the Town of Newmarket to proclaim Monday February 26th National Cupcake Day on behalf of the Ontario SPCA Provincial Education & Animal Centre. Members of the community are invited to host a National Cupcake Day party on any date in January or February to raise critically needed funds for the Ontario SPCA Provincial Education & Animal Centre or any local participating animal welfare charity.

Please visit our website at www.nationalcupcakeday.ca and let me know if you require any additional information.

Thanks for your consideration,

Cam Lund

Manager, Community Development
Ontario SPCA Provincial Education & Animal Centre
16586 Woodbine Avenue
Stouffville, ON L4A 2W3
Peac.ontariospca.ca
905-898-7122 x 370

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 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> <p>➤ Planning and Building Services</p>	Q1, 2019 OMB Hearing Scheduled for August 2018.	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
2.	<p>Meeting Date: Council – April 4, 2016</p> <p>Subject: 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>	Q4, 2016 Q2, 2017 Q4, 2017 Q1, 2018	An information report will be forthcoming in Q1, 2018 outlining a series of PIC's that will be related to various aspects of Phase 3 of the Recreation Playbook

	Meeting Date and Subject	Recommendation and Responsible Department	Date for reporting back to Committee of the Whole	Staff Comments
3.	<p>Meeting Date: Committee of the Whole – November 28, 2016</p> <p>Subject: 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:</p> <ul style="list-style-type: none"> ➤ Engineering Services 	Q1, 2018	

	Meeting Date and Subject	Recommendation and Responsible Department	Date for reporting back to Committee of the Whole	Staff Comments
4.	<p>Meeting Date: Committee of the Whole – February 27, 2017</p> <p>Committee of the Whole - November 6, 2017</p> <p>Subject: Residential Parking</p>	<p>Recommendation:</p> <p>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.</p> <p>1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:</p> <ol style="list-style-type: none"> That staff be directed to include in the 2018 budget a provision for contracting a planning and engineering consultant to undertake a review of parking matters discussed in this report; and, That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report. That staff be directed to organize a Council Workshop to present options based on Council's comments and feedback received at the November 6, 2017 Committee of the Whole meeting and that staff receive Council direction regarding the scope, scale and expected deliverables of a parking review prior to moving forward with issuing a Request for Proposal. <p>Responsible Department: ➤ Planning and Building Services</p>	<p>Q3/Q4, 2017 November 6, 2017 Committee of the Whole</p> <p>Q1, 2018</p>	<p>Workshop to be Scheduled</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: Development & Infrastructure Services – Planning & Building Services and Public Works Services Report 2017-05 – Tree Removal, Protection Policies and Regulations	Recommendation: <ol style="list-style-type: none"> 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/ November 27 Committee of the Whole -Q1, 2018 Q3, 2018 November 13, 2017 – Council	
6.	Meeting Date: Committee of the Whole – March 20, 2017 Subject: Council Remuneration and Tax Status (CAO/Finance/Human Resources Report 2017-03)	Recommendation: <ol style="list-style-type: none"> 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	Q1, 2018	
7.	Meeting Date: Council – March 27, 2017 Subject: Zoning By-law Review	Recommendation: <ol style="list-style-type: none"> 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 Q1, 2018	Workshop to be Scheduled

	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: 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 	Q1, 2018	To follow Efficiency Review Workshop. Joint Council/ Library Board Workshop Scheduled for January 30, 2018.
9.	<p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: 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 Q1, 2018	

	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: Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 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>1. That staff review proposed modifications to the east-west bike lane and report back in the Spring of 2018.</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services 	<p>May, 2018</p> <p>Q2, 2018</p>	
11.	<p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: 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 	<p>Q1, 2018</p>	
12.	<p>Meeting Date: Committee of the Whole - June 19, 2017</p> <p>Subject: 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 	<p>Q1, 2018</p>	

	Meeting Date and Subject	Recommendation and Responsible Department	Date for reporting back to Committee of the Whole	Staff Comments
13.	<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 follow 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 Departments:</p> <ul style="list-style-type: none"> ➤ Legislative Services (lead), Planning and Building Services, Engineering Services & Legal Services 	Q1-Q2 2018	
14.	<p>Meeting Date: Committee of the Whole – August 23-, 2017</p> <p>Subject: Flooding Concerns</p>	<p>Recommendation: 1. That staff bring forward a report looking at subsidies or other methods/options for homeowners dealing with flooding issues.</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Public Works Services/ Corporate Communications 	Q2, 2018	This item is related to backflow preventers
15.	<p>Meeting Date: Committee of the Whole September 25, 2017</p> <p>Subject: Diversity and Inclusivity Strategy</p>	<p>Recommendation: 1. 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> <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Human Resources Department 	Q4-2017 Q3, 2018	York Region conducting further public consultation
16.	<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: 1. That the petition be referred to staff in accordance with the Public Consultation and Support Plan – Transportation Services Policy.</p> <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
17.	<p>Meeting Date: Committee of the Whole - September, 25, 2017</p> <p>Subject: That Corporate Services – Legislative Services Report 2017-16 Vacant Building Report – Window Wrap Program</p>	<p>Recommendation:</p> <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. <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Legislative Services/Economic Development 	Q1, 2018	
18.	<p>Meeting date: Committee of the Whole – September 25, 2017</p> <p>Subject Welcome Sign on Longford Drive</p>	<p>Recommendation:</p> <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. <p>Responsible Department</p> <ul style="list-style-type: none"> ➤ Engineering Services 	Q1, 2018	

	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 – October 16, 2017</p> <p>Subject Development and Infrastructure Services/Planning & Building Services Report 2017-39- Newmarket GO Station – Draft Mobility Hub Station Area Plan</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services/Planning & Building Services Report 2017-39 dated October 16, 2017 regarding Newmarket GO Station – Draft Mobility Hub Station Area Plan be received and the following recommendations be adopted, as amended: <ol style="list-style-type: none"> 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 study; and, b. That "Improved Wayfinding" along the Tom Taylor Trail be included in Phase 1; and, c. That Subject to York Region Transit (YRT) comments, on-site local bus accommodations through either the sharing of the on-site Mobility Plus spaces with other YRT busses, and/or creating other on-site YRT bus accommodation be included in Phase 1; and, d. That Metrolinx be directed to 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; and, e. That Metrolinx, through the Technical Transportation Report, thoroughly examine all grade separation options for implementation over the medium and long-term, including road over/under rail and rail over/under road scenarios; and, f. That the Mobility Hub Study address the future Viva usage, GO Bus usage and York Region Transit usage of the existing bus facility on Eagle Street, given the transit improvements that are envisioned, including additional GO Train service, the new Mulock Station, and the Yonge Street Viva Rapidway. <p>Responsible Department ➤ Planning and Building Services</p>	Q1, 2018	Report from Metrolinx expected Q1, 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>Committee of the Whole – October 16, 2017</p> <p>Subject Development and Infrastructure Services Report – Engineering Services 2017-32- Town Wide Traffic Mitigation Strategy – 2017</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services 2017-32, dated October 2, 2017, entitled “Town-wide Traffic Mitigation Strategy 2017 - Timing” be received and the following recommendations be adopted: <ol style="list-style-type: none"> 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. <p>Responsible Department ➤ Engineering Services</p>	Q3, 2018	
21.	<p>Meeting date: Committee of the Whole – October 16, 2017</p> <p>Subject Low Impact Development</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That staff be directed to report to Council in 2018 with best practices and opportunities to implement Low Impact Development (LID) in relation to flooding, flood mitigation, and storm water management in residential neighbourhoods. <p>Responsible Department ➤ Engineering Services</p>	Q3, 2018	

	Meeting Date and Subject	Recommendation and Responsible Department	Date for reporting back to Committee of the Whole	Staff Comments
22.	Meeting Date: Committee of the Whole – November 6, 2017 Subject: Newmarket Tay Hydro – Establishment of a Subsidiary Company	Recommendation: 1. That the Newmarket Hydro Holdings Inc. Report of the President dated October 25, 2017 regarding the establishment of a subsidiary company (the “Subsidiary”) to Newmarket Hydro Holdings Inc. (“NHHI”) and Tay Hydro Holdings Inc. (“THI”) be deferred until January 2018. Responsible Department ➤ Legal Services	January 15, 2018 Committee of the Whole (Closed Session) January 15, 2018 Special Council to ratify decisions	
23.	Meeting Date: Committee of the Whole – November 6 Subject: All-way stop at Sawmill Valley Drive and Peter Hill Drive	Recommendation: 1. That staff be directed to review and report back on the potential for an all-way stop at Sawmill Valley Drive and Peter Hill Drive and opportunities for crosswalk enhancements. Responsible Department ➤ Engineering Services	Q2, 2018	
24.	Meeting Date: Committee of the Whole – November 27 Subject: Servicing Allocation Update Report 2017-49	Recommendation: 1. That Development & Infrastructure Services/Planning and Building Services Report 2017-49 dated November 27, 2017 regarding the servicing allocation update be received; and, 2. That Council grant the requested servicing allocation to the following properties: a. King George School b. 680 Gorham; and, 3. That the staff report back on servicing allocation in May 2018 and that this report be brought to a Special Committee of the Whole relating to the topic. 4. That Council grant the requested servicing allocation to the property known as 260 Eagle Street. Responsible Department: ➤ Planning and Building Services	May, 2018	

	Meeting Date and Subject	Recommendation and Responsible Department	Date for reporting back to Committee of the Whole	Staff Comments
25.	<p>Meeting Date: Council – December 4, 2017</p> <p>Subject: Property at intersection of Davis Drive and Patterson Street</p>	<p>Recommendation:</p> <p>1. That staff be directed to work with the property owner at Davis Drive and Patterson Street to maintain the property in accordance with the Town's applicable By-laws.</p> <p>Responsible Department:</p> <p>➤ Legislative Services</p>	Q1, 2018	Information Report to be provided.

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
<p>1. 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"> 1. That staff provide alternate trail options for this area at a lower cost; and, 2. 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, 3. 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, 4. 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> <p>October 24, 2017 P. Noehammer advised this item should be moved to Schedule B</p>
<p>2. Meeting Date: Special Committee of the Whole- January 30, 2017</p> <p>Subject: Internet Voting and Ranked Ballots</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That staff report back on Internet Voting and Ranked Ballots in 2019 immediately following the 2018 Municipal Election. <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Legislative Services 	<p>Q1, 2019</p>	

3.	<p>Meeting Date: Council – June 7, 2016 – Item 35</p> <p>Subject: Federal Infrastructure Funding (Joint Office of the CAO and Commissions of Development and Infrastructure Services, Community and Corporate Services Report 2016-08)</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> That staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary' <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Strategic Initiatives 	2018	Awaiting next phase of funding announcements
4.	<p>Meeting Date: Council – June 26, 2017- Item 10</p> <p>Subject: Application for Official Plan Amendment and Zoning By-law Amendment – 260 Eagle Street</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> That traffic impacts be monitored post construction. <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Engineering Services 	Development is estimated to not be completed before 2020	
	<p>Meeting Date: Committee of the Whole – November 27</p> <p>Subject: Procedure By-law Amendment and Electronic Participation in Meetings Policy</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> That the Corporate Services – Legislative Services Report - 2017-26 entitled "Procedure By-Law Update and Draft Electronic Participation in Meetings Policy" be received; and, That Council adopt the amendments to the Procedure By-law attached as Appendix A with an effective date of January 1, 2018; and, That Council approve the Electronic Participation in Meetings Policy attached as Appendix B, with an effective date of January 1, 2018; and, That the Town Clerk be authorized to administer the Electronic Participation in Meetings Policy and develop the necessary Procedures to implement the Policy, as required; and, That Council permit the Accessibility Advisory Committee to participate using the Electronic Participation in Meetings Policy effective January 1, 2018 for a trial period of one year; and, That staff be directed to report back in 2019 with a review of the Electronic Participation in Meetings Policy. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Legislative Services 	2019	



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Newmarket Hydro Holdings Inc.

October 25, 2107

Newmarket Hydro Holdings Inc. Report of the President

TO: Municipal Council of the Town of Newmarket

SUBJECT: Establishment of a Subsidiary Company

ORIGIN: President, Newmarket Hydro Holdings Inc.

RECOMMENDATIONS:

THAT the Newmarket Hydro Holdings Inc. Report of the President dated October 25, 2017 regarding the establishment of a subsidiary company (the "Subsidiary") to Newmarket Hydro Holdings Inc. ("NHHI") and Tay Hydro Holdings Inc. ("THI") be received and the following resolutions be adopted:

WHEREAS:

- A. The Municipal Council of the Town of Newmarket (the "Municipal Council") has received a business case for establishing the Subsidiary (the "Business Case");
- B. The Business Case contemplates the establishment of the Subsidiary as a stand-alone subsidiary of NHHI and THI with shares held proportionate to their interest in Newmarket-Tay Power Distribution Ltd. The Business Case also provides estimates for initial funding requirements and proposed financing structure.
- C. Municipal Council proposes to enter into a Shareholders Agreement with the Subsidiary, NHHI, THI and the Corporation of the Township of Tay in respect of the Subsidiary (the "Shareholders Agreement") a draft of which has been circulated to Municipal Council.

RESOLVED that:

- 1. The establishment of the Subsidiary as an Ontario corporation for the pursuit of the Business Case is authorized and approved.
- 2. The subscription of 9,300 common shares of the Subsidiary for the aggregate amount of \$93 by NHHI is authorized and approved.
- 3. The entering into of the Shareholders Agreement in the form of draft provided to Municipal Council is authorized and approved.

Establishment of a Subsidiary Company

4. Paul Ferguson, the Mayor and the Clerk are authorized for and on behalf of Municipal Council to execute and deliver the Shareholders Agreement in the form approved herein with such changes therein, if any, as Paul Ferguson, the Mayor and the Clerk executing the Shareholders Agreement in their discretion may approve, their approval of any such changes to be conclusively evidenced by their execution and delivery of the Shareholders Agreement and the Shareholders Agreement so executed and delivered shall be deemed to be the Shareholders Agreement approved by these resolutions.
5. Paul Ferguson, acting alone, is authorized for and on behalf of Municipal Council and NHHI to establish the Subsidiary and approve the forms of all other documents contemplated or required to be executed by NHHI in connection with such formation or the Shareholders Agreement (collectively, the "Additional Documents") and to execute (whether under the corporate seal of NHHI or otherwise) and deliver the Additional Documents each in the form so approved, Paul Ferguson's approval to be conclusively evidenced by Paul Ferguson's execution and delivery of the Additional Documents and the Additional Documents so executed and delivered shall be deemed to be the Additional Documents approved by these resolutions.

ELECTRONIC TRANSMISSION

RESOLVED that receipt by NHHI by electronic transmission of a signed counterpart to these resolutions from any director will be as effective as receipt of an original signed copy of these resolutions by NHHI.

[Original signed by]

P.D. Ferguson P.Eng.
President,
Newmarket Hydro Holdings Inc.