

## **Additions & Corrections to the Agenda**

Additional items to this Agenda are shown under the Addendum heading.

## **Declarations of Pecuniary Interest**

## **Presentations & Recognitions**

## **Deputations**

1. Mr. Hans Honegger of Bon Eco Design to address Committee with a PowerPoint presentation showing details of Keith Bridge historic plaques as part of the VivaNext transformation. (PowerPoint presentation to be provided at meeting)

## **Consent Items (Items 2 to 19 and 21 to 23)**

2. Correspondence dated April 29, 2014 from Mr. Clinton Shane Ekdahl requesting that May 29, 2014 be proclaimed as 'Day of the Honey Bee' in the Town of Newmarket. p. 1

Recommendations:

a) THAT the correspondence dated April 29, 2014 from Mr. Clinton Shane Ekdahl be received and the following recommendations be adopted:

i) THAT the Town of Newmarket proclaim May 29, 2014 as 'Day of the Honey Bee';

ii) AND THAT the proclamation be advertised in the Town Page advertisement and on the Town's website [www.newmarket.ca](http://www.newmarket.ca)

3. Newmarket Public Library Board Minutes of March 19, 2014. p. 6

The Newmarket Public Library Board recommends:

a) THAT the Newmarket Public Library Board Minutes of March 19, 2014 be received.

4. Street Naming Committee Minutes of April 15, 2014. p. 10

The Street Naming Committee recommends:

a) THAT the Street Naming Committee Minutes of April 15, 2014 be received.

5. Heritage Newmarket Advisory Committee Minutes of February 4 and March 4, 2014. p. 13

The Heritage Newmarket Advisory Committee recommends:

a) THAT the Heritage Newmarket Advisory Committee Minutes of February 4 and March 4, 2014 be received.

6. Correspondence dated April 4, 2014 from Mr. David Hanson, President, Newmarket Soccer Club requesting exemption from the Parking By-law for soccer tournaments. p. 21

Recommendation:

a) THAT the correspondence dated April 4, 2014 from Mr. David Hanson, President, Newmarket Soccer Club be received and the request that the Town of Newmarket provide exemptions from the parking restrictions for Newmarket Soccer Club's Annual Tournaments, being Microfest on June 14, 2014; Soccerfest on June 21 and 22, 2014, Heart of York on August 9 and 10, 2014 and NSC Challenge Cup on August 23, 2014 be approved in principle subject to staff's final approval and/or conditions of approval regarding the parking exemption locations.

7. Development and Infrastructure Services Report - Planning and Building Services 2014-20 dated May 20, 2014 regarding the 2014 Annual Servicing Allocation Review. p. 22

The Commissioner of Development and Infrastructure Services and the Director of Planning and Building Services recommend:

a) THAT Development and Infrastructure Services Report - Planning and Building Services 2014-20 dated May 20, 2014 regarding the 2014 Annual Servicing Allocation Review be received and the following recommendations be adopted:

i) THAT all previously distributed servicing capacity be re-instated;

ii) AND THAT the Town continue to hold the balance of its unassigned and uncommitted servicing capacity (3989 people) in a strategic reserve.

8. Community Services Report - Recreation and Culture 2014-14 dated April 16, p. 26 2014 regarding the 2014 Kanata Festival.

The Commissioner of Community Services and the Director of Recreation and Culture recommend:

a) THAT Community Services Report - Recreation and Culture 2014-14 dated April 16, 2014 regarding the 2014 Kanata Festival be received and the following recommendations be adopted:

THAT Council grants permission for the following:

i) Upper Canada Volunteer Regiment Organization (UCVRO) and Newmarket Scouts to camp overnight at Fairy Lake Park from Monday June 30th to Tuesday July 1st, 2014;

ii) Upper Canada Volunteer Regiment Organization (UCVRO) to have an open campfire while camping overnight at Fairy Lake Park provided that approval is obtained from Central York Fire Services;

iii) Upper Canada Volunteer Regiment Organization (UCVRO) be allowed to discharge their firearms and cannon during the Kanata Festival on Tuesday, July 1st, 2014;

iv) Fireworks be displayed on Tuesday July 1st, 2014 at George Richardson Park, and;

v) Central York Fire Services to be present at Fairy Lake Park on Tuesday July 1st, 2014 to help celebrate Canada Day.

9. Development and Infrastructure Services Report - Engineering Services 2014-33 p. 28 dated May 6, 2014 regarding Woodspring Avenue North of Bonshaw Avenue Bicycle Lanes.

The Commissioner of Development and Infrastructure Services and the Director of Engineering Services recommend:

a) THAT Development and Infrastructure Services Report - Engineering Services 2014-33 dated May 6, 2014 regarding Woodspring Avenue North of Bonshaw Avenue Bicycle Lanes be received and the following recommendations be adopted:

i) THAT Schedule XI (Bike Lanes) of the Traffic By-law 2011-24, as amended, be amended by deleting the following: Woodspring Avenue from Bathurst Street to Bonshaw Avenue;

ii) AND THAT Schedule XI (Bike Lanes) of the Traffic By-law 2011-24, as amended, be amended by adding the following: Woodspring Avenue from Bathurst Street to Town limit;

iii) AND THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be amended by deleting the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Woodspring Avenue	East	Bonshaw to the northern terminus	7:00am to 9:00am 4:00pm to 6:00pm

iv) AND THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Woodspring Avenue	Both	Bonshaw Avenue north to Town limit	Anytime

v) AND THAT the necessary By-law be prepared and submitted to Council for its approval;

vi) AND THAT a copy of this report with the Council Extract be forwarded to the Town of East Gwillimbury.

10. Development and Infrastructure Services Report - Public Works Services 2014-36 dated May 7, 2014 regarding Graffiti Removal Services - Update. (See Item 23)
11. Corporate Services Report - Legislative Services - Clerk's 2014-12 dated May 1, 2014 regarding Carnival - Magical Midways Inc. p. 32

The Commissioner of Corporate Services and the Director of Legislative Services recommend:

a) THAT Corporate Services Report - Legislative Services - Clerk's 2014-12 dated May 1, 2014 regarding Carnival - Magical Midways Inc. for the location 20 Davis Drive be received and the application be approved subject to the following terms:



i) THAT the licence be issued for a period of seven consecutive days from July 22 to July 28, 2014 to permit the setting up and dismantling of amusement devices;

ii) AND THAT the actual operation of the carnival not exceed five consecutive days within that permitted time period.

12. Corporate Services Report - Legislative Services 2014-11 dated May 5, 2014 p. 34 regarding Potential Ward 3 Council Vacancy.

The Commissioner of Corporate Services and the Director of Legislative Services recommends:

THAT Corporate Services Report - Legislative Services 2014-11 dated May 5, 2014 regarding "Potential Ward 3 Council Vacancy" be received and the following recommendation be adopted:

a) THAT should a vacancy occur in the Ward 3 Council seat as a result of the June 12, 2014 provincial election, the following provisions would apply:

i) THAT the Ward 3 Council seat be declared vacant by resolution at Council's June 23, 2014 meeting and be filled by means of a Council appointment on an eligible elector in the Town of Newmarket in accordance with the Municipal Act;

ii) AND THAT the Clerk's Council Vacancy Procedures (attached as Schedule "A") be approved;

iii) AND THAT the Clerk schedule a Special Council meeting on July 21, 2014 (7:00 p.m.) to consider qualified Ward 3 Council vacancy candidates and appoint a qualified Ward 3 Council vacancy candidate.

13. Corporate Services Report - Financial Services 2014-18 dated April 29, 2014 p. 43 regarding the 2013 Capital Carry-overs.

The Commissioner of Corporate Services and the Director of Financial Services recommend:

a) THAT Corporate Services Report - Financial Services 2014-18 dated April 29, 2014 regarding the 2013 Capital Carry-overs be received and the following recommendation be adopted:

i) THAT \$272,046 of the 2013 cancelled amounts funded from Asset Replacement Fund be applied to the program Engineering for 2015 Projects, which was not included in the 2014 budget.

14. Corporate Services Report - Financial Services 2014-20 dated April 29, 2014 p. 47 regarding 2014 Reserves and Reserve Funds Budget.

The Commissioner of Corporate Services and the Director of Financial Services recommend:

a) THAT Corporate Services Report - Financial Services 2014-20 dated April 29, 2014 regarding 2014 Reserves and Reserve Funds Budget be received and the following recommendation be adopted:

i) THAT the projected revenues for the 2014 Reserves and Reserve Funds Budget, as set out in the attachment, be approved.

15. Corporate Services Report - Financial Services 2014-15 dated May 8, 2014 p. 59 regarding 2013 Development Charges.

The Commissioner of Corporate Services and the Director of Financial Services recommend:

a) THAT Corporate Services Report - Financial Services 2014-15 dated May 8, 2014 regarding 2013 Development Charges be received for information purposes.

16. Corporate Services Report - Financial Services 2014-16 dated April 28, 2014 p. 62 regarding the Property Tax Rates and By-law for 2014.

The Commissioner of Corporate Services and the Director of Financial Services recommend:

a) THAT Corporate Services Report - Financial Services 2014-16 dated April 28, 2014 regarding the Property Tax Rates and By-law for 2014 be received and the following recommendations be adopted:

i) THAT the property tax rates for 2014, as applied to the 2014 Returned Assessment Roll, be set for Town purposes, as follows:

Property Class	Tax Rate
Residential	0.395166%
Multi-Residential	0.395166%
Commercial	0.441479%
Industrial	0.518616%
Pipelines	0.363158%
Farmland	0.098792%

ii) AND THAT the applicable tax rate by-law attached as Appendix 'A' be forwarded to Council for approval.

17. Corporate Services Report - Financial Services 2014-23 dated May 1, 2014 p. 70  
regarding Tax-Write-offs Pursuant to the Municipal Act, 2001.

The Commissioner of Corporate Services and the Director of Financial Services recommend:

a) THAT Corporate Services Report - Financial Services 2014-23 dated May 1, 2014 regarding Tax Write-offs Pursuant to the Municipal Act, 2001 be received and the tax adjustments outlined in Appendix 1 be approved.

18. Office of the CAO - Corporate Communications and Corporate Policy Committee p. 73  
Joint Report 2014-01 dated May 6, 2014 regarding new Corporate Policy - Staff Social Media Policy.

The Director of Corporate Communications recommends:

a) THAT Corporate Communications and Corporate Policy Committee Joint Report 2014-01 dated May 6, 2014 regarding New Corporate Policy - Staff Social Media Policy be received and the following recommendation be adopted:

i) THAT Council approves the attached Staff Social Media Policy COMMM.3-01.

19. Outstanding Matters List. p. 89

Recommendation:

THAT the Outstanding Matters List be received.

## **Action Items**

## **Correspondence & Petitions**

## **Reports by Regional Representatives**

## **Notices of Motion**

## **Motions**

## **New Business**

## **Closed Session (if required)**

The Closed Session Agenda and Reports will be circulated under separate cover (Goldenrod).

20. Development and Infrastructure Services Report - Planning and Building Services (Closed Session) 2014-21 regarding a proposed acquisition of land by the municipality. (Ward 5)

## **Public Hearing Matters**

### **Addendum (Additions and Corrections)**

21. Correspondence dated May 14, 2014 from Ms. Nicole Champagne, Assistant of Communications and Quality Assurance, DeafBlind Ontario Services requesting that June, 2014 be proclaimed 'DeafBlind Awareness Month' in the Town of Newmarket. p. 92

Recommendations:

a) THAT the correspondence dated May 14, 2014 from Ms. Nicole Champagne, DeafBlind Ontario Services be received and the following recommendations be adopted:

i) THAT the Town of Newmarket proclaim June, 2014 as 'DeafBlind Awareness Month';

ii) AND THAT the proclamation be advertised in the Town Page advertisement and on the Town's website [www.newmarket.ca](http://www.newmarket.ca)

22. Mr. Brian Lambie, President, Redbrick Communications Inc. to address the Committee with a presentation related to Office of the CAO - Corporate Communications and Corporate Policy Committee Joint Report 2014-01 dated May 6, 2014 regarding new Corporate Policy - Staff Social Media Policy. (Related to Item 18) (Presentation to be provided at meeting)

23. Development and Infrastructure Services Report - Public Works Services 2014-36 dated May 7, 2014 regarding Graffiti Removal Services - Update. (Related to Item 10) p. 93

The Commissioner of Development and Infrastructure Services and the Director of Public Works Services recommend:

a) THAT Development and Infrastructure Services Report - Public Works Services 2014-36 dated May 7, 2014 regarding Graffiti Removal Services - Update be received and the following recommendations be adopted:

i) THAT staff continue to contract Graffiti removal services, in the amount of \$15,000 for 2014;

ii) AND THAT the \$15,000 for contracted graffiti removal services continue to be included as part of the annual Parks and Property Services Operating Budget;

iii) AND THAT an additional \$5,000 be included in the same budget item to address graffiti on the Tom Taylor Trail markers.

## **Adjournment**

April 29, 2014

Good day Your Worship and Councillors:

Over five years ago, I began an ambitious campaign to change the world and to transform the way people viewed their place in it. This is the fifth time I have written to this Council; and I hope that you will continue to be a part of the change I speak of. I write again about the alarming Honey Bee decline in Canada.

Many people have yet to realise how important Honey Bees are to our way of life. This is troubling because Honey Bees are responsible for a third of all food we eat. Honey Bees are responsible for 70 percent of our food crop pollination. They are also critical in dairy, beef and pork production. They are a keystone species; the very cornerstone to the sustainability of our agriculture and the primary basis of stability for our fragile environment. This issue is ever more severe because Honey Bees continue to die at alarming and catastrophic rates in Canada and in every country where they are raised.

There are many explanations offered to illuminate causes of Honey Bee disappearances. The most sinister among them is irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. This matter is currently a source of passionate debate between Canadian Beekeepers and Federal and Provincial Governments. Yet, the average person continues to be left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. Bernard Vallat, the Director-General of The World Organisation for Animal Health, warned, that "Bees contribute to global food security, and their extinction would represent a terrible biological disaster." Indeed, the demise of the Honey Bee would ensure the extinction of thousands of dependant animal and plant species, bring about the collapse of the food chain and guarantee the destruction of sustainable agriculture, our economy and the environment. As Honey Bees continue to perish, this represents a severe threat to the security of our Nation.

According to the Canadian Honey Council, "The value of honey bees to pollination of crops is estimated at over \$2 billion annually." The Canadian Association of Professional Apiarists (CAPA) suggested that Canada sustained a national average of honey bee deaths of 29.3 % in 2011. Another source indicated that in 2012 almost 99,000 hives died or became unproductive. Also according to CAPA, in 2013 the national average of honey bee deaths was 28.6%. This same 2013 report confirms that one Canadian province lost almost half of its bees and no province was shown to have a sustainable loss of 15% or lower. The national loss of honey bees is twice what is considered sustainable. Alarmingly, Honey Bees have been disappearing at

percentages considered unsustainable for over fifteen years. Yet, the populace is largely unaware of this threat or what it truly represents.

The primary of all known solutions to this crisis is education, awareness and proactive government participation. Without understanding that there is a problem, we have seen that the general public will take for granted the severity of this global crisis. It is for this reason that I began the "Day of the Honey Bee" campaign in 2009. While it proudly originated in Saskatoon Saskatchewan, it did not end until it spread from coast to coast and found root in provinces and municipalities representing over 25% of the country. I had an inspired dream that if municipal governments across Canada were to be unified by a collective, singular proclamation in dedication to the Honey Bee, that more people, through media attention, would be made aware of their alarming decline... ...And resolve to take necessary action to save this critically important creature and prevent a permanent loss of color and vitality in our world. It was further hoped that this support would galvanise the Federal Government to take necessary steps to safeguard this important insect pollinator.

With the support of over 70 municipal governments, May 29, 2010 was recognised as the first annual "Day of the Honey Bee". It was recognised in official declaration by three provinces – Saskatchewan, Manitoba and British Columbia. This important venture was also recorded in the Legislative Assembly Hansard of Alberta.

The Standing Committee on Agriculture and Agri-Food Canada suggested, "That the Government (of Canada) follow in the footsteps of the Province of Saskatchewan... ...by proclaiming May 29, 2010 as the National Day of the Honey Bee and that this be reported to the House." As a result, "Day of the Honey Bee" is currently a Motion in the House of Commons, submitted by Mr. Alex Atamanenko, Member of Parliament for BC Southern Interior.

In 2011, "Day of the Honey Bee" was endorsed for a second time by Saskatchewan, Manitoba and British Columbia; and supported by 163 municipal governments across Canada. In 2012, this day was celebrated by three provinces; and 179 municipal governments; while many were issued in perpetuity! Last year, almost 200 municipal governments issued a proclamation and this day was an even greater success. Additionally, many municipalities sent letters of endorsement to their Provincial Government and the Federal Government of Canada, calling for a declaration of a new National Day in Canada. In other words, since 2010 there have been 328 municipal governments and 3 provincial governments which have supported "Day of the Honey Bee" – or what represents almost 30% of Canada.

Furthermore, because of this amazing support, more people learned about the plight of Honey Bees. All across Canada, hundreds of activities and events were

planned for May 29<sup>th</sup> and the week surrounding this date. The potential that this day possesses is undeniable. If given official support by this Council “Day of the Honey Bee” can serve to educate the people, stimulate local economy, farmer’s markets and fairs; produce revenue for local beekeepers, as well as generate research funding.

Nonetheless, even though almost a third of the population of Canada has supported the establishment of this day, I have not been able to gain the same level of success with many other Provincial Governments or the Federal Government of Canada. However, it is my hope that with my words, you may contribute to this continued success with the wisdom and authority your station affords.

And now therefore, I do humbly request the following:

- (a) That your Worship and Council, on behalf of your citizenry, resolve to proclaim May 29<sup>th</sup>, 2014 as the fifth annual “Day of the Honey Bee;” and, further, if bylaw allows, that this proclamation be issued in perpetuity (see sample Proclamation below);
- (b) That in the event proclamations are not issued as a matter of policy, that your Worship and Council please consider, for the purposes of educational awareness, making an exemption to that policy in order to greater serve the broader public interest;
- (c) That if there is a municipal ban on beekeeping within your influence, that in collaboration with your provincial apiarist and respecting provincial regulations, that your Worship and Council resolve to lift this ban and formally sanction “backyard” or hobbyist beekeeping within your jurisdiction;
- (d) That your Worship and Council resolve to support the establishment of a recognised “Day of the Honey Bee” by your Provincial Government, by writing a letter of endorsement to your respective Member of the Legislative Assembly, and the Minister of Agriculture for your province and your local media (See Form Letter below).
- (e) That your Worship and Council resolve to support a recognised “National Day of the Honey Bee” by the Federal Government of Canada, by writing a letter of endorsement to your respective Members of Parliament, to Alex Atamanenko, Member of Parliament for BC Southern Interior. [alex.atamanenko.a1@parl.gc.ca](mailto:alex.atamanenko.a1@parl.gc.ca); and the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food Canada (See Form Letter below).
- (f) And that in the event a proclamation, endorsement and or response are issued, that the original be sent to the address and contact information provided in this correspondence below; for the purpose of keeping accurate tally and record; and that if copies of your response are to be sent to apiarists, beekeeper-groups or other parties, that they be given copies.



By these requests, it is my goal that through collective proclamation, more of your citizenry will be made aware of the dire threats facing the Honey Bee; not only in your region but your province, across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

A handwritten signature in black ink, appearing to read 'Clinton Ekdahl', written in a cursive style.

Clinton Shane Ekdahl  
Founder of "Day of the Honey Bee"  
1040 University Drive  
Saskatoon, Saskatchewan, S7N-0K3  
1 (306) 651 – 3955 (Residence)  
1 (306) 381 – 3172 (Cell)  
[cccssssee@hotmail.co.uk](mailto:cccssssee@hotmail.co.uk)

*Proclamation*  
*Day of the Honey Bee*  
*May 29, 2014*

- Whereas,* Clinton Shane Ekdahl has applied to Council to proclaim May 29, 2014 as Day of the Honey Bee and that this day serves the broader public interest;
- Whereas,* A third of all the food Mankind consumes exists because of the tireless work of Honey Bees and seventy percent of our food crops are pollinated and partially, if not completely, dependent upon this keystone species;
- Whereas,* Honey Bees are disappearing at alarming and unsustainable rates all over the world for reasons not fully explained by science; but with the most likely cause being pesticides;
- Whereas,* Survival of the Honey Bee is surely linked with our own;
- Whereas,* This issue transcends all trivial human barriers of nationality, language, skin color, income, identity, ability, disability, sexuality, gender, religion, age, politics or membership;
- Whereas,* 328 jurisdictions representing almost 30 percent of Canadians have already endeavored to support "Day of the Honey Bee;"
- Now Therefore,* I, \_\_\_\_\_ Mayor of \_\_\_\_\_  
do hereby declare May 29, 2014 as "Day of the Honey Bee" and in issuing this proclamation, ask our citizens to recognise this day.

Official Municipal Seal.



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, March 19, 2014  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker – Chair  
Tara Brown  
Michael Castro (arrived at 5:20 pm)  
Tom Hempen  
John Taylor

**Regrets:** Wes Playter  
Tom Vegh – Vice Chair

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

**The Chair called the meeting to order at 5:10 p.m.**

**1. Adoption of Agenda Items**

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

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

**Motion 14.03.290**

**Moved by John Taylor  
Seconded by Tom Hempen**

**That Agendas i) to iii) be adopted as presented.**

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items:**

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, February 19, 2014
- ii) Strategic Operations Report for February, 2014
- iii) Library Statistical Data
- iv) Monthly Bank Transfer
- v) 2014 Business Plan

**Motion 14.03.291****Moved by Tara Brown****Seconded by John Taylor****That** Consent Agenda Items i), iii and iv) be received as presented.**Carried**

ii) Strategic Operation Report for February 19, 2014

Clarification was provided regarding the preliminary discussions with the Town of Newmarket on potential opportunities to provide library services in Town of Newmarket facilities. A report is being prepared for the Board on options and guidance regarding alternate library services.

**Motion 14.03.292****Moved by Tara Brown****Seconded by John Taylor****That** the Library Board receive the Strategic Operation Report for February 19, 2014 as presented**Carried**

v) 2014 Business Plan Final

Clarification regarding the development of a community advisory plan for the IdeaMarket program was given. The Library Board discussed the formation of a Committee that would continue to develop and promote the program in the community.

**Motion 14.03.293****Moved by John Taylor****Seconded by Tom Hempen****That** the Library Board receive the 2014 Business Plan as presented**Carried****4. Motion to Convene into a Closed Session**

There were no Closed Session items.

## 5. Reports

- i) Strategic Plan 2013-2016 Report to the Community, March 2014

The Library Board provided feedback on the formatting of the Strategic Plan 2013-2016 Report to the Community, March 2014. It was recommended that the Report to the Community be presented at an upcoming Town of Newmarket Council meeting and sent out to stakeholders.

## 6. Business Arising

- i) Letter of Support for York Region Broadband Strategy

A letter of support for the York Region Broadband Strategy from the Library Board Chair will be forwarded to the Chairman and Council Members of the Regional Municipality of York.

- ii) Action List

The Library Board discussed the following Action Items

- a) 3-13: Leading Boards Electronic Document Repository Renewal

The Library Board agreed to continue with the Leading Boards Electronic Repository subscription for one more year. Should there be an increase in the cost of the subscription the Library Board will be advised. The subscription will be reviewed on an annual basis.

- b) 4-13: Library Board Advocacy Group

The Library Board discussed how Board members can advocate and create more awareness of the importance of the Library to the Town of Newmarket Municipal Candidates and the Community of Newmarket.

### **Motion 14.03.294**

**Moved by Michael Castro**

**Seconded by Tara Brown**

**That** the Library Board directs the CEO to prepare an information package for the Town of Newmarket Municipal Candidates and bring back to the Library Board for approval.

**Carried**

## 7. New Business

- i) 2015 Ontario Library Association Superconference

The CEO is considering presenting a session on Community Engagement at the 2015 Ontario Library Association Superconference.

- ii) 2014 Newmarket Chamber of Commerce Home Show

The Library will be handing out library cards at the upcoming Newmarket Chamber of Commerce Home Show on March 28 to 30<sup>th</sup>. These cards are designed to allow a 90 day access to the Library's online resources.

## 8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, April 16, 2014 at 5:00 pm in the Library Board room

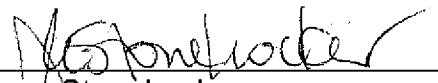
## 9. Adjournment.

**Motion 14.03.295**

**Moved by Michael Castro**

**Seconded by Tara Brown**

**That** there being no further business meeting adjourn at 6:20 pm

  
Joan Stonehocker  
Chair

  
Todd Kyle, CEO  
Secretary/Treasurer



# Town of Newmarket MINUTES

## STREET NAMING COMMITTEE

Town Hall, 395 Mulock Drive  
April 15, 2014 at 9:00 AM

A meeting of the Street Naming Committee was held on April 15, 2014 at 9:00 AM, at the offices of the Town of Newmarket, 395 Mulock Drive, Newmarket.

Present: E. Adam  
N. Friend  
S. Meehan

Staff: M. White, Planner

The meeting was called to order at 9:05 AM.

### 1. INTRODUCTIONS

Members introduced themselves to each other.

### 2. CHAIR

Elaine Adam volunteered to serve as chair for the remainder of the term.

### 3. ADDING NEW NAMES TO RESERVE LIST

#### a) Veterans' Names

Names of Newmarket veterans have been provided by the Veteran's Association and the Legion. The names were circulated to the Region and eight are allowable as street names.

Discussion:

Only veterans who had died would be added to the Reserve List, therefore Harwood was not approved.

The Committee also discussed the proposed name Remembrance Lane. The name was proposed by the OSPCA. It appears that Memory Lane was originally submitted for the former pet cemetery at 16440 Yonge St. Meghan will follow up with more information.

Motion:

Moved by: Norman Friend  
 Seconded by: Sonja Meehan

**THAT the following names of Newmarket veterans be added to the Reserve List.**

**Hurb Fletcher  
 Reg Harrison  
 Fildey  
 Ted Mitchell  
 Maguire  
 Clay Stone**

**CARRIED.**

Motion:

Moved by: Sonja Meehan  
 Seconded by: Norman Friend

**THAT Staff investigate the use of Memory Lane instead of Remembrance Lane.**

**CARRIED.**

- b) Resident requests: Jeremiah Hill (has been approved by the Region) and John Neo (not yet approved by Region)

Discussion:

The Committee reviewed the information provided by Ms. Hall in support of her ancestor and pioneer farmer Jeremiah Hill.

Motion:

Moved by: Norman Friend  
 Seconded by: Sonja Meehan

**THAT Jeremiah Hill be added to the Reserve List.**

**CARRIED.**

The Committee reviewed the information provided by Mr. James Neo with regard to his request to name a street after his brother John Neo and determined that it did not meet the criteria under Section 2.2.1 a) and b) of



the Street Naming Policy and Procedure. Staff will advise Mr. Neo in writing of the Committee's decision.

Motion:

Moved by: Sonja Meehan  
Seconded by: Norman Friend

**THAT staff advise Mr. Neo in writing that his request did not meet the criteria of the Street Naming Policy and Procedures.**

**CARRIED.**

**4. UPDATE ON IAC'S ROLE IN STREET NAMING PROCESS AND FUTURE MEETING**

Staff advised the Committee that the Inclusivity Advisory Committee (IAC) has requested not to be circulated future names prior to their addition to the Reserve List. The IAC does not want the responsibility of determining if a proposed name is "inclusive". The IAC has requested a meeting with the Committee to review the current criteria for street names and provide recommendations on how to ensure the criteria are inclusive. The Committee agreed to attend a future meeting with the IAC.

IAC will not be meeting for the rest of this term of Council. The project of reviewing the Street Naming Policy with regard to IAC input has been put on hold.

**5. NEW BUSINESS**

None.

**6. NEXT MEETING DATE**

At the call of the Chair.

There being no further business, the Street Naming Committee adjourned at 9:55 AM.

April 22, 2014  
Date

Elaine Adam  
Elaine Adam, Chair

Tuesday, February 4, 2014 at 7:00 p.m.  
Mulock Room, 395 Mulock Drive

The regular meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, February 4, 2014 at 7:00 p.m. in the Mulock Room at 395 Mulock Drive, Newmarket.

**Members**

**Present:**

R. Caister  
S. Fuller  
A. Hart  
B. Locke  
M. Watts  
N. Friend  
Councillor Hempen

**Staff:**

B. Mendonca, Administrative Assistant  
Manager, Capital Projects Engineering Services  
Capital Projects, Parks Development Co-ordinator  
Director, Communications  
Communications Co-ordinator

**Guests:**

N. Kovacevic – IBI Group  
H. Honegger – Bon Echo Design

The meeting was called to order at 7:00 p.m.

Athol Hart in the Chair.

**1. HERITAGE NEWMARKET ADVISORY COMMITTEE PRESENTATION – FEBRUARY 4, 2014**  
**ITEM 1 – KEITH BRIDGE PUBLIC ART PROJECT**

**Moved by Ross Caister**

**Seconded by Tom Hempen**

**THAT the Heritage Newmarket Advisory Committee permit the Director of Communications to video tape the presentation by Hans Honegger of Bon Echo Design .**

**CARRIED**

- a) Hans Honegger of Bon Echo Design presented regarding the Davis Street Bridge Plaque Project.
- b) Neno Kovacevic of IBI Group presented regarding the streetscape for Davis Drive and specifically the corner of Main Street and Davis Drive.

- c) The presentation regarding the heritage conference in Ottawa by Malcolm Watts and Athol Hart has been deferred to the March 4, 2014 Heritage Newmarket Advisory Committee meeting.

**DECLARATIONS OF INTEREST**

None.

**ADDITIONS TO THE AGENDA**

None.

**2. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014  
ITEM 2 – HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES**

Heritage Newmarket Advisory Committee Minutes of December 3, 2013 and December 17, 2013.

**Moved by Ross Caister  
Seconded by Billie Locke**

**THAT the Heritage Newmarket Advisory Committee Minutes of December 3, 2013 and December 17, 2013 be approved.**

**CARRIED**

**3. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014  
ITEM 3 – CORRESPONDENCE**

- a) Athol Hart has been nominated for the Lieutenant Governor's Ontario Heritage Award and is the winner. Athol thanked the members of the Heritage Newmarket Advisory Committee for their nomination.

**4. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014  
ITEM 4 – FINANCIAL REPORT**

The Treasurer provided a verbal financial report.

**Moved by Sandra Fuller  
Seconded by Ross Caister**

**THAT the verbal Treasurer's report of the Heritage Newmarket Advisory Committee be received.**

**CARRIED**

**5. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014**  
**ITEM 5 – PLAQUES**

a) Site Plaques

The Heritage Newmarket Advisory Committee was requested by the Senior Planner – Community Planning to consider any interim measures to present to Council to ensure that Bogart house doesn't fall into further disrepair.

b) Residence Plaques

There are ten new plaques being prepared and will be presented at the March 4, 2014 Heritage Newmarket Advisory Committee meeting.

c) Heritage Location Plaques

The Chair advised that there was no report regarding the heritage location plaque available at this time.

**6. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014**  
**ITEM 6 – INVENTORY SUB-COMMITTEE**

The Senior Planner, Community Planning will report the inventory list to Council.

**7. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014**  
**ITEM 7 – DESIGNATED MAINTENANCE PROPERTY AND CONCERNS**

Discussion ensued regarding Bogart House.

**8. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014**  
**ITEM 8 – REPORTS OF COMMITTEE MEMBERS**

a) Historical Society

There are new Board members and a new secretary on the Historical Society. The Committee was advised that Doors Open will not be run in 2014.

b) Museum

The Museum report was received as information.

c) A.R.C.H.

The Heritage display at the Newmarket Library has been changed. The logo contest for Rebel Heartland is underway.

**HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – FEBRUARY 4, 2014**  
**ITEM 9 – NEW BUSINESS**

- a) Discussion ensued regarding maintaining membership to Community Heritage Ontario.

Moved by Sandra Fuller  
Seconded by Ross Caister

THAT the Newmarket Heritage Advisory Committee maintain the Community Heritage Ontario membership.

**CARRIED**

Moved by Sandra Fuller  
Seconded by Ross Caister

THAT the meeting adjourn.

**CARRIED**

There being no further business the meeting adjourned at 9:50 p.m.

Feb. 4, 2014  
Date

  
Athol Hart, Chair

Tuesday, March 4, 2014 at 7:00 p.m.  
Cane A & B, 395 Mulock Drive

The regular meeting of the Heritage Newmarket Advisory Committee was held on Tuesday, March 4, 2014 at 7:00 p.m. in Cane A & B at 395 Mulock Drive, Newmarket.

Members

Present: R. Caister  
S. Fuller  
A. Hart  
B. Locke  
M. Watts  
N. Friend

Regrets: Councillor Hempen

Staff: Barb Mendonca, Administrative Assistant

The meeting was called to order at 7:03 p.m.

Athol Hart in the Chair.

**PRESENTATIONS/DEPUTATIONS**

None.

**DECLARATIONS OF INTEREST**

None.

**ADDITIONS TO THE AGENDA**

None.

1. **HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 1 – HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES**

Heritage Newmarket Advisory Committee Minutes of February 4, 2014.

Moved by Ross Caister  
Seconded by Billie Locke

THAT the Heritage Newmarket Advisory Committee Minutes of February 4, 2014 be approved.

**CARRIED**

2. **HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 2 – CORRESPONDENCE**

a) Bridon Baker Developments Inc., 212 Davis Drive and 175 Deerfield Road.

**Moved by Norm Friend**  
**Seconded by Ross Caister**

**THAT the Application for Consent regarding Bridon Baker Developments Inc. 212 Davis Drive and 175 Deerfield Road be received as information.**

**CARRIED**

3. **HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 3 – FINANCIAL REPORT**

The Treasurer provided a verbal financial report

**Moved by Sandra Fuller**  
**Seconded by Billie Locke**

**THAT the verbal Treasurers' report of the Heritage Newmarket Advisory Committee be received.**

**CARRIED**

4. **HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 4 – PLAQUES**

a) Site Plaques

Nothing to report.

b) Residence Plaques

Sandra Fuller presented the research for the following five addresses to be issued a plaque:

14 Niagara Street  
 22 Niagara Street  
 137 Prospect Street  
 330 Eagle Street  
 504 College Street

**Moved by Billie Locke**  
**Seconded by Malcolm Watts**

**THAT the Heritage Newmarket Advisory Committee has agreed to have plaques produced for these five addresses.**

**CARRIED**

c) Heritage Location Plaques

Nothing to report.

**5. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 5 – INVENTORY SUB-COMMITTEE**

The Chair advised the Heritage Newmarket Advisory Committee that a Public Information Centre will be held with residence who's property is listed on the inventory. The Chair and the Senior Planner, Community Planning are currently working on a date. The result will be presented to Council by April or May.

**6. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 6 – DESIGNATED MAINTENANCE PROPERTY AND CONCERNS**

There is currently nothing new to report.

**7. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 7 – REPORTS OF COMMITTEE MEMBERS**

a) Historical Society

Norm Friend updated the Committee.

b) Museum

Ross Caister updated the Committee.

c) A.R.C.H.

There will be a sub-committee set up to commemorate WW1. The Committee has been given approval to purchase three uniforms from that period.

**Moved by Malcolm Watts**

**Seconded by Billie Locke**

**THAT the reports of Committee members be received as information.**

**CARRIED**

**8. HERITAGE NEWMARKET ADVISORY COMMITTEE MINUTES – MARCH 4, 2014**  
**ITEM 8 – NEW BUSINESS**

a) Malcolm Watts presented slides regarding the west block restoration of the Parliament Buildings in Ottawa.

The Chair discussed several options regarding fund raising.

b) Sandra Fuller advised that the assessment roll books require rebinding.

**Moved by Sandra Fuller**

**Seconded by Ross Caister**



THAT Sandra Fuller obtain three quotes for the repair of six assessment books.

CARRIED

Moved by Ross Caister  
Seconded by Billie Locke

THAT the meeting adjourn.

CARRIED

There being no further business the meeting adjourned at 8:55 p.m.

March 4, 2014  
Date

  
Athol Hart, Chair

**From:** David Hanson  
**Sent:** April-04-14 4:03 PM  
**To:** Brouwer, Andrew  
**Cc:** Carlen, Kristi; 'Mike Russell'; 'Brock Robinson';  
**Subject:** Parking bylaw - exemption request

21

Hi Andrew

We would like to request an exemption to the Parking By Law during our Club events being held at the Richardson fields. We would like the restriction lifted, permitting parking on both sides of Bayview Parkway and around the Fernbank (Magna) and Haskett fields.

These events take place as follows:

Microfest Saturday June 14<sup>th</sup>

Soccerfest Saturday and Sunday June 21/22

Heart of York Saturday and Sunday August 9/10

NSC Challenge Cup Sat August 23

1

Thanks for your consideration

David Hanson

President

905-836-8761 Ext 40

[vice-president@newmarketsoccer.com](mailto:vice-president@newmarketsoccer.com)



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planning@newmarket.ca  
905.895.5193

May 20, 2014

**DEVELOPMENT & INFRASTRUCTURE SERVICES/PLANNING & BUILDING  
SERVICES REPORT 2014-20**

TO: Committee of the Whole

SUBJECT: 2014 Annual Servicing Allocation Review

ORIGIN: Planning and Building Services

**RECOMMENDATIONS**

**THAT Development & Infrastructure Services/Planning & Building Services Report 2014-20 dated May 20, 2014 regarding the 2014 Annual Servicing Allocation Review be received and the following recommendation(s) be adopted:**

- 1. THAT all previously-distributed servicing capacity be re-instated;**
- 2. AND THAT the Town continue to hold the balance of its unassigned and uncommitted servicing capacity (3989 people) in a strategic reserve.**

**COMMENTS**

**Servicing allocation distribution is guided by the Town's Servicing Allocation Policy**

The manner in which servicing capacity is distributed by the Town is governed by the Town's Servicing Allocation Policy. In addition to the Policy's location hierarchy, which seeks to direct servicing capacity to the urban centres as a priority, staff also considers matters such as orderly development, completion of communities, and maintaining an on-going sales and building program when considering the distribution of servicing capacity. A formal review of all development applications and available servicing capacity is undertaken annually (typically in April or May), with a six-month internal staff review carried out in the Fall.

**The Town currently has a strategic reserve in the amount of 3989 people, of which 1000 is to be distributed within the Urban Centres as per Regional policy.**

Committee will recall that staff recently submitted our annual Servicing Allocation Monitoring Chart to the Region, who subsequently made a minor revision to the chart by carrying over unregistered developments from 2012 and then applying updated person per unit figures to those developments. As a result, Newmarket's unassigned servicing capacity at the end of 2013 was determined to be 4025 people. Council subsequently granted allocation to Phase 2 of the National Homes development in the amount of 36 people, reducing the Town's reserve to 3989 people, of which 1000 is to be directed to the Urban Centres.

**The majority of previously-distributed servicing capacity is within registered plans of subdivision and site plans.**

With the exception of the developments in Table 1 below, all previously-distributed allocation has been registered in plans of subdivision and site plans which are currently under construction or have been completed.

<b>Table 1</b> <b>Unregistered/Unbuilt Developments with Servicing Allocation</b>			
<b>Development</b>	<b>Units/Allocated Population</b>	<b>Status</b>	<b>Recommendation</b>
<b>Landmark Estates</b> Orsi Phase 4 (Yonge Street)	94 semis/links (271 people)	Minor variance granted February 2014	Reinstate
<b>Mosaik</b> (Davis/Bathurst)	185 units (123 singles/62 semis) (579 people)	Registration imminent	Reinstate
<b>Metrus</b> (Final Phase) (Northwest Quadrant)	234 units (193 detached; 41 townhouse) (736 people)	Registration imminent	Reinstate
<b>National Homes</b> (Phases 1 & 2 - Dillman Ave.)	142 singles (462 people)	Draft approved; proceeding through engineering design	Reinstate
<b>487 Queen Street</b>	13 stacked townhouses* (35 people)	Site plan drawings under review	Reinstate

\* The 487 Queen Street application is for 16 units, however as there are currently three units on the property allocation was required only for 13 units.

### **Applications on file exceed available servicing capacity**

The Town currently has applications on file that, if approved, would require servicing capacity in the amount of approximately 3957 units (8946 people), of which 1874 units (3685 people) are within the urban centres and 2083 units (5261 people) are outside of the urban centres (refer to Appendix "A"). Staff will continue to monitor the progress of these applications and will report back to Committee with recommendations to grant servicing allocation as deemed appropriate.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

The on-going monitoring and distribution of servicing capacity is a growth management strategy that has linkages to the Town's Strategic Plan as follows:

*Living Well* – sustainable practices (traffic and growth management)

*Well-planned and Connected* – long-term strategy matched with short-term action plan

## **CONSULTATION**

Letters were sent to development community in advance of this report requesting phasing plans, proposed timing of construction, and confirmation that developments will address the Town's base expectations as set out in the Servicing Allocation Policy related to voluntary contributions and other Town objectives. A copy of this report has been provided to the development community in advance of the Committee of the Whole meeting.

## **HUMAN RESOURCE CONSIDERATIONS**


Not applicable to this report.

## **BUDGET IMPACT**

There are no Capital or Operating budget impacts associated with this report.

## **CONTACT**

For more information on this report, contact R. Nethery, Director, Planning & Building Services, ext. 2451, ([rnethery@newmarket.ca](mailto:rnethery@newmarket.ca)) or J. Unger, Assistant Director of Planning, ext. 2452, ([junger@newmarket.ca](mailto:junger@newmarket.ca)).

  
Assistant Director of Planning

  
Director of Planning & Building Services

  
Commissioner of Development &  
Infrastructure Services

## Appendix "A" - Applications on File with No Servicing Allocation\*

Development	Approximate Units	Population	Status
Kerbel (Yonge/Millard)	360 apartments	702	Revised application under review
Slessor (Yonge Street)	550 apartments (Additional institutional/retirement units may not require allocation)	1073	OMB approved; draft plan of subdivision being prepared
Labib & Zibdawi (345 Davis)	40 townhouses	106	Application received
22 George/39 Davis	395 apartments	771	By-laws approved; awaiting site plan application
Millford (Eagle Street)	154 apartments/38 townhouses	401	Public meeting held
281 Main St. North	2 semi-detached/9 townhouses	30	Public meeting held
Glenway	209 detached/223 townhouses/298 apartments/12 live-work	1873	Draft-approved (OMB Settlement)
Green and Rose (212 Davis Drive)	225 apartments	439	Application received
Forest Green Homes (Leslie Street)	214 townhouses/304 apartments	1156	Application received
Lorne Park Gardens (Mulock Drive)	85 townhouses	224	Application received
Cougs (Silken Laumann)	27 townhouses	71	Public Meeting held
Sundial (Toth) (Davis Drive)	536 townhouses, 36 semis, 90 singles	1807	Public Meeting held
Clock Tower (Main Street)	150 apartments	293	Public Meeting held
<b>TOTAL</b>	<b>3957 units</b>	<b>8946 people</b>	

\*Does not infer prioritization. Consideration of granting servicing allocation will be in accordance with the Town's Servicing Allocation Policy.



**COMMUNITY SERVICES – RECREATION & CULTURE**  
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 info@newmarket.ca  
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April 16, 2014

**COMMUNITY SERVICES REPORT – RECREATION & CULTURE 2014 - 14**

TO: Committee of the Whole

SUBJECT: 2014 Kanata Festival

ORIGIN: Community Services – Recreation & Culture

**RECOMMENDATIONS**

**THAT Community Services Report – Recreation & Culture 2014 - 14 dated April 16, 2014 regarding the 2014 Kanata Festival be received and the following recommendation(s) be adopted:**

**THAT Council grants permission for the following:**

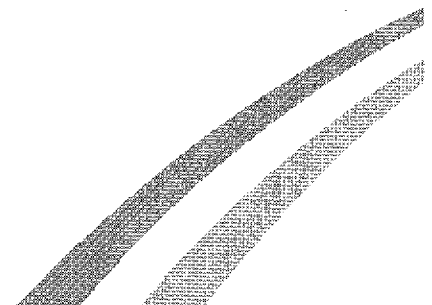
- a. Upper Canada Volunteer Regiment Organization (UCVRO) and Newmarket Scouts to camp overnight at Fairy Lake Park from Monday June 30<sup>th</sup>, to Tuesday, July 1<sup>st</sup>, 2014
- b. Upper Canada Volunteer Regiment Organization (UCVRO) to have an open campfire while camping overnight at Fairy Lake Park provided that approval is obtained from Central York Fire Services;
- c. Upper Canada Volunteer Regiment Organization (UCVRO) be allowed to discharge their firearms and cannon during the Kanata Festival on Tuesday, July 1<sup>st</sup>, 2014
- d. Fireworks be displayed on Tuesday, July 1<sup>st</sup> at George Richardson Park, and
- e. Central York Fire Services to be present at Fairy Lake Park on Tuesday, July 1, 2014 to help celebrate Canada Day.

**COMMENTS**

Celebrating Canada Day, the Kanata Festival is the Town's largest annual event drawing both young and old in rain or shine. Kanata is the true start of summer for our community as families, friends and neighbours come out to engage and enjoy all the festivities on offer from the Town and a multitude of community organizations including sports groups, service groups and other volunteers.

The Festival has enjoyed long-standing and strong partnerships with the Upper Canada Volunteer Regiment Organization (UCVRO), the Newmarket Scouts and Central York Fire Services. Their presence has become integral to the annual festivities.

The ultimate highlight of a marvelous day, the Canada Day Fireworks display has been held at George Richardson Park for many years and is a much-anticipated annual Town event that awes and delights all ages.



## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

### Well Balanced

- Events that help shape identity and contribute to community spirit
- Striving for cultural harmony and ethnic diversity
- Heritage, arts and culture entertainment

## **CONSULTATION**

Staff has and continues close contact with UCVRO, Newmarket Scouts and Central York Fire Services as to needs, requirements and conditions.

## **HUMAN RESOURCE CONSIDERATIONS**

Not applicable to this report

## **BUDGET IMPACT**

### Operating Budget (Current and Future)

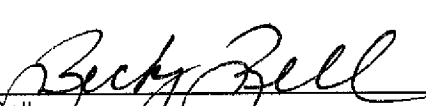
Council has previously approved the 2014 Kanata Festival budget.


### Capital Budget

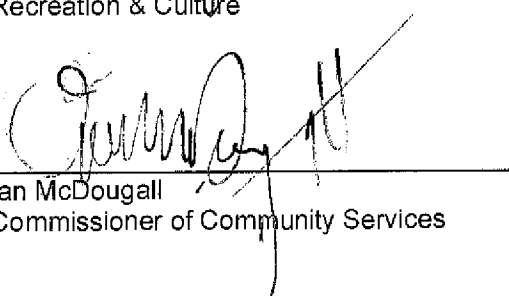
Not applicable to this report

## **CONTACT**

For more information on this report, contact: Rhonda Pogue, Recreation Programmer – Community & Special Events at [rpogue@newmarket.ca](mailto:rpogue@newmarket.ca) or extension 2655.

  
Becky Bell  
Manager of Culture and Special Events  
Recreation & Culture

  
Colin Service  
Director of Recreation & Culture

  
Ian McDougall  
Commissioner of Community Services

CL:cl





Development and Infrastructure Services - ENGINEERING SERVICES  
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May 6, 2014

**DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT  
 ENGINEERING SERVICES 2014-33**

TO: Committee of the Whole

SUBJECT: Woodspring Avenue – North of Bonshaw Avenue – Bicycle Lanes  
 File No.: T.30

ORIGIN: Director, Engineering Services

**RECOMMENDATIONS**

THAT Development & Infrastructure Services Report - ES 2014-33, dated May 6, 2014 regarding "Woodspring Avenue – North of Bonshaw Avenue – Bicycle Lanes" be received and the following recommendation(s) be adopted:

1. THAT Schedule XI (Bike Lanes) of the Traffic Bylaw 2011-24, as amended, be amended by deleting the following:
  1. Woodspring Avenue from Bathurst Street to Bonshaw Avenue;
2. AND THAT Schedule XI (Bike Lanes) of the Traffic Bylaw 2011-24, as amended, be amended by adding the following:
  1. Woodspring Avenue from Bathurst Street to Town limit;
3. AND THAT Schedule X (No Parking) of the Parking Bylaw 1993-62, as amended, be amended by deleting the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Woodspring Avenue	East	Bonshaw to the northern terminus	7:00am to 9:00am 4:00pm to 6:00pm

4. AND THAT Schedule X (No Parking) of the Parking Bylaw 1993-62, as amended, be amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Woodspring Avenue	Both	Bonshaw Avenue north to Town limit	Anytime

5. AND THAT the necessary Bylaw be prepared and submitted to Council for its approval.
6. AND THAT a copy of this report with the Council Extract be forwarded to the Town of East Gwillimbury.

## **COMMENTS**

Woodspring Avenue has been the subject of many monitoring reports by the Northwest Quadrant Developers' Group. The latest monitoring report, which was dated August 24, 2012 confirmed that Woodspring Avenue is operating within its design capacity. Accelerating the implementation of the all-way stop control at the Woodspring/Aspenwood intersection, as supported by Council in 2013, resulted in a much needed improvement to the right-of-way control at the intersection.

Some time ago, the Town had installed bicycle lanes on Woodspring Avenue (from Bonshaw to just east of Bathurst) and along Bonshaw Avenue (from Woodspring to Yonge). Prior to the installation of the bike lanes, the Town had experienced speeding and traffic flow issues along these portions of Woodspring Avenue. However, the implementation of the bicycle lanes resulted in reduced speeding and improved traffic flows.

In a recent meeting of Newmarket and East Gwillimbury staff, it was discovered that our neighbours to the north have been dealing with traffic flow conditions, particularly at their Woodspring/Harvest Hills intersection, that are very similar to the ones that Newmarket had experienced at our Woodspring/Bonshaw and Woodspring/Ford Wilson intersections prior to the installation of bike lanes. In reviewing our respective traffic concerns, Staff members from both Towns concluded that a coordinated effort to extend new bicycle lanes along Woodspring Avenue from Bonshaw Avenue through both Towns to Green Lane would be advantageous. The results would be improved overall traffic operations in both municipalities, reduced speeding, more active transportation options through better cycling connectivity and infrastructure continuity between our Towns. This solution also supports Newmarket Town Council's Active Transportation Plan.

The bicycle lane design would be the same as the one that was implemented south of Bonshaw Avenue. As well, the parking restrictions on Woodspring Avenue would need to be amended to reflect No Parking within the bicycle lanes.

Over the years, the Town has been receiving requests to extend the bicycle lanes north of Bonshaw Avenue. In order to ensure that the implementation of the new bicycles lanes would be well received by the entire community being affected, a mail-out was sent to residents/stakeholders on April 17, 2014 soliciting their feedback. Letters were sent to residents of Woodspring Ave from Bonshaw Avenue north to the Town limit. All comments received to date have been in support of the initiative.

Adding the bicycle lane would be acceptable as the final piece in the monitoring plan for Woodspring Avenue. The area land developers would coordinate with Town staff to design and implement the bicycle lane as part of the traffic assumption requirements for Woodspring Avenue. The area land developers have agreed to fund the implementation of the bicycle lanes as part of the road assumption requirement.

This initiative appears to be a win-win scenario for both Towns, for the developers and for the community. Therefore, it is recommended that the bicycle lane and no parking implementation proceed this summer, prior to the start of the new school year.

## **PUBLIC CONSULTATION**

As noted above, the Town has received many requests for the extension of the bicycle lanes north of Bonshaw Avenue on Woodspring Avenue. A letter was sent out April 17, 2014 to the community soliciting comments, and to date, the comments have been positive.

**BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

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

**HUMAN RESOURCE CONSIDERATIONS**

No impact on current staffing levels.

**IMPACT ON BUDGET****Operating Budget (Current and Future)**

There will be a future impact on the Operating Budget for annual line painting and sign maintenance of approximately \$1,000.00 per year.

**Capital Budget**

There will be no impact to the Capital Budget as this work will be to the cost of the Northwest Developers Group.

**CONTACT**

For more information on this report, please contact Mark Kryzanowski at 905-895-5193 extension 2508; mkryzanowski@newmarket.ca.

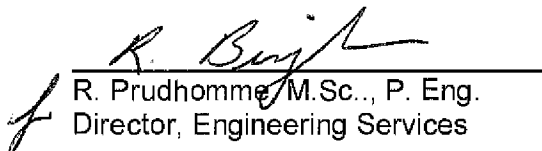
Prepared by:



M. Kryzanowski, M.C.I.P., R.P.P.  
Senior Transportation Coordinator



R. Bingham, C.E.T., Manager  
Engineering & Technical Services



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



R. Prentice, Commissioner  
Development & Infrastructure Services



Area of Study



**CORPORATE SERVICES – LEGISLATIVE SERVICES – CLERK'S**  
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May 1, 2014

## **CORPORATE SERVICES REPORT – LEGISLATIVE SERVICES – Clerk's 2014-12**

TO: Committee of the Whole

SUBJECT: Carnival – Magical Midways Inc. – 20 Davis Drive

ORIGIN: Director, Legislative Services/Town Clerk & Licensing Officer

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### **RECOMMENDATIONS**

The Commissioner of Corporate Services and Director of Legislative Services/Town Clerk and Licensing Officer recommends:

1. THAT Corporate Services Report – Legislative Services 2014 - 12 dated May 1, 2014 regarding Carnival – Magical Midways Inc. for the location 20 Davis Dr. be received and the application be approved subject to the following terms:
2. THAT the license be issued for a period of seven consecutive days from July 22 to July 28, 2014 to permit the setting up and dismantling of amusement devices;
3. AND THAT the actual operation of the carnival not exceed five consecutive days within that permitted time period.

### **PURPOSE**

The purpose of this report is to issue a Carnival licence to Magical Midway for the carnival to be held at 20 Davis Dr. for the dates requested.

### **COMMENTS**

This report is with respect to an application from Magical Midways for a Carnival licence requesting that the event to be held at 20 Davis Drive from July 22 – July 28, 2014. The charitable organization that will be sponsoring this event is the Newmarket Lions Club and the proceeds from the event would go to assist the Community.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This report links to Newmarket's vision to be a Community well....beyond the ordinary and links to the key strategic direction Living well – focusing on health, safety and the environment to promote activity and enrich lives.

**CONSULTATION**

None

**BUDGET IMPACT****Operating Budget (Current and Future)**

None

**Capital Budget**

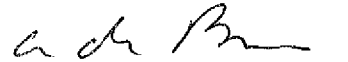
None

**CONTACT**

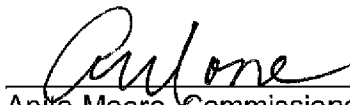
For more information on this report, contact Florence DiPassio, Licensing Officer at 905 953-5300 extension 2206 or via email at [fdipassio@newmarket.ca](mailto:fdipassio@newmarket.ca)



Florence DiPassio, Licensing Officer



Andrew Brouwer, Director, Legislative  
Services/Town Clerk



Anita Moore, Commissioner of Corporate Services



**Corporate Services Commission – Legislative Services**  
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May 5, 2014

## **CORPORATE SERVICES REPORT - LEGISLATIVE SERVICES 2014-11**

TO: Committee of the Whole

SUBJECT: Potential Ward 3 Council Vacancy

ORIGIN: Andrew Brouwer, Director of Legislative Services/Town Clerk

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### **RECOMMENDATIONS**

**THAT Corporate Services Report – Legislative Services 2014-11 dated May 5, 2014 regarding “Potential Ward 3 Council Vacancy” be received and the following recommendation be adopted:**

**a) THAT should a vacancy occur in the Ward 3 Council seat as a result of the June 12, 2014 provincial election, the following provisions would apply:**

- i) THAT the Ward 3 Council seat be declared vacant by resolution at Council’s June 23, 2014 meeting and be filled by means of a Council appointment of an eligible elector in the Town of Newmarket in accordance with the *Municipal Act*;**
- ii) AND THAT the Clerk’s Council Vacancy Procedures (attached as Schedule “A”) be approved;**
- iii) AND THAT the Clerk schedule a Special Council meeting on July 21, 2014 (7 p.m.) to consider qualified Ward 3 Council vacancy candidates and appoint a qualified Ward 3 Council vacancy candidate.**

### **Purpose**

This report is presented in advance of the June 12, 2014 provincial election to allow for as much time as possible for the Clerk to prepare and administer an appointment process, which would be required to fill the Ward 3 Council vacancy in accordance with the *Municipal Act*.

Should the Ward 3 Councillor be elected to the Legislative Assembly of Ontario, staff will prepare a resolution which is required to be passed by Council at its June 23, 2014 meeting. The Clerk’s Council Vacancy Procedures (attached as Schedule “A”) would also come into effect.

### **Background**

A municipal councillor in Ontario can run for office of a member of the Legislative Assembly of Ontario, but must either resign from municipal office when elected or they are automatically deemed to have resigned on the Saturday following the provincial election, when the results are published in the Ontario Gazette

(June 14, 2014 in the case of the June 12, 2014 provincial election). Resignation occurs when a municipal councillor provides the Clerk with written notice of resignation.

Once results of the provincial election are published in the Ontario Gazette or the Clerk is in receipt of a written resignation, Council shall declare the seat vacant at its next meeting (June 23, 2014) and the seat must be filled within 60 days of Council's declaration (or August 22, 2014) by means of an appointment of an eligible elector who is not a Member of Council. The *Municipal Elections Act, 1996* specifically restricts Council from calling a by-election should the vacancy occur after March 31 of an election year.

To apply, an individual must be, at the time of their application:

- At least 18 years of age; and
- A Canadian citizen; and
- Reside in Newmarket, or own or rent property in Newmarket. An individual may also be the spouse of an owner or renter of property in Newmarket; and,
- Not prohibited from running for municipal office by law.

The *Municipal Elections Act, 1996* provides that "no person may hold more than one office governed by the *Municipal Elections Act, 1996* at the same time anywhere in Ontario;" therefore, no Member of Council can be appointed to fill the Ward 3 Council vacancy.

All GTA municipalities having authorized an appointment process have filled their vacancies following an open call for qualified council vacancy applicants and at least one public meeting to allow deputations from applicants. Like an election, procedures, including notices, information about the vacancy, coordination of applications, procedures for hearing deputations and voting are recommended by the clerk. Schedule "A" outlines draft procedures recommended by the Clerk for adoption by Council, based on similar procedures adopted by other GTA municipalities, taking into consideration a shortened timeframe. Schedule "B" is a proposed timeframe for the appointment process. The application process will be administered by the Clerk in a similar fashion to the nomination process required by candidates for municipal office in an election.

The municipality is not permitted to introduce additional requirements on Ward 3 Council vacancy applicants in advertising the vacancy beyond what is required by law, such as a commitment from the applicant that he or she will not register as a candidate in the October 27, 2014 municipal election.

The *Municipal Act* does permit the municipality to keep the seat vacant if the vacancy occurs within 90 days of the election (or July 29, 2014). This provision cannot be exercised by the municipality since the vacancy will be effective upon the receipt of a written notice of resignation or automatically on June 14, 2014 when the results of the provincial election are published in the Ontario Gazette. There is no ability for the municipality to vary from requirement to fill the vacancy through an appointment, despite the short timeframe between the vacancy and July 29, 2014. The intent of the legislation is to have the Council vacancy filled, and Council has a statutory duty to ensure this occurs on or prior to August 22, 2014.

Following their appointment by Council, the Ward 3 Councillor will serve from the time their oath of office is taken to the end of the current term of Council or November 30, 2014.



**BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

Consideration of options for the potential Ward 3 Council vacancy supports the Town's strategic directions of a well-equipped, managed and respected municipality by ensuring service excellence and promoting engagement in civic affairs.

**CONSULTATION**

This report was prepared with input from the Ministry of Municipal Affairs and Housing and, Office of the Chief Administrative Officer and Legal Services Department.

**HUMAN RESOURCE CONSIDERATIONS**

There are no human resources considerations related to this report.

**BUDGET IMPACT**

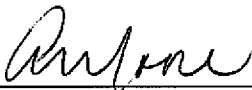
Coordination of the appointment process is accommodated within the approved budget of the Legislative Services Department.

**CONTACT**

For more information on this report, please contact Andrew Brouwer, Director of Legislative Services/Town Clerk at [abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca) or at 905 953-5300, ext. 2211.



Andrew Brouwer, Director of Legislative Services/Town Clerk



Anita Moore, Commissioner of Corporate Services

## Schedule A – Draft Ward 3 Council Vacancy Appointment Procedure

Draft Ward 3 Council Vacancy Appointment ProcedurePurpose

The following procedure will be used when appointing an individual to fill the Ward 3 Council vacancy.

Definitions

“Act” means *Municipal Elections Act, 1996*, S.O., 1996, c.32, as amended.

“Candidate” means an individual seeking to fill the Ward 3 Council vacancy having met the eligibility requirements and who has completed the requisite documentation as required by this procedure.

“Chair” means the Member of Council presiding at the Council meeting to appoint an individual to fill the Ward 3 Council vacancy.

“Clerk” means the Clerk or his designate.

“Council” means the Council of the Corporation of the Town of Newmarket.

“Lot” means a method of determination by placing the names of the candidates on equal size pieces of paper and placed in a container with one candidate name being drawn by the Clerk.

General

1. Any individual filling the Ward 3 Council vacancy must meet the eligibility requirements of office as outlined in the Act as noted below:
  - 18 years of age or older;
  - a Canadian citizen;
  - a resident of the Town of Newmarket, or an owner or tenant of land in the Town or the spouse of such an owner or tenant; and
  - not prohibited from voting under any other Act or from holding municipal office.
2. If an employee of the Town of Newmarket seeks appointment to Council, the employee is required to give Council written notice, in advance, of his or her intention to take unpaid leave, in accordance with the Act. If the employee is appointed to office, he or she will be deemed to have resigned from their position with the Town immediately before making the declaration of office.

**Schedule A – Draft Ward 3 Council Vacancy Appointment Procedure**Appointment Procedure

1. The Clerk will post a Ward 3 Council Vacancy notice on the Town website and in the local newspaper for two (2) consecutive weeks after the vacancy occurs. The notice will outline the application process.
2. Any individual wishing to be considered for appointment to the Ward 3 Council vacancy will complete and sign the Ward 3 Council Vacancy Application Form (Appendix A) and a Ward 3 Council Vacancy Declaration of Qualification (Appendix B) and will submit the forms to the Clerk by Friday, July 4, 2014 (4:30 p.m.).
3. A vote to fill a vacancy on Council by appointment will occur at an open Council Meeting.
4. At the meeting, the following will take place:
  - a. The Chair will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.
  - b. The Clerk will provide to the Chair a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Ward 3 Council vacancy, be considered for appointment to fill such vacancy.”
  - c. Each of the candidates will be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.
  - d. Each member of Council will be permitted two (2) questions to each candidate.
  - e. Upon hearing all the submissions of the candidates, Council will proceed to vote as follows:
    - i. Members of Council will vote by way of public vote as required by the *Municipal Act*.
    - ii. Candidate names will be displayed on the monitors in alphabetical order, in the Council Chamber by the Clerk.
    - iii. The Clerk will place the names of all Members of Council in a container and randomly draw their names to determine the order of the vote.
    - iv. Members of Council will vote for one (1) candidate only and votes will be cast verbally.
    - v. The Clerk will tabulate the results.

**Schedule A – Draft Ward 3 Council Vacancy Appointment Procedure**

- vi. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes will be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the candidate or candidates who receive the fewest number of votes. This process will be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council.
- vii. Where the votes cast are equal for all the candidates and if:
  - 1. There are three or more candidates remaining, the Clerk will by lot select one such candidate to be excluded from the subsequent voting;
  - 2. Only two candidates remain, the tie will be broken by selecting a candidate by lot, as conducted by the Clerk.
- f. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council or the candidate selected through section (e)(vii)(2).
- g. The appointment of the candidate will be made by by-law.

Appendices to Draft Ward 3 Council Vacancy Appointment Procedure

A – Application Form

B – Declaration of Qualification



TOWN OF NEWMARKET  
 Legislative Services Department  
 395 Mulock Drive www.newmarket.ca  
 P.O. Box 328 clerks@newmarket.ca  
 Newmarket, ON L3Y 4X7 905.895.5193

Appendix A

### Ward 3 Council Vacancy Application Form

Please complete this form in its entirety. Please print clearly.

<b>First name</b>		<b>Last name</b>
<b>Qualifying Address</b>		<b>City</b>
<b>Province</b>		<b>Postal Code</b>
<b>Telephone (work)</b>	<b>Telephone (home)</b>	<b>Email</b>

#### Eligibility

Requirement	Yes	No
Canadian citizen		
Minimum 18 years of age		
Eligible Newmarket elector (owner or tenant of land in Newmarket or the spouse of such owner or tenant of land in Newmarket)		
Not prohibited from voting otherwise by law		

#### Attachments

You may attach a letter of interest and/or resume/curriculum vitae which shall be no more than four (4) pages in length. By signing this form, you consent to having this application form and any attachments made public, including distribution to Members of Council and senior staff and inclusion on a public Council agenda.

<b>Date</b>	<b>Signature</b>

**Deadline for receipt of Council Vacancy Application Form: Friday, July 4, 2014, 4:30 p.m.**

Return Council Vacancy Application Form and any attachments in sealed envelope in person, to:

**Andrew Brouwer, Director of Legislative Services/Town Clerk**  
 395 Mulock Drive, Newmarket, ON L3Y 4X7



TOWN OF NEWMARKET  
 Legislative Services Department  
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Appendix B

### Ward 3 Council Vacancy Declaration of Qualification

I, \_\_\_\_\_, an applicant mentioned in this application form, declare that I am presently legally qualified, or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed and to hold the office to which I have applied for appointment and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath

**DECLARED** before me at the Town of Newmarket, in the Regional Municipality of York, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
 (Signature of candidate)

\_\_\_\_\_  
 (Signature of Clerk or Commissioner of Oaths)

**Schedule B – Proposed Timeframe for Appointment Process**

<b><u>Date (2014)</u></b>	<b><u>Activity</u></b>
June 12	Provincial election
June 14	Provincial election results published in Ontario Gazette
Week of June 16 & 23	Notice of vacancy – local newspaper & Town website
July 4, 4:30 p.m.	Due date for application
Week of July 9	Applications reviewed by Clerk, eligible candidates certified for consideration by Council by Clerk
	Certified candidate materials distributed to Council for review
	Certified candidate materials posted on Town's website
July 17	Special Council meeting agenda published
July 21, 7 p.m.	Special Council meeting to consider appointment
August 11, 7 p.m.	Regular Council meeting to include swearing-in of appointed Ward 3 Councillor
November 30	Current term of Council ends



**Mike Mayes, Director  
Financial Services**

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April 29, 2014

## **CORPORATE SERVICES REPORT - FINANCIAL SERVICES-2014-18**

**TO:** Mayor Tony Van Bynen and Members of Council  
Committee of the Whole

**SUBJECT:** 2013 Capital Carryovers Report

**ORIGIN:** Senior Financial Analyst

### **RECOMMENDATION**

**THAT Corporate Services Report – Financial Services 2014-18 dated April 29, 2014 regarding the 2013 Capital Carryovers be received and the following recommendation be adopted:**

**THAT \$272,046 of the 2013 cancelled amounts funded from Asset Replacement Fund be applied to the program *Engineering for 2015 Projects*, which was not included in the 2014 budget.**

### **COMMENTS**

#### **Purpose**

This report is to advise on the 2013 capital carryovers to 2014.

#### **Budget Impact**

A total amount of \$27,683,262 is to be carried over into 2014. Funding is available for these carryovers according to the original budget. As a result of this recommendation, a further \$272,046 would be carried over for *Engineering for 2015 Projects*.

#### **Summary**

The 2013 capital expenditures budget totaled \$41,200,388. The actual expenditures were \$14,875,506, including approved but non-budgeted amounts of approximately \$1.8 million for streetlight retrofit, solar panel installation, redevelopment ready and York Region broad band assessment projects. A total amount of \$27,683,262 is to be carried over into 2014, plus \$272,046 allocated to *Engineering for 2015 Projects*. A net amount of \$213,292 is not being carried over due to cancelled projects, project savings, and the recommendation above.



## **Background**

The 2013 capital expenditures totaled \$14,875,506, including approved but non-budgeted amounts of approximately \$1.8 million for streetlight retrofit, solar panel installation, redevelopment ready and York Region broad band assessment projects. These projects will be funded either by recovery or from future savings. A total amount of \$27,683,262 is to be carried over into 2014, plus \$272,046 allocated to *Engineering for 2015 Projects*.

Typically the annual capital budget request includes a provision to initiate engineering planning and design for the following year's projects. Such an allowance was not included in the 2014 request. The savings from Asset Replacement Fund (ARF) funding in 2013 provide an opportunity to remedy this. The net amount attributable to Town projects (excluding Central York Fire Services) is \$272,046.

Carryovers are the transfer of the unspent portion of capital budgets, to the following year. As such, the expenditures and financing already have Council approval. The budget amounts carried over are combined with the "new" budget amounts and are reported on the financial statements.

Capital projects may be incomplete for a number of reasons, such as:

- 1) A multi-year project may have all of its budget allocated to one year
- 2) There can be delays in getting approvals, external funding, or in awarding tenders
- 3) Re-prioritization

Major carryover projects include:

- Old Town Hall restoration - \$3,666,532;
- Road pavement, rehabilitation, and reconstruction projects - \$3,650,904;
- Property acquisition and extension of trail along the Holland River - \$3,099,080;
- Watermain at Wilstead Drive & Yonge Street - \$998,647;
- SWM Pond maintenance program - \$872,110;
- Tom Taylor Trail – Davis Drive Underpass - \$800,765;
- Community Centre Land project - \$719,367;
- Fire truck replacement - \$634,773;
- Library building maintenance/upgrades - \$410,190

## **NEXT STEPS**

Further to recommendations included in Hemson's report on our Capital Financing Sustainability Strategy, our procedures and practices for capital budgeting and carryovers will be reviewed.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

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

## CONSULTATION

The 2013 capital carryover amounts are proposed by the departments that have capital projects.

## BUDGET IMPACT

### Operating Budget (Current and Future)

Not Applicable.

### Capital Budget

A total amount of \$27,683,262 is to be carried over into 2014. Funding is available for these carryovers according to the original budget. An additional \$272,046, from amounts cancelled that were funded by ARF, is recommended to be applied to *Engineering for 2015 Projects*. Any additional funding will have to be found from 2014.

## CONTACT

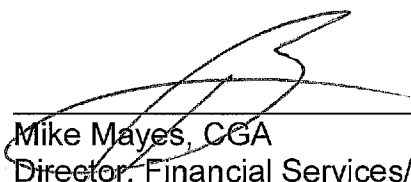
For more information on this report, please contact Frank Wu at 905-953-5300, ext.2105 or [fwu@newmarket.ca](mailto:fwu@newmarket.ca).



Frank Wu, MBA  
Senior Financial Analyst



Dawn Schellenberg, CPA, CA  
Manager, Finance & Accounting



Mike Mayes, CGA  
Director, Financial Services/Treasurer



Anita Moore, AMCT  
Commissioner, Corporate Services

FW/nh  
Attachment

## 2013 Capital Variances &amp; Carry-overs Summary

Commission / Department / Area	Budget (\$)	Actual (\$)	Variance(\$)	Amount Cancelled / (Offset by other project savings)	Amount To Be Funded by Recovery or Future Savings	Carry-over Amount (\$)
<b><u>General Government</u></b>						
	3,436,561	76,045	3,360,516	6,392	-	3,354,124
<b>Total</b>	<b>3,436,561</b>	<b>76,045</b>	<b>3,360,516</b>	<b>6,392</b>	<b>-</b>	<b>3,354,124</b>
<b><u>Corporate Services</u></b>						
Information Technology	1,902,044	467,028	1,435,016	35,943	(109,970)	1,509,043
Legislative Services	53,591	47,369	6,222	-	-	6,222
<b>Total</b>	<b>1,955,635</b>	<b>514,397</b>	<b>1,441,238</b>	<b>35,943</b>	<b>(109,970)</b>	<b>1,515,265</b>
<b><u>Community Services</u></b>						
Recreation & Culture Services	311,132	37,398	273,734	-	-	273,734
<b>Total</b>	<b>311,132</b>	<b>37,398</b>	<b>273,734</b>	<b>-</b>	<b>-</b>	<b>273,734</b>
<b><u>Development &amp; Infrastructure Services</u></b>						
Planning & Building	687,698	234,839	452,859	(11,295)	-	464,154
Roads	14,889,801	7,969,628	6,920,173	(206,950)	(267,215)	7,394,338
Water	1,741,642	1,353	1,740,289	-	-	1,740,289
Sewer	1,084,731	179,467	905,264	66,008	-	839,256
Facilities	6,821,781	2,055,488	4,766,293	157,268	(279,057)	4,888,082
Parks	2,008,540	734,910	1,273,630	78,152	-	1,195,478
Trails	1,558,219	235,610	1,322,609	136,285	-	1,186,324
Other	1,638,624	1,187,476	451,148	144,156	(1,187,476)	1,494,468
<b>Total</b>	<b>30,431,036</b>	<b>12,598,771</b>	<b>17,832,265</b>	<b>363,624</b>	<b>(1,733,748)</b>	<b>19,202,389</b>
<b><u>Library Services</u></b>						
	1,352,549	173,418	1,179,131	-	-	1,179,131
<b>Total</b>	<b>1,352,549</b>	<b>173,418</b>	<b>1,179,131</b>	<b>-</b>	<b>-</b>	<b>1,179,131</b>
<b><u>Central York Fire Services</u></b>						
	3,713,475	1,475,477	2,237,998	79,379	-	2,158,619
<b>Total</b>	<b>3,713,475</b>	<b>1,475,477</b>	<b>2,237,998</b>	<b>79,379</b>	<b>-</b>	<b>2,158,619</b>
<b>GRAND TOTAL</b>	<b>41,200,388</b>	<b>14,875,506</b>	<b>26,324,882</b>	<b>485,338</b>	<b>(1,843,718)</b>	<b>27,683,262</b>
<b>Amount Applied to <i>Engineering for 2015 Projects</i></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(272,046)</b>	<b>-</b>	<b>272,046</b>
<b>TOTAL</b>	<b>41,200,388</b>	<b>14,875,506</b>	<b>26,324,882</b>	<b>213,292</b>	<b>(1,843,718)</b>	<b>27,955,308</b>



**Mike Mayes, Director  
Financial Services**

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April 29, 2014

## **CORPORATE SERVICES REPORT - FINANCIAL SERVICES-2014-20**

**TO:** Mayor Tony Van Bynen and Members of Council  
Committee of the Whole

**SUBJECT:** 2014 Reserves & Reserve Funds Budget

**ORIGIN:** Senior Financial Analyst

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### **RECOMMENDATION**

**THAT Corporate Services Report - Financial Services - 2014-20 dated April 29, 2014 regarding 2014 Reserves & Reserve Funds Budget be received and the following recommendation be adopted:**

**THAT the projected revenues for the 2014 Reserves and Reserve Funds Budget, as set out in the attachment, be approved.**

### **COMMENTS**

#### **Purpose**

The purpose of this report is to seek Council approval of the projected 2014 Reserves and Reserve Funds Budget.

#### **Budget Impact**

This report has no direct impact on the operating and capital budgets for which the transfers have been previously approved.

#### **Summary**

The 2014 budgeted revenues for reserves and reserve funds, including obligatory reserve funds, are \$28.1 million. They include \$17.7 million in transfers from the operating budget, \$2.3 million from the gas tax grant, and \$5.8 million in Development Charges.

The projected December 31, 2014 balance of the reserves and reserve funds is a decrease of \$16.1 million. This is mainly due to budgeted financing from the Asset Replacement Funds (ARF) exceeding the budgeted annual ARF contributions from the operating fund. \$12.5 million of this is for funding capital carryovers (see Corporate Services Report – Financial Services 2014-18).

Additional general background information on the Town's Reserves and Reserve Funds, terminology and categorization is provided by Corporate and Financial Services Report – Finance 2008-18, Guidelines for the Use of Reserves and Reserve Funds. This report is available in hardcopy at the Municipal Offices or online at:

<http://www.newmarket.ca/en/townhall/otherreports.asp>

The Reserves and Reserve Funds Budget has been developed based upon the following:

1. The 2014 Capital Budget including carryovers – approved funding requirements
2. The 2014 Operating Budget – approved contributions and funding requirements
3. Interest earned on projected Reserve Funds balances
4. Estimated Reserve Funds revenues – Developer contributions, etc.
5. Application of the Reserves and Reserve Funds Guidelines approved by Council

The majority of this budget has already been established through the previous adoption of the 2014 Operating and Capital budgets. Reserves and reserve funds, including obligatory reserve funds (for Development Charges and parkland contributions, Gas Tax Grant, etc.), had a combined balance of \$73.9 million at the beginning of 2014, and are projected to have a balance of \$57.8 million at the end of 2014.

Total reserves and discretionary reserve funds are projected to be \$31.3 million at the end of 2014, or 26.3% of 2014 budgeted operating expenses (46.3% in 2013). The 2014 reserves and reserve funds budget by group is summarized below.

#### 1. Reserves and reserve funds for capital purposes

These reserves and reserve funds were set up for funding future capital projects. If all budgeted capital projects are completed, the projected balance of capital reserves will be 2.4% of the accumulated amortization of capital assets at the year end of 2014 (2013 actual – 9.1%). Comparing capital reserves to accumulated amortization (also known as accumulated depreciation or the write down of assets over time) is a measure of the adequacy of capital reserves.

Category	Beginning Balance 2014	Revenues	Expenses	Ending Balance 2014	Change over 2013
General Capital	3,303,120	401,871	911,094	2,793,897	(509,223)
Loan to Capital	(4,062,461)	336,348	-	(3,726,113)	336,348
Designated Capital	7,881,265	670,643	3,716,744	4,835,164	(3,046,101)
Asset Replacement Funds	14,539,143	14,032,087	26,760,598	1,810,632	(12,728,511)
<b>TOTAL</b>	<b>21,661,067</b>	<b>15,440,949</b>	<b>31,388,436</b>	<b>5,713,580</b>	<b>(15,947,487)</b>

Revenues in the Designated Capital reserve funds are mainly transfers from the operating fund for environmental land purchases and the official plan.

The budgeted balance of the Asset Replacement Funds is projected to decrease by \$12.7 million. This is mainly due to budgeted financing from the Asset Replacement Funds exceeding the budgeted annual ARF contributions from the operating fund. \$12.5 million of this is for funding capital carryovers (see Corporate Services Report – Financial Services 2014-18).

## 2. Reserves and reserve funds for operating purposes

These reserves were set up for rate stabilization and operational contingencies. The projected balance will be 12.1% of tax revenues at the end of 2014 (2013 – 13.6%).

Category	Beginning Balance 2014	Revenues	Expenses	Ending Balance 2014	Change over 2013
Cash Flow	1,101,458	-	-	1,101,458	-
Operational Contingencies	2,458,854	-	235,000	2,223,854	(235,000)
Cyclical Expenses	719,473	113,200	295,000	537,673	(181,800)
Discretionary Operating	1,879,623	5,538	150,084	1,735,077	(144,546)
Operational Carryovers	682,799	-	6,048	676,751	(6,048)
<b>TOTAL</b>	<b>6,842,207</b>	<b>118,738</b>	<b>686,132</b>	<b>6,274,813</b>	<b>(567,394)</b>

## 3. Obligatory reserves and reserve funds

These include cash-in-lieu contributions for parkland from developers, development charges, the unused portion of the Investing in Ontario grant received in 2007, gas tax grant, and engineering administration, design, review & field monitoring fees for development. They have statutory restrictions.

Category	Beginning Balance 2014	Revenues	Expenses	Ending Balance 2014	Change over 2013
Parkland	1,455,476	256,438	959,221	752,693	(702,783)
Development Charges	21,477,226	6,161,923	2,916,024	24,723,125	3,245,899
Investing In Ontario	159,256	2,134	33,919	127,471	(31,785)
Gas Tax Grant	2,035,750	2,294,735	4,252,407	78,078	(1,957,672)
Engineering Administration	1,147,284	314,727	630,928	831,083	(316,201)
<b>TOTAL</b>	<b>26,274,992</b>	<b>9,029,957</b>	<b>8,792,499</b>	<b>26,512,450</b>	<b>237,458</b>

Revenue estimates for development charges and cash-in-lieu contributions for parkland are extrapolated from the trends of the preceding three years.

**4. Other reserves and reserve funds**

These are reserves and reserve funds not included in the above groups.

Category	Beginning Balance 2014	Revenues	Expenses	Ending Balance 2014	Change over 2013
Development Related Revenues	3,405,446	114,988	380,972	3,139,462	(265,984)
Restricted Operating	13,419,919	2,336,381	903,079	14,853,221	1,433,302
Growth Funds	2,321,905	1,025,594	2,035,079	1,312,420	(1,009,485)
<b>TOTAL</b>	<b>19,147,270</b>	<b>3,476,963</b>	<b>3,319,130</b>	<b>19,305,103</b>	<b>157,833</b>

Revenues in the Growth Funds include a projection of \$600,000 in voluntary trail contributions and \$400,000 in Recommending- A-Strategy (RAS) surcharges. A detailed list of all the reserves and reserve funds is attached to this report.

**BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

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

**CONSULTATION**

The 2014 Reserves and Reserve Funds Budget has been created from the 2014 Capital and Operating Budgets which were developed by staff and have undergone extensive review by the public and Council.

Hemson Consulting's report on the Capital Financing Sustainability Strategy will help inform a review of reserves and reserve funds which will be undertaken. Recommendations, including a formal policy and the consolidation of some reserves, will be presented to Council for consideration early in the 2015 term of office.

**BUDGET IMPACT****Reserves and Reserve Funds Budget**

Projected reserves and reserve funds revenues, being interest earned, developer contributions, land sales and other items paid directly to the reserves and reserve funds, are being added to the consolidated budget.

Operating Budget (Current and Future)

This report has no direct impact on the Operating Budget. All transfers to or from the Operating Budget were previously approved by Council.

Capital Budget

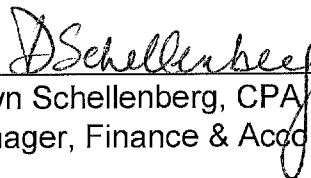
This report has no direct impact on the Capital Budget. All transfers to the Capital Budget were previously approved by Council.

CONTACT

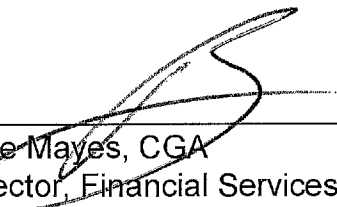
For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at [mmayes@newmarket.ca](mailto:mmayes@newmarket.ca)



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Senior Financial Analyst



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Manager, Finance & Accounting



Mike Mayes, CGA  
Director, Financial Services/Treasurer



Anita Moore, AMCT  
Commissioner, Corporate Services



# 2014 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan.1/14	REVENUES					EXPENDITURES					Closing Balance Dec. 31
		\$	Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers/ Other	Total	\$	
RESERVE FUNDS:													
Reserve Funds for Development-Related Revenues													
Tree Planting	432300	296,299	3,837				3,837	80,972			80,972	219,164	
Perpetual Maintenance	442170	1,464,686	20,095				20,095	250,000			250,000	1,234,781	
Planning Application Subdivision Fee	468110	1,126,980	17,457		73,600		91,057				-	1,218,037	
Reserve Funds for Cyclical Expenses													
Election	413706	295,639	2,935		80,000		82,935		280,000		280,000	98,573	
Inauguration	413707	15,200	266		20,000		20,266		15,000		15,000	20,466	
Discretionary Operating Reserve Funds													
NEER Support	410907	389,194	5,538				5,538		40,000		40,000	354,732	
Restricted Operating Reserve Funds													
CYFS Reserve Fund	421240	768,396	11,848		55,000		66,848		12,000		12,000	823,244	
LTD - Town	410227	6,031,367	94,521		585,000		679,521		45,000		45,000	6,665,908	
LTD - Library	455107	280,882	4,366		23,002		27,368				-	308,270	
Midlary Fund	457790	2,807	42				42				-	2,849	
L.A.C.A.C.-Heritage Fund	458321	22,380	336				336				-	22,716	
Fire Training Costs	421230	83,783	1,257				1,257				-	85,039	
General Capital Reserve Funds													
Capital Contingency Fund	410901	155,371	943				943	185,000			185,000	(28,686)	
Capital Financing Fund	410908	891,783	13,297		312,776		326,073	323,359			323,359	894,497	
Community Benefit	410909	70,424	1,056				1,056				-	71,481	
Designated Capital Fund	410903	1,748,476	23,798		50,000		73,798	293,834	80,000		373,834	1,448,441	
Streetlight Retrofit Loan	410911	(1,187,476)					-				-	(1,187,476)	
Solar Panel at RJT	410912						-				-	-	
2013 Solar Panel	410902	(277,060)					-				-	(277,060)	
Loan to Capital Fund	410900	(2,597,925)	(131,348)		467,696		336,348				-	(2,261,577)	
Designated Capital Reserve Funds													
Road Reconstruction	432215	245,627	3,684				3,684				-	249,311	
Purchase of Municipal Easement	432217	33,926	509				509				-	34,435	
Sidewalks	432170	240,540	3,608				3,608				-	244,148	
Pony Drive	432214	67,777	1,017				1,017				-	68,793	

# 2014 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan./14 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31 \$
			Bank & Investment Interest \$	Contrib- utions \$	From General Fund \$	Other \$	Total Revenue \$	To Capital Fund \$	To General Fund \$	Internal Transfers/ Other \$	Total \$	
Dawson Manor Blvd.	432216	12,591	189				189				-	12,780
Insurance Proceeds Barr	410905	268,946	2,241				2,241	239,113			239,113	32,073
Public Art	457215	97,117	1,457				1,457				-	98,574
Theatre Cif Fund	457352	661,638	10,270		75,000		85,270	28,942			28,942	717,965
Theatre	457351	28,330	425				425				-	28,755
Museum Board	457531	7,982	120				120				-	8,101
Museum Conservation	457532	10,928	164				164				-	11,092
Museum Exhibit	457533	8,530	128				128				-	8,658
SWM Pond Maintenance	442183	884,854	9,614				9,614	487,782			487,782	406,686
Downstream Storm Drainage	442182	4,076	61				61				-	4,137
Stormwater Erosion	442181	5,902	89				89				-	5,990
Environmental Green Fund	410960	47,635	715				715				-	48,349
Environmental Land Purchase	410971	851,365	10,260		372,000		382,260	425,386	281,380		706,766	626,856
All Our Kids Playpark	457840	2,719	41				41				-	2,760
Playground Equipment	457881	197,516	2,963				2,963				-	200,479
Fence	432132	9,240	139				139				-	9,379
Secondary Planning Study	468000	169,996	2,262				2,262	38,379			38,379	133,879
Official Plan	468115	264,729	4,946		130,000		134,946				-	399,675
Parking Purposes	422717	258,810	3,843				3,843	5,200			5,200	267,453
Downtown Parking	422710	37,017	555				555				-	37,572
Holland River Walkway	457861	133,628	2,004				2,004				-	135,632
Trail Contribution-Egan Oak	462150	29,926	449				449				-	30,375
Sale of Property	410970	1,857,232	16,701				16,701	1,487,695			1,487,695	386,237
Stickwood-Walker Property	410973	984,342	9,370				9,370	719,367			719,367	274,345
Rawluk Property	410972	381,172	5,718				5,718				-	386,889
Fiddlefest	457893	5,196	78				78				-	5,275
Festival of Lights	457892	3,481	26				26	3,500			3,500	7

# 2014 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan/1/14	REVENUES					EXPENDITURES				Closing Balance Dec. 31
			Bank & Investment Interest	Contributions	From General Fund	Other	Total Revenue	To Capital Fund	To General Fund	Internal Transfers	Total	
Asset Replacement Funds		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CYTS	471117	(436,468)	(7,119)		850,000		842,881	926,267			926,267	(519,864)
IT	473628	2,777,750	22,763		790,204		812,967	1,842,847			1,842,847	1,747,870
Roads	482267	3,683,624	13,887		4,667,880		4,681,767	9,575,514	608,013		10,183,527	(1,818,136)
Water	482437	19,185,755	289,301		2,340,537		2,629,838	1,836,034	302,563		2,138,597	19,676,996
Sewer	482477	12,343,364	186,534		2,650,528		2,837,062	2,090,000	376,063		2,466,063	12,714,363
Parks	482817	(8,186,066)	(137,852)		760,259		622,407	1,379,432	1,389,000		2,768,432	(10,332,091)
Other	482917	2,071,511	28,222		503,182		531,404	249,042	634,206		883,248	1,719,688
Library	485127	1,061,642	11,290		223,550		234,840	841,542			841,542	464,940
Fire	487117	283,230	(6,181)		15,738		9,557	1,406,352			1,406,352	(1,113,565)
Facilities	487767	(18,245,202)	(290,060)		1,119,425		829,365	2,102,715	1,201,008		3,303,723	(20,719,560)
<b>Growth Reserve Funds</b>												
Growth Fund	490849	736,743	5,489				5,489	708,570	33,060		741,630	612
Recommending A Strategy	457306	981	15	400,000			400,015		400,000		400,000	996
Trail Voluntary Levies	482100	1,473,554	20,090	600,000			620,090	868,459			868,459	1,225,185
<b>TOTAL RESERVE FUND</b>		<b>34,144,411</b>	<b>300,285</b>	<b>1,000,000</b>	<b>16,165,377</b>	<b>-</b>	<b>17,465,662</b>	<b>28,395,303</b>	<b>5,697,283</b>	<b>-</b>	<b>34,092,586</b>	<b>17,517,487</b>
<b>RESERVES:</b>												
<b>Cash Flow Reserves</b>												
Working Funds	321110	1,101,458	-				-				-	1,101,458
<b>Reserves for Operational Contingencies</b>												
Legal Services	322110	724,964					-				-	724,964
HR Reserve	322510	106,860					-		5,000		5,000	101,860
Corporate Consulting	322710	172,275					-		10,000		10,000	162,275
Waste Management	323442	100,000					-				-	100,000
Strategic Planning	327911	60,000					-				-	60,000
Strategic Planning	327910	68,119					-				-	68,119
Streetlighting	323730	175,000					-				-	-
Winter Control	323832	382,000					-				-	382,000
Reserves - Energy	328010	145,000					-		45,000		45,000	100,000
Corporate Contingency	327210	90,000					-				-	90,000
Insurance Claims	325413	434,636					-				-	434,636

# 2014 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan/1/14 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31 \$
			Bank & Investment Interest \$	Contributions \$	From General Fund \$	Other \$	Total Revenue \$	To Capital Fund \$	To General Fund \$	Internal Transfers/ Other \$	Total \$	
Reserves for Development-Related Revenues												
Street Signs	322230	67,220										67,220
Finance Admin. Of Developments	324314	408,220							50,000			358,220
Anti-Tampering Devices	325162	42,041										42,041
Reserves for Cyclical Expenses												
Customer Survey	322313	45,000			10,000							55,000
Wages and Benefits	322810	350,104										350,104
Computer Incentive Program	324210	13,530										13,530
Discretionary Operating Reserves												
Continuous Improvement	324011	44,000										44,000
Hydro Dividend Reserve	329110	761,000										761,000
Corporate Rate Stabilization Fund	325210	556,845										556,845
Efficiency / Enhancement Fund	325310	128,583										18,499
Reserves for Operational Carry-Overs												
NDDC Incentive	323268	205,399										205,399
HR Consulting	323310	144,750										144,750
Customer Service	322314	70,000										70,000
IT	323113	50,000										50,000
Grants	324414	5,649										(399)
Financial Services	324614	3,000										3,000
Reserve - Communications	324710	23,412										23,412
Operational Carry-Overs	328710	176,735										176,735
Wellness Reserve	328210	2,924										2,924
Charity - Golf Donations	328310	431										431
ERIC	324513	500										500

# 2014 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan. 1/14 \$	REVENUES					EXPENDITURES			Closing Balance Dec. 31 \$		
			Bank & Investment Interest \$	Contributions \$	From General Fund \$	Other \$	Total Revenue \$	To Capital Fund \$	To General Fund \$	Internal Transfers/ Other \$	Total \$		
Restricted Operating Reserves													
Fire Services	327821	(0)					-				-	(0)	
Building Permits	324116	5,488,245					-	75,000	771,079		846,079	4,642,166	
Main St. BIA	326110	6,558					-				-	6,558	
NEAC	327168	5,800					-				-	5,800	
Library	325591	488,526					-				-	488,526	
Library-Fund Raising	325592	3,769					-				-	3,769	
Library-Strat. Plan Implemtn	325596	83,445					-				-	83,445	
Library-Strategic Plan	325594	5,255					-				-	5,255	
Library-Insurance	325695	10,000					-				-	10,000	
Maintenance - Water	324942	60,648					-				-	60,648	
Water Rate Stabilization Fund	327642	-			882,424		882,424				-	882,424	
Sanitary Sewer Rate Stabilization Fl	327744	-			678,565		678,565				-	678,565	
Apprenticeship Grants	329010	1,916					-				-	1,916	
Youth Reserve	329274	15,053					-				-	15,053	
Public Works Services	329332	61,068					-				-	61,068	
General Capital Reserves													
Unexpended Capital	341010	437,067	-				-	28,901			28,901	408,166	
Designated Capital Reserves													
Minor Capital	323610	16,500					-				-	16,500	
Digital Initiative	328913	50,000					-				-	50,000	
Community Service Group	323552	2,000					-				-	2,000	
Growth Reserves													
Historic Downtown Centre	328410	15,122					-				-	15,122	
Regional Healthcare Centre	328510	58,179					-		25,000		25,000	33,179	
Regional Urban Centre	328610	37,326					-				-	37,326	
TOTAL RESERVES		13,506,130	-	-	1,570,989	-	1,570,989	430,033	871,079	-	1,301,112	13,776,007	

# 2014 RESERVES AND RESERVE FUNDS BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan/1/14 \$	REVENUES					EXPENDITURES				Closing Balance Dec. 31 \$
			Bank & Investment Interest \$	Contributions \$	From General Fund \$	Other \$	Total Revenue \$	To Capital Fund \$	To General Fund \$	Internal Transfers/ Other \$	Total \$	
<b>SUMMARY BY FUNCTION</b>												
Cash Flow		1,101,458	-	-	-	-	-	-	-	-	-	1,101,458
Operational Contingencies		2,458,854	-	-	-	-	-	220,000	15,000	-	235,000	2,223,854
Development-Related Revenues		3,405,446	41,389	-	73,800	-	114,989	330,972	50,000	-	380,972	3,139,464
Cyclical Expenses		719,472	3,200	-	110,000	-	113,200	-	285,000	-	285,000	537,672
Discretionary Operating		1,879,622	5,538	-	-	-	5,538	100,084	50,000	-	150,084	1,735,076
Operational Carry-Overs		682,799	-	-	-	-	-	6,048	-	-	6,048	676,751
Restricted Operating		13,419,917	112,380	-	2,223,991	-	2,336,381	75,000	828,079	-	903,079	14,853,218
General Capital		(759,340)	(92,253)	-	830,472	-	738,219	831,094	80,000	-	911,094	(932,215)
Designated Capital		7,881,265	93,643	-	577,000	-	670,643	3,435,364	281,380	-	3,716,744	4,835,164
Asset Replacement Funds		14,539,143	110,784	-	13,921,303	-	14,032,087	22,249,745	4,510,853	-	26,760,598	1,810,632
Growth Funds		2,321,904	25,594	1,000,000	-	-	1,025,594	1,577,029	458,050	-	2,035,079	1,312,419
<b>TOTAL RESERVE FUNDS AND RESERVES</b>		<b>47,650,540</b>	<b>300,285</b>	<b>1,000,000</b>	<b>17,736,366</b>	<b>-</b>	<b>19,036,661</b>	<b>28,825,336</b>	<b>6,568,362</b>	<b>-</b>	<b>35,393,698</b>	<b>31,293,493</b>

# 2014 DEFERRED REVENUE BUDGET

Reserve / Reserve Fund Account	Account #	Balance Forward Jan. 1/14
		\$

REVENUES					Total Revenue
Bank & Investment Interest	Contributions	From General Fund	Other		
\$	\$	\$	\$	\$	\$

EXPENDITURES					Total
To Capital Fund	To General Fund	Internal Transfers/ Other			
\$	\$	\$	\$	\$	\$

Closing Balance Dec. 31
\$

## Parkland

Parkland	457815	1,455,475
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16,438	240,000	256,438
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709,221	250,000	959,221
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752,692
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## Development Charges

General Government	460100	342,095
Library	460200	1,880,192
Fire	460300	316,238
Recreation Facilities	460400	6,701,763
Outdoor Recreation	460500	6,689,706
Yards & Fleet	460600	473,679
Town-Wide Engineering	460700	3,518,114
Charges-Parking	460800	684,533
3 Specific DC - Rotundo	460101	63,371
Area Specific DC - Rawluk Farm	460102	6,966
Area Specific DC - Block 9	460103	17,711
Area Specific DC - Walker Farm	460104	19,199
Area Specific DC - Goldstein	460105	763,656

5,949	150,000	155,949
29,211	480,000	509,211
6,244	200,000	206,244
109,840	2,179,000	2,288,840
111,425	1,812,000	1,923,425
8,733	217,000	225,733
48,193	602,000	650,193
11,265	178,000	189,265
951		951
104		104
266		266
288		288
11,455		11,455

40,970		40,970
220,650	125,000	345,650
	937,140	937,140
334,729		334,729
		-
1,204,535	8,000	1,212,535
45,000		45,000
		-
		-
		-
		-
		-
		-

457,075
2,043,753
522,482
8,053,464
8,278,402
699,412
2,955,772
828,798
64,321
7,071
17,977
19,487
775,111

Total DC's	21,477,223
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343,923	5,818,000	-	-	6,161,923
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1,845,884	1,070,140	-	2,916,024
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24,723,122
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## Investing In Ontario

Investing In Ontario	470100	159,256
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2,134		2,134
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33,919		33,919
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127,471
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## Engineering Administration

Engineering Admin.-Subdivision	469991	1,147,284
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14,727	300,000	314,727
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	630,928	630,928
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831,083
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**Mike Mayes, Director  
Financial Services**

TOWN OF NEWMARKET  
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info@newmarket.ca  
905.895.5193

May 8, 2014

## **CORPORATE SERVICES REPORT - FINANCIAL SERVICES-2014-15**

TO: Mayor Tony Van Bynen and Members of Council  
Committee of the Whole

SUBJECT: Development Charges

ORIGIN: Financial Analyst

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### **RECOMMENDATION**

**THAT Corporate Services Report - Financial Services – 2014-15 dated May 8, 2014 regarding 2013 Development Charges be received for information purposes.**

### **COMMENTS**

#### **PURPOSE**

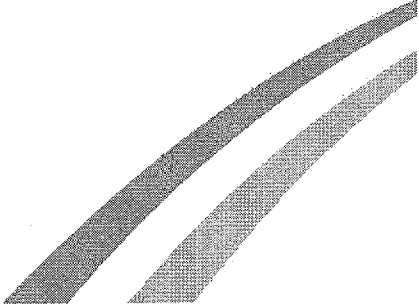
The purpose of this report is to meet the statutory requirement and report on the 2013 transactions of the development charge reserve funds.

#### **BUDGET IMPACT**

The development charges are based on Council-approved growth-related capital programs over a 10-year period. As such, higher collections in 2013 improve cash flow but do not directly benefit the capital budget.

#### **SUMMARY**

Development charge collections and interest, totaled \$5,984,683 in 2013, an increase of more than 80% of the projected funding. The projected funding was based on the average of the previous four years actual development charge collections. Capital funding was 19% less than the projected amount of \$2,312,995.





## **BACKGROUND**

In 2009, By-law 2009-73 was enacted for Town-wide development charges, and by-laws 2009-65 & 2009-72 were enacted for specific area development charges in Newmarket.

A financial statement regarding development charges and related reserve funds is required every year, under section 43 of the Development Charges Act, 1997.

The total development charges collected in 2013 amounted to \$5,643,880, due to higher than anticipated development activity. \$340,803 was earned in interest. Combined revenues were 83% higher than projected. Funding of capital projects was 19% lower than the projected amount of \$2,312,995, with the remainder included in capital carryovers (see Corporate Services Report – Financial Services 2014-18). All capital projects and expenditures funded by development charges were included in the Council-approved 2009 Development Charges Background Study.

Attached is the Statement of Development Charge Reserve Fund Transactions for the year 2013. The Statement will be posted on the Town's website for public information purposes. A copy of the Statement will be forwarded to the Minister of Municipal Affairs and Housing within 60 days after Council receives the Statement, as per section 43 of the Development Charges Act, 1997.

As part of the Capital Financing Sustainability Strategy, Hemson Consulting Ltd. is doing the 2014 DC Background Study. The goal is to have a new DC bylaw passed before the current DC bylaw expires at the end of August.

## **BUDGET IMPACT**

The development charges are based on the anticipated growth-related capital programs over a 10-year period. As such, higher development charges collected and interest earned in 2013, improve cashflow but do not directly benefit the capital budget. They will be applied in the future to projects that are included in the Council-approved growth-related capital program.

## **CONTACT**

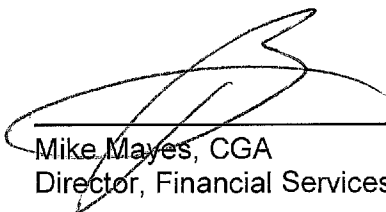
For more information on this report, please contact Leighton Taylor at 905-953-5300, ext.2121 or [ltaylor@newmarket.ca](mailto:ltaylor@newmarket.ca)



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Commissioner, Corporate Services

**TOWN OF NEWMARKET**  
**Development Charge Reserve Funds Transactions**  
**For the Year Ended December 31, 2013**

Development charges are levies against new developments. These charges aim to fund growth-related capital facilities and infrastructure. Development charges help protect existing taxpayers by having growth pay for growth.

Area	Balance January 1, 2013	Collections	Interest Revenue/(Expense)	(Expenditures)	Balance December 31, 2013
1. General Government	\$ 341,523	\$ 143,657	\$ 6,945	\$ (150,031) a	\$ 342,094
2. Library	1,442,448	526,023	28,839	(117,118) b	1,880,192
3. Fire	143,304	182,717	4,227	(14,010) c	316,238
4. Recreation Facilities	5,147,891	2,387,548	103,464	(937,140) d	6,701,763
5. Outdoor Recreation	4,900,337	1,974,158	103,642	(288,432) e	6,689,705
6. Yards & Fleet	270,280	196,756	6,643	-	473,679
7. Town-Wide Engineering	3,746,821	71,823	62,106	(362,635) f	3,518,115
8. Parking	512,943	161,197	10,393	-	684,533
9. Area Specific DCs	856,361	-	14,543	-	870,904
<b>Total</b>	<b>\$ 17,361,908</b>	<b>\$ 5,643,879</b>	<b>\$ 340,802</b>	<b>\$ (1,869,366)</b>	<b>\$ 21,477,223</b>

**Notes:**

- The General Government reserve fund includes services for Growth Studies.
- The Library fund account includes services for Library buildings, Library Land, Library materials and Library furniture and fixtures.
- The Fire reserve account includes services for Fire buildings, Land for Fire, Fire Vehicles, and Firefighter equipment.
- The Recreation Facilities reserve fund includes services for Major Facilities, Land for Major Facilities, and Recreation Facilities Equipment.
- The Outdoor Recreation reserve fund includes services for Parkland Development, Park Trails, Play Fields and Play Equipment, and Parks Maintenance Equipment.
- The Yards and Fleet reserve fund includes Buildings, Land, and Operations Fleet and Maintenance Equipment.
- The Town-Wide Engineering reserve fund includes services for Roads, Signalization, Sidewalks, Sanitary Sewers and Storm Water Management.
- The Parking reserve fund includes municipal parking facilities.
- Area Specific DC funds include services for Rotundo, Rawluk Farm, Block 9, Walker Farm and Goldstein/Trinison Development Areas.
- General Government expenditures were used for the Capital Financing Sustainability Strategy, DC study, and the Yonge/Davis secondary plan.
- Library expenditures were used to purchase library materials, public counters, and furniture.
- The expenditures for Fire were used to purchase fire fighting equipment.
- Recreation Facilities expenditures were used to service debt financing for the Magna Centre and the Youth Centre.
- Outdoor Recreation expenditures were incurred for the Recreation Master Plan, Rogers Spray Pad and Northwest Quadrant trail projects.
- Town-Wide Engineering expenditures were used for the Timothy Street road reconstruction, signalization at Gorham & Harry Walker Parkway, new pump for the Bayview Avenue Pumping Station and a Stormwater Management Pond project.



**Mike Mayes, Director  
Financial Services/Treasurer**

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April 28, 2014

## **CORPORATE SERVICES REPORT - FINANCIAL SERVICES-2014-16**

TO: Mayor Tony Van Bynen and Members of Council  
Committee of the Whole

SUBJECT: Property Tax Rates & Bylaw for 2014

ORIGIN: Supervisor, Property Taxes

### **RECOMMENDATIONS**

THAT Corporate Services Report - Financial Services – 2014-16 dated April 28, 2014 regarding the Property Tax Rates & By-Law for 2014 be received and the following recommendations be adopted:

1. THAT the property tax rates for 2014, as applied to the 2014 Returned Assessment Roll, be set for Town purposes, as follows:

<u>Property Class</u>	<u>Tax Rate</u>
Residential	0.395166%
Multi-Residential	0.395166%
Commercial	0.441479%
Industrial	0.518616%
Pipelines	0.363158%
Farmland/Managed Forest	0.098792%

2. AND THAT the applicable tax rate by-law attached as Appendix "A" be forwarded to Council for approval.

### **COMMENTS**

#### **Purpose**

The purpose of this report is to provide for the levy and collection of the 2014 Property Taxes.

#### **Budget Impact**

The proposed property tax rates for the Town will increase the tax levy by 2.72% and raise the necessary tax dollars to fund the 2014 Tax-Supported Operating Budget as approved by Council on December 2, 2013.

#### **Summary**

Section 312 (2) of the Municipal Act provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class.

**Town Tax Rates:**

The tax rates for Town purposes are determined using the approved tax ratios applied to the 2013 Returned Assessment Roll and the approved 2014 Town Tax-Supported Operating Budget.

The tax ratios for 2014 are set by Regional Council, are Region-wide, and must be used by all nine area municipalities in setting their respective tax rates for 2014. The 2014 tax ratios have been approved. Tax ratios represent the amount of taxation to be used by each property class in relation to the residential class. The ratios reflect how the tax rate of a property class compares to the residential rate, with the residential class tax ratio being equal to 1. Below is an outline showing no change in ratios between 2013 and 2014. Tax ratios were not adjusted for the shifting of tax burden to residential taxpayers.

<b><i>Property Class</i></b>	<b><i>2014 Tax Ratio</i></b>	<b><i>2013 Tax Ratio</i></b>
Residential	1.0000	1.0000
Multi-Residential	1.0000	1.0000
Commercial	1.1172	1.1172
Industrial	1.3124	1.3124
Pipeline	0.9190	0.9190
Farmland	0.2500	0.2500
Managed Forest	0.2500	0.2500

In addition, Provincial legislation requires that tax discounts be given to several prescribed subclasses within the Commercial and Industrial property classes. The legislation requires that the tax rates for vacant/excess land and units in the Commercial and Industrial property classes be discounted by 30% and 35% respectively. The higher discount on vacant industrial properties reflects the comparably higher tax ratio applied to industrial properties.

Schedule "A" attached to the by-law, lists the proposed tax rates required to raise the approved 2014 Town tax levy requirement of \$50.6 million. These tax rates have been calculated based on the approved tax ratios. This results in an average municipal (Town) increase to a homeowner assessed at \$403,078 of 2.83% or \$43.90.

**Region and Education Tax Rates:**

The Region of York and the province have set the property tax rates they require to raise funds for Regional and Educational purposes respectively. The Region will be raising \$53.3 million in Newmarket and that is 5.99% of the total Regional levy as compared to 6.04% in 2013. This results in an average municipal (Town) increase to a homeowner assessed at \$403,078 of 0.84% or \$13.95.

The Region's tax levy increase was 1.54%, but the impact was only 0.84% because of the lower rates of growth – Newmarket's share of Regional taxes dropped from 6.04% to 5.99%. For the average resident, this is a savings of 0.70% or \$11.66. This is Regional tax shifting. Tax shifting is the change in distribution of tax burden amongst the various tax classes or tax jurisdictions.

The School tax rate has changed from 0.212000 in 2013 to 0.203000 in 2014. For an average homeowner assessed at \$403,078, the School Board increase to Newmarket taxpayers is \$5.96 or 0.73%. This increase is attributed to the fact that our overall assessment values increased more than the provincial average. It should be noted that the Educational tax rates for Commercial and Industrial tax classes are 5.2 and 5.9 respectively, times the Educational tax rate for the residential property tax class. The School Boards will be raising \$42.8 million from Newmarket taxpayers in 2014.

#### Summary of Tax Rates:

The total residential tax rate for 2014 will be 1.014899%, as set out in Schedule "A". An average residential property taxpayer, currently assessed at \$403,078 will pay \$4,090.84 in property taxes in 2014. In 2013, the assessment for this same property was \$383,155, which would have paid \$4,027.03 in property taxes, as set out hereafter:

	<b>2013</b>	<b>2014</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Town</b>	\$1,548.93	\$1,592.83	\$ 43.90	2.83%
<b>Region</b>	1,665.81	1,679.76	13.95	0.84%
<b>School Boards</b>	812.29	818.25	5.96	0.73%
<b>TOTAL</b>	<b>\$4,027.03</b>	<b>\$4,090.84</b>	<b>\$63.81</b>	<b>1.58%</b>

As indicated above, the all-in tax increase is 1.58% representing 1.15%, including Regional tax shifting, shifting of provincial rates, plus 0.43% for the Infrastructure levy.

Within the Town's portion, there is consideration of a 2.72% (1.98% general levy and an additional Infrastructure levy of 0.74%) increase in the property tax levy; however, the rate of growth in commercial/industrial assessment relative to residential was lower than expected and resulted in inter-class tax shifting. For the average resident, this is an additional 0.11% or \$1.76.

The share of the property tax bill in 2014 will be as follows:

	<b>Residential</b>	<b>Commercial</b>	<b>Industrial</b>
<b>Town</b>	38.9%	22.5%	22.7%
<b>Region</b>	41.1%	23.7%	23.9%
<b>Education</b>	20.0%	53.8%	53.4%

Note that the tax revenue generated for the Town, Region and School Boards combined, will be more than \$146 million.

#### Assistance Programs

Finance Report 2005-31 introduced the new "Property Assistance for Seniors" program. A clause in this report states, "This amount would be subject annually to an increase that would reflect the

rate of increase in the Town's property tax portion (rounded to the nearest dollar)." As a result of the Town portion increase of 2.72%, the amount of the grant for 2014 will increase to \$274.00, from the previous \$267.00 for 2013. Residents who qualify for the "Low Income Seniors and Low Income Disabled Tax Deferral Program" need to apply to the Tax Office in accordance with the program policies as established by the Regional Municipality of York.

- For low-income seniors 55 years of age to 64 years of age, the deferral is the tax increase in excess of \$300.00 for the eligible year.
- For seniors 65 and older, the amount of the deferral is the tax increase for the eligible year.

The above are deferrals only and must be repaid once the house is no longer owned by the qualified senior.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

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

### **CONSULTATION**

The Region of York sets the tax ratios.

### **BUDGET IMPACT**

The proposed property tax rates for the Town will raise the necessary tax dollars to fund the 2014 Tax-Supported Operating Budget as approved by Council on December 2, 2013.

### **CONTACT**

For more information on this report, contact: Carol Mohr at 905-953-5300, ext. 2143 or via e-mail at [cmohr@newmarket.ca](mailto:cmohr@newmarket.ca)



Carol Mohr  
Supervisor, Property Taxes



Mike Mayes, CGA  
Director, Financial Services/Treasurer



Anita Moore, AMCT  
Commissioner, Corporate Services

CM/nh  
Attachments



# CORPORATION OF THE TOWN OF NEWMARKET

## BY-LAW NUMBER 2014-

### APPENDIX "A"

A BY-LAW TO PROVIDE FOR THE LEVY AND COLLECTION OF THE SUMS REQUIRED BY THE CORPORATION OF THE TOWN OF NEWMARKET FOR 2014 AND TO PROVIDE FOR THE MAILING OF NOTICES REQUISITIONING THE PAYMENT OF TAXES FOR 2014.

WHEREAS Section 312 (2) of the *Municipal Act* provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS Sections 307 and 308 of the said *Act* require tax rates to be established in the same proportion to tax ratios;

AND WHEREAS estimates have been prepared showing the sum of \$146,760,161 is required to be raised for the lawful purposes of the Corporation of the Town of Newmarket for the year 2014, which estimates are made up as follows:

1.	Town of Newmarket General Purposes	\$ 50,616,693
2.	Regional Municipality of York Purposes	\$ 53,298,955
3.	Ontario Education Purposes	<u>\$ 42,844,513</u>
		<u>\$146,760,161</u>

AND WHEREAS any special levy in the Town of Newmarket is based upon the Current Value Assessment as returned on the last revised Assessment Roll as determined by the Ontario Ministry of Finance in accordance with the *Ontario Assessment Act* as amended, as summarized on Schedule "A" attached to this by-law;

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

1. THAT the following property tax class ratios are to be applied in determining tax rates for taxation in 2014:

Residential/Farm Property Class	1.0000
Multi-Residential Property Class	1.0000
New Multi-residential Property Class	1.0000
Commercial Property Class	1.1172
Industrial Property Class	1.3124
Pipelines Property Class	0.9190
Farmlands Property Class	0.2500
Managed Forest Property Class	0.2500

2. AND THAT for the year 2014, the Corporation of the Town of Newmarket shall levy upon the Residential Assessment, Multi-residential Assessment, New Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipeline Assessment, Farmland Assessment and Managed Forest Assessment the rates of taxation set out in this by-law. The optional property classes allowable which were not adopted by the Region of York have been included within Schedule "A" for clarity, shown with the tax rates established for the default Commercial and Industrial Assessment classes for the respective optional classes. This presentation was selected to coincide with the property tax class codes and qualifiers used by the Ministry of Finance in its communication with property owners concerning their property assessments;
3. AND THAT the sum of \$50,616,693 be levied and collected for the Town of Newmarket's General Purposes as provided by the Corporation's 2014 Operating Budget, such sum to be provided by applying the tax rates as summarized in Schedule "A" attached, to the taxable assessments;
4. AND THAT the sum of \$53,298,955 be levied and collected for the Town of Newmarket's share of the 2014 Budget for The Regional Municipality of York, such sum to be provided by applying the tax rates as summarized in Schedule "A" attached, to the taxable assessments;
5. AND THAT the sum of \$42,844,513 be levied and collected for the Town of Newmarket's share of the 2014 Ontario Education, such sum to be provided by applying to the taxable assessments the tax rates summarized in Schedule "A" which are the rates prescribed for use by Ontario Regulation O. Reg. 98/06;
6. AND THAT for properties so assessed, payments in lieu of taxes shall be calculated using the tax rates in Schedule, "A" which would be applicable to the property if it were subject to tax;
7. AND THAT for the railway rights-of-way assessments and for the Utility Transmission and Distribution Corridor, assessments shall have their taxes due to the Corporation of the Town of Newmarket calculated in accordance with the Regulations as established by the Minister of Finance and the returned assessment roll;
8. AND THAT for the purpose of the business improvement area projects, the sum of \$30,000 shall be levied and collected from the property owners within the business improvement area.
9. AND THAT the Treasurer shall add to the Collector's Roll, all or any arrears for cutting weeds or any charges to fence viewers awards or water arrears or any other charges which should be collected pursuant to any statute or by-law to the respective properties chargeable thereto and that the same shall be collected by the Treasurer in the same manner and at the same time as all other rates or levies;
10. AND THAT the Interim Tax Levy pursuant to By-law Number 2014-01 shall be shown as a reduction on the final tax levy;



11. AND THAT all taxes levied under the authority of this by-law shall become due and payable in three installments; the first installment due July 17, 2014, the second installment due August 21, 2014 and the third installment due September 18, 2014, and all installments shall be payable to the office of the Treasurer of the Town of Newmarket;

These due dates are subject to amendment by the Treasurer, if required, to meet the statutory timing required following the tax demand date;

12. AND THAT the Treasurer for the Corporation of the Town of Newmarket may mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, addressed to that person's place of residence as indicated on the Collector's Roll;
13. AND THAT taxes are payable at the Municipal Offices, 395 Mulock Drive, Newmarket, and at such other places as may be designated by the Town from time to time;
14. AND THAT residents who qualify for the Low Income Seniors and Low Income Disabled Tax Deferral Program need to apply to the Tax Office in accordance with the program policies as established by the Regional Municipality of York. The amount of deferral for 2014 will be determined once the application has been approved;
15. AND THAT if any section or portion of this by-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Corporation of the Town of Newmarket that all remaining sections and portions of this by-law continue in force and effect;
16. AND THAT Schedule "A" attached hereto shall be and form a part of this by-law.

ENACTED THIS                      DAY OF

\_\_\_\_\_  
Tony Van Bynen, Mayor

\_\_\_\_\_  
Andrew Brouwer, Town Clerk

**SCHEDULE "A"**  
**Corporation of the Town of Newmarket**  
**2014 Schedule of Tax Rates for Taxable Property**

Property Assessment Class	Code/Qual	Town Rate	Region Rate	School Rate	Total Rate
Residential & Farm	RT	0.395166%	0.416733%	0.203000%	<b>1.014899%</b>
Residential Shared PIL	RH	0.395166%	0.416733%	0.203000%	<b>1.014899%</b>
Multi-Residential	MT	0.395166%	0.416733%	0.203000%	<b>1.014899%</b>
Commercial (Occupied)	CT	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Vacant Units/Excess Land	CU	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
Commercial Shared PIL	CH	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Excess Land Shared PIL	CK	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
Commercial Parking Lot	GT	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Parking Lot - Vacant	CX	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
Commercial Office Building	DT	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Shopping Centres	ST	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Shop Centres Vacant Units	SU	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
Commercial - New Construction	XT	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Excess Land New Construction	XU	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
New Construction Office	YT	0.444898%	0.465574%	1.055636%	<b>1.966108%</b>
New Construction Excess Land	YU	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
Commercial Shopping Centres - New Construction	ZT	0.441479%	0.465574%	1.055636%	<b>1.962689%</b>
Commercial Shopping Centre Excess Land - New Construction	ZU	0.309036%	0.325902%	0.738945%	<b>1.373883%</b>
Industrial (Occupied)	IT	0.518616%	0.546920%	1.220000%	<b>2.285536%</b>
Industrial Shared PIL	IH	0.518616%	0.546920%	1.220000%	<b>2.285536%</b>
Industrial Excess Land	IK	0.337100%	0.355498%	0.793000%	<b>1.485598%</b>
Industrial Vacant Units/Excess Land	IU	0.337100%	0.355498%	0.793000%	<b>1.485598%</b>
Industrial Vacant Land	IX	0.337100%	0.355498%	0.793000%	<b>1.485598%</b>
Industrial-Large	LT	0.518616%	0.546920%	1.220000%	<b>2.285536%</b>
Industrial-Large Vacant Units/Excess Land	LU	0.337100%	0.355498%	0.793000%	<b>1.485598%</b>
Industrial - New Construction	JT	0.518616%	0.546920%	1.220000%	<b>2.285536%</b>
Pipelines	PT	0.363158%	0.382978%	1.483767%	<b>2.229903%</b>
Farmland/Managed Forest	FT	0.098792%	0.104180%	0.050750%	<b>0.253722%</b>



**Mike Mayes, Director  
Financial Services/Treasurer**

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May 1, 2014

## **CORPORATE SERVICES REPORT - FINANCIAL SERVICES - 2014-23**

**TO:** Mayor Tony Van Bynen and Members of Council  
Committee of the Whole

**SUBJECT:** Tax write offs Pursuant to the Municipal Act 2001

**ORIGIN:** Supervisor, Property Taxes

### **RECOMMENDATION**

**THAT Corporate Services Report - Financial Services – 2014-23 dated May 1, 2014 regarding Tax Write-offs Pursuant to the Municipal Act, 2001 be received and the tax adjustments outlined in Appendix 1 be approved.**

### **COMMENTS**

#### **Purpose**

The purpose of this report is to obtain approval by Council to adjust and/or write-off the balance of various tax accounts set out on the attached schedule.

#### **Budget Impact**

The total cancellation, reduction or refund of taxes, as recommended is \$3,323.60. The Town's portion of this amount is \$2,137.08, the Region's portion equals \$2,325.79 and the School Board's portion is (\$1,139.27).

#### **Summary**

Sections 357 and 358 of the Municipal Act, 2001 provides the authorities and reasons for the write-off, cancellation, reduction or refund of taxes.

## **Background**

Sections 357 and 358 of the *Municipal Act, 2001* provide the authorities and reasons for the write-off, cancellation, reduction or refund of taxes. Some examples of eligible criteria are:

- Tax classification change
- Structure razed or damaged by fire or demolition
- Land has become exempt
- Gross or manifest error (MPAC makes an error that may be factual or clerical in nature)

Applications were received by taxation staff and forwarded to the Municipal Property Assessment Corporation (MPAC) for review. Upon receiving comments from MPAC, staff calculates the amount for tax cancellation. Once Council approves the cancellation, reduction or refund of taxes, taxation staff will notify the taxpayer.

All tax amounts approved for cancellation, reduction or refund will be charged back in proportion to the amounts levied on behalf of the Town, Region and School Boards.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

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

## **CONSULTATION**

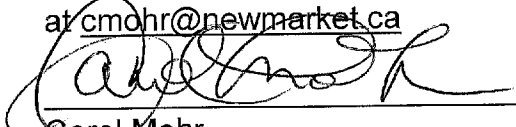
Municipal Property Assessment Corporation (MPAC), provides the revised classification and the CVA (Current Value Assessment) amounts.

## **BUDGET IMPACT**

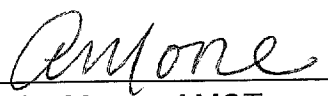
The total cancellation, reduction or refund of taxes, as recommended is \$3,323.60. The Town's portion of this amount is \$2,137.08, the Region's portion equals \$2,325.79 and the School Board's portion is (\$1,139.27).

## **CONTACT**

For more information on this report, contact: Carol Mohr at 905-953-5300, ext. 2143 or via e-mail at [cmohr@newmarket.ca](mailto:cmohr@newmarket.ca)

  
\_\_\_\_\_  
Carol Mohr  
Supervisor, Property Taxes

  
\_\_\_\_\_  
Mike Mayes, CGA  
Director, Financial Services/Treasurer

  
\_\_\_\_\_  
Anita Moore, AMCT  
Commissioner, Corporate Services

CM/nh  
Attachment

# Appendix 1

<u>ROLL NO</u>	<u>APPEAL #</u>	<u>LOCATION</u>	<u>REASON</u>	<u>YEAR</u>	<u>TAX CLASS</u>	<u>TOTAL</u>	<u>TOWN</u>	<u>REGION</u>	<u>SCHOOL BD</u>
020.110.73184	2013-13	237 WILLIAM ROE BLVD	RAZED BY FIRE	2012	RTEP	(328.08)	(123.42)	(137.54)	(67.12)
020.110.73184	2013-14	237 WILLIAM ROE BLVD	RAZED BY FIRE	2013	RTEP	(1,045.77)	(402.24)	(432.59)	(210.94)
030.130.10900	2013-15	345 DAVIS DRIVE	RAZED BY FIRE	2013	RTEP	(5,862.08)	(2,254.76)	(2,424.89)	(1,182.43)
030.130.10900	2012-15	345 DAVIS DRIVE	RAZED BY FIRE	2013	CXN	7,067.12	1,571.25	1,689.80	3,806.07
040.166.04616	2013-10	466 DOVER CRES	MPAC SENIOR & DISABLED PROGRAM	2013	RTEP	(164.85)	(63.41)	(68.19)	(33.25)
040.197.78200	2013-16	1192 KINGDALE ROAD	POOL CLOSED	2013	RTEP	(247.92)	(95.36)	(102.55)	(50.01)
040.198.38312	2013-18	12-1228 GORAM ST	CLASS CHANGE	2011	ITN	(4,648.98)	(988.72)	(1,133.21)	(2,527.05)
040.198.38312	2013-19	12-1228 GORAM ST	CLASS CHANGE	2012	ITN	(4,857.53)	(1,066.72)	(1,188.74)	(2,602.07)
040.198.38312	2013-20	12-1228 GORAM ST	CLASS CHANGE	2013	ITN	(4,993.79)	(1,122.11)	(1,206.78)	(2,664.90)
040.204.35828	2013-21	429 HEWITT CIR	CLERICAL ERROR	2011	RTEP	(98.89)	(36.38)	(41.72)	(20.79)
040.204.35828	2013-22	429 HEWITT CIR	CLERICAL ERROR	2012	RTEP	(129.65)	(48.78)	(54.35)	(26.52)
040.204.35828	2013-23	429 HEWITT CIR	CLERICAL ERROR	2013	RTEP	(118.24)	(45.48)	(48.91)	(23.85)
040.205.90226	2014-01	351 BINNS AVE	CLERICAL ERROR	2012	RTEP	(259.26)	(97.53)	(108.69)	(53.04)
040.205.90226	2014-02	351 BINNS AVE	CLERICAL ERROR	2013	RTEP	(260.10)	(100.03)	(107.60)	(52.47)
<b>TOTALS:</b>						(3,323.60)	(2,137.08)	(2,325.79)	1,139.27



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May 6, 2014

**OFFICE OF THE CAO - CORPORATE COMMUNICATIONS  
AND CORPORATE POLICY COMMITTEE JOINT REPORT 2014-01**

TO: Committee of the Whole  
SUBJECT: New Corporate Policy – Staff Social Media Policy COMM.3-01  
ORIGIN: Corporate Communications and Corporate Policy Committee

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**RECOMMENDATIONS**

**THAT Corporate Communications and Corporate Policy Committee Joint Report 2014-01 dated May 6, 2014 regarding new Corporate Policy – Staff Social Media Policy be received and the following recommendation be adopted:**

**THAT Council approves the attached Staff Social Media Policy COMM.3-01**

**COMMENTS**

The emergence of social media has fundamentally changed the way that organizations communicate with their stakeholders, both internally and externally.

The objective of the social media policy is to provide direction to staff in the appropriate use of social media. The policy and accompanying guidelines provide clarity around staff use of social media and distinguishes between corporate and personal use. As social media continues to evolve and gain popularity, the Town will course correct and adjust as necessary.

Please note that the policy and accompanying procedures are directed towards staff only. If Council wishes to create guidelines that apply to Council use of social media, this could be considered as part of the Council Code of Conduct.

The Corporate Policy Committee and Operational Leadership Team (OLT) recommend approval of this new corporate policy.

**BACKGROUND**

Since 2010, the number of Ontario municipalities participating in social media has increased by 860%. According to a recent survey by Redbrick Communications, more than half of all Ontario municipalities are using social media, including 91% of large municipalities with a population of 75,000 or more. The social media usage amongst municipalities is highest in Central Ontario with 79% of towns and cities using social media. Currently, only 20% of municipalities in Ontario that are active in social media have policies in place to outline the appropriate use of social media within the organization. (Statistics courtesy of Redbrick Communications).

In the summer of 2010, the Town of Newmarket began a pilot project in social media. The Town developed its first social media account on Twitter and has since created a presence on Youtube, Flickr and Instagram. Newmarket continues to use a centralized approach to social media (i.e. Newmarket will continue to focus efforts on one Town of Newmarket Twitter account, rather than a separate account for each department and/or initiative). All inquiries and interactions received via social media are filtered through approved corporate accounts. Designated social media moderators are responsible for monitoring and responding to these inquiries.



All corporate social media activities are overseen by the Corporate Communications department. Guidelines for social media moderators are attached to the corporate policy.

## Overview of Newmarket's social media activity

**TWITTER** - An online social networking and microblogging service that enables users to send and read short 140-character messages, called "tweets." Registered users can read and post tweets, but unregistered users can only read them.

- To date, the Town has approximately 5,000 followers on Twitter
- On average, there are 40 – 60 new followers per week @townofnewmarket
- The fastest growing demographic following the Town is age 35-44

### Three-month Twitter highlights (February 5 – May 5, 2014)

#### TWITTER STATS

across all Twitter accounts

##### FOLLOWER DEMOGRAPHICS



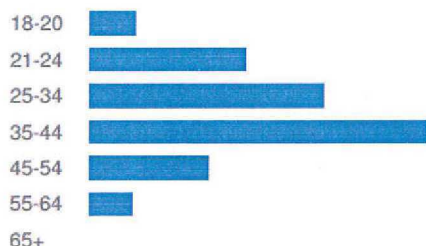
49%

MALE FOLLOWERS



51%

FEMALE FOLLOWERS



##### TWITTER STATS



660

New Twitter Followers in this time period



888

Link Clicks



1,575

Mentions



959

Retweets

##### DAILY INTERACTIONS

250



@MENTIONS 1,575 RETWEETS 959

##### OUTBOUND TWEET CONTENT



191 Plain Text



198 Links to Pages



12 Photo Links

Incoming Messages 1,628

Sent Messages 401

New Twitter Followers 660

New Facebook Fans 0

2,534 INTERACTIONS

BY 881 UNIQUE USERS

2,561,896 IMPRESSIONS

**Interactions:** The number of Twitter mentions and retweets connected to this Group.

**Unique Users:** The number of people who interacted with the Twitter profile in this Group.

**Impressions:** Combined number of potential users that saw any content associated with the Twitter profile connected to this Group.

**YOUTUBE** - a video sharing website that allows users to upload, view and share videos.

- **Currently there are 30 videos posted on the Town's YouTube channel**
- **There are more than 15,000 views on the channel**
- **The most watched video is the GLOW employment branding video with almost 9,000 views**

**Resident comment (on GLOW video):** "Very nice, I think this video is a good use of taxpayer's money. It makes you feel good to be a resident, puts a nice face on the great people who work for the town, and hopefully turns out to be an effective medium for the Town to connect with people."

**FLICKR** – An image hosting website that allows users to embed photographs in their websites or on the Flickr website through albums that are searchable with keywords in Flickr's built in search engine.

- **To date, the Town had 19 Flickr albums**
- **Albums with the most views include: Newmarket Ice Lounge (678 views), Trail Marker Unveiling (400 views) and Newmarket Earth Hour 2014 (251 views)**

**INSTAGRAM** - is an online photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos, apply digital filters to them, and share them on a variety of social networking services, such as Facebook, Twitter, Tumblr and Flickr.

- **The Town has 78 instagram posts and 178 followers**

## **CONSULTATION**

A Corporate Social Media Committee was created to participate in the creation of the corporate social media policy and provide content for social media updates. The committee consists of a cross-section of representatives from throughout the organization including, but not limited to, the Legal department, Recreation and Culture, Engineering, Legislative Services and Customer Service. The Town has worked closely with Brian Lambie of Redbrick Communications on the policy development, whose extensive background research in the area of social media has helped to shape the proposed policy.

The draft Policy was reviewed by the Corporate Policy Committee and presented and approved by the Operational Leadership Team.

The attached policy incorporates the feedback and comments from all of the stakeholders noted above.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This policy is consistent with the Town's vision of being 'well-planned and connected' by providing telecommunications infrastructure and policies for an increasingly wired world. It represents Newmarket's commitment to be 'well respected' by being forward looking and promoting engagement in civic affairs.

This also aligns with Council's Strategic Focus Area of Community Engagement and Transparency and reflects our core values by demonstrating accountability and accessibility.

## **NEXT STEPS**

Once the policy is adopted, there will be workshop-style training sessions for all staff.



**HUMAN RESOURCE CONSIDERATIONS**

There is a pilot in place for after-hours twitter monitoring from 5 – 9 p.m. Monday to Friday and 9 a.m. – 9 p.m. on Saturdays and Sundays. The Town's Twitter account notes that the account is not monitored 24 hours a day, seven days a week.

**BUDGET IMPACT**

The adoption of the Social Media Policy has no direct impact on the operating budget. Subsequent decisions that affect the Town's participation and service level in social media (i.e. the amount of social media posts, correspondence and monitoring), could impact future requirements and resources.

**CONTACT**

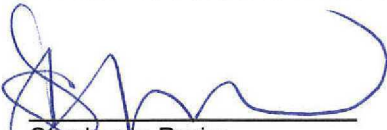
For more information on this report, contact Wanda Bennett at 905-895-5193 ext. 2041 or [wbennett@newmarket.ca](mailto:wbennett@newmarket.ca)



Wanda Bennett  
Director, Corporate Communications



Amber Harrison  
Senior Communications Officer,  
Co-Chair of the Social Media Committee



Stephanie Dyriw  
Supervisor of Marketing and Sponsorship,  
Co-Chair of the Social Media Committee



Cindy Wackett  
Corporate Policy Committee



## CORPORATE POLICY

Sub Topic:	Acceptable Use of Social Media	Policy No. COMM.3-01
Topic:	Social Media	Employees Covered: All Employees
Section:	Communications	Council Adoption Date:
Effective Date:	Revision No:	Date:

### Policy Statement & Strategic Plan Linkages

The Town of Newmarket (the Town) recognizes the value and public interest in social media, and the need to provide guidance to Town employees on the use of social media.

This policy is consistent with the Town's Strategic Plan and defines conduct that demonstrates the Town's core values: courage & creativity, accountability & accessibility, and integrity & excellence.

### Purpose

This policy guides Town employees in the acceptable use of social media and serves to distinguish between corporate use and personal use as it relates to Town business.

### Definitions

Corporate Use: refers to management approved activity on any social media platform or account that is operated and maintained by the Town.

Designated Social Media Moderator: a Town employee who is designated by the Director of Corporate Communications, in consultation with their Director, and is responsible for creating and approving content, posting to and monitoring a social media account on behalf of the Town, or one of its departments, programs or services.

Personal Use: refers to an employee's personal use of social media accounts on any social media platform at any time.

Social Media: web-based applications and on-line forums that allow users to interact, share and publish content such as text, links, photos, audio and video.

Social Media Platform: includes social networking (i.e. Facebook and LinkedIn), micro-blogging (i.e. Twitter and Tumblr), video sharing and podcasts (i.e. YouTube), photo sharing (i.e. Flickr), web-hosting (i.e. wikis and blogs).

Social Media/Networking Account: interactions and conversations among people in which they create, share, and exchange information and ideas in virtual communities, networks and internet/on-line forums. The interactions take place online and are two way in nature.

### **Responsibilities of Employees**

- access personal social media accounts using a personal e-mail address
- limit access to personal, social media accounts during working hours to designated breaks
- exclude links or post to Town email addresses to personal social media accounts
- exclude the use of Town corporate logos, crests or images from personal, social media accounts
- use caution, professional discretion and conduct when engaging in social media accounts
- refrain from posting information or engaging in conversations related to the Town that are controversial or contentious - particularly when discussing any product, cause, political party, or political candidate
- be aware that social media posting activities can appear transitory, however they are considered publications, and are subject to laws governing publications
- not generate or respond to content on social media that relates to Town business, programs or services unless identified as a Designated Social Media Moderator
- be aware of the consequences of unacceptable actions, which may result in disciplinary action up to and including termination of employment.
- be aware that they will be personally subject to fines and penalties when in violation of the law with respect to the acceptable use of social media

### **Responsibilities of Employer**

- communicate expectations to all employees
- inform employees on acceptable personal use of social media as it relates to Town business
- apply progressive disciplinary action as outlined in the attached guidelines as appropriate
- designate social media moderators to create and approve content, post to and monitor social media accounts and respond on behalf of the Town

### **Cross-References**

Acceptable Use of Information Technology (under development)

Administration Bylaw

Email Service Standards Policy –CI. 1-02

Employee Code of Conduct Policy –CAO. 3-01

Harassment & Discrimination Free Workplace Policy - HR.13-04

Internet & Email Acceptable Use Policy – IT.1-01

Media Relations Policy – COMM.5-01

Records Retention Policy - CORP.1-06

Use of Corporate Logo Policy – COMM 5

Violence Free Workplace - HR13-03

**Appendices** (which may be amended from time to time)

Appendix 'A' – Employee Guidelines for Acceptable Social Media Use

Appendix 'B' – Protocols for Corporate Social Media Use by a Designated Social Media Moderator

DRAFT



**Appendix 'A'**  
**Employee Guidelines for Acceptable Social Media Use**  
**to**  
**Town of Newmarket**  
**Social Media Policy COMM.3-01**

Town of Newmarket (Town) employees who engage in personal use of social media should be aware that there are professional risks. Employees cannot control the fact that an audience may perceive that their posts are being made within the context of their employment with the Town. As such, caution should always be exercised. Furthermore, while social media activity can seem transitory, posts on social media are considered publications and are subject to laws governing publications.

Employees shall be guided by a traffic light model to help inform their judgement about their personal use of social media as those employees engaging in social media are unable to control that they may be perceived to be representing the Town. These guidelines are meant to provide employees with a sense of what types of activity could have the potential to affect the Town's corporate image and harm the Town, fellow employees, or personal interests.

**Green Light** – Activity that is low-risk. Employees should feel comfortable posting content that falls within this category without hesitation. This includes content or activity that:

- ✓ Is non-controversial, and positive in tone;
- ✓ Is unrelated to the Town ;
- ✓ Adheres to the terms of service of the applicable social media platform; and,
- ✓ Respects Town policies, procedures, standards and guidelines.

**Yellow Light** – Activity that may involve risk. Social media content or activity that meets any of the following criteria should be considered carefully before posting:

- Content that promotes a particular product, opinion or cause;
- Content that refers to a political party, political candidate or elected official;
- Content that refers to an individual or an identifiable group;
- Content that refers to media coverage;
- Content that shares or re-posts information that was produced by someone else;
- Content that posts photographs of events or individuals; or,
- Content that relates to the Town and its business.

**What are the risks?**

There are plenty of examples of the above content that can be shared by employees on their personal accounts without causing harm to the Town, their fellow employees, or their own interests. However, employees should use their best judgment and think carefully before posting. Here are some questions you may want to ask before you post:

- Am I respecting others' privacy?
- Am I confident that this could not be viewed as an attack on an individual or group?

- Have I made it clear that my views are my own, and not the views of the Town?
- *If sharing something created by a third-party or media outlet:* Have I read it through in its entirety? Do I know what I am sharing?
- Am I confident that this post does not have the potential to harm the Town or anyone employed by the Town?
- *If it relates to Town business:* Am I making it clear that I am an employee of the Town?
- Am I comfortable with the possibility that I could be misinterpreted, by some audiences, as speaking on behalf of the Town?
- Would I say the same thing in a public meeting? Would I post the comment under my own name?

If the answer to any of the above questions is not a confident “yes”, employees are encouraged to exercise caution. If they feel strongly that their information should be posted, employees would be wise to consult with their immediate supervisor or a Designated Social Media Moderator before posting the information.

**Red Light** – Activity that is high-risk. It is very likely to be considered unprofessional, and may affect the Town’s corporate image and/or cause harm to the Town, Town employees, the person posting, or others. As such, employees should refrain from posting content that:

- Provides personal information of individuals without their consent.
- Promotes, perpetuates and/or fosters discrimination based on any a prohibited ground(s) in accordance with Human Rights legislation.
- Is a personal attack on an individual or specific group.
- Is profane or abusive.
- Is sexually explicit or links to content that is sexually explicit.
- Conducts or encourages illegal activity.
- May compromise the safety and/or security of the public or public systems.
- Violates a legal ownership interest of another party.
- Responds to online inquiries or comments addressed to any of the Town's corporate social media accounts or other official communications channel (only Designated Social Media Moderators shall respond to inquiries on behalf of the Town).
- Is posted to a personal account during the employee’s hours of work, with the exception of designated breaks or lunch periods.

For further information or clarification, employees are encouraged to contact or consult with a Designated Social Media Moderator or Corporate Communications at extension 2040.



Appendix 'B'  
Protocols for Corporate Social Media Use  
by a Designated Social Media Moderator  
Town of Newmarket  
Social Media Policy COMM.3-01

## Introduction

These protocols are meant to guide the Town of Newmarket's corporate social media use.

Employees that serve as Designated Social Media Moderators will be entrusted with the responsibility of using social media to support objectives that may include, but may not be limited to:

- Disseminating information to the public quickly;
- Increasing access to information for targeted audiences;
- Sharing information and public notification during emergencies;
- Promoting Town events, programs and services;
- Driving traffic to the Town website ([www.newmarket.ca](http://www.newmarket.ca));
- Encouraging discussion, civic engagement and comment;
- Extending the reach of communications campaigns;
- Humanizing our connections with constituents and enhancing transparency;
- Recruiting employees and volunteers; and,
- Monitoring trends, issues and reactions to Town news.

## Purpose of Protocols

The Town recognizes that there is both value and public interest in its participation in social media. Furthermore, the Town should support staff by stating clear expectations about corporate use, standards and guiding principles.

Designated Social Media Moderators should refer to these protocols as a guide to:

- Protect the Town's reputation and ensure consistency and professionalism in how the corporation communicates via all online forums and social media platforms;
- Establish, monitor and maintain approved, corporate social media accounts;
- Provide timely, effective and accurate information and responses;
- Address controversial or sensitive matters relating to online content about the Town, its business, or its employees; and,
- Protect the privacy of municipal staff and the public who engage with the Town via social media platforms.

## Protocols: Corporate Use of Social Media by Designated Social Media Moderators

### New Accounts:

- The Town's corporate social media accounts will be approved, established and maintained by the Corporate Communications department.

Appendix 'B'

Protocols for Corporate Social Media Use  
by a Designated Social Media Moderator  
Town of Newmarket  
Social Media Policy COMM.3-01

- Where possible, all corporate social media accounts will clearly indicate that they are maintained by the Town.
- Where possible, all corporate social media accounts will display:
  - The Town logo;
  - Applicable contact information;
  - A link to the official Town of Newmarket website; and,
  - Terms of use that clearly indicate what content is unacceptable and will be subject to removal without notification.

Account Management:

- The use of all social media accounts administered by the Town will adhere to:
  - All applicable provincial, federal laws, policies and regulations;
  - The terms of service of the applicable social media platform; and,
  - All existing Town policies, procedures and guidelines.
- The Town's corporate social media accounts will be administered and monitored by Designated Social Media Moderators.
- Designated Social Media Moderators will be appointed by the Corporate Communications department and will be trained regarding the terms of the Town's Social Media Policy.
- Designated Social Media Moderators are trusted to have access to login and password information that is owned by the Town. All user names and passwords will be set and/or changed with the permission of the Director of Communications. This information will be shared with both the Corporate Communications department and the Director of Human Resources.
- Updates to all corporate social media accounts will only be posted by a Designated Social Media Moderator and will adhere to this Social Media Policy, training that they have received and/or current best practice guidelines provided by the Corporate Communications department.
- Town generated content that requests feedback or input from the public will be reviewed and approved by the Corporate Communications department.
- Designated Social Media Moderators will review their assigned corporate social media accounts a minimum of three times daily (morning, mid-day and end of business day) to:
  - Ensure that all content is appropriate (See *Removal of Inappropriate Content* for further detail);
  - Review posted comments and inquiries to determine whether a response is appropriate; and,



Appendix 'B'  
Protocols for Corporate Social Media Use  
by a Designated Social Media Moderator  
Town of Newmarket  
Social Media Policy COMM.3-01

- Identify opportunities to engage in social media use that would benefit Town programs and/or service delivery.

Inquiries and Comments:

- Comments or inquiries directed to any corporate social media account should be reviewed by a Designated Social Media Moderator to determine whether a response is appropriate.
- If a Designated Social Media Moderator determines that a comment and/or inquiry require a response, it should be made within 48 hours, in accordance with the Town's Customer Service Policy.
- Negative, sensitive or controversial comments or feedback directed to any of the Town's corporate social media accounts will be reviewed by the Director of Corporate Communications to determine the best course of action.
- Responses to comments or inquiries must be approved by either a Designated Social Media Moderator, or if the matter is potentially contentious, the Director of Communications. Consultation with appropriate program staff is expected. For further clarification, see *Town of Newmarket Approval Guidelines for Designated Social Media Moderators*.

Appendix 'B'

Protocols for Corporate Social Media Use  
by a Designated Social Media Moderator  
Town of Newmarket  
Social Media Policy COMM.3-01

Removal of Inappropriate Content:

- Inappropriate content will be removed. Examples include material that:
  - Provides the personal information of individuals;
  - Promotes, perpetuates or fosters discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, nationality, physical or mental disability or sexual orientation;
  - Is a personal attack on an individual or specific group;
  - Is profane or abusive;
  - Is sexually explicit or links to content that is sexually explicit;
  - Conducts or encourages illegal activity;
  - Is commercial in nature and is attempting to advertise, promote or sell products or services of an individual or an individual business;
  - Is for the purposes of promoting a candidate for municipal, provincial or federal election;
  - May tend to compromise the safety or security of the public or public systems;
  - Violates a legal ownership interest of another party;
  - Does not comply with municipal, provincial or federal legislation;
  - Promotes an individual religion or religious service; or
  - Is deemed inappropriate in the opinion of the Town of Newmarket's Director of Communications.
- Inappropriate content identified by a Designated Social Media Moderator will be brought to the attention of the Director of Corporate Communications immediately to determine the best course of action.

Criteria for Promoting Community Events:

Social media moderators may choose to share information about community events through the Town's corporate social media accounts, provided that the event is open to the general public, occurs within the boundaries of the Town and meets one of the following criteria:

- Organized or funded by another order of government;
- Organized by a government-funded agency or board; or is,
- Organized by a group that is:
  - affiliated with the Town ;
  - organized by a charitable organization that has a registered charitable number and operates within the Town ;
  - organized by a service club that operates within the Town and performs work that benefits the Town's residents;

Appendix 'B'

Protocols for Corporate Social Media Use  
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- Organized by a local business improvement area for general promotional purposes; or is,
- Located in a facility owned or leased by the Town.

Notwithstanding the criteria listed above, the Town reserves the right to refuse or remove any event related information at any time, without notice.

Accessibility:

The Town is committed to the principle of accessibility and is required to comply with communications and information provisions within the Accessibility for Ontarians with Disabilities Act (AODA). As such, Designated Social Media Moderators must be able to facilitate delivery of material that the Town communicates through social media.

Privacy and Records Management:

*Social media platforms are third-party service providers and they are not private. The Town of Newmarket cannot guarantee that information will be recorded and we cannot assure confidentiality.*

These facts should be clearly stated on all Town corporate social media accounts.

Protocols for Corporate Social Media Use  
by a Designated Social Media Moderator  
Town of Newmarket  
Social Media Policy COMM.3-01

### **Approval Guidelines for Designated Social Media Moderators**

All social media content must be approved in advance of posting to ensure accuracy and professionalism. To promote responsive and effective two-way communication, a three-tiered approach to approvals is used, following a simple traffic light model to guide decision-making.

**Green Light** – Social media content or activity that meets the following criteria can be posted without hesitation:

- ✓ Sharing previously published information about Town events, programs and services.
- ✓ Emergency related announcements or information.
- ✓ Providing links to the Town's published and approved communications materials, such as web pages, news releases, newsletters etc.
- ✓ Links to positive media coverage about the Town.
- ✓ Responses to complimentary posts about the Town.
- ✓ Thanking people for following or connecting with the Town.

**Yellow Light** – Social media content or activity that meets any of the following criteria should be considered carefully before posting. The approval process should include discussions with related program staff and managers. Final approval from the Director of Corporate Communications is required. Examples would include:

- Responses to negative comments or inquiries directed to any of the Town's corporate social media accounts.
- Content that requests feedback or input from the public.
- Links to potentially controversial issues.
- Anything that makes reference to other governments or jurisdictions.
- References to any elected officials, political parties or political movements.
- References to religious events, holidays or beliefs.

**Red Light** – Designated Social Media Moderators should refrain from creating or sharing content that:

- Promotes a candidate for municipal, provincial or federal election;
- Makes negative references about any elected officials, political parties or members of political parties;
- Promotes a business, campaign, product or service that is not connected to or endorsed by the Town;
- Criticizes a business, campaign, product or service;
- Promotes an individual religion or religious service;
- Is a personal attack on an individual or specific group;
- Promotes, perpetuates or fosters discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, nationality, physical or mental disability or sexual orientation;

Appendix 'B'

Protocols for Corporate Social Media Use  
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Town of Newmarket

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- Is profane or abusive;
- Is sexually explicit or link to content that is sexually explicit;
- Conducts or encourages illegal activity;
- May tend to compromise the safety or security of the public or public systems;
- Provides the personal information of individuals;
- Violates a legal ownership interest of another party; or
- Does not comply with municipal, provincial or federal legislation.



**TOWN OF NEWMARKET**  
**Outstanding Matters**  
**Reviewed by Operational Leadership Team**  
**May 6, 2014**

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
1. Committee of the Whole Minutes – March 21, 2011 – Item 6 Community Services Report – ES 2011-15 Northwest Newmarket Quadrant – Traffic Monitoring Status Update	<ul style="list-style-type: none"> <li>THAT Engineering Services staff bring a report back to Town Council with the results of all studies including mitigation measures if required, and next steps.</li> </ul>	Q2 2014	Part of Active Transportation Plan coordinated by Planning Dept.
Committee of the Whole Minutes – February 28, 2011 – Item 7 Community Services Report – ES 2011-07 Official Plan – Schedule D – Bicycle Lane Implementation Plan	<ul style="list-style-type: none"> <li>AND THAT the On-street Bicycle Lane Implementation Plan be brought back to Town Council for review and adoption including a phasing plan in consideration of budgetary requirements and implementation.</li> </ul>	May 20, 2014	
2. Committee of the Whole Minutes – April 30, 2012 – Item 16 Corporate Services Report – Legislative Services 2012-13 – Canadian Coalition Of Municipalities Against Racial Discrimination (CCMARD) Membership	<ul style="list-style-type: none"> <li>AND THAT staff report to Committee of the Whole with a draft Action Plan in support of the Ten Common Commitments.</li> </ul>	Q3 2014	
3. Committee of the Whole Minutes – February 25, 2013 – Item 16 Development and Infrastructure Services Report – Public Works Services 2013-09 Graffiti Removal Services – Update	<ul style="list-style-type: none"> <li>THAT staff continue to contract Graffiti removal services, in the amount of \$15,000 for 2013;</li> <li>AND THAT staff continue to evaluate the program's impact for 2013 and report back to Council on the effectiveness of the program in one year;</li> </ul>	May 20, 2014	

Strikethrough indicates that the item will be removed from the outstanding list prior to the next OLT meeting  
 Bold indicates that the item will be on the upcoming agenda

Last revisions made on May 5, 2014  
 (Updated and including Committee of the Whole Minutes of April 28, 2014)

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
4. Committee of the Whole Minutes – April 8, 2013 – Item 13 Community Services – Recreation and Culture Development and Infrastructure Services – PWS/ES Planning & Building Services Joint Report 2013-05 Future use of Fernbank Farmhouse	<ul style="list-style-type: none"> <li>• THAT staff be authorized to issue a request for proposals with the intent of securing a suitable charitable and/or not for profit organization dedicated to serving Newmarket for use of the Fernbank Farmhouse;</li> <li>• AND THAT staff report back recommending a tenant along with operating and capital projections.</li> </ul>	Q2 2014	Information Report circulated
5. Committee of the Whole Minutes – April 29, 2013 – Item 17 Hospital Parking Charges	<ul style="list-style-type: none"> <li>• AND THAT the request to endorse the resolution regarding reduction and capping of parking charges be referred to staff to obtain feedback and input from Southlake Regional Health Centre and report back.</li> </ul>	Q3 2014	
6. Special Committee of the Whole – August 1, 2013 – Item 4 Development and Infrastructure Services Report – Commissioner 2013-34 Old Town Hall Renovations	<ul style="list-style-type: none"> <li>• AND THAT staff authorize a peer review on the due diligence aspect of the project within a 120 day time frame.</li> </ul>	Q2 2014	RFQ is being awarded. Report to follow upon completion of review.
7. Committee of the Whole Minutes – November 4, 2013 – Item 12 Development & Infrastructure Services Report – ES 2013 – 44 Davis Drive – vivaNext Construction Traffic Infiltration Status Report # 2.	<ul style="list-style-type: none"> <li>• THAT staff continue to work with York Region and vivaNext staff to address issues that arise from construction and continue to carry out traffic counts for Gorham St., Gladman Ave., Park Ave., Millard Ave., Carol St., Sandford St. and Berman Drive;</li> <li>• AND THAT town staff in coordination with York Region and York Regional Police; focus speed management program resources on the streets noted in Appendix A;</li> <li>• AND THAT a report on the town wide traffic mitigation policy come forth in the first quarter of 2014 with a feasibility study of an advanced green signal going south on Prospect St.</li> </ul>	Q2 2014	
8. Committee of the Whole Minutes – April 7, 2014 – Item 2 – Deputation – Newmarket Theatre	<ul style="list-style-type: none"> <li>• THAT the deputation by Mr. John Dowson regarding the financial details associated with Newmarket Theatre and the Very Useful Theatre Company be received and referred to staff for a comprehensive review along with a comparison of how much sports facilities are subsidized;</li> <li>• AND THAT such review include consultation with key stakeholders including members of the theatre community to be reported back to Committee of the Whole within a 60 day time frame.</li> </ul>	June 2014	



Item Subject	Recommendation	Date to come back to Committee	Staff Comments
9. Committee of the Whole Minutes – April 28, 2014 – Item – Motions Pilot Project – Speed Humps	<ul style="list-style-type: none"> <li>THAT the matter of removable speed humps as a pilot project, for the purpose of mitigating excessive speed on Millard Avenue west of Lorne Avenue and east of Queen Street be referred to the Traffic Mitigation Strategy.</li> </ul>	TBD	





**DeafBlind**  
ONTARIO SERVICES  
1989 - 2014

May 14th, 2014

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

CORPORATE SERVICES		
INCOMING MAIL	REFD TO	COPY TO
MAY 14 2014		

*If 95% of what we learn comes from our eyes and ears, imagine being deafblind.*

DeafBlind Ontario Services is celebrating 25 years of supporting adults who are deafblind through residential and community services.

With residences across Ontario and our Head Office located in Newmarket, we respectfully request that you proclaim June 2014 as Deafblind Awareness Month in the Town of Newmarket.

Since 2000, June has been proclaimed Deafblind Awareness Month in the province of Ontario as June is the birth month of Helen Keller, the most famous deafblind person and an inspiration to all in the deafblind community. The focus of our activities during this month is to raise awareness about deafblindness and increase our organization's profile in our communities.

Deafblind Awareness Month will be celebrated by DeafBlind Ontario Services throughout the month of June with several community events, fundraisers, and JuneFest – a family and awareness festival celebrating the accomplishments of people who are deafblind at Mel Lastman Square in Toronto.

We hope the Town of Newmarket will join our celebrations through this proclamation.

Sincerely,

*N. Champagne*

Nicole Champagne  
Assistant of Communications & Quality Assurance  
905.853.2862 ext.234  
[acqa@deafblindontario.com](mailto:acqa@deafblindontario.com)



May 7, 2014

## DEVELOPMENT & INFRASTRUCTURE REPORT – PUBLIC WORKS SERVICES 2014-36

TO: Committee of the Whole

SUBJECT: Graffiti Removal Services - Update

ORIGIN: Director, Public Works Services

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### RECOMMENDATIONS

**THAT Development & Infrastructure Services Report Public Works Services 2014-36 dated May 7, 2014, regarding Graffiti Removal Services – Update, be received and the following recommendation(s) be adopted:**

1. **THAT staff continue to contract Graffiti removal services, in the amount of \$15,000 for 2014;**
2. **AND THAT the \$15,000 for contracted graffiti removal services continue to be included as part of the annual Parks & Property Services Operating Budget;**
3. **AND THAT an additional \$5,000 be included in the same budget item to address graffiti on the Tom Taylor Trail markers.**

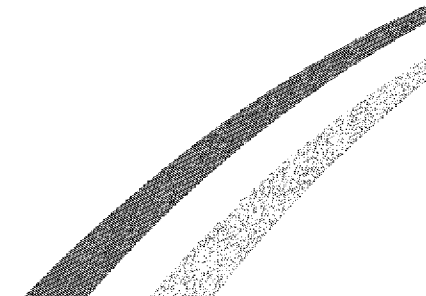
### PURPOSE

The purpose of this report is to outline the impact of contracted graffiti removal services.

### BACKGROUND

**Council approved the contracting out of \$15,000 of graffiti removal services, on a trial basis, for 2012 and 2013.**

In the fall of 2011 the Graffiti Abatement Task Force provided recommendations on a strategy to address challenges with graffiti within the Town (Community Services Report – Commissioner 2011-91). The task force worked in partnership with the York Regional Police, Town Staff, community groups, the business community and concerned residents to develop a Graffiti Abatement Program. The budget was approved in 2012 to contract out graffiti removal services in the amount of \$15,000, on a one to two year trial basis, and that a follow up report be provided back to council.



In February of 2013, a follow up report was brought forward to Council (Community Services Report 2013-09). Council approved the recommendation to continue the pilot program in the amount of \$15,000 and provide a follow up report in 2014.

## **COMMUNICATION**

### **Staff continues to work proactively with a number of stakeholders in an effort to address graffiti.**

Staff continues to work with a number of stakeholders in effort to collaboratively address the issue of graffiti. Below is a list of some of the primary stakeholders the Town is working with:

YRP : Staff continues to work and communicate with York Regional Police with regards to documenting and tracking instances of graffiti. Staff also continues to explore various opportunities with YRP to address graffiti and share information as necessary. Pictures are taken of relevant graffiti tags and sent to YRP so they can investigate appropriately.

Newmarket Hydro: A tentative agreement has been discussed with Newmarket Hydro, which allows the Town's contracted graffiti removal services to remove graffiti on property/utilities owned by Hydro. Costs incurred could be invoiced and subsequently reimbursed by Newmarket Hydro.

Canada Post: Staff have been trying to set up a meeting with Canada Post to discuss graffiti on mailboxes. These meetings will look at the ongoing graffiti issues occurring on existing mailboxes as well as the new community mailboxes being proposed as part of the phasing out of home delivery service.

## **ANALYSIS**

**The contractor graffiti removal trial continues to provide improved response time, detailed documentation, safe removals in challenging areas and increased graffiti removal throughout the Town.**

Graffiti removal services continue to be delivered both under contract and by Town staff. Removal is primarily completed on Town owned property. No removal is taken place on private property, or property owned by most utility companies. There has been ongoing discussion to have a formal agreement put in place with Newmarket Hydro to address their graffiti. The services delivered under contract have continued to provide the following enhancements to our service level:

**Improved response time** – majority of service requests are successfully fulfilled within 24hrs of notification to contractor, even during weekends.

**Detailed documentation** – all service requests are documented in detail with the date and time of request, followed by time of removal, photo documentation before and after removal, and detailed invoicing. All information is provided digitally and allows for improved record keeping. This documentation is valuable to both the Town and York Regional Police for investigative purposes as well as prosecution, and has been successfully used in investigations conducted by York Regional Police.

**Service to challenging locations** – removal can be done efficiently by the contractor in locations that present greater health and safety concerns (adjacent to or within bodies of water – ex. bridge supports), as well as areas that are not highly visible (ex. inside drainage culverts or within

woodlots). Locations such as these are often challenging for Town staff due to the significant time requirements and/or limited resources available to address low priority graffiti.

**Greater quantities of graffiti removed** – Often low profile areas or more remote locations of graffiti have not been addressed due to prioritization of staff resources. The ability to retain a contractor to address these areas allows for more comprehensive eradication of graffiti, while allowing greater flexibility of Town staff resources to be allocated to higher priority tasks. Also, the improved response times led to multiple removals in a location over a given period of time, as opposed to fewer removals in the same location, over the same amount of time. The result was longer periods of that location being free of graffiti (ex. Queen St. Bridge).

Town staff resources continue to provide graffiti removal on a smaller scale, where removal can be done quickly and efficiently, often as part of other duties (example: during playground inspections or washroom cleanings). They have also been tending to some specialized items such as the public art along the Tom Taylor Trail. In general, larger, complex and more geographically isolated graffiti is often removed by the contractor for improved efficiency and cost savings.

### **FINANCIAL IMPACT**

**The trial program for graffiti removal by a contractor in conjunction with Town staff provided enhanced services.**

In 2012, \$14,280.00 was spent on graffiti removal by contractors, and \$14,861.00 was spent in 2013 to address graffiti on Town property.

Graffiti removal costs rose for 2013. These increased costs were attributed to three primary factors: 1) ongoing removal of graffiti in areas not normally addressed (ex. remote locations, challenging locations, repeat removals), 2) the excessive tagging by single sources (taggers such as “Volume”), which often create spikes in graffiti related costs, and 3) the ongoing vandalism and graffiti incurred by the public art along the Tom Taylor Trail.

Graffiti costs for 2012 and 2013 are as follows:

	<b>2012</b>	<b>2013</b>
Contractor Removal	\$ 14,280.00	\$ 14,861.00
Town Resources	\$ 8,430.00	\$ 13,177.00
<b>Total</b>	<b>\$ 22,710.00</b>	<b>\$ 28,038.00</b>

### **CONCLUSION**

The combined service delivery of graffiti removal by both contractor and Town staff, has allowed for an improvement on the service delivery of graffiti removal. Given the positive impacts associated with timely removals and more comprehensive eradication, it is suggested that the contracted services be moved from a trail program and now form part of the annual Parks & Property Services operational budget. Additional funding is also required due to the Tom Taylor Trail markers being highly vandalized articles and the specialty required to correct any defacement.

**BUSINESS PLAN AND STRATEGIC PLAN LINKAGES***Living Well*

Provide efficient, effective and environmentally sound maintenance services to an appropriate level that achieves Council mandated services levels, which meet public health and safety requirements and enhances quality of life while ensuring that system capital assets retain their value and are managed and funded according to sustainable, lifecycle based principles and practices.

**BUDGET IMPACT**Operating Budget

There will be no impact on the approved 2014 operating budget. Funding has been approved in the 2014 PWS operating budget in the amount of \$15,000 for graffiti removal by a contractor. Additional funding will be brought forward as part of the 2015 operating budget discussions.

Capital Budget

This report has no impact on the Capital Budget.

**CONTACT**

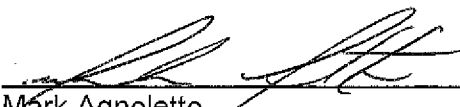
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