



# Town of Newmarket

## Agenda

### Committee of the Whole

Date: Monday, May 4, 2026  
Time: 1:00 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

#### 1. Notice

This meeting will be streamed live at [newmarket.ca/meetings](http://newmarket.ca/meetings).

#### Public Input

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

1. Email your correspondence to [clerks@newmarket.ca](mailto:clerks@newmarket.ca) by end of day on April 29, 2026. Written correspondence received by this date will form part of the public record; or,
2. You are strongly encouraged to pre-register if you would like to make a deputation at the meeting. For more information regarding the options available, email your request and contact information to [clerks@newmarket.ca](mailto:clerks@newmarket.ca).

#### 2. Additions & Corrections to the Agenda

**Note:** Additional items are marked by an asterisk\*.

#### 3. Conflict of Interest Declarations

#### 4. Public Hearing Matter(s)

There are no public hearing matters.

#### 5. Presentations & Recognitions

#### 6. Deputations

## 7. Consent Items

### 7.1 Planning Administrative Streamlining

1. That the report entitled Planning Administrative Streamlining dated May 4, 2026, be received; and,
2. That Council approve proposed amendments to the Planning Act Processing Fees By-law 2025-93; and,
3. That Council approve proposed amendments to the Delegation By-law 2016-17; and, and,
4. That Council approve the proposed policy governing the administrative closure and reactivation of planning applications; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### 7.2 Demolition of Building Addressed 95 Main Street South

1. That the report entitled Demolition Request of building addressed 95 Main Street South dated May 4, 2026 be received; and,
2. That Staff be authorized and directed to issue a demolition permit for the building addressed 95 Main Street South; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.2.1 Item 7.1 Heritage Permit - 95 Main Street South - Draft Heritage Newmarket Advisory Committee Meeting Minutes of January 20, 2026

1. That item 7.1 - Heritage Permit 95 Main Street South from the Heritage Newmarket Advisory Committee Draft Meeting Minutes be received.

### \*7.3 Bill 98 - Building Homes and Improving Transportation Infrastructure Act, 2026

1. That the Information Report entitled Bill 98 - Building Homes and Improving Transportation Infrastructure Act, 2026 be received.

### 7.4 Artificial Turf Sports Field at Huron Heights Secondary School

1. That the report entitled Artificial Turf Sports Field at Huron Heights Secondary School, dated May 4, 2026, be received; and,
2. That Staff be authorized to explore opportunities for the development of an artificial turf sports field at Huron Heights Secondary School; and,
3. That Staff seek alternative funding sources, such as infrastructure grants, Warriors Football Booster Club, sponsorship and partnerships, to address

capital costs; and,

4. That Staff explore a joint use agreement to access/program the field for community use with the York Region District School Board; and
5. That Staff report back to Council regarding the development of an artificial turf sports field at Huron Heights Secondary School as part of the budget process or as necessary; and
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 7.5 Follow-Up: Rushbrook and Seneca Court All-Way Stop Review

1. That the report entitled FollowUp: Rushbrook Drive and Seneca Court AllWay Stop Review dated be received; and,
2. That All-way Stop Control Policy Amendments proposed in Appendix 1 be adopted; and,
3. That subject to approval of All-Way Stop Control Policy Amendments, Traffic By-law Amendments proposed in Appendix 2 be adopted; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

##### \*7.5.1 Correspondence - Alicia Reynolds - Follow-Up: Rushbrook and Seneca Court All-Way Stop Review

1. That the correspondence provided by Alicia Reynolds regarding Follow-Up: Rushbrook and Seneca Court All-Way Stop Review be received.

#### 7.6 Resolution from the Town of Georgina - Water Soldier

**Note:** The Strategic Leadership Team and Operational Leadership Team recommends:

1. That the resolution from the Town of Georgina regarding Water Soldier be received and referred to Staff.

WHEREAS the invasive aquatic plant Water Soldier (*Stratiotes aloides*), a species prohibited under Ontario's Invasive Species Act, has been confirmed in Lake Simcoe; and,

WHEREAS the Lake Simcoe Water Soldier Working Group was formed in 2025 to support water soldier surveillance, monitoring and response in Lake Simcoe, and explore options to reduce its impacts; and,

WHEREAS monitoring efforts in 2025 found approximately 450 hectares of water soldier in Cook's Bay, the largest infestation reported in North America; and,

WHEREAS the impacts to Lake Simcoe are significant including decreasing native plant biodiversity, inhibiting recreational activities such as swimming, boating, angling, and hunting, impacting the Chippewas of Georgina Island First Nation access to drinking water and cultural practices, impacting local farmers irrigation, reducing safe access for waterfront properties, and impacting drinking water intakes for Georgina residents; and,

WHEREAS the Town of Georgina's Corporate Strategic Plan, Climate Action Plan, and stormwater management initiatives commit the municipality to protecting Lake Simcoe, reducing environmental stressors, and working collaboratively to address emerging environmental risks; and,

WHEREAS the Clean Water Act, 2006, the Lake Simcoe Protection Act, and the Lake Simcoe Protection Plan guide the environmental protection of Lake Simcoe; and,

WHEREAS the Canadian Action Plan to Address the Threat of Aquatic Invasive Species recognizes that the urgency and magnitude of the threat suggest the need for new investment, and notes that the federal, provincial, and territorial governments bear overall the responsibility for putting this plan into action, in partnership with other stakeholders; and,

WHEREAS Ontario's Invasive species strategic plan (2012) states that early detection and containment of Water Soldier have been critically important in the Province's efforts to eradicate this species and that once established, they are extremely difficult and costly to control and eradicate; and,

WHEREAS the Town of Georgina and other watershed advocacy organizations have consistently called for strong municipal, provincial, and federal leadership, sustained funding, and coordinated action to protect Lake Simcoe from emerging environmental threats, including invasive species.

Therefore be it resolved:

1. That Council acknowledges the discovery of 450 hectares of water soldier in Lake Simcoe as a matter of significant concern to lake health, recreational use, and public safety, and requires timely and coordinated action; and,
2. That Council recognizes the need for immediate action to prevent the spread of water soldier, minimize increased pressures on shoreline residents and businesses over time, and maintain the viability of future management options; and,
3. That Council endorses the 2026 Integrated Management Plan Approach proposed by the Lake Simcoe Water Soldier Working Group, to 'draw a line' and initially address the smaller populations to reduce the spread beyond Cook's Bay; and,

4. That Council urges the Province of Ontario (such as Ministry of Natural Resources and/or Ministry of the Environment, Conservation and Parks) and Government of Canada (such as Department of Fisheries and Oceans and/or Canada Water Agency) to provide immediate funding for the 2026 Integrated Management Plan Implementation, estimated at \$750,000 to \$1.5 million; and,
5. That Council supports the approach of using 2026 management results to inform long-term management strategies for larger southern populations in Cook's Bay; and,
6. That Council urges the Province of Ontario (such as Ministry of Natural Resources and/or Ministry of the Environment, Conservation and Parks) and Government of Canada (such as the Department of Fisheries and Oceans and/or Canada Water Agency) to provide longer term funding to manage the current population of water soldier in Lake Simcoe, estimated at \$5 million over five years (2026-2030); and,
7. That Council reaffirms its support of Town staff participating in the Lake Simcoe Water Soldier Working Group to support implementation and communication to residents; and,
8. That Council urges each municipality in the Lake Simcoe watershed to similarly designate staff representation on the Lake Simcoe Water Soldier Working Group; and,
9. That Council requests that every municipality in the Lake Simcoe watershed designate up to \$10,000 through their 2027 budget toward a lead agency to advocate on behalf of the municipalities in the watershed; and,
10. That Council supports enhanced public education and prevention initiatives, including 'Clean, Drain, Dry' messaging and reporting tools, to reduce the risk of further spread of water soldier through recreational and shoreline activities; and,
11. That Council requests a bi-annual update from the Lake Simcoe Water Soldier Working Group on the status of water soldier monitoring and management in Lake Simcoe; and,
12. That Council requests that this motion be circulated to MP Jacob Mantle and MPP Caroline Mulroney's offices and requests a meeting with them to discuss the issue; and,
13. That Council requests that a joint delegation be requested through the Association of Municipalities of Ontario with the Minister of Natural Resources and the Minister of Environment, Conservation, and Parks to brief them on the issue, in partnership with other local governments around Lake Simcoe; and,

14. That Council requests that this motion be sent to municipalities and First Nations within the Lake Simcoe watershed; and,
15. That Following the delegations from the Invasive Species Centre to each municipality bordering Lake Simcoe, Council encourages each municipality to endorse a similar motion.

7.7 Newmarket Public Library Meeting Minutes of March 18, 2026

1. That the Newmarket Public Library Meeting Minutes of March 18, 2026 be received.

7.8 Elman W. Campbell Museum Board Meeting Minutes of March 25, 2026

1. That the Elman W. Campbell Museum Board meeting minutes of March 25, 2026 be received.

**8. Action Items**

**9. Notices of Motion**

**10. Motions Where Notice has Already been Provided**

**11. New Business**

**12. Closed Session**

12.1 Proposed Acquisition of Land – Ward 3

A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the Municipal Act, 2001

\*12.2 Shining Hill - Amendment to Municipal Capital Facilities Agreement

A proposed or pending acquisition or disposition of land by a municipality or local board as per Section 239(2)(c) of the Municipal Act, 2001.

\*12.3 Contract Amendment

A position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the Municipal Act, 2001

**13. Adjournment**



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

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## **Planning Administrative Streamlining Staff Report to Council**

Report Number: 2026-23

Department(s): Building and Planning Services

Author(s): Kaitlin McKay, Senior Planner and Meghan White, Senior Planner

Meeting Date: May 4, 2026

### **Recommendations**

1. That the report entitled Planning Administrative Streamlining dated May 4, 2026, be received; and,
2. That Council approve proposed amendments to the Planning Act Processing Fees By-law 2025-93; and,
3. That Council approve proposed amendments to the Delegation By-law 2016-17; and, and,
4. That Council approve the proposed policy governing the administrative closure and reactivation of planning applications; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to recommend various measures to streamline and improve administrative planning processes.

### **Background**

The Town of Newmarket's Development Approvals Process (DAP) was initiated in response to significant provincial legislative changes between 2019 and 2022, which intended to increase the pace and volume of housing construction in the Province. Council endorsed the DAP initiative in June 2023.

The DAP initiative is guided by the principle that development review should be right-sized to the scale and complexity of an application, ensuring appropriate municipal oversight while avoiding unnecessary process or delay. An important part of the DAP framework is continuous improvement; processes will be adapted in response to changing legislation, development patterns, and operational experience.

Through ongoing implementation and review, Planning Services staff have identified targeted opportunities to further improve and streamline current practices:

- 1) Authorize the Chief Planner and Director of Planning and Building Services to reduce or waive planning application fees in defined circumstances in accordance with Section 69(2) of the Planning Act;
- 2) Introduce a new lower site plan application fee for daycares and parking lots, reflecting a condensed site plan process in these two specific instances;
- 3) Amend the Planning Act Processing Fees and Charges By-law to introduce a new fee for site plan exemption requests;
- 4) Establish a new corporate policy outlining the process for the administrative closure and reactivation of development applications made under the Planning Act, and introduce a new fee to reactivate an inactive planning application.

## **Discussion**

### **Delegated Authority to Reduce or Waive Application Fees**

The proposed amendment to the Delegation By-law would authorize the Chief Planner and Director of Planning and Building Services to reduce or waive planning application fees in specific circumstances where it would be unreasonable to require full payment. The intent is to provide the Director with limited discretion to reduce fees for minor Official Plan Amendments (OPA) or minor Zoning By-law Amendments (ZBA) where the scope of the review is modest or largely administrative in nature.

This authority would apply where the OPA and/or ZBA would result in limited or no physical alteration to the property, such as adding a new use within an existing building, where the new use is related to an existing permitted use and is in keeping with the intent of the designation, or making minor revisions the zoning by-law, that are slightly beyond the scope of a minor variance.

Recent opportunities where this approach may have been appropriate include applications to permit additional restaurant uses where applicable development and parking standards are met, but site-specific zoning limits a property to a single restaurant. Another example includes applications proposing a narrowly defined new use that is closely related to existing permitted uses but cannot reasonably be interpreted as such under the Official Plan or Zoning By-law.

In these circumstances, while a planning application would still be required for Council approval, the limited scope and complexity of the amendment warrant a reduced application fee, reflecting the relatively minor nature of the request and the lesser amount of staff time required to process it.

Currently, any reduction in planning application fees requires Council approval since Council's authority under Section 69(2) of the Planning Act has not been delegated. Delegating this authority in defined circumstances would streamline administration and support timely decisions on fee reductions or waivers in those defined circumstances. It

is anticipated that the use of this authority would be infrequent. All instances of fee reductions will be reported annually through the Town's reporting on delegated authorities.

## **Condensed Site Plan Application Process for Daycares and Parking Lot Expansions**

Planning Services staff regularly receive site plan applications for parking lot expansions and outdoor play areas associated with new daycare facilities. These proposals are small in scale and impact; however, they are currently subject to the same full site plan review process and fee as more complex developments, resulting in unnecessary costs for applicants and disproportionate demands on staff resources.

A condensed site plan application review process is proposed for these two development types. This streamlined review process recognizes that such proposals require less time and fewer supporting materials and technical studies, while still meeting all applicable Town standards. The objective is to scale the level of review and application fee to the complexity of the proposal, thereby reducing review timelines and associated costs for applicants.

### **Site Plan Approval Fee for Outdoor Elements of Daycare Facilities and Parking Lot Expansions**

A proposed fee of \$2,318.28 is recommended for site plan applications related to outdoor elements of daycare facilities and parking lot expansions. This fee is intended to recover the Town's costs associated with reviewing these specific small-scale, low-impact proposals.

While these applications continue to require coordinated review by Planning, Engineering, Transportation, Parks, and external agencies where applicable, they are narrower in scope, processed under delegated authority, and typically involve fewer technical studies, reduced circulation, and simplified or no site plan agreements.

Comparable York Region municipalities have established reduced, staff-delegated site plan approval categories - often referred to as minor or basic site alteration approvals - with fees generally ranging from \$450 to \$6,000, compared to \$8,000 to \$12,000 for full site plan applications. The proposed fee falls within the low-to-mid range of these comparable fees and strikes an appropriate balance between cost recovery, efficient service delivery, and support for small-scale development. The fee is also consistent with charges for other development review fees, which involve a similar level of staff review.

### **Site Plan Exemption Fee**

The Chief Planner and Director of Planning and Building Services currently has authority to exempt proposals from site plan approval where changes are limited in scope and are

not expected to result in significant impacts related to site design, circulation, built form, or servicing.

Typical exemptions include small-scale alterations such as the installation of accessibility ramps or the addition of outdoor patios. While proposals do not require the same level of review associated with a full site plan application, staff time is still required to review submissions, assess eligibility, and confirm zoning compliance. These requests are documented and kept on file.

The proposed \$250 site plan exemption fee is proposed to recover the administrative costs associated with processing and reviewing exemption requests.

## **Planning Application Administrative Reactivation and Closure Policy**

From time to time, planning applications remain open for extended periods of time without receiving updated submissions from applicants. During these periods, planning policies, regulations, and technical standards may change, and previously submitted information may become outdated.

To address this issue, staff recommend adopting a new corporate policy entitled “The Planning Application Administrative Reactivation and Closure Policy”. The proposed policy is Attachment 3 to this report. This policy establishes clear timelines for application inactivity, closure, and reactivation.

Under this Policy, an application is deemed inactive if the applicant fails to provide a complete response to staff and agency comments within six months of written notice. After six months of inactivity, staff issue a written notice advising that the file may be closed if a complete resubmission is not received. If no resubmission is provided within 6 months, the Director may close the application. Written notice of closure will be provided, advising that a complete resubmission and payment of the reactivation fee are required to reopen the application.

Closed applications are not processed further and may require a new planning application with updated studies and reports, if the proposal is brought forward again in the future.

Overall, the Policy improves transparency, supports effective file management, ensures applications remain current, and provides applicants with clear expectations and timelines.

### **Reactivation Fee of 10% of the original application fee**

The proposed reactivation fee equal to 10% of the original application fee is intended to recover the Town’s costs associated with resuming review of inactive planning applications. The fee encourages applicants to remain actively engaged in the approval process, while ensuring that the cost of reactivating dormant applications is borne by the applicant. Similar approaches are used by other municipalities within York Region to support efficient file management and responsible cost recovery.

## **Consultation**

Financial Services, Legal Services, Legislative Services

## **Conclusion**

The proposed actions described in this report would delegate limited authority to the Chief Planner and Director of Planning and Building Services to reduce or waive planning application fees in defined circumstances; would introduce lower fees for the condensed site plan applications related to daycares and parking lots; would create a new fee for site plan exemption requests; and establish a policy for administrative closure and reactivation of inactive planning applications.

These actions implement the recommendations arising from the Town's Development Application Process (DAP) review, which emphasized aligning fee structures with the level of staff effort required and promoting timely, efficient application processing. Accordingly, it is recommended that Council approve the recommendations in this report.

## **Council Priority Association**

This report aligns with the following Council Priority: Customer-First Way of Life

## **Human Resource Considerations**

Not applicable.

## **Budget Impact**

Amendments to the Planning Act Processing Fees & Charges By-law are proposed to ensure that application fees more accurately reflect the Town's costs associated with reviewing and processing applications.

## **Attachments**

**Attachment 1** – Amendment to Delegation By-law 2016-17

**Attachment 2** – Amendment to Planning Act Processing Fees By-law 2025-93

**Attachment 3** – Planning Application Administrative Reactivation and Closure Policy

## **Submitted By**

Kaitlin McKay, MCIP, RPP, Senior Planner – Development

Meghan White, MCIP, RPP, Senior Planner – Development

## **Approval for Submission**

Adrian Cammaert, MCIP, RPP, Manager, Planning Services

Paul Freeman, MCIP, RPP, PLE, Chief Planner and Director, Planning and Building Services

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

## **Report Contact**

For more information on this report, contact [info@newmarket.ca](mailto:info@newmarket.ca).

# Corporation of the Town of Newmarket

## By-law 2026-XX

A by-law to amend Delegation By-law 2016-17 being a by-law to delegate administrative matters to staff.

Whereas Section 69(2) the *Planning Act*, R.S.O. 1990, c. P.13 allows a Council to reduce the amount of or waive the requirement for the payment of a fee in respect of the processing of applications under the *Planning Act*;

Whereas Council enacted By-law 2016-17 to delegate specific matters to staff;

Whereas it is deemed necessary to amend Schedule D of By-law 2016-17;

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

1. That Schedule “D” of the Delegation By-law 2016-17 be amended as follows:

| Type of Authority         | Matter to be Approved  | Legislative Authority | Terms, Conditions, and Limitations  | Commenting Departments | Authority                                  |
|---------------------------|--|-----------------------|---|------------------------|--|
| Planning Application Fees | Reduction / waiver of planning application fees for minor Official Plan Amendments and/or Zoning By-law Amendments | Planning Act          | This authority would apply in circumstances where the proposed change in land use is modest in nature or largely administrative, and where there are limited or no physical changes proposed to the property. | Planning Services      | Director of Planning and Building Services |

Enacted this 11<sup>th</sup> day of May 2026.

\_\_\_\_\_  
John Taylor, Mayor

\_\_\_\_\_  
Lisa Lyons, Town Clerk

DRAFT

# Corporation of the Town of Newmarket

## By-law 2026-XX

A by-law to amend By-law 2025-93 being a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters (Planning Act Processing Fees and Charges).

Whereas Section 69(1) the *Planning Act*, R.S.O. 1990, c. P.13 allows a municipality to pass by-laws imposing a tariff of fees for the processing of applications made in respect of planning matters;

Whereas Council enacted By-law 2025-93 to establish a tariff of fees for the processing of applications made in respect of planning matters; and

Whereas it is deemed necessary to amend the Schedule A of By-law 2025-93.

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

1. That the Schedule A to By-law 2025-93 be amended to add the following fees:

| Service Provided  | Unit of Measure | Subject to HST<br>Yes/No | 2026 Fee Before Taxes                 | HST Amount                             | Total Fee   |
|---|-----------------|--------------------------|---------------------------------------|--|---|
| Site Plan Approval Fee for Outdoor Elements of Daycares Facilities and Parking Lot Expansions | Each            | Yes                      | \$2,318.28                            | \$301.38                               | \$2,619.66  |
| Planning Application Reactivation Fee   | Each            | Yes                      | 10% of the applicable application fee | To be determined based on the base fee | To be determined based on fee before taxes and tax amount |
| Site Plan Exemption Fee   | Each            | Yes                      | \$250.00                              | \$32.50                                | \$282.50  |

Enacted this 11<sup>th</sup> day of May 2026.

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John Taylor, Mayor

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Lisa Lyons, Town Clerk

DRAFT

## Planning Application Administrative Reactivation and Closure (PAARC) Policy

Policy Number: PLAN 2-01

Sub-Topic: Planning Act Application reactivation

Topic: Development Applications under the Planning Act

Applies to: All Development Applications

### Policy Statement and Strategic Plan Linkages

This policy establishes an administrative framework for managing *Planning Act* applications that have become inactive. The policy outlines procedures for identifying inactive applications, communicating with Applicants and Owners, closing inactive files, and reactivating applications when requested through the submission of a Complete Re-Submission and payment of the applicable reactivation fee.

This policy is administrative in nature and is intended to support the efficient management of development applications. It does not replace, amend or supersede any statutory requirements, timelines, notices, appeal rights, or decision making authorities established under the *Planning Act* or its regulations.

This Policy supports the Town's strategic objectives by promoting timely application processing, effective use of staff resources, transparency, and consistent service delivery.

### Purpose

The Planning Application Administrative Reactivation and Closure Policy establishes the administrative procedure governing identification, closure and potential reactivation of inactive *Planning Act* applications by Planning Services.

The Policy provides a clear and consistent approach to:

- Identifying Planning Act Applications that have become inactive due to the absence of a Complete Re-Submission within established timeframes;
- Issuing written notices to Applicants/Owners advising of application inactivity, applicable timelines, potential file closure, and the process to maintain or re-open an application;
- Continuing application processing where a Complete Re-Submission is received within the prescribed timelines;
- Reactivating closed files upon receipt of a Complete Re-Submission and payment of the Reactivation Fee within prescribed timelines; and
- Administering and collecting the Reactivation Fee in accordance with the Town's Planning Processing Fees By-law.

## Definitions

For the purposes of this Policy:

**Applicant and/or Owner:** Means the individual(s) or corporation(s) identified as the Applicant and/or Owner on the Planning Application Form, including the most recent contact information on file with the Town.

**Closed:** Means a Planning Application that has been closed by the Director due to inactivity in accordance with this policy.

**Complete Re-Submission:** Means the submission of all updated and revised materials responding to comments from the Town's and applicable external agencies, and deemed by Planning staff to be suitable for circulation. A Complete Re-Submission is an administrative standard and does not determine whether an application is complete under the *Planning Act*.

**Director:** Means the Chief Planner and Director, Planning and Building Services, or their designate.

**Formal Comment Package:** Means the consolidated written comments issued by the Town and applicable external agencies following the review of a complete submission.

**Inactive Planning Application and/or File:** Means a Planning Application for which a Complete Re-Submission has not been received within six (6) months of the date the Formal Comment Package was issued.

**Open Planning Application and/or File:** Means an application made under the *Planning Act* that has not been closed by the Director and is actively under review, or has been re-opened through payment of the Reactivation Fee.

**Planning Application:** Means any development application filed under the *Planning Act*, including Official Plan Amendments, Zoning By-law Amendments, Draft Plans of Subdivision or Condominium, Site Plan Approval, Minor Variance, Consent, Removal of Holding Provision, and Removal of Part Lot Control.

**Reactivation Fee:** Means the fee payable in accordance with the Town's Planning Processing Fees By-law to re-open or maintain an inactive Planning Application beyond the six (6) month inactivity period following issuance of the Written Notice.

**Written Notice:** Means a written correspondence issued by the Town advising of application inactivity, applicable timelines, potential file closure, and/or requirements to re-open a closed application.

## Procedure

### 1. Identification of Inactive Applications

A Planning Application shall be considered inactive where a Complete Re-Submission has not been received within six (6) months of the date that the Formal Comment Package was issued. The applicable date shall be the most recent issuance of comments from Planning Services.

Following six (6) months of inactivity, the Town may issue a Written Notice advising that the application may be closed if a Complete Re-Submission is not received within an additional six (6) months.

The Director has final authority to determine application inactivity and to close files in accordance with this Policy.

## **2. Written Notice**

Where an Application has remained inactive for twelve (12) months following issuance of the Formal Comment Package, and six (6) months have elapsed since the issuance of a Written Notice, the application may be Closed by the Director.

The Town shall issue a Written Notice advising the Applicant and/or Owner that the application has been Closed and outlining the requirements to re-open the file, including submission of a Complete Re-Submission and payment of the Reactivation Fee.

## **3. Outcomes**

Where a Complete Re-Submission and the applicable Reactivation Fee are received within the prescribed timeframe, the application shall be reopened and processing shall resume.

Where a Closed application has associated servicing allocation, that servicing allocation may be rescinded through the Town's annual review process.

Notwithstanding the foregoing, where a file has been Closed for at least one (1) year, the Director may require the submission of a new application in accordance with the *Planning Act* and applicable Town requirements.

## **Reactivation Fee**

The Reactivation Fee is payable where an Applicant or Owner wishes to maintain or re-open an inactive Planning Application. The fee is established through the Town's Planning Act Processing Fees By-law and does not waive or modify submission requirements.

## **Contact**

Planning Services at [planning@newmarket.ca](mailto:planning@newmarket.ca)

## **Details**

Approved by: Chief Administrative Officer

Approval Date: May 2026

Policy Effective Date: May 2026

Last Revision Date: n/a

Revision No: 001



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

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## **Demolition Request of Building Addressed 95 Main Street South**

### **Staff Report to Council**

Report Number: 2026-23

Department(s): Building and Planning Services

Author(s): Umar Mahmood, Planner, Committee of Adjustment and Cultural Heritage

Meeting Date: May 4, 2026

### **Recommendations**

1. That the report entitled Demolition Request of building addressed 95 Main Street South dated May 4, 2026 be received; and,
2. That Staff be authorized and directed to issue a demolition permit for the building addressed 95 Main Street South; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this Staff Report is to provide Council with a recommendation regarding the request to demolish the building at 95 Main Street South.

### **Background**

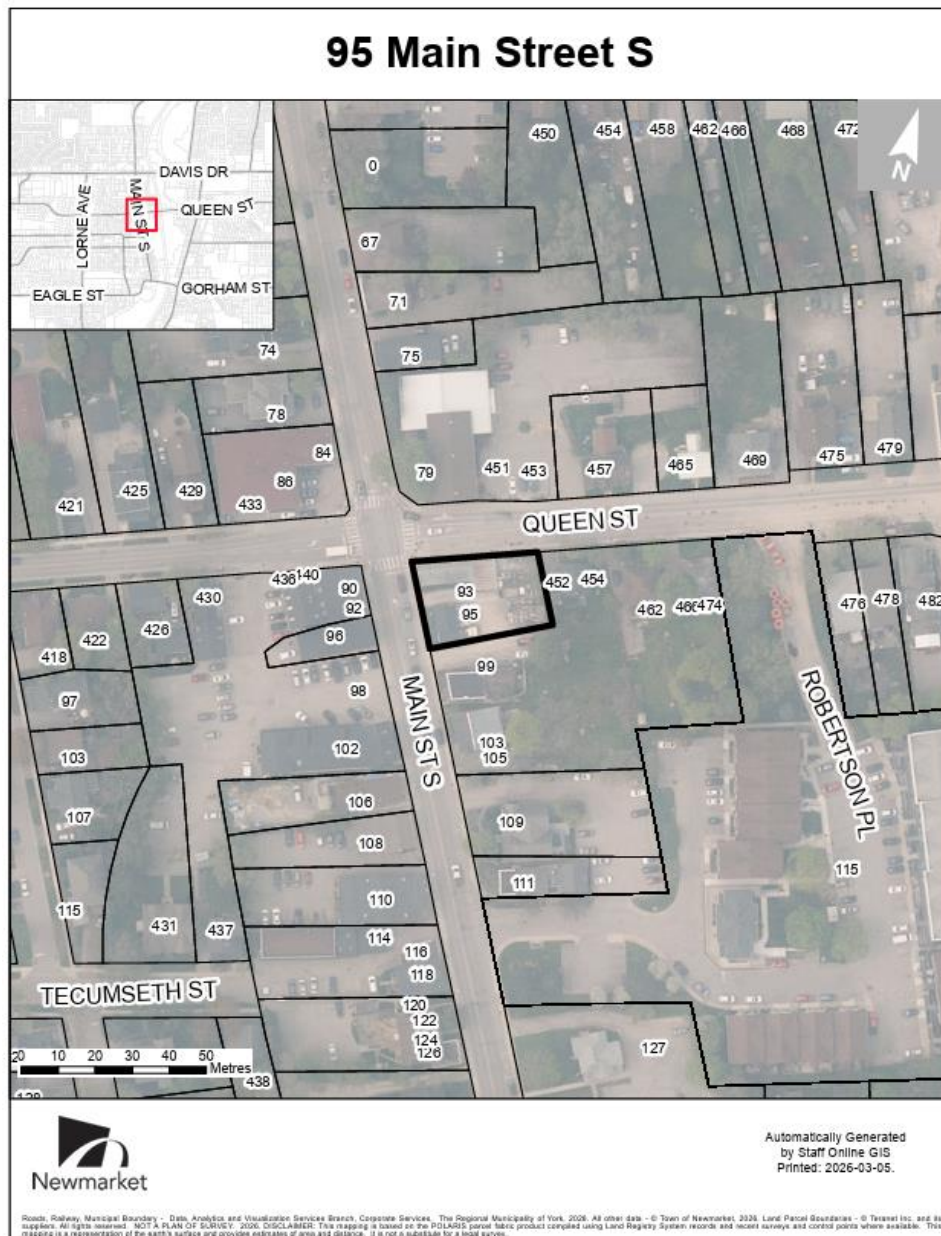
The property owner at 93-95 Main Street South has applied for a Demolition Permit to remove the separate building at 95 Main Street South. The property at 93-95 Main Street South is a designated heritage property under Part V of the Ontario Heritage Act.

The property consists of a single parcel containing two distinct, separately addressed buildings: the Luesby Memorial Building addressed as 93 Main Street South, and a small 1½ storey residence addressed as 95 Main Street South. The subject of the demolition request is the small 1½ storey residence at 95 Main Street South, shown on Attachment 1. For clarity, this demolition request does not apply to the Luesby Memorial Building at 93 Main Street South, which is a 1½ storey steel clad building and remains unaffected by this application. Staff have researched that the building at 95 Main Street Demolition Request of Building Addressed 95 Main Street South

South was used for residential purposes, however in more recent years, the building was used as storage by the previous owner and remains empty today.

The Town's aerial imagery indicates that a detached garage previously existed on the subject property (evident on the survey from 1985 – Attachment 1), however it is no longer extant, having been removed sometime prior to 2002 (pre-dating the property's designation).

At its meeting on January 20, 2026, Heritage Newmarket Advisory Committee reviewed the proposal and raised no objection to the proposed demolition.





Northwest corner of 95 Main Street South



Southwest corner of 95 Main Street South

Demolition Request of Building Addressed 95 Main Street South

## **Discussion**

### **Designation By-law 2006-95**

Designation by-law 2006-95 applies to the entire property municipally known as 93-95 Main Street South and is included as Attachment 2. The cultural heritage attributes identified in this by-law, however, relate specifically to the Cassidy Luesby (Luesby Memorial) Building at 93 Main Street South, and not to the building addressed as 95 Main Street South.

Historical records, including a 1985 survey, indicate that 93 and 95 Main Street South were originally two separate properties that were later merged on title.

As the heritage designation applies to the entire property, Council approval is required for any demolition on the site, including the removal of the building addressed 95 Main Street South.

Staff have reviewed the demolition proposal and have no concerns with the removal of the building at 95 Main Street South. Accordingly, staff recommend that Council support the proposed demolition.

Should a new building be proposed on the site in the future, a Cultural Heritage Impact Assessment would be required to ensure that any new development is compatible with, and respectful of, the heritage attributes of the Luesby Memorial Building at 93 Main Street South.

### **Heritage Newmarket Advisory Committee**

In accordance with the requirements of the Ontario Heritage Act, the Heritage Advisory Committee was consulted on January 20, 2026 regarding the proposed demolition of the building at 95 Main Street South. The Committee raised no objection and supported the applicant's proposal.

### **Town of Newmarket Official Plan, 2006**

The Town of Newmarket Official Plan, 2006 (OP) states,

“Protecting and enhancing Newmarket’s cultural heritage resources is a strategic direction of this Plan. Cultural heritage policies provide a framework for the long-term sustainability of the Town’s cultural heritage resources. Ensuring that present and future generations can share in the unique history and culture of Newmarket contributes to the Town’s sense of place.”

While the subject property at 93-95 Main Street South is a designated heritage property, all cultural heritage value and interests relate to the Luesby Memorial Building at 93 Main Street South. The building at 95 Main Street South does not possess any significant architectural, historical, or contextual value; therefore, the building does not

exhibit cultural heritage value or interest that would warrant conservation or preservation under the Official Plan.

### **The Heritage Conservation District Plan**

The building at 95 Main Street South is not located within the Heritage Conservation District (HCD).

### **Municipal Register of Designated Heritage Properties**

The property at 93-95 Main Street South is included on the Municipal Register of Designated Heritage Properties and was added to the Registry on June 12, 2006.

### **Consultation**

Staff consulted with the Heritage Newmarket Advisory Committee on January 20, 2026. The Committee supported the proposed demolition of the building municipally known as 95 Main Street South.

### **Conclusion**

The property at 93-95 Main Street South is designated under Part V of the Ontario Heritage Act. While the heritage designation applies to the entire property, the cultural heritage attributes identified in Designation By-law 2006-95 relate exclusively to the Luesby Memorial Building at 93 Main Street South and not to the building municipally addressed as 95 Main Street South.

The building at 95 Main Street South does not exhibit cultural heritage value or interest warranting conservation or preservation. The Heritage Newmarket Advisory Committee was consulted and supported the proposed demolition.

Accordingly, staff recommend that Council support the issuance of a demolition permit for the building at 95 Main Street South. Any future redevelopment of the property would be subject to further review to ensure compatibility with the heritage attributes of the designation.

### **Council Priority Association**

This report aligns with the following Council Priority: Extraordinary Places and Spaces

### **Human Resource Considerations**

None.

### **Budget Impact**

None.

## **Attachments**

1. Attachment 1 – 1985 Survey of the Property
2. Attachment 2 – Designation By-law 2006-95 – 93 Main St Cassidy-Luesby Building

## **Submitted By**

Umar Mahmood, Planner – Planner, Committee of Adjustment and Cultural Heritage, Planning Services

## **Approval for Submission**

Adrian Cammaert, MCIP, RPP, Manager of Planning Services

Paul Freeman, MCIP, RPP, PLE, Chief Planner and Director of Planning and Building Services

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

## **Report Contact**

For more information, please contact Umar Mahmood, Planner, Committee of Adjustment and Cultural Heritage, Planning Services







**CORPORATION OF THE TOWN OF NEWMARKET**

**BY-LAW NUMBER 2006-95**

**A BY-LAW TO DESIGNATE A PROPERTY AS BEING OF ARCHITECTURAL AND HISTORICAL VALUE OR INTEREST.**

(Cassidy-Luesby Building – 93 Main Street South)

WHEREAS Section 29 of the *Ontario Heritage Act R.S.O. 1990* authorizes the Council of a municipality to enact by-laws to designate real property, including all buildings and structures thereon, to be of architectural or historic value or interest;

AND WHEREAS the Council of the Corporation of the Town of Newmarket has caused to be served on the owner of the lands and premises known as Part of Lots 86 and 87, Plan 222, Town of Newmarket, Regional Municipality of York, municipally known as 93 Main Street South, and upon the Ontario Heritage Foundation, notice of intention to designate the aforesaid real property and has caused such notice of intention to be published in a newspaper having general circulation in the municipality for two consecutive weeks.

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

1. There is designated as being of architectural and historical value or interest the real property described in Schedule "A" attached, comprising the footprint of the building described in Schedule "B" attached.
2. The reasons for designation of Part of Lots 86 and 87, Plan 222, Town of Newmarket, Regional Municipality of York, are described in Schedule "B" hereto.
3. The Municipal Solicitor is hereby authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" hereto in the proper land registry office.
4. The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Foundation and to cause notice of the passing of this by-law to be published in a newspaper having general circulation in the municipality for two consecutive weeks.

ENACTED THIS 12TH DAY OF JUNE, 2006.

  
\_\_\_\_\_  
Tom Taylor, Mayor

  
\_\_\_\_\_  
Liz Gibson, Deputy Clerk

**SCHEDULE "A" TO BY-LAW 2006-95**

**LEGAL DESCRIPTION**

Part of Lots 86 and 87, Plan 222, Town of Newmarket, Regional Municipality of York,  
municipally known as 93 Main Street South.

**SCHEDULE "B" TO BY-LAW 2006-95**

**REASONS FOR PROPOSED DESIGNATION**

The Cassidy-Luesby Building, located on the southeast corner of Main and Queen Streets is a classic example of the "Boom Town" style of architecture popular for commercial buildings in the mid to late nineteenth century. Originally built of rough cast, the building was subsequently clad with more expensive pressed tin siding, which remains on the building and was more expensive and considered stylish in its day.

Originally established as a marble works in the mid 1860's the establishment, known as the Luesby Monument Works, is likely one of the oldest businesses if not the oldest business in the Town of Newmarket that continues to operate at the same location.





**Town of Newmarket Extract**  
**Heritage Newmarket Advisory Committee**

**Title:** Heritage Permit - 95 Main Street S

**Date:** Tuesday, January 20, 2026

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**Mover:** Julian Antonini  
**Seconder:** Joshua Campbell

1. That the Heritage Newmarket Advisory Committee support the applicant's proposal for 95 Main S Street South as described in the heritage permit application.

**Carried**





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

If you require this document in an alternative format email at [clerks@newmarket.ca](mailto:clerks@newmarket.ca) or call 905-895-5193.

## **Bill 98 - Building Homes and Improving Transportation Infrastructure Act, 2026**

### **Information Report**

Report Number: INFO-2026-11

Department(s): Building and Planning Services

Author(s): Andria Sallesse, Senior Project Manager - Policy

Distribution Date: May 1, 2026

In accordance with the Procedure By-law, any member of Council may make a request to the Town Clerk that this Report be placed on an upcoming Committee of the Whole agenda for discussion.

### **Purpose**

The purpose of this report is to provide Council with an overview of The *Building Homes and Improving Transportation Infrastructure Act, 2026* (Bill 98), including the bill's proposed amendments to the *Planning Act*, as well as other Provincial consultation initiatives related to development and land use planning.

### **Background**

On March 30, 2026, the Province introduced Bill 98 ([ERO 026-0300](#)), an omnibus bill proposing amendments to multiple statutes, including the *Planning Act*, the *Development Charges Act*, the *Municipal Act*, and various infrastructure and transportation-related statutes. Bill 98 builds on earlier provincial housing and approvals-streamlining initiatives, including Bill 17 – *Protect Ontario by Building Faster and Smarter Act, 2025*, and Bill 60 – *Fighting Delays, Building Faster Act, 2025*, which received Royal Assent on June 5, 2025 and November 27, 2025, respectively. Collectively, these initiatives reflect an ongoing provincial focus on standardization and streamlining the development approvals process.

In addition to the legislative amendments proposed through Bill 98, the Province is concurrently conducting other related consultations, which are intended to inform additional amendments in the future. This report addresses the specific changes proposed through Bill 98, as well as those other related consultations that the Province has posted to the Environmental Registry of Ontario (ERO).

**Attachment 1** outlines preliminary comments on the proposed amendments and responds to questions posed through the ERO on Secondary Plan and Site and Area Specific Policies (ERO 026-0315), Complete Application Requirements (ERO 026 0313), and on proposed changes to Site Plan Control (ERO 026-0310). As most ERO consultation deadlines fall on May 14, 2026, this information report is being brought forward to ensure Council is informed of the proposed changes and staff's comments in advance of the submission deadlines.

## **Discussion**

### **Proposed Amendments to the *Planning Act***

#### **Official Plan Standardization**

Bill 98 proposes to standardize the structure and content of municipal official plans, with the stated intent to simplify and shorten official plans while improving consistency and predictability across the Province. Key proposals in Bill 98 include:

- Lower-tier and single-tier municipalities would be required to organize their official plans using a provincially prescribed format set out in Schedule 1 to the *Planning Act*, including prescribed chapters, land use designations, and schedules.
- The Minister of Municipal Affairs and Housing would be authorized to issue binding directions on the content, organization, and implementation of official plans.
- These amendments would come into force for certain municipalities (including Newmarket) on January 1, 2028. Following that date, municipalities would be required to transition to the standardized official plan format upon adoption of a new or updated official plan.

In addition to the above-described Bill 98 amendments, the Province is also consulting on whether secondary plans and site- and area-specific policies should be integrated into official plans within the standardized framework, rather than maintaining them as standalone policy documents ([ERO 026-0315](#)).

#### **Implications for Newmarket:**

- Staff are reviewing the scope and format of the Town's new Official Plan to ensure conformity with the proposed standardized structure even though the Town will not be obligated to follow that structure for official plan updates that happen before January 1, 2028.
- Through the Official Plan Review, the Town is also proposing to integrate the Urban Centres Secondary Plan into the new Official Plan. This is not a Bill 98 requirement, but it is anticipated to be a requirement in the future following the further consultations that are occurring.

#### **Site Plan Control**

Bill 98 proposes amendments to the *Planning Act* related to Site Plan Control:

- to remove references to sustainable design,
- to specify that site plan control cannot address certain matters related to the protection and conservation of the environment,
- to specify that a municipality cannot require an owner to provide electric vehicle charging stations (with similar provisions added for zoning bylaws); and
- to prevent municipalities from imposing requirements related to matters to be prescribed by regulation.

The Province is also consulting on further changes related to site plan control under the Planning Act ([ERO 026-0310](#)). The stated intent of the additional consultations is to refocus site plan control authority to matters related to health, safety, accessibility, protection of adjoining lands, and functional site matters required prior to building permit issuance (e.g., access and circulation, servicing and drainage, lighting, waste management facilities, and parking and loading). The further consultations contemplate additional narrowing of municipal authority over exterior site and right-of-way elements, and also contemplate removing Site Plan Control as a land-use planning tool under the *Planning Act*.

#### Implications for Newmarket:

If enacted, the Bill 98 site plan control amendments may result in some revisions to the Town's new draft official plan to ensure standards for the protection or conservation of the environment to be implemented at the site plan control stage are voluntary and not mandatory. Similarly, provisions related to electric vehicle supply equipment at the site plan stage must also be voluntary, not mandatory. Other implications for the Town will only be known once the province prescribes any additional prohibitions by regulation.

Possible changes resulting from the further consultations (further to what is currently proposed in Bill 98) could:

- Limit municipal site plan review to a prescribed checklist, and restrict the Town's ability to require studies, drawings, or information beyond those prescribed in the checklist.
- Establish a maximum of three circulation or resubmission cycles, after which a mandatory meeting would be required to resolve outstanding issues.
- Require the Town to establish an arbitration process for certain delayed site plan applications, where permitted, as an alternative dispute-resolution mechanism to Ontario Land Tribunal (OLT) appeals.
- Require municipalities to create a site plan approval process to triage and fast-track simpler applications, while reserving the full process for larger and/or more complex developments.
- Fully remove any requirements for site plan control under the *Planning Act*.

#### **Minimum Residential Lot Sizes ([ERO 026-0311](#))**

Bill 98 proposes to establish a minimum residential lot area standard for fully serviced urban residential lands. Key elements of the proposal include:

- A minimum lot area of 175 m<sup>2</sup> (approximately 1,900 ft<sup>2</sup>) for residential parcels located on urban residential land.
- “Urban residential land” means a parcel of land, outside of the Greenbelt Area, that is within an area of settlement on which residential use, other than ancillary residential use, is permitted by by-law and that is served by municipal water and sanitary services.
- Any minimum frontage and/or depth standards that would have the effect of requiring a lot size larger than the prescribed minimum area would be of no force or effect to that extent.
- Other planning considerations, including conformity with policies in the Provincial Planning Statement (PPS, 2024), would continue to apply to lot creation and land division decisions.

### Implications for Newmarket:

If enacted, the Bill 98 amendments related to minimum lot size would:

- Add new provisions to the *Planning Act* that prevent a zoning bylaw from requiring a minimum lot size that is larger than the minimum lot size prescribed by the Province through regulation, for parcels of urban residential land. Municipal zoning standards that conflict with the provincially prescribed minimum lot size would be inapplicable.
- Require staff to identify locations where existing frontage and/or depth zoning standards effectively prevent the creation of residential lots at the provincial minimum lot area and update the standards as necessary.
- Necessitate updates to land division review processes, including consent and minor variance evaluations, particularly with respect to how staff assess neighbourhood lot fabric, compatibility, and the planning implications of reduced minimum frontage and/or depth zoning standards.

### **Complete Application Requirements ([ERO 026-0313](#)):**

In addition to the above-described Bill 98 amendments, the Province is consulting on a proposal to further standardize and constrain municipal complete application requirements by establishing a provincially prescribed list of information and materials to deem an application complete. Key elements include:

- The prescribed list would be organized into “core” submissions expected to apply to most development applications and “contingent” submissions, which could only be required where specific site conditions or regulatory triggers exist.
- These possible changes build on the Province’s earlier approvals streamlining initiative advanced through Bill 17 – *Protect Ontario by Building Faster and Smarter Act*, 2025, and its associated regulatory consultation on complete application requirements ([ERO 025-0462](#)).
- The proposed changes would reinforce provincial authority to prescribe what information, materials, and studies may or may not be required for complete application purposes, with such requirements prevailing over broader or more discretionary submission requirements set out in municipal official plans.

## **Prescribed Professions ([ERO 026-0314](#))**

In addition to the Bill 98 amendments described above, the Province is consulting on a proposal to expand the list of “prescribed professions” (e.g., landscape architects) whose certified submissions must be accepted, in the first instance, as satisfying prescribed complete application requirements. Key elements include:

- Submissions prepared and certified by prescribed professionals are deemed sufficient for complete application purposes, thereby limiting a municipality’s ability to request revisions or additional information as a condition of completeness.
- Currently, the list of prescribed professionals (as specified in regulations) includes Professional Engineers, meaning that certain engineering submissions must currently be accepted as “complete” upon submission.
- Under the “prescribed professionals” framework, municipalities still review the substance and technical merits of submission materials in the review process (e.g., for official plan and zoning by-law amendments, subdivision, consent, and site plan control). However, municipalities may not withhold a completeness determination in relation to any report prepared by a “prescribed professional”.

### Implications for Newmarket:

If regulations are issued to prescribe additional professions, this would:

- Require updates to the Town’s development application checklists, pre-consultation practices, and any related Official Plan policies to ensure alignment with provincially prescribed submission requirements.
- Reduce municipal discretion to require revisions to studies, reports, or technical materials prepared by prescribed professionals prior to deeming an application complete.
- Shift a greater portion of issue identification and resolution from the completeness stage to later stages in the development review process, with potential implications for review timelines and staff workload distribution.
- Increase the likelihood of non-decision appeals as applications could be deemed complete notwithstanding that certain studies, reports or technical materials may not be sufficiently satisfactory to support a planning decision on the application.

## **Climate Change ([ERO 026-0309](#))**

Bill 98 proposes to remove the current mandatory requirement that official plans contain goals, objectives and actions to mitigate climate change. In addition to the proposed Bill 98 amendments, the Province is consulting on further limiting the role of climate change and broader environmental policy within statutory planning instruments. Key elements of the additional consultation include:

- A proposed Minister’s regulation that would have the effect of removing authority to require, as a condition of land division approvals, mandatory enhanced development standards at the lot level (outside of buildings), that are not specifically required for health, safety, accessibility or protection of adjoining

lands (e.g., stormwater management). The regulation prohibits “sustainability” conditions as part of subdivision and severance approvals.

### Implications for Newmarket:

Changes resulting from the further consultations will:

- Create a shift from a mandatory to a voluntary approach for enhanced development elements (i.e. green development standards) that are not required for purposes of health and safety or environmental functionality (i.e. stormwater management).
- Require staff, as part of the new Official Plan Review, to carefully review climate change, natural heritage, and environmental policy language to ensure compliance with evolving provincial requirements, while advancing local objectives to the extent permitted.
- Constrain the Town’s ability to require sustainability and climate-related measures through statutory approvals, including green building and energy efficiency standards, green infrastructure or climate resilience measures, active transportation and bicycle parking requirements, and other environmentally focused development design elements, except where such measures are related to health and safety (e.g. stormwater management), or are clearly authorized by provincial legislation or the Ontario Building Code.

Increase the importance of non-statutory tools (e.g., corporate policies, guidelines, incentives, partnerships, capital planning, and education or engagement initiatives) to advance local climate and sustainability objectives and to support alignment with development approval where possible. Key considerations include:

- The extent of policy changes required in the new Official Plan to ensure legislative compliance
- Potential implications for existing and future Town-led sustainability and climate initiatives, and
- The need to monitor forthcoming regulations and provincial guidance to confirm compliance.

### **Parkland and Privately Owned Public Spaces (POPS) ([ERO 026-0312](#))**

Bill 98 further amends the not-yet-in-force provisions of the Planning Act introduced by Bill 23 related to parkland dedication. These provisions require municipalities to accept developer-identified parkland and POPS for the purposes of meeting parkland dedication requirements if certain criteria are met.

Key elements of the proposal include:

- Allowing “encumbered land” (e.g., land subject to easements and/or containing below-grade infrastructure), including POPS arrangements, to be credited toward parkland dedication requirements.
- Establishing eligibility and valuation criteria through regulation for encumbered lands and POPS.

- Requiring municipalities to make a decision within 90 days of a request to convey developer-identified encumbered land and/or POPS.
- Providing a right of appeal to the OLT where a municipality refuses a request or fails to make a decision within the prescribed 90-day timeframe.
- Authorizing the OLT, where prescribed criteria are met, to order the land to be conveyed and deemed to count toward parkland dedication.
- Capping credited land area at 70% of the conveyed land, unless the municipality determines that a higher percentage should be recognized based on site-specific conditions.

### Implications for Newmarket:

If implemented, these amendments would:

- Require the Town to establish clear evaluation criteria through the new Official Plan for assessing requests to convey encumbered lands and POPS.
- Affect negotiations related to the form, function, and location of parkland dedication.
- Pose challenges to secure functional, publicly accessible, high quality park space, particularly on higher-density or constrained development sites where POPS and encumbered lands are more common.
- Increase risk of OLT involvement in parkland dedication disputes and reduce municipal discretion retained to refuse or discount unsuitable lands/POPs, depending on how eligibility criteria are finalized.

## **Other Consultations**

In addition to the Bill 98 ERO postings, the Province is undertaking related consultations that may affect municipal growth planning and implementation.

### **Draft Projection Methodology Guideline (PMG), 2026 ([ERO 026-0304](#))**

- Intended to support the implementation of PPS, 2024 base population and employment forecasts. Comments are due April 29, 2026.
- The draft PMG would replace the 1995 PMG and provide updated guidance to assist municipalities in preparing population, housing, employment, and land needs forecasts.
- The Guideline is organized into four sections: Municipal Population Projections; Housing Needs Forecasts; Employment Forecasts; and Land Needs Assessment (20–30 year horizon).

## **Next Steps**

Staff will continue to monitor the progression of Bill 98 through the legislative process, review and respond to the additional consultations under the Environmental Registry postings, and assess the alignment of the Town’s draft Official Plan policies with emerging provincial direction.

## **Consultation**

This report was circulated to Planning, Buildings, Climate, Finance and Legal staff for review and comment. Consolidated comments on the consultations on Secondary Plan and Site- and Area-Specific Policies, Complete Application Requirements, and Site Plan Control are provided in **Attachment 1**.

## **Conclusion**

Bill 98 represents a shift in Ontario's land use planning and growth management framework. Collectively, the proposed changes signal a continued move toward standardized planning frameworks, streamlined approvals, and increased provincial oversight. These shifts have important implications for Newmarket's Official Plan Review and broader municipal operations.

## **Council Priority Association**

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

## **Human Resource Considerations**

If enacted, Bill 98 may require additional staff time to update internal development review practices, official plan policies, and zoning by-laws, and support the Official Plan Review as provincial requirements are clarified. At this time, these activities are anticipated to be managed within existing staff resources. However, resource needs will be re-evaluated as additional details are released through regulation and as operational impacts become clearer.

## **Budget Impact**

There is no immediate budget impact associated with this information report. Staff will continue to assess these potential impacts of Bill 98 and any further amendments that result from the additional consultations.

## **Attachments**

**Attachment 1** – Town Comments on Secondary Plan and Site- and Area-Specific Policies (ERO 026-0315), Complete Application Requirements (ERO 026-0313), and Reforms to Site Plan Control (ERO 026-0310).

## **Approval for Distribution**

Paul Freeman, Chief Planner, Buildings and Planning Services  
Peter Noehammer, Commissioner, Buildings and Planning Services

## **Report Contact**

For more information on this report, contact [info@newmarket.ca](mailto:info@newmarket.ca).

## **Secondary Plan and Site- and Area-Specific Policies (026-0315)**

**Question 1: *Which types of areas are most appropriate for the use of secondary plans (i.e. new neighbourhoods, growth areas, settlement areas, employment areas, and/or areas where there are land use compatibility concerns)? Are there additional types of areas or policy objectives that should be eligible or prioritized?***

Secondary Plans are appropriate where coordinated, area-specific direction is needed beyond the Official Plan, such as to manage growth, infrastructure sequencing, or land use compatibility. They are particularly well-suited to growth and intensification areas (including MTSA, corridors, and centres) where land use, built form, infrastructure, and the public realm must be carefully aligned; new neighbourhoods or greenfield areas that require a comprehensive framework for land use, servicing, community facilities, and phasing; and areas with specific compatibility considerations, such as interfaces between residential and employment uses, major roads, rail corridors, or other significant infrastructure.

**Question 2: *What benefits or challenges, if any, might you anticipate if municipalities had the option to organize secondary plans as standalone documents, while still being subject to the same Planning Act processes that apply to official plans (e.g., notification, public meetings, appeals)?***

Allowing secondary plans to be organized as stand-alone documents could improve usability for residents and applicants, and facilitate more efficient updates, particularly where the plans contain detailed mapping, design guidance, and implementation direction. This approach could also support a more streamlined Official Plan.

Key challenges, however, would include managing overlap and ensuring consistency between documents; avoiding duplicated, conflicting, or inconsistent policies; providing clear direction on document hierarchy where conflicts arise; and maintaining effective version control over time, especially where Official Plans and the secondary plans are subject to concurrent amendments or appeals.

**Question 3: *Looking ahead, how would a future framework support the ongoing applicability of existing secondary plans and SASPs? Are there any considerations we should keep in mind about how these documents are maintained or updated over time? Should we establish principles to evaluate and transition existing secondary plans and SASPs to a new framework, and if so, what should these principles include?***

Newmarket is currently integrating its Secondary Plans (Urban Centres Secondary Plan and Shining Hill Secondary Plan) and site- and area-specific policies (SASPs) into the new Official Plan.

Given this context, the Province should consider transition provisions, including a phased implementation approach that reflects local capacity. This is particularly important in light of the significant municipal investment in existing secondary plans and SASPs, many of which incorporate policies that reflect, or have been tested through OMB/OLT decisions. Municipalities will require sufficient time to map existing secondary plans and SASP areas to any new designation or policy framework, align definitions and policy language, and update supporting schedules, infrastructure assumptions, and servicing strategies.

Where a secondary plan continues to direct growth or intensification, municipalities should retain the ability to update it through targeted amendments to address changes in provincial policy, servicing or transportation master plans, hazard or natural heritage mapping, and evolving Council priorities. Conversely, where an area is largely built out, the framework should support integrating only those secondary plan policies that remain relevant into the Official Plan, rather than requiring wholesale incorporation.

If principles are established to guide the evaluation and transition of existing secondary plans and SASPs, they should be practical, flexible, and outcome-based. For example:

- Consider consolidation or deleting policies only where an area is substantially built out.
- Prioritize a transition framework for secondary plans and SASPs that continue to direct significant growth or intensification.
- Confirm that servicing, transportation, stormwater, parks, and community facility assumptions remain aligned with current capital planning.
- Identify policy conflicts with provincial policy or Official Plan direction and focus updates on resolving the conflicts, rather than wholesale integration.
- Retain detailed, area-specific direction where they are still needed to manage built form, compatibility, public realm outcomes, or complex matters related to land use transition.
- Recognize policies shaped by OMB/OLT decisions and avoid reopening settled matters unless there is a clear policy or legislative basis to do so.
- Clearly specify how conformity will be assessed during the transition period, including which document prevails in the event of a conflict, and provide a reasonable grace period for municipalities to complete updates.

**Question 4: *Would you support exempting secondary plans from Ministerial approval (except for lower-tier municipalities within an upper-tier municipality with planning responsibilities)? What advantages or risks do you anticipate with this approach?***

Exempting secondary plans from Ministerial approval (except for lower-tier municipalities under an upper-tier planning authority) could help streamline approvals while maintaining a statutory planning framework and public accountability. Potential benefits include greater certainty for residents and development proponents. A key disadvantage, however, is the lengthy and protracted appeal processes, which could delay implementation and undermine the intended efficiency gains.

**Question 5: *What level of flexibility should municipalities retain to effectively implement, update, and maintain secondary plans under the proposed framework?***

Municipalities should retain the flexibility to initiate, structure, update, and maintain secondary plans where and when they are needed to respond to local planning objectives and circumstances.

**Question 6: *In addition to considering a combined “Community Areas” use designation described above, are there other designations that would be useful for upper-tier official plans that would help avoid duplication with lower-tier official plans?***

We agree with the recommendation to use a combined Community Area designation at both the upper-tier and local level Official Plan levels. While Newmarket no longer has an upper-tier

planning authority, the Town is proposing to implement a Community Areas designation in the new Official Plan to achieve the same policy intent.

**Question 7: Are there any parts of the standardized table of contents, schedules, and land use designations outlined in ERO 025-1099 that would need to be modified or would not apply to official plans for upper-tier municipalities?**

### **Urban Design and Built Form**

Urban design remains a required *Planning Act* consideration and, from a local municipal perspective, is implemented primarily through built form and public realm policies. These typically address matters such as building height and massing, transition and compatibility, streetscape standards, active frontages, and design guidance for growth and intensification areas.

The standardized Official Plan table of contents should clearly identify where municipalities are expected to address urban design and built form policies. For example, within a “Community Design” or “Complete Communities” section, within each land use chapter, or in a dedicated urban design and built form chapter. These are important elements in an Official Plan. Establishing expectations and clear direction would support consistency across municipal plans while allowing flexibility in local policy organization.

### **Cultural Heritage and Archaeological Resources**

Cultural heritage conservation and archaeological resources are also *Planning Act* considerations, implemented by local municipalities through Official Plan policies, schedules (e.g., cultural heritage built and landscape resources, heritage conservation districts), and development review requirements, heritage impact assessments, and archaeological assessments where warranted.

The standardized table of contents should clearly indicate where heritage and archaeological policies are expected to appear. Clear placement in the standardized table of contents or nested within a “Community Design” section would help ensure heritage policies remain visible and appropriately weighted, and reduce the risk of inconsistent interpretation during the application review stage.

### **Housing and Affordable Housing**

Housing, particularly affordable housing, continues to be a core provincial priority and a key *Planning Act* consideration. At the local level, housing objectives are implemented through land use permissions, intensification policies, and density policies, minimum or target densities, and, where applicable, affordable housing targets, partnerships, Inclusionary Zoning and other *Planning Act* tools. The standardized table of contents should clearly signal where housing and affordability policies are to be addressed so they are easy to locate, apply, and interpret during development review.

### **Climate Change and Sustainability**

While Bill 98 proposes to remove the requirement for Official Plans to include climate change policies, it does not prohibit municipalities from including climate-related direction. From a local municipal perspective, climate adaptation, infrastructure resilience, and environmental protection remain relevant to land use planning, including flooding and erosion hazards,

stormwater management, urban heat mitigation, and protecting natural features. The standardized table of contents should clarify whether climate-related policies are expected to be:

- addressed through infrastructure, hazard, natural environment, and community design policies, or
- included within a distinct section that allows municipalities to articulate local climate-related direction aligned with provincial intent.

Clarifying this would reduce uncertainty for municipalities and help appropriately scope policy direction, recognizing that climate policies may be included where they support provincial objectives, or as permissive or encouraging policies, even if no longer mandatory.

### **Land Use Designations and Schedules (Local Official Plans)**

From a local municipal perspective, the standardized approach should support clear, readable land use designations and schedules that are directly used in day-to-day planning and development review. Schedules should provide sufficient detail to illustrate the community structure and key systems and constraints, such as intensification areas, corridors, natural heritage and hazard lands, and servicing and transportation networks, while remaining practical to maintain and update as conditions change.

### **Complete Application Requirements ([ERO 026-0313](#))**

**Question 1-1: *Is the list of the types of information and material identified in this proposal comprehensive enough for planning authorities to effectively evaluate all planning applications they may receive?***

Generally, yes, subject to conditions. The proposed list captures most of the core information and material required to assess typical planning applications and provides a reasonable baseline for province-wide consistency. However, its effectiveness will depend on maintaining sufficient flexibility to respond to site-specific conditions, local policy contexts, and different application types. A standardized list alone may not be comprehensive in all circumstances unless it is accompanied by clear mechanisms that allow municipalities to require additional, well-justified information where warranted.

**Question 1-1: *If not, why? What information or material is missing from the proposed list?***

- Arborist Reports, topographical and boundary surveys, grading plans and site works drawings should be identified as Core submission requirements, as they are routinely required to assess site conditions, constraints and feasibility at the time of application.

We further recommend adding the following items to the “Contingent” list, to the extent they remain within the *Planning Act* complete application framework and are required based on application type, scale, or site context:

- Elevations and massing diagrams (e.g. renderings, building massing models) sufficient to assess height, scale, transition, neighbourhood fit, and potential adverse impacts on lower-scale areas.

- Urban design studies and related assessments, including angular plane analysis and, where relevant, key view or visual impact assessments
- Shadow studies, where building height or massing may affect parks, public streets, or adjacent sensitive land uses
- Streetscape, landscape, and vegetation plans, such as streetscape plans, landscape plans, tree preservation and replacement plans, and vegetation enhancement strategies
- Parking and site circulation materials, including parking studies, parking structure layouts, internal circulation diagrams, and pavement marking plans.
- Construction management and construction traffic management materials, where needed to address local access, safety, and impacts on adjacent streets and land uses
- Site lighting materials, such as photometric plan or lighting impact assessments, where spillover effects or public realm safety considerations are relevant.
- Soil management plans, where on-site soil movement or export could affect grading, drainage, or construction feasibility.
- Source water protection materials, including Section 59 notices and, where applicable, source water protection studies, risk assessments, and risk management plans.

**Question 1-2: *Should any of the types of studies identified in this proposal be removed from the proposed list?***

No.

**Question 2: *Do you have any feedback on the objectives identified for each of the types of studies listed in this proposal? Are they broad enough to support planning authorities in obtaining sufficient information to evaluate applications, comply with applicable legislation, and determine consistency with provincial policies or conformity with provincial and municipal plans? Is there anything missing?***

It would be helpful to clarify how objectives and the scope of required studies are expected to evolve over time in response to changes in provincial policy, legislation, technical standards, and best practices.

**Question 3: *Should the list identify the types of applications that the information and material could be required for (i.e., official plan amendment, zoning by-law amendment, site plan control, plans of subdivision/condominium, consents)? If so, why?***

Yes. Linking required materials to specific application types would improve transparency, predictability, and consistency for applicants, municipalities, and reviewers across the development approvals process.

**Question 4: *Are there studies listed that should only be required for certain types of applications? If so, which ones and why?***

Yes. Required studies should be proportionate to the scale, complexity, and potential impacts of an application, ensuring that submission requirements are fit for purpose and focused on

supporting informed decision-making without imposing unnecessary burden on smaller or lower impact proposals.

**Question 5: *Should planning authorities maintain the ability to develop terms of reference to specify the breadth of information required for each of the types of studies included in the provincial list? Please elaborate on your response.***

Yes. Municipal terms of reference are essential to appropriately scope required studies to local conditions, policy framework, and technical requirements, and to ensure submissions are relevant, targeted, and decision-ready.

**Question 6: *Do you have any other input or suggestions of relevance to this proposal?***

None at this time.

### **Proposal to Reform Site Plan Control ([ERO 026-0310](#))**

Please find below comments on the proposed reforms to

**1. Proposal to “*Remove site plan control as a land use planning tool in the Planning Act and the City of Toronto Act, 2006.*”**

It is recommended that the Province retain Site Plan Control as a land use planning tool under the *Planning Act*. Municipal review and approval of plans and drawings are critical to ensuring safe, orderly and coordinated development, particularly with respect to connections to municipal infrastructure and utilities, as well as for more complex site designs. Site Plan Agreements, which are registered on title, are also essential to ensuring development proceeds in accordance with approved plans and drawings. In practice, these agreements are a key mechanism for implementing and securing recommendations and mitigation measures identified in studies submitted in support of a site plan control application.

**2. Proposal to: “*Require municipalities to have a maximum of three circulations after which a mandatory meeting is triggered with all relevant municipal department representatives and the applicant to work through and resolve all outstanding issues.*”**

A mandatory meeting requirement may be useful in circumstances where applicants are unable to otherwise secure meetings with municipal staff. The Town already has established processes that allow applicants to meet with development review staff throughout the application process. If the Province proceeds with implementing a mandatory meeting following three site plan circulations, consideration should be given to allowing the requirement to be waived by the applicant. Town staff further recommend that such meetings be supported by formal minutes that clearly identify required actions, assign responsibilities, and timing, and that provide for either party to request a follow-up meeting within a defined period of time, where appropriate.

It is also important to recognize that a site plan application may not be approvable after three submissions for reasons unrelated to municipal delay. In some cases, applicants have not presented accurate information due to a lack of due diligence (e.g., where off-site servicing arrangements involve private property and necessary information has not been provided) or have adequately addressed comments provided through prior review cycles. In addition, perceived delays in processing can arise when a site plan application is submitted in advance of

the required zoning permissions being in place, limiting the municipality's ability to advance the application toward approval.

**Proposal to: “Further scope the site plan review process to a standard site plan approval checklist of functional aspects of a site (e.g., those related to health and safety), with use of certified professionals for acceptance and approval of reports and studies. A municipality is not permitted to request additional studies and plans beyond what is included in the standard site plan approval checklist. If technical and drawing requirements identified in the checklist are met, site plan approval is issued.”**

Town staff do not support the proposal to limit site plan review to a checklist, with approval being granted solely on the basis of meeting the identified checklist requirements. While greater standardization through the use of checklists may help scope submission requirements and improve clarity for applicants, site plan approval should not be reduced to a checklist exercise. Effective site plan review requires professional judgement and a comprehensive evaluation of site-specific conditions, policy context, technical considerations, and coordination with municipal infrastructure and services to ensure appropriate development outcomes.

**3. Proposal to: “Establish or require a municipal arbitration process/site plan review panel for site plan applications that have exceeded the government’s 60-day timeline and a specified number of circulations. Participants in this process would include the applicant and the municipal development review team. This would be an alternative to a hearing at the OLT with a goal of speeding up approvals and cutting down on associated costs. An arbitration process/site plan review panel decision-making timeline could be applied to ensure timely decisions on approvals.”**

Town staff have concerns that this proposed arbitration process, triggered 60 days after a site plan application is deemed complete, could introduce additional cost and delay to the site plan approval process, rather than improving efficiency. Existing provisions under Section 41 of the *Planning Act* already provide applicants with appeal rights to the OLT, which has expertise in land use planning and development matters. Introducing an alternative arbitration forum may duplicate existing processes and may not provide the same level of planning expertise, potentially complicating and prolonging site plan resolution.

**4. Proposal to: “Establish or require municipalities to establish different site plan approval streams for different kinds of proposed development, with corresponding scope of matters that may be controlled. This would mean that a “full” site plan process would only be permitted for larger, complex development initiatives, resulting in fewer matters being regulated through site plan control. Less complex development would be triaged to a more expedited stream or could be exempted from site plan control completely.”**

This proposal to establish different streams of site plan approval, including exemptions where appropriate, is already being implemented by the Town. If such a requirement is introduced in Section 41 of the *Planning Act*, it is recommended that the legislation require municipalities to establish different approval streams, while retaining municipal discretion to determine the specific criteria, development types, and circumstances that fall within each stream, including which forms of development may be exempt from Site Plan Control. This flexibility is essential to ensure that site plan review processes remain responsive to local conditions, development patterns, and capacity.





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

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## **Artificial Turf Sports Field at Huron Heights Secondary School**

### **Staff Report to Council**

Report Number: 2026-25

Department(s): Parks and Facility Services , Recreation and Culture Services , and Community and Economic Innovation

Author(s): Kristi Carlen, Director, Parks & Facility Services, Colin Service, Director, Recreation & Culture, and Elizabeth Hawkins, Director, Community & Economic Innovation

Meeting Date: May 4, 2026

### **Recommendations**

1. That the report entitled Artificial Turf Sports Field at Huron Heights Secondary School, dated May 4, 2026, be received; and,
2. That Staff be authorized to explore opportunities for the development of an artificial turf sports field at Huron Heights Secondary School; and,
3. That Staff seek alternative funding sources, such as infrastructure grants, Warriors Football Booster Club, sponsorship and partnerships, to address capital costs; and,
4. That Staff explore a joint use agreement to access/program the field for community use with the York Region District School Board; and
5. That Staff report back to Council regarding the development of an artificial turf sports field at Huron Heights Secondary School as part of the budget process or as necessary; and
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to authorize staff to explore opportunities with the York Region District School Board (YRDSB) for the development of artificial turf sports fields in the Town of Newmarket at Huron Heights. Ideally any field developed would have multi sport capabilities (football, flag football, soccer, lacrosse, field hockey as well as track and field sports). As part of any agreement the Town would also seek community access to the field.

Artificial Turf Sports Field at Huron Heights Secondary

## **Background**

In the Town of Newmarket there are six (6) secondary schools. Four are with the York Region District School Board (Newmarket High, Denison, Huron Heights, and Sir William Mulock), one is with the York Catholic District School Board (Sacred Heart) and the sixth is a private school (Pickering College). Only secondary school properties are large enough for full-sized sports fields, often including space for a running track. Each secondary school listed above has at least one full sized field.

From the list of above noted school fields, currently there are two artificial turf sports fields in Newmarket, one is located at Dr. J.M. Denison Secondary School, York Region District School Board (YRDSB) and there is a joint use agreement with the Town for access to this field. The other artificial turf sports field is located at Pickering College, and the Town does not have an agreement with Pickering College for ongoing access to their facilities. It is also important to note that the Newmarket Soccer club has an indoor artificial turf sports field, but it is exclusively for soccer club use.

With the Town only having formal access to one artificial turf sports field, this per capita level of access is below many of our municipal comparators.

In 2025 there was a joint community/YRDSB effort, with support from the Town, to apply for provincial funding through the Ontario Community Sport and Recreation Infrastructure Fund (CSRIF), for the development of an artificial turf sports field and Huron Heights Secondary School. Ultimately this effort was deemed ineligible by the province and the application was unsuccessful.

The Town, of note, currently has a joint use agreement with YRDSB for the grass/earth turf field and Sir William Mulock. The Town made capital investments in this field and maintains it in exchange for community programming time during the evening, on weekends and over the summer months when not in use by the school.

## **Discussion**

The addition of an artificial turf sports field at Huron Heights Secondary School would support the Warriors football teams and provide them with a field that is reflective of their regional, provincial and international successes. The field would also be advantageous for other school sport programs, broader community use and would contribute to sport tourism in the Town. Staff would like to engage with YRDSB, the Warriors Football Booster Club and other interested parties to advance the development of an artificial turf sports field.

Current levels for the booking of premier sports fields in the Town is nearing capacity and it would be prudent for the Town to continue to plan for future needs and growth of various sports in the community. The addition of another field in Newmarket would be valuable to the Warriors teams, school sports programs, YRDSB and the residents of Newmarket.

Newmarket is nearly fully built out and as such looking to enhance and improve existing opportunities is a natural next step in community growth. Joint use agreements for fields that are located at secondary schools in the community is a proven model for success.

Artificial turf sports fields have several advantages over a grass/earth turf field, these include: a longer playing season, reduced frequency of maintenance (grass fields need to be maintained weekly or more frequently based on use), some evidence that suggests a reduced rate of sports related injuries and consistent quality of play conditions. It is for these reasons that artificial turf sports fields are desirable to higher performing sports teams and support the development of high-performing and elite athletes.

## **Consultation**

Staff will engage with YRDSB, the Warriors Football Booster Club and other interested parties to explore the development of additional artificial turf sports field(s) at Huron Heights Secondary School in Newmarket.

## **Conclusion**

Newmarket has a strong tradition of sports including the local success of many secondary school teams at the regional, provincial, national and international level. The Warriors Football teams are an incredible success story that has earned a home field to be proud of. Investing in this ongoing success supports the development of our youth, community wellbeing and contributes to sport tourism in our community. Newmarket on a per capita basis, when compared to other municipalities, has less access to artificial turf sports fields.

## **Council Priority Association**

This report aligns with the following Council Priority: Extraordinary Places and Spaces

## **Human Resource Considerations**

N/A

## **Budget Impact**

Staff will bring any opportunity for the development of an artificial turf sports field at Huron Heights to Council as part of the annual budget process (both capital and operating), or directly to Council as necessary, before advancing a project. Staff will also seek out alternative funding sources such as infrastructure grants, Warriors Football Booster Club, sponsorship and partnerships to support the development of artificial turf sports field at Huron Heights Secondary School in Newmarket.

## **Attachments**

N/A

## **Approval for Submission**

Jeff Payne, Commissioner, Community Services

Ian McDougall, CAO

## **Report Contact**

For more information on this report, contact [info@newmarket.ca](mailto:info@newmarket.ca).



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
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## **Follow-Up: Rushbrook Drive and Seneca Court All-Way Stop Review**

### **Staff Report to Council**

Report Number: 2026-23

Department(s): Public Works Services

Author(s): Paul Choi, Transportation Specialist

Meeting Date: May 4, 2026

### **Recommendations**

1. That the report entitled Follow-Up: Rushbrook Drive and Seneca Court All-Way Stop Review dated May 4, 2026 be received; and,
2. That All-way Stop Control Policy Amendments proposed in Appendix 1 be adopted; and,
3. That subject to approval of All-Way Stop Control Policy Amendments, Traffic By-law Amendments proposed in Appendix 2 be adopted; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Executive Summary**

This report responds to Council's direction to revisit the installation of All-Way Stop Control at the intersection of Rushbrook Drive and Seneca Court, with a focus on visibility constraints associated with roadway geometry and driveway parking conditions. While vehicles parked on private driveways are inherently temporary and do not, on their own, warrant all-way stop control, the review confirms that when combined with legacy intersection geometry, horizontal curvature, and frequent lawful driveway parking beyond municipal control, minimum sight distance cannot be reliably achieved under common conditions.

Under the Town's current All-Way Stop Control Policy, intersections with visibility concerns are not eligible for all-way stop control in the absence of sufficient reported collision history, and the subject intersection is therefore not warranted under the existing policy. However, the Ontario Traffic Manual (OTM) states that where all reasonable efforts to improve sight distance have been exhausted and minimum sight

distance cannot be achieved, conversion of a two-way stop-controlled intersection to all-way stop operation may be considered. Consistent with this guidance, staff recommend amending the Town's All-Way Stop Control Policy to address constrained sight-distance scenarios.

Staff evaluated reasonable mitigation measures and determined that achieving minimum sight distance through geometric modification alone would require disproportionate and operationally problematic changes. Accordingly, subject to Council approval of the proposed policy and Traffic By-law amendments, staff recommend proceeding with the installation of an all-way stop at the subject intersection, supported by advance warning signage, enhanced pedestrian markings, and centreline pavement markings to reinforce driver awareness and compliance.

## Purpose

The purpose of this report is to review visibility conditions at the subject intersection and summarize applicable Town policy and provincial guidance related to all-way stop control and sight distance.

## Background

At its [meeting of March 23, 2026](#), Town Council referred a request to revisit the installation of an all-way stop at the intersection of Rushbrook Drive and Seneca Court to staff, with the following direction:

- 1. That the report titled Rushbrook Drive and Seneca Court All-way Stop Review dated March 23, 2026 be referred to staff to review sight-line issues related to visibility and driveway parking related to the intersection; and,**
- 2. That staff report to Council in 45 days**

Following publication of the initial staff report, the Town received seven (7) written submissions from residents of Seneca Court, generally citing concerns related to visibility, pedestrian safety, and neighbourhood traffic conditions. In addition, one (1) written submission was received from a resident of Rushbrook Drive opposing the installation of an all-way stop, citing concerns related to reduced stop sign compliance and the unintended consequences of unwarranted stop control.

## Discussion

The subject intersection is located on a horizontal curve along Rushbrook Drive, and adjacent residential properties include private driveways near the intersection.

## Existing Policy Framework

The Town's current All-Way Stop Control Policy requires that visibility related warrants be supported by documented collision history. A review of collision records indicates zero (0) reported collisions over the past ten (10) years at this intersection. As a result,

the intersection does not meet the criteria for an all-way stop control under the existing policy framework.

While this approach supports consistency and defensibility, it limits the Town's ability to address locations where permanent geometric constraints result in persistent visibility limitations that cannot reasonably be mitigated.

## **Ontario Traffic Manual Guidance**

Ontario Traffic Manual (OTM) Book 5 – Regulatory Signs acknowledges that, in certain circumstances, adequate sight distance may not be available for vehicles exiting minor stop-controlled approaches due to geometric design constraints. The OTM states that where all reasonable efforts to improve sight distance have been exhausted and minimum sight distance cannot be achieved, conversion of a two-way stop controlled intersection to all-way stop operation may be considered.

In such cases, the OTM emphasizes the application of engineering judgement and site specific assessment, rather than reliance on collision history.

## **Proposed Policy Amendment**

In response to provincial guidance, staff recommend amending the Town's All-Way Stop Control Policy to introduce an additional warrant addressing constrained sight distance (Appendix 1).

The proposed amendment would:

- Maintain consistency with existing policies and procedures, including the continued consideration of collision history under traditional visibility related warrants;
- Provide a structured and transparent pathway to evaluate locations with unresolved sight distance deficiencies caused by permanent geometric constraints; and
- Introduce an added level of technical review, such as independent consultant involvement, for complex or potentially controversial locations.

This amendment strengthens policy clarity while maintaining transparency, consistency, and defensibility.

## **Legacy Design Considerations**

The surrounding neighbourhood was developed in the late 1980s to early 1990s, during a period when sight-distance criteria placed comparatively less emphasis on constrained urban intersection conditions and recurring visibility limitations associated with adjacent land uses than is understood under current Transportation Association of Canada (TAC) and Ontario Traffic Manual (OTM) guidance.

## Visibility Review

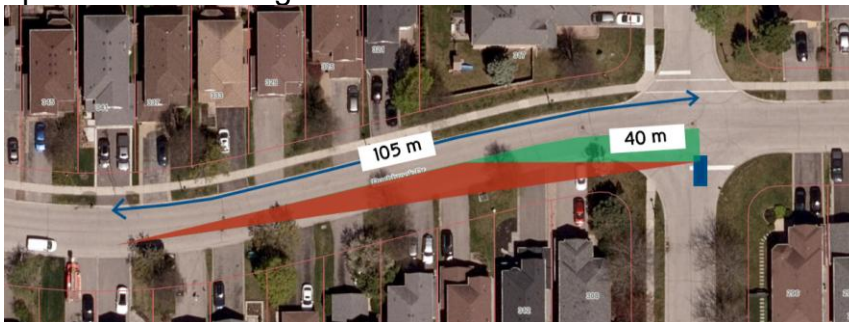
For a roadway with a design speed of 50 km/h, the TAC Geometric Design Guide for Canadian Roads recommends a minimum sight distance of 105 metres along the major roadway.

A site-specific review indicates:

- Without vehicles parked on adjacent private driveways, available sight distance along Rushbrook Drive is approximately 110 metres, meeting TAC guidelines;



- With vehicles parked on adjacent private driveways, available sight distance is significantly reduced, ranging from approximately 26 to 40 metres, as measured from the stop bar and near edge of curb.



As the vehicles affecting sight distance are parked on private residential driveways up to the curb line and do not encroach into the roadway, and as the routine use of private driveways for vehicle parking is not subject to regulation under the Town's Parking By-law, the resulting sight-distance limitations cannot be mitigated through parking restrictions. This condition appears to occur frequently beyond municipal control.

## Intersection Modification as a Mitigation Measure

Staff evaluated potential intersection modifications to improve visibility. These measures represent reasonable efforts to mitigate the condition and include pavement markings, curb extensions, and signage.

However, analysis indicates that achieving minimum sight distance through physical modification would require disproportionately aggressive and unbalanced geometric changes applied to the south leg only, as illustrated in the draft drawing below.



The required level of modification presents the following limitations:

- Disproportionate changes to one approach may introduce driver confusion and inconsistent expectations; and
- The resulting geometry would create awkward and constrained left turn movements, particularly for northbound vehicles turning left from Seneca Court and southbound vehicles turning left from Narinia Court.

### **Exhaustion of Reasonable Efforts and All-Way Stop Consideration**

Based on the above, staff are of the opinion that all reasonable efforts to improve sight distance within municipal control have been exhausted. While vehicles parked on private driveways are inherently temporary, the remaining limitation arises from a combination of legacy roadway design, permanent roadway geometry, and lawful private driveway use.

Accordingly, and subject to Council approval of the proposed policy amendment, staff recommend the installation of an all-way stop control at the subject intersection.

### **Supporting Measures**

To enhance safety and driver awareness associated with the proposed all-way stop control, staff recommend:

- Installation of ladder style pedestrian crossing markings to improve crosswalk visibility and pedestrian conspicuity; and
- Installation of a “Stop Ahead” warning sign approximately 100 metres in advance of the intersection, as the all-way stop would be located beyond a horizontal curve; and
- Installation of a new centreline pavement marking on Rushbrook Drive, extending from Caruthers Avenue to Clearmeadow Boulevard, to reinforce proper lane discipline, support traffic calming objectives, and improve roadway definition.

### **Consultation**

In preparing this report, staff considered applicable provincial and national guidance, including the OTM Book 5, and the TAC Geometric Design Guide for Canadian Roads.

Staff also reviewed written correspondence received from residents following the release of the initial staff report. This included submissions from residents of Seneca Court expressing concerns related to visibility, pedestrian safety, and neighbourhood traffic conditions, as well as correspondence from a Rushbrook Drive resident expressing concerns regarding stop-sign compliance and the potential unintended impacts of an unwarranted all-way stop. All correspondence was considered as part of the technical review and informed the recommendations contained in this report.

## **Conclusion**

The subject intersection is affected by permanent geometric constraints associated with legacy neighbourhood design, resulting in inadequate sight distance under common and lawful conditions that cannot be reasonably mitigated. While staff acknowledge concerns regarding stop-sign compliance, OTM Book 5 supports consideration of an all-way stop where reasonable efforts to improve sight distance have been exhausted. Accordingly, staff recommend amending the All-Way Stop Control Policy and, subject to Council approval, proceeding with an all-way stop control supported by advance warning signage and complementary safety measures.

## **Council Priority Association**

This report aligns with the following Council Priority: Extraordinary Places and Spaces

## **Human Resource Considerations**

None

## **Budget Impact**

There is sufficient funding within the approved operating budget to accommodate the installation of the required regulatory and warning signage, as well as the associated pavement markings identified in this report.

## **Attachments**

**Attachment 1** – Appendix 1. Proposed All-way Stop Control Policy Amendments

**Attachment 2** – Appendix 2. Proposed Traffic By-law Amendments

## **Approval for Submission**

Mark Agnoletto, Director, Public Works Services

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

## **Report Contact**

For more information on this report, contact [info@newmarket.ca](mailto:info@newmarket.ca).

## Appendix 1. Proposed All-way Stop Control Policy Amendments

THAT Appendix C, Right- of- Way Control, of the Transportation Management Policy be further amended by adding the following bolded points (shown in blue):

### Right-of-way Control

C.14 The turning movement count results are applied to the All-way Stop Control Policy as follows:

.....

- Warrant #4A Visibility – Must be a minor stop-controlled intersection where sufficient sight distance is not available based on the Geometric Design Guide by the Transportation Association of Canada (TAC)
- Warrant #4B Collisions – The number of right-angle or turning collisions must be more than 6 during a 24-month period.
- **Warrant #4C Constrained Sight Distance – Where all reasonable efforts to improve sight distance have been exhausted and minimum sight distance cannot be achieved (Difficult locations may require a safety audit by the consultant).**

C.15 For all-way stop controls to be considered, 100% of one of the following warrants must be achieved:

- Warrant #1
- Warrant #2
- Warrant #3 A, B, and C
- Warrant #4 A and B
- **Warrant #4 A and C**



## Appendix 2. Proposed Traffic By-law Amendments

**THAT Schedule III (STOP SIGNS) of the Traffic By-law 2011-24, as amended, be further amended by deleting the following:**

|  |       |                                |
|--|-------|--------------------------------|
| Narinia Crescent/Seneca Court at Rushbrook Drive | 2 way | southbound on Narinia Crescent |
| Seneca Court/Narinia Cres at Rushbrook Drive     | 2 way | northbound on Seneca Court     |

**THAT Schedule III (STOP SIGNS) of the Traffic By-law 2011-24, as amended, be further amended by adding the following:**

|  |       |                                |
|--|-------|--------------------------------|
| Seneca Court/Narinia Cres at Rushbrook Drive | 4 way | eastbound on Rushbrook Drive   |
| Seneca Court/Narinia Cres at Rushbrook Drive | 4 way | westbound on Rushbrook Drive   |
| Seneca Court/Narinia Cres at Rushbrook Drive | 4 way | southbound on Narinia Crescent |
| Seneca Court/Narinia Cres at Rushbrook Drive | 4 way | northbound on Seneca Court     |



**From:** Alicia Reynolds <[REDACTED]>  
**Sent:** Saturday, April 25, 2026 6:49 PM  
**To:** Kelly Broome <[kbroome@newmarket.ca](mailto:kbroome@newmarket.ca)>  
**Subject:** Seneca Crt Stop Sign

Hi Kelly,

Please find attached pictures from today, April 25th, at the intersection of Seneca Crt and Rushbrook. While pulling out from the street today you can see that my car is past the stop line and that you still can not see down the road past the truck parked at the end of the driveway. For me to see past the truck I would be more than an entire car length past the line. This intersection is not safe for drivers and pedestrians and needs an all way stop.

Alicia Reynolds











**GEORGINA**

**Corporate Services Department, Clerk's Division**

March 26, 2026

Sent via email; [premier@ontario.ca](mailto:premier@ontario.ca)

Province of Ontario,  
Legislative Building,  
Queen's Park,  
TORONTO, Ontario M7A 1A1

**RE: Town of Georgina Council Resolution, Mitigation of Water Soldier in Lake Simcoe**

Please be advised that Council for the Town of Georgina received a presentation during its February 25<sup>th</sup> meeting from the Invasive Species Centre on behalf of the Lake Simcoe Water Soldier Working Group highlighting the growing concern of Water Soldier, an invasive aquatic plant most recently reported in Lake Simcoe, and the immediate need for a coordinated, long-term approach focusing on prevention, monitoring, community involvement and collaboration in required mitigation methods.

Subsequently, during its March 4<sup>th</sup> meeting, Council considered and adopted the following resolution:

**RESOLUTION NO. C-2026-0059**

Moved by Councillor Biggerstaff

Seconded by Regional Councillor Davison

WHEREAS the invasive aquatic plant Water Soldier (*Stratiotes aloides*), a species prohibited under Ontario's Invasive Species Act, has been confirmed in Lake Simcoe;

AND WHEREAS the Lake Simcoe Water Soldier Working Group was formed in 2025 to support water soldier surveillance, monitoring and response in Lake Simcoe, and explore options to reduce its impacts;

AND WHEREAS monitoring efforts in 2025 found approximately 450 hectares of water soldier in Cook's Bay, the largest infestation reported in North America;

AND WHEREAS the impacts to Lake Simcoe are significant including decreasing native plant biodiversity, inhibiting recreational activities such as swimming, boating, angling, and hunting, impacting the Chippewas of Georgina Island First Nation access to drinking water and cultural practices, impacting local farmers irrigation, reducing safe access for waterfront properties, and impacting drinking water intakes for Georgina residents;

AND WHEREAS the Town of Georgina's Corporate Strategic Plan, Climate Action Plan, and stormwater management initiatives commit the municipality to protecting Lake Simcoe, reducing environmental stressors, and working collaboratively to address emerging environmental risks;

AND WHEREAS the Clean Water Act, 2006, the Lake Simcoe Protection Act, and the Lake Simcoe Protection Plan guide the environmental protection of Lake Simcoe;

AND WHEREAS the Canadian Action Plan to Address the Threat of Aquatic Invasive Species recognizes that the urgency and magnitude of the threat suggest the need for new investment, and notes that the federal, provincial, and territorial governments bear overall the responsibility for putting this plan into action, in partnership with other stakeholders;

AND WHEREAS Ontario's Invasive species strategic plan (2012) states that early detection and containment of Water Soldier have been critically important in the Province's efforts to eradicate this species and that once established, they are extremely difficult and costly to control and eradicate;

AND WHEREAS the Town of Georgina and other watershed advocacy organizations have consistently called for strong municipal, provincial, and federal leadership, sustained funding, and coordinated action to protect Lake Simcoe from emerging environmental threats, including invasive species;

THEREFORE be it resolved that:

1. Council acknowledges the discovery of 450 hectares of water soldier in Lake Simcoe as a matter of significant concern to lake health, recreational use, and public safety, and requires timely and coordinated action.
2. Council recognizes the need for immediate action to prevent the spread of water soldier, minimize increased pressures on shoreline residents and businesses over time, and maintain the viability of future management options.
3. Council endorses the 2026 Integrated Management Plan Approach proposed by the Lake Simcoe Water Soldier Working Group, to 'draw a line' and initially address the smaller populations to reduce the spread beyond Cook's Bay.
4. Council urges the Province of Ontario (such as Ministry of Natural Resources and/or Ministry of the Environment, Conservation and Parks) and Government of Canada (such as Department of Fisheries and Oceans and/or Canada Water Agency) to provide immediate funding for the 2026 Integrated Management Plan Implementation, estimated at \$750,000 to \$1.5 million.
5. Council supports the approach of using 2026 management results to inform long-term management strategies for larger southern populations in Cook's Bay.
6. Council urges the Province of Ontario (such as Ministry of Natural Resources and/or Ministry of the Environment, Conservation and Parks) and Government of Canada (such as the Department of Fisheries and Oceans and/or Canada Water Agency) to provide longer term funding to manage the current population of water soldier in Lake Simcoe, estimated at \$5 million over five years (2026-2030).
7. Council reaffirms its support of Town staff participating in the Lake Simcoe Water Soldier Working Group to support implementation and communication to residents.

8. Council urges each municipality in the Lake Simcoe watershed to similarly designate staff representation on the Lake Simcoe Water Soldier Working Group.
9. Council requests that every municipality in the Lake Simcoe watershed designate up to \$10,000 through their 2027 budget toward a lead agency to advocate on behalf of the municipalities in the watershed.
10. Council supports enhanced public education and prevention initiatives, including 'Clean, Drain, Dry' messaging and reporting tools, to reduce the risk of further spread of water soldier through recreational and shoreline activities.
11. Council requests a bi-annual update from the Lake Simcoe Water Soldier Working Group on the status of water soldier monitoring and management in Lake Simcoe.
12. Council requests that this motion be circulated to MP Jacob Mantle and MPP Caroline Mulroney's offices and requests a meeting with them to discuss the issue.
13. Council requests that a joint delegation be requested through the Association of Municipalities of Ontario with the Minister of Natural Resources and the Minister of Environment, Conservation, and Parks to brief them on the issue, in partnership with other local governments around Lake Simcoe.
14. Council requests that this motion be sent to municipalities and First Nations within the Lake Simcoe watershed.
15. Following the delegations from the Invasive Species Centre to each municipality bordering Lake Simcoe, Council encourages each municipality to endorse a similar motion.

We respectfully request your careful consideration of this motion.

If you have any questions, please contact Alex Demoe, Executive Assistant to the Mayor and Council, at 905-476-4301, extension 2261 or [ademoe@georgina.ca](mailto:ademoe@georgina.ca).

Sincerely,



Rachel Dillabough  
Town Clerk  
The Corporation of the Town of Georgina  
Email: [rdillabough@georgina.ca](mailto:rdillabough@georgina.ca)

cc: Honourable Tom Hodgson, Minister of Natural Resources, [tim.hodgson@parl.gc.ca](mailto:tim.hodgson@parl.gc.ca)  
Honourable Todd McCarthy, Minister of Environment, Conservation and Parks, [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)  
Honourable Joanne Thompson, Minister of Fisheries and Oceans, [DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca](mailto:DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)  
Mark Fisher, President, Canada Water Agency, [president@cwa-aec.gc.ca](mailto:president@cwa-aec.gc.ca)  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Jacob Mantle, MP, [Jacob.mantle@parl.gc.ca](mailto:Jacob.mantle@parl.gc.ca)

Honourable Caroline Mulroney, MPP, [caroline.mulroneyco@pc.ola.org](mailto:caroline.mulroneyco@pc.ola.org)

Lake Simcoe Watershed municipalities

Chippewas of Georgina Island First Nation; [kelsey.trivett@georginaisland.com](mailto:kelsey.trivett@georginaisland.com)

Chippewas of Rama First Nation [communications@ramafirstnation.ca](mailto:communications@ramafirstnation.ca)

Georgina Environmental Advisory Committee



# Responding to Water Soldier in Lake Simcoe

February 25, 2026

Invasive Species Centre on behalf of the Lake Simcoe  
Water Soldier Working Group

# Water Soldier Detection in Lake Simcoe

- Water soldier is an aquatic invasive species native to Europe and Northwest Asia
- First detected in North America in the Trent-Severn Waterway in Trent Hills (2008)
- In 2024, ~40 floating plants were detected in outside Young's Harbour
- Initial shoreline surveying in 2024 determined:
  - Large well-established infestation
  - Spatially limited to Cook's Bay between Holland River and Keswick (6 kms)



# Lake Simcoe Water Soldier Working Group

**Purpose:** a collaborative effort to support water soldier surveillance, monitoring and response in Lake Simcoe, and explore options to reduce impacts of this new plant.

## Focuses:

- Communications and outreach
- Monitoring plan development & implementation
- Control plan development & partnership identification



**OFAH  
FOUNDATION**



**Invasive  
Species  
Centre**



**GEORGINA  
ISLAND**



**Chippewas of RAMA  
First Nation**



**Ducks Unlimited  
Canada**



**Canada**



**GEORGINA**



**Lake Simcoe Region  
conservation authority**



**Innisfil**



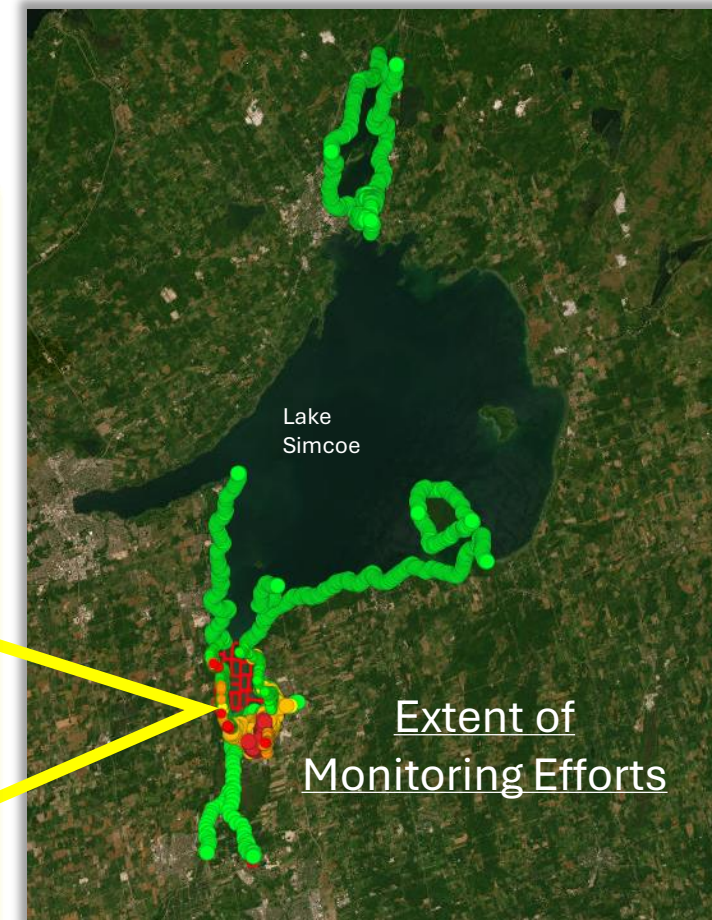
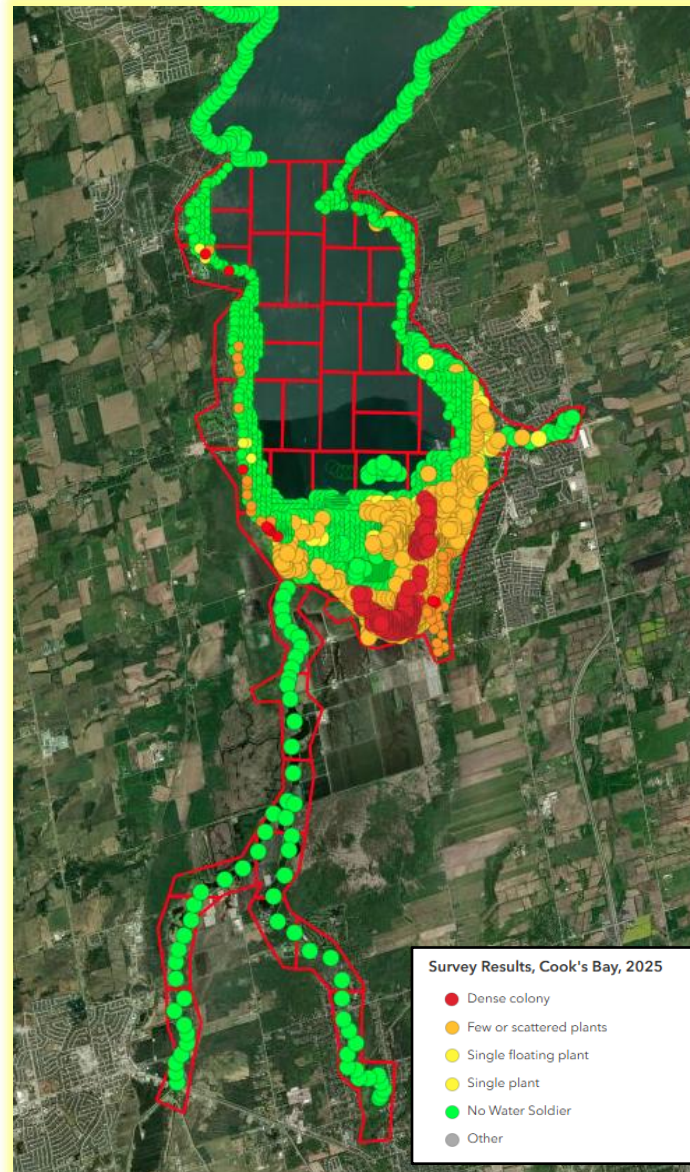
**York Region**

**Ontario**



# Monitoring 2025 Findings

- Inter-agency monitoring team made up of various organizations:
  - Chippewas of Rama First Nation
  - Chippewas of Georgina Island First Nation
  - OFAH Foundation
- Monitored over 5,000 ha of Lake Simcoe
- Completed over 3,000-point intercepts
- No plants found in the Holland River
- **~450 ha** of water soldier was found in Cook's Bay



# Water Soldier Lake Simcoe Photos



Dense Water soldier colony emergent and submergent form Lake Simcoe, 2025



Dense Water soldier colony emergent and submergent form drone photo Ducks Unlimited Lake Simcoe, 2025

# Water Soldier Impacts to Lake Simcoe



## Impacts to Lake Simcoe's Health

Disrupting progress that has been done to improve the lake health

Increase stagnant water which lead to algae blooms

Decrease native plant biodiversity



## Impacts to Lake Simcoe's Recreation

Dense mats inhibits recreational activities such as

- Swimming
- Boating
- Angling
- Water skiing
- Waterfowl hunting
- Sharp serrated leaves make it hard to handle WS plants



## Impacts to local landowners and users of the lake

Local farmers irrigation (Holland Marsh Famers)

Township water intakes

Waterfront properties access

Recreational access

# We are at a critical juncture ...

- Plants are contained to Cook's Bay (2025) for now, but spread risk is increasing
- Action is essential to prevent further expansion
- No single agency can manage this alone – cross-agency coordination is required
- The working group's combined expertise and shared response capacity are key to success



An aerial photograph of a lake with a large, dense green algal bloom covering a significant portion of the water surface. In the foreground, a large motorboat with several people on board is visible. Further back, there are two smaller kayaks and a blue canoe. The background shows a shoreline with tall reeds and a clear blue sky.

# Risk of Doing Nothing

- High probability of subsequent spread within and outside Lake Simcoe
- Increased pressures on shoreline residents and businesses over time
- Inhibits viability of alternative future management options

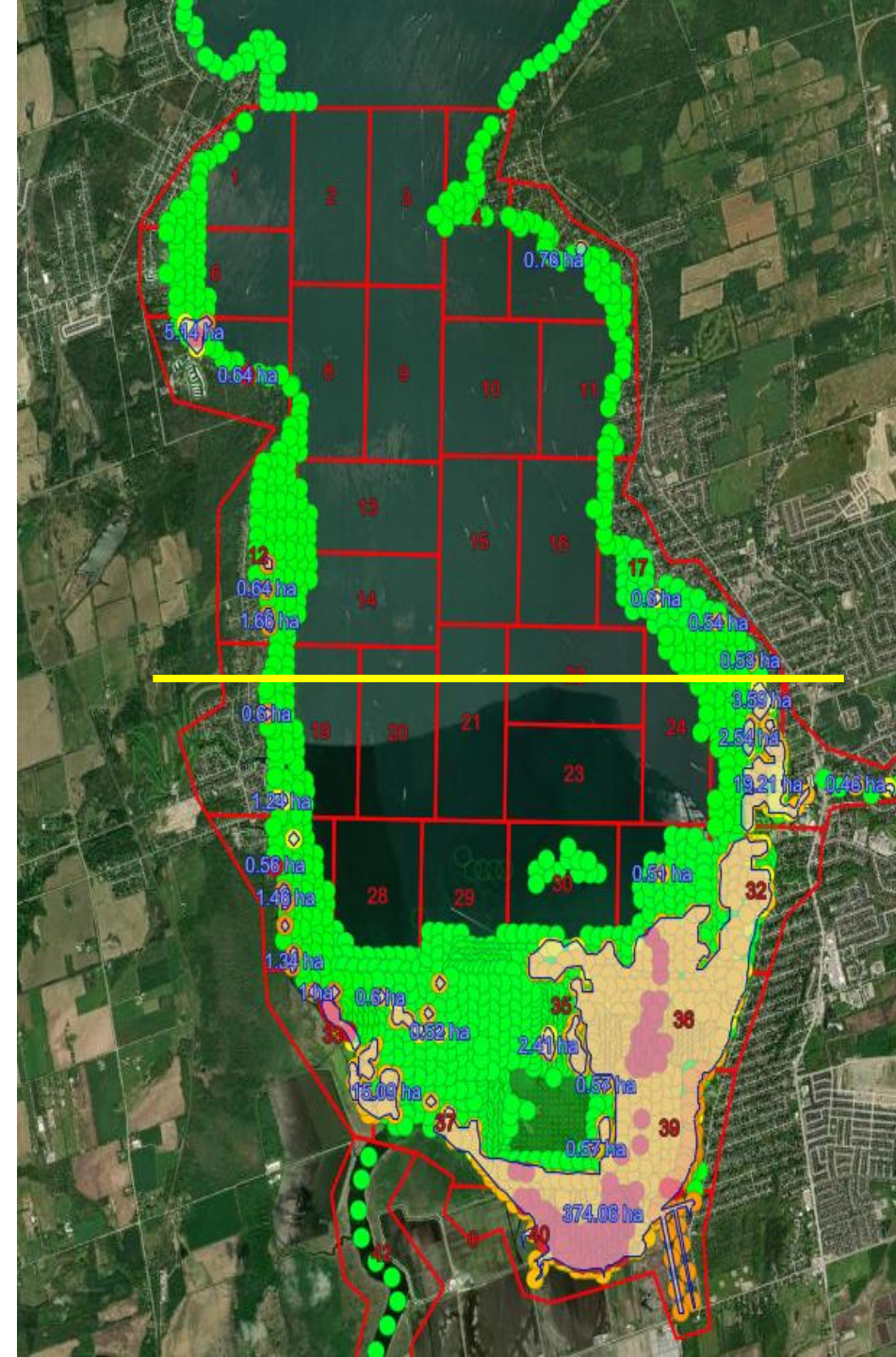
# Proposed Plan Water Soldier in 2026

- **Integrated Management Plan in progress:** data gathering, knowledge review, and management options being developed (anticipated DRAFT April 2026)
- **Engage with Municipalities:** (ongoing)
- **Funding:** secure consistent funding (*estimated treatment cost ~ \$5M over 5 years*) establish clear timelines, goals and milestones (ongoing)
- **Detection and Monitoring:** increase surveillance and monitoring (summer 2026)
- **Proposed Management Implementation:** Collective agency support, phase 1 of management plan (summer 2026)
- **Monitor results of management :** Establish coordinated action for the coming years and finalize phase 2 of management plan (Fall – Winter 2026)



# Working Group Integrated Management Plan Approach 2026

- Use the distribution map to “draw a line” separating priority management areas
- Address smaller, northern populations first reducing spread into lake
- Use results to inform long-term management strategies for larger southern populations
- Combine management tools to:
  - Reduce infestation size
  - Slow further spread
  - Support long-term control within Cook’s Bay
- Projected estimated range \$750k - \$1.5M per year



# A Path to Success: Collaborative Action



## **Strong Provincial and Federal Interest: partnerships and direct support**

Supporting monitoring key management activities

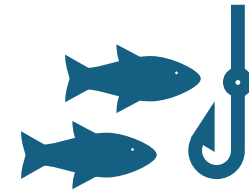


## **Local Municipal Involvement**

Participation in Working Group

Endorse Management Plan

Communications Support



## **Lake Simcoe Region Conservation Authority Expertise**

Data, monitoring and technical support

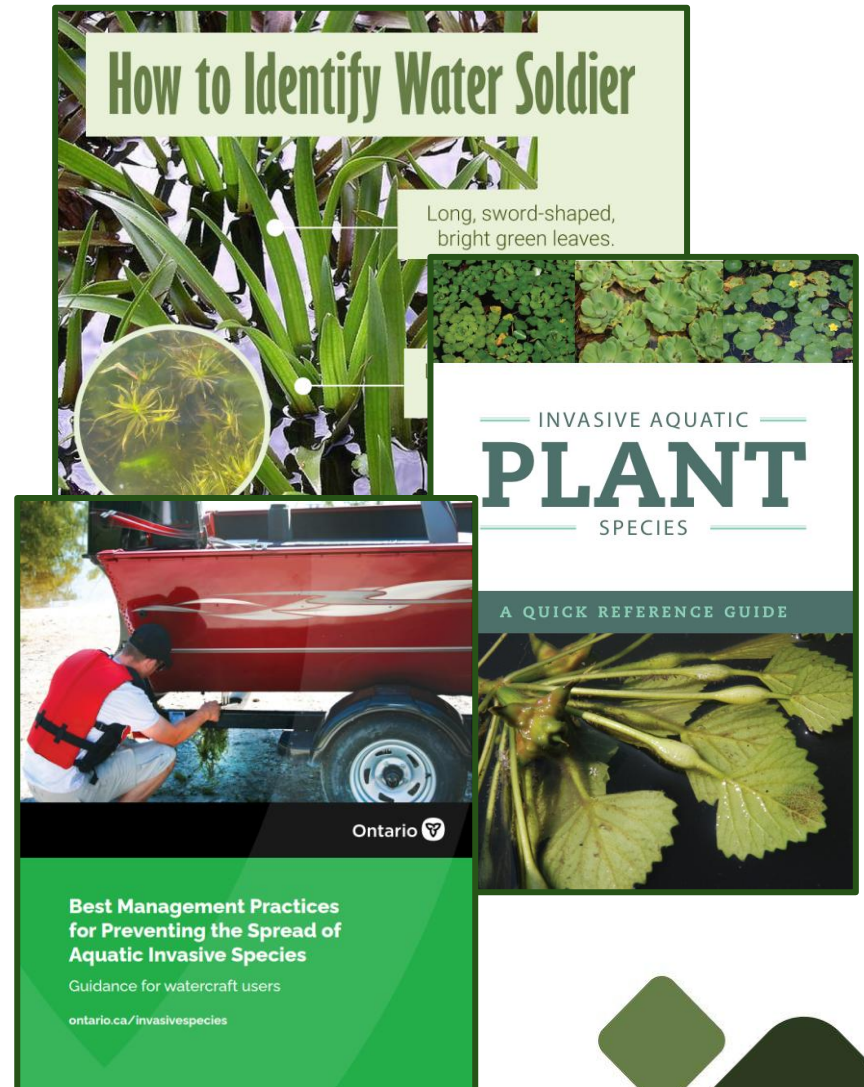
Communication and Outreach

# Communications Overview - Possible Tactics

Sharing this message is a collective effort. With support from partner organizations, we can increase awareness, encourage responsible action, and prevent the further spread of water soldier on Lake Simcoe.

Opportunities for Town of Georgina support:

- Signage at marinas, boat launches, and other key watercraft spots
- Social media posts with key messages and calls to action
- Information on website with links to central water soldier page (in development!)
- Article in the quarterly newsletter
- Resources available at local events
- Connections to tourism bureaus, private marinas, boat rentals, bait and tackle shops, and other in the target audience list



# Future Direction

## Winter 2026

- Continue Lake Simcoe Water Soldier Working Group - recruit new members
- Continue communication and outreach with the public and key stakeholders and rightsholders

## Winter/Spring 2026

- Integrated Management Plan – development continues: collecting data, reviewing current knowledge
- Evaluate risks and benefits – ecological, operational, and social considerations
- Seeking feedback – from working group members, stakeholders, rights holders and experts
- Establish coordinated action for the coming years

## Summer/Fall 2026

- Increase monitoring and surveillance
- Propose Implementation of phase one management plan
- Monitor results of management and finalize phase 2 of management plan



# Colin Cassin

Executive Director

[ccassin@invasivespeciescentre.ca](mailto:ccassin@invasivespeciescentre.ca)

# Katie Church

Aquatic Invasive Plant Coordinator

[kchurch@invasivespeciescentre.ca](mailto:kchurch@invasivespeciescentre.ca)





# Newmarket Public Library Board

## Minutes

Date: Wednesday, March 18, 2026  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

Members Present: Darryl Gray  
Kelly Broome  
Victor Woodhouse  
Councillor Morrison  
Neila Poscente  
Beth Stevenson  
Rex Taylor

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

### 1. Call to Order

The Chair called the meeting to order at 6:02 pm.

### 2. Adoption of Agenda Items

- 2.1 Adoption of the Regular Agenda
- 2.2 Adoption of the Closed Session Agenda
- 2.3 Adoption of the Consent Agenda Items

One agenda item was added under New Business.

**Motion 26-03-05**

**Moved by** Rex Taylor

**Seconded by** Neila Poscente

**That** items 2.1 to 2.3 be adopted as amended.

**Carried**

**3. Declarations**

None were declared.

**4. Presentation: 2025 Library Project Highlights - Manager, Planning and Library Operations**

The Manager, Planning and Library Operations presented highlights of projects completed in 2025 that enhanced the library's functionality, appearance, and overall user experience. Improvements included painting the second floor, installing study pods on the lower level to support quiet and collaborative work, and adding a new information desk on the upper level to improve service delivery and staff interaction. Proposed projects for 2026 were also presented, continuing the strategic direction of creating welcoming and accessible spaces.

Board members thanked the Manager of Planning and Operations for the successful completion of these projects.

**Motion 26-03-06**

**Moved by** Rex Taylor

**Seconded by** Kelly Broome

**That** the Library Board receive the presentation on 2025 Library Project Highlights;

**And that** the Library Board supports the 2026 Projects presented funded from Operating Reserves up to \$110,000.

**Carried**

**5. Consent Agenda Items**

5.1 Adoption of the regular Library Board meeting minutes for Wednesday, January 21, 2026

- 5.2 Adoption of the Closed Session minutes for Wednesday, January 21, 2026
- 5.3 Strategic Operations Report for January and February, 2026

**Motion 26-03-07**

**Moved by** Beth Stevenson

**Seconded by** Neila Poscente

**That** items 5.1 to 5.3 be approved and adopted as presented.

**Carried**

**6. Reports**

- 6.1 2025 Draft Community Report

The Library Board reviewed the draft 2025 Community Report. The report provided highlights of the Library's achievements in 2025 and impact of its programs and services has had in strengthening community connection and engagement.

**Motion 26-03-08**

**Moved by** Rex Taylor

**Seconded by** Trevor Morrison

**That** the Library Board receive the draft 2025 Community Report as presented.

**Carried**

**7. Business Arising**

- 7.1 Library Metrics Working Group Update

The Chair of the Metrics Working Group provided an update on the group's progress in identifying benchmarks and key data sources to support the development of the Balanced Scorecard for reporting on the Library's performance.

**Motion 26-03-09**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** the Library Board receive the verbal update from the Library Metrics Working Group.

**Carried**

7.2 Library Board Action List

The Library Board reviewed the Action List.

**Motion 26-03-11**

**Moved by** Rex Taylor

**Seconded by** Kelly Broome

**That** the Library Board receive the Action List as presented.

**Carried**

**8. New Business**

8.1 Library Outreach Vehicle

The Library Board discussed a proposal to expand services through the operation of an Outreach Vehicle and agreed to form a small working group to explore options.

**Motion 26-03-12**

**Moved by** Kelly Broome

**Seconded by** Trevor Morrison

**That** the Library Board create a small working group consisting of two board members and Library Staff explore options for an outreach vehicle;

**And That** the working group report back to the Board with a plan and recommendations at a future meeting.

**Carried**

**9. Closed Session**

There were no Closed Session items.

**10. Dates of Future Meetings**

The next regular Library Board meeting is scheduled for Wednesday, April 15, 2026 at 5:30 pm, Library Board room.

**11. Adjournment**

**Motion 26-03-13**

**Moved by** Rex Taylor

**Seconded by** Beth Stevenson

**That** there being no further business the meeting adjourn at 6:52 pm.

**Carried**

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Darryl Gray, Chair

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Tracy Munusami, Secretary/Treasurer





# Town of Newmarket

## Minutes

### Elman W. Campbell Museum Board of Management

Date: Wednesday, March 25, 2026

Time: 7:00 PM

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

Members Present: Jackie Playter, Chair  
Ron Atkins  
Billie Locke  
Councillor Woodhouse  
Elaine Adam

Members Absent: Alexis Gada  
Nancy Fish  
Krista Rauchenstein

Staff Present: S. Ernst, Supervisor Culture Programs  
N. Joinville, Cultural Programmer - History and Heritage  
S. Granat, Legislative Coordinator

Meeting was called to order at 7:00 PM.

Jackie Playter in the Chair

#### 1. Notice

Jackie Playter advised that members of the public could attend the Elman W. Campbell Museum Board meeting in person only at 134 Main Street South, Newmarket.

#### 2. Additions & Corrections to the Agenda

None.

**3. Conflict of Interest Declarations**

None.

**4. Approval of Minutes**

**4.1 Elman W. Campbell Museum Board of Management meeting minutes of February 25, 2026**

Moved by: Councillor Woodhouse

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board of Management meeting minutes of February 25, 2026 be approved.

**Carried**

**5. Items**

**5.1 Elman W. Campbell Museum Monthly Report**

Board Members queried staff regarding book club attendance including turnout and ages.

Moved by: Elaine Adam

Seconded by: Ron Atkins

1. That the report entitled Museum Monthly Report dated February 2026, be received for the Museum Board's information.

**Carried**

**5.2 Museum Reserve and Elman Campbell Reserve Accounts**

Moved by: Ron Atkins

Seconded by: Billie Locke

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

**Carried**

### **5.3 High Tea Progress**

Elaine Adam provided an update regarding High Tea Progress including the date, time, location, set-up date and time, catering delivery, volunteer timing and assignments, clean-up, seating arrangements, tea pot numbers and selection, Museum display, information table, accepting payment, food and beverages, flatware and cutlery arrangements, pianist, decor, donations, expenses, and financial processing.

Board Members queried staff regarding Harmonized Sales Tax, financial processing and reimbursement, waiving the rental charge, and tech support.

Board Members discussed the ticket surcharge.

Moved by: Councillor Woodhouse

Seconded by: Ron Atkins

1. That the High Tea Progress update be received.

**Carried**

## **6. Outstanding Matters**

The Legislative Coordinator provided an update regarding Accessible Parking Space, including current status.

Jackie Playter provided an update regarding meeting the Chair of the Accessibility Advisory Committee.

## **7. New Business**

### **7.1 Building Maintenance**

Ron Atkins queried staff regarding Building Maintenance including brick repointing. Maintenance at the Building - repointing the brick work,

### **7.2 Children's Programming**

Elaine Adam provided an update regarding Children's Programming including positive feedback from a recent event.

**7.3 Donation Display**

Elaine Adam provided an update regarding the display of donations including recent feedback.

**7.4 Front Door**

Councillor Woodhouse queried staff regarding the front door including the timeline for opening, signage, and visibility from Main Street South.

**8. Adjournment**

Moved by: Elaine Adam

Seconded by: Billie Locke

1. That the meeting be adjourned at 7:21 PM.

**Carried**

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Jackie Playter, Chair

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Date