



Attachment 1 – Revised Work Plan Requiring Council Decisions in 2020 and Update to Outstanding Matters List for Q1 2020

Item	Subject Matter	Subject Matter Originates from:	Council Direction from Outstanding Items List Or Description from Individual Department Work Plans	Previous Reporting Timeframe	New Proposed Reporting Timeframe	Additional Comments
Items for Council consideration in Q2 2020						
1.	Final Tax Rates	Department Work Plan	To set the final tax rates, issue the final tax bills and set the installment dates. It is based on the approved 2020 budget, tax ratios set by the Region and tax rates from the Region and province (for the school boards). Responsible Department: <ul style="list-style-type: none"> • Financial Services 		June 2020	This is an annual report issued by staff.
2.	Audited Financial Statements	Department Work Plan	Audited financial statements, auditor's report, and related materials, as recommended by the Audit Committee. Responsible Department: <ul style="list-style-type: none"> • Financial Services 		June 2020	This is an annual report issued by staff.
3.	2020 Reserve Fund Budget	Department Work Plan	Based on the operating and capital budgets, with revenue projections, a budget for reserves and reserve funds. Responsible Department: <ul style="list-style-type: none"> • Financial Services 		June 2020	This is an annual report issued by staff.
4.	2020 Budget Reconciliation	Department Work Plan	This is a consolidation of the various budgets and shows how they will be presented in the 2020 financial statements. Responsible Department: <ul style="list-style-type: none"> • Financial Services 		June 2020	This is an annual report issued by staff.

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5.	Fiscal Strategy	Department Work Plan	Development of a long-term fiscal strategy for the Town, which includes but is not limited to an update of the capital financing sustainability strategy, an Asset Replacement Fund (ARF) strategy, a review of our investment and debt practices, and a budget policy. Responsible Department: • Financial Services		June 2020	This is a new initiative.
6.	Asset Replacement Fund Strategy	Outstanding Matters List	Meeting Date: Committee of the Whole - April 30, 2018 Recommendation: 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: • Financial Services	Q2 2020	June 2020	An Asset Replacement Fund (ARF) will be incorporated into the Fiscal Strategy.
7.	Animal Control By-law Review & Licensing Pet Stores	Department Work Plan	These matters were identified in the regulatory review for this term of Council. Responsible Department: • Legislative Services		Q2 2020	Considerations would include: 1) Presenting in June would require a different way of engaging the public. 2) Due to current Pet Store closures, new regulations could be rolled out once the stores re-open for business.
8.	Community Flag Raising	Department Work Plan	Staff were asked to consider alternative locations for community flag raisings to occur Responsible Department: • Legislative Services		June 2020	Staff will distribute an Information Report to Council to advise that the current location is preferred and recommended due to the limited number of community flag raisings.

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Items for Council consideration in Q2 2020						
9.	Short Term Rentals & Municipal Accommodation Tax	Outstanding Matters List and Department Work Plan	<p>Meeting Date: Committee of the Whole – February 3, 2020</p> <p>Recommendations: 3. That Council direct Staff to proceed with Option 3 as described in the report.</p> <p>Option 3 would require the adoption of a Licensing By-law, presented to Council in April or May 2020 and amendments to the Zoning By-law, presented to Council by August 2020.</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Legislative Services • Planning and Building Services • Financial Services 		Q2 and Q3/Q4 2020 – see additional comments	<p>Licensing framework could be ready for a Workshop with Council in June 2020, with a program with zoning framework in Q3/Q4. Current considerations being given to the Pandemic and restrictions on short term rentals.</p> <p>The Municipal Accommodation Tax will need to be included with this matter, and staff will need to outline a plan to approach this item, starting with stakeholder consultations.</p>
10.	Traffic & Parking Petitions	Outstanding Matters List	<p>Meeting Date: Committee of the Whole - August 26, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the petition regarding Parking Restrictions on Helmer Avenue be referred to Staff; and, <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services 	Q1 2020	Q2 2020	The study for Helmer Avenue has been completed, staff can proceed with this report in June 2020.

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Items for Council consideration in Q2 2020						
11.	Planning Reports and/or Amending By-laws for Q2	Department Work Plan	<p>Staff will present the following matters for Council's consideration in Q2 2020:</p> <ol style="list-style-type: none"> 1. Glenway Davis Drive Adopting Official Plan Amendment/Zoning By-law Amendment 2. Interim Control By-law Extension 3. Final Recommendation Report regarding Forest Green Homes Subdivision 4. Servicing Allocation Annual Update 5. Newmarket Energy Efficiency Retrofit (NEER) Business Case <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 		Q2 2020	
12.	Statutory Public Planning Matters for Q2 2020	Department Work Plan	<p>Statutory Public Planning Meetings for the following planning applications will be scheduled in Q2 2020:</p> <ol style="list-style-type: none"> 1. 292-294 Court Street Zoning By-law Amendment 2. Charles and Prospect Zoning By-law Amendment/Subdivision Plan <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 		Q2 2020	Item 1 was originally scheduled for March 23, but had to be postponed due to the Pandemic.
13.	Heritage Practices/Options	Department Work Plan	<p>Information Report identifying options to discourage the unauthorized demolition of heritage buildings.</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 		Q2 2020	Staff will issue an information report to Council.

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Items for Council consideration in Q3 2020						
14.	Rate-Supported Financial Plans	Department Work Plan	Update of the financial plans for Water, Wastewater, and Stormwater. Consideration will be given to the results of the Fiscal Strategy. Responsible Department: • Financial Services		Q3 2020	This is a standard report but not necessarily annual.
15.	Second Quarter 2020 Financial Update	Department Work Plan	An update on the financial situation will be critical. If there are changes to be made to the capital plan, this may require a report to Council; otherwise this is a standard information report. Responsible Department: • Financial Services		Q3 2020	This is an annual report issued by staff.
16.	2021 Council and Committee of the Whole Schedule of Meetings	Department Work Plan	This is a routine report to identify a schedule of meetings for Council and Committee of the Whole. Responsible Department: • Legislative Services		September 2020	This is an annual report issued by staff.
17.	Parking By-law and Traffic By-law changes for London, Alexander and Bonshaw for the 2020 Active Transportation Implementation Plan (ATIP)	Department Work Plan	As part of the Council-approved Active Transportation Implementation Plan (ATIP), with the installation of new bike lanes comes parking restrictions on both sides of the road. This conforms to the Town's Council-approved Parking Policy that includes a requirement for notification of the changes. The Traffic By-law needs to be amended to include the new bike lanes. Responsible Department: • Engineering Services		Q3 2020	The Town held a Public Information Centre on February 27, 2020 outlining the project and parking changes so now the Parking By-law must be amended to include these 3 new roads.

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18.	Statutory Public Planning Matters for Q3 2020	Department Work Plan	Statutory Public Planning Meetings for the following planning applications will be scheduled in Q3 2020: <ol style="list-style-type: none"> 1. Urban Centres Technical Amendments Official Plan Amendment/Zoning By-law Amendment. 2. Established Neighbourhood Study Amendments <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 		Q3 2020	Item 1 was originally targeted for a meeting in March but had to be postponed due to the Pandemic. Item 2 was originally targeted for a meeting in April but had to be postponed due to the Pandemic.
19.	Planning Reports and/or Amending By-laws for Q3	Department Work Plan	Staff will present the following matters for Council's consideration in Q3 2020: <ol style="list-style-type: none"> 1. 176 Parkview Interim Control By-law Exemption Report 2. 164 Beechwood Interim Control By-law Exemption Report 3. Final recommendation report for the Stellar Avenue Application 4. York Region Municipal Comprehensive Review Update 5. Mulock Station Area Secondary Plan <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 		Q3 2020	

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Items for Council consideration in Q3 2020						
20.	Heritage Designations - York Region Administrative Building and Newmarket Canal System	Outstanding Matters List	<p>Meeting Date: Committee of the Whole - April 30, 2018</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. The Strategic Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report: <ol style="list-style-type: none"> 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. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 	Q1 2020	Q3 2020	<p>Additional time was needed to retain Cultural Heritage Consultant via Procurement process.</p> <p>Consultant retained and Designation Reports are now being prepared.</p> <p>Must first go to Heritage Newmarket, so tied to timing of that Committee.</p>
21.	Construction Vibration Issues	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – March 18, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 5. That staff investigate options for existing sites where construction activity will cause significant vibrations. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Planning and Building Services • Engineering Services 	Q2 2020	Q3 2020	Additional time needed to liaise with Legal Services and Legislative Services to ensure there is a legal means to require/enforce the recommended measures.

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Items for Council consideration in Q3 2020						
22.	Proposed Trail from Yonge Street to Rita's Avenue	Outstanding Matters List	<p>Meting Date: Council – January 18, 2016 – Item 35</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That staff provide alternate trail options for this area at a lower cost. 2. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, 3. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, 4. That staff also include in the report the option of installing lighting along the George Luesby Park Trail. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services • Engineering Services 	2021	Q3 2020	With the Yonge Street Viva Bus Rapid Transit complete, staff can now proceed.

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23.	Derelict Properties	Outstanding Matters List	<p>Meeting Date: Committee of the Whole - September 23, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That Staff circulate an information report related to derelict properties, including information regarding demolition requirements and any impediments that may apply. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Planning and Building Services • Legislative Services 	Q2 2020	Q3 2020	Re-prioritized to Q3 due to staff resource constraints and Pandemic.
24.	Single Use Plastics	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – June 17, 2019</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council direct staff to bring back a report which outlines the roles and responsibilities of the Province, the Region and the Town in relation to recycling and diversion and provides the following: <ol style="list-style-type: none"> a. information on what work is currently being done to address the reduction and eventual elimination of single use plastics; and, b. clear options for Council to consider to ensure the town is taking steps within its jurisdiction to reduce and eventually eliminate single use plastics. <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Public Works Services 	Q2 2020	Q3 2020	Staff have established a draft report and are continuing to undertake additional research and analysis. An Information Report or Action Report will be issued in Q3 of 2020.

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Items for Council consideration in Q4 2020						
25.	Third Quarter 2020 Financial Update	Department Work Plan	An update on the financial situation will be critical. If there are changes to be made to the capital plan, this may require a report to Council; otherwise this is a standard information report. Responsible Department: <ul style="list-style-type: none"> • Financial Services 		Q4 2020	This is an annual report issued by staff.
26.	2021 Fees & Charges	Department Work Plan	Approval of fees and charges for 2021 in coordination with the 2021 budget. This includes but is not limited to Water, Wastewater, Recreation and Culture. Responsible Department: <ul style="list-style-type: none"> • Financial Services (lead) all departments to contribute 		Q4 2020	All departments will be required to factor in post-Pandemic considerations when recommending amendments to fees and charges for 2021. This is a series of annual reports issued by staff.
27.	2021 Budget Approval	Department Work Plan	Approval of the operating budgets - tax and rate-supported, and the capital budget for 2021 in advance to the commencement of the new fiscal year. Responsible Department: <ul style="list-style-type: none"> • Financial Services 		Q4 2020	This is an annual report issued by staff.
28.	Procurement Card Policy	Department Work Plan	In coordination with the Strategic Priority - Update to Procurement Policies and Procedures - a separate P-card Policy needs to be created when it is removed from the current Procurement By-law. Responsible Department: <ul style="list-style-type: none"> • Financial Services 		Q4 2020	

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29.	Budget Policy	Department Work Plan	To formalize the existing budget practise and update with reference to the Fiscal Strategy. Responsible Department: • Financial Services		Q4 2020	This is a new initiative.
30.	Stormwater Billing	Department Work Plan	To be put on the utility bill (report 2020-04) and deferred to November (Financial Relief) Program. Based on the history of this charge, an information report to Council is recommended. Responsible Department: • Financial Services		November 2020	Staff will provide Council with an information report on this matter.
31.	Body Rub Parlours	Department Work Plan	This matter was identified in the regulatory review for this term of Council. Responsible Department: • Legislative Services		Q4 2020	Council would need to first amend the Zoning By-law to clarify the definition and then adopt a licensing framework for this business classification.
32.	Procurement By-law Review	Department Work Plan	New Procurement By-law is in step with one of the REV It Up initiatives to update procurement policies and procedures, as well as the estimated timeline recommended by review consultant. Responsible Department: • Legal and Procurement Services		Q4 2020	
33.	Delegation By-law Review	Department Work Plan	An update to the Delegation By-law which lists authority that Council has delegated to facilitate efficient and effective Town administration. Responsible Department: • Legal and Procurement Services		Q4 2020	

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34.	Climate Change Resilience Assessment - Final Report	Department Work Plan	Presentation or just a simple Report to Council to advise them that the work is done and what the outcome is - This relates to the Strategic Pillar on Environmental Stewardship Responsible Department: <ul style="list-style-type: none"> • Engineering Services 		Q4 2020	
35.	Youth Engagement, Diversity and Inclusivity, and Consultation on the Environment	Outstanding Matters List	Meeting Date: Committee of the Whole – June 17, 2019 Recommendation: 3. That staff be directed to plan a Climate Change Open House for Fall 2019 (completed) and a Spring 2020 e-Waste Collection event as part of a one-year pilot environmental consultation program and report back in 2020 with a review of this program; Responsible Departments: <ul style="list-style-type: none"> • Engineering Services • Public Works Services 	Q1 2020	Q4 2020	Spring waste management forum postponed until Fall 2020 due to Pandemic, and an information report to serve as an update will be provided to Council.
36.	Established Neighbourhoods Compatibility Study	Outstanding Matters List	Meeting Date: Committee of the Whole - September 23, 2019 Recommendations: Established Neighbourhoods Compatibility Study Responsible Department: <ul style="list-style-type: none"> • Planning and Building Services 	Q1 2020	Q4 2020	Special Committee of the Whole held January 20, 2020. Public Meeting was scheduled for April 14 but was cancelled due to Pandemic. Must be rescheduled. Final recommendations to follow in Q4.

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37.	Residential Parking	Outstanding Matters List	<p>Meeting Date: (1) Committee of the Whole - November 6, 2017 (2) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)</p> <p>Recommendations: (1) 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> <p style="padding-left: 40px;">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.</p> <p>(2) 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:</p> <ul style="list-style-type: none"> • Planning and Building Services • Legislative Services 	Q3 2020	Q4 2020	Additional time needed to scope issues and confirm enforcement matters with By-laws.

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38.	Multi Use Pathways	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – November 4, 2019</p> <p>Recommendation: 1. That Council direct Staff to report back in 2020 regarding the best practices and options for improving the signage and markings on the Tom Taylor Trail system.</p> <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Public Works Services 	Q4 2020	Q4 2020	Staff are currently undertaking research and establishing a field inventory. An information report will be issued in Q4 of 2020.
39.	Hollingsworth Arena and Future Ice Allocation Considerations	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – April 8, 2019</p> <p>Recommendations: 3. That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and 6. That within six months staff bring back a report on any plans for public amenity use at this location;</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Recreation and Culture Services 	Q1 & Q3 2020	Q4 2020	<p>Staff will provide two information reports on this item 1) regarding the public amenity use of this facility; and 2) regarding the status of ice allocations after the needs of the organizations for the 2020-2021 season have been identified.</p> <p>The information reports were delayed due to operational disruptions caused by the Pandemic.</p>
40.	Community Canvas	Department Work Plan	<p>Rescheduled due to COVID 19 but necessary to launch project. Timing to align with return to business</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Recreation and Culture Services 		Q4 2020	In Q4 2020, staff anticipate facilitating a Council Workshop to initiate the discussion on a community canvas, and to complete the Cultural Masterplan that was in place from 2008 to 2018. The community canvas discussions will continue into 2021.

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41.	Recognition of the Widdifield Family	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – February 25, 2019</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That staff be directed to investigate options that will recognize the area east of the river and west of Doug Duncan Drive, that lies between Timothy and Water St to be recognized in some format by a commemorative plaque or other option that acknowledges and demonstrates the background and history of an area known to be Widdifield Park; and, 2. That Mike Widdifield of Newmarket be notified of any proposals. <p>Responsible Department:</p> <ul style="list-style-type: none"> • Recreation and Culture Services • Public Works Services 	Q1 2020	Q4 2020	An information report was delayed due to operational disruptions caused by the Pandemic.

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Items with a date to be determined						
42.	Council Remuneration	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – April 9, 2018</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 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. <p>Responsible Department:</p> <ul style="list-style-type: none"> Office of the CAO/Human Resources 	Q1 2020	To be determined – see additional comments	Staff will present a report on Council remuneration once the Pandemic is declared over.
43.	Downtown Parking Report - 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot)	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – March 19, 2018</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 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. <p>Responsible Department:</p> <ul style="list-style-type: none"> Innovation and Strategic Initiatives Engineering Services Community Centre Lands Task Force 	Q2 2020	To be determined – see additional comments	<p>Staff will also provide a report to Council on downtown parking options, with recommendations to increase spaces in the downtown area.</p> <p>This report is currently being developed and may be presented to Council prior to the end of the year.</p>
44.	Tax Sales	Department Work Plan	<p>Staff will resume the process for the sale of properties where taxes have not been paid by the owner.</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> Financial Services 		To be determined – see additional comments	<p>Staff will provide Council with an information report on this matter.</p> <p>Resuming this process will be contingent upon the Pandemic declared over.</p>

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Items with a date to be determined						
45.	Parking Enforcement Initiative - Pay It Forward Program	Outstanding Matters List	Meeting Date: Committee of the Whole - November 4, 2019 Recommendation: 3. That Staff report back to Council within 18 months Responsible Department: <ul style="list-style-type: none"> • Legislative Services 	Q2 2020	To be determined – see additional comments	Council previously request that staff require donations to the Newmarket CARE program, however online donations cannot be accepted. Given that resources will be committed to recovery from the Pandemic this initiative is not deemed a priority item and will be presented to Council at a future time to be determined.
46.	Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard	Outstanding Matters List	Meeting Date: Committee of the Whole – November 4, 2019 Recommendation: 1. That the petition regarding Traffic Calming Measures/Speed Mitigation at William Roe Boulevard and Dixon Boulevard be referred to Staff. Responsible Departments: <ul style="list-style-type: none"> • Engineering Services 	Q3 2020	To be determined – see additional comments	The study will be deferred until the Pandemic is over and traffic is considered at normal levels, and the weather allows for the appropriate studies to be conducted.
47.	Town-Wide Mitigation Strategy - Traffic Calming Policy Public Consultation Report	Outstanding Matters List	Meeting Date: Committee of the Whole - September 23, 2019 Recommendations: 2. That Staff report back to Council in up to 12 months regarding various initiatives raised in this report. Responsible Departments: <ul style="list-style-type: none"> • Engineering Services 	Q4 2020	To be determined – see additional comments	The timing of this report will depend on available traffic count information. Staff may be able to get traffic counts in Q3 and Q4 2020, and if so, a high level report can be issued in Q1 2021.

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48.	Atkins Drive and Quick Street All-way Stop Request	Outstanding Matters List	<p>Meeting Date: Committee of the Whole – February 24, 2020</p> <p>Recommendation:</p> <p>6. That the Town continue to apply Category 1 traffic calming measures to educate motorists to comply with the speed limits and that Staff explore options for Category 2 traffic calming measures; and,</p> <p>7. That Staff provide Council with data regarding All-Way Stop warrants related to Bob Gapp Drive and Atkins Drive, including modelling the anticipated near-term growth; and,</p> <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services 	Q4 2020	To be determined – see additional comments	<p>Staff require time to complete the fieldwork and measurements for this study.</p> <p>The timing of this report will depend on when traffic patterns resume back to normal after the Pandemic (i.e., if school returns to normal in September 2020). Traffic measurements will need to be a true representation of the traffic patterns to correct the field situation.</p>
49.	Traffic & Parking Petitions	Outstanding Matters List	<p>Meeting Date: Committee of the Whole - August 26, 2019</p> <p>Recommendations:</p> <p>1. That the petition regarding Traffic Calming Measures/Speed Mitigation on Flagstone Way be referred to Staff; and,</p> <p>2. That the petition regarding Traffic Calming Measures/Speed Mitigation on Simcoe Street be referred to Staff.</p> <p>Responsible Departments:</p> <ul style="list-style-type: none"> • Engineering Services 	Q1 2020	To be determined – see additional comments	Studies for Flagstone Way and Simcoe Street will be deferred until the Pandemic is over and traffic is considered at normal levels, and the weather allows for the appropriate studies to be conducted.

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50.	Protection of Trees on Private Property	Outstanding Matters List	<p>Meeting Date: Committee of the Whole - June 17, 2019</p> <p>Recommendations:</p> <p>4. That following the internal and public consultation, issues identified in this report, together with comments from the public, and Committee, be addressed by staff in a comprehensive report to the Committee of the Whole with a draft by-law; and,</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Planning and Building Services 	Q1 2020	To be determined – see additional comments	<p>PIC at the iWonder Event completed in Fall 2019.</p> <p>Re-prioritized due to staff resource constraints and Pandemic.</p>
51.	Newmarket Public Library Study Implementation	Outstanding Matters List	<p>Meeting Date: Committee of the Whole - February 26, 2018</p> <p>Recommendations:</p> <p>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.</p> <p>Responsible Department:</p> <ul style="list-style-type: none"> • Community Services/Newmarket Public Library 	Q3 2020	To be determined – see additional comments	Procurement & process planning delayed as a result of Pandemic.

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52.	Ranked Ballots	Outstanding Matters List	Meeting Date: Special Committee of the Whole – May 14, 2019 Recommendation: 3. That Staff report back to Council with respect to referendum questions for the 2022 Municipal Election; and, Responsible Departments: <ul style="list-style-type: none"> • Legislative Services 	Q3 2020	Q1 2021	Staff are part of a Greater Toronto Hamilton Area working group that was organizing an election vendor fair to learn about changes/updates in the election technology industry. The fair was scheduled to take place in May, and will not given the pandemic. Staff do not know whether the fair will be rescheduled; however, a report back on an election model for the 2022 municipal election is anticipated in Q1 2021.
53.	Customer Service results and trends	Department Work Plan	Presentation to Council on year-to-date results and trends will also be included. Responsible Department: <ul style="list-style-type: none"> • Customer Service 		Q1 2021	A presentation highlighting 2019 and 2020 results will be provided following issuance of annual Customer Service Department Year End Results Information Report.
54.	2020 - 2024 Economic Development Strategy	Department Work Plan	In keeping with Council Strategic Priorities (CSP) Action Plan / Timelines Responsible Department: <ul style="list-style-type: none"> • Economic Development 		Q1 2021	
55.	Annual Advisory Committee Work Plan Update	Department Work Plan	This is Council's yearly update with its Advisory Committees and Boards. Responsible Department: <ul style="list-style-type: none"> • Legislative Services 	Q3 2020	Q2 2021	Given the limited number of meetings Advisory Committees have had to date in 2020, it is recommended that the annual update for 2020 be merged into a 2020 and 2021 annual update.