



Town of Newmarket

Agenda

Committee of the Whole

Date: Monday, December 10, 2018
Time: 1:30 PM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

- 1. Additions & Corrections to the Agenda**
- 2. Declarations of Pecuniary Interest**
- 3. Presentations & Recognitions**
- 4. Deputations**
- 5. Consent Items**

5.1 2019 Schedule of Meetings

1

1. That the report entitled 2019 Council and Committee of the Whole Meeting Schedule dated December 10, 2018 be received; and,
2. That Council maintain the current schedule as presented in Attachment A, and effective March 1, 2019, begin all Committee of the Whole meetings at 10:00 AM; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

5.2 Councillor Appointments to Committees & Committee Structure Review

25

1. That the report entitled Councillor Appointments to Committees & Committee Structure Review dated December 10, 2018 be received; and,
2. That Council determine and appoint the Member(s) of Council to the following committees:

- a. Accessibility Advisory Committee (1 Member);
 - b. Appointment Committee (3 Members);
 - c. Audit Committee [3 Members (Mayor and 2 Councillors)];
 - d. Central York Fire Service Joint Council Committee (3 Members);
 - e. Elman W. Campbell Museum Board (1 Member);
 - f. Heritage Advisory Committee (1 Member);
 - g. Main Street District Business Improvement Area Board of Management (2 Members);
 - h. Newmarket Historical Society (1 Member);
 - i. Newmarket Public Library Board (3 Members);
 - j. Newmarket Seniors' Meeting Place Board (1 Member);
 - k. SmartCommute – Central York (1 Member); and,
3. That Council recommend 1 representative to York Region Council for appointment to the Lake Simcoe Region Conservation Authority's Board of Directors; and,
 4. That statutory Boards and Committees, as outlined in Attachment A, of this report be permitted to meet to fulfill their duties until the appointment of their successors; and,
 5. That should a time sensitive or legislated matter requiring the consideration by a Board or Committee prior to their successors being appointed, that Board or Committee be authorized to meet; and,
 6. That staff be directed and authorized to do all things necessary to give effect to this resolution.

5.3	Alternate Acting Mayor Schedule 2018-2022	33
	1. That the report entitled Alternate Acting Mayor Schedule 2018-2022 dated December 10, 2018 be received.	
5.4	Audit Committee Meeting Minutes of June 7, 2018	39
	1. That the Audit Committee Meeting Minutes of June 7, 2018 be received.	
5.5	Central York Fire Services Joint Council Committee Meeting	45

Minutes of June 12, 2018

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of June 12, 2018 be received.
- 5.6 Newmarket Public Library Board Meeting Minutes of May 15, 2018, June 20, 2018, September 12, 2018, and October 10, 2018 49
1. That the Newmarket Public Library Board Meeting Minutes of May 15, 2018, June 20, 2018, September 12, 2018, and October 10, 2018 be received.
- 5.7 Main Street District Business Improvement Area Board of Management Meeting Minutes of July 24, 2018 65
1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of July 24, 2018 be received.
- 5.8 Site Plan Review Committee Minutes of September 24, 2018 71
1. That the Site Plan Review Committee Minutes of September 24, 2018 be received.
- 5.9 Newmarket Downtown Development Committee Minutes of June 29, 2018 75
1. That the Newmarket Downtown Development Committee Minutes of June 29, 2018 be received.
- 5.10 Newmarket Economic Development Advisory Committee Meeting Minutes of April 26, 2018 81
1. That the Newmarket Economic Development Advisory Committee Meeting Minutes of April 26, 2018 be received.
- 5.11 Outstanding Matters List 87
1. That the list of outstanding matters be received.

6. Action Items**7. Reports by Regional Representatives****8. Notices of Motions****9. Motions**

10. **New Business**
11. **Closed Session (if required)**
12. **Public Hearing Matter**
None.
13. **Adjournment**



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

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

2019 Council and Committee of the Whole Meeting Schedule Staff Report

Report Number: 2018-74

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Council and Committee of the Whole Meeting Schedule dated December 10, 2018 be received; and,
2. That Council maintain the current schedule as presented in **Attachment A**, and effective March 1, 2019, begin all Committee of the Whole meetings at 10:00 AM; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek Council direction on the 2019 Council and Committee of the Whole meeting schedule.

Background

At the September 24, 2018 meeting, Council adopted the recommendations in report 2018-55 entitled November 2018 to December 2019 Council and Committee of the Whole Meeting Schedule. In addition, Council directed staff to present the schedule to the new term of Council with the following items included as part of the discussion.

Discussion

Council discussed possible changes to both Council and Committee of the Whole start times, day of the week changes, and adding meetings in July and August.

1. **Amending Committee of the Whole meetings to begin later in the day**

There was suggestion to amend the Committee of the Whole start time to later in the day (i.e., evening). The benefit and considerations of this suggestion are outlined below.

Benefit

- May allow for additional members of the public to attend in-person to watch debate and discussion of agenda items.

Considerations

- Staff who, normally do not attend Committee of the Whole meetings, but are required to do so to address specific agenda item(s) will be required to stay past their normal work hours; thereby increasing their overtime pay.
- Staff have heard positive comments from Council Members when Committee of the Whole meetings are scheduled earlier in the day (e.g., at 10:00 AM). Beginning meetings earlier in the day provides additional time to consider agenda items, which means there is the opportunity for more fulsome discussion.
- The average length of Committee of the Whole meetings in 2017 and 2018 was just over 4 hours in length (note: this information does not include any items discussed in closed session). If these meetings are scheduled to begin in the evening, they will likely not finish until the late evening.
- External stakeholders (e.g., York Region Transit, Lake Simcoe Region Conservation Authority, etc.) and their staff typically make presentations to Committee of the Whole, and are likely more available to attend these meetings during the day versus the evening.
- With the Town's live streaming and archiving meeting videos (on the Town's website and through YouTube), the public has access to view the meetings in either real-time or at their own leisure.

2. Amending Committee of the Whole meetings to begin earlier in the day

There was suggestion to amend the Committee of the Whole start time to earlier in the day (i.e., morning). The benefit and considerations of this suggestion are outlined below.

Benefit

- Staff have heard positive comments from Council Members when Committee of the Whole meetings are scheduled earlier in the day (e.g., at 10:00 AM). Beginning meetings earlier in the day provides additional time to consider agenda items, which means there is the opportunity for more fulsome discussion.

Considerations

- An afternoon start time allows for Members of Council an opportunity to use the morning to ask staff questions of clarification outside of the formal meeting, which can assist with the time spent on agenda items during the formal meeting.
- When there is a fulsome agenda, staff will often recommend that the start time of the Committee of the Whole meeting be moved to earlier in the day.

3. Amending Council meetings to begin earlier in the day

There was suggestion to amend the Council start time to earlier in the day (i.e., morning). The benefit and considerations of this suggestion are outlined below.

Benefit

- Staff have heard positive comments from Council Members when meetings are scheduled earlier in the day (e.g., at 10:00 AM). Beginning meetings earlier in the day provides additional time to consider agenda items, which means there is the opportunity for more fulsome discussion.

Consideration

- Open Forum provides an opportunity for the public to comment on any municipal matter. If Council meetings were moved to the morning, this opportunity for the public may not be as accessible.
- By having Council and Committee of the Whole meetings starting at different times of the day (i.e., Council in the evening and Committee of the Whole during the day), it could be suggested that this provides more opportunities for the public to engage with Council. This is because if a member of the public is interested in making a deputation regarding a specific agenda item, but cannot attend a Council meeting, because they work night shifts, they may have more of an opportunity to attend a day time meeting because they are not at work. Further to this, the opportunity to provide written comments on agenda items exists for the public, should they not be able to attend in-person.

- With the Town's live streaming and archiving meeting videos (on the Town's website and through YouTube), the public has access to view the meetings in either real-time or at their own leisure.

4. Amending meeting days from Mondays to Tuesdays

There was a suggestion to move Council and Committee of the Whole meetings from Mondays to Tuesdays. The benefit and considerations of this suggestion are outlined below.

Benefit

- Moving the meetings to Tuesday would allow for an additional day for reviewing the agenda material.

Considerations

- In 2015, some Council Members had indicated to staff that there was an interest in moving the regular Committee of the Whole and Council meetings from Mondays to Tuesdays to avoid meeting conflicts on holiday Mondays. Staff reported to Council, and advised that from an administrative perspective, there are no concerns with re-scheduling the regular Committee of the Whole and Council meetings from Mondays to Tuesdays; however, Council maintained the Monday meetings (note: at that time Rogers was also broadcasting Council meetings).
- Prior to approving a change in meeting days, other commitments would need to be further reviewed. For instance, Central York Fire Services Joint Council Committee (JCC) and Heritage Newmarket Advisory Committee both regularly meet on Tuesdays. As JCC is comprised of Newmarket and Aurora Councillors, greater consideration and further consultation with the Town of Aurora would be required.

5. Regular meetings in July and August

In the past, meetings have been scheduled in the summer months on an "if required" basis; however, they have always been cancelled because they were not required, or because quorum could not be obtained. To ensure that Council, staff and the public can confidently plan other commitments around meetings, it is not recommended "if required" meetings be scheduled. If an additional meeting is required, for any reason, then a meeting can be scheduled.

Further to this, it is the Town's practice to avoid scheduling Public Information Centres (PIC) in the summer months. This practice aligns with the position that the summertime is not necessarily the best time of year to obtain public input on various municipal matters. It also aligns with the Town's practice of not scheduling public meetings or PICs during March break; it is understood that the public may not be as engaged during this period, or simply because they are unable to participate due to other commitments.

Conclusion

Council directed staff to review the five above suggestions, which have subsequently been outlined with their respective benefits and drawbacks.

Staff would recommend that Council and Committee of the Whole continue to meet on Mondays, and maintain the meeting frequency such that Council meets in the evening and Committee of the Whole during the day.

Staff would recommend that effective March 1, 2019, Committee of the Whole meetings be scheduled to begin at 10:00 AM. A March effective date would allow sufficient time for the public to be notified that meetings will now be held in the morning instead of the afternoon. Additionally, given that external presenters have already been scheduled to attend various Council Workshops in December and January, it would not be recommended that Council amend the schedule for December or January as it may result in scheduling conflicts for those external presenters.

Business Plan and Strategic Plan Linkages

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

Consultation

Members of the Strategic Leadership Team and Operational Leadership Team were consulted.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment A - 2019 Meeting Schedule

Approval

Lisa Lyons

Director of Legislative Services/Town Clerk

Esther Armchuk

Commissioner of Corporate Services

Contact

For more information about this report contact Kiran Saini, Deputy Town Clerk, ksaini@newmarket.ca or 905-953-5300 extension 2203.

December 2018						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 7:00 PM - Inaugural Council Meeting (Old Town Hall)	4	5 CW Orientation I (CC) 9:00 AM - 12:00 PM: • Community survey presentation • Overview of CRM system +/- 12 PM - 4 PM: • Bus Tour (transportation, current properties, future areas for development)	6 CW Orientation II (CC) 9:00 AM - 12:00 PM: • Role of staff/Council (John Mascarin) 1:00 PM - 4:00 PM: • Local Planning Appeal Tribunal Training (Kim Mullin)	7	8
9	10 10:00 AM - 12:00 PM - Sp CoW (CC) • Budget target and community engagement, fees and charges, Q3 update. 1:30 PM – CoW (CC) +/- 3:00 PM – CoW (Closed, if req'd) 7:00 PM - Public Planning Session	11 9:00 AM - CW (CC) • Newmarket Tay Hydro & Subsidiaries (Paul Ferguson) 1:30 PM - CW (CC) • Bill 36 Cannabis Legislation	12 9:00 AM - CW (CC) • Clean Water Act • Health & Safety 7:00 PM - Public Information Centre (CC) • Bill 36 Cannabis Legislation	13	14	15



Town of Newmarket 2019 Schedule of Meetings

December 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
16	17 7:00 PM – CL (CC)	18	19	20	21 Town Offices close at 12:00 PM (noon)	22
23	24 Town Offices - Soft Close	25 Christmas Day Town Offices Closed	26 Boxing Day Town Offices Closed	27 Town Offices - Soft Close	28 Town Offices - Soft Close	29
30	31					



Town of Newmarket 2019 Schedule of Meetings

January 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1 New Year's Day Town Offices Closed	2	3	4	5
6	7 7:00 PM - Sp CL (CC) • Bill 36 Cannabis Legislation	8	9	10	11	12
13	14 9:00 AM – 12:00 PM - CW (CC) • Low Impact Development 1:30 PM – CoW (CC) +/- 3:00 PM (Closed, if req'd) • Preliminary draft budget presentation 7:00 PM – Public Planning (CC)	15	16	17	18	19

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

January 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
20	21 9:00 AM - 12:00 PM - CW (CC) <ul style="list-style-type: none"> Strategic Priorities 2:00 PM – Site Plan Review (CC), if required 7:00 PM – CL (CC)	22	23	24	25	26
27	28 9:00 AM - 12:00 PM CW (CC) <ul style="list-style-type: none"> Code of Conduct, Integrity Commissioner, Municipal Conflict of Interest Act (Bob Swayze) 1:30 PM - 3:30 PM Sp CoW (CC) <ul style="list-style-type: none"> Capital budget and Asset Replacement Fund 	29	30	31		

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

February 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 9:00 AM - 11:00 AM - Sp CoW (CC) <ul style="list-style-type: none"> Operating Budget 2019 preliminary budget 1:30 PM – CoW (CC) +/- 3:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	5	6	7	8	9
10	11 9:00 AM – 12:00 PM – CW (CC) <ul style="list-style-type: none"> Strategic Priorities 2:00 PM – Site Plan Review (CC), if required 7:00 PM – CL (CC)	12	13	14	15	16

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

February 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
17	18 Family Day Town Offices Closed	19	20	21	22	23
24	25 9:00 AM - 11:00 AM - CW (CC) • Committee Structure review 1:30 PM – CoW (CC) +/- 3:00 PM (Closed, if req'd) • Draft budgets presented 7:00 PM – Public Planning (CC)	26	27	28		



Town of Newmarket 2019 Schedule of Meetings

March 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 9:00 AM - 12:00 PM - Sp CoW (CC) <ul style="list-style-type: none"> Strategic Priorities 2:00 PM – Site Plan Review (CC), if required 7:00 PM – CL (CC) <ul style="list-style-type: none"> Target date for 2019 budget approval 	5	6	7	8	9
10	11 March Break	12 March Break	13 March Break	14 March Break	15 March Break	16
17	18 10:00 AM – CoW +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	19	20	21	22	23

CL – Council

 CoW – Committee of the Whole
 (CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

March 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
24	25 9:00 AM - 12:00 PM - CW (CC) • Regulatory review 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	26	27	28	29	30

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

April 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1	2	3	4	5	6
7	8 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	9	10	11	12	13
14	15 9:00 AM - 11:00 AM - CW (CC) • Lake Simcoe Region Conservation Authority 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	16	17	18	19 Good Friday Town Offices Closed	20

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

April 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
21	22 Easter Monday Town Offices Closed	23	24	25	26	27
28	29 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	30				



Town of Newmarket 2019 Schedule of Meetings

May 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1	2	3	4
5	6 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Victoria Day Town Offices Closed	21 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	22	23	24	25
26	27 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	28	29	30 Federation of Canadian Municipalities (FCM) Conference	31 Federation of Canadian Municipalities (FCM) Conference	

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

November 29, 2018

June 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1 FCM
2 FCM	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	18	19	20	21	22
23	24 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	25	26	27	28	29
30						

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

July 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 Canada Day Town Offices Closed	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Town of Newmarket 2019 Schedule of Meetings

August 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5 Civic Holiday Town Offices Closed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	27	28	29	30	31



Town of Newmarket 2019 Schedule of Meetings

September 2019						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 Labour Day Town Offices Closed	3	4	5	6	7
8	9 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	10	11	12	13	14
15	16 9:00 AM - CW (CC) • York Region Settlement & new comers	17	18	19	20	21
22	23 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	24	25	26	27	28
29	30 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)					

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

October 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Thanksgiving Day Town Offices Closed	15 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	16	17	18	19
20	21 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	22	23	24	25	26
27	28	29	30	31		

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

November 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
3	4 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	5	6	7	8	9
10	11 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	12	13	14	15	16
17	18	19	20	21	22	23
24	25 10:00 AM – CoW (CC) +/- 1:00 PM (Closed, if req'd) 7:00 PM – Public Planning (CC)	26	27	28	29	30

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



Town of Newmarket 2019 Schedule of Meetings

December 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 2:00 PM – Site Plan Review (CC), if required 7:00 PM - CL (CC)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Town Offices close at 12:00 PM (noon)	25 Christmas Day Town Offices Closed	26 Boxing Day Town Offices Closed	27 Town Offices - Soft Close	28
29	30	31				

CL – Council

CoW – Committee of the Whole
(CC) – Council Chambers

CW – Council Workshop

Last Updated: November 28, 2018



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

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

Councillor Appointments to Committees & Committee Structure Review Staff Report

Report Number: 2018-73

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled Councillor Appointments to Committees & Committee Structure Review dated December 10, 2018 be received; and,
2. That Council determine and appoint the Member(s) of Council to the following committees:
 - a. Accessibility Advisory Committee (1 Member);
 - b. Appointment Committee (3 Members);
 - c. Audit Committee [3 Members (Mayor and 2 Councillors)];
 - d. Central York Fire Service Joint Council Committee (3 Members);
 - e. Elman W. Campbell Museum Board (1 Member);
 - f. Heritage Advisory Committee (1 Member);
 - g. Main Street District Business Improvement Area Board of Management (2 Members);
 - h. Newmarket Historical Society (1 Member);
 - i. Newmarket Public Library Board (3 Members);
 - j. Newmarket Seniors' Meeting Place Board (1 Member);
 - k. SmartCommute – Central York (1 Member); and,

3. That Council recommend 1 representative to York Region Council for appointment to the Lake Simcoe Region Conservation Authority's Board of Directors; and,
4. That statutory Boards and Committees, as outlined in **Attachment A**, of this report be permitted to meet to fulfill their duties until the appointment of their successors; and,
5. That should a time sensitive or legislated matter requiring the consideration by a Board or Committee prior to their successors being appointed, that Board or Committee be authorized to meet; and,
6. That staff be directed and authorized to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek Council direction on appointments to boards and committees and to advise Council on the recruitment of various statutory committees.

Background

Committees provide input and recommendations on a variety of community, policy and strategic issues. They also assist with event planning and some undertake statutory responsibilities. Volunteer service contributes to the quality of the Town's decisions, programs, services and events and provides an altruistic opportunity for volunteers.

In this report, the term "Committee" refers to any Committee of Council, board, task force or other body of volunteers established by the Town to fulfill a mandate outlined in legislation, by-law, terms of reference or in a Council resolution.

In September 2018, Legislative Services' staff report 2018-55 outlined the scheduling and recruitment processes for the 2018-2022 term of Council's Committees. That report received Council approval to not fill any Advisory Committee vacancies in anticipation of the Committees Members' terms ending. Additionally, it would also allow an opportunity for Council to review its Committee structure.

Discussion

Recruitment of Citizen Members to Statutory Committees

Certain Committees were either established by law, or have a mandate to fulfill a regulatory or administrative function set out in Town by-laws. These Committees are the: Accessibility Advisory Committee; Appeal Committee; Committee of Adjustment;

Heritage Newmarket Advisory Committee; Newmarket Public Library Board; and, Property Standards Committee.

Advertising for these 6 Committees has already commenced and will remain open until January 11, 2019.

Once applications have been received and reviewed by staff, the Appointment Committee will short list, interview and recommend a slate of individuals for appointment to these committees by Council, which will likely occur in February 2019. To ensure the business of these 6 Committees can continue, staff have recommended that citizen members be authorized to meet to fulfill statutory duties until the appointment of their successors. It should be noted that the authority for citizen members appointed in the 2014-2018 term of Council to meet to fulfill statutory duties until the appointment of their successors is already provided for in legislation for the Committee of Adjustment and Newmarket Public Library Board.

Committee Structure Review

As with past terms, Council takes the opportunity to review its committee structure to ensure it:

1. Reflects the Council and administrative priorities;
2. Aligns with Council's strategic priorities; and,
3. Operates effectively and has a well-defined relationship to the work of Council and/or the Town's administration.

A review of the Committee structure will also provide Council the opportunity to consider alternate forms of public engagement. To help prepare staff for the review, a survey and interviews with Committee chairs and staff supporting committees will be undertaken.

A Council Workshop will be scheduled in the first quarter of 2019 to review options related to Council's committee structure. Accordingly, all non-statutory Advisory Committees shall be suspended until such time Council has had an opportunity to review its Committee structure.

Once Council has provided direction on its committee structure for the term, and has established its strategic priorities, staff will prepare the required terms of reference for Council's approval and the required recruitment process will commence.

Councillor Appointments

The table contained in **Attachment A** to this report demonstrates the timelines for Councillor appointments to various internal and external Boards and Committees. At this time, staff are recommended that all Town of Newmarket statutory Committees and external agencies that have a Newmarket Council representative, be appointed immediately. This will allow for the business of these Committees to continue while Council conducts its committee structure review in 2019.

Main Street District Business Improvement Area (“BIA”) Board of Management

On November 20, 2018, the BIA held their Annual General Meeting. At this meeting, the membership nominated a slate of 8 candidates for Council’s consideration for appointment to the Board for the 2018-2022 term of Council.

The BIA’s constitution sets out that the board is comprised of 10 members; 8 members recommended by the Board to Council, and 2 members directly appointed to the Board by Council. For the 2014-2018 term, the ward 5 Councillor and a citizen member were appointed by Council to the Board.

Council has the following options in relation to the BIA appointments:

1. Appoint 2 Members of Council;
2. Appoint 1 Member of Council and 1 citizen member; or,
3. Leave 1 or both positions vacant.

Lake Simcoe Region Conservation Authority (LSRCA)

The Regional Municipality of York appoints 7 representatives to the LSRCA’s Board of Directors. Representatives can be either elected officials or citizen representatives. The term for the LSRCA Board of Directors begins in January 2019. Town Council may wish to use this opportunity to suggest that York Region Council appoint a specific representative to the Board.

Conclusion

Following the close of the recruitment in January 2019, an Appointment Committee meeting will be scheduled to recommend citizen members for the following 6 Committees: Accessibility Advisory Committee; Appeals Committee; Committee of Adjustment; Heritage Newmarket Advisory Committee; Newmarket Public Library Board; and, Property Standards Committee.

In the first quarter of 2019, a Council Workshop will be scheduled for the purposes of obtaining Council feedback on the Committee structure. Following this Workshop and Council’s establishment of its strategic priorities, staff will report back to Council with the required terms of reference for Council’s approval and the recruitment process will commence thereafter.

Business Plan and Strategic Plan Linkages

This report relates to the Well-equipped and Managed link of the Town’s Community vision – implementing policy and processes that reflect sound and accountable governance.

Consultation

Members of the Strategic Leadership Team and Operational Leadership Team were consulted.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment A - Councillor Appointments to Boards and Committees

Approval

Lisa Lyons

Director of Legislative Services/Town Clerk

Esther Armchuk

Commissioner of Corporate Services

Contact

For more information please contact Kiran Saini, Deputy Town Clerk at ksaini@newmarket.ca or at 905-953-5300 extension 2203.

Attachment A - Councillor Appointments to Boards and Committees

The below table outlines the various Boards and Committees that Newmarket Council can appoint its members to:

Board or Committee name	Statutory/ required by legislation	External board or committee?	Number of Council Member appointments	Date appointments to be established
Accessibility Advisory Committee	Yes	No	1	December 2018
Appeal Committee	Yes	No	0	N/A
Appointment Committee	No	No	3	December 2018
Audit Committee	No	No	3 (Mayor & 2 Councillors)	December 2018
Central York Fire Services Joint Council Committee	Yes	No	3	December 2018
Committee of Adjustment	Yes	No	0	N/A
Elman W. Campbell Museum Board	Yes	No	1	December 2018
Heritage Newmarket Advisory Committee	Yes	Yes	1	December 2018
Lake Simcoe Region Conservation Authority Board of Directors	No	Yes	1*	December 2018
Main Street District Business Improvement Area (BIA) Board of Management	No	No	2**	December 2018
Newmarket Downtown Development Committee	No	No	1	After Committee structure review completed
Newmarket Economic Development Advisory Committee	No	No	2	After Committee structure review completed
Newmarket Environmental Advisory Committee	No	No	1	After Committee structure review completed
Newmarket Historical Society	No	Yes	1	December 2018
Newmarket Public Library Board	Yes	No	3	December 2018

Attachment A - Councillor Appointments to Boards and Committees

Board or Committee name	Statutory/ required by legislation	External board or committee?	Number of Council Member appointments	Date appointments to be established
Newmarket Seniors' Meeting Place Board	No	Yes	1	December 2018
Property Standards Committee	Yes	No	0	N/A
SmartCommute - Central York	No	Yes	1	December 2018

* Town Council can suggest a representative for consideration by York Region Council, which makes the appointments to the Board.

** In accordance with the BIA Constitution, these 2 members are directly appointed by Town Council; for the 2014-2018 term, Council appointed a Councillor and a citizen representative.



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

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

Alternate Acting Mayor Schedule 2018-2022 Staff Report

Report Number: 2018-72

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled Alternate Acting Mayor Schedule 2018-2022 dated December 10, 2018 be received.

Purpose

The purpose of this report is to provide Council with the alternate Acting Mayor schedule for the 2018-2022 term of Council.

Background

At the beginning of every new term of Council, staff provides Council with an alternate Acting Mayor schedule for information purposes. This allows Council Members to be prepared to act in the absence of the Mayor or Deputy Mayor and Regional Councillor.

Discussion

The Procedure By-law provides that the Deputy Mayor and Regional Councillor is the Acting Mayor where the Mayor is absent from municipality or if the Mayor is unable to fulfill his or her duties due to illness. Where the Deputy Mayor and Regional Councillor is unable to serve as the Acting Mayor, an alternate Acting Mayor is required and is determined by a procedure set out in the Procedure By-law:

1. The alternate Acting Mayor is the Ward Councillor in ascending order of Ward number for each calendar month, starting with Ward 1 following the organization of Council in each new term of Council, based on his or her availability; and,

2. Availability is to be provided in writing to the Clerk, and the Clerk's determination of an alternate Acting Mayor is final.

The Acting Mayor and an alternate Acting Mayor have all the rights, powers and authority of the Mayor as Head of Council. An alternate Acting Mayor cannot participate in meetings and vote on matters as a Member of Regional Council.

Attachment A sets out the alternate Acting Mayor schedule as provided for in the Procedure By-law.

Conclusion

Following Council's receipt of this report, the alternate Acting Mayor schedule will be distributed and provided to all Members of Council.

Business Plan and Strategic Plan Linkages

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

Consultation

None.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment A - Alternate Acting Mayor Schedule 2018-2022

Approval

Lisa Lyons

Director of Legislative Services/Town Clerk

Esther Armchuk

Commissioner of Corporate Services

Contact

For more information regarding this report, contact Kiran Saini, Deputy Town Clerk at ksaini@newmarket.ca or 905-953-5300 extension 2203.

Attachment A - Alternate Acting Mayor Schedule 2018-2022**‘Alternate’ Acting Mayor Schedule:**

2018		2019		2020		2021		2022	
Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor
December	Ward 1	January	Ward 2	January	Ward 7	January	Ward 5	January	Ward 3
		February	Ward 3	February	Ward 1	February	Ward 6	February	Ward 4
		March	Ward 4	March	Ward 2	March	Ward 7	March	Ward 5
		April	Ward 5	April	Ward 3	April	Ward 1	April	Ward 6
		May	Ward 6	May	Ward 4	May	Ward 2	May	Ward 7
		June	Ward 7	June	Ward 5	June	Ward 3	June	Ward 1
		July	Ward 1	July	Ward 6	July	Ward 4	July	Ward 2
		August	Ward 2	August	Ward 7	August	Ward 5	August	Ward 3
		September	Ward 3	September	Ward 1	September	Ward 6	September	Ward 4
		October	Ward 4	October	Ward 2	October	Ward 7	October	Ward 5
		November	Ward 5	November	Ward 3	November	Ward 1	November	Ward 6
		December	Ward 6	December	Ward 4	December	Ward 2		

Procedure:

1. An Acting Mayor is required where the Mayor is unavailable to fulfill his duties as Head of Council due to illness or absence from Newmarket.
2. The Acting Mayor is always the Deputy Mayor and Regional Councillor.
3. An ‘alternate’ Acting Mayor is required when the Mayor, and Deputy Mayor and Regional Councillor are both unavailable to fulfill Head of Council duties due to illness or absence from Newmarket.
4. Where a Ward Councillor is unavailable to fulfill duties of ‘alternate’ Acting Mayor, next available Ward Councillor in order of Ward number is deemed to be the ‘alternate’ Acting Mayor.
5. Availability is provided to the Clerk in writing and Clerk’s determination of who is considered the ‘alternate’ Acting Mayor is final.
6. Where the Acting Mayor or ‘alternate’ Acting Mayor is required, the Clerk will provide an email notice to Council, the Chief Administrative Officer and Commissioners. The notice will include who is assuming Head of Council duties, and the required duration.

Audit Committee

Thursday, June 7, 2018 at 11:00 AM
Mulock Room

The meeting of the Audit Committee was held on Thursday, June 7, 2018 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: Councillor Hempen
Councillor Bisanz
Cristine Prattas, Chair
Michael Tambosso, Vice Chair
Terrance Alderson

Regrets: Mayor Van Bynen

Staff Present: R. Shelton, Chief Administrative Officer (1:05 PM to 1:35 PM);
E. Armchuk, Commissioner, Corporate Services
T. Kyle, CEO, Newmarket Public Library
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager of Finance & Accounting
K. Saini, Deputy Town Clerk, Recording Secretary

Guests: Paula Jesty, Deloitte Canada (1:05 PM to 2:51 PM)
Pina Colavecchia, Deloitte Canada (1:05 PM to 2:51 PM)

The meeting was called to order at 11:01 AM with Cristine Prattas in the Chair. Audit Committee recessed between 12:05 PM and 1:05 PM.

Additions & Corrections to the Agenda

Moved by: Michael Tambosso
Seconded by: Councillor Bisanz

1. That the agenda be amended to include matters related to the Committee's accomplishments and audit process.

Carried

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Audit Committee meeting minutes of December 11, 2017

It was noted that the minutes should include “A potential adjustment to the Financial Statements regarding the Building Reserve was noted.”

Moved by: Michael Tambosso
Seconded by: Terrance Alderson

1. That the Audit Committee meeting minutes of December 11, 2017 be approved, as amended.

Carried

2. Audit Committee (Closed Session) meeting minutes of December 11, 2017

Moved by: Michael Tambosso
Seconded by: Councillor Bisanz

1. That the Audit Committee (Closed Session) meeting minutes of December 11, 2017 be approved.

Carried

Items

3. Terms of Reference Feedback

The Committee provided staff with feedback on its Terms of Reference. Staff noted that the feedback would be considered during the 2014-2018 Committee Review, which is scheduled to occur in Q1 2019 with the new term of Council.

The Committee noted that their deliverables do not necessarily align with its mandate, and should Council wish to keep the Committee’s mandate the same, the deliverables would need to be re-aligned.

There was discussion regarding the procurement process and practices, and whether there was a perception of bias because staff is involved in the selection of the external auditor. Staff noted that the Procurement By-law and processes are being updated and will continue to ensure compliance with any applicable legislation and treaties. It was noted that the updates entail a review of best practices from other public sector entities.

It was suggested that the Council should consider whether the citizen Members of the Committee should be involved in the procurement of external auditors to assist with reducing any perception of bias.

It was also suggested that should Council not wish to involve the citizen Committee Members in this process, that the mandate of the Committee be amended to reflect Council's priorities for the Committee.

Moved by: Michael Tambosso
Seconded by: Councillor Hempen

1. That should Council wish to maintain the Audit Committee's mandate as per the 2014-2018 term of the Committee, Council consider amending the Committee's deliverables to include:
 - a. Reviewing and making recommendations on external auditor's Request For Proposal scope documents;
 - b. Reviewing and making recommendations on submissions received as part of the evaluation process for external auditor's RFPs; and,
 - c. Meeting periodically with the internal auditors and reviewing their reports.

Carried

4. Deloitte's Audit of Town of Newmarket 2017 Financial Statements

Paula and Pina provided an overview of Deloitte's Representation Letter and audit of the Town's Financial Statements as of December 31, 2017.

There was discussion regarding:

- areas of significant audit risk
- scope of the review
- allowance for adjustments
- internal control matters
- Public Sector Accounting Board accounting standards
- grants
- trust fund accounts and the associated liability of these accounts

It was noted that Deloitte's Management Letter was not received in time for staff to respond. Staff advised that the Town's response would be prepared for the next Audit Committee meeting.

5. Town of Newmarket Consolidated Financial Statements

The Director of Financial Services/Town Treasurer provided an overview of the Main Street District Business Improvement Area Financial Statements, Trust Fund Financial Statements, and Town of Newmarket Consolidated Financial Statements.

There was discussion regarding the Trust Fund Financial Statements and whether the trust fund is required to file a T3 return. Paula advised that she would review this matter and advise accordingly.

There was discussion regarding budget allocation, unbilled user charges, water utilities, capital programs, the Mulock Farm debenture, contingencies.

It was suggested that the budget figures in the Financial Statements be rounded to the nearest thousand to assist with readability.

There were suggestions with regards to the notes in the Financial Statements, and some amendments were made to assist with clarity and readability of the same.

Moved by: Michael Tambosso

Seconded by: Terrance Alderson

1. That the Audit Committee recommends to Council, that the Consolidated Financial Statements year ended December 31, 2017, as amended, be approved.

Carried

6. Town of Newmarket Main Street District Business Improvement Area Financial Statements

These statements were reviewed as part of the consolidated statements (item 5).

7. Town of Newmarket Trust Fund Financial Statements

These statements were reviewed as part of the consolidated statements (item 5).

8. Financial Statement Discussion and Analysis (FSD&A)

The document was referred to during the overview of the consolidated statements (item 5).

New Business

9. 2014-2018 Term Committee Accomplishments

There was discussion regarding the Committee's accomplishments, and what items they would present to Council at its upcoming workshop. Cristine advised that she would put together a list of items for the Committee's consideration and that she would be in attendance to present on the Committee's accomplishments.

10. Audit Process

The Committee queried staff about the audit process with Deloitte. Staff noted that they had a positive experience working with Deloitte, and valuable amendments to the financial statements and accompanying notes were made.

Closed Session

Moved by: Councillor Bisanz
Seconded by: Michael Tambosso

1. That the Audit Committee resolve into a Closed Session to discuss personal matters about identifiable individuals in accordance with Section 239 (2) (b) of the Municipal Act, 2001

Carried

The Audit Committee resolved into Closed Session at 2:38 PM.

The Audit Committee (Closed Session) Minutes are recorded under separate cover.

The Audit Committee resumed into Public Session at 2:50 PM.

Adjournment

Moved by: Councillor Bisanz
Seconded by: Michael Tambosso

1. That the Audit Committee Meeting adjourn at 2:51 PM.

Carried

Date

Cristine Prattas, Chair



Minutes

45

Central York Fire Services - Joint Council Committee

Tuesday, June 12, 2018 at 10:30 AM

Town of Newmarket

The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, June 12, 2018 in the Council Chambers, Town of Newmarket, 395 Mulock Drive, Newmarket, Ontario.

Members Present

Newmarket:

Councillor Twinney, Chair
Councillor Hempen

Aurora:

Councillor Thompson, Vice Chair (10:35 AM to 11:25 AM)
Councillor Abel
Councillor Mrakas

Regrets:

Councillor Bisanz, Newmarket

Staff Present

Newmarket:

R.N. Shelton, Chief Administrative Officer
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager of Finance & Accounting
L. Georgeff, Director of Human Resources
A. Walkom, Council Committee Coordinator, Recording Secretary

Aurora:

D. Nadorozny, Chief Administrative Officer
D. Elliot, Director of Financial Services/Town Treasurer

Central York Fire Services:

I. Laing, Fire Chief

Guests:

Paul McIntosh, Thomas Brown Architects
Chris Kubbinga, Thomas Brown Architects

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

Additions & Corrections to Agenda

None.

Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Presentations

1. Central York Fire Services Headquarters Station 4-5 Presentation

Chris Kubbinga provided a presentation of the plans for the headquarters station building. The presentation included a three dimensional computer model of the building and showed the floor plans and features of the building.

Moved by: Councillor Thompson
Seconded by: Councillor Mrakas

1. That the presentation regarding Central York Fire Services Headquarters Station 4-5 be received.

Carried

2. CYFS 2017 Annual Report

The Fire Chief provided a presentation entitled "CYFS 2017 Annual Report." The presentation included an overview of the organizational structure, ongoing public education programs, emergency responses and the challenges facing CYFS.

Moved by: Councillor Abel
Seconded by: Councillor Thompson

1. That the presentation entitled CYFS 2017 Annual Report be received.

Carried

3. Central York Fire Services 10-year Financial Plan

Town of Newmarket Treasurer M. Mayes and Manager of Finance & Accounting D. Schellenberg provided a presentation entitled "Central York Fire Services 10-year Financial Plan." The presentation included an overview of the asset management plan, the 10 year financial outlook and the next steps for the CYFS 2019 Budget.

Moved by: Councillor Hempen
Seconded by: Councillor Abel

1. That the presentation entitled Central York Fire Services 10-year Financial Plan be received.

Carried

Deputations

There were no deputations.

Approval of Minutes

4. Central York Fire Services – Joint Council Committee Meeting Minutes of March 6, 2018

Moved by: Councillor Mrakas
Seconded by: Councillor Hempen

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of March 6, 2018 be approved.

Carried

Items

5. Central York Fire Services Headquarters 4-5

Moved by: Councillor Abel
Seconded by: Councillor Thompson

1. That Report No. OPS18-011 be received; and
2. That Joint Council Committee approve the final design of Station 4-5; and
3. That Joint Council Committee authorize the Task Force to proceed with Phases 4, 5 and all outstanding services identified in the RFP submitted by Thomas Brown Architects in the amount of \$345,000, excluding disbursements and taxes.

Carried

6. Correspondence from the Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services re: Three new fire safety regulations under the Fire Protection and Prevention Act (FPPA)

Moved by: Councillor Abel
Seconded by: Councillor Mrakas

1. That the correspondence from the Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services regarding: three new fire safety regulations under the Fire Protection and Prevention Act be received.

Carried**7. CYFS Budget Report – First Quarter 2018**

Moved by: Councillor Mrakas
 Seconded by: Councillor Abel

1. That the report entitled CYFS Preliminary Budget Report – First Quarter dated May 28, 2018 be received for information purposes.

Carried**New Business****8. York Region Northern Six Fire Services Collaboration**

The Fire Chief advised that the York Region Northern Six municipalities have been working closely with CAOs to improve efficiency in working with the other services.

Closed Session (if required)

Councillor Twinney advised that there was no requirement for a closed session.

Adjournment

Moved by: Councillor Mrakas
 Seconded by: Councillor Hempen

1. That the Central York Fire Services Joint Council Committee adjourn at 11:59 AM.

Carried

 Date

 Councillor Twinney, Chair



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca

Website: newmarketpl.ca

Phone: 905-953-5110

Newmarket Public Library Board

Regular Board Meeting Minutes

Tuesday, May 15, 2018
Newmarket Public Library Board Room

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

Regrets: Venkatesh Rajaraman

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

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

Adoption of Agenda Items

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

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

Motion 18.05.284

Moved by Kelly Broome

Seconded by Jane Twinney

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, April 18, 2018
5. Adoption of the Closed Session Meeting Minutes for Wednesday, April 18, 2018
6. Strategic Operations Report for April, 2018
7. Monthly Bank Transfer

Motion 18.05.285

Moved by Tara Brown

Seconded by Tom Vegh

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

Carried

Reports

8. 2017 Audited Financial Statement

A copy of the 2017 Audited Financial Statements were distributed to Library Board members for review.

Motion 18.05.286

Moved by Tom Vegh

Seconded by Jane Twinney

That the Library Board defer approval of the 2017 Audited Statements to the next Regular Board meeting on June 20, 2018.

Carried

Business Arising

9. Library Board Action List

The Library Board reviewed and updated the Action list.

Motion 18.05.287

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the Action List as presented.

Carried

New Business

10. 2019 Capital and Operating Budget

The Town of Newmarket Finance Department have requested preliminary draft capital and operating budgets be submitted by the end of June. The CEO discussed with the Library Board drivers to consider for the Library base operating budget and enhancement requests.

Motion 18.05.288

Moved by Darcy McNeill

Seconded by Kelly Broome

That the Library Board receive the report on 2019 Operating and Capital Budgets.

Carried

Closed Session

Motion 18.04.289

Moved by Tara Brown

Seconded by Tom Vegh

That the Library Board move in to a Closed Session at 6:15 pm to discuss matters pertaining to Labour relations.

Carried

Motion 18.05.290

Moved by Tara Brown

Seconded by

That the Library Board move out of Closed Session at 6:20 pm.

Carried

Motions Arising from Closed Session

Motion 18.05.291

Moved by Jane Twinney

Seconded by Tom Vegh

That the Library Board receive the report on matters pertaining to Labour relations.

Carried

Dates of Future Meetings

The next Regular Library Board meeting will be Wednesday, June 20, 2018 at 5:30 pm in the Library Board room.

Adjournment**Motion 18.05.292**

Moved by Tara Brown

Seconded by Kelly Broome

That there being no further business the meeting adjourn at 6:21 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca

Website: newmarketpl.ca

Phone: 905-953-5110

Newmarket Public Library Board

Regular Board Meeting Minutes

Wednesday, June 20, 2018
Newmarket Public Library Board Room

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

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

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

Adoption of Agenda Items

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

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

Motion 18.06.293

Moved by Kelly Broome

Seconded by Tara Brown

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Tuesday, May 15, 2018
5. Adoption of the Closed Session Meeting Minutes for Tuesday, May 15, 2018
6. Strategic Operations Report for May, 2018
7. Monthly Bank Transfer

Motion 18.06.294

Moved by Tara Brown

Seconded by Tom Vegh

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

Carried

The CEO shared photos from Newmarket High School of the vinyl cuts they created for the school from the Library's Makerhub.

Reports

8. 2017 Audited Financial Statement

The Library Board reviewed the draft Audited Financial Statements for 2017 completed by Deloitte LLP.

Motion 18.06.295

Moved by Jane Twinney

Seconded by Darcy McNeill

That the Library Board approve the 2017 Audited Statements as presented.

Carried

Business Arising

9. 2019 Capital and Operating Budget

The CEO provided a verbal update on preparations of the 2019 Capital and Operating Budget submissions. The 2019 Capital Budget is largely replacements funded by the Asset Replacement Fund. The Library Board was asked whether to submit a Capital Budget request for a new library facility.

Motion 18.06.296

Moved by Tom Vegh

Seconded by Jane Twinney

That the Library Board approve a Capital Budget request for a new library facility based on 2017 figures.

Carried

10. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.06.297

Moved by Kelly Broome

Seconded by Venkatesh Rajaraman

That the Library Board receive the Action List as presented.

Carried

New Business

11. Library Board Transition

The Library Board reviewed the actions they may want to consider outlined in the Library Board Transition report. The Board agreed to move the September and October regular Board meetings to earlier in the month. The CEO will draft a legacy document and include next steps for the new Library Board to consider.

Motion 18.06.298

Moved by Darcy McNeill

Seconded by Kelly Broome

That the Library Board receive the report on Library Board Transition.

Carried

Closed Session

There were no Closed Session items.

Dates of Future Meetings

The next Regular Library Board meeting will be Wednesday, September 12, 2018 at 5:30 pm in the Library Board room.

The October Regular Library Board meeting will be held on Wednesday, October 10, 2018 in the Library Board room.

Adjournment

Motion 18.06.299

Moved by Kelly Broome

Seconded by Tara Brown

That there being no further business the meeting adjourn at 6:10 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca

Website: newmarketpl.ca

Phone: 905-953-5110

Newmarket Public Library Board

Regular Board Meeting Minutes

Wednesday, September 12, 2018
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Kelly Broome
Darcy McNeill
Jane Twinney

Absent: Venkatesh Rajaraman
Tom Vegh

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

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

Adoption of Agenda Items

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

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

Motion 18.09.300

Moved by Kelly Broome

Seconded by Tara Brown

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, June 20, 2018
5. Strategic Operations Report for June, July and August, 2018
6. Second Quarter Library Statistical Data
7. Monthly Bank Transfer

Motion 18.09.301

Moved by Darcy McNeill

Seconded by Tara Brown

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

Carried

Policies

8. Health and Safety Policies
 - i. Health and Safety Policy
 - ii. Workplace Violence Policy
 - iii. Workplace Harassment Policy

As required by Legislation the Health and Safety Policy, and policies on Workplace Violence and Workplace Harassment were review.

Motion 18.09.302

Moved by Jane Twinney

Seconded by Kelly Broome

That the Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.

Carried

Reports

9. 2018 Second Quarter Financial Statement

The Library continues to be on target for the second quarter of 2018 in both expenditures and revenue.

Motion 18.09.303**Moved by Tara Brown****Seconded by Darcy McNeill**

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

Carried

10. 2014 – 2018 Library Board Legacy Document

The Library Board review the Library Board Legacy Document drafted by the C.E.O. The Board agreed that the legacy document would be very helpful for the new Library Board.

Motion 18.09.304**Moved by Darcy McNeill****Seconded by Tara Brown**

That the Library Board receive the report on 2017 – 2018 Library Board Legacy Document:

And That this Report be shared with the new Board once it is appointed.

Carried

Business Arising

11. 2019 Capital and Operating Budget

Highlights of the 2019 Capital and Operating Budget submissions were reviewed by the Library Board.

Motion 18.09.305**Moved by Tara Brown****Seconded by Darcy McNeill**

That the Library Board approve draft 2019 Operating and Capital Budgets for submission to the Town of Newmarket Council.

Carried

12. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.09.306**Moved by Tara Brown****Seconded by Kelly Broome**

That the Library Board receive the Action List as presented.

Carried

New Business

13. Library Card Membership Renewal Period

The Library Board discussed the policies of other libraries regarding when the Library memberships comes up for renewal. The Board requested an additional line item be added to the quarterly statistics data report that report on card due for renewal versus the number of renewals.

Closed Session

There were no Closed Session items.

Dates of Future Meetings

The next Regular Library Board meeting will be Wednesday, October 10, 2018 at 5:30 pm in the Library Board room.

Adjournment

Motion 18.09.308

Moved by Jane Twinney

Seconded by Darcy McNeill

That there being no further business the meeting adjourn at 6:15 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca

Website: newmarketpl.ca

Phone: 905-953-5110

Newmarket Public Library Board

Regular Board Meeting Minutes

Wednesday, October 10, 2018
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Darcy McNeill
Jane Twinney

Absent: Kelly Broome
Venkatesh Rajaraman
Tom Vegh

Staff Present: Todd Kyle, CEO
Lianne Bond, Administrative Coordinator

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

Adoption of Agenda Items

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

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

Motion 18.10.309

Moved by Tara Brown

Seconded by Jane Twinney

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, September 12, 2018
5. Strategic Operations Report for September, 2018
6. Third Quarter Library Statistical Data
7. Monthly Bank Transfer

Motion 18.10.310

Moved by Darcy McNeill

Seconded by Tara Brown

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

Carried

Reports

8. 2018 Third Quarter Financial Statement

The Library continues to be on target for the third quarter of 2018 in both expenditures and revenue.

Motion 18.10.311

Moved by Jane Twinney

Seconded by Darcy McNeill

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

Carried

9. Room Rental Rate Increases

The Board reviewed the report on Room Rental Rate Increases that will be effective January 1, 2019.

Motion 18.10.312

Moved by Tara Brown

Seconded by Jane Twinney

That the Library Board receive the report on Room Rental Rate Increases.

Carried

Business Arising

10. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.10.313

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board receive the Action List as presented.

Carried

New Business

There was no new business

Closed Session

There were no Closed Session items.

Dates of Future Meetings

The next Regular Library Board meeting is scheduled for Wednesday, November 21, 2018 at 5:30 pm in the Library Board room.

Adjournment

Motion 18.10.314

Moved by Jane Twinney

Seconded by Darcy McNeill

That there being no further business the meeting adjourn at 6:00 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer



Town of Newmarket

Minutes

Main Street District Business Improvement Area Board of Management

Date: Tuesday, July 24, 2018
 Time: 7:30 PM
 Location: Cane A & B Meeting Room
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Glenn Wilson, Chair
 Councillor Kwapis
 Elizabeth Buslovich
 Peter Mertens
 Carmina Pereira
 Rory Rodrigo
 Sigfried Wall

Members Absent: Anne Martin
 Olga Paiva
 Jackie Playter

Staff Present: M. Agnoletto, Strategic Business Leader
 E. Bryan, Business Development Specialist
 S. Chase, Director, Innovation & Strategic Initiatives
 D. Yuen, Recreation Programmer, Arts & Culture
 A. Walkom, Council Committee Coordinator

Guest: Jacob Gal, York Region Pride Fest

1. Additions and Corrections to the Agenda

The following addition to the agenda was requested:

1. Presentation on 10 Minute Play Festival

Moved by: Councillor Kwapis

Seconded by: Rory Rodrigo

1. That the addition to the agenda be approved.

Carried

2. Declarations of Pecuniary Interest

None.

3. Presentations & Recognitions

3.1 Soofa Bench Presentation

S. Chase, Director, Innovation & Strategic Initiatives provided a presentation on the Soofa Benches which have been installed throughout Newmarket. She gave an overview of the way in which data is collected by the benches and what data is collected.

M. Agnoletto, Strategic Business Leader provided an overview of the way in which the Town can use the data to provide useful information to downtown business owners.

The Director, Innovation & Strategic Initiatives provided data which had been collected since the installation of the benches. She presented the Committee with an analysis of this data, including the number of people downtown during special events.

Moved by: Councillor Kwapis

Seconded by: Sigfried Wall

1. That the presentation regarding Soofa Benches be received.

Carried

3.2 10 Minute Play Festival

D. Yuen, Recreation Programmer, Arts & Culture provided a presentation on the 10 Minute Play Festival. This included an overview of the marketing, brand awareness and promotion efforts for the event.

Moved by: Rory Rodrigo

Seconded by: Carmina Pereira

1. That the presentation regarding the 10 Minute Play Festival be received.

Carried

4. Deputations

4.1 Deputation by Jacob Gal, York Pride Fest

Jacob Gal, York Pride Fest provided a deputation on the 2018 Pride Festival. He shared the initial results of a survey completed by businesses after the event.

Moved by: Carmina Pereira

Seconded by: Peter Mertens

1. That the deputation by Jacob Gal regarding York Pride Fest be received.

Carried

5. Approval of Minutes

5.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of May 15, 2018

Moved by: Rory Rodrigo

Seconded by: Peter Mertens

1. That the Main Street District Business Improvement Area Board of Management Minutes of May 15, 2018 be approved.

Carried

6. Items

6.1 Discussion - P3 Parking Lot

This item was deferred until the next meeting.

6.2 Street Events Update

Carmina Pereira provided a verbal update regarding the Canada Day event. She advised that a postcard advertisement regarding summer events had been distributed to merchants. She further advised that there will be no Fall Fest this year.

Moved by: Sigfried Wall

Seconded by: Elizabeth Buslovich

1. That the street events update be received.

Carried

6.3 Financial Update

The Business Development Specialist provided a financial update and advised of recent donations.

Moved by: Peter Mertens

Seconded by: Rory Rodrigo

1. That the financial update be received.

Carried

6.4 NDDC Update

The Business Development Specialist provided an update from the June 29, 2018 NDDC meeting. She advised there were two applications for the financial incentive program and two community grants.

She further advised that the minutes of settlement from the Clocktower development have been made public and that up to \$100,000 in incentives would be available for the development. She advised that the economic development reserve fund could be used to bump up the program so that there would be no impact on the funds to be used for other businesses.

Moved by: Rory Rodrigo

Seconded by: Elizabeth Buslovich

1. That the NDDC update be received.

Carried

6.5 Staff Update

The Business Development Specialist introduced A. Walkom, Council Committee Coordinator, who will support the Committee going forward.

7. New Business

8. Closed Session (if required)

9. Adjournment

Moved by: Rory Rodrigo

Seconded by: Elizabeth Buslovich

1. That the meeting adjourn at 9:32 PM

Carried

Glenn Wilson, Chair

Date

The meeting of Site Plan Review Committee was held on Monday, September 24, 2018 at 2:00 p.m. in the Council Chambers at 395 Mulock Drive, Newmarket.

Members

Present: Mayor Van Bynen
Regional Councillor Taylor
Councillor Bisanz
Councillor Broome
Councillor Kerwin
Councillor Kwapis
Councillor Twinney
Councillor Vegh

Members

Absent: Councillor Hempen

Staff: Peter Noehammer, Commissioner, Development & Infrastructure Services
Jason Unger, Assistant Director of Planning
Linda Traviss, Senior Planner – Development

The meeting was called to order at 2:00 p.m. No conflicts of interest were declared.

Regional Councillor Taylor in the Chair.

1. **APPLICATION FOR SITE PLAN APPROVAL (PHASE 1)
1250 DAVIS DRIVE/1240 TWINNEY DRIVE – WARD 2
(SOUTH SIDE OF DAVIS DRIVE, EAST SIDE OF HARRY WALKER
PARKWAY SOUTH)
OUR FILE NO.: D11-NP18-09
DAVIS DRIVE 404 RETAIL GP INC.**
-

Application for Site Plan Approval (Phase 1) to permit the development of eight (8) commercial buildings containing restaurants, retail stores, and a commercial athletic centre on the subject lands.

Michael Mendes, Senior Manager, Development of Rice Group. was present to address the Committee.

The Site Plan Review Committee recommends:

1. **THAT the Application for Site Plan Approval for File Number D11-NP-18-09 be received;**
2. **THAT staff be directed to continue the technical review of the application to ensure conformity with the Zoning By-law, Official Plan, and all other applicable policies;**
3. **THAT staff be authorized and directed to do all things necessary to give effect to this resolution; and**
4. **THAT Davis Drive 404 Retail GP Inc., 15 Gormley Industrial Avenue, Unit 3, Box 215, GORMLEY ON L0H 1G0 be notified of this action.**

2. **APPLICATION FOR SITE PLAN APPROVAL
175 DEERFIELD ROAD – WARD 5
(EAST SIDE OF PARKSIDE DRIVE, SIDE OF DAVIS DRIVE)
OUR FILE NO.: D11-NP-18-17
175 DEERFIELD INC.**
-

Application for Site Plan Approval to permit the development of a 15 storey multi-unit residential building with 186 units (Phase 1) and a 15 storey multi-unit residential building with 172 units (Phase 2) along with a total of 435 parking spaces to serve both phases on the subject lands.

Dan Berholz and Andrew Webster of Rose Corp. along with David McKay and Celeste Savagna of MHBC Planning was present to address the Committee.

The Site Plan Review Committee recommends:

1. **THAT the Application for Site Plan Approval for File Number D11-NP-18-17 be received;**

2. THAT staff be directed to continue the technical review of the application to ensure conformity with the Zoning By-law, Official Plan, and all other applicable policies;
3. THAT staff be authorized and directed to do all things necessary to give effect to this resolution; and
4. THAT MacNaughton Hermsen Britton Clarkson Planning Limited, c/o David McKay, 7050 Weston Road, Suite 230, VAUGHAN ON L4L 8G7 be notified of this action.

The meeting adjourned at approximately 3:20 p.m.

September 25, 2018
Dated

J. Ungu
Assistant Director of Planning



Town of Newmarket

Minutes

Newmarket Downtown Development Committee

Date: Friday, June 29, 2018

Time: 10:00 AM

Location: Old Town Hall

Members Present: Jackie Playter
Olga Paiva
Barbara Leibel
Steve Whitfield
Councillor Kwapis

Staff Present: C. Kallio, Economic Development Officer
E. Bryan, Business Development Specialist
H. Leznoff, Council/Committee Coordinator

1. Additions & Corrections to the Agenda

None.

2. Declarations of Pecuniary Interest

Jackie Playter declared an interest in Item 5, being the Community Grant application submitted by the Very Useful Theatre Company, as she used to be on the Board of Directors for the organization. Councillor Kwapis declared a conflict of interest in Item 6, as it is a Town-organized event.

3. Items

3.1 Newmarket Downtown Development Committee Meeting Minutes of March 23, 2018

Moved by: Barbara Leibel

Seconded by: Councillor Kwapis

1. That the Newmarket Downtown Development Committee Meeting Minutes of March 23, 2018 be approved.

Carried

3.2 Budget Overview

The Economic Development Officer and the Business Development Specialist provided an update on remaining budget and the status of various applications.

3.3 Financial Incentives Program Grant Application 2018-05 - Facade Improvement and Restoration Program

The Business Development Specialist advised that the application is for the replacement of awnings on the front and sides of the building at 208 Main Street. She further advised that this grant application is subject to Heritage Conservation Permit approval and that the Heritage Conservation Authority had already suggested some changes to the size and placement of the font on the awnings. The Economic Development Officer advised that awnings have typically been dealt with through the façade improvement and restoration program.

Moved by: Steve Whitfield

Seconded by: Barbara Leibel

1. That the Façade Improvement and Restoration Program Grant application in the amount of \$3,093.95 be approved, subject to Heritage Conservation Permit approvals; and,
2. That Dave Brown c/o 208 Main Street, Newmarket ON, be notified of this action.

Carried

3.4 Financial Incentives Program Grant Application 2018-07 - Facade Improvement and Restoration Program

The Economic Developer advised that an application was submitted for a public art display/mural at 247 Main Street on the South facing wall of the building. The Economic Development officer advised that the artist will be conducting historical research prior to painting the mural and that the

applicant is requesting \$10,000.00 which will cover one half of the artist's fees.

Moved by: Steve Whitfield

Seconded by: Barbara Leibel

1. That the Façade Improvement and Restoration Program Grant application in the amount of \$10,000.00 be approved, subject to Heritage Conservation Permit approvals; and,
2. That 1960254 Ontario Limited, co/ Robert Buckley, 247 Main Street South, Newmarket Ontario L3Y 3Z4, be notified of this action.

Carried

3.5 Community Grant Application - Very Useful Theatre Company

Jackie Playter vacated the Chair due to a declared conflict of interest.

Steve Whitfield in the Chair.

The Business Development Specialist advised that the Very Useful Theatre Company is a community group that focuses on providing theatre that gives back to the community and have submitted the grant application to assist with the cost of the second annual one act play. The Committee discussed prior attendance at the festival and the return on investment.

Moved by: Councillor Kwapis

Seconded by: Barbara Leibel

1. That the Community Grants application in the amount of \$2,000.00 be approved; and,
2. That John Dowson of the Very Useful Theatre Company c/o 69 Davis Drive, Newmarket ON be notified of this action.

Carried

Jackie Playter took no part in the discussion or vote on the matter.

Jackie Player resumed the Chair.

3.6 Community Grant Application - Splash of Culture

The Economic Development Officer advised that Splash of Culture is a Town run event and that the features performances on a unique “stage,” the Tim Hortons Skating and Water Feature at Newmarket’s Riverwalk Commons. He advised that the event is seeking sponsorship from a variety of areas.

Moved by: Steve Whitfield

Seconded by: Barbara Leibel

1. That the Community Grants application in the amount of \$500.00 be approved. and,
2. That Janis Luttrell of Splash of Culture c/o 460 Botsford Street, Newmarket ON be notified of this action.

Carried

Councillor Kwapis took no part in the discussion or vote on the matter.

4. New Business

4.1 Budget Update

The Economic Development Officer advised that staff will be submitting a budget request to increase the Newmarket Downtown Development Committee’s annual budget by \$50,000.00. He advised that along with this increase, staff is recommending that the Committee work to encourage businesses on Main Street, specifically those north of Queen Street, to apply for financial incentive programs that are available to them through the Community Improvement Plan.

4.2 Update re: Clock Tower Application - Ontario Municipal Board Hearing

The Economic Development Officer provided an update regarding the Clock Tower and advised that the Minutes of Settlement are available on the Town’s website. He further advised that a settlement has been reached for the future development of the historic Clock Tower and 184-194 Main Street and that this development proposal will mostly consist of renovation within the existing building and could include office, residential and retail uses. He advised that one condition of the settlement would be that the Main Street Inc. would receive \$100,000.00 from a financial

incentive program to complete facade improvements and interior renovations. He advised that this grant would come from Economic Development reserves and would not impact the Committee's 2019 budget. The Committee discussed the benefits of the settlement, including maintaining the heritage elements of the buildings.

Moved by: Barbara Leibel

Seconded by: Steve Whitfield

1. That the Newmarket Downtown Development Committee support the settlement reached for the future development of the historic Clock Tower and 184-194 Main Street.

Carried

4.3 Eligibility Guidelines

Councillor Kwapis advised he had developed a draft eligibility/grading system. The Committee discussed the advantages and disadvantages to implementing a grading system in addition to the application requirements outlined for each Financial Incentive Program. Committee members discussed reviewing the current application requirements and reporting back at the next meeting.

5. Adjournment

Being no further business, the meeting adjourned at 11:06 AM.

Jackie Playter, Chair

Date



Newmarket Economic Development Advisory Committee

Thursday, April 26, 2018 at 5:00 PM.
Cane A & B

The meeting of the Newmarket Economic Development Advisory Committee was held on Thursday, April 26, 2018 in Cane A & B, 395 Mulock Drive, Newmarket.

Members Present: Mayor Van Bynen (5:00 – 6:45 PM, 7:07 – 7:15 PM)
Deputy Mayor & Regional Councillor Taylor
Jim Gragtmans, Chair
Rick Henry
Peter Mertens (5:00 – 6:38 PM)
Marek Dabrowski
Carin Binder
Beric Farmer

Members Absent: Donna Fevreau

Staff Present: R. N. Shelton, Chief Administrative Officer
I. McDougall, Commissioner of Community Services
C. Kallio, Economic Development Officer
S. Chase, Director, IT Innovation
E. Bryan, Business Development Specialist
H. Leznoff, Council/Committee Coordinator

The meeting was called to order at 5:03 PM.

Jim Gragtmans in the Chair.

Additions & Corrections to the Agenda

There were no additions or corrections to the agenda.

Declarations of Pecuniary Interest

Mayor Van Bynen declared an interest in the Closed Session item. He left the room at 6:45 PM.

Presentation & Recognitions

There were no presentations or recognitions.

Approval of Minutes

1. Newmarket Economic Development Advisory Committee Meeting Minutes of November 23, 2017.

Moved by: Beric Farmer
Seconded by: Marek Dabrowski

1. That the Newmarket Economic Development Advisory Committee Meeting Minutes of November 23, 2017 be approved.

Carried

Items

1. Economic Development Updates

- a. Final Key Performance Indicators

The Economic Development Officer addressed the Committee with a an economic update including York Region Employment Survey results and updates regarding the accountability impact measures including Town-wide employment, jobs to population ratio, employment in the corridors, job to population ratio in the corridors, tax assessment in the secondary plan area and commercial assessment in the BIA (Lower Main Street).

- b. Celestica support

The Economic Development Officer provided an update on the support provided to Celestica from the Economic Development department and other Town staff. He advised that staff worked with the company to advertise and acquire temporary workers through the website and social media and to expedite the approval process for business expansion, interior renovation and partial occupancy for equipment move in.

c. Mulock Estate Purchase

The Chief Administrative Officer provided a brief overview of the Mulock Estate (Mulock Farm) purchase. He advised that there will continue to be public consultation regarding the vision for the property including the potential uses for the house, outdoor facilities including outdoor skating and ice trails and summer bike and walking trails.

d. Extending NEDAC members through the new Council term

The Economic Development Officer advised that the term of NEDAC will extend past 2018 and the Committee will continue to meet until May 2019 when new members are appointed, provided extending the term of the Committee is suitable for current members. The Chair advised that a new Chair should be appointed once upon commencement of the new term.

2. Urbanization

a. Marketing the Corridors Implementation Update

The Business Development Specialist provided an update regarding the Marketing the Corridors campaign. She advised that the campaign officially launched on February 28, 2018 and included social media, public relations, a blog and 12 paid campaigns focusing on highlighting what makes Newmarket a great place to work and play.

Discussion ensued regarding opportunities for collaboration with different organizations in Newmarket for marketing efforts and connecting businesses to extend the reach of marketing strategies.

b. Corridor projects

The Economic Development Officer provided an update on the following projects: York Region Annex, 212 Davis Drive, Stratus Centre, 17645 Yonge Street, and 175 Deerfield Road.

c. Hollingsworth Arena

The Chief Administrative Officer provided an update regarding the Hollingsworth Arena, specifically related to the public consultation process.

d. Union Hotel

The Chief Administrative Officer provided an update regarding the former Union Hotel property, advising that discussions are ongoing with VivaNext and Metrolinx regarding restoration and the potential uses.

3. Innovation

The Economic Development Officer advised that Smart Parking is now in operation; the algorithms are working and data is being collected. He further advised that York Region was not successful in its application for the top 7 Intelligent Communities and will not be applying next year.

a. Economic Development Innovation funding model?

The Economic Development Officer advised that \$25,000.00 is available for funding for innovation and is currently being provided to support Create IT Now. He advised that switching from dedicated annual funding to project-based funding for CreateITNow would enable the Town to support other worthwhile innovation projects. Discussion ensued regarding developing criteria to support project-based initiatives.

b. Cannabis is coming: Is Newmarket Ready?

The Chair advised that due to time constraints, this topic should be discussed at a future meeting. The Committee briefly discussed the benefits of being proactive and supported the idea of forming a community based group to start discussions.

4. Collaboration

The Economic Development Officer advised that the Community Economic Development Congress will likely be held in the first quarter of 2019. He further advised that the roll out of the Smart City Plan by Smart City Council is the fall of 2018.

Closed Session

Moved by: Carin Binder
Seconded by: Rick Henry

1. That the Newmarket Economic Development Advisory Committee resolve into Closed session to discuss the following items:
 - (1) Update regarding a Subsidiary Company, related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2) (i) of the Municipal Act, 2001.

Carried

The Newmarket Economic Development Advisory Committee resolved into Closed session at 6:40 PM and reconvened into Open session at 7:07 PM.

New Business

a. Advertising for Committee Member

The Economic Development Officer advised that the Town is advertising to fill the current vacant position on the Newmarket Economic Development Advisory Committee. A suggestion was made that preference would be given to applicants with experience in the health innovation sector.

b. Next Meeting Date

Discussion ensued regarding the next meeting date in June 2018. A potential date was Thursday, June 28th was proposed but it was determined the date would be finalized at a later time.

The following items listed as potential topics of discussion for the next meeting.

- a. Hotel development, Tourism, and Accommodation tax
- b. Southlake Regional Health Centre strategic plan
- c. York Region Annex: Resulting surplus office space
- d. Sharing economy
- e. Enhanced promotion of Newmarket as movie location

Adjournment

Moved by: Rick Henry
Seconded by: Carin Binder

1. That the Newmarket Economic Development Advisory Committee adjourn at 7:15 PM.

Carried

Date

J. Gragtmans, Chair



Town of Newmarket

Outstanding Matters List (2018 – 2022 term of Council)

As of November 29, 2018

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
To Be Determined				
1.	Meeting Date: Council – December 14, 2015 Subject: 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue Council – January 18, 2016 – Item 35	Recommendation: <ol style="list-style-type: none"> 1. That staff provide alternate trail options for this area at a lower cost; and, 2. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, 3. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, 4. That staff also include in the report the option of installing lighting along the George Luesby Park Trail. Responsible Department: <ul style="list-style-type: none"> ➤ Planning and Building Services 	Timeline to be determined	Deferred subsequent to VivaNext construction

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
2019				
1.	Meeting Date: Council – June 7, 2016 – Item 35 Subject: Federal Infrastructure Funding	Recommendation: 1. That staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary' Responsible Departments: ➤ Strategic Initiatives	2019	Awaiting next phase of funding announcements
2.	Meeting Date: Committee of the Whole – April 9, 2018 Subject: Council Remuneration	Recommendations: 1. That CAO/Human Resources Report 2018-05 be received; and, 2. That Council direct staff not to “gross up” or increase Council pay in 2019, at the time of the removal of the 1/3 tax free provision, which will result in a take home pay cut for all Members of Council; and, 3. That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary; and, 4. That staff be authorized and directed to do all things necessary to give effect to this resolution. Responsible Department: ➤ Office of the CAO/Human Resources	2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
Q1, 2019				
3.	Meeting Date: Committee of the Whole – February 27, 2017 Subject: Report 2017-05 – Tree Removal, Protection Policies and Regulations	Recommendation: <ol style="list-style-type: none"> 1. That Council direct staff to update the existing Tree Preservation, Protection, Replacement and Enhancement Policy. 2. That Council direct staff to prepare and bring to a future meeting a by-law regulating and protecting significant trees on private property; and, 3. That Council direct staff to prepare and bring to a future Council meeting a by-law protecting trees on municipal property. Responsible Department: <ul style="list-style-type: none"> ➤ Planning and Building Services 	Q1, 2019	
4.	Meeting Date: Council – December 5, 2016 Subject: Report 2016-25 – 178, 170, 184, 188, 190 and 194 Main Street s	Recommendation: <ol style="list-style-type: none"> 1. That in 120 days, staff be directed to bring back an amendment to the Heritage Conservation District Plan and By-law for consideration of Council that would outline the criteria which would need to be met by applicants in order to be considered for approval for a fourth storey set back from the street by a minimum of 15 (fifteen) feet. <ul style="list-style-type: none"> ➤ Planning and Building Services 	Q1, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
5.	<p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Information Document for Residents Related to Construction Sites</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council approve the following motion in principle: 2. That staff be directed to prepare an information document that can be provided to residents in the vicinity of new construction sites, the purpose of which is to advise and to communicate to the residents, the various activities, potential impacts and expected timelines associated with each phase of construction, from site clearing through to house construction; and, 3. That developers, through their consulting engineers, be required to ensure that residents, and the relevant Ward Councillor, in adjacent areas receive advance written notice of construction events to take place, so that they can be better informed and prepared for any disruption that may occur as a result; and, 4. That the aforementioned motions be referred to staff for a report back including options and resource requirements. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning & Building Services 	Q1, 2019	
6.	<p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Meeting Date: Committee of the Whole – September 25, 2017</p> <p>Subject: Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report/ East West Bike Lanes on Park Avenue</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report be received; and, 2. That staff monitor the implementation of the bike lanes, analyze the impacts for a one year period and provide a report back to Council in one year. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services 	Q1, 2019	Information Report to be provided

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
7.	<p>Meeting Date: Committee of the Whole - June 19, 2017</p> <p>Committee of the Whole – February 5, 2018</p> <p>Subject: Textile Diversion Program</p>	<p>Recommendation:</p> <p>1. That the PowerPoint presentation entitled “Diabetes Canada – Textile Diversion Program for the Town of Newmarket” by Mr. Ryan Michaels and Mr. Blaine Hobson be received and referred to staff.</p> <p>1. That staff be directed to prepare an RFP for a textile recycling program.</p> <p>Responsible Department: ➤ Public Works Services</p>	Q1, 2019	Information Report to be provided.
8.	<p>Meeting date: Committee of the Whole – September 25, 2017</p> <p>Committee of the Whole – October 16, 2017</p> <p>Subject Development and Infrastructure Services Report – Engineering Services 2017-32- Town Wide Traffic Mitigation Strategy – 2017</p>	<p>Recommendation:</p> <p>1. That Development and Infrastructure Services Report – Engineering Services 2017-32, dated October 2, 2017, entitled “Town-wide Traffic Mitigation Strategy 2017 - Timing” be received and the following recommendations be adopted:</p> <p>a. That the final report be brought back to Council by early Quarter 3 2018; and,</p> <p>b. That staff continue to expedite the process to provide the report sooner, if possible; and,</p> <p>c. That all current road safety, speed management and traffic calming programs that are currently underway, and are in accordance with the principles set out in “Appendix A” (draft strategy) from Development and Infrastructure Services Report ES 2017-29 (Town-wide Traffic Mitigation Strategy 2017), continue as planned throughout the consultation period and until the final strategy document is approved by Council, at which time the programs will be reviewed to plan their conformance with the new approved strategy.</p> <p>Responsible Department ➤ Engineering Services</p>	Q1, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
9.	Meeting Date: Committee of the Whole – March 19, 2018 Subject: Vibration Control and construction activity (deputation)	Recommendation: 1. That the deputation by Stuart Hoffman regarding vibration control in regards to construction activity be received and referred to staff for review and report; and, 2. That staff be directed to provide recommendations and approaches to address the issues identified to protect neighbouring sites from the effects of vibrations from adjacent construction projects; and, 3. That the report should include, but not be limited to, potential by-law changes including the requirement of pre-condition surveys, effective monitoring and data reporting, resident notification and a process for complaint handling in all site plan approvals. Responsible Departments: ➤ Planning and Building Services & Engineering Services	Q1, 2019	
10.	Meeting Date: Committee of the Whole - April 30, 2018 Subject: Heritage Designations – York Region Administrative Building and Newmarket Canal System	Recommendation: 1. The Senior Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report: a. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect; and, b. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system. Responsible Department: ➤ Planning and Building Services	Q1, 2019	Report to Council to be provided.

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
11.	Meeting Date: Committee of the Whole - June 11, 2018 Subject: Intensification in Stable Residential Neighbourhoods	Recommendation: 1. That the report entitled Development And Infrastructure Services/Planning & Building Services Report 2018-37 dated June 11, 2018 be received; and, 2. That staff be authorized to issue a Request for Proposals for the Official Plan and Zoning By-law amendments as described in this report; and, 3. That early budget approval be granted to allow for the initiation of the Official Plan and Zoning By-law amendments to address intensification in stable residential areas, to be financed as set out in this report. 4. That staff bring back an interim control by-law to the August 27, 2018 Committee of the Whole meeting for consideration. Responsible Department: ➤ Planning and Building Services	Q1, 2019	
12.	Meeting Date: Special Committee of the Whole - January 30, 2017 Subject: Internet Voting and Ranked Ballots	Recommendation: 1. That staff report back on Internet Voting and Ranked Ballots in 2019 immediately following the 2018 Municipal Election. Responsible Departments: ➤ Legislative Services	Q1, 2019	
13.	Meeting Date: Committee of the Whole - September 25, 2017 Subject: Diversity and Inclusivity Strategy	Recommendation: 1. That the report entitled "Diversity and Inclusivity Programs" be deferred to a future Committee of the Whole meeting, as York Region is currently amending its Diversity and Inclusivity Charter. Responsible Department: ➤ Human Resources Department	Q1, 2019	York Region conducting further public consultation
14.	Meeting Date: Committee of the Whole – March 19, 2018 Subject: Cats at large (deputation)	Recommendation: 1. That the presentation by Sharon King Todd regarding cats at large be received and referred to staff Responsible Department: ➤ Legislative Services	Q1, 2019	To be considered as part of Council's Regulatory Review Workshop.

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
15.	<p>Meeting Date: (1) Committee of the Whole – February 27, 2017</p> <p>(2) Committee of the Whole - November 6, 2017</p> <p>(3) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)</p> <p>Subject: Residential Parking</p>	<p>Recommendation: (1) 1. That staff prepare a report on options and opportunities to address residential on street and off street parking challenges. Specifically, the report should consider the impact that changing economics and demographics have on housing occupancy and ways in which the Town of Newmarket can better balance reasonable parking needs with streetscape aesthetics, active transportation objectives and effective by-laws enforcement.</p> <p>(2) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:</p> <ul style="list-style-type: none"> b. That staff be directed to include in the 2018 budget a provision for contracting a planning and engineering consultant to undertake a review of parking matters discussed in this report; and, c. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report. d. That staff be directed to organize a Council Workshop to present options based on Council's comments and feedback received at the November 6, 2017 Committee of the Whole meeting and that staff receive Council direction regarding the scope, scale and expected deliverables of a parking review prior to moving forward with issuing a Request for Proposal. <p>(3) Recommendation 5: That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019</p> <p>Responsible Department: ➤ Planning and Building Services / Legislative Services</p>	Q1/Q2, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
16.	Meeting Date: Committee of the Whole - February 26, 2018 Subject: Newmarket Public Library Study Implementation	Recommendations: 1. That staff, in conjunction with the Newmarket Public Library CEO, be authorized to implement the recommendations in accordance with the presentations made at the January 30, 2018 Joint Council and Newmarket Library Board Workshop provided implementation is in line with current and future approved operating budgets; and, 2. That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process. Responsible Department: ➤ Community Services/Newmarket Public Library	Q1/Q2, 2019	
17.	Meeting date: Committee of the Whole – March 19, 2018 Subject: 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot)	1. That Engineering Services report 2018-11 dated March 8, 2018 entitled “500 Water Street Parking (Cachet Parking Lot Expansion) be referred to the Community Centre Lands Task Force; and, 2. That the Community Centre Lands Task Force be directed to immediately reengage in the exploration of all options, including cost and timelines, for enhanced parking in the downtown area, including but not limited to new spaces and temporary structured parking; and, 3. That the Community Centre Lands Task Force work form the basis of a report back to Council, to be brought forward in Q1/Q2, 2019. Responsible Department: ➤ Engineering Services/ Community Centre Lands Task Force	Q1/Q2, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
Q2, 2019				
18.	Meeting Date: Committee of the Whole – August 28 – Motion Subject: Item 3 of Accessibility Advisory Committee Meeting Minutes of March 23 re: Accessibility in the downtown area	Recommendation: That the Operational Leadership Team recommends that the follow recommendation be referred to staff for review and report: <ol style="list-style-type: none"> 1. That The Accessibility Advisory committee recommends to Council that Council consider ways to make as many entrances to Main Street buildings as accessible as possible. Responsible Departments: <ul style="list-style-type: none"> ➤ Legislative Services (lead), Planning and Building Services, Engineering Services & Legal Services 	Q2, 2019	Information Report to be provided. Joint Meeting to be scheduled with Business Improvement Area and Newmarket Accessibility Advisory Committee
19.	Meeting Date: Committee of the Whole - September, 25, 2017 Subject: Report 2017-16 Vacant Building Report – Window Wrap Program	Recommendation: <ol style="list-style-type: none"> 1. That Corporate Services – Legislative Services Report 2017-16 dated September 14, 2017 entitled “Vacant Buildings/Storefronts” be received; and, 2. That staff be directed to report back on Option 2, a Window Wrap program. Responsible Departments: <ul style="list-style-type: none"> ➤ Legislative Services/Economic Development 	Q2, 2019	
Q3, 2019				
20.	Meeting Date: Committee of the Whole - April 30, 2018 Subject: Asset Replacement Fund Strategy	Recommendation: <ol style="list-style-type: none"> 1. That the Asset Replacement Fund Strategy be referred to staff for further information and be brought back to Council for consideration at a later date. Responsible Departments: <ul style="list-style-type: none"> ➤ Financial Services 	Q3, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
2020				
21.	Meeting Date: Council – June 26, 2017-Item 10 Subject: Application for Official Plan Amendment and Zoning By-law Amendment – 260 Eagle Street	Recommendation: 1. That traffic impacts be monitored post construction. Responsible Departments: ➤ Engineering Services	Development is estimated to not be completed before 2020	