

Committee of the Whole

Monday, April 30, 2018 at 1:30 PM Council Chambers

Additional Items Included

Additions & Corrections to the Agenda

Note: Additional items to this agenda are shown under the addendum header.

Declarations of Pecuniary Interest

Presentations & Recognitions

Deputations

1.	2013 Building Permit Application and Property Standards Issues	Pg. 1
	Note: Attila Vinczer will be in attendance to provide a deputation on this matter.	
Con	sent Items	

2. Donation Policy

Financial Services April 30, 2018

- 1. That the report entitled Donation Policy dated April 30, 2018 be received; and,
- 2. That Council adopts the Donation Policy in substantially the form attached hereto.
- 3. Polices for Financial Sustainability Financial Services April 30, 2018
 - 1. That the report entitled Policies for Financial Sustainability be received; and,

Pg. 2

Pg. 19

- 2. That the following corporate policies, including the appendices be approved:
 - a. Debt Policy, Reserve and Reserve Fund Policy, Asset Replacement Fund Policy.

4. Asset Replacement Fund Strategy

Financial Services April 30, 2018

- 1. That the report entitled Asset Replacement Fund Strategy be received; and,
- 2. That the Asset Replacement Fund Strategy, as outlined in this report, be adopted by Council; and,
- 3. That staff be directed to use this Strategy in future budget considerations.

5. Award of Single Source Contract

Financial Services April 30, 2018

- 1. That the report entitled Procurement Services, IT & Financial Services 2018-07, regarding the awarding of a single source contract for property tax software, known as Tax Manager (TXM) be received; and,
- 2. That Council approve a single source/partnership process to award a contract for a new property tax system to the Corporation of the City of Mississauga, on terms satisfactory to the Treasurer, the Manager of Procurement Services and the A/Director of IT.

6. Municipal Election Joint Compliance Audit Committee Legislative Services April 30, 2018

- 1. That the report entitled Municipal Election Joint Compliance Audit Committee dated April 30, 2018 be received; and,
- 2. That Council adopt the York Region Terms of Reference for the Joint Compliance Audit Committee (attached as Appendix "A"); and,
- 3. That the following individuals be appointed by Council as the roster of individuals, who may be selected by the Town Clerk, to constitute the Joint

Pg. 50

Pg. 41

Pg. 56

Compliance Audit Committee when required for 2018-2022 Term of Council:

- Terrence James Alderson
- Ron Colucci
- Jodi Feldman
- Robert M. Freedman
- Mark Gannage
- Kelly Gravelle
- Wm. J. Paul Jones
- Reagan Ruslim
 - Vince Scaramuzza; and,
- 4. That the Town Clerk be delegated the authority to:
 - a. Establish in response to any compliance audit applications received for the 2018 Municipal Election, panels of three (3) persons from the Council- approved roster of individuals to serve as the Joint Compliance Audit Committee for the 2018 – 2022 term; and,
 - b. Establish, approve and amend the Joint Compliance Audit Committee's Terms of Reference and mandate as needed, effective May 7, 2018; and,
 - c. Recruit and appoint Joint Compliance Audit Committee members for the 2022 term of Council and all terms of Council going forward; and,
- 5. That the Town's Delegation of Authority By-law 2016-17 be amended to include items 4 (b) and (c) above.

7. Newmarket GO Station – Mobility Hub Study Planning and Building Services April 30, 2018

Pg. 64

Note: This report is related to Item 18.

1. That the report entitled Newmarket GO Station - Mobility Hub Study dated April 30, 2018 be received.

8.	Planni	n Control By-law – Extension Request ng and Building Services 0, 2018	Pg. 94
	1.	That the Report 2018-28 entitled Interim Control By-law – Extension Request dated April 30, 2018 be received; and,	
	2.	That an extension to Interim Control By-law 2017-25 be passed; and,	
	3.	That Staff be authorized and directed to do all things necessary to give effect to this resolution.	
9.	Modif Planni	ative Fees and Charges for Charitable and Non-Profit Organizations- ications for Habitat for Humanity ng and Building Services 0, 2018	Pg. 101
	1.	That Planning & Building Services Report 2018-31 entitled Alternative Fees & Charges for Registered Charities and Non-Profit Organizations – Modifications for Habitat for Humanity dated April 30, 2018 be received; and,	
	2.	That Council approve the amended policy, attached to this Report.	
10.	Planni	opment Charge Deferral Policy- Refresh and Reinstatement ng and Building Services 0, 2018	Pg. 109
	1.	That Council adopt the Policy for Deferral of Payment of Development Charges and Planning Application Fees in the Urban Centres Secondary Plan Area, updated April 30, 2018, included as Attachment 1 to this Report.	
11.	Herita	ge Newmarket Advisory Committee Meeting Minutes of March 6, 2018	Pg. 124
	1.	That the Heritage Newmarket Advisory Committee Meeting Minutes of March 6, 2018 be received.	
12.		0 Heritage Newmarket Advisory Committee Meeting Minutes of March 8 regarding Heritage Designations	Pg. 131
	1.	The Senior Leadership Team/Operational Leadership Team recommend that the follow be referred to staff for review and report:	

13.	Newn 7, 201	narket Environmental Advisory Committee Meeting Minutes of March 18	Pg. 132
	1.	That the Newmarket Environmental Advisory Committee Meeting Minutes of March 7, 2018 be received.	
14.	Newn	narket Public Library Board Meeting Minutes of March 21, 2018	Pg. 137
	1.	That the Newmarket Public Library Board Meeting Minutes of March 21, 2018 be received.	
15.		espondence from the Honourable Daiene Vernile, Minister of Tourism, re and Sport regarding Funding for Libraries in 2018 Budget	Pg. 140
		Mayor Van Bynen requested this correspondence be placed on the a for information purposes.	
	1.	That the correspondence from the Honourable Daiene Vernile, Minister of Tourism, Culture and Sport regarding Funding for Libraries in 2018 Budget be received.	
16.	Outst	anding Matters List	Pg. 141
	1.	That the list of outstanding matters be received.	
Actio	on Ite	ms	

That the Heritage Newmarket Advisory Committee recommend the

Town of Newmarket designate the Newmarket Canal system.

Reports by Regional Representatives

Notices of Motions

a.

Motions

New Business

Closed Session

17. Verbal Update regarding the Clock Tower

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

Public Hearing Matter

None.

Addendum (Additions and Corrections)

18.	Newmarket GO Station – Mobility Hub Study Presentation	Pg. 157
	Note: The Senior Planner, Policy will be in attendance to present on this matter.	
	This presentation is related to Item 7.	
19.	Deputation regarding the Revitalization of the Darcy Creek Wetlands	Pg. 175
	Note: Members of the Stuart Scott Public School Eco Team will be in attendance to provide a deputation on this matter.	

Adjournment

I Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to clerks@newmarket.ca, fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Name:	
Organization / Group/ Business represented:	
Address:	Postal Code:
Daytime Phone No:	Home Phone:
Email:	Date of Meeting:
Is this an item on the Agenda? Yes No	Agenda Item No:
L request future potification of mostings	I wish to address Council / Committee
I request future notification of meetings Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): Do you wish to provide a written or electronic communication or background information Yes No	
Describe in detail the reason for the deputation and what acti	

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100



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

Donation Policy Staff Report

Report Number: 2018-10 Department(s): Financial Services Author(s): Mike Mayes, Director of Financial Services Meeting Date: April 30, 2018

Recommendations

1. That the report entitled Donation Policy dated April 30, 2018 be received; and,

2. That Council adopts the Donation Policy in substantially the form attached hereto.

Summary: See Below

Purpose

The purpose of this report is to recommend that Council approve a donation policy which formalizes procedures the Town has been following, ensures compliance with the Income Tax Act and provides a source of reference for staff for the issuance of donation receipts as well as the acceptance of cash donations and donation in-kind.

Background

Prior to 2012, all municipalities in Canada were considered to be "qualified donees" under the Income Tax Act (the "Act") and were able to issue tax receipts for donations. On January 1, 2012, amendments to the Act came into effect, which resulted in a municipality having to be registered and added to a list maintained by the Canada Revenue Agency (CRA) in order to be recognized as a qualified done. On January 1, 2012, the CRA automatically registered all Canadian municipalities.

The 2012 amendments also gave the CRA the power to suspend the receipting privileges or revoke the qualified donee status of a municipality that fails to comply with the Act's receipting and reporting requirements.

Discussion

A Council approved policy for the issuance of donation receipts and the acceptance of cash donations and donations in-kind will provide consistency of application and ensure compliance with CRA regulations.

The Town has issued 134 donation receipts with a value of \$1,064,018 over the last five years. The Town's books and records were audited by CRA for the years 2014 and 2015. The CRA identified a few minor housekeeping matters, which have been included in the final policy.

Overview of the Draft Policy

The responsibility for the management and administration of donations, as well as the issuance of donation receipts rests with the Financial Services Department. Finance is responsible for the documentation and communication of the policy and the procedures related to official donation receipts. All donation receipts require the signature of the Treasurer.

The donation policy includes the establishment of a Donation Committee (members of the Strategic Leadership Team and the Treasurer) and a Public Arts Committee (members of the Strategic Leadership Team). A majority of the members of the Donations Committee must authorize acceptance of Gifts-in-Kind.

The policy addresses the following topics:

- Criteria for consideration for acceptance of gifts in kind by the Donation Committee, including the condition of the item, usefulness, future costs, etc.
- Associated costs, such as transportation, appraisal and insurance
- Eligibility and requirements for the issuance of an official income tax receipt
- Town controlled charitable activity and community events
- Confidentiality

Appendices are provided for the definition of terms, examples of donations and sample income tax receipts.

Conclusion

The donation policy formalizes procedures the Town has been following and provides a source of reference for staff. Compliance with the policy ensures the Town maintains its qualified donee status.

Business Plan and Strategic Plan Linkages

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

Consultation

Legal Services has been consulted and external legal firm has reviewed the draft policy.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Not applicable to this report.

Attachments

Draft Donation Policy (7 pages)

Appendix A – Definitions (1 page)

Appendices B to B3 – Examples of Donations Receipts (4 pages)

Appendix C – Examples of Donations (1 page)

Approval

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

Esther Armchuk, LL.B. Commissioner, Corporate Services

Contact

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

Newmarket CORPORATE POLICY				
Sub Topic:	Donations Policy	Policy No.		
Topic:	Financial Services Policy	Employees Covered: All Employees		
Section:	Financial Services	Council Adoption Date:		
Effective Da	te:	Revision No: Date:		
Delless Of				

Policy Statement & Strategic Plan Linkages

This policy applies to donations made to the Corporation of the Town of Newmarket (the Town) in cash or in-kind. Donations may carry cost implications and must fit in with the Town's fiscal responsibility mandate and align with the well-equipped and well-managed objective of the Strategic Plan.

Purpose

The purpose of the Donations Policy is to set out guiding principles for the eligibility and definition of donations made to the Town, the eligibility for donation receipts, and the amount to be recognized.

Definitions (refer to Appendix A)

Advantage Donation Donation Committee Eligible Amount Events Fair Market Value Gifts In Kind Public Arts Committee Senior Leadership Team

Procedures

Corporate Policy Index Department Name/Section 5

This policy supports the Town's commitment to meet the requirements for issuing donation receipts according to the Canada Revenue Agency (CRA).

Effective January 1, 2012, and resulting from the 2011 Federal Budget, the CRA has implemented changes to the rules for issuing donation receipts by municipalities. Compliance entails the determination of qualifying donations, as well as adequate record keeping of issued donation receipts and giving access to such records to the CRA. Failure to comply may result in a suspension of receipting privileges or qualified donee status.

1. Considerations for acceptance of Gifts in Kind

All Gifts in Kind will be made subject to a formal offer and review process. At the Town's discretion and determination, Gifts in Kind will be considered for acceptance by the Donation Committee after a review of criteria, including:

- Consistency with the Town's priorities, mandates, strategies and business plans, vision and/or beneficial to the community of the Town of Newmarket
- Compliance with By-laws, policies, laws and conventions
- Conflict of interest or potential for an appearance of a conflict of interest
- Reputational risk associated with accepting a donation from a particular donor
- Political sensitivity
- Usefulness of the donation
- Condition and value of the donation
- Future cost/benefit/risk evaluation under consideration of available financial resources required for installation, storage, maintenance and other relevant costs, such as insurance
 - Availability for full and unencumbered transfer of ownership/title, and a donor release to allow for such a transfer of title

Donations will not be accepted from persons who have a concurrent application of a permit or license from the Town or an application for planning approval from the Town, or from persons who are bidding for a contract from the Town through a procurement process.

For specific Town initiatives, such as public art, a specific committee such as the Public Arts Committee may be established to consider donations of in- kind items ("Specific In-Kind Donations"). In the absence of such specific committee, any member of the Donation Committee may recommend the acceptance of Specific In-Kind Donations.

For donations such as public art, no specific location will be guaranteed in perpetuity. The Public Arts Committee should be consulted for all donations of art or cultural significance. Donations of real estate will be reviewed by the Legal

Services Department. Notwithstanding the foregoing, the Donation Committee will make the final determination of acceptance or rejection of Gifts in Kind. A majority of the members of the Donations Committee must authorize acceptance of Gifts in Kind.

Cash donations to the Town or a specific program operated by the Town will be accepted as a matter of course.

2. Donations eligible for an official income tax receipt

To be eligible for an official income tax receipt, the donation must meet at least all of the following three criteria:

- Be an actual transfer of property to the Town of Newmarket
- Be a gift of property (e.g. money, artwork, equipment)
- Be voluntary freely given and not as a result of a contractual or legal obligation

Only the Eligible Amount of a donation may be recorded on a donation receipt. If the donor receives any property, services, or other Advantage in consideration of his or her donation, the Fair Market Value (FMV) of the Advantage is deducted from the FMV of the gift to determine the Eligible Amount for the purposes of the donation receipt.

3. Donations ineligible for an official income tax receipt

The following are examples of non-qualifying donations and cannot be acknowledged with official donations for income tax purposes in accordance with CRA guidelines:

- Donations that are given to the Town intended as a flow through to a specified recipient who does not have charitable organization status
- Intangibles non-monetary assets without physical substance, such as services, time, skills, effort
- Donations of business marketing products such as supplies and merchandise
- Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. product or logo placement or presenting sponsorship)
- Transfers of cash, property or assets resulting from a condition, such as a court order, or requirement of the Town's approval process, such as a site plan or subdivision agreement

- Donations for which the Fair Market Value (FMV) of the advantage or consideration provided to the donor exceeds 80% of the value of the donation
- A gift in kind for which the FMV cannot be determined
- 4. Associated Costs

At the Town's discretion and determination, the donor is responsible for related costs for all donations, as applicable, and which costs are not eligible for a donation receipt, including:

- Transportation of the donated item, including transfer costs for cash donations
- Cost for an appraisal/valuation of Gifts in Kind by an independent, qualified appraiser for donations of Gifts in Kind valued above \$1,000; Donations of personal property, public art and real property expected to be valued at \$1,000 or less may be appraised by knowledgeable, internal staff in conjunction with the use of online resources suitable to establish a current fair market value
- Documentation for insurance purposes, if applicable (i.e. photograph of item, original sales receipt, appraisal document, certificate of authenticity)
- Conservation treatment, if applicable (i.e. restoration of artwork, cleaning, repairs etc.)

The Town may request a second independent appraisal, depending on the amount or nature of the requested donation. If the difference in value between the two appraisals is less than 10%, the Town will take the lower of the two. Where the difference is greater than 10%, a third appraisal will be requested if the cost of the appraisal is less than 1% of the value of the asset. Where the difference between the first two appraisals is 10% or greater, or there are three appraisals, the average of the first 2 appraisals or 3 appraisals, if applicable, will be the final deemed fair market value.

An appraisal/valuation is required for all donations of Gifts in Kind.

5. Town controlled charitable activity and community events

The Town may issue charitable receipts for events held by Town-owned or Towncontrolled organizations, if those organizations meet the criteria in accordance with the CRA's expanded definition of "municipality".

a) In order to be considered an organization that is owned by a municipality, the following must apply:

- The municipality must own 90% or more of the shares or capital of the organization; or
- The municipality holds title to the assets of the organization or controls their disposition
- b) In order to be considered an organization that is controlled by a municipality, the following must apply:
 - The municipality appoints more than 50% of the members of the governing body of the organization; and
 - The organization must submit its operating budget and, if applicable, capital budget to the municipality for review and approval.

In cases where tickets are sold and the purchaser is to receive an official receipt, the value of the receipt will be the cost of the ticket less the value of any goods or services received. Canada Revenue Agency has ruled that the value of a gift must be reduced by the value of the benefit received by the donor.

6. Information to be reported on a donation receipt (see Appendices B to B3)

The following information must be reported in duplicate for each donation receipt, and issued for all donations:

REQUIRED INFORMATION	Cash Gift	Non-Cash Gift
REQUIRED INFORMATION	Cash Gill	Non-Cash Git
Statement that the receipt is an "Official Receipt for	Х	X
Income Tax Purposes"		
Unique Serial Number of Receipt	X	X
Name of Municipality	X	X
Name of Donor (Including first name & initial of individuals)	Х	X
Address of Donor	Х	X
Date on which the Gift was Received	Х	X
Amount of Cash Received	X	
Fair Market Value of Donated Property on Date of Gift		X
Description of Property Received	-	X
Name of Property Appraiser (if applicable)		X
Address of Property Appraiser (if applicable)		X
Description of Advantage Given to Donor (if applicable)	X	X
Amount of Advantage Given to Donor (if applicable)	X	X
Eligible Amount of Gift	Х	X
Place or Locality Where Receipt was Issued	Х	X
Date of Issuance of Receipt	Х	X
Signature of Authorized Person	Х	X
Name and Internet Website of the CRA	Х	X

Address of Municipality	Х	Х

10

Generally, the donation receipt can only be issued to the true donor of the gift of charity. If a donation is made by a cheque in both spouse's names, an official donation receipt can be made to either name. Receipts given in connection with corporate donations should be given in the name of the corporation. If a shareholder of the corporation would like the receipt issued to him or her personally, there must be evidence that the funds were personal, tax-paid funds of the individual (e.g. it was recorded as a deduction to the shareholder's loan account).

7. Confidentiality of Information

Subject to any applicable legislative disclosure requirements, such as in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990,* all information pertaining to donors and donations received by the Town is considered confidential. Charitable giving is normally a personal and sensitive issue. To ensure the privacy of donor information it is necessary to control access to donor and donation information. The Financial Services Department maintains records on all donors and donations received by the Town. A donor may request that his/her gift and/or all information pertaining to that gift remain anonymous.

8. Applicability of Policy

Except with respect to the requirements of the *Income Tax Act* of the Canada Revenue Agency regarding the issuance of donations receipts, this Policy shall not affect any donation transaction arising from an agreement between the Town and a donor which was entered into prior to the adoption of this Policy by Council notwithstanding that the donation transaction is completed after the adoption of this Policy by Council. Notwithstanding the foregoing, the Town may review the terms of any donation that have been agreed to but have yet to be fulfilled.

Instructions for Making a Monetary Donation

 By Cheque: Donations made by cheque must be made payable to "The Corporation of the Town of Newmarket" and may be mailed or delivered in person to the Town's Municipal Office:

Town of Newmarket c/o Treasurer P.O. Box 328 STN MAIN 395 Mulock Drive Newmarket, ON L3Y 4X7 2) With Cash: Cash donations will only be accepted at the Customer Service Centre at the Town's Municipal Office located at the above address.

Acknowledgement of Receipt

A letter of appreciation shall be forwarded to the donor following receipt of the donation and any and all appropriate documentation.

For monetary donations, an official receipt for income tax purposes will be issued for donations of \$20 or more, provided that the Financial Services Department confirms that the donation is eligible for such income tax receipt according to Canada Revenue Agency (CRA) guidelines.

Larger donations or donations of cultural significance may be officially recognized at the discretion of the Donation Committee, with the agreement of the donor.

Responsibilities of Employees

Members of the Donation Committee will assess potential donations for eligibility and evaluate their benefit to the Town, considering any potential future cost implications arising from the donation.

The Financial Services Department will issue tax receipts and letters of appreciation for qualified donations and maintain books and records according to the requirements of the *Income Tax Act* and the Canada Revenue Agency.

Official recognition for large donations may require the assistance from Corporate Communications.

Appendices (which may be amended from time to time)

Appendix 'A' - Definitions Appendix 'B' - Example of an official donation receipt for income tax purposes Appendix 'C' - Examples of donations

Cross-References

Income Tax Act, section 230(2) Canada Revenue Agency: P113 Gifts and Income Tax IT-288 Gifts of Capital Properties to a Charity and Others IT-297 Gifts in Kind to Charity and Others Credit Card Memorandum for credit card limits and exceptions Sale of Land Policy

12 Appendix A – Definitions to Town of Newmarket Donations Policy FINX -0x

Advantage is the total value, at the time the gift is made, of all property, services, compensation, or other benefits that a person is entitled to receive in relation to the gift. The advantage may be conditional or receivable in the future.

Donation means a voluntary transfer of tangible property, including cash, or a transfer in-kind of tangible property, other than cash. The donation has to be valued at Fair Market Value and the net amount of a donation is calculated from this value less any advantage or benefit received or to be received as a result of the donation.

Donations Committee is a committee comprised of the members of the Senior Leadership Team and the Treasurer.

Eligible Amount is the amount by which the FMV of a donated gift exceeds the value of any "Advantage" received or receivable as a result of the making of the gift. This is the amount specified on the tax receipt and is intended to represent the net value of the donor's gift to the donee.

Events as they relate to donations can be:

- a) municipally endorsed events that are events hosted by other organizations for which the Town provides assistance in securing donations and sponsor material, such as the Dragonboat event, INN from the Cold events; or
- b) Municipal events, meaning special events such as a Civic Awards Ceremony or Volunteer and Staff Appreciation Events

Fair Market Value (FMV) is usually the highest value that the property would bring, which may be determined by appraisal as set out in Section 4 of the Donation Policy, in an open and unrestricted market and between a willing buyer and a willing seller who are knowledgeable, informed, and acting independently of each other.

Gifts in Kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property and real property. A contribution of services is not property and therefore does not qualify as a gift or gift in kind for purposes of issuing official donation receipts.

Public Arts Committee is a committee comprised of the members of the Senior Leadership Team.

Senior Leadership Team comprises the Chief Administrative Officer and the Commissioners of the Town of Newmarket.

13 Appendix A – Definitions to Town of Newmarket Donations Policy FINX -0x

Advantage is the total value, at the time the gift is made, of all property, services, compensation, or other benefits that a person is entitled to receive in relation to the gift. The advantage may be conditional or receivable in the future.

Donation means a voluntary transfer of tangible property, including cash, or a transfer in-kind of tangible property, other than cash. The donation has to be valued at Fair Market Value and the net amount of a donation is calculated from this value less any advantage or benefit received or to be received as a result of the donation.

Donations Committee is a committee comprised of the members of the Senior Leadership Team and the Treasurer.

Eligible Amount is the amount by which the FMV of a donated gift exceeds the value of any "Advantage" received or receivable as a result of the making of the gift. This is the amount specified on the tax receipt and is intended to represent the net value of the donor's gift to the donee.

Events as they relate to donations can be:

- a) municipally endorsed events that are events hosted by other organizations for which the Town provides assistance in securing donations and sponsor material, such as the Dragonboat event, INN from the Cold events; or
- b) Municipal events, meaning special events such as a Civic Awards Ceremony or Volunteer and Staff Appreciation Events

Fair Market Value (FMV) is usually the highest value that the property would bring, which may be determined by appraisal as set out in Section 4 of the Donation Policy, in an open and unrestricted market and between a willing buyer and a willing seller who are knowledgeable, informed, and acting independently of each other.

Gifts in Kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property and real property. A contribution of services is not property and therefore does not qualify as a gift or gift in kind for purposes of issuing official donation receipts.

Public Arts Committee is a committee comprised of the members of the Senior Leadership Team.

Senior Leadership Team comprises the Chief Administrative Officer and the Commissioners of the Town of Newmarket.

Appendix "B": Donation Receipt – Cash Gift

TOWN OF NEWMARKET

395 Mulock Drive, Newmarket, Ontario L3Y 4X7

OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency www.cra-arc.gc.ca/charities

RECEIPT NUMBER:	ISSUED FROM:
	,
NAME OF DONOR:	
ADDRESS OF DONOR:	
AMOUNT OF DONATION:	
DATE OF DONATION:	
DATE OF ISSUE:	

Appendix "B1": Donation Receipt – Cash Gift with Advantage

TOWN OF NEWMARKET

395 Mulock Drive, Newmarket, Ontario L3Y 4X7

OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency www.cra-arc.gc.ca/charities

RECEIPT NUMBER:	ISSUED FROM:
NAME OF DONOR:	
ADDRESS OF DONOR:	
AMOUNT RECEIVED:	·
DESCRIPTION OF ADVANTAGE RECEIVED BY DONOR:	
VALUE OF ADVANTAGE RECEIVED BY DONOR:	
AMOUNT OF GIFT ELIGIBLE FOR TAX PURPOSES:	
DATE OF DONATION:	
DATE OF ISSUE:	

Appendix "B2": Donation Receipt – Non-Cash Gift

TOWN OF NEWMARKET

395 Mulock Drive, Newmarket, Ontario L3Y 4X7

OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency www.cra-arc.gc.ca/charities

RECEIPT NUMBER:	ISSUED FROM:
NAME OF DONOR:	
ADDRESS OF DONOR:	
VALUE OF DONATED PROPERTY:	
DESCRIPTION OF DONATED PROPERTY:	
NAME OF APPRAISER:	
ADDRESS OF APPRAISER:	
DATE OF DONATION:	
DATE OF ISSUE:	· · · · · · · · · · · · · · · · · · ·

17

Appendix "B3": Donation Receipt – Non-Cash Gift with Advantage

TOWN OF NEWMARKET

395 Mulock Drive, Newmarket, Ontario L3Y 4X7

OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency www.cra-arc.gc.ca/charities

RECEIPT NUMBER:	ISSUED FROM:
NAME OF DONOR:	
ADDRESS OF DONOR:	
VALUE OF DONATED PROPERTY:	
DESCRIPTION OF DONATED PROPERTY:	
NAME OF APPRAISER:	
ADDRESS OF APPRAISER:	· · · · · · · · · · · · · · · · · · ·
DESCRIPTION OF ADVANTAGE RECEIVED BY DONOR:	· · · · · · · · · · · · · · · · · · ·
VALUE OF ADVANTAGE RECEIVED BY DONOR:	
AMOUNT OF GIFT ELIGIBLE FOR TAX PURPOSES:	
DATE OF DONATION:	
DATE OF ISSUE:	

Appendix C – Examples of Donations To Town of Newmarket Donations Policy FINX -0x

18

Donations as part of a Town initiative

a) Celebration Bench Program

Involves the donation of funds used towards the installation of a bench in a Newmarket park to commemorate a special occasion, remember a significant event, honour a loved one or express a passion for enhancing the community (subject to approval). A custom plaque will be inscribed as per the donor's wishes, and the bench contribution will provide recognition for 10 years. A receipt for income tax purposes can be issued for the donation value less the cost of the plaque. This donation is not subject to sales tax.

b) Celebration Tree Program

Involves the donation of funds used towards the greening of parks by planting a tree in dedication of a special event or in memory of a loved one. A receipt for income tax purposes can be issued for the donation value. This donation is not subject to sales tax.

Donations in the form of a capital contribution

a) Donations of Land

Donations of land will be reviewed by the Legal Services Department.

Donations made by employees or Members of Council

a) Donations of wages

Employees or Members of Council may donate any portion of their wages back to the Town. The total wages will be paid to the individual, charged to the applicable business unit, and will be included in the individual's T4 earnings. The individual will remit their chosen amount to the Town and will receive a donation receipt for the amount of the cash donation.

b) Donation of long-term service award

Employees may donate their long-term service award of cash to the Town. Long-term service awards of cash are a taxable benefit and will be reported on the employee's T4. A donation receipt will be issued for the amount of the cash donation.



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

Policies for Financial Sustainability Staff Report

Report Number: 2018-11 Department(s): Financial Services Author(s): Mike Mayes, Director, Financial Services Meeting Date: April 30, 2018

Recommendations

- 1. That the report entitled Policies for Financial Sustainability be received; and,
- 2. That the following corporate financial policies, including the appendices be approved:

Debt Policy, Reserve and Reserve Fund Policy, Asset Replacement Fund Policy

Executive Summary

See below

Purpose

To finalize key policies for financial sustainability by updating the Debt Policy and creating new policies for Reserves & Reserve Funds and for the Asset Replacement Fund.

Background

The Town's Sustainable Financial Strategy is based on the following five elements:

- 1. Asset Management
- 2. Debt
- 3. Investment Strategy
- 4. Revenues
- 5. Reserves and Reserve Funds

On November 21, 2016, as part of the 2017 budget process, Council attended a workshop regarding the elements referenced above. Information was provided on their key financial indicators (KPI's) and on the status of policies related to them.

This report will provide a further update and overview of new and updated policies presented for adoption.

Discussion

ANALYSIS AND OPTIONS

Asset Management

Newmarket has hired a Manager, Asset Management who prepared a separate report to Council. The latest report was issued March 8, 2018 – Report 2018-04, Asset Management Strategy Progress Report.

Debt

The current debt policy was created in 2006 as an appendix to a report on the borrowing by-law. This policy focused on limits to debt but gave no direction as to when to borrow. It has become outdated in format as well as not covering new trends, such as internal borrowing. On this basis, an updated policy is being submitted for Council approval.

The new policy provides the following clarifications:

- 1. When debt could be used as a financing source
- 2. When an internal loan could be used as a financing source
- 3. Limits on the amount of debt
- 4. Limits on the length of repayment terms

The use of internal loans is currently only considered in the Investment Strategy and will now be added to the Debt Policy.

Debt levels will continue to be monitored with reference to:

 Strength of the underlying asset – long-term debt as a percentage of the net book value of tangible capital assets. (Net book value of an asset is its original cost less accumulated depreciation applied to it.)

2012	2013	2014	2015	2016	2017
11.2%	10.3%	9.4%	8.5%	7.7%	6.9%

 Capacity to pay the debt servicing cost - debt servicing cost as a percentage of total own-source revenue. Debt servicing costs include both the principal and interest portion of payments. Own-source revenue is essentially property taxes and user fees excluding development charges, grants, proceeds on disposal of tangible capital assets, increase/decrease in government business enterprise equity. It is the metric that the province uses for the Annual Repayment Limit that municipalities are required to adhere to.

2012	2013	2014	2015	2016	2017
5.5%	5.3%	5.3%	4.9%	4.6%	4.5%

Investment Strategy

The Town's initial Investment Policy was adopted in 2012 and an Investment Strategy to implement it was approved in 2013. These were both updated in January of 2016. The main change was to add more flexibility to short-term investments. To date, there has not been an opportunity to take advantage of this.

The Strategy establishes a benchmark, which is the return earned on our bank balances, i.e. a status quo of no investment effort. Success is measured by how much the actual investment return exceeds the benchmark, which is referred to as incremental investment income earned. This income is allocated to the operating and reserve funds based upon targets set in the budget process.

2013	2014	2015	2016	2017
\$59,767	\$221,951	\$244,299	\$417,522	\$279,223

Our investments are based on a 3-stream approach:

- 1. The first stream is short-term investment of operating funds, taking advantage of seasonal and cyclical cash fluctuations.
- 2. The second stream is medium and long-term investment of reserve funds, using the projected surplus of long-term balances.
- 3. The third stream is in business enterprises. These include internal projects that pay for themselves by generating revenues or saving costs, such as the Honeywell streetlight retrofit; and external investments such as our ownership in Newmarket-Tay Hydro.

A future update of the Strategy will expand on this last item.

Revenues

With 80% of the Town's revenues being from property taxation and user fees, the strategy has focused on these two areas.

Proactive Assessment Management (PAM) was implemented in 2016 to protect our property tax assessment base. In recent years, the base has been put under more risk with changes in legislation and assessment and classification challenges from significant non-residential taxpayers. We have been collaborating with the Municipal Property Assessment Corporation (MPAC), making more extensive use of tax and assessment analysis tools, and have become more diligent in the application of the policy. As a result, while there have still been material adjustments, we have been able to predict and mitigate some of the impact.

The Service Pricing Policy was adopted by Council in 2006. Its goal is to create a costbased framework for setting user fees and to relieve the pressure on property taxes.

Staff is reviewing the policy to ensure that the Town's service pricing best promote social well-being. All the while, the policy will ensure that taxpayers are not overly burdened by subsidizing services. This review will be done in coordination with the Recreation Master Plan Playbook as it reviews pricing.

Reserves and Reserve Funds

Reserves and reserve funds are operating surpluses set aside for future purposes. Whether the funds are a contingency or a savings account, they provide for rate stabilization by preventing future rate spikes. The spikes may be due to events that are either unforeseen (contingency) or foreseen (e.g. savings for a capital replacement). Reserves tend to be shorter term and do not earn interest.

The Town has many different Reserves and Reserve Funds established by Council for a variety of purposes. The last review of them was the establishment of guidelines in 2008. These guidelines established for each reserve and reserve fund its purpose, funding source and target. As operations and priorities have changed, these guidelines need to be updated.

The proposed Reserve and Reserve Fund Policy includes housekeeping changes to:

- 1. Re-categorize reserves and reserve funds.
- 2. Define the delegation of authority.
- 3. Formalize the current practices of reserves and reserve funds management, such as creation of reserves, interest calculation and allocation, investment of reserve funds and internal loans.

Collectively, reserves and reserve funds for operating purposes are usually compared to the expenses they support or the revenues that they stabilize. Those for capital purposes will be discussed in the next section. The primary measure for the Ministry of Municipal Affairs and BMA is Total Reserves and Discretionary Reserve Funds as a Percentage of Operating Expenses.

Although the Town is below the Ontario average, the Ministry of Municipal Affairs considers it a "low level of challenge", i.e. good.

As the main purpose of reserves and reserve funds is rate stabilization, levels should be compared by fund to the primary funding source.

	2012	2013	2014	2015	2016	2017
Tax Discretionary Reserve as a % of Taxation Revenue	27%	32%	15%	7.4%	8.2%	7.3%
Water Reserve as a % of Water Revenues	132%	140%	149%	154%	161%	165%
Wastewater Reserve as a % of Wastewater Revenues	85%	93%	106%	116%	121%	139%

Asset Replacement Fund

The history of the Asset Replacement Fund is included in the Background section of Financial Services Report 2018-12, Asset Replacement Strategy and will not be repeated here.

Funding the Asset Replacement Fund takes up a significant portion of our operating budgets – approximately 14% – and with the infrastructure deficit, it is a perennial budget driver. As such, Council has requested a separate policy be created.

This policy sets the framework for the aforementioned Asset Replacement Fund Strategy.

The Policy proposes:

- 1. Categorizing asset replacement funds on the same basis as the Asset Management Plan.
- 2. Creating an Asset Replacement Fund for Stormwater.
- 3. Different stages of ARF targets for the individual funds.
- 4. Definitions and restrictions on the use of ARF.

The Policy would disallow the use of ARF for the following purposes:

- 1. Annual Operating Program expenses for yearly ongoing major repairs and maintenance work related to the Town's capital assets.
- 2. Condition assessments or studies related to the assets.
- 3. Debt servicing interest and principal unless specifically authorized by Council to finance the replacement of an asset.
- 4. Any other operating expenses.

The ARF Strategy sets out how this can be done with no tax impact.

Key performance indicators (KPI's) are covered in the Strategy report.

Future Policies

Budget Policy

The 2018 and 2019 budget process are test runs for an upcoming budget policy: the principles that will be incorporated into the policy are being put into practice. A formal policy will be presented for review and adoption prior to the start of the 2020 budget process.

Gas Tax Policy

The Federal Gas Tax allocation can be used for a wide variety of capital projects but the Town's practice has been to restrict it to roads projects. There is a reasonable cost/ benefit relationship with that choice. Consideration could be given to formalizing that arrangement or expanding its scope.

Ontario Community Infrastructure Fund

Similar to the Gas Tax, the province provides a formula-based allocation which the Town has been using for road re-surfacing and its Asset Management Strategy. This could be formalized into a policy.

Allowances for Employee Benefits

Certain employee benefits require the establishment of an allowance for them, either as a reserve fund or a liability. These include Post-Retirement Benefits, Long-Term Disability and Health and Dental benefits. They should also consider provisions for short-term leaves – vacation, illness, parental, etc.

There are currently procedures in place. A comprehensive policy, developed by Financial Services and Human Resources would provide clear funding targets.

Conclusion

These policies and strategies, if and as approved, will be factored into the 2019 budget process.

The Reserve and Reserve Fund Policy sets a framework for a review of our current practices. This review will consolidate, create and eliminate reserves as appropriate. It will also define targets and funding sources. A by-law will be enacted to formalize the policies on reserve funds.

Business Plan and Strategic Plan Linkages

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

Consultation

The Senior Leadership Team (SLT) has been consulted in the development of these policies. Information was provided by our internal auditors peer review of reserve funds and infrastructure levies.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Operating and Capital Budget (Current and Future)

The Debt Policy sets the criteria for the use of debt financing, which is restricted to only capital projects. It also defines the term of the loan for debt servicing from the Operating Budget. For internal loans, the funding source is established.

The Reserve and Reserve Fund Policy and the Asset Replacement Policy set the parameters for contributions from the Operating Budgets and funding to both the Operating and Capital Budgets.

In addition, these policies will impact future Operating and Capital Budgets with regards to target setting (Budget Policy) and the availability of funding. The 2019 Preliminary Draft Budget, to be presented to the new Council in January 2019, will include the approved changes.

26

Attachments

Debt Policy (5 pages) Reserves and Reserve Funds Policy (5 pages) Asset Replacement Fund Policy (4 pages)

Approval

Milte Mayes, CPA, CGA, DPA

Director of Financial Services/Treasurer

-chi

Esther Armchuk LL.B Commissioner of Corporate Services

Contact

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

Newmarket							
Sub Topic:	Debt Management Policy	Policy No.	FIN. xxxxx				
Topic:	Financial Services Policy	Employees Covere	ed: All Employees				
Section:	Financial Services	Council Adoption E	Date: xxxxx				
Effective Da	te: xxxxxxx	Revision No:	Date:				

Policy Statement & Strategic Plan Linkages

This policy is in line with Council's priority "Ensuring effective and efficient services" and the Town's "Well Equipped & Managed" Strategic Plan objective.

Purpose

The purpose of this policy is to set out the parameters for issuing debt and managing the debt portfolio and provide guidance to decision makers. This Policy enhances the quality of decisions, rationalizes the decision-making process, identifies objectives for staff to implement and ensures compliance with statutory requirements and long-term financial flexibility and sustainability.

Definitions

Debt: any obligation for the payment of money. Debt would normally consist of debentures as well as either notes or cash loans from financial institutions; Debt may also include loans from reserve funds or other financial obligations such as leases.

Own Source Revenues: direct municipal revenues such as property taxes, user fees and charges., They do not include grants, deferred revenues earned, donated/assumed tangible capital assets, gain/(loss) on sale of land & capital assets, and increase/decrease in government business enterprise equity.

Annual Debt Servicing Cost: annual required debt repayments including principal and interest.

Reserve: An appropriation from net revenue at the discretion of Council or the Treasurer, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Reserves are typically used for short-term purposes. As a general practice, reserve and reserve fund may both be referred to as reserve.

Reserve Fund: A fund that has been set aside either by a by-law of the municipality or by a requirement of provincial legislation to meet future events. A reserve fund can have a revenue and/or expenditure stream and earns interest. Reserve funds are typically used for long-term purposes such as reserve fund for capital.

Procedures

Use of Debt

Debt is a financing source but not a funding source. Debt can only be issued when all of the following criteria are met:

- 1. New capital expenditure;
- 2. The asset is included in the Asset Management Plan;
- 3. The amount, after deducting all available funding such as development charges or reserves, is greater than 1% of tax levy increase;
- 4. Borrowing from reserve funds is not a valid option (see Section IV Internal Loans)

Land Purchases

It is recognized that there may be opportunities that arise to purchase land which do not meet the Uses of Debt or Internal Loan criteria. In such a situation, Council may override those provisions and the Treasurer will propose a funding plan for approval.

As land is a non-depreciable asset, it is the exception to the 20-year term limit on long-term debt. If available, a 30-year term is permissible.

Authority to Issue Debt

A lower-tier municipality in a regional municipality, such as the Corporation of the Town of Newmarket (Town), does not have the power to issue debentures as per *Section 401(3), of the Municipal Act, 2001.* The Town Council has to approve a bylaw to make application to the Regional Municipality of York to issue debentures on behalf of the Town.

The Treasurer shall have the authority and responsibility to recommend to Council the most effective form of debt financing for any work/asset, in addition to the appropriate timing and duration.

Financial Debt and Obligation Limit

To limit the Town's debt risk, the Town's total financial debt and obligation limit shall meet the following criteria:

(a) Annual debt servicing cost plus annual capital lease payments are not to exceed 10% (or other percentage as set out by Council) of the Town's previous year's net own source revenues;

(b) Annual debt repayment limit is not to exceed the amount defined in the previous year's Financial Information Return Schedule "Annual Debt Repayment Limit" (ARL).

Types of Debt

I. Short-term Debt - Under 1 Year

The Town may temporarily borrow for cash flow purposes from any one or a combination of the following sources:

- a) Bank line of credit;
- b) Short-term promissory notes;
- c) Bankers' acceptances;
- d) Any other form of short-term indebtedness
- e) Reserve Funds

The Town's combined limit of borrowing from the above sources is subject to the limits set in the borrowing by-law. Effort should be made to have short-term debt repaid prior to December 31 of the year the debt is incurred, or as soon thereafter as possible.

II. Medium-Term Debt - 1 to under 5 Years

Medium-term financing requirements, for periods greater than one year but less than five years will be financed through any one or combination of:

- a) Capital leases;
- b) Term loans;
- c) Promissory notes.
- d) Reserve Funds (Internal Loans)

Financial commitments for existing and anticipated leases for the current fiscal year are to be included in the calculation of the Town's Financial Debt and Obligation Limit.

III. Long-Term Debt - 5 Years or Greater

Long-term debt consists of debentures or other forms of debt issued on behalf of the Town by the Regional Municipality of York to finance assets over a period of not less than 5 years and not more than 20 years (or 30 years for land). Long-term borrowing from Reserve Funds (Internal Loans) is also allowable and may be more appropriate.

IV. Internal Loan

The Town may borrow from its reserve funds for capital assets subject to the following:

- a) The underlying capital asset can pay for itself within a reasonable time period, not to exceed 10 years, through cost savings or additional revenues.
- b) The rate is not less than the prime rate at the time of borrowing;
- c) Term of repayment is not to exceed the lesser of 20 years or the life expectancy of the capital assets;
- d) Total loan from reserve funds is not to exceed 50% of the total reserve funds balance;
- e) Council approval

Term of Debt

The Town may incur debt for a maximum of 20 years. The term of any particular debt shall be dependent on:

- a) The nature of the underlying work/asset;
- b) The useful life of underlying work/asset;
- c) The likelihood or otherwise of the useful life being altered and reduced or extended;
- d) The state of the interest rates of the day;
- e) The value of the underlying work/asset to future generations;
- f) The user fees or other revenues which the underlying work/asset itself may generate to offset any increased cost for the debt and reduce any set property tax impact arising therefrom;
- g) The availability of funding for the underlying work/asset from other sources such as an Asset Replacement Fund

Land purchases are an exception and debt may be incurred for a maximum of 30 years.
Reporting

Once in every fiscal year, the Treasurer shall provide a report to Council containing, but not limited to the following:

- a) The balance of the Town's debt including internal loans;
- b) Debt servicing costs for the previous year and current year;
- c) Annual Debt Repayment Limit for the current year as calculated by Financial Information Return;
- d) Any new requests for debt

Responsibilities

The Treasurer has the overall responsibility for the management of debt. This includes but is not limited to the following:

- a) Reviews the need for debt and recommends the amount, type and term of debt to Council;
- b) Coordinates with the Region of York for issuance of debt;
- c) Calculates the financial debt and obligation limit;
- d) Ensures timely repayment of debts;
- e) Ensures all reporting requirements identified within this Policy are met;
- f) Reviews this policy periodically to ensure compliance with the statutory requirements as well as effectiveness and relevance and recommend any required changes to Council for consideration and approval.

Cross References

CORP. 1-03 Accountability and Transparency Policy Delegation By-law No. 2016-17 FIN. 2-01 Operating and Capital Financial Policy Municipal Act, 2001

	/
Newmarket CORPORA	TE POLICY
Sub Topic: Reserves and Reserve Funds	Policy No. FIN.4.01
Topic: Financial Services Policy	Employees Covered: All Employees
Section: Financial Services	Council Adoption Date:
Effective Date:	Revision No: Date:

Policy Statement & Strategic Plan Linkages

The Corporation of the Town of Newmarket strives for the best practice of fiscal management to maintain financial stability and flexibility, while adhering to statutory requirements. This policy is in line with the Town's "Well Equipped & Managed" Strategic Plan objective.

Purpose

This policy is to establish guidelines for the creation, consolidation, closure and management of reserves and reserve funds.

Definitions

Town: Refers to the Corporation of the Town of Newmarket.

Reserve: An appropriation from net revenue at the discretion of Council or the Treasurer, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Reserves are typically used for short-term purposes. As a general practice, reserve and reserve fund may both be referred to as a reserve.

Reserve Fund: A fund that has been set aside either by a by-law of the municipality or by a requirement of legislation to meet future events. A reserve fund can have a revenue and/or expenditure stream and earns interest. Reserve funds are typically used for long-term purposes such as reserve fund for capital.

Obligatory Reserve Fund: A reserve fund that is set up by statutory requirement. For financial reporting purposes, in accordance with Public Sector Accounting Board, this kind of reserve fund is treated as deferred revenue.

Development Charges: Fees against land to pay in full or in part for the increased capital costs required due to increased needs for municipal services arising from the development of the area in which the land is located. Development charges are defined by the Development Charges Act, 1997.

Procedures

Objectives of Reserves and Reserve Funds

The primary objectives for reserves and reserve funds shall be:

- Adherence to statutory requirements to establish and maintain reserves to meet all statutory obligations;
- Promotion of financial stability and flexibility to establish appropriate reserves and maintain a targeted level to achieve long-term financial stability and flexibility;
- Provision for capital expenditures to maintain adequate reserves to replace or rehabilitate major capital assets as required, and to provide funding for new capital assets;
- Assurance of fairness & equity to taxpayers reserves should serve to balance the impact of the operating costs and capital costs, on both current and future taxpayers

Category of Reserves and Reserve Funds

Reserves and reserve funds will be maintained in the following categories:

1. Discretionary – subdivided into:

a) Operating:

- i) Reserves for development related revenue (e.g. tree planting);
- ii) Reserves for cyclical events/expenses (e.g. customer survey, election);
- iii) Reserves for operational carry-overs (e.g. Human Resources consulting);

- iv) Reserves for operational contingencies (e.g. winter control);
- v) Restricted operating reserves (e.g. Long-term disability reserve);
- vi) Reserves for capital assets condition assessment (e.g. road needs study);

vii)Reserves for major repairs and maintenance (e.g. crack sealing).

- b) Capital:
 - i) Asset replacement funds (e.g. roads, facilities);
 - ii) General capital funds (e.g. sale of property);
 - iii) Designated capital funds (e.g. official plan);
 - iv) Growth capital funds (e.g. trail voluntary levies)

2. Obligatory – subdivided into:

- a) Development charges (Development Charges Act);
- b) Parkland (Planning Act);
- c) Gas tax grant (Transfer of Federal gas tax revenues agreement);
- d) Reserve fund for engineering review and administration of development;
- e) Other required

The detailed list of reserves and reserve funds may change from time to time due to creation, closure or consolidation of reserves and reserve funds.

Management of Reserves and Reserve Funds

The Town will strive to use the best practices among municipalities to manage its reserves and reserve funds. These practices include:

1. Establishment of new reserves or reserve funds

Unless required by legislation or authorized by other Policies or Council direction, a reserve or reserve fund will be established as recommended by the Treasurer and approved by Council. The purpose, target if applicable, and source of funding of the reserve fund shall be identified prior to approval.

2. Closure or consolidation of reserves or reserve funds

Unless authorized by other Policies or Council direction, a reserve or reserve fund may be closed or consolidated with another reserve or reserve fund as recommended by the Treasurer and approved by Council.

3. Interest and Calculation Method

All reserve funds will earn interest. Interest will be calculated monthly based on the fund balance at the end of each month. The interest rate used will be the same rate that the Town's bank account earns. Reserves do not earn interest.

4. Investment of Reserve Funds

Reserve funds may be invested for a term that will not exceed its expected date of need. The related investment of income will be credited monthly to the specific reserve fund according to its proportionate share of the investment portfolio. Investment shall be further governed by the Corporation's Investment Policy and Procedures.

5. Transfers to/from reserves and reserve funds

All transfers to/from reserves and reserve funds shall be approved by Council, normally as part of the annual budget approval process or at year-end, as recommended by the Treasurer through the reserves and reserve funds report.

6. Internal and external loans

Intra-fund lending from reserves and reserve funds is permitted to finance capital expenditures or operating cash flow deficiencies. All loans will bear the market rate of return and the interest income will be credited to the original reserves and reserve funds.

External loans may be made at the discretion of Council under Section 107 of the *Municipal Act, 2001* to any group or body for purposes considered to be in the best interest of the municipality. External loans must bear the market rate of return, commensurate with the term of loan and be credited to the appropriate reserve source.

Delegation of Authority

The Treasurer of the Town will retain the overall responsibility for creation, closure and managing the Town's reserves and reserve funds. This authority is to be exercised in consultation with the Senior Leadership Team (SLT). The Treasurer may delegate this authority to the Deputy Treasurer.

There is one exception to the general rules on the Establishment of New Reserves and Transfers to/from Reserves. A Reserve may be created in respect of any existing budget or financial obligation, which in the opinion of the Treasurer is material, and where funds have been appropriated but not expended prior to the end of the fiscal year. The Treasurer has delegated authority to create the necessary provisions or allowances by transferring the appropriate funds to a Reserve, and to subsequently transfer from the Reserve to satisfy the obligation. Use of this authority is to be reported in compliance with the relevant policies.

Reporting

The Treasurer shall submit to Council the following reports annually:

- Reserves and Reserves Funds Continuity Report including reserves and reserve funds created, closed or consolidated during the year;
- Reserves and Reserve Funds Budget Report;
- Development Charges Report;
- Building Permit Fees Report;
- Other reports required by legislation, or by Council, or deemed necessary

Responsibilities

The Treasurer has overall responsibility for the management and administration of reserves and reserve funds. These include but are not limited to the following:

- Determines the need for creation, consolidation, and closure of reserves and reserve funds;
- Sets and adjusts targets for various reserves and reserve funds, where appropriate;
- Recommends transfers to/from reserves and reserve funds;
- Manages the investment of reserves and reserve funds as per the Investment Policy;
- Prepares the required reports to Council regarding reserves and reserve funds;
- Develops and updates this policy, as necessary

Cross-References

Municipal Act, 2001

FIN. 2.01 Operating and Capital Financial Policy

FIN. 3.01 Investment Policy

Newmarket CORPORA	TE POLICY
Sub Topic: Asset Replacement Funds	Policy No. FIN.xxx
Topic: Financial Services Policy	Employees Covered: All employees
Section: Financial Services	Council Adoption Date:
Effective Date:	Revision No: Date:

Policy Statement & Strategic Plan Linkages

The Corporation of the Town of Newmarket strives for the best practice of fiscal management to maintain financial stability and flexibility, while adhering to statutory requirements. This policy is in line with the Town's "Well Equipped & Managed" Strategic Plan objective.

Purpose

This policy is to establish guidelines for the creation, consolidation, closure and management of asset replacement funds to achieve long-term financial flexibility and sustainability.

Definitions

Town: Refers to the Corporation of the Town of Newmarket.

Capital Asset: An asset that is over a certain threshold as determined by the Town's Tangible Capital Assets Policy and has a useful life of longer than one year and is not intended for sale during the normal course of business.

Amortization expense: The annual allocation of the cost of a capital asset based on its useful life – often referred to as "depreciation."

Annual Operating Program: Refers to yearly ongoing major repairs and maintenance work related to the Town's capital assets such as roads, facilities, parks, etc.

BMA Study: Refers to the annual municipal study conducted by the BMA Management Consulting Inc.

Procedures

Objectives of Asset Replacement Funds

The primary objectives for asset replacement funds shall be:

- a) To maintain adequate funds to replace, rehabilitate and upgrade tangible capital assets as required;
- b) To promote long-term financial flexibility and sustainability;
- c) To ensure fairness & equity to current and future taxpayers

The highest priorities are to safeguard public health and safety, and to maintain existing levels of service.

Category of Asset Replacement Funds

Asset replacement funds will be maintained in the appropriate categories as defined in the Asset Management Plan (AMP). The Treasurer may revise the categories as necessary from time to time to align with the AMP.

Management of Asset Replacement Funds

The Town will strive to use the best practices among municipalities to manage its asset replacement funds. The financial practices include:

- Establish, close or consolidate asset replacement funds
- An asset replacement fund will be established, closed or consolidated with other asset replacement funds as recommended by the Treasurer and approved by Council

Funding sources for asset replacement funds

- a) Allocation of taxation revenues specified in the tax-supported operating budget;
- b) Allocation of user fee or rate revenues specified in the rate-supported operating budgets;
- c) Specific infrastructure levy;
- d) Net proceeds from disposal of tangible capital assets;
- e) Transfers from other reserves and reserve funds as approved by Council;
- f) Other appropriate sources

Asset replacement funds target

- Stage 1/initial: annual increase in contributions should at least equal to new net requirements and indexing for Construction Price Index;
- Stage 2/optimal: contributions at a sustainable level to meet the requirements as identified in the Asset Management Plan.
- Stage 3/ideal: contributions are sufficient to maintain the asset replacements funds balance at a level equal to or greater than the accumulated amortization for the applicable capital assets.

The highest priorities are to safeguard public health and safety, and to maintain existing levels of service. These priorities can supersede achieving the ARF targets.

Use of asset replacement funds

Asset replacement funds can only be used for the following expenditures:

- Rehabilitation of tangible capital assets;
- Betterment, which extends the lifespan of the tangible capital assets beyond its original life expectancy. This is the definition used by the Public Sector Accounting Board;
- Replacement of tangible capital assets to maintain the current service level

This can include all expenditures that can be appropriately allocated to the cost of the capital asset in compliance with Public Sector Accounting Standards.

Asset replacement funds are not to be used for the following expenditures:

- Annual Operating Program expenses for yearly ongoing major repairs and maintenance work related to the Town's capital assets;
- Condition assessments or studies related to the assets,
- Debt servicing interest and principle unless specifically authorized by Council to finance the replacement of an asset;
- Any other operating expenses

Interest and calculation method

All asset replacement funds will earn interest or bear interest if the balance is negative. Interest will be calculated monthly based on the fund balance at the end of each month. The interest rate used will be the same rate that the Town's bank account can earn.

Investment of asset replacement funds

Asset replacement funds may be invested for a term that will not exceed its expected date of need. The related investment of income will be credited periodically to the specific asset replacement fund according to its proportionate share of the investment portfolio. Investment shall be further governed by the Corporation's Investment Policy and Procedures.

Delegation of Authority

The Treasurer of the Town will retain the overall authority for creation, closure and managing the Corporation's asset replacement funds. The Treasurer may delegate the authority to the Deputy Treasurer.

Reporting

The Treasurer shall submit to Council the following reports:

- Asset replacement funds continuity report;
- Asset replacement funds budget report;
- Other reports required by legislation or by Council or deemed necessary

The continuity and budget of the asset replacement funds reports may be included in the reserves and reserve funds continuity and budget report respectively.

Responsibilities

The Treasurer has overall responsibility for the management and administration of asset replacement funds. These include but are not limited to the following:

- Determines the need for creation, consolidation and closure of asset replacement funds;
- Sets and adjusts targets for specific asset replacement funds where appropriate;
- Recommends contributions to, and funding from, asset replacement funds;
- Prepares required reports to Council regarding asset replacement funds;
- Develops and updates this policy as necessary

Cross-References

Municipal Act, 2001 FIN. 3.01 Investment Policy FIN.XXX Reserves and Reserve Funds Policy



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

Asset Replacement Fund Strategy Staff Report

Report Number: 2018-12 Department(s): Financial Services Author(s): Mike Mayes, Director, Financial Services/Treasurer Meeting Date: April 30, 2018

Recommendations

- 1. That the report entitled Asset Replacement Fund Strategy be received; and,
- 2. That the Asset Replacement Fund Strategy, as outlined in this report, be adopted by Council; and,
- 3. That staff be directed to use this Strategy in future budget considerations.

Executive Summary

The strategy aims to rationalize the various asset replacement funds, and to develop metrics and targets for them. It also establishes some principles that could facilitate the long-term reduction of the infrastructure gap. This strategy will be a key component in the financial strategy for the Asset Management Plan (AMP).

Purpose

The purpose of this report is to provide guidance on how to operationalize the Asset Management Policy to ensure sustainability of financing for the Town's capital assets, i.e. to reduce the infrastructure gap.

Background

The Asset Replacement Fund (ARF) was created in 1998. Its original goal was to ensure that Newmarket could afford to replace future capital assets as required.

Contributions were based on the amount needed to be set aside on an annual basis to cover the cost to replace an asset at the end of its life cycle. The amounts were based on the current replacement and not historical cost. No adjustments were made for contributions that should have been made prior to creation of the ARF.

The initial annual contributions to the ARF were only 50% of the estimated requirements. Exceptions were made for water, wastewater and fire, which all started at 100%. Over time, the contributions on the other assets were increased and they hit 100% in 2008.

There were no further increases in ARF contributions until the Capital Financing Sustainability Strategy in 2013 recommended annual infrastructure levies of 1%. This resulted in infrastructure levies in 2013 (0.84%), 2014 (0.74%), 2015 (1%), 2016 (0.80%) and 2018 (0.68%). There was no increase in 2017.

With the challenges to sustain these levies, it is appropriate to consider a longer-term financial strategy.

Discussion

The initial intent of the Asset Replacement Fund (ARF) has been made more precise in the Asset Management Strategy (AMS) by addressing the infrastructure-funding gap.

The first step in the strategy is to measure the gap

There is no industry standard measure available at this time. The usual providers of municipal key performance indicators, the Ministry of Municipal Affairs and BMA Consulting (BMA), have not yet provided a suitable recommendation. A metric has been considered by the Municipal Finance Officers Association of Ontario (MFOA) and used by our internal auditors in their review of our infrastructure levy. That metric is capital reserves as a percentage of the accumulated amortization of tangible capital assets.

Amortization is the accounting term for depreciation, the proportional annual allocation of the original cost of an asset. Accumulated amortization is the sum of the depreciation over the years. Net book value is the original cost of the asset less its accumulated amortization at a given point in time. At the end of an asset's expected useful life, the accumulated amortization will equal its original cost and the asset is then considered fully amortized and has no net book value. For example, an asset purchased for \$20,000 with a 20-year life expectancy would have annual amortization of \$1,000 and after 5 years would have an accumulated amortization of \$5,000 and a net book value of \$15,000. Note that market value or replacement cost is not considered for accounting purposes.

If funds had been set aside on an annual basis equal to the amortization, then the capital reserves would be at 100% of the accumulated amortization at the end of the asset's lifecycle. That would represent current ratepayers paying for the cost of the tangible capital assets that provide services to them. This has not been the experience of Newmarket or most municipalities.

	2012	2013	2014	2015	2016	2017	
Combined	8%	10%	9%	8%	9%	11%	
Tax Supported	-5%	-4%	-7%	-10%	-8%	-10%	
Rate Supported	46%	50%	53%	55%	58%	42%	

Capital Reserves as a % of Accumulated Amortization

The review done by our internal auditors determined that the average level among our comparable municipalities was 9.2%.

As can be seen, achieving 100% is a long-term goal. An interim measure to indicate if progress is being made would be to compare contributions to capital reserves as a percentage of amortization expense on an annual basis.

Contributions to Capital Reserves as a % of Amortization Expenses

	2013	2014	2015	2016	2017
	86%	88%	92%	106%	101%
Tax Supported	74%	85%		81%	
Rate	99%			212%	7B
Supported					

The dramatic increase in 2016 was due to revisions in our estimate for the life cycle of roads, water, wastewater, and storm water systems.

The next step is to set targets

The policy sets out three stages for targets – initial, optimal and ideal. The following application of these stages is recommended:

- Water and Wastewater rate groups stage 3/ideal. These funds have mature ARF's and are expected to reach 100% of accumulated amortization by 2030.
- Stormwater rate group stage 2/optimal. The initial 6-year financial plan is working towards the funding target as set out in the Capital Financing Sustainability Strategy. This will be reviewed next year when the plan is reviewed.
- Central York Fire Services stage 2/optimal. Although CYFS has not yet finalized its Asset Management Plan (AMP), it does work towards sustaining a 10-year capital program. The Joint Council Committee (JCC) has agreed to move towards a 10-year goal.
- Newmarket Public Library stage 3/ideal. The Library does not have a formal AMP but does have a sufficient balance in its ARF to cover the proportional share (based on life cycle) of the current replacement value of its assets.
- Town (other tax-supported) stage 1/minimal. These assets have the largest infrastructure gap. Beginning with basic annual increases, as recommended by the Capital Financing Sustainability Strategy, would be a good start. Consideration will need to be given to the impact of the other measures before escalating the target.

It should be emphasized that these are the targets. Budget considerations will always be an overriding factor. In the case where targets cannot be met due to budgetary constraints, then the targets can be used as a guideline for prioritization.

Some housekeeping is required to make the KPI's and goals meaningful

• The inter-fund imbalance needs to be dealt with.

A number of the tax-supported ARF accounts are in a negative balance. At the end of 2017, there was a \$31 million inter-fund loan from the Water, Wastewater and Storm Sewer rate groups. Major water, wastewater and storm sewer replacements will not occur until 2040, but it is recommended that plans be made to repay the loan prior to that.

It is recommended that the \$31 million internal loan be set aside and repayment set up over a 20-year period. This would amount to approximately \$1.9 million annually at current interest rates.

• The asset categories should align with the Asset Management Plan (AMP).

1. Library – furnishings and equipment but not books (operating budget) or building.

45

- 2. Information Technology hardware and software
- 3. Fire (CYFS) vehicles, equipment and furnishings
- 4. Buildings including facilities, municipal offices, the Library and Town-owned fire stations
- 5. Equipment, recreation gym equipment etc.
- 6. Parks including outdoor pools, splash pads and other outdoor facilities
- 7. Vehicles and equipment, parks
- 8. Vehicles and equipment, operations
- 9. Municipal parking lots
- 10. Roads
- 11. Streetlighting
- 12. Sidewalks
- 13. Stormwater Management System includes mains and ponds
- 14. Water System
- 15. Wastewater System
- 16. Bridges and culverts
- 17. Trails and walkways

If the AMP structure revises its categories, the ARF accounts and ARF Strategy will be revised accordingly.

• Limiting the use of ARF to Tangible Capital Assets (TCA).

Currently, the ARF is used to finance expenditures that are not directly for the purchase or construction of Tangible Capital Assets. These expenditures include annual operating programs for major repairs and maintenance, condition assessments and studies, and debt servicing. Although this is an appropriate use of the ARF, doing so makes it difficult to measure progress on our targets. The Policy seeks to further refine the use of ARF funds.

The proposed policy would no longer use the ARF to fund these items. To ensure that there is no budget impact, annual contributions to the ARF would be reduced by the same amount.

Recognizing that the cost of annual operating programs for major repairs and maintenance can fluctuate from year to year based on requirements, a reserve should be established on the same basis as the Winter Control Reserve to stabilize the impact on rates.

• The tax-supported funds and contributions should be re-balanced.

Between 1998 and 2008, the tax-supported asset replacement fund contributions grew from 50% of the estimated annual contributions to 100%. However, this growth did not occur evenly and some categories of assets became underfunded due to inaccurate life cycle and replacement cost information. As a result, some ARF accounts, such as Roads, have a healthy balance, while others, such as buildings, are in a deficit.

Concurrent with setting aside the deficit balances as an internal loan, it is recommended that the remaining positive balances be re-distributed amongst the asset categories. This could be done proportional to accumulated amortization, which has been identified as a measure.

On a similar basis, future annual contributions to tax-supported ARF should also be reallocated on the basis of annual amortization.

This excludes Fire and Library which are calculated independently because they have separate governance. It also excludes the rate-supported ARF's as they have a separate and regulated primary funding source.

The new ARF accounts define the funding envelope for each asset category

To facilitate financial sustainability and reducing the infrastructure gap, expenditures should be limited to the available funding. This should be applied to each of these AMP (ARF) groupings. Consequently, no fund should be borrowing from other categories.

This may be a challenge. The amount of funding for each category will be limited. The transition to multi-year capital budgets and revisiting capital carryovers should assist with this. Also, temporary borrowing from future contributions will be allowed if there is a plan to balance the fund at the end of the 10-year timeframe. This would be reasonable way to allow for cyclical fluctuations. The Fire capital funding projections are based on this principle.

Committing to long-term funding solutions

Some years there may be pressures on the budget that cause Council to choose to apply some or the entire infrastructure levy to items other than ARF contributions. If this is done to a limited degree, there may not be a problem if the following solutions are used.

Extraordinary items

Financial Services Report 2017-12, 2018 Budget Process and Target defined extraordinary items as cost increases that are too large to be contained within the base budget. It also stated that similar treatment should be applied to extraordinary cost reductions.

There are expenses that have become embedded in the base budget that have an expiration date. They include:

- 1. Emerald Ash Borer (EAB) the cost of this program in 2018 will be \$1 million. Within a few years, the expense will be reduced to a maintenance level in the \$200,000 range.
- 2. Honeywell energy retrofit programs these programs invested in initiatives that have reduced our energy consumption. The savings are paying for internal loans used to finance the capital expenditures. The first phase has its final payments in 2018. \$156,000 will become available in 2019.
- Vacancy rebates the province has given municipalities the option to reduce or eliminate the current requirement to provide tax rebates on vacant business properties. This current 30-35% rebate costs the Town about \$121,000 every year. York Region municipalities are meeting to discuss the implementation of this option.
- 4. Debenture payments currently \$590,000 in property taxes funds debenture payments. This will no longer be required in 2025.

Moving forward, as we use tax rate increase targets based on inflation indicators, it would be appropriate to use these extraordinary cost savings to enhance the Asset Replacement Fund and not apply them to the base budget.

Dedicated revenues

A challenge in using inflation as the standard for the budget is that not all revenue components have steady annual inflationary increases. While inflationary increases in expenses can be matched by, inflationary increases in property taxation and user fees, there are revenues that do not increase annually with inflation – these would include our investments, such as our dividends from investment in Newmarket-Tay Hydro.

These investments will provide an adequate return in the long term and so should be matched with longer-term expenses such as financing the tax-supported asset replacement fund. In practical terms, this means any increase, or decreases in these revenues, would be reflected in increases or decreases in the contributions to the taxsupported Asset Replacement Fund.

If a commitment was made to these long-term funding solutions, then we could occasionally deviate from the planned annual contributions with a comfortable level of risk.

The Asset Replacement Fund Strategy is the key link between the Asset Management Strategy and the Budget

As such, it will be monitored, reviewed and updated as the Asset Management Strategy is developed.

Conclusion

As stated above.

Business Plan and Strategic Plan Linkages

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

Consultation

The principles of this strategy have been developed in consultation with the Strategic Leadership Team (SLT) and used information provided by our internal auditor.

Human Resource Considerations

None.

Budget Impact

The Asset Replacement Fund Strategy is the key link between the Asset Management Strategy and the Budget.

The current target of a 1% tax increase as an infrastructure levy, along with the amounts included in the 6-year plans for water, wastewater and stormwater is moving the Town in the right direction.

Attachments

None.

Approval

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

hchk

Esther Armchuk Commissioner, Corporate Services

Contact

For more information on this report contact: Mike Mayes at 905-953-5300, ext. 2102 or <u>mmayes@newmarket.ca</u>



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

Procurement Services, IT & Financial Services 2018-07

50

Award of Single Source Contract Staff Report

Report Number: 2018-07 Department(s): Procurement, IT & Financial Services Author(s): Sharon Jones, Grace Marsh, Mary-Anne Wigmore Meeting Date: April 19, 2018

Recommendations

- 1. That the report entitled Procurement Services, IT & Financial Services 2018-07, regarding the awarding of a single source contract for property tax software, known as Tax Manager (TXM) be received; and,
- 2. That Council approve a single source/partnership process to award a contract for a new property tax system to the Corporation of the City of Mississauga, on terms satisfactory to the Treasurer, the Manager of Procurement Services and the A/Director of IT.

Executive Summary

See Below

Purpose

Council approval of a single source/partnership to purchase a new property tax system. A budget for this purchase was previously approved.

Award of Single Source Contract for Property Tax Software

Background

Staff has reviewed the functionality and support services of the current property tax system (Vailtech).

The current system has been in use since approximately 1992 and unfortunately, over the years, enhancement has not kept up with updated legislative requirements, or new technology that could improve both the taxpayer and staff experience. Some of the key shortcomings of the Vailtech system are:

- 1. Not legislatively compliant with the current Municipal Act and its regulations in many areas.
- 2. Technology designed in the 1990's has not been updated, for example, it is not a web-based application.
- 3. There is no option to allow taxpayer interaction in the future.
- 4. There are very few useful reports and no taxpayer communication tools available.
- 5. The support services of Vailtech have declined to the point where internal IT resources are being stretched to fill in the gaps.

The Supervisor of Property Tax & Assessment and the Application Systems Specialist from IT reviewed a number of other systems available on the open market and visited other municipalities to view and evaluate available property tax systems on the open market. The following steps were taken:

- Software survey was initiated through various professional organizations.
- Visits were made to other municipalities to view their systems and functionality.
- Discussions were undertaken over the telephone and in person with staff from other municipalities for their opinions.
- Systems reviewed included Open Tax (Amanda), Vadim I-City, Diamond Property Tax, MuniSoft Property Tax and Tax Manager (TXM).

The results of the review are summarized as follows:

- Size of the municipality some of the available systems were designed for much smaller municipalities and would not be appropriate for Newmarket.
- User experience staff colleagues were quite open about the shortcomings of some of these systems such as, manual entry on a daily basis, no connection to financial systems, large amounts of up front manual data entry to get started.
- Cost for-profit companies offer all of the systems with the exception of TXM and the average costs were higher than TXM estimates.

Award of Single Source Contract for Property Tax Software

Page 2 of 6

- Legislative compliance some of the other systems were similar to Vailtech in terms of their current ability to meet changing legislative requirements, generally by relying heavily on the municipal users to interpret legislative requirements, which can vary. The providers do not have property tax experts on staff.
- Future enhancements none of the other systems offer the option of moving to a web based taxpayer interface with the property tax and assessment data.

Finance and IT agreed to recommend TXM as the best solution for the Town of Newmarket based on the following conclusions:

- The City of Mississauga operates and markets the system on a not for profit basis, looking only for cost recovery in their fees. They approach the process as a partnership rather than a vendor/customer relationship. The software industry is a very competitive environment in which companies may only exist for a limited time, or where staff turnover may be high leading to gaps in knowledge and a reduction in support. By utilizing software developed by municipalities-for municipalities the likelihood of these issues occurring is substantially mitigated.
- The City of Mississauga developed the Tax Manager (TXM) system in-house with the collaboration of financial and property tax staff from various municipalities. The cities of Markham, Brampton and the Town of Richmond Hill assisted in the development and continue to use it today. In addition, the City of Pickering single sourced and purchased the system and converted from Vailtech, providing a good road map for Newmarket's conversion.
- TXM includes all of the functionality to bill property taxes, change the levies when required for assessment appeals, tax rebate or reduction applications, manage collections effectively and manage the assessment values under up to date legislative requirements.
- The City of Mississauga as the vendor has both the staff and more importantly, the expertise to quickly interpret and understand legislative changes as they occur in the future, and as a lower tier municipality fully understands our strategic priorities in terms of community engagement.
- For the future, TXM has the ability to integrate with a web portal where taxpayers will be able to access and manage many functions relating to property tax and assessment directly with a secure password.

Award of Single Source Contract for Property Tax Software

Page 3 of 6

Discussion

Process to Date

During 2017, multiple discussions took place between Newmarket's then Manager of Procurement, Legal Services, Finance and IT. The result was the content for a Master Services Agreement was agreed upon and is ready for execution should Council approve this recommendation. During those discussions, Newmarket agreed to work with Mississauga in a "Discovery Process" to determine if Newmarket is a fit for TXM.

The discovery process took place during January and February with the following results:

- Some minor changes to business processes will be made;
- No major issues with data were discovered, however some hardware upgrades will be required;
- The term of the agreement will be three years, with optional annual renewals after that:
- We will work towards implementation on October 1, 2019 and be fully functional for the 2020 tax year. The discontinuation of the current system would be timed to take full advantage of cost reduction on the existing service provider's contract

Procurement Assessment

The Manager, Procurement Services has reviewed the "TXM Tax Manager – FINAL -Discovery Report" dated April 5, 2018 and all other previous supporting documentation, and is satisfied that the Single Source purchase of the TXM Tax Manager software supplied by the City of Mississauga aligns with section 13.6, subsection v. of the Procurement By-law:

"Where the contractor possesses the unique and singularly available capability to meet the requirements, such as, skills related to and/or existing knowledge of the nature of the service"

Single Source purchases shall be required to comply with the contract requirements of Section 15 Contract Execution and Section 16 Contractor Performance of the Procurement By-law.

Conclusion

Should Council approve this report, staff will move ahead with an implementation plan that will target October 1, 2019.

Award of Single Source Contract for Property Tax Software

Page 4 of 6

Business Plan and Strategic Plan Linkages

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

Consultation

In addition to the external research completed, there has been extensive consultation between Finance, IT, Legal Services and Procurement through the process.

Human Resource Considerations

Staffing levels would remain the same following implementation; however there is an expectation that once the system is fully implemented there will be a reduction in the staff time required for administrative tasks with the current system for both IT and Finance, providing an opportunity to enhance our service to the public.

Budget Impact

Operating Budget (Current and Future)

The 2017 capital budget included \$300,000 and an annual allowance of \$46,000 in the operating budget. Any additional costs will be captured in the 2019 budget process

Capital Budget

Approval for a new tax software system was included in the 2017 capital budget, should the amount exceed the figure previously approved, a request for additional funding will be made as part of the 2019 budget process.

Attachments

None

Approval

Grace Marsh, CMRP, CMM III Supervisor, Property Tax & Assessment

Award of Single Source Contract for Property Tax Software

Page 5 of 6

MWN

Mary-Anne Wigmore A/Director, Information Technology

Sharŏn Jones Acting Manager, Procurement Services

M. Mayes, CPA, CGA Director, Financial Services/Treasurer

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

Contact

For more information on this report, contact:

Grace Marsh, Supervisor, Property Tax & Assessment X 2143, <u>gmarsh@newmarket.ca</u> Mary-Anne Wigmore, A/Director, IT X 2307,<u>mwigmore@newmarket.ca</u> Sharon Jones, Acting Manager, Procurement Services X 2354, <u>sjones@newmarket.ca</u>

Award of Single Source Contract for Property Tax Software

Page 6 of 6



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

Email: <u>info@newmarket.ca</u> | Website: <u>newmarket.ca</u> | Phone: 905-895-5193

Municipal Election Joint Compliance Audit Committee Staff Report

56

Report Number: 2018-09

Department(s): Legislative Services

Author(s): Sarah Niezen

Meeting Date: April 30, 2018

Recommendations

- 1. That the report entitled Municipal Election Joint Compliance Audit Committee dated April 30, 2018 be received; and,
- 2. That Council adopt the York Region Terms of Reference for the Joint Compliance Audit Committee (attached as Appendix "A"); and,
- 3. That the following individuals be appointed by Council as the roster of individuals, who may be selected by the Town Clerk, to constitute the Joint Compliance Audit Committee when required for 2018-2022 Term of Council:
 - Terrence James Alderson
 - Ron Colucci
 - Jodi Feldman
 - Robert M. Freedman
 - Mark Gannage
 - Kelly Gravelle
 - Wm. J. Paul Jones
 - Reagan Ruslim
 - Vince Scaramuzza; and,
- 4. That the Town Clerk be delegated the authority to:
 - a. Establish in response to any compliance audit applications received for the 2018 Municipal Election, panels of three (3) persons from the Councilapproved roster of individuals to serve as the Joint Compliance Audit Committee for the 2018 – 2022 term; and,
 - b. Establish, approve and amend the Joint Compliance Audit Committee's Terms of Reference and mandate as needed, effective May 7, 2018; and,

- c. Recruit and appoint Joint Compliance Audit Committee members for the 2022 term of Council and all terms of Council going forward; and,
- 5. That the Town's Delegation of Authority By-law 2016-17 be amended to include items 4 (b) and (c) above.

Purpose

The Municipal Elections Act, 1996 (the Act) requires that all municipal councils in Ontario appoint an arms-length, independent Compliance Audit Committee (Committee) for municipal council candidates by October 1 in an election year. Each respective school board establishes their own Committee for school board candidates.

This report is intended to present an overview of the Compliance Audit process, present the roster of candidates for appointment for the 2018-2022 term, and the Committee Terms of Reference, and to delegate authority for future appointments and amendments to staff.

Background

The Committee plays an important role in supporting a positive public perception of the fair application of rules respecting election contributions and expenses.

The Committee is responsible for considering applications from eligible electors that believe, on reasonable grounds, that a candidate has contravened a provision of the Act relating to election campaign finances. A Committee can:

- consider requests for audits of campaign finances;
- appoint an auditor to commission a report if the Committee grants a request for an audit
- consider that auditor's report and choose whether or not legal proceedings should be commenced against the candidate.

The Town of Newmarket had one request for a Compliance Audit Review following the 2014 Municipal Election. The Committee met to review the application and hear from the applicant and the candidate. The application for a Compliance Audit was rejected.

For the 2018-2022 term all York Region Municipalities (including York Region for the first time) participated in a joint Committee recruitment process. In 2014, the Town participated in a similar process of joint recruitment.

The Act requires that the Committee be composed of a minimum of three (3) and a maximum of seven (7) members who cannot be a member of council or a candidate in the Municipal Election for which the Committee is established.

For the 2018 Committee, York Region Clerks publicly advertised the positions, reviewed applications, conducted interviews with qualified applicants and a slate of candidates who could be appointed as a roster was determined.

As outlined in the Terms of Reference for the Municipal Election Compliance Audit Committee (attached as Appendix "A"), it is proposed that Council adopt a roster of individuals and that the Town Clerk be delegated the authority to select three (3) individuals to constitute the Committee if required, based on their availability and balance of professional backgrounds, wherever possible.

Discussion

Appointment of Members 2018 – 2022 Term of Council

The Terms of Reference outline the membership selection criteria for the Committee. Applicants were evaluated based on experience; preference was given to applicants with a professional background in accounting, auditing, law, election administration, or public administration. Applicants were also required to demonstrate an understanding of municipal campaign finance requirements, possess analytical, decision-making and effective communication skills and have experience working with or as a member of a government board, task force or quasi-judicial body. Consideration was also given to individuals who were previously appointed to and had experience serving on a Committee

Of the nine names presented for the roster six of them served on the Municipal Election Compliance Audit Committee for the 2014-2018 term.

All individuals on the Council-approved roster will be required to attend an orientation and training program.

Terms of Reference

The Terms of Reference have been created to reflect the legislated mandate, as well as the membership and administrative requirements of the Committee as per the Act. The Terms of Reference may be amended from time to time, as required.

Recent Amendments to Municipal Elections Act

As part of the recent amendments to the Act, there have been changes to the Compliance Audit process.

- 1. For the 2018 Municipal Election, Registered Third Party Advertisers are required to submit financial statements and may be subject to a request for a Compliance Audit.
- 2. The Town Clerk is now required to review the contributions reported on the financial statements for all candidates for Town Council, all school board trustees,

and all registered third party advertisers and prepare a report identifying each contributor who appears to have contravened any of the contribution limits. This report is to be provided to the Compliance Audit Committee. The Committee must consider the report and decide whether to commence a legal proceeding against a contributor.

Delegation of Authority

In 2014, Council delegated authority to the Town Clerk to establish, in response to any compliance audit applications received, panels of three (3) persons from the Council-approved roster of individuals to serve as the Municipal Election Compliance Audit Committee.

The Town Clerk establishes administrative practices and procedures for the Committee and, consistent with previous practice, undertakes the recruitment of Committee members at arms-length from Council. Current Members of Council who seek reelection in the 2018-2022 term of Council may be the subject of an application to the Committee for a compliance audit; and to remove any perception of bias and further an arms-length process, it is recommended that Council delegate approval of the Committee's Terms of Reference and membership to the Town Clerk, in keeping with the practices of other Greater Toronto Area municipalities such as Richmond Hill, Oshawa, and the Region of York.

Conclusion

The Compliance Audit Committee has a legislated arm's length function of Council. Delegation of authority to the Town Clerk for future appointments and administration of the Committee will enhance the independence of the Committee and reduce the perception of bias for Council.

Business Plan and Strategic Plan Linkages

This initiative supports the Town's Vision, Mission and Community Strategic Plan goal of being well-equipped and managed by implementing policies and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

Consultation

The proposed roster for Municipal Election Compliance Audit Committee and the Terms of Reference were established jointly by all York Region Clerks.

Human Resource Considerations

There are no human resource considerations.

Budget Impact

It is proposed that each member of the Council-approved roster be paid an annual retainer of \$400 and a per diem rate of \$350 per member plus mileage at \$0.55 per kilometer for attendance at required meetings, to be funded from the election reserve. The annual retainer is intended to cover costs associated with reviewing relevant legislation, case law and professional articles for educational purposes. The Act requires that the municipality assume any costs associated with the operation of the Committee, including any audits and prosecutions that might be initiated by the Committee. Such costs will be addressed during the 2019 budget deliberations

Attachments

Appendix A - Municipal Election Compliance Audit Committee Terms of Reference

Approval

watyen

Lisa Lyons

Director of Legislative Services/Town Clerk

the Auch K

Esther Armchuk

Commissioner, Corporate Services

Contact

For more information on this report, contact Lisa Lyons, Director of Legislative Services/Town Clerk, extension 2211 or <u>llyons@newmarket.ca</u>

ì

York Region Joint Compliance Audit Committee Terms of Reference (2018-2022)

Establishment

The Joint Compliance Audit Committee is established by the Cities of Markham and Vaughan; the Regional Municipality of York; the Towns of Aurora, East Gwillimbury, Georgina, Newmarket, Richmond Hill, and Whitchurch-Stouffville; and the Township of King (collectively the "participating municipalities"), pursuant to the requirements of section 88.37 of the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, ("the "Municipal Elections Act")

Mandate

The powers and functions of the Committee are set out in Section 88.33 to 88.36 of the Municipal Elections Act. The powers and functions are generally described as:

- 1. Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected;
- 2. If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;
- 3. The Committee will review the auditor's report within 30 days of receipt and decide whether legal proceedings should be commenced;
- 4. If the auditor's report indicates that there were no apparent contraventions and if there appears there were no reasonable grounds for the application, the Committee shall advise Council accordingly; and
- 5. Within 30 days after receipt of a report from any participating municipality's Clerk of any apparent over-contributions to candidates or third-parties ("report of the Clerk"), the Committee shall consider the Clerk's report and decide whether legal proceedings should be commenced.

Composition

Collectively a total roster of nine committee members shall be appointed by the participating municipalities.

When a participating municipality receives either a compliance audit request or a report of the Clerk, the Clerk of the applicable municipality shall, within 10 days, contact the roster of committee members and arrange for a minimum of three, and not more than seven, committee members to sit as the Compliance Audit Committee for the purpose of considering the compliance audit request or report of the Clerk. The selected Members sitting as a Compliance Audit Committee shall be required to participate in all meetings and any other proceedings pertaining to the request(s) or report of the Clerk.

Joint Compliance Audit Committee Terms of Reference Page 2 of 3

Term

The term of the Committee is the same as the terms of office of Council.

Chair

The committee members sitting as the Committee for a particular compliance audit request or report of the Clerk shall select one of its Members to act as a Chair at the first meeting.

62

Proposed Meeting Schedule

The Committee shall meet, as needed, with meetings to be scheduled by the relevant Clerk, in consultation with the selected members, when a compliance audit application or report of the Clerk is received.

Staffing and Funding

Staff from the applicable participating municipality shall provide administrative support to the Committee. The participating municipality requiring the services of the Committee shall be responsible for all associated expenses.

Records

The records of Committee meetings shall be retained and preserved by the participating municipality requesting the service of the Committee in accordance with that municipality's Records Retention rules.

Meetings

Meetings of the Committee shall be conducted in accordance with the rules of procedures that are established jointly by the Clerks of the participating municipalities.

Remuneration

\$400 - Retainer fee (includes compensation for review of any background materials).

\$350 - Per Diem rate, plus mileage at \$0.55 per kilometer.

\$350 (includes mileage) - attendance at a mandatory training session

Membership Selection

All Committee applicants will be required to complete an application form outlining their qualifications and experience.



Joint Compliance Audit Committee Terms of Reference Page 3 of 3

The Clerk, or his/her designate, from each participating municipality will serve on the Selection Committee. The Selection Committee shall meet to review all applications based upon the approved selection criteria. The Selection Committee shall prepare a roster for appointment according to the process approved by the Councils of the participating municipalities.

Membership Selection Criteria

The following skills and experience will be used Selection Committee to determine suitability for appointment to the Committee:

- 1. Demonstrated knowledge and understanding of municipal election campaign financing rules;
- 2. Proven analytical and decision-making skills;
- 3. Experience working on committees, task forces or similar settings;
- 4. Demonstrated knowledge of quasi-judicial proceedings;
- 5. Availability and willingness to attend meetings; and
- 6. Excellent oral and written communication skills.

The following persons are not eligible for appointment or to serve on the Committee:

- 1. Employees of any of the participating municipalities;
- 2. Members of Council or Members of Local Boards of any of the participating municipalities;
- 3. Council candidates for the 2018 Municipal Election and any by-election(s) held during the 2018-2022 Council term of office; or
- 4. Any persons who are Registered Third Parties in York Region.



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

Newmarket GO Station - Mobility Hub Study Staff Report

64

Report Number: 2018-20

Department(s): Planning & Building Services

Author(s): Adrian Cammaert

Meeting Date: April 30, 2018

Recommendations

1. That the report entitled Newmarket GO Station - Mobility Hub Study dated April 30, 2018 be received.

Purpose

The purpose of this Report is to present the final Mobility Hub Study to Council and provide background information on the Study's evolution.

Background

At the request of the Town, Metrolinx prepared a Mobility Hub Study (MHS) for the Newmarket GO Station located on Davis Drive. This Study is required to satisfy Section 9.3.3 of the Urban Centres Secondary Plan.

The Terms of Reference for this Study were prepared by Metrolinx in consultation with the Town in November 2016, which stated that the study will examine land use and transportation plans for the area, and provide both short-term and long-term recommendations on the station's functionality and aesthetics, road network, public realm, and transit integration. The project formally commenced in December, 2016 and a draft MHS was released for comment and review in October, 2017. The draft Study and associated Concept Plans were presented to Council on October 16, 2017. As part of the review process, both Council and staff provided extensive comments, as outlined in Staff Report 2017-39 and in subsequent staff correspondence to Metrolinx (email dated November 8, 2017).

In March 2018, the final MHS was released by Metrolinx, thereby concluding this project.

Newmarket GO Station - Mobility Hub Study Page 1 of 6

Discussion

The MHS provides physical improvements to the station and surrounding area to improve its functionality and aesthetics and transit integration. These improvements are separated into two Phases, Phase 1 (2018-2025) and Phase 2 (beyond 2025). The Phase 1 and 2 Concept Plans are included to this Report as Attachments 1 and 2. In addition, a Transit-Oriented Development (TOD) Plan is provided as Attachment 3 which illustrates all the proposed improvements as well as future density as per the Urban Centres Secondary Plan. The final MHS in full is available at Planning and Building Services for review.

As noted, a draft MHS was released for comment and review in October 2017. Agencies, including the Town, provided numerous comments to Metrolinx to refine the draft Study. Attachment 4 is the "Draft Mobility Hub Study Comments/Responses Chart" which summarizes these comments, including those provided by Council and staff, and identifies how they were responded to by Metrolinx. The comments provided by the Town are extensive. The remainder of this Report will summarize the more significant issues and how they were responded to by Metrolinx.

Comments provided and responses

This section will summarize the more significant issues that the Town commented on; for an exhaustive list of the Town's comments and responses, please refer to Attachment 4: "Draft Mobility Hub Study Comments/Responses Chart".

General Population and Employment Forecasts

Relative to future ridership projections, the Town commented that the population and employment numbers used in the draft MHS are not the most recent figures that are included in the Urban Centres Secondary Plan, and that using the more recent higher numbers is important as it helps justify more significant improvements to the station and surrounding area.

The final MHS has been revised to acknowledge that a portion of the growth is expected to occur within the Mobility Hub; however the ridership forecasts and classification of 'very low and low' levels of ridership are from the 2016 Rail Station Access Plan and Viva. Even with significant development, it is not expected the station's classification would change to High.

Transit Beyond the Mobility Hub

The Town commented that a greater understanding of how the local GO Stations will function together is needed, and specifically requested that the MHS include an analysis of:

a. the future of the GO Bus facility on Eagle Street in the context of reduced/eliminated GO Bus service, the completion of the Yonge Street Rapidway and the existence of the future Mulock Station. The question essentially being: is this Eagle Street bus facility needed in the new context without GO busses and the Viva Blue using the Yonge St Rapidway / Davis Dr Rapidway, bypassing this facility;

66

- b. the future focus/function of the Newmarket GO Station, Mulock Station, Aurora Station and East Gwillimbury GO Station (drive-to station vs. walk-to station); and
- c. the effective integration of transit between these stations (for example, how will busses from Newmarket serve the Aurora Station for 15-min train service?).

The final MHS was not revised to address this request, however, Metrolinx advised that they will be preparing a GO Bus Service Plan in 2018 that will address bus integration across the region, including GO Transit/Viva/YRT integration with local GO Stations, and that this study will include a formal process for engaging municipalities.

Floodplain as a Constraint

The Town commented that there was a need to clarify floodplain constraints regarding development potential for sites on the TOD Demonstration Plan (TOD Plan). Although the floodplain affects a site's potential for development, it is not an outright prohibition. The Provincial Policy Statement and Urban Centres Secondary Plan contain policies that permit certain forms of development in certain circumstances, including in cases where a site was previously developed. It was therefore requested that the Study (specifically the TOD Plan) show additional conceptual development in such instances.

Metrolinx advised that they consulted with the LSRCA and were advised that the restrictive approach was preferred, therefore no changes were made to the TOD Plan. However, additional wording was included to the Study stating that there are many sites just beyond the boundary of the Mobility Hub, within close proximity to the GO Station, that hold opportunity for intensification and TOD. Notwithstanding this, staff will continue to follow the direction of the Secondary Plan and work with the LSRCA to determine re/development potential of sites within the floodplain.

On-site Bus Accommodation

The Town commented that in Phase 1, it be considered that the on-site Mobility Plus stall be shared with other YRT busses, and subject to YRT comments perhaps a second on-site bus stall be included. Further, it was suggested that the expansion of this on-site bus accommodation with additional stalls in Phase 2 should be examined.

Metrolinx advised that they consulted with YRT and were advised that on-site bus bays/layovers were not warranted given the small number of YRT passengers that transfer to/from GO, as well as the increased travel time for all other YRT passengers (and YRT operating costs) associated with using off-street bus loop/bus bays.

Newmarket GO Station - Mobility Hub Study Page 3 of 6
Grade Separation

The Town commented that a more thorough examination of all grade separation options for implementation over the medium and long-term, including road over/under rail and rail over/under road scenarios be undertaken, potentially through the Transportation Assessment.

Metrolinx previously committed to publishing a "Background Technical Analysis" that would further analyze this issue, however due to data limitations, Metrolinx will no longer be publishing this assessment. Rather than referring to this Analysis for direction on grade separations, the final MHS refers to the findings of their 2015 System-Wide Grade Separation Analysis and the ongoing Level Crossings program.

Metrolinx has indicated that they recognize the need to continue evaluating level crossings across the network (i.e. to build on the initial System-Wide Grade Separation Analysis completed in 2015). As such, they have committed to developing a plan for each level crossing and will be meeting with municipalities in 2018 on this work. To reflect this in the final MHS, the following wording has been added:

"While Metrolinx's 2015 System-Wide Grade Separation Analysis did not identify Davis Drive as a priority for grade separation, all level crossings will continue to be evaluated on an ongoing basis, in consultation with municipalities."

It should be noted that the Phase 1 works can proceed independent of a grade separation, however if Metrolinx's system-wide analysis identifies the need and opportunity to implement a grade separation at this crossing, the Phase 2 works will need to be revisited.

Future Road Network

The Town commented that the width of the north/south street through the site as shown on the TOD Plan should be re-assessed with an understanding that this area is to be pedestrian-focused and maximize opportunities for re-development.

Metrolinx has not reduced the width of the north/south street on the TOD Plan, but has added wording in the text of the Study stating that the width and configuration of driveway or roadway access should be confirmed through the site plan approval processes and a complete streets approach should form the basis for all roadway design.

Pedestrian / Bicycle Connectivity

It was noted that the draft MHS did not include wayfinding signage improvements along the Tom Taylor Trail, informing trail users of the station's location and therefore the Town commented that "Improved Wayfinding" signage along the Tom Taylor Trail be included in Phase 1. Metrolinx has added additional wayfinding signage along the Tom Taylor Trail in the final MHS.

Newmarket GO Station - Mobility Hub Study Page 4 of 6

Implementation & Timing

The **Phase 1** improvements as shown on Attachment 1 are planned to be incorporated into the Regional Express Rail (RER) expansion program's scope of work, with construction scheduled to be completed by 2025. These improvements include the construction of improved signage and wayfinding, new east and west Passenger Pick Up & Drop Off (PPUDO) areas, barrier-free parking, Mobility Plus lay-by spaces, a pedestrian bridge over the rail corridor (with a ticket kiosk), east and west transit plazas, bicycle parking and other on-site pedestrian and cyclist improvements. Further technical analysis and design work is required to determine the final GO Station layout and design, and implementation of the proposed improvements is subject to successful property acquisition and funding availability, which are currently being explored by Metrolinx.

The **Phase 2** improvements as shown on Attachment 2 involve integrating the GO Station facilities with future TOD. These improvements are long-term opportunities (post 2025), and are dependent on private sector redevelopment of the Tannery site. The Phase 2 station improvements include a reconfigured eastern PPUDO (with barrier-free parking and Mobility Plus lay-by area), an enlarged transit plaza with additional bike parking and a new station building. The improvements in this Phase are subject to additional technical analysis, land availability, private negotiations, available funding and Metrolinx's ongoing grade separation analysis. Moreover, the proposed improvements could be accommodated on other lands that abut the rail corridor and reconfigured to ensure optimal integration with future TOD.

The MHS also recommends a host of other initiatives to be completed by the Town, Region and Metrolinx over the short and long term. One notable short term recommendation for the Town is to amend both the Official Plan and the Urban Centres Secondary Plan to implement the Study's recommendations related to future bike lanes, future local road network, future densities of the Mobility Hub and density transfers, as well as numerous editorial 'housekeeping' revisions.

Conclusion

The Newmarket GO Station MHS has been completed. The final Study outlines shortterm and long-term physical improvements to the Newmarket GO Station site and surrounding area to improve its functionality and aesthetics and optimize transit integration. The first phase of improvements are scheduled to be complete by 2025.

Business Plan and Strategic Plan Linkages

Living Well:

• Focusing on traffic and growth management strategies and plans.

Well-Planned & Connected:

Newmarket GO Station - Mobility Hub Study Page 5 of 6

- Planning and managing growth through long-term plans and strategies, supported by short-term action plans.
- Working with all levels of government to create transportation and transit linkages that support and enhance Newmarket as an Urban Growth Centre.

Consultation

A consultation program was created and followed for this project, consisting of two nonstatutory Public Open Houses and a Visioning Workshop. These events were hosted by Metrolinx, and staff from the Town, the Region and the LSRCA were in attendance to provide information and answer questions.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 - Phase 1 Concept Plan (2018-2025) Attachment 2 - Phase 2 Concept Plan (beyond 2025) Attachment 3 - Transit-Oriented Development (TOD) Plan Attachment 4 - Draft Mobility Hub Study Comments/Responses Chart

Approval

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

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

Jason Unger, MCIP, RPP Assistant Director of Planning

la Mollace

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

Contact

Adrian Cammaert, Senior Policy Planner, acammaert@newmarket.ca

Newmarket GO Station - Mobility Hub Study Page 6 of 6

B Bayview Parkway **METROLINX** \leq Davis Drive 50m 10 ... 0 • Franklin Street Franklin Street Asa Street 0 • Main Street North • East Charlotte Street North Figure 11. Phase 1 Mobility Hub Concept Plan (Anticipated Timing 2018-2025) 0 Penn Av Pedestrian Access to Station Facility The location of the floodplain, as shown, is based on Schedule 4 of the Newmarket Urban Cen-tres Secondary Plan and available LSRCA mapping, which is intended for screening purposes only. Area

Attachment 1



Attachment 2





Attachment 3



Comments Received from Study Partners on the Draft Newmarket GO Mobility Hub Study and IBI Group/Metrolinx Responses (March 9, 2018)

IBI Group / Metrolinx Response	No change to report The ridership forecasts and classification of 'very low and low' levels of ridership are from the 2016 Rail Station Access Plan and Viva. The Access Plan projections are to 2031 and reflect future land use. The station currently attracts 575 users. The Access Plan categories are Very Low (1,000 or less riders), Low (1,001-1,999), Average (2,000-4,000), and High (4,001 to 8,000). Even with significant development, it is not expected the station's classification would change to High. See also comment/response #23 regarding population and employment forecasts.	No changes to the report. Integration of local transit with GO stations is recognized as a broader issue that will require ongoing work beyond the scope of the mobility hub study. Metrolinx/GO Planning will be preparing a GO Bus Service Plan in 2018 that will address bus integration across the region, including GO Transit/Viva/YRT integration across the region, including GO Transit/Viva/YRT integration across the region, including service providers and municipalities. In addition, GO Planning staff (Philippe Bellon and Sherwin Gumbs) are available to meet with municipal staff and local service providers to discuss any concerns and to share information in advance of that process. Jana will be sending (or already has sent) an email to connect GO Planning, the Town, and Region (Viva/YRT).
By	Town of Newmarket, Planning and Building Services	Town of Newmarket, Building Services
Comment	Future ridership numbers - As per points 1 and 2 above, the population/employment numbers as per the Secondary Plan for this Character Area (and others in the Urban Centres) are well documented and future GO Train service enhancement to 15 min service is planned to accommodate this growth. This expanded service and increased development will result in increased ridership. Metrolinx supports this vision as they have built a Rapidway along the Urban Centres. Yet, the report repeatedly refers to low current and projected ridership; these two philosophies conflict with each other and it comes through in a few places in the report.	As per the Council extract, the MHS should include an analysis of: a. the future of the GO Bus facility on Eagle St in the context of reduced/eliminated GO Bus service, the completion of the Yonge Street Rapidway and the existence of the future Mulock Station. The question essentially is: is this station needed in the new context without GO busses and the Viva Blue using the Yonge St Rapidway / Davis Dr Rapidway, bypassing this facility; b. the future focus/function of the Newmarket GO Station, Mulock Station, Aurora Station and East Gwillimbury GO Station (drive-to station vs. walk-to station); and c. the effective integration of transit between these stations (for example, how will busses from Newmarket serve the Aurora Station for 15-min train service?). In sum on this point, we need to gain an understanding of all these area stations will work together and be efficiently served by local transit.
Page Number	Various	Various
Section of Report	Various General Population and Employmen t Growth	Various Transit Mobility Hub
Comment Number	₹	0

73

.

IBI Group / Metrolinx Response	No change to report. No change to report. Potential TOD on York Region's properties located on the northeast corner of Main Street and Davis Drive is shown on the TOD Demonstration plan. These lands are outside of the floodplain as delineated in the Official Plan and Secondary Plan schedules and LSRCA mapping, however, the mobility hub report does note further floodplain analysis will be required in support of future development applications to confirm exact limits of the floodplain. York Region's properties located on the southeast corner of Main Street and Davis Drive are designated 'Parks and Open Space' in the Secondary Plan, and the Region indicated it could be a future urban plaza.	No change to report sections dealing with floodplain. The LSRCA was consulted on the TOD Demonstration Plan and supports the current approach. The Town's comments were provided to the LSRCA, and no changes to their position were made. The plan provides appropriate treatment of development in the floodplain, consistent with the policy framework. Significant development is shown, with appropriate caveats regarding approvals and further study requirements, and direction is included for the Town to proceed with completing the necessary floodplain analysis, should the Town chose to do so in order to incentivize development. Second last paragraph of Section 4.4 (before the sub sections) to be revised to include the following text: There are many sites just beyond the boundary of the mobility hub, still within close proximity to the GO station, that hold opportunity for intensification and TOD.
By	York Region Rapid Transit Corporation (YRRTC)	Town of Newmarket, Building Services
Comment	There is a need to better clarify floodplain constraints with LSRCA regarding development potential for all the TOD sites. Some areas such as those near the intersection of Main St and Davis Drive are within the floodplain but not in the LSRCA Regulated Limit, as such, do they pose different constraints? York Region owns the corner properties east of Main St and Davis Dr and we like to see these included as TOD sites with high order mixed use developments. (YRRTC)	Floodplain as a constraint - The Report addresses the floodplain constraint extensively, suggesting that it will restrict growth and limit the extent of TOD. Although the floodplain is a constraint, we would suggest that the report applies to much weight to the negative effect it has on development. As per provincial policy, we accept that there are certain residential and institutional restrictions, however we see this area as being an employment hub; this is evident by the higher employment numbers and lower population numbers in this particular Character Area, as set out in the Secondary Plan. In addition, the LSRCA has not opposed development in the floodplain in the past where previous development/building footprints exist and where flood flows can be maintained. We would suggest increasing the TOD in the Demonstration Plan in the floodplain for employment uses, especially in areas that currently host development (building footprints) and revise sections as needed. (We agree that this is a difficult point to convey and therefore, we are working to provide separate confirmation from the LSRCA detailing this issue.)
Page Number	Various	Various
Section of Report	Various General Floodplain	Various General Floodplain
Comment Number	б	4

Comment Number	Section of Report	Page Number	Comment	By	IBI Group / Metrolinx Response
۵	Various General Floodplain	Various	The constraints associated with the floodplain are well laid out in the document and the disclaimer wording on the concept plans is very clear as well. It is also clear in the document that further information (i.e. topographic data) is required. It is recommended that wording be included that a topographic survey will be required to properly delineate the floodplain limits and potential depths of flooding during a flood event.	Lake Simcoe Region Conservation Authority (LSRCA)	The following text will be added to Subsection 2.4 and the Concept and TOD Demonstration plans: A topographic survey will be required to properly delineate the floodplain limits and the potential depths of flooding during a flood event.
ω	Various General Mapping and Figures	Various	In most of the mapping, but not all, the word "Legend" appears in the legend. These can all be removed. As a general rule (though unfortunately ArcMap does not follow this rule) map legends don't need this label – readers know what the legend is. Similarly, north arrows and scale bars don't need to be labelled (which of course they are not in this document).	York Region, Planning and Economic Development	No change to report maps. Metrolinx includes the 'Legend' label on its maps.
2	Various General Mapping and Figures	Various	For consistency, and because north is not straight north several maps (Figures 5 & 6, for ex), add north arrows.	York Region, Planning and Economic Development	Report figures will be revised to: Adjust direction of north arrow on Figures 2, 3, 4, 11, 12 and 13. Add north arrow to Figures 5 and 6.
8	Various General Mapping and Figures	Various	In Figures 11-13 the north arrow looks incorrect. Check it, I think it should point more to the top-right of the page. (Planning and Economic Development)	York Region, Planning and Economic Development	Report figures will be revised. See revision noted above in point 7.
თ	Various General Mapping and Figures	Various	Adjust the map scalebars to a length of a regular interval. E.g. – figures 11-13 show 60m. Should use either 50m or 100m.	York Region, Planning and Economic Development	Report figures will be revised to: Change scale to show 50m increments on Figures 11, 12 and 13.

ო

IBI Group / Metrolinx Response	No change to report. As part of the implementation of the GO Rail Station Access Plan, Metrolinx is pursuing opportunities to deliver parking expansion using a range of <i>alternative parking solutions</i> that reduce the upfront capital cost associated with parking; leverage existing underused parking spaces around GO rail stations; and provide greater flexibility to reduce the amount of parking, leased parking, parking spaces around GO rail stations; and provided in the future. Alternative parking, shared parking, leased parking, parking delivered through partnerships, and peer-to-peer parking. More information on the rationale for alternative parking solutions is provided in Appendix A of the Access Plan, under 'Go Rail Parking Management'. The above is addressed on page 29 of the draft mobility hub report. To improve transit connectivity, sections 3, 4 and 5 of the study recommend improved signage and wayfinding, pedestrian and public realm improvements and on street bus bays.	Refer to Comment / Response #1 and #23.	Report will be revised to cite York Region approval requirements in: Executive Summary (text on page ii and side bar on page ii) Section 2.4 (last line of TRCA subsection) Section 4.4 (TOD demonstration plan)	Executive Summary will be revised to: Delete extra 'public realm'.
By	York Region, Transportation Development Planning	Town of Newmarket, Planning and Building Services	York Region, Planning and Economic Development	York Region, Transportation Services
Comment	The Mobility Hub Study identifies 269 surface spaces for vehicular parking with no future expansion planned. Without parking expansion and given the 2031 target of 1,000 AM peak period weekday departures and drive & park modal split of 40-42%, it appears that either the total ridership target is too high or that drive & park users can only make up 27% of the total ridership. If the latter situation is correct, then transit connectivity at the GO station needs to be prioritized. Please clarify.	Page i. It is noted that the ridership at the Newmarket GO will remain low. However, on Page 12 it states that there will be 5,300 residents and 10,700 jobs along Davis Drive.	Page ii, last paragraph and Page iii side bar: "All future development proposals must demonstrate conformity with applicable provincial, regional, municipal and LSRCA policies and guidelines and will be subject to approval by the Town of Newmarket, York Region and the LSRCA." I think "York Region" should be added given the very next paragraph on the next page says that an OPA will be required to incorporate the findings of the study and we are the approval authority for OPAs. Ensure that this is updated anywhere else in the document that it may arise.	Page iii sidebar: The term "public realm" is repeated.
Page Number	Various	· -	:=	E
Section of Report	Parking	Executive Summary	Summary	Executive Summary
Comment Number	6	, ,	2	13

Comment	Section of	Page	Comment	By	IBI Group / Metrolinx Response
noer	1.0 Introduction	1 1	Page 1, section 1.1: Is the 2008 Regional Transportation Plan still under review? What study are they referring to as Section 2.2 talks about our 2016 YR Transportation Master Plan?	York Region, Planning and Economic Development	No change to report. Metrolinx's Regional Transportation Plan is still under review. It is unrelated to the YRTMP.
		7	Page 2, figure 1: The North Arrow is pointing in the wrong direction here. It's pointing almost directly west. Should be revised, probably moved to the right side bottom of the map as well, less prominent/distracting. Stands out too much in current location.	York Region, Planning and Economic Development	Figure 1 will be revised to: Correct direction of north arrow and move it to the bottom right of the figure.
	~	ω	Section 1.4 (Page 6). There is a paragraph that states "other public realm improvements are expected to be led by York Region, the Town of Newmarket or the LSRCA". Is this referring to any trail improvements etc.? I would recommend a point of clarification on this – provide examples.	LSRCA	Subsection 1.4 text to be revised to note [new text <u>underlined]</u> : Metrolinx will be responsible for implementing the proposed improvements to the GO station facilities. Other public realm improvements involving sidewalks, streetscape, parks and trails are intended to be led by York Region, the Town of Newmarket or the LSRCA, either alone or in partnership between government agencies or with the private sector. <u>All</u> of the proposed improvements are further described in Sections 4 and 5 of this report. Note: will keep the callout box as is (short).
	2. Prevailing Policy Framework	ω	Page 8, figure 4: Commercial designation in legend should be lightened to match the map.	York Region, Planning and Economic Development	Figure 4 will be revised to: Lighten the shade of pink used in the legend for Commercial to match the colour in the map.
	7	ω	P.8: Figure 4. Identify the Newmarket GO Mobility Hub and East Holland River on the map.	York Region, Transportation Development Planning	Figure 4 to be revised to: Label the East Holland River. Note: Mobility Hub is already identified (dotted line on map and in legend)

IBI Group / Metrolinx Response	Section 2.1 of the Report (Draft 2041 Regional Transportation Plan subsection) to be revised by: Replacing the call out Draft RTP map with a sharper image and adding labels for Yonge Street and Davis Drive. Adding a note in the call out that recommendations and mapping are draft and may be subject to change (as per Anthony Smith's request)	Subsection 2.2 to be revised to: Remove reference to the Green Lane BRT and replace with new text: In addition to more frequent service on the Barrie GO rail line, the TMP identifies other potential transportation improvements that would benefit the Newmarket GO station mobility hub. These include dedicated cycling facilities along Main Street South, investment within the 'Lake to Lake' trail (one of the three conceptual region-wide trail systems) and potential north/south and east/west capacity and collector network improvements. Note: map showing 2027-2031 transit network removed since it shows 15-min two way to Newmarket and beyond.	
By	York Region, Planning and Economic Development	Town of Newmarket, Planning and Building Services	Town of Newmarket, Building Services
Comment	Page 9, right margin map: Hard to locate where this is. Just add Davis Drive and Yonge St in small print.	Pg. 9, last sentence – not sure how the Green Lane BRT will impact the GO Station. Delete?	Comments on Draft Background Transportation report that is applicable to Mobility Hub Study: Section 3.1: "Metrolinx's GO expansion program will bring two-way, all day rail service to Newmarket by 2025" – Confirm, but I think this is incorrect - 2- way all day is not in 2025, according to the 2016 Plan. It's one-way during a.m. and p.m. peaks, and 2-way every 60 mins midday, evening, weekends. So this isn't 2-way, all-day service. Two-way all-day service terminates at Aurora GO station for 2025 (See figure 7 from Draft Newmarket Go Station Mobility Hub Study).
Page Number	თ	თ	, , , , , , , , , , , , , , , , , , ,
Section of Report	7	7	E xecutive & 3 & 3
Comment Number	6	20	21a

IBI Group / Metrolinx Response	 Section 3.1 – last sentence of GO Transit subsection: By 2025, the GO expansion project (also known as Regional Express Rail – RER) will bring more frequent and reliable service to the Newmarket GO station in the form of: 30 minute, one-way (peak direction) weekday rush hour service; and 60 minute, two-way midday, evening and weekend service (see Figure 7). The Draft 2041 RTP calls for the extension of 15-minute service to, and north of, the Newmarket GO station, by 2041. Callout side text: Even with more frequent rail service, the Newmarket GO station is expected to remain a comparatively low ridership station. 	See responses above in 22a.	Subsection 2.2 to be revised to: Correct year of ROP and to reference ongoing review. New text added: New text added: While York Region is expected to grow by almost 300,000 people and 40,000 jobs between 2016 and 2031, the Regional Official Plan allocates only a small portion of this growth to the Town of Newmarket (i.e. 8,400 new people and 1,800 new jobs). Currently, York Region is undertaking a review of its Official Plan as part of a broader Municipal Comprehensive Review. Growth forecasts and municipal allocations will be reviewed as part of this process, including the Town of Newmarket GO station mobility hub remains uncertain at the time of this study.
By			York Region, Planning and Economic Development
Comment		Future expansion of 15 min train service - The Report does not mention the future expansion of 15 min service to (and past) Newmarket GO Stn as per Map 6 of the Metrolinx Draft 2041 Regional Transportation Plan. This should be included in the report.	Page 10, York Region Official Plan (2016): This should read York Region Official Plan (2010), we did an office consolidation in 2016. It should also be added that we are currently undergoing a review of the YROP as a component of the broader MCR – we will be reviewing the growth forecasts as part of this review.
Page Number		ດ. 	0
Section of Report		2 & 3	2
Comment Number		22b	53

 \sim

By IBI Group / Metrolinx Response	Town ofSubsection 2.3 will be revised to:Newmarket, Newmarket, Planning and BuildingThe Town anticipates at full build-out, the 2.2 kilometre stretch along Davis Drive will be home to 5,300 residents and 10,700 jobs. A portion of this growth is expected to occur within the Newmarket GO station mobility hub. As noted, these growth projections have yet to be incorporated into the YROP, which means the growth scenario for the mobility hub remains uncertain at this time.Note: During the course of the study, the Town indicated that 2006 or 2011 population and employment estimates for the character Areas were not available. As such, it is not possible to estimate the level of growth (population and employment) that may occur within the mobility hub, only the full-build out.The ongoing review of Region's growth projections is addressed in Section 2.2 (as noted in point 22).	York Region, Subsection 2.2 to be revised Transportation See point 20 above. Services	Town of Subsection 2.3 to be revised to: Newmarket, Revise to year of adoption (2006) for consistency. Building Services	LSRCASubsection 2.4 to be revised to include details on permit requirements:Requirements:Any site alteration or development within an area governed by Ontario Regulation 179/06 under the <i>Conservation</i> Authorities Act would require a permit from the LSRCA and works would be required to be in accordance with the LSRCA Watershed Development Guidelines.
Comment	Population and employment forecasts: Throughout the report, references are made to low growth numbers, specifically as per the Region OP. As you know, the Region in in the midst of a Municipal Comprehensive Review which will include a growth management exercise. As such, the Region's numbers will likely change following the MCR / ROPA. Please use the more recent and supportive population and employment numbers as per the Urban Centres Secondary Plan. This will provide the necessary numbers to support more significant improvements (as per following points).	Page 11 section on York Region Transportation Master Plan (2016) last paragraph: Unless I am misunderstanding what this sentence is saying, this service already exists. Viva Yellow runs between the Newmarket GO Bus Terminal and the Highway 404 Park and Ride. What extension is this referring to? Also should it say "Transportation Master Plan" instead of "Transportation Plan"?	e Consolidation,	It is also recommended that wording be included in the report explaining that any site alteration or development within an area governed by Ontario Regulation 179/06 under the <i>Conservation Authorities Act</i> would require a permit from the LSRCA and works would be required to be in accordance with the LSRCA Watershed Development Guidelines. (Note: Metrolinx does not require permit from the LSRCA but has committed to adhering to our policies and guidelines.)
Page Number	10, 12	5	£	14
Section of Report	N	2	2	N
Comment Number	33	24	25	59

ω

IBI Group / Metrolinx Response	Figure 5 will be revised to relocate label A.	Figure 5 will be corrected: There should be a 'Listed' symbol associated with 11 Main Street South, not a 'Designated'.	References in Sections 3 and 4 and legends of Figures 5, 6, 11, 12 and 13 to be revised to: 'vivastations' Terminology confirmed by York Region	Subsection 3.1 to be revised to: Reference 269 existing GO parking spaces.	Watercourse to be darkened on Figures 5, 6, 7, 11, 12 and 13.	Subsection 3.1 (GO Transit) to be revised: To add midday to sentence.	No change to report. These figures are standard images borrowed from Metrolinx's website and will not be edited for this report.	Subsection 3.1 to be revised to break Viva and YRT into two sections
By	York Region, Planning and Economic Development	Town of Newmarket, Planning and Building Services	Town of Newmarket, Planning and Building Services	Town of Newmarket, Planning and Building Services	York Region, Transportation Services	York Region, Planning and Economic Development	Town of Newmarket, Planning and Building Services	Town of Newmarket, Planning and Building Services
Comment	Page 16, figure 5: Move the label of A to the right, off the edge of the Mobility Hub Boundary and over the River.	Figure 5 – Delete the Designated Heritage Property at s/w corner of Main and Davis as this does not exist.	If a viva stop is in a rapidway, I believe viva calls these "vivastations" (all lowercase).	Pg. 17, pg. 19 – conflicting number of parking spaces in GO parking lot, 269 or 265.	Page 18 figure 6: The watercourse is really hard to make out on this map (and maybe others as well?). Can it be identified more clearly?	Page 19, bullet points: On the second bullet point, add the text "midday" before "evening and weekend service"	Figure 7 – Suggest to combine the first two figures (AM and PM Rush Hour maps) into one map (Weekday Rush Hour map). This will make it easier to compare with the Future (2025) maps.	Pg. 20 – Separate VIVA / YRT sections.
Page Number	16	16	16, 20, 23, 32, 34	17, 19	18	19	19	20
Section of Report	3.0 Existing Conditions	m	3 and 4	ę	ю	ĸ	ę	m
Comment Number	27	28	29	30	31	32	33	34

ი

Comment Number	Section of Report	Page Number 20	Comment Various references to the Viva Stations being 300m	By Town of	IBI Group / Metrolinx Response No change to report.
,		0	west of the GO Station, this should be 30m.	Newmarket, Planning and Building Services	Assuming Viva users do not jay walk across Davis Drive, and they use the Main Street Crosswalk, it is almost 300 metres to the GO Station platform.
	n	20	Pg. 20 – Second sentence, the Viva Yellow ends in a Park and Ride facility (new) at Davis and the 404.	Town of Newmarket, Planning and Building Services	Subsection 3.1 to be revised to describe end point of Viva as: It then carries on within mixed traffic to a new park-and-ride facility located at Highway 404.
	e	20	Pg. 20 – Unsure about the reference to the Rapidway's "southerly extension down Eagle Street". The Rapidway is to remain on Yonge Street.	Town of Newmarket, Planning and Building Services	Subsection 3.1 to be revised to remove reference to southerly extension
	n	20	The low ridership is based on the York Travel Demand Model 2041. It is unclear what this actually is. If it is referring to the emme/2 model runs for 2041, then the emme/2 analysis is for auto trips, and may have been prepared from the 2011 TTS data which would pre-date the Secondary Plan.	Town of Newmarket, Planning and Building Services	Caveat to be added to Section 3 of the report that: The York Travel Demand Model estimates of future Viva and YRT alightings and boardings at the Main Street/Davis Drive/GO station stops may be low, as they were generated prior to the announcement of funding for the GO expansion program and the completion of the Newmarket Urban Centres Secondary Plan, which introduced new policies to support intensification. Notwithstanding the future growth potential, ridership at/to the station is expected to be low in comparison to other mobility hubs.
	e	21	Pg. 21 – Spell out SRHC.	Town of Newmarket, Planning and Building Services	No change to report. SRHC is included in the list of acryonyms and is already spelled out on page 20 – but there is a typo ('South Lake') on page 20 that will be fixed.
	m	23	Section 3.3: Our recommendation for a "finer grain" pedestrian network should still be considered as part of the concept plans. Section 3.3 table 1, please add within the Opportunities section, "Improved trail and pedestrian connections" (see PDFs in attached email	York Region, YRRTC	Table 1 to be revised to add under opportunities: - Improved trail and pedestrian connections - Finer grain of streets and blocks

IBI Group / Metrolinx Response	 The following changes will be made to Table 1: a) Relatively low number of major landowners will be added to Strengths. The existing surface parking areas is not a strength, but an opportunity - already noted (i.e. large, vacant or underutilized lands) b) No Change to Table. Intensification and TOD is already covered under the fourth bullet under Opportunities. c) No Change to Table. It is the Town that has cited this as a weakness. d) Under threats wording of 'continued low transit ridership compared to other mobility hubs'. 		No change to report. No change to report. Ne Recommendations are based on analysis and recommendations from various Metrolinx studies and guidelines (e.g. GO Rail Station Access Plan and customer surveys, DRM), as well as public input received through the consultation process. All facilities will be built to applicable standards.
By	Town of Newmarket, Building Services	York Region, Transportation Development Planning	York Region, Transportation Development Planning
Comment	 Table 1: a) Add to Strengths: Relatively low number of key landowners and existing surface parking areas. b) Add to Opportunities: Intensification of existing vacant surface parking areas and future use of the area as a TOD employment hub. Existing footprints, especially the Tannery building, preserve future development rights subject to flood flow modelling/LSRCA approval. c) Change Weakness: remove reference to distance of YRT bus stops to the GO Station since they are directly adjacent. d) Change threat from continued low transit ridership to Current low transit ridership when compared to other Mobility Hubs. 	 P.23: Table 1. Recommend adding: a.Weaknesses: Setback of GO Station Building from Davis Drive Hydro poles and overhead hydro create an unattractive frontage for the Newmarket GO Mobility Hub B.Opportunities: Inspiration for placemaking (Davis Leather Tannery) Creating sense of gateway and arrival to Newmarket GO Mobility Hub Seamless integration of Newmarket GO Mobility Hub 	Section 3.3 of the report provide some recommendations for Phase 1 and Phase 2 of the Mobility Hub related to accommodating other modes of transportation, however, there is no technical analysis in the report to show whether these recommendations are sufficient to address the existing and future needs to support the proposed Mobility Hub.
Page Number	23	23	various
Section of Report	ε	π	3 and 4
Comment Number	41	42	64

Comment	Section of	Page	Comment	Bv	IBI Group / Metrolinx Response
Number	Report	Number			-
44	4. Trans- formation of the Newmarket GO Station Mobility Hub	25	Pg. 25 – Please crop out the utility box and person sitting, it implies there is a deficit of street furniture.	Town of Newmarket, Planning and Building Services	The picture was used because there doesn't appear to be enough seating. Caption will be revised as follows: Opportunities to provide additional seating
45	4	31	Pg. 31, first bullet – specify these are non-GO parking spaces.	Town of Newmarket, Planning and Building Services	Subsection 4.3 to be revised to: Explain the 60 lost parking spaces are non-GO (i.e. Tannery Mall)
46	4	32, 33, 34	Even though there's a pedestrian pathway on the west side of the track to access to station facility, safety and training still recommends a pedestrian crossing arm at the rail crossing.	York Region, Transportation and Infrastructure	Subsection 4.3 will be revised to note: Metrolinx will continue to work with communities to improve the safety of level crossings through the Level Crossings Community Advisory Committee and through the ongoing evaluation of level crossings. Note: Currently, if additional crossing protection is requested, it is typically implemented by the municipality.
47	4	32, 34, 36	As per Council extract, re-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. We would suggest tapering down from 4 lanes at the intersection to 2 lanes in the interior of the property and add the note you previous provided" 'the width and configuration of all roadways should be confirmed as part of any future site plan approval process and that a complete streets approach should form the basis for all roadway design.	Town of Newmarket, Building Services	Subsections 4.4 will be revised (under a new TDM header) to note: The TOD demonstration plan does assume the ongoing requirement for a four lane access to the redeveloped Tannery Mall site and GO parking lot. However, for this site and others, the width and configuration of driveway or roadway access should be confirmed through the site plan approval processes. Moreover, a complete streets approach should form the basis for all roadway design. Note: In October 2017 IBI Group noted to the Town that its Secondary Plan mapping appears to show the Tannery driveway as an existing Local Road, and it also incorrectly shows Franklin Street currently extending through the woodlot. The Town indicated it will be revising its Secondary Plan mapping.

IBI Group / Metrolinx Response	Grade Separation Analysis Grade Separation Analysis Please refer to the project terms of reference. The scope of the mobility hub study included a high-level assessment of the challenges, opportunities and impacts of grade separation. Subsequently, as a result of data limitations, Metrolinx has opted not to publish the background transportation assessment, but has identified alternate avenues to address the Town's concerns regarding grade separation of Davis Drive. Beyond the mobility hub study, Metrolinx recognizes the need to continue evaluating level crossings accoss the network (i.e. to build on the initial System-Wide Grade Separation Analysis completed in 2015). As such, Metrolinx has committed to developing a plan for each level crossing and will be meeting with municipalities in 2018 on this work. <i>Impact on the Concept Plan</i> Phase 1 of the proposed concept plan is largely compatible with potential future grade separation facilities) on the west side of the rail corridor with access from Main Street. Should grade separation be pursued for Davis Drive in the future, the Phase 2 concept plan would need to be revisited by Metrolinx. <i>Report Revisions</i> All references to IBI's grade separation analysis, and the orgoing Level Crossings program, as described above. Report Revisions All references to BI's grade separation Analysis, and the following locations in the report [New text <u>underfined]</u>: Page ii (new paragraph after TOD): The Phase 2 Concept Plan and TOD Demonstration Plan may be revisited if <u>Metrolinx's ongoing system-wide analysis</u> identifies the need and opportunity to implement a grade separation at Davis Drive, which is currently a level rail crossing.
By	Town of Newmarket, Building Services
Comment	As per the Council extract, 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. The MHS includes a very high-level summary of the still high level) analysis in the detailed (yet still high level) analysis in the Transportation Assessment. As this was a focus of the MHS, we would request a more fulsome summary comprising its own Section, preferably with visuals, in the MHS.
Page Number	88
Section of Report	4 & 5
Comment Number	48

IBI Group / Metrolinx Response	 rage 13 End or second paragraph under 3.1 Koad Network: While Metrolinx's 2015 recently under on al level crossings will continue to be evaluated on an ongoing basis in consultation with municipalities. Page 33, end of second paragraph: The Phase 2 Concept Plan may be revisited if Metrolinx's organize system-wide analysis identifies the need and opportunity to limplement a grade separation at Davis Drive, which is currently a level rail crossing. Page 33 Supplementary Analysis' header and 'East West Connections' section. Page 33 Supplementary Analysis' header and 'East West Connections' section. Page 33 Supplementary Analysis' header and 'East West Connections' section. Page 33 Supplementary Analysis' header and 'East West Connections' section. Retain section on 'Potential Station Relocation (adjust header tevel) and create new sub header of 'Road Network' that includes information on the Metrolinx System-wide Grade Separation Study and new roadways. Page 39 end of second paragraph under 4.4 TOD Demonstration Plan. Moreover, the Phase 2 Concept Plan and TOD Demonstration Plan. Moreover, the Phase 2 Concept Plan and TOD Demonstration Plan. Page 42 Section 5.2 (Long-term Metrolinx Actions, #1): 1. Proceed with the phase two improvementssubject to physhen). Change all references to "at-grade" crossings to "level" cossings. Change all references to "at-grade" crossings to "level" cossings.
By	
Comment	
Page Number	ñ
Section of Report	4 X V
Comment Number	4α CO O J.

Comment Number	Section of Report	Page Number	Comment	By	IBI Group / Metrolinx Response
	4	35	Pg. 35 – Spell out DRM.	Town of Newmarket, Planning and Building Services	DRM is spelled out on pg 23, and will be added to the list of Acronyms.
	4	35	Pg. 35 – The Station relocation section needs to be elaborated upon. More detail needed regarding which aspect of the DRM could not be met.	Town of Newmarket, Building Services	 Subsection to be revised to: Station Location As part of the mobility hub study, options to relocate the GO station were explored. Bringing the station building closer to Davis Drive or Main Street could help facilitate seamless mobility and placemaking by: Minimizing the distance between the GO station and the existing vivastations and YRT stops; Reducing traffic impacts on Davis Drive; and, Creating a stronger street presence and active urban edge. Alternative station locations were tested on all four corners of the mobility hub's Primary Zone. It was determined, however, that it was not technically or financially viable to relocate the existing rail tracks and platforms in order to accommodate a more southerly station location. Furthermore, certain standards and design principles set out in the GO Transit Design Requirements Manual (DRM) could not be met on the alternative southern and eastern Sites, such as proximity of the PPUDO to the station entrance and optimizing barrier-free access and movement. The locational assessment did identify benefits to expanding the Newmarket GO station so that it provides facilities and amenities on both the east and west side of the rail corridor.
	4	various	On-site bus accommodation - As per the Council extract, it is suggested that in Phase 1 the on-site Mobility Plus stall be shared with other YRT busses, and subject to YRT comments perhaps a second on-site bus stall should be included. Provisions for the expansion of this on- site bus accommodation with additional stalls in Phase 2 should be included. We are interested in hearing YRT's thoughts on this.	Town of Newmarket, Planning and Services	No change to report. YRT has advised it does not want on-site bays/layovers given the small number of YRT passengers that transfer to/from GO it does not make sense to increase travel time for all other YRT passengers (and YRT operating costs) with off- street bus loop/bus bays. The only YRT service it foresees to service inside the Newmarket GO Station are the Mobility Plus service and potentially an on-demand type of service. Mobility Plus vehicles are a different size than a typical bus

Comment Number	Section of Report	Page Number	Comment	By	IBI Group / Metrolinx Response
					Please note that the concept plan includes a number of features for improving connectivity between transit modes (e.g. wayfinding, signage, and enhanced pedestrian connections).
	4	37	Pg. 37, Parking Management parag. – We've already done the right-sized parking strategies, car- sharing and tech advances. See the "Parking Standards Background Study" for the new Urban Centres ZBL.	Town of Newmarket, Building Services	Will revise wording of Parking Management section to: Key TDM initiatives already implemented or underway within the Newmarket GO mobility hub include investment in rapid transit, streetscape improvements, right-sized parking strategies, ridesharing programs and new transportation technology. The mobility hub study has also identified opportunities to introduce a finer grain pedestrian network throughout the mobility hub (see Figure 15). Developers and employers should be encouraged to also implement TDM strategies, such as shared parking, accommodating car- share vehicles and flex-time work schedules. Note: the introduction of reduced parking rates through the new ZBL is also noted in section 2.3.
	5.0 Implement- action	38	The following statement appears in the recommendations section of the Draft Mobility Hub Study: "Metrolinx will be responsible for implementing the proposed improvements to the GO Station—public realm improvements are intended to be led by the Region, Town, or LSRCA, either alone or in partnership". □ Significant public realm improvements from the vivaNext project front Davis Drive. However, a seamless integration with the GO station through landscape architectural enhancements should be the responsibility of Metrolinx. The support of the transportation hub hinges on its location abutting Davis Drive (regional road). Public realm improvements would make sense to be implemented as a condition of Site Plan Approval	York Region, Transportation Development Planning	Implementation section will be revised - <u>New text:</u> Metrolinx will be responsible for implementing the proposed improvements to the GO Station. Other public realm improvements <u>involving sidewalks</u> , <u>streetscape</u> , <u>parks and</u> <u>trails</u> are intended to be led by York Region, the Town of Newmarket or the LSRCA, either alone or in partnership between government agencies or with the private sector. <u>Where appropriate, opportunities may be identified for</u> <u>Metrolinx to contribute to off-site public realm improvements</u> <u>that facilitate active transportation connections to the GO station. Such improvements will be negotiated by the relevant partners on a case-by-case basis.</u> Amending page iii of the Executive Summary - paragraph 3 .
	ω	0°	Please clarify that any studies or analysis on improvements to the local road network (e.g. collector roads) would be led by the Town of Newmarket in close collaboration with York Region. This comment is regarding the key action #4 for York Region and key action #5 for the Town.	York Region, Transportation Development Planning	Under Section 5.1, Key Action 4 for York Region will be revised to state: Collaborate with the Town of Newmarket on Town-led studies and analysis of opportunities to improve the local road network (e.g. north/south and east/west capacity and collector roads).

IBI Group / Metrolinx Response	Implementation Section (York Region Key Action #3) to be revised to note: Evaluate the potential to provide increase bus service	No change to report. The preparation of an OPA was not part of the mobility hub study scope. It is understood the Town will prepare its own revised Secondary Plan and Official Plan Schedules, if the recommendations of the mobility hub study are endorsed by Council and the Town proceeds with policy/plan amendments.	 a. No Change to report. Undertaken for the GO Rail Station Access Plan and mobility hub study. b&d: Section 4.3 of Report to be revised to include new text at end of new section 'Multi-Modal Station Access": The comfort and safety of pedestrians, cyclists and drivers will be fully addressed through the provision of appropriate signage, lighting, fencing, buffers and other safety and security mechanisms. New figure 12 added to illustrate pedestrian circulation. Note: additional text regarding level crossings added to section 3.1. See point 48 above.
By	York Region, Transportation Development Planning	York, YRRTC	York Region, Transportation Development Planning
Comment	Please revise key action #3 for York Region to say "As demand warrants, provide increased bus service"	Section 5.1: Will the proposed amendments include a detail map of the "Newmarket GO Station Mobility Hub" to be adopted and attached as part of the Town's OP and Urban Centres Secondary Plan? This would be a more effective approach and YRRTC would like further opportunity to review and comment on the detailed plan to be attached and adopted as part of the amendments.	Given that the intersections are currently operating near or at capacity for vehicular traffic, it is important to focus on other modes of transportation such as local transit and active transportation mode to and from the Mobility Hub. It is our opinion that the Study does not adequately assess the active mode of transportation or local transit routes that bring people to the Mobility Hub. The Study only mentions the Town and the Region initiatives, as well as some recommendations in the Mobility Hub Study under Phases 1 and 2, but it does not analyze the adequacy or impact of these recommendations on pedestrian and cyclists, as well as local transit users. For the example, the Study should identify: a. the need to study pedestrian and cyclists as origin-destination and what routes they will take in the area; b. the need to protect and provide sufficient timing for pedestrians crossing Davis Drive in the vicinity of the railway crossing; d. the need for personal safety and security (adequate lighting, buffer, amenities and visibility);
Page Number			Various
Section of Report	a	م	4 and 5
Comment Number	55	20	57

IBI Group / Metrolinx Response	 c. Note: Metrolinx is not pursuing covered sidewalks/walkways between transit services. Section 4.4 of Report to be revised to include a new subheading of 'Building Massing and Design' that includes the existing text on permitted heights and densities and new text: New residential, retail, office and institutional development within the mobility hub should strive for design excellence through the use of high-quality building materials, façade articulation and sustainable and environmentally sensitive design. Where feasible, buildings along Davis Drive and Main Street should provide street-level animation, opposed to blank walls, and awnings or canopies to provide weather protection. 	 e. No change. Secure bike parking is proposed (already noted in report and on plans). Metrolinx is currently preparing a new standard for cycling facilities. Repair stands are intended to be placed outside the bike rooms. Change rooms are not planned to be provided. f. Will create new 'Transportation Demand Management' heading (previously Parking Management) – see point 52 above. New figure 15 added showing pedestrian circulation Will add TDM to list of acronyms. 	 No Change. Bike parking is provided on the west side of the bridge. See comment/response 47. See comment/response 47. No change to report/concept plans. Not feasible due to width and slope. No change to report. See comment/answer 48.
By	York Region, Transportation Development Planning		York Region, Transportation Development Planning
Comment	c. the need to provide weather protection for pedestrians and transit users such as covered sidewalks/walkways to/from the vivaNext and local bus stations to the Mobility Hub, not just at the station plazas as mentioned in the report;	 e. could note the need to provide secured bicycle parking spaces in the station, change rooms and bike repair/maintenance station; f. TDM incentives and initiatives to encourage and attract non-driving modes of transportation; 	The Town of Newmarket is looking at bike lanes on Main Street, therefore the Simon Street pedestrian bridge connection would be better if accessible and multi-use, and provide a connection to the trail on the east side. 1. Bike parking could be provided on the west side of the bridge. 2. The four-lane multi-use path crossing in front of the potential Tannery Mall redevelopment would need signalization. 3. Alignment of the multi-use path should be adjacent to the west side of the river instead of along the road and parking lot, from the North GO parking lot to the bridge to the east side of the river. 4. If there are alternative configurations to the crossing of Davis Drive considered additional safety precautions at the intersection may be required.
Page Number	Various		various
Section of Report	4 and 5		4
Comment Number	57 Cont.		28

IBI Group / Metrolinx Response	 The following new text will be added to a reworked asection 4.3, within a new Design Excellence section, to address point A & C: It is a mandate of Metrolinx to integrate design excellence refers to the auty and value. As part of its commitment to environmental protection and sustainability, ubauty and value. As part of its commitment to environmental protection and sustainability, beauty and value. As part of its commitment to environmental protection and sustainability, but impact development (LID) strategies will be considered with the design of station buildings, pedestrian and cycling facilities, parking and lay-by areas, to mitigate pollution. All new Metrolinx buildings are to meet a minimum of LEED where Gold cannot be achieved). Note: LID and LEED will be added to list of acronyms. B: New text provided under Multi-Modal Station Access: the Phase 1 Concept Plan proposes the following to improve pedestrian circulation and connectivity between the various modes of transit (including Viva, YRT and GO): A new multi-use path on Simon Street. A new multi-use set an or side so of the stat				
By	York Region, Transportation Development Planning				
Comment	 P.ii: Phase 1: Recommend adding: A. LID approach to transit plazas, pedestrian/cycling facilities, parking, lay-bys and controlled intersection design to mitigate stormwater runoff volumes and impacts on the East Holland River/adjacent properties within floodplain. B. Design integration with Davis Drive vivaNext for a searcomment C. LEED Certified Station Building D. Smart Technology/Charging Stations E. Public Art feature 				
Page Number	various				
Section of Report	4				
Comment Number	ດ ເ				

Comment Number	Section of Report	Page Number	Comment	By	IBI Group / Metrolinx Response
					E: New text added regarding public art: Within description of Phase 2: A clocktower or another form of public art is proposed within the enlarged east side transit plaza.
					Within Multi-Modal Station Access sub section: In addition to facilitating pedestrian movement, the transit plazas will also help establish a sense of place and point of arrival within the mobility hub. They will provide amenities such as seating, weather protection and public art.
60	ى	40	P.40: Explore opportunities for partnership funding on streetscape/cycling facilities with York Region.	York Region, Transportation Development Planning	Will revise Section 5.1 of Report to add new key action of: Explore opportunities for partnership funding on streetscape/cycling facilities with York Region. Will become new bullet 5.
61	۵	40	Pg. 40 – Recommendation 3 – Remove "Srigley St and Millard Ave as bike lanes were completed on these streets this past summer.	Town of Newmarket, Planning and Building Services	Will remove reference #3 (Srigley and Millard bike lanes) from Implementation section.
62	ю	40	Pg. 40 – Remove recommendation 8. If any such changes were warranted, it is hoped they would be justified in the MHS.	Town of Newmarket, Planning and Building Services	No change to report. The Town's Urban Centres Secondary Plan was recently completed, in October 2016. Given the recent completion of this plan, Metrolinx declines initiating revisions to the approved growth regime, which would require analysis of sun, shadow, traffic, etc., which was not part of the Mobility Hub study scope.
63	ю́	41	Page 41 Policy 6.4.5: proposed amendment may affect our regional policy 3.5.23 "To prohibit the approval of local municipal official plan and zoning by-law amendments that would have the effect of reducing the density of a site in areas that have been approved for medium- or high-density development, unless the need is determined through a municipal comprehensive review." – consider re-wording the amendment slightly to also conform with this Regional policy.	York Region, Planning and Economic Development	No change to report Proposed amendment should not conflict – not suggesting less density be allowed, but transferring unused density from a low density parcel to a medium/higher density parcel.

IBI Group / Metrolinx Response	Reference to Protection Plan and Regulation to be added to References.	No change to report. A record of the comments from the study partners, and the responses provided by IBI Group and Metrolinx will be provided to the study partners, but not included in the mobility hub study report.	Reference to mail out area and promotion through social meeting will be revised in Appendix A.
Ву	LSRCA	York, YRRTC	Town of Newmarket, Planning and Building Services
Comment	Please add Lake Simcoe Protection Plan Ontario Regulation 179/06	Appendix: We recommend including in the appendix a chart of "Stakeholder Engagement and Input" that tracks the comments received from different agencies and stakeholders.	Public Open House 1 – mail out was 400m not 500m, and promoted through the Town's social media.
Page Number	~		~
Section of Report	References	Appendix A	Appendix A
Comment Number	64	65	66

Additional Revisions:

Correct over-use of capitalization:

- 'study' 'rail line' 'mobility hub' 'corridor' should not be capitalized unless they are part of a title or within the legend of a figure (it is Metrolinx's approach not 'GO station', not GO Station (station is not to be capitalized as per Metrolinx style guides/standards) unless part of a title or within the legend of a figure.
 - to capitalize even if referring to a policy or land use designation).
 - No hypen in midday

Comments on the Draft Newmarket Mobility Hub Study Received From:

Town of Newmarket:

Adrian Cammaert, Senior Planner, Policy, Planning and Building Services, November 8, 2017

York Region:

- Tamas Hertel, Senior Transportation Specialist, Transportation and Infrastructure Planning, Transportation Services (on behalf of YRRTC, Planning and Economic Development and Transportation Services), November 23, 2017
- Tamas Hertel, Senior Transportation Specialist, Transportation and Infrastructure Planning, Transportation Services (on behalf of Transportation Development Services), December 5, 2017

Lake Simcoe Region Conservation Authority:

Melinda Bessey, Development Planner, November 23, 2017



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

Interim Control By-law – Extension Request Staff Report

94

Report Number: 2018-28

Department(s): Planning & Building Services

Author(s): Meghan White

Meeting Date: April 30, 2018

Recommendations

- 1. That the Report 2018-28 entitled Interim Control By-law Extension Request dated April 30, 2018 be received; and,
- 2. That an extension to Interim Control By-law 2017-25 be passed, as attached; and,
- 3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this Report is to request Council pass an extension of the Interim Control By-law in place over the study area for the Tertiary Plan. This would allow the Tertiary Plan process to continue, and be finalized, prior to the Town accepting any development applications on the subject lands.

Background

In May 2017, staff presented Report 2017-19 proposing an Interim Control By-law and Tertiary Plan Study for Old Main Street. The Planning Division had received a lot of interest in redeveloping some of the larger properties along Old Main Street. Staff felt it was appropriate to pause redevelopment in the area and undertake a Tertiary Plan Study to determine what is the best form of, and best course of action for, redevelopment. On May 15th, 2017 Council enacted an Interim Control By-law for the Tertiary Plan Study Area. For the past year, the Interim Control By-law has prohibited the acceptance of any new development applications in the Study Area. This has allowed staff to engage a consultant to assist with looking at the bigger picture of this area. Staff, the public, Council, and the consultants have started the process of understanding the impacts of redevelopment on this unique area.

Discussion

Staff presented the Background Studies for the Tertiary Plan to Committee of the Whole, with the consultant, in February 2018. Staff and the consultant also provided an update on the progress of the Tertiary Plan to date. Staff started working with SvN Planners & Architects and Dillon Consulting on the Tertiary Plan in August 2017. Staff and the consultants collected data and information on the Study Area, which included undertaking a walking tour to gather input from the residents. The information collected was compiled into the two Background Studies.

Staff and the consultants are now undertaking the second phase of the Tertiary Plan Study: creating a draft tertiary plan document based on a vision and guiding principles. Staff are consulting with the public on the draft vision and guiding principles. There was a consultation event on Thursday April 12. Staff are accepting comments on the draft vision, guiding principles, and land use concepts until April 26, 2018.

The Tertiary Plan Study is progressing at a reasonable, measured pace. Staff and the consultants are working diligently to keep the process moving forward. Tertiary Plans require thorough and thoughtful deliberations and are best when they are not rushed. There is also a comprehensive consultation plan, which takes time to implement, to invite people to attend in appropriate timeframes, etc.

The path forward is to draft the Tertiary Plan policies over the summer and hold the Statutory Public Meeting in late August or mid-September. With the election taking place this fall, there are limited meetings to bring back the final Tertiary Plan for Council adoption and ultimately Regional Approval. As such, it may be early 2019 before the Tertiary Plan process is complete and then staff will consider bringing forward an implementing zoning by-law.

The Planning Act allows an Interim Control By-law to freeze development for one year. The Planning Act also grants Council the ability to extend the by-law for one additional year. As staff and the consultants are continuing to progress forward with the process but that there is still significant work to do, staff are requesting Council enact the permitted one year extension. Staff anticipate that the Tertiary Plan process will be completed in Q1 of 2019.

Should the Tertiary Plan process and implementing zoning by-law process be finalized prior to May 2019, Council has the ability to repeal the ICB early and allow development applications to be accepted.

Conclusion

It is staff's recommendation that an extension to the Interim Control By-law be enacted to allow staff to continue the Tertiary Plan Study process. Staff believes it is appropriate to extend the ICB to allow the Tertiary Plan Study process to be completed and finalized prior to receiving new development applications in the area.

Business Plan and Strategic Plan Linkages

Well-planned & Connected:

• Implement key elements of the Region's and Town's Official Plans.

Well-equipped and managed:

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

Living well:

• Environmental protection and natural heritage preservation.

Consultation

Staff and the consultants continue to consult with the public thorough the Tertiary Plan process.

The Town's Legal Department has been consulted in terms of this report and the ICB extension.

Human Resource Considerations

None.

Budget Impact

There is no expected budget impact to passing an extension to the Interim Control Bylaw. Costs may be incurred if the By-law is appealed to the Local Planning Appeal Tribunal.

Attachments

Interim Control By-law extension

Approval

Piterbean

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

Rick Nethery, BES, MCIP RPP Director of Planning and Building Services

Meghan White, MCIP RPP Planner

Contact

For additional information contact: Meghan White at <u>mwhite@newmarket.ca</u> or 905-953-5300 x 2460



Corporation of the Town of Newmarket By-law 2018-XX

98

An Interim Control By-law extension (Old Main Street).

Whereas Section 38 of the Planning Act, R.S.O. 1990 c.P. 13, as amended, permits the council of a local municipality to pass one extension to an Interim Control By-law where the Council has directed a review or study be undertaken in respect of land use planning policies in the municipality or in any defined area or areas thereof;

And whereas the Council of the Town of Newmarket has directed staff to undertake a comprehensive land use, natural heritage, traffic and infrastructure study for Old Main Street to study redevelopment potential and limitations of properties on Old Main Street;

And whereas the Council of the Town of Newmarket has directed that an extension to the Interim Control By-law be passed on the subject lands, for a period of one year from the date of passage of the By-law;

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

- 1. That the subject lands shown on Schedule "X" are subject to the interim control provisions of this By-law;
- 2. That notwithstanding the provisions of Zoning By-law 2010-40 and subject to the standard approval process of the Town of Newmarket, only the following shall be permitted on the subject lands:
 - a) the use of any land, building or structure for any purpose for which it was lawfully used on the day of the passing of this by-law, so long as it continues to be used for that purpose;
 - b) the erection or use of any building or structure for which a permit has been issued under subsection 8(1) of the *Building Code Act, 1992*, prior to the day of the passing of this by-law, so long as the building or structure when erected is used and continues to be used for the purpose for which it was erected and provided the permit has not been revoked;
 - c) uses which are customarily incidental or subordinate to and exclusively devoted to the principal use and which operate together with the principal use on the same lot;
 - d) the construction of a building, structure or pool, the use of which is incidental, subordinate and exclusively devoted to a main building or main use on the same lot; and

- e) construction, alteration, or expansion of any building, structure or pool as long as it is a continuation of a lawful use in existence on the date of the passage of this by-law.
- 3. Nothing in this By-Law shall prevent the strengthening to a safe condition or the reconstruction of any building or structure or pool or part of any such building or structure or pool, provided such alteration or repair does not increase the height, size or volume or change the use of such building or structure or pool.
- 4. If any provision or requirement of this By-law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this By-law or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be affected thereby and each provision and requirement of this By-law shall be separately valid and enforceable to the fullest extent permitted by law.
- 5. This By-law shall come into force and take effect immediately upon its passing by Council and shall be in effect for a period of one year from the date of passing of this By-law, in accordance with the provisions of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

Enacted this 7th day of May, 2018.

Tony Van Bynen, Mayor

Lisa Lyons, Town Clerk







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

Alternative Fees & Charges for Charitable and Non-Profit Organizations – Modifications for Habitat for Humanity Staff Report

Report Number: 2018-31 Department(s): Planning & Building Services Author(s): Meghan White Meeting Date: April 30, 2018

Recommendations

- 1. That Planning & Building Services Report 2018-31 entitled Alternative Fees & Charges for Registered Charities and Non-Profit Organizations Modifications for Habitat for Humanity dated April 30, 2018 be received; and,
- 2. That Council approve the amended policy, attached to this Report.

Purpose

The purpose of this report is to recommend an amendment to Council's Alternative Fees & Charges for Registered Charities and Non-Profit Organizations Policy (Policy) to recognize the special circumstances of Habitat for Humanity's delivery model.

Background

In February, Staff brought forward a policy to defer and ultimately waive certain fees for registered charities and non-profit organizations. The Policy was approved on March 5, 2018.

Subsequently, Habitat for Humanity (Habitat) approached the Town and informed staff that the Policy, as written, would not assist them as it was intended. On March 19th Habitat made a presentation to Committee of the Whole explaining the issue. Committee received the presentation and directed staff to amend the Policy and bring it back to Committee for further approval.

Discussion

Staff are proposing the following section be added to the Policy to acknowledge Habitat's unique situation wherein the charitable organization (Habitat) develops the property but immediately hands it over to their 'partner family'. As the Policy currently reads, the 'partner family' or Habitat would be required to pay all of the waived fees at the time of transfer of the property. Requiring the payment of the fees at that time would negate the benefits Council is attempting to offer to Habitat.

The proposed wording is as follows:

Where a development is undertaken by Habitat for Humanity, one land transference is permitted within the 10 years. Notwithstanding other sections of this Policy, Habitat for Humanity is permitted to transfer the subject lands to their 'partner family' without triggering the re-payment. Only one transfer is permitted. The 'partner family' will be subject to Policy as written above, i.e. if the property is sold within 10 years the deferred fees will have to be paid. The 10 year time frame starts when Habitat signs the required deferral agreement and not when the 'partner family' takes ownership of the lands. The deferral agreement will be registered on title of the subject lands and the agreement will be signed by both Habitat for Humanity and the partner family.

It is staff's opinion that this is a fair and equitable approach to allow Habitat to benefit from the Policy, which was Council's initial intent.

Conclusion

As Council has shown support for Habitat for Humanity in the past, staff are proposing changes to the Policy which will allow Habitat to benefit from the deferred fees, as intended.

Business Plan and Strategic Plan Linkages

The proposed policy will meet the Strategic Plan goal of being "Well-respected." As the Town strives to cultivate strategic growth, this policy supports that commitment by inspiring partnerships and co-operation with stakeholders that revolve around well-being, synergy, and balanced living.

Consultation

No further consultation was undertaken, beyond that which was already outlined by the previous report recommending adoption of the Policy.
Human Resource Considerations

None.

Budget Impact

There would be no further budget impacts, beyond those already outlined by the previous report recommending adoption of the Policy.

Attachments

Appendix A – Proposed Policy, as amended.

Approval

Peterbeam

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

Rick Nethery, BES, MCIP RPP Director of Planning and Building Services

Megňan Whitě, MCIP RPP Planner

Contact

For additional information contact: Meghan White at <u>mwhite@newmarket.ca</u> or 905-953-5300 x 2460.

Appendix A – Proposed Policy

Alternative Fees for Charities and Non-profit Organizations Page 4 of 4



Corporate Policy

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

Policy Number: Plan-02 Sub-Topic: n/a Topic: Alternative Fees & Charges for Development Applications Applies to: Registered Charities and Non-Profit Organizations seeking development approvals

Policy Statement and Strategic Plan Linkages

The Town of Newmarket prides itself on its core values and being "Well-respected." As the Town strives to cultivate strategic growth, this policy supports that commitment by inspiring partnerships and co-operation with stakeholders that revolve around wellbeing, synergy, and balanced living.

Purpose

The purpose of the Alternative Fees & Charges for Registered Charities and Non-Profit Organizations Policy is to set out the conditions under which fees and charges related to development projects undertaken by registered charities and non-profit organizations could be reduced, deferred or waived.

This policy applies to all applications made by registered charities and non-profit organizations to build, construct, expand, renovate, or alter in some manner a building or structure in the Town of Newmarket.

Definitions

Charges related to development – Engineering Review Fees, Finance Administration Fees, Planning Application Fees, Tree Compensation, Legal Fees, Building Permit Fees, Development, Performance Guarantee (Overall Security Deposit), Tree Security, Peer Review Fees, and Cash-in-lieu of parkland.

Director of Planning – the Director of Planning & Building Services for the Town of Newmarket, or their designate

Director of Finance – the Director of Finance for the Town of Newmarket, or their designate

Non-profit organization¹ - a club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation, any other purpose except profit.

¹ Definition from <u>Canada Revenue Agency webpage</u>

Registered charity² - a charitable organization, public foundation, or private foundation that is registered with Canada Revenue Agency to issue official donation receipts. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories:

- the relief of poverty
- the advancement of education
- the advancement of religion
- other purposes that benefit the community

Town – is the Corporation of the Town of Newmarket

Criteria

The Town will reduce the fees and charges related to a development application by a registered charity or a non-profit organization, upon request, according to the following criteria:

- 1. The applicant must be a registered charity or a non-profit organization (as defined here in);
- 2. The lands in question for the request must be owned by or being developed by the applicant;
- 3. The service provided by the applicant should be available to the general public or for the benefit of the community;
- 4. The applicant obtains all other approvals, permits, consents, and matters that are determined necessary by the Town.

Deferrals and Waiving

If all of the criteria above are met, the Directors of Planning and Finance are authorized to defer the following fees for a period of 10 years. If, at the end of 10 years, should the property still be owned by the charity or non-profit organization, the fees would be waived all together. Should the charity or organization sell the property within the 10 year timeframe the three fees would have to be paid to the Town by the charity/organization or the new owner.

Fees to be deferred and waived:

- Development Charges
- Building permit application fees
- Cash-in-lieu of parkland

The fees listed above will still be charged to the applicant; the fees will calculated and an invoice generated. However, the Town will not collect the fees. The invoice will be left as

² Definition from <u>Canada Revenue Agency webpage</u>

a receivable until the property is sold by the charity or non-profit organization or it is written off after the 10 years have passed. Amounts deferred in excess of \$10,000 will be captured in a development agreement (Site Plan or Subdivision, etc.) and registered on title, as appropriate. For projects which do not require entering into a development agreement, the applicant shall be required to enter into a Deferral Agreement which will be registered on title to ensure the total amount owing is passed on to future owners, should the property be sold prior to the 10 year timeframe.

A minimal performance guarantee would also be collected. The current minimum performance guarantee collected for external site works is \$10,000. This minimum may be increased in future years. The performance guarantee is used to ensure the site is developed in accordance with the agreement set out through the development process. It can also be used to restore the property to a safe condition should the project not be completed. The tree performance guarantee is a separate security and would still be collected in full.

If, at the discretion of the Director of Finance, the requests are too numerous in any one year and/or the total amount too excessive in a year, requests could be denied and the applicant has the ability to take their request directly to Council.

Habitat for Humanity

Where a development is undertaken by Habitat for Humanity, one land transference is permitted within the 10 years. Notwithstanding other sections of this Policy, Habitat for Humanity is permitted to transfer the subject lands to their 'partner family' without triggering the re-payment. Only one transfer is permitted, the 'partner family' will be subject to Policy as written above, i.e. if the property is sold within 10 years the deferred fees will have to be paid. The 10 year time frame starts when Habitat signs the required deferral agreement and not when the 'partner family' takes ownership of the lands. The deferral agreement will be registered on title of the subject lands and the agreement will be signed by both Habitat for Humanity and the partner family.

Reporting

The Director of Finance will provide Council with a yearly report outlining the amount of fees that have been deferred, waived after the 10 year period, and the overall impact to the Town's finances.

Cross-References

Planning & Building Services Report 2018-15

Contact

Planning & Building Services, planning@newmarket.ca or 905-953-5132

Details

Approved by: Council Adoption Date: March 5, 2018 Policy Effective Date: March 5, 2018 Last Revision Date: April 30, 2018 Revision No: 001



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

Development Charge Deferral Policy - Refresh & Reinstatement Staff Report

Report Number: 2018-27 Department(s): Planning & Building Services Author(s): Adrian Cammaert Meeting Date: April 30, 2018

Recommendations

1. THAT Council adopt the Policy for Deferral of Payment of Development Charges and Planning Application Fees in the Urban Centres Secondary Plan Area, updated April 30, 2018, included as Attachment 1 to this Report.

Purpose

The purpose of this Report is to provide information regarding recent updates to, and reinstatement of, the Town's policy entitled "Policy for Deferral of Payment of Development Charges and Planning Application Fees in the Urban Centres Secondary Plan Area" (hereafter referred to as "the Policy").

Background

The most recent Policy was adopted by Council on June 18, 2012. This Policy was to be reviewed annually and remain in effect until December 1, 2014 or alternative period as may be directed by Council. As this date has now passed, the Policy has expired and a refreshed version is being brought to Council for reinstatement.

This Report recommends the adoption of a refreshed version of this Policy that will be put in place to help facilitate a clear vision provided through the Urban Centres Secondary Plan and will form another important 'Marketing the Corridors' incentive tool.

Discussion

This Policy was created to stimulate the redevelopment of the Yonge/Davis and Regional Healthcare Urban Centres, now collectively known as the "Urban Centres" in accordance with existing planning policies.

Development Charge Deferral Policy - Refresh & Reinstatement Page 1 of 5 Since the Policy's adoption in 2012, no development application has directly used this program. Staff believe this low level of uptake is due to three main reasons:

- 1) The Policy was put in place during a time when the ultimate planning vision for the Centres and Corridors was not as clear as it is today;
- 2) The Policy largely existed independent of any other incentive measures;
- 3) The deferral period offered was relatively short (18 months).

Similar to the expired Policy, the proposed Policy still provides two Deferral Programs: (i) Standard Approach for the Deferral of Development Charges; and (ii) Enhanced Development Criteria Based Approach for the Deferral of Development Charges and Planning Application Fees. The latter requires applicants to satisfy additional development criteria, such as satisfying specific sustainability and affordable housing requirements (among others).

The remainder of this Report will outline the more significant changes included as part of the refreshed Policy.

1. Changes to align it with the Urban Centres Secondary Plan and other Town Policies

The Policy was prepared prior to the preparation and approval of the Urban Centres Secondary Plan. Numerous changes are proposed throughout the Policy to reference the Urban Centres Secondary Plan rather than the "Yonge/Davis and Regional Healthcare Urban Centres". The Policy now clearly states that it is intended to "stimulate mid-rise and high-rise; residential, office and mixed-use developments within the Urban Centres Secondary Plan area". In addition, various definitions such as "highrise" and "mid-rise" have been brought over from the Secondary Plan.

Other changes have been made to align the Policy with other recently updated policies. For example, the 2017 Servicing Allocation Policy prioritizes developments that participate in the Region's Sustainable Development through LEED® Incentive Program (LEED); the updated Policy now requires developments to participate in the same program under the Enhanced Development Criteria-based approach.

2. It will be part of a suite of 'Marketing the Corridors' policies and initiatives

The refreshed Policy, as proposed, will compliment a growing list of other policies and initiatives that are focused on encouraging redevelopment of the Urban Centres, including:

- 1) An approved Urban Centres Secondary Plan;
- 2) Reduced parking requirements;
- 3) A Parkland Dedication By-law;

Development Charge Deferral Policy - Refresh & Reinstatement

- 4) An updated Servicing Allocation Policy;
- 5) Height and Density Bonusing Implementation Guidelines;
- 6) A focused marketing/branding campaign;
- 7) A new zoning by-law specific to the Urban Centres (in progress).

Staff believe that the Policy will benefit from being part of this larger suite of supportive and complimentary planning policies and initiatives.

3. Change to extend the deferral period

The expired policy deferred Development Charges and Planning Application Fees for a period of 18 months. Through the Town's previous experience deferring Development Charges (as through the negotiations for the development at 212 Davis Drive), it has become evident that a longer deferral period would be more useful on behalf of developers. A greater length of time would allow developers additional time to generate income before repaying the municipality, and more accurately responds to Newmarket's specific market position within the Region.

The proposed Policy replaces the 18 month period with 36 months; the same length of time used in the 212 Davis Drive example. It is acknowledged that a balance must be struck between the fiduciary responsibility of the Town and the desire to encourage redevelopment along the corridors, and it is believed that the proposed 36 month period achieves this balance.

4. Interest is being applied

The expired Policy did not charge interest on the deferred fees. The refreshed Policy proposes to charge interest (Prime plus 1.0%) under the Standard Approach, but not charge interest under the Enhanced Development Criteria-based approach. This is expected to encourage use of the Enhanced Development Criteria-based approach which holds applications to additional development criteria that are beneficial to the Town, as specified in the Policy.

It should also be noted that the Policy does not include an explicit policy stating that a different interest rate may be applied on an individual basis, or interest may be waived altogether, however it is within Council's authority to do so.

5. Change to clarify the review period

The updated Policy includes clearer language regarding its review cycle, stating that the Policy "will be reviewed every 3 years, or at an earlier time as prescribed by Council." This review period provides an adequate length of time to trial the Policy with other Urban Centres incentive programs (which in some cases include 3-year preview periods of their own), and provides for a clear understanding of the next opportunity to update the document.

Development Charge Deferral Policy - Refresh & Reinstatement Page **3** of **5**

Deferral of Regional Development Charges

The Region has various Development Deferral options with corresponding deferral periods:

- Mixed-use (residential and office) 18 months
- High-rise residential 18 months
- High-rise office 18 months
- Retail 36 months
- Purpose-Built High Density Rental Buildings 36 months

A goal of the refreshed Policy is to align the deferral period with that of the Region. However, as discussed in section 3 above, a consistent 36 month deferral period is proposed in the refreshed Policy for all mid-rise and high-rise residential, office and mixed-use developments within the Urban Centres, which differs from most of the Region's deferral periods. Nonetheless, the proposed Policy would both support and work in unison with the Region's development charge deferral option regarding purposebuilt high density rental buildings.

Business Plan and Strategic Plan Linkages

Well-Equipped and Managed:

- Leading the way by creating an environment for extraordinary public service, focusing on fiscal responsibility and sustainability.
- Creating a clear vision of the future and supporting plans and strategies to guide the way.

Well-planned and Connected:

• Planning and managing growth through long-term plans and strategies, supported by short-term action plans.

Consultation

Consultation for this Policy was undertaken in 2011 as part of the background work for the initial Policy. Consultation for this update was carried out with Legal Services, Economic Development and York Region.

Human Resource Considerations

None.

Budget Impact

An interest rate of Prime plus 1.0% will be applied under the Standard Approach for the Deferral of Development Charges program. No interest will be charged under the Enhanced Development Criteria Based Approach.

Attachments

Attachment 1 - "Policy for Deferral of Payment of Development Charges and Planning Application Fees in the Urban Centres Secondary Plan Area", updated April 30, 2018.

Approval

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

Jason Unger, MC/, RPP Assistant Director of Planning

Kevin Varaskaviten

Financial Business Analyst

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

O its Agem

Mike Mayes Director, Financial Services / Treasurer

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

Contact

Adrian Cammaert, Senior Policy Planner, acammaert@newmarket.ca

114



DEVELOPMENT & INFRASTRUCTURE SERVICES/PLANNING & BUILDING SERVICES FINANCIAL SERVICES

TOWN OF NEWMARKET 395 Mulock Drive P.O. Box 328 Newmarket, ON L3Y 4X7 905.895.5193

www.newmarket.ca planning@newmarket.ca

Town of Newmarket Policy for the Deferral of Payment of **Development Charges and Planning Application Fees** within the Urban Centres (Adopted by Council June 18 2012, updated April 30, 2018)

115

Table of Contents

			Page
1.0	Strate	egic Plan Linkages	1
2.0	Purpo	ose	1
3.0	Defin	itions	1
4.0	Area	of Application of the Policy	1
5.0	Background and Legislative Authority		1
	5.1	Deferral of Payment of Development Charges	1
	5.2	Deferral of Payment of Planning Application Fees	2
6.0	Defer	ral Programs	2
	6.1	Standard Approach for the Deferral of Development Charges	2
	6.2	Enhanced Development Criteria Based Approach for the Deferral of Development Charges and Planning Application Fees	2
		6.2.1 Development Criteria	3
7.0	Deferral Schedule		3
	7.1	Development Charges Deferral Schedule	3
	7.2	Planning Application Fees Deferral Schedule	4
8.0	Procedures		4
	8.1	Effective Date of the Policy	4
	8.2	Development Charges Prepayment Agreement	5
	8.3	Interest Rate	5
	8.4	Security Obligations	5
	8.5	Deferral Agreement	6
	8.6	Deferral Agreement Fee	6
	8.7	Application Process for the Enhanced Development Criteria Based Approach	6
	8.8	Registration	7
	8.9	Review of the Policy	7

1.0 Strategic Plan Linkages

Well-Equipped and Managed:

- Leading the way by creating an environment for extraordinary public service, focusing on fiscal responsibility and sustainability.
- Creating a clear vision of the future and supporting plans and strategies to guide the way.

Well-planned and Connected:

• Planning and managing growth through long-term plans and strategies, supported by short-term action plans.

2.0 Purpose

To establish a policy that aims to encourage development through the deferral of payment of Development Charges and *Planning Application Fees* within the Urban Centres. The policy applies to, and is intended to stimulate *mid-rise* and *high-rise*; residential, office and *mixed-use* developments within the Urban Centres Secondary Plan area as identified on Schedule 1.

3.0 Definitions

Alternative Energy – sources of energy or energy conversion processes that significantly reduce the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems and includes co-generation facilities.

Building Permit – means the building permit issued for the construction of the building including the below ground foundations and parking structures.

High-rise – means permitted development that is 12 storeys or more in height.

Mid-rise – means permitted development that is 5 to 11 storeys in height. means permitted development that is 12 storeys or more in height.

Mixed-use – Development that includes two or more different uses (e.g. residential, commercial, cultural and/or institutional) in a single building.

Planning Application Fees – fees required for an Official Plan Amendment, Secondary Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Plan of Condominium and Site Plan.

4.0 Area of Application of the Policy

The policy applies to development within the Yonge Street and Davis Drive Urban Centres, as shown on Schedule 1.

5.0 Background and Legislative Authority

5.1 Deferral of Payment of Development Charges

Section 27(1) of the Development Charges Act provides for the legislative authority to provide municipalities with flexibility regarding when development charges may be paid as follows:

"A municipality may enter into an agreement with a person who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable."

As per the Town's Development Charges By-law (By-law 2009-73), Development charges are payable at the time of issuance of the *Building Permit*.

In addition, the Town's Development Charges By-law provides that: "...Council from time to time, may enter into agreements providing for all or any part of a Development Charge to be paid before or after it would otherwise be payable."

5.2 Deferral of Payment of Planning Application Fees

Section 69(2) of the *Planning Act* provides municipalities with the flexibility to reduce or waive tariffs or fees associated with the processing of planning applications (i.e. *Planning Application Fees*) where the Council or applicable planning committee is satisfied that it would be unreasonable to require payment in accordance with the tariff.

6.0 Deferral Programs

Two programs are provided:

- 1. Standard Approach for the Deferral of Development Charges; and
- 2. Enhanced Development Criteria Based Approach for the Deferral of Development Charges and *Planning Application Fees.*

6.1 Standard Approach for the Deferral of Development Charges

- 1. This program provides for the deferral of 100% of the Town's Development Charges for both *midrise* and *high-rise* developments, which include residential, office or *mixed-uses*.
- 2. The deferral shall be dependent upon the developer providing a Letter of Credit to the Town at the time of the *Building Permit* issuance to secure payment of the Town's Development Charges.
- 3. The deferral is in effect for a period of 36 months from the earlier of the issuance of the *Building Permit* or registration of the condominium.
- 4. The Letter of Credit shall be drawn or the Development Charges shall be paid on or before the date that is equivalent to the earlier of the 36 months after the issuance of the *Building Permit* or registration of the condominium.

6.2 Enhanced Development Criteria Based Approach for the Deferral of Development Charges and *Planning Application Fees*

1. This program provides for the deferral of 100% of the Town's Development Charges and 50% of the *Planning Application Fees* for both *mid-rise* and *high-rise* developments, which include residential, office or *mixed-uses* that meet the Development Criteria of Section 6.2.1.

Town of Newmarket Deferral of Payment of Development Charges and Planning Application Fees Policy June 18, 2012 / Updated April 30, 2018 Page 3 of 9

- 2. A Letter of Credit for the deferred Development Charges and the deferred portion of the *Planning Application Fees* will not be required to secure deferred charges or fees for development that meets the Development Criteria of Section 6.2.1, however a Deferral Agreement is required to be entered into with the Town setting out parameters to ensure the Town's financial security.
- 3. The deferral of Development Charges and *Planning Application Fees* shall be in effect for a period of 36 months from the earlier of the issuance of the *Building Permit* or registration of the condominium.
- 4. All charges and fees shall be paid on or before the date that is equivalent to the earlier of 36 months after the issuance of the *Building Permit* or registration of the condominium.
- 5. Section 8.7 sets out the application process for this Enhanced Development Criteria Based Approach.

6.2.1 Development Criteria

In order to be eligible for deferral of payment of 100% of Development Charges, 50% of *Planning Application Fees* and the waiving of the Letter of Credit under the Enhanced Development Criteria approach, the following Development Criteria must be met.

- i) The proposed development complies with all applicable provisions of the Provincial Policy Statement, Regional Official Plan, Town Official Plan, and the Urban Centres Secondary Plan, including but not limited to: urban design, housing affordability and sustainability.
- ii) The mandatory and applicable optional provisions of the Site Plan Approval Process Manual and Development Standards Checklist (March 25, 2008, as amended).
- iii) The proposed development participates in the Region's Sustainable Development through LEED® Incentive Program (LEED).
- iv) The proposed development implements a three stream waste collection system.
- v) For developments within the *Provincial Urban Growth Centre*, it is demonstrated to the satisfaction of the Town that a minimum of 35% of new housing units within the development are affordable to *low and moderate income households*.
- vi) For developments outside of the *Provincial Urban Growth Centre*, it is demonstrated to the satisfaction of the Town that a minimum of 25% of new housing units within the development are affordable to *low and moderate income households*.

7.0 Deferral Schedule

7.1 Development Charges Deferral Schedule

1. The Letter of Credit shall be drawn or the Town's portion of the Development Charges shall be paid on or before the earlier of 36 months after the date of the issuance of the *Building Permit* or registration of the condominium. 2. In the event that an appeal of a Planning Application is filed by the applicant at any time before or after the decision of Council and is subject to a final decision by the Ontario Municipal Board or by the Courts, such Planning Application(s) may not be eligible for the deferral of Development Charges as set out under Section 6.1 and 6.2. Eligibility for deferral of Development Charges shall be at the sole discretion of Council.

7.2 Planning Application Fees Deferral Schedule

- 1. For *Planning Application Fees*, 50% of the *Planning Application Fees* shall be payable at the time of the planning application(s). The remaining 50% shall be payable the earlier of 36 months after the issuance of the *Building Permit* or registration of the condominium, unless:
 - the application does not meet the eligibility criteria and is refused by Council or it's designate;
 - the planning application is appealed by the applicant at any time before the final decision on the planning application(s); or
 - a *Building Permit* is not issued within 36 months of the final approval of the respective planning application(s).
- 2. Where a decision is made by Council or it's designate that the Development Criteria contained in Section 6.2.1 are not met or the planning application(s) is refused or appealed, the remaining 50% of the application fees shall be paid to the Town within 14 days of the decision.
- 3. If the Development Criteria of Section 6.2.1 are not demonstrated to be met, or are no longer proposed to be met at the time of the Building Permit, the Deferral of Development Charges will be subject to the terms of Section 6.1, including the provision for a Letter of Credit.
- 4. In the event an appeal is filed by the applicant any time before the final decision on the planning application(s), the deferred *Planning Application Fees* shall be payable, with applicable interest, on the date of the appeal.
- 5. If a *Building Permit* or registration of the condominium is not obtained within the earlier of 36 months from the final approval of the respective planning application(s), the deferred portion (the remaining 50%) of the *Planning Application Fees*, with applicable interest shall be paid to the Town within 14 days of final approval of the respective planning application(s).

8.0 Procedures

8.1 Effective Date of the Policy

- 1. This policy comes into effect and will apply to all eligible applications from the date of the approval of this policy by Council. The policy applies to all eligible applications that, prior to the date of approval of the policy, had not paid their *Planning Application Fees* or Development Charges.
- 2. The *Planning Application Fees* shall be the fees in effect at the time of the filing of the planning application(s).
- 3. The Development Charges shall be the charges in effect at the time of the issuance of the *Building Permit.*

8.2 Development Charges Prepayment Agreement

- 1. In the event that Development Charges are scheduled to increase, developers of *mixed-use* highrise residential development may prepay their Development Charges at the prevailing rate, prior to the issuance of the *Building Permit* on the basis of the following schedule:
 - 25% of the Development Charges shall be paid prior to the issuance of the *Building Permit* and before the date of the scheduled rate increase;
 - the remaining 75% shall be secured through a Letter of Credit and subject to a prepayment agreement to the satisfaction of the Director of Financial Services;
 - if the *Building Permit* is not issued within 18 months of the scheduled increase of the Development Charges, the developer will be subject to the prevailing rate on the effective payment date;
 - the prepayment agreement will be subject to a \$1,000 administration fee, plus applicable taxes.

8.3 Interest Rate

- 1. Interest on the deferred fees will be charged under the Standard Approach for the Deferral of Development Charges program under 6.1; however interest will not be charged under the Enhanced Development Criteria Based Approach under 6.2.
- 2. Where interest is charged under the Standard Approach for the Deferral of Development Charges program under 6.1, it will be applied at a rate of Prime plus 1.0%.
- 3. In the event that the deferred payments are not received in accordance with the Deferral Schedule set out in Section 7, interest will be charged on the basis of the interest rate applied to defaulted taxes in effect at the time of the failure to pay and applied from the time that the charges/fees were originally payable.

8.4 Security Obligations

- 1. Securities in the form of a Letter of Credit will be required for the deferral of the Town's Development Charges addressed under Section 6.1.
- 2. Securities in the form of a Letter of Credit will not be required for the Town's portion of the Development Charges or for the deferred *Planning Application Fees* in accordance with and subject to the provisions of Section 6.2 (the Enhanced Development Criteria Based Approach to Deferral of Development Charges and Planning Application Fees).
- 3. The deferral of payment of Development Charges will be implemented in conjunction with the Regional Development Charges Deferral Policy. This policy does not supersede or affect the Region's policy or ability to secure their portion of the Development Charges.
- 4. In the event of default of payment at the prescribed schedule time as set out in Section 7, the Town will secure its deferred fees, including the interest referred to in Section 8.2.2 through the applicable provisions of the Municipal Act.

 Other securities required through the planning application process(s) shall not be released or reduced until the Town has received payment of all deferred charges and fees deferred through this policy.

8.5 Deferral Agreement

- 1. A deferral agreement shall be required for the deferral of the Town's portions of the Development Charges and *Planning Application Fees* described under Sections 6.1 and 6.2 and may include the terms and conditions required by the Treasurer.
- 2. An application for Deferral of Development Charges shall be filed with the Treasurer the earlier of 60 days prior to the filing of the Building Permit or registration of the condominium.
- 3. In the event that the deferral agreement is ready to be executed, or a *Building Permit* is ready for issuance for an applicant that qualifies for a deferral, but the deferral agreement is not executed and/or registered on land title, the applicant will be required to pay the Development Charges in full or secure the payment with a Letter(s) of Credit. Subsequent to the execution of the deferral agreement and its registration on title, the Town will refund the amount of the Development Charges deferred that were paid or release the Letter of Credit for the deferred amount to the applicant, without interest.

8.6 Deferral Agreement Fee

1. The costs incurred by the Planning, Legal and Finance Departments for the administration, review, preparation and execution of the deferral agreements shall be subject to fee of \$5,000 plus applicable taxes, and payable at the time of execution of the deferral agreement.

8.7 Application Process for the Enhanced Development Criteria Based Approach

- 1. The applicant shall provide notice of intention to file for Deferral of Payment of *Planning Application F*ees and Development Charges as part of the pre-consultation process.
- 2. A complete application for deferral shall be filed with the Treasurer and the Director of Planning and Building Services a minimum of 30 days following the final pre-consultation meeting.
- 3. A complete application package shall include the following:
 - demonstration and supporting documentation that the proposed development meets the Development Criteria, as applicable, set out in Section 6.2.1;
 - a plan showing the land area being developed (hectares/acres) confirmed by a survey or Certificate of a Surveyor;
 - the density, height and number and type of units (for residential) and the gross floor area (for non-residential) of the proposed building(s); and
 - the proposed use of the building(s).
- 4. Upon receipt of the planning application package and supporting documentation, a review will be conducted by the Town to determine if the documentation required for the demonstration of satisfying the Development Criteria of Section 6.2.1 have been submitted for consideration through the planning process.

- 5. Where the application includes the documentation regarding the Development Criteria, the Town will proceed to process the application and a Deferral Agreement will be prepared for the deferral of the *Planning Application Fees*.
- 6. If the request does not include documentation demonstrating compliance with the Development Criteria, the Town will advise the applicant of the deficiencies.
- 7. In the processing of the planning application in the normal manner and where the Town determines that the application meets the Development Criteria set out in Section 6.2.1, the planning application will be forwarded to Council for final approval, refusal or approval with conditions.
- 8. Where Council or its delegate, approves the planning application, the deferral of the *Planning Application Fees* will remain deferred the earlier of 36 months after the *Building Permit* is issued or registration of the condominium.
- 9. In accordance with Section 7.2.1, the deferred *Planning Application Fees* shall be payable in advance of the 36 months after the *Building Permit* is issued where:
 - the application does not meet the eligibility requirements and is refused by Council or it's designate;
 - the planning application is appealed by the applicant at any time prior to the final decision on the planning application(s); or
 - a *Building Permit* is not issued within 18 months of the final approval of the respective planning application(s).

8.8 Registration

All agreements shall be registered on title to the property and enforced against subsequent landowners.

8.9 Review of the Policy

This Deferral of Payment of *Planning Application Fees* and Development Charges Policy will be reviewed every 3 years, or at an earlier time as prescribed by Council.

123

Town of Newmarket Deferral of Payment of Development Charges and Planning Application Fees Policy June 18, 2012 / Updated April 30, 2018 Page 8 of 9





Heritage Newmarket Advisory Committee

Tuesday, March 6, 2018 at 7:00 PM Mulock Room

The meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, March 6, 2018 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present:	Athol Hart, Chair Billie Locke, Vice-Chair Councillor Hempen Joan Seddon Malcolm Watts
Absent:	Rohit Singh Soni Felix Raj
Staff Present:	D. Ruggle, Senior Planner – Community Planning A. Walkom, Council/Committee Coordinator
Guest:	Dario Teofilo

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

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentation/Deputations

None.

Approval of Minutes

1. Heritage Newmarket Advisory Committee Meeting Minutes of February 6, 2018.

Moved by:	Malcolm Watts
Seconded by:	Councillor Hempen

1. That the Heritage Newmarket Advisory Committee Meeting Minutes of February 6, 2018 be approved.

Carried

Correspondence

2. Correspondence from the Town of Newmarket Planning Department – Application for Official Plan & Zoning By-law Amendment and Draft Plan of Subdivision for 16920 Leslie Street (deferred from February 6, 2018 meeting)

Moved by:	Joan Seddon
Seconded by:	Councillor Hempen

- 1. That the Heritage Newmarket Advisory Committee recommend that immediate action be taken by the owner of the Bogart House to preserve the building and protect it from further damage; and,
- 2. That the Committee recommends that the building be restored in situ as any movement of the house will be detrimental to the structure and will remove it from the prominence it has always had because of its visibility from Leslie Street.

Carried

Moved by:	Councillor Hempen
Seconded by:	Billie Locke

1. That Athol Hart contact the Town of Newmarket By-law Enforcement department to arrange a meeting regarding the Bogart House. A site visit with By-law Enforcement should be arranged which is to be attended by interested Committee members and a Planning representative.

Carried

3. Correspondence from the Town of Newmarket Planning Department – Notice of Passing of a Zoning By-law Amendment (514 Davis Drive)

Moved by:	Billie Locke
Seconded by:	Joan Seddon

1. That the correspondence from the Town of Newmarket Planning Department – Notice of Passing of a Zoning By-law Amendment (514 Davis Drive) be received.

Carried

4. Correspondence from the Town of Newmarket Planning Department – Notice of a Public Meeting (285 Harry Walker Parkway South)

Moved by:	Joan Seddon
Seconded by:	Malcolm Watts

1. That the correspondence from the Town of Newmarket Planning Department – Notice of a Public Meeting (285 Harry Walker Parkway South) be received.

Carried

5. Correspondence from the Committee of Adjustment – Application for Consent (353 Ontario Street)

Moved by:	Billie Locke
Seconded by:	Joan Seddon

1. That the correspondence from the Committee of Adjustment – Application for Consent (353 Ontario Street) be received.

Carried

6. Correspondence from the Committee of Adjustment – Application for Consent (258 Park Avenue)

Moved by:	Billie Locke
Seconded by:	Joan Seddon

1. That the Heritage Newmarket Advisory Committee has no objection to the application if the new homes are of a similar style and character to the buildings on the street and in keeping with the streetscape of the neighbourhood.

Carried

Heritage Newmarket Advisory Committee Minutes Tuesday, March 6, 2018 Page **3** of **7**

Items

7. **Presentation - Committee of Adjustment Process** (deferred from February 6, 2018 meeting)

The Senior Planner – Community Planning provided the Committee with a presentation on the Committee of Adjustment process. This included an overview of minor variances and consent applications. He also provided an update on the improvements to the application process which have been made in the Planning department to ensure the Heritage Committee will be informed of pending applications in a timely manner.

Reports of Committee Members

8. Designated Property Maintenance and Concerns:

a. Stickwood Walker Farm

Athol Hart provided an update on the Stickwood Walker farm property. He advised that the Town of Newmarket will involve the Committee in future work to preserve and restore the property.

b. Site Plaques

Athol Hart provided an update on the planned tour of Main Street and the people who have joined the project to lead the tour.

c. Residence Plaques

Malcolm Watts provided an update on a request for a plaque for 359 Davis Drive.

Moved by: Billie Locke Seconded by: Joan Seddon

1. That the Heritage Newmarket Advisory Committee authorize the addition of 359 Davis Drive to the Heritage Registry, pending verification of the details of the property.

Carried

d. Heritage Location Plaques

The Senior Planner – Community Planning informed the Committee of a request from the Commissioner of Community Services for plaques to be installed in the downtown area related to the Riverwalk Commons trail and the remnants of the old rail by Old Town Hall. The Committee recommended the plaques follow a similar design as the Heritage Newmarket plaques and should include photographs from the time. The Chair asked that the senior planner inform the Commissioner of Community Services that time with the Graphic Designer is required in order to produce the plaque design as quickly as possible. This is to fulfill the Commissioner's wish that the plaques be in place by this summer.

Malcolm Watts suggested to the Committee that the grindstone from the Bogart Mill located at the Museum could have an explanatory plaque attached to it. The Committee referred this item to the Elman W. Campbell Museum Board.

9. Sub Committee Reports

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

Athol Hart provided an update on the planning of the Rebel Heartland event.

b. Elman W. Campbell Museum Board

Billie Locke provided an update on the latest events from the Elman W. Campbell Museum Board. She advised that the Underground Railroad exhibit was well attended with over 400 attendees. She further advised that the Board was working with the Town of Newmarket Procurement process to issue an RFP for the new sign for the Museum.

c. Lower Main Street South Heritage Conservation District Advisory Group

Athol Hart provided an update on the proposal for a new restaurant in the King George Hotel building which requires some changes to the building's designation.

d. Newmarket Historical Society Board of Directors

Joan Seddon provided an update from the Newmarket Historical Society Board of Directors, including the receipt of historical copies of the Era Banner which will be catalogued.

New Business

10. Heritage Designations

Athol Hart provided an update on the plans for Heritage designations in 2018, previously discussed at the December 2017 meeting.

Moved by:	Joan Seddon
Seconded by:	Billie Locke

1. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect.

Carried

Moved by:	Malcolm Watts
Seconded by:	Joan Seddon

1. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system.

Carried

11. 172-174 Victoria Street

Dario Teofilo appeared before the Committee to discuss the building he owns at 172-174 Victoria Street, which the Committee had recommended to Council to be designated. He informed the Committee of his plans with the property and the current condition of the building.

The Senior Planner – Community Planning provided the Committee with an update on the property, which had gone through the Committee of Adjustment process. Council has referred the matter to staff for a report.

Adjournment

The meeting adjourned at 9:14 PM.

Athol Hart, Chair

Date

Item 10 of the Heritage Newmarket Advisory Committee Meeting Minutes of March 6, 2018 regarding Heritage Designations

Moved by:	Malcolm Watts
Seconded by:	Joan Seddon

1. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system.

Carried



Newmarket Environmental Advisory Committee

Wednesday, March 7, 2018 at 6:30 PM Cane A & B

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, March 7, 2018 in the Cane A & B room, 395 Mulock Drive, Newmarket.

Members Present:	Dena Farsad, Chair Councillor Vegh
	Georgina Anderson Fuentes
	John Birchall
	Catherine Ethier

Absent: Carin Binder Jill King Ben Longstaff

- Staff Present: M. White, Planner A. Walkom, Council/Committee Coordinator
- Guest: Nirupa Balendran, Conservation Energy Manager, Newmarket-Tay Power Distribution Ltd.

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

Dena Farsad in the Chair.

Additions & Corrections to the Agenda

Addition:

1. Letter from Ruurd van de Ven, Supervisor, Forestry and Meghan White, Planner, Town of Newmarket re: Native Tree Planting

Declarations of Pecuniary Interest

None.

Presentation

1. Presentation regarding Energy Conservation

Nirupa Balendran, Conservation Energy Manager, Newmarket-Tay Power addressed the Committee with a presentation on the Energy Conservation programs at Newmarket-Tay Power and explained the collaboration with the Town of Newmarket in its Community Energy Plan.

Moved by:	John Birchall
Seconded by:	Catherine Ethier

- 1. That the Newmarket Environmental Advisory Committee receive the Presentation regarding Energy Conservation; and,
- 2. That the Newmarket Environmental Advisory Committee express thanks to Nirupa Balendran of Newmarket-Tay Power for presenting to the Committee.

Carried

Approval of Minutes

2. Newmarket Environmental Advisory Committee Meeting Minutes of January 3, 2018

Moved by:	Catherine Ethier
Seconded by:	John Birchall

1. That the Newmarket Environmental Advisory Committee Meeting Minutes of January 3, 2018 be approved.

Carried

Moved by:	Catherine Ethier
Seconded by:	Georgina Anderson Fuentes

- 1. That the Newmarket Environmental Advisory Committee approve the updated workplan as distributed by Catherine Ethier; and,
- 2. That the workplan be enclosed with the January 3, 2018 minutes and submitted to Council for approval.

Carried

Newmarket Environmental Advisory Committee Minutes Wednesday, March 7, 2018 Page 2 of 5

Correspondence

3. Letter from Ruurd van de Ven, Supervisor, Forestry and Meghan White, Planner, Town of Newmarket re: Native Tree Planting

Moved by:	John Birchall
Seconded by:	Catherine Ethier

- 1. That the Letter from Ruurd van de Ven, Supervisor, Forestry and Meghan White, Planner, Town of Newmarket re: Native Tree Planting be received; and,
- 2. That the Newmarket Environmental Advisory Committee express thanks to Ruurd van de Ven and Meghan White for the letter.

Carried

4. Update regarding the Site Alteration By-law and Implementation of the Stormwater Management Master Plan

Moved by:	John Birchall
Seconded by:	Georgina Anderson Fuentes

1. That the update regarding the Site Alteration By-law and Implementation of the Stormwater Management Master Plan be received.

Carried

5. Correspondence previously distributed by email

Moved by:	Georgina Anderson Fuentes
Seconded by:	John Birchall

1. That the correspondence previously distributed by email be received.

Carried

Items

6. Public Events for 2018

a. Earth Hour

The Committee discussed the Earth Hour event for 2018. John Birchall provided an overview of the activities associated with the event in past years.

Moved by:Georgina Anderson FuentesSeconded by:Councillor Vegh

1. That the Newmarket Environmental Advisory Committee recommend that the Town of Newmarket consider reintroducing the 'War of the Wards' challenge for future Earth Hour events.

Carried

b. Farmers Market

Catherine Ethier provided an update on the progress towards the 2018 Farmers Market information booth.

c. Annual Public Forum

The Committee discussed the possibility of holding a public forum for 2018 and agreed it would be an option for the next term of the Committee.

d. Garage Sale and E-waste Collection

John Birchall provided an update on the planning for the 2018 Garage Sale and E-waste Collection event. He informed the Committee that the mall will permit a garage sale to be held in conjunction with the e-waste collection. The Committee discussed the next steps to be taken in order to plan the event.

Councillor Vegh updated the Committee on the Ward 1 Waste Disposal and Recycling Event. He invited the Committee members to attend the event so they can see how it works and use it as a basis for future Committee events.

Moved by:Catherine EthierSeconded by:Georgina Anderson Fuentes

1. That the Newmarket Environmental Advisory Committee authorize the expenditure of up to \$500 for advertising related to the Garage Sale and E-waste collection event.

Carried

7. Appointment of Vice-Chair

This item was deferred to the April 4, 2018 meeting.

New Business

None.

Adjournment

Moved by:	Catherine Ethier
Seconded by:	John Birchall

1. That the meeting adjourn at 8:24 PM.

Carried

Dena Farsad, Chair

Date



Newmarket Public Library Board Regular Board Meeting Wednesday, March 21, 2018 Newmarket Public Library Board Room

Present:	Joan Stonehocker, Chair Tara Brown, Vice Chair Kelly Broome Darcy McNeill Venkatesh Rajaraman
Regrets:	Jane Twinney Tom Vegh
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. One item was added under New Business.

Motion 18.03.270 Moved by Darcy McNeill Seconded by Kelly Broome

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, February 21,2018

- 5. Adoption of the Closed Session Meeting Minutes for Wednesday, March 21, 2018
- 6. Strategic Operations Report for February, 2018
- 7. Monthly Bank Transfer

A correction was made to the Regular Board meeting minutes

Motion 18.03.271 Moved by Darcy McNeill Seconded by Tara Brown

That Consent Agenda item 4) be received and approved as present and items 5) to 7) be received and approved as presented.

Carried

Reports

There were no reports.

Business Arising

- 8. Knowledge Gap Analysis Discussions
 - a) Library Management, Stewardship and Accountability

The Library Board reviewed the Library Management, Stewardship and Accountability sections that were identified in the Board governance knowledge gap analysis.

9. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.03.272 Moved by Venkatesh Rajaraman Seconded by Tara Brown

That the Library Board receive the Library Board Action List.

Carried

New Business

10. 2017 Surplus Transfer

The CEO discussed with the Library Board the transfer of some of the Library's operating surplus for 2017 to Minor Capital Reserves and to the General Operating reserve for carpet/flooring replacement.
Motion 18.03.273

Moved by Darcy McNeill Seconded by Tara Brown

That the Library Board approve the transfer of \$95,000 of the Library's 2017 operating surplus into reserve funds for the purposes identified in the report once the 2017 surplus is confirmed by the Auditors;

AND THAT the Library Board approve the transfer of the remaining surplus balance to the Town's reserve funds.

Carried

11. Alternative Service Delivery

The CEO discussed with the Library Board the opportunity to provide a mobile library installation. The Library Board indicated that they were interested in pursuing this opportunity.

Date(s) of Future Meetings

12. The next Library Board Regular meeting is Wednesday, April 18, 2018 at 5:30 pm in the Library Board room.

Adjournment

Motion 18.03.274 Moved by Kelly Broome Seconded by Venkatesh Rajaraman

That there being no further business meeting adjourned at 6:50 pm.

Carried

Joan Stonehocker Chair Todd Kyle, CEO Secretary/Treasurer

Ministry of Tourism, Culture and Sport

Minister

9th Floor, Hearst Block 900 Bay Street Toronto, ON M7A 2E1 Tel: 416 326-9326

140 Ministère du Tourisme, de la Culture et du Sport

Ministre

9° étage, édifice Hearst 900, rue Bay Toronto (Ontario) M7A 2E1 Tél. : 416 326-9326



March 28, 2018

Dear stakeholder:

I am pleased to let you know that this week, in the <u>2018 Ontario Budget: A Plan for Care</u> and <u>Opportunity</u>, our government committed funding to strengthen public libraries.

Public libraries play a valuable role in large urban centres and in rural, northern and First Nation communities across Ontario, and we recognize that they are central in providing access to new technology and digital resources.

That is why our government is making the most significant investment in public libraries in a generation. This investment includes:

- \$51 million over three years in annual increases to public library operating funding
- \$28 million over three years to create a provincial Digital Public Library so that all people in Ontario can access the information, education, and cultural resources they need to succeed.

This commitment aligns with the goals of <u>Ontario's Culture Strategy</u>, which we launched in July 2016, to support our province's public and First Nation libraries as essential spaces for access to cultural experiences, technology, and community life.

Public libraries are vital community hubs, and this funding will ensure that they can continue to respond to the needs of their residents by building capacity in the sector and allowing public libraries to deliver innovative services, no matter the size of the community.

I look forward to providing more detail on this investment in the coming weeks.

With kind regards,

en lernile

Daiene Vernile Minister



Town of Newmarket

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

<u>г г</u>			_14	1					
Staff Comments 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	•					
Date for reporting back to Committee of the Whole Q1, 2019	OMB Hearing Scheduled for August 2018.				<u>Q3/Q4,</u>	2017/Novem ber 27 Committee of	the Whole Q1, 2018	Q3, 2018	November 13, 2017 – Council
Recommendation and Responsible Department 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.	Planning and Building Services			Recommendation:	 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,	 That Council direct staff to prepare and bring to a future Council meeting a by-law protecting trees on municipal property. 	Responsible Department:
Meeting Date and Subject Meeting Date:	Council - December 5, 2016	Subject: Item 44 Development & Infrastructure	Services – Planning & Building Services Report 2016-25 – 178–170–184–188	190 and 194 Main Street s	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
-					5				

	1	142
Staff Comments	Workshop was held on March 26, 2018. Report to be brought back in 60 days.	
Date for reporting back to Committee of the Whole	Q3/Q4, 2017 Q1, Q2, 2018	Q1, 2017 Q1 Q2, 2018
Recommendation and Responsible Department	Recommendation: 1. That staff review Zoning By-law 2010-40 and 2013-40 to address best practices related to infill development standards across the Town as a whole. Responsible Department:	 Recommendation: That Council approve the following motion in principle: That Council approve the following motion in principle: 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, 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, That the aforementioned motions be referred to staff for a report back including options and resource requirements. Planning & Building Services
Meeting Date and Subject	Meeting Date: Council – March 27, 2017 Subject: Zoning By-law Review	Meeting Date: Committee of the Whole – May 8, 2017 Subject: Information Document for Residents Related to Construction Sites
	ri	4.

Staff Comments					
Date for reporting back to Committee of the Whole	Q2, 2018		Q2, 2018		
Recommendation and Responsible Department	Recommendation: 1. That Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report be received; and,	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.	1. That staff review proposed modifications to the east-west bike lane and report back in the Spring of 2018.	Responsible Department:	
Meeting Date and Subject	Meeting Date: Committee of the Whole – May 8, 2017	Subject: Development and Infrastructure Services Report – Engineering Services	2017-15 report 2017 Newmarket East-West Bikeway PIC Report	Meeting Date: Committee of the Whole – September 25, 2017	Subject: East West Bike Lanes on Park Avenue
	5.				

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.
1. That the report entitled Licensing Driving Schools and Driving Instructors dated February 26, 2018 be received; and,
That Council direct staff to establish a licensing program to regulate Driving Schools
and Driving Instructors;
3. That Staff be directed to hold a Public Information Centre for the Driving School Industry to provide their comments; and,
4. That Staff be directed to bring back a report with information from the Public Information Centre and a proposed Licensing By-law.
Responsible Department:

			145
Staff Comments			
Date for reporting back to Committee of the Whole	February 5, 2018 Committee of the Whole meeting	Q3, 2018	Q1- Q2, 2018
Recommendation and Responsible Department	 Recommendation: 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. 1. That staff be directed to prepare an RFP for a textile recycling program 	Public Works Services	 Recommendation: That the Operational Leadership Team recommends that the follow recommendation be referred to staff for review and report: 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. Responsible Departments: > Legislative Services (lead), Planning and Building Services, Engineering Services & Legal Services
Meeting Date and Subject	Meeting Date: Committee of the Whole - June 19, 2017	Committee of the Whole – February 5, 2018 Subject: Textile Diversion Program	Meeting Date: Committee of the Whole – August 28 – Motion Subject: Item 3 of Accessibility Advisory Committee Meeting Minutes of March 23 re: Accessibility in the downtown area
	.7		σ

145

Page **5** of **16**

 9. Meeting Date: Committee of the Whole - September 25, 2017 Committee of the Whole - September 25, 2017 Committee of the Nubble - September Committee of the Nubble - April 9, 2018 Whole - April 9, 2018 Lorne Avenue and Queen Street Lorne Avenue and Queen Street Lorne Avenue and Queen Street 1. That the report entitled Lome Aven and, Nuble - April 9, 2018 Subject: That the Town request that York R and, rectain a programs in their next Municipal speed and Traffic Mitigation near Queen A. That enhanced vulnerable road us reconstruction of Lorne Avenue; and, reconstruction and transference of the teading to and from this intersection a terme te	Recommendation: 1. That the petition be referred to staff in accordance with the Public Consultation and Support Plan – Transportation Services Policy. Lorne Avenue and Queen Street Traffic Review Report		Staff Comments	
Committee of the Whole – April 9, 2018 Subject: Petition regarding Speed and Traffic Mitigation near Queen Street Committee of the Whole - September,	ר Street Traffic Review Report	Q2, 2018 April 9, 2018 Committee of the Whole		
Subject: Petition regarding Speed and Traffic Mitigation near Queen Street Street Committee of the Whole - September,	1.That the report entitled Lorne Avenue and Queen Street Traffic Review dated April 9, 2018 be received; and,	Q4, 2018		
Subject: Petition regarding Speed and Traffic Mitigation near Queen Street Street Committee of the Whole - September,	2. That York Regional Police be sent a copy of this report; and,			
Mitigation near Queen Street Meeting Date: Committee of the Whole - September,	That the Town request that York Regional Police include more Town-Specific enforcement measures and programs in their next Municipal Overview; and,			
Meeting Date: Committee of the Whole - September,	 That enhanced vulnerable road user safety measures be included in the design for the future reconstruction of Lorne Avenue; and, 			
Respon Meeting Date: × Committee of the 1. Whole - September, 1.	That Staff be directed to review temporary speed mitigation measures for Lome Ave. and Queen St., leading to and from this intersection and report back with recommendations.		1-	
Meeting Date: Recom Committee of the 1. Whole - September, 2.	nt: /ices		ŦŪ	46
. .		Q1 Q2, 2018		
ZD. ZU 1	1 hat Corporate Services – Legislative Services Report 2017-16 dated September 14, 2017 entitled "Vacant Buildings/Storefronts" be received; and,			
2. That staff be directed	ected to report back on Option 2, a Window Wrap program.			
Subject: Corporate Services – Responsible Departments:	nts:			
Legislative Services Perort 2017-16	Legislative Services/Economic Development			
Vacant Building Report – Window				

			Date for reporting back to	
	Meeting Date and Subject	Recommendation and Responsible Department	Committee of the Whole	Staff Comments
.11.	Meeting date: Committee of the Whole – September 25, 2017	Recommendation: 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,	Q1 Q2, 2018	Two meetings held – Signage is subject to funding. Seating
	Subject Welcome Sign on Longford Drive	 That staff provide an alternative signage and seating area option that would be as cost effective as possible. Responsible Department Engineering Services 		remoced after feedback from meeting.
12.	Meeting date: Committee of the Whole – September 25, 2017	Recommendation: 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:	Q3, 2018	
	Committee of the Whole – October 16, 2017 Subject Development and Infrastructure	 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 		
	Services Report – Engineering Services 2017-32- Town Wide Traffic Mitigation Strategy – 2017	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.		
		Responsible Department		

			Date for reporting back to		
	Meeting Date and Subject	Recommendation and Responsible Department	Committee of the Whole	Starr Comments	
13.	_	Recommendation:	Q3, 2018		
	Committee of the				
	VVhole – October 16, 2017	 I hat staff be directed to report to Council in 2018 with best practices and opportunities to implement I ow Impact Development (I ID) in relation to flooding flood mitigation 			
		and storm water management in residential neighbourhoods.			
	Subject	•			
	Low Impact	Responsible Department			
	Development	Engineering Services			
14.	Meeting Date:	Recommendation:	Q1, 2018	Information	
	Council – December			Report to be	
	4, 2017	1. That staff be directed to work with the property owner at Davis Drive and Patterson Street to		provided.	
		maintain the property in accordance with the Town's applicable By-laws.			
	Subject:				
	Property at	Responsible Department:			
	intersection of Davis	Legislative Services			
	Drive and Patterson				
1		;			Ť
15.		Recommendation:	<u>Q2, 2018</u> April		-4
	Committee of the	1. That the deputation by Tom Taylor and Daniel Ger on behalf of Habitat for Humanity	30, 2018 Committee of		łζ
	Whole – March 19, 2018	regarding Habitat amalgamation and land costs be received and referred to staff.	the Whole		5
	Subject: Habitat for Humanitv –	Responsible Department:			
	Alternative Fees and				
	Charges for				
	Registered Charities				
	and non Protit				
	(deputation)				
]

		149
Staff Comments		TBD pending meetings with land owner
Date for reporting back to Committee of the Whole	Q3, 2018	
Recommendation and Responsible Department	 Recommendation: 1. That the deputation by Stuart Hoffman regarding vibration control in regards to construction activity be received and referred to staff for review and report; and, 2. That staff be directed to provide recommendations and approaches to address the issues identified to protect neighbouring sites from the effects of vibrations from adjacent construction projects; and, 3. That the report should include, but not be limited to, potential by-law changes including the requirement of pre-condition surveys, effective monitoring and data reporting, resident notification and a process for complaint handling in all site plan approvals. Planning and Building Services & Engineering Services 	 Recommednation: 1. That Council direct staff to continue to work through the Developer to ensure the rapid restoration of the Bogart House and the permanent preservation of the Bogart House; and, restoration of the Bogart House and the permanent preservation of the Bogart House; and, 2. That Council also direct staff to arrange another site visit with the Developers, the Mayor, Deputy Mayor, Councillor Kerwin (as the Ward Councillor) and Councillor Hempen (as the Heritage Committee representative) and staff and the Chair of the Newmarket Heritage Committee to examine avenues for rapid restoration and further protection of the Bogart House; and, 3. That Council reaffirm its position that the Bogart House is a designated heritage house and one of the most important heritage buildings in the community; and, 4. That Council not entertain the demolition or removal of the Bogart House but will seek only full restoration and protection on the current site. Planning and Building Services/Legislative Services
Meeting Date and Subject	Meeting Date: Committee of the Whole – March 19, 2018 Subject: Vibration Control and construction activity (deputation)	Meeting Date: Council – March 26, 2018 Subject: Bogart House
	<u>6</u>	17.

Page **9** of **16**

			Date for	
			reporting	
			back to	
	Meeting Date and		Committee	Staff
	Subject	Recommendation and Responsible Department	of the Whole	Comments
18.	Meeting Date:	Recommendation:	Q3, 2018	Memoradum to
	Council – March 26,			be circulated.
	2018	1. That the deputation by Anna Kennedy regarding the Aurora Bridge Club be received and		
	Subject:	referred to staff.		
	Aurora Bridge Club	Responsible Department		
	(deputation)	Recreation and Culture		
19.	Meeting Date:	Recommendation:		Letter to be sent
	Committee of the			to Medical Arts
	Whole – April 9, 2018	1. That the deputation by Maria Luczka be received and referred to staff.		Building
				regarding
	Subject:	Responsible Department:		signage
	Parking on Lundy's	Legislative Services		
	raile (deparation)			

	151
Staff Comments	
Date for reporting back to Committee of the Whole	Q2, 2018
Recommendation and Responsible Department	 Recommendation: That Council rescind servicing allocation from the following development That Council rescind servicing allocation from the following developments that have allocation but that have not yet as 345-351 Davis Drive (40 townhouses/106 people); and, That Council rescind servicing allocation to the following developments that have allocation but that have not yet been registered. That Council rescind servicing allocation to the following developments that have allocation but that have not yet been registered. The Council rescind servicing allocation to the following developments that have allocation but that have not yet been registered. States Phase 5 States Phase 5 States Elowelopments inc. (Readwood Properties) in the amount of 184 apartment units (359 people), to be taken from the urban centres reserve; and. That the Town's resulting remaining servicing calcached and 156 townhouses (174 units/64 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 18 semi-detached and 156 townhouses (174 units/64 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 18 semi-detached and 156 townhouses (174 units/64 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 18 semi-detached and 156 townhouses (174 units/64 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 18 semi-detached and 156 townhouses (174 units/64 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 184 apartment units (359 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 185 townhouses (174 units/64 people); to be taken from the urban centres reserve; and. Sundial Homes (Phase 2) in the amount of 185 townhouses (174 un
Meeting Date and Subject	Meeting Date: Special Committee of the Whole – April 16, 2018 Subject 2018 Servicing Allocation Review
	20.

Page 11 of 16



TOWN OF NEWMARKET

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

			152	1			
Comments	Deferred subsequent to VivaNext construction	October 24, 2017 P. Noehammer advised this item should be moved to Schedule B	102				
Date to come back to Committee	Timeline to be determined				Q1, 2019		
Recommendations & Responsibility	Recommendation: 1. That staff provide alternate trail options for this area at a lower cost; and,	 That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, 	 That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, 	 That staff also include in the report the option of installing lighting along the George Luesby Park Trail. 	Responsible Uepartment: Planning and Building Services Recommendation:	1. That staff report back on Internet Voting and Ranked Ballots in 2019 immediately following the 2018 Municipal Election.	Responsible Departments:
Item Subject	1. Meeting Date: Council – December 14, 2015	Subject: Item 35 - Joint Development and Infrastructure Services – Planning and Building Services/ES 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue	Council – January 18, 2016 – Item 35		2. Meeting Date:		Subject: Internet Voting and Ranked Ballots

e Se		153
Awaiting next phase of funding announcements		
2018	Development is estimated to not be completed before 2020	2019
 Recommendation: 1. That staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary' Responsible Departments: Strategic Initiatives 	Recommendation: That traffic impacts be monitored post construction. Responsible Departments: Engineering Services 	 Recommendation: 1. That the Corporate Services – Legislative Services Report - 2017-26 entitled "Procedure By-Law Update and Draft Electronic Participation in Meetings Policy" be received; and, 2. That Council adopt the amendments to the Procedure By-law attached as Appendix A with an effective date of January 1, 2018; and, 3. That Council approve the Electronic Participation in Meetings Policy attached as Appendix B, with an effective date of January 1, 2018; and, 4. 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, 5. 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, 6. That staff be directed to report back in 2019 with a review of the Electronic Participation in Meetings Policy.
Meeting Date: Council – June 7, 2016 – Item 35 Subject: Federal Infrastructure Funding (Joint Office of the CAO and Commissions of Development and Infrastructure Services, Community and Corporate Services Report 2016-08)	Meeting Date: Council – June 26, 2017- Item 10 Subject: Application for Official Plan Amendment and Zoning By-law Amendment – 260 Eagle Street	Meeting Date: Committee of the Whole – November 27 Subject: Procedure By-law Amendment and Electronic Participation in Meetings Policy
n	4	ىن

Page 13 of 16

Γ				4		
Q3/Q4, 2017 November 6, 2017 Committee of the Whole	Q1/Q2, 2019					
Recommendation: 1. That staff prepare a report on options and opportunities to address residential on street and off street parking challenges. Specifically, the report should consider the impact that changing economics and demographics have on housing occupancy and ways in which the Town of Newmarket can better balance reasonable parking needs with streetscape aesthetics, active transportation objectives and effective by-laws enforcement.	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:	b. 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,	c. 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.	d. 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.	Recommendation 5: That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019	Responsible Department: Planning and Building Services / Legislative Services
6. Meeting Date: Committee of the Whole – February 27, 2017	Committee of the Whole - November 6, 2017				Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)	Subject: Residential Parking

Page **14** of **16**

	01/05, 2019	Q1, 2019 Information Report to be provided
 That staff, in conjunction with the Newmarket Public Library CEO, be authorized to implement the recommendations in accordance with the presentations made at the January 30, 2018 Joint Council and Newmarket Library Board Workshop provided implementation is in line with current and future approved operating budgets; and, That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process. 	 Community Services/Newmarket Public Library That Engineering Services report 2018-11dated March 8, 2018 entitled "500 Water Street Parking (Cachet Parking Lot Expansion) be referred to the Community Centre Lands Task Force; and, That the Community Centre Lands Task Force be directed to immediately reengage in the exploration of all options, including cost and timelines, for enhanced parking in the downtown area, including but not limited to new spaces and temporary structured parking; and, That the Community Centre Lands Task Force work form the basis of a report back to Council, to be brought forward in Q1/Q2, 2019. Responsible Department: 	
 Meeting Date: Committee of the Whole - February 26, 2018 Subject: Newmarket Public Library Study Implementation 	 8. Meeting date: Committee of the Whole – March 19, 2018 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot) 	 9 Meeting Date: Committee of the Whole – March 19, 2018 Subject: Cats at large (deputation)

					•	156
					York Region conducting further public consultation	
2019					Q4 2017 Q3, 2018, Q1, 2019	
Recommendations: 1. That CAO/Human Resources Report 2018-05 be received; and,	2. That Council direct staff not to "gross up" or increase Council pay in 2019, at the time of the removal of the 1/3 tax free provision, which will result in a take home pay cut for all Members of Council; and,	 That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary; and, 	4. That staff be authorized and directed to do all things necessary to give effect to this resolution.	Responsible Department:	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 amonding its Diversity and Inclusivity.	Kespon
Meeting Date: Committee of the Whole – April 9, 2018	Subject:				Meeting Date: Committee of the Whole September 25, 2017	Subject: Diversity and Inclusivity Strategy
10.					₹.	







The Urban Centres Secondary Plan envisions the Station to be:

"an urban station that is primarily accessed by pedestrians, cyclists and transit riders, with limited park and-ride capacity."

- The Secondary Plan specifies the Study scope, which includes an assessment of: •
- Grade separation
- Vehicular site access
- Integration between the various forms of transit
- Pedestrian and cyclist integration
- Potential re/development opportunities within the station vicinity

Consultation



- Agency consultation, including York Region, Viva, YRT and the LSRCA
- Public consultation through two Open Houses and one Visioning Workshop where the following key messages were heard:
- Provide more GO Station amenities;
- Improve transit connections and wayfinding;
 - Improve cyclist facilities;
- Provide a broader mix of land uses and services;
 - Reduce parking less parking lots;
 - Improve traffic flow;
- Do not extend Penn Ave or Franklin St; and
- Respect the existing heritage, built-form and Natural environment.



How we got here



- September, 2017 Public consultation concluded
- October, 2017 Draft Mobility Hub Study was released
- October 16, 2017 Presentation of Draft Mobility Hub Study to Committee of the Whole
 - October 16, 2017 Town provided comments through Report 2017-39
 - March 9, 2018 Final Mobility Hub Study released

Proposed Improvements



Improvements are spread over two Phases:

- Phase 1: 2018 to 2025
 - Phase 2: after 2025





8



TRANSIT PLAZA WITH CANOPY













Phase 1 (2018 to 2025)





Phase 1 (2018 to 2025)





Phase 2 (Beyond 2025)





Phase 2 (Beyond 2025)













Town Comments

General Population & Employment Forecasts



Town Comment:

- The population and employment numbers used in the draft MHS are not the most recent figures that are included in the Urban Centres Secondary Plan.
 - Using the more recent higher numbers is important to justify more significant improvements.

- Study was revised to acknowledge that a portion of the growth is expected to occur within the Mobility Hub.
 - However the ridership forecasts and classification of 'very low and low' levels of ridership are from the 2016 Rail Station Access Plan and Viva.
 - Even with significant development, it is not expected the station's classification would change to High.

duh
ility I
goM (
d the
eyon
nsit B
Trar



Town Comment:

The MHS should include an analysis of:

- reduced/eliminated GO Bus service, the completion of the Yonge Street Rapidway the future of the GO Bus facility on Eagle Street in the context of and the existence of the future Mulock Station. თ .
- Station and East Gwillimbury GO Station (drive-to station vs. walk-to station); and the future focus/function of the Newmarket GO Station, Mulock Station, Aurora . م
 - the effective integration of transit between these stations (for example, how will busses from Newmarket serve the Aurora Station for 15-min train service?) ပဲ

- Was not revised to address this request.
- Transit/Viva/YRT integration with local GO Stations, and that this study will include However, Metrolinx advised that they will be preparing a GO Bus Service Plan in 2018 that will address bus integration across the region, including GO a formal process for engaging municipalities.

Floodplain as a Constraint



Town Comment:

- Provincial Policy Statement and Urban Centres Secondary Plan contain policies that permit certain forms of development in certain circumstances, including in cases where a site was previously developed.
 - However the MHS considers the floodplain as a prohibition.
- It was requested that the Study show additional conceptual development in such instances.

- LSRCA was consulted by Metrolinx and were advised that the restrictive approach was preferred, therefore no changes were made to the TOD Plan
- However, additional wording was included to the Study stating that there are many sites just beyond the boundary of the Mobility Hub, within close proximity to the GO Station, that hold opportunity for intensification and TOD.

On-site Bus Accommodation



Town Comment:

- space by other YRT busses and/or the inclusion of a second on-site bus space Subject to YRT comments, in Phase 1 the sharing of the on-site Mobility Plus should be considered.
- In Phase 2, possibly expand this on-site bus accommodation with additional bus spaces as needed.

- Metrolinx consulted with YRT and were advised that on-site bus bays/layovers were not warranted based on:
- small number of YRT passengers that transfer to/from GO.
 - increased travel time for all other YRT passengers. ы С
- increased operating costs associated with using off-street bus loop/bus bays. . ო

Grade Separation



Town Comment:

thorough assessment, with modeling of all separation scenarios, be included in the "Technical Transportation Report" (a MHS background study) that was previously The draft MHS included only a high-level discussion. Requested that a more being prepared.

- Metrolinx will no longer be publishing the "Technical Transportation Report" and instead the final MHS refers to the findings of their 2015 System-Wide Grade Separation Analysis and the ongoing Level Crossings program.
- references to Metrolinx's 2015 System-Wide Grade Separation Analysis and their All references to the Technical Transportation Report have been replaced with ongoing Level Crossings program.
- As part of the Level Crossings program, Metrolinx is developing a plan for each level crossing and will be meeting with municipalities in 2018 on this work. 0



Discussion

Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to clerks@newmarket.ca, fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

^{Name:} Eco Team				
Organization / Group/ Business represented:				
Stuart Scott Public School				
Address:	Postal Code:			
Daytime Phone No:	Home Phone:			
Email:	Date of Meeting:			
	April 30			
Is this an item on the Agenda? Yes No	Agenda Item No:			
I request future notification of meetings	I wish to address Council / Committee			
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable):				
On behalf of Stuart Scott Public School, the Eco Team would like to formally thank the Town of Newmarket for the revitalization of the Darcy Creek Wetlands. We would like to speak briefly about what the wetlands means to us and present a thank you card that the whole school has signed.				
Do you wish to provide a written or electronic communication or background information 🗌 Yes 🗌 No Please submit all materials at least 5 days before the meeting.				

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100