



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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## Q2 2019 Municipal Administration and Management Information Report

Report Number: **2019-06**

Department(s): Office of the CAO/Innovation & Strategic Initiatives

Author(s): Cindy Wackett

Date: August 16, 2019

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

### Executive Summary

This report serves as the second quarter report of 2019 to Members of Council on municipal management and operations.

Report / Memorandum	Frequency (Q-quarterly S-semi-annual A-annual)	Report #
Capital Projects Status	Q	Memo
Corporate Communications Performance Report	Q	2019 Q2
Corporate Policy Updates	Q	Briefing Note
Customer Services – Q2 Results	Q	2019-05
Economic Development Update	S	Presentation
Financial Services Operating, Capital, Water & Wastewater, Storm water and Investment Summary	Q	2019-22
Grant and Allocation Funding Activity	Q	Briefing Note
Procurement Services Information Report	S	2019-12

### Purpose

This quarterly information report streamlines communications on routine and regular departmental and operational information reports to Council.

## **Background**

This approach was initiated to streamline communication with Council by assembling routine quarterly, semi-annual and annual department information reports as a continuous improvement initiative.

## **Discussion**

This first quarter report for 2019 includes quarterly and data from reporting departments from April 1st to June 30<sup>th</sup> and semi-annual information from January 1<sup>st</sup> to June 30<sup>th</sup>.

A content summary of each report is provided below, organized by Commission, then reporting department.

### **Office of the CAO**

#### **Corporate Communications**

- Quarterly information report regarding corporate performance and support for internal and external communications needs for client groups within the Town and media relations support.

#### **Innovation & Strategic Initiatives**

- Quarterly briefing note summarizing corporate policies approved under the authority of the Chief Administrative Officer.
- Quarterly information on government and agency grant funding activities and allocations that assist with funding capital projects and operating expenses where eligible, and reductions to draws from Reserves and the Asset Replacement Fund that serve to provide financial relief toward capital and operating budgets.

#### **Central York Fire Services**

- Second quarter operating and capital results will be presented to the Joint Council Committee September 3, 2019.

### **Community Services Commission**

#### **Customer Services**

- Second quarter summary from Customer Service Centre and Kiosk providing statistics of service requests captured through the Town's Customer Relationship Management (CRM) system was posted to the website separately under Information Reports on July 25, 2019.

#### **Economic Development**

- Semi-annual report was presented to Committee of the Whole April 29, 2019.

#### **Newmarket Public Library**

- Quarterly report not applicable for this quarter.

## **Corporate Services Commission**

### **Financial Services**

- The 2019 Second Quarter Report on Operating, Capital Budget, Water & Wastewater, Storm water budgets and active and passive investments.
- Operating budget updates for Central York Fire Services will be presented to the JCC September 3<sup>rd</sup>.
- The second quarter results for the Newmarket Public Library will be presented to the Library Board on September 18<sup>th</sup>.

### **Legal & Procurement Services**

- Semi-annual report respecting goods, service(s) or construction awarded over \$250,000.00, emergency purchases exceeding \$50,000.00, and single and sole source purchases.

### **Legislative Services**

- Quarterly report not applicable for this quarter.

## **Development & Infrastructure Services Commission**

### **Commissioner's Office**

- Quarterly memo summarizing the status of capital projects of interest to Council.

### **Public Works Services**

- Quarterly report not applicable for this quarter.

## **Conclusion**

Departments continue to report through the CAO on trends affecting internal and external services to inform Council on past and current operating demands and service needs for decision-making purposes on administrative matters and budget requests as appropriate.

## **Next Steps**

The next reporting cycle to share third quarter results of 2019 with Council is scheduled to be available October/November.

## **Business Plan and Strategic Plan Linkages**

Information reports linked to this report form the foundation for sound business planning activities and decision making within respective departments and supports the Strategic Plan's vision of a community that is "Well Beyond the Ordinary" through the realization of staff's mission of "Making Newmarket Even Better".

## **Consultation**

The contents of this report have been prepared in consultation with staff and members of the Operational and Strategic Leadership Teams.

## **Human Resource Considerations**

This report has no immediate impact on staffing levels.

## **Budget Impact**

This report has no direct impact on the municipal operating or capital budgets.

## **Attachments**

All attachments are linked in the above chart and included.

## **Contact**

For more information on this report, contact Jag Sharma, CAO at 905-953-5300 Ext. 2031 or [jsharma@newmarket.ca](mailto:jsharma@newmarket.ca) .

## **Approval**



Jag Sharma  
Chief Administrative Officer

e-copies:     Strategic Leadership Team  
                  Operational Leadership Team  
                  Clerk's Office ([inforeports@newmarket.ca](mailto:inforeports@newmarket.ca))



Peter Noehammer, Commissioner of Development & Infrastructure Services  
TOWN OF NEWMARKET  
395 Mulock Drive  
P.O. Box 328  
Newmarket, ON L3Y 4X7

www.newmarket.ca  
pnoehammer@newmarket.ca  
905.895.5193

TO: Mayor  
Members of Council

FROM: Peter Noehammer, Commissioner, Development & Infrastructure Services

DATE: July 25, 2019

RE: Capital Projects Status Report – Q2 2019

---

Attached to this memorandum is a brief summary of Development & Infrastructure Services Capital Projects and their status as at the end of the second quarter of 2019. Note that this is not a full list of all capital projects, but rather a list that contains projects which would be of particular interest to members of Council.

As of the second quarter, year-to-date capital expenditures as a percentage of approved budgets are low due to a variety of factors, such as: late budget approval, timing of payments yet to be processed, slower than expected developer construction progress on parks, and staff capacity to deliver capital projects while performing regular operating activities.

Should you have any questions please feel free to call me.

Regards,

A handwritten signature in black ink, appearing to read "Peter Noehammer".

P. Noehammer,  
Commissioner, Development & Infrastructure Services

Copy: J. Sharma, CAO  
I. McDougall, Commissioner, Community Services  
E. Armchuk, Commissioner, Corporate Services  
C. Kalimootoo, Director, Public Works Services  
R. Prudhomme, Director, Engineering Services  
J. Unger, Acting Director, Planning & Building Services

**Development & Infrastructure Services Commission**  
**2019 Q2 Capital Projects Status Report**

Project Name	Area Responsible	Total Budget	Start Date	Estimated Completion Date	Comment
Water Meter Replacement Program	Public Works	\$10,000,000	Q4 2019	Q4 2021	Pilot installation will start in October. Mass installaton will start in November.
Land Use & Building Permit Tracking System	Building	\$1,000,000	Q2 2017	Q3 2019	The new system will be launched into full production in Q3 2019.
Davis/Bathurst St. Sidewalk & Lighting	Engineering	\$1,550,000	Q2 2020	Q4 2020	Construction will start in 2020 after Region work.
Community Splash Pad / Recreation Playbook Implementation	Engineering	\$1,013,000	Q3 2019	Q2 2020	Arkininstall Park splash pad construction will start in Q3 2019.
Glenway Park Development	Engineering	\$1,400,000	Q2 2018	Q4 2019	Construction underway
National Homes Park Development	Engineering	\$825,000	Q2 2019	Q4 2019	Construction underway
George Richardson Park North	Engineering	\$475,000	Q3 2019	Q4 2019	Contract Executed. Construction will start in Q3 2019 to allow for Programming.
Haskett Park Trail & Breathing Space	Engineering	\$2,100,000	Q2 2020	Q4 2020	Breathing Space and Trail North of Queen is to start Spring 2020.
Magna Centre Roof Replacement	Public Works	\$950,000	Q2 2019	Q3 2019	Underway
Municipal Infrastructure Projects	Engineering	\$9,000,000	Q2 2019	Q4 2019	Patterson St. (watermain, road, sidewalk), Charles St (sanitary sewer, storm sewer,watermain, road, sidewalk), Park Ave (sanitary sewer, storm sewer,watermain, road, sidewalk).
Tom Taylor Trail Tannery Link Connections	Engineering	\$594,050	Q3 2019	Q2 2020	Soft Landscaping to be Completed in Spring 2020; balance in 2019
Trails&Off-Road Active Transportation	Engineering	\$800,000	Q2 2020	Q4 2020	Davis Dr to Queen St, combined with Breathing Space project in 2020
Active Transportation Plan Implementation	Engineering	\$212,000	Q2 2019	Q3 2019	Bike lanes on Harry Walker Parkway and Stackhouse Road completed in July.

**Development & Infrastructure Services Commission**  
**2019 Q2 Capital Projects Status Report**

2019 Road Resurfacing Project	Public Works	\$1,600,000	Q2 2019	Q2 2020	Construction to start late August
Community Energy Plan Implementation	Planning	\$310,000	Q2 2018	Q4 2019	Project is in progress
Mulock GO Station Secondary Plan	Planning	\$250,000	Q2 2018	Q4 2019	Currently in phase 5 of 6. The land uses and densities have been finalized and the technical reports are currently being revised/finalized.
<b>Projects Completed</b>					
Washbay Modification - Operations Centre	Public Works	\$150,000			
Old Operations Centre Building Renovation (Pine Street -NewMakelt)	Public Works				Council authorized unbudgeted item. Total cost of approximately \$500,000. Paid back through rent revenue.
<b>Committee Budgets</b>					
Community Centre Land	Committee	\$499,294			Re-prioritized as a long-term project
Intelligent Downtown Parking Solution	Committee	\$200,000			Committee is reviewing a number of approaches



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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

# Office of the CAO/Corporate Communications

## Performance report: 2019-Q2

**To:** Mayor and Members of Council

**Copy:** Jag Sharma, CAO and members of SLT

**Subject:** Corporate Communications Quarterly Report: April 1 to June 30

### Comments

Corporate Communications produces quarterly reports to keep Council and senior management informed on how the department is performing and supporting the communications needs of each client group within the Town. This report will provide an overview of the Corporate Communications department's performance from **April 1 to June 30, 2019**.

## Background

### The Role of Corporate Communications

The Corporate Communications department is a full-service support and strategic management department providing public relations, media relations, marketing, social media and communications services to all departments and divisions within the Town.

The Communications department is responsible for working with client groups to create and execute strategic communications plans, programs and deliverables intended for both internal and external audiences. The department manages crisis communications, issues management, public education and engagement, brand management and reputation management. Corporate Communications also oversees the Town's digital channels, including social media and the corporate website.

### Supporting Council's Strategic Priorities

The Corporate Communications department helps individuals and departments across the organization respond to and deliver on Council's Strategic Priorities. More specifically, Corporate Communications supports Council's identified commitment to community engagement and communications best practices.



## External Communications

The Corporate Communications department helped support a number of high-profile projects during the second quarter of 2019, including:

**Community Open House** - Communications, alongside Legislative Services and Recreation and Culture, planned and implemented the Community Open House that saw more than 250 residents attend. This event invited residents to stop by the Municipal Offices to learn more about projects and initiatives the Town is undertaking this year and beyond. This event allowed staff to gather feedback and engage with the community. For this event, the Town also invited external stakeholders, including Newmarket Public Library, Central York Fire Services, vivaNext, York Region Rapid Transit, York Region's Environmental Services department, Newmarket's Historical Society and ENVI.

**National Public Works Week** – The Corporate Communications department worked with the Public Works Services (PWS) department to educate about, raise awareness of, and recognize the efforts and importance of public works professionals. Corporate Communications assisted PWS by marketing their Discovery Walking Tour – Tree Discover with Ruurd van de Ven; the popular Touch-A-Truck event, which attracted about 3,000 visitors; the Public Works Challenge held by York Region; and a social media campaign. All highlighted various divisions within PWS, their role and the impact they have in the community. Communications also supported social media for the Touch-A-Truck event during the event.

This year, the Town of Newmarket received the [Roger Brown Award from the Ontario Public Works Association](#) for excellent programming during last year's National Public Works Week.

**Leasing the Stickwood Walker Property to Denison Child Care** – The Corporate Communications department supported Council's decision to lease the Stickwood Walker Property to Denison Child Care by issuing a press release and managing media inquiries from local media such as *Newmarket Era* and *Newmarket Today*. Corporate Communications also used other tactics such as *Newmarket Now* (e-newsletter) and social media to communicate the message to the public.

**Jurassic Commons** – Raptors outdoor viewing party at Newmarket's Riverwalk Commons – The Corporate Communications department worked with the Recreation and Culture department to market and raise awareness about the outdoor Raptors viewing party at Newmarket's Riverwalk Commons for the NBA championship finals.

Corporate Communications supported the event by issuing a [public service announcement to the media](#), using communication tactics to market the game broadcasts and using social media during the event to build community pride.

**Smoking By-law that addresses smoking and vaping of cannabis and tobacco on public property** – The Corporate Communications department supported Legislative Services' Smoking By-law. The Smoking By-law prohibits smoking and vaping cannabis and tobacco on public property. Communications developed a comprehensive communication plan that focused on raising awareness and educating the public on the new by-law. The communications plan included a community engagement component, pre- and post-communications surveys, information on our website, an advertisement in our *Newmarket Now* e-newsletter, and various social media campaigns to educate and raise awareness about a smoke-free Newmarket.

#### **Other Key Projects Included:**

- Celebrating Earth Day with the Town of Newmarket and LEAF by promoting the Stormwater Rebate and Tree Planting Program.
- Promoting Emergency Preparedness Week with Central York Fire Service.
- Working with Economic Development to support internal communications and other materials to promote ENVI.
- Website training for various departments.
- Helping Central York Fire Services create and edit editorial content featuring fire safety tips from the Fire Chief (three editorials in Q2).

## **Community Engagement**

The Corporate Communications department helped create material for, communicate and execute the following community engagement initiatives.

**Community Open House** – During the Community Open House, departments were encouraged to interact and engage with residents while using this as an opportunity to educate them and raise awareness about Town projects and initiatives.

After the event, residents were encouraged to give us their feedback through our 'Happy or Not' signs and a post-event survey. The results were generally positive. More information about the Community Open House can be found in the [information report](#).

**Promoting the Town's Smoking By-law** – The Corporate Communications department helped design and launch an online survey to gather feedback on the proposed new Smoking By-law, asking residents where smoking/vaping of tobacco and cannabis should be allowed. The online survey was promoted through various communication channels such as our e-newsletter *Newmarket Now*, all social media channels, on our website and at community events. Feedback was presented to Council and helped shape the new Smoking By-law. Communications also helped educate and raise awareness about the new Smoking By-law to ensure residents understand the change in regulation. This was done through a postcard, messaging on our communication channels and outreach at community events.

**Assisting York Region with feedback on their Forcemain Twinning Project** - The Town of Newmarket regularly works with the York Region Communications group to promote and collect feedback on the Forcemain Twinning Project. The Town of Newmarket invited the Forcemain Twinning Communications group to our Community Open House and Touch-A-Truck event to educate the public on this major infrastructure project. Corporate Communications also helped by sharing information about the Forcemain Twinning Open Houses on all communication channels.

## **Media Relations**

This quarter, the Communications department issued the following to the media:

- Media Releases/Advisories/Public Service Announcements: 17
- Community Event Listings: 1
- Central York Fire Services Incident Reports: 3
- Total media materials: 21
- Total number of news stories generated as a result of media releases: 45
- Editorial mentions (the number of appearances of 'Town of Newmarket' in news articles): 398
- Potential reach (approximate number of article views in which 'Town of Newmarket' appeared): 1.3 million

### **Media Relations and Issues Management:**

Corporate Communications helped manage a number of issues. Successful management may include: a satisfied end user, a positive story from a negative event, a new and/or improved relationship, and/or identifying and quickly addressing an issue that had the potential to generate significant stakeholder interest. At a high level, these issues include (in no particular order):

- Decision on the Hollingsworth Arena Property
- Protecting private trees near Jordanray Boulevard
- Decision to lease the Stickwood Walker Farm to Dennison Daycare
- Stormwater Charge separate invoice process change
- Clock Tower development
- Main Street Tertiary Plan
- Forcemain Twinning road/trail closures

### **External Publications and Advertising:**

The Corporate Communications department produced the following external communications pieces.

**Snapd editorials** - The Communications department wrote monthly content for Snapd, featuring large-scale initiatives throughout the Town and ways for residents to *Get Involved* in Town programs or events. Three content pieces were created in Q2.

**Public Works “What’s in the Works?” print piece** - The Communications department drafted content for and designed a “What’s in the Works?” print ad, outlining the key projects taking place in Public Works Services throughout the spring/summer.

**Newspaper advertisements** - The Communications department worked with various departments within the organization to produce ads for the Town. Ads included notices of Public Information Centres, statutory ads and event promotion.

**Town Page** - The Communications department collected content, designed graphics and edited weekly full-page Town Page ads for the *Newmarket Era*.

**Ongoing editorial support for Central York Fire Services** – The Communications department works with Central York Fire Service to draft a monthly Fire Chiefs Column. This editorial piece highlights a different fire safety/prevention message each month. The column is published in the *Newmarket Era* and online at [yorkregion.com](http://yorkregion.com)

**Reoccurring deliverables**

**Town Page**

- **Frequency:** 13 (one week per quarter)
- **Reach:** 28,000 households
- **Potential Impressions:** 84,000

**Newmarket Now e-newsletter**

- **Frequency:** 4 editions in Q2
- **Reach:** 4,066 subscribers

**Digital Communications**

**Website overall** – April 1 to June 30

- Number of sessions: 216,524
- Page views: 493,093

**Media Release section of the website**

- Posted Media Releases/Public Service Announcements/Community Event Listings/Fire Incident Reports: 17
- Page views: 395 (down 152 views from Q1)

**Social Media** – April 1 to June 30

	<b>Q2 - April 1 to June 30</b>	<b>Q1 to Q2 Change</b>
<b>Facebook</b>		

Total Fans	6,410	+6.26%
Total Engagements	10,164	+44.58%
Total Impressions	765,917	+9.02%
Total Posts	137	+6.57%
<b>Twitter</b>		
Total Followers	13,254	+1.52%
Total Engagements	7,300	+19.01%
Total Impressions	350,623	+92.53%
Total Tweets	430	+0.70%
<b>Instagram</b>		
Total Followers	5,265	+10.05%
Total Engagements	6,515	+24.53%
Total Posts	93	+1.08%
Likes Received	6,106	+21.59%
<b>Hey Newmarket page</b>		
Total Visits	2,400	-91.67%
Max Visitors per day	184	-4.89%
New Registrants	72	+23.61%
Engaged Visitors	70	+15.71%
Informed Visitors	529	-43.10%
Aware Visitors (visited at least one page)	2,000	-85.00%
<b>My Waste/Recycle Coach App</b>		

Total Users	14,383	+16.39%
Resident Interactions	111,129	+5.40%
Subscribers	11,704	+15.20%

Of the **14,383** users using the My Waste app, **77** per cent accessed it through the app (downloaded onto their phone) and **21** per cent accessed it at [newmarket.ca/wasteandrecycling](http://newmarket.ca/wasteandrecycling)

There were a total of **10,528** content page views on the app and web application and **4,304** content pages were accessed through [newmarket.ca/wasteandrecycling](http://newmarket.ca/wasteandrecycling)

### Internal Communications

The Corporate Communications department continues to support ongoing internal communications initiatives, including:

- Town Central and Town website – Communications provided continual updates and training for staff on Town Central and the Town’s website.
- ERIC and Diversity and Inclusion Committees – Communications participated in and helped create communications deliverables for these committees.
- Daily E-Clippings – Communications provided daily e-clippings to staff five days a week.
- Town Hall / Coffee with the CAO events
- Wellness Event
- Onboarding new CAO with an internal communications plan, along with Human Resources, that included a Coffee with the CAO event, CAO Communique, article on Town Central and more.
- CAO Communique



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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Briefing Note 2019-03**

**Q2 2019**

### **Corporate Policy Approvals**

To: Jag Sharma, Chief Administrative Officer

Department(s): Office of the CAO

Author(s): Cindy Wackett

Date: August 16, 2019

#### **Purpose**

The purpose of this briefing note is to provide a summary for the Chief Administrative Officer to report to Council on corporate policies approved under the CAO's delegated authority via Corporate Policy Approval Framework Policy CAO.1-06.

#### **Discussion**

##### **Background**

The current approach to inform Council on corporate policies approved under the CAO's authority commenced in 2018.

##### **Current Policy Activity**

Table 1 below summarizes corporate policy activity under the CAO's approval authority during the first quarter of 2019 (April 1, 2019 and June 30, 2019).

**Table 1: Summary of CAO Approved Corporate Policy Activity – Q2 2019**

Policy/Procedure Title	Policy #	Approval Date	Effective Date	Details
*Tuition Assistance	HR.10-01	April 29, 2019	March 10, 2003	Updated to reflect best practices and converted to new policy format
*Drug & Alcohol Policy	HR.5-02	June 10, 2019	Dec. 10, 2001	Updated to include Cannabis consumption as a prohibited activity while working or wearing company logoed clothing and converted to new policy format

## Next Steps

Table 2 below summarizes policies scheduled for review and/or CAO approval in Q3 2019.

**Table 2: Policies Scheduled for CAO Review/Approval in Q3 2019**

Policy/Procedure	Policy Reference #	Purpose of New Policy/Review
*Security Procedure	Desktop Application	Updating contact information and panic button locations as a result of office floor plan changes at Municipal Offices
**Retirement Notification	TBD	Combining with Resignation/Termination (#HR.4-03) and reviewing against Progressive Discipline (#HR.4-01) policy and converting to new Policy format
*Progressive Discipline	HR.4-01	Reviewing against Resignation/Termination Policy
*Wearing Apparel & Dress Code	HR.7-01	Applying an inclusivity and diversity lens to refresh policy and converting to new policy format
**Deferred Salary Leave	TBD	Supporting the Talent Management Strategy in the focus area of attraction and retention to create a meaningful Employer Value Proposition
*Inclement Weather	HR.8-02	Updating, converting to new policy format
*Vacation	HR.3-01	Converting to new policy format

\* - Denotes existing policy being revised

\*\* - Denotes new policy/procedure

Staff continue to work on updating prioritized policies to align with best practices of great places to work and the employee mission of “Making Newmarket Even Better”.



## **Communication and Consultation**

Members of Council are notified of corporate policy activity and approvals via the CAO's quarterly Municipal Administration and Management Information Report.

## **Contact**

Cindy Wackett, Corporate Project Consultant, Innovation and Strategic Initiatives at [cwackett@newmarket.ca](mailto:cwackett@newmarket.ca) or at Ext. 2048.

Lynn Georgeff, Director, Human Resources, at [lgeorgeff@newmarket.ca](mailto:lgeorgeff@newmarket.ca) or at Ext. 2051.



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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Q2 Operating, Capital, Water & Wastewater, Storm water and Investment Summary Information Report**

Report Number: 2019-22

Department(s): Financial Services

Author(s): Dawn Schellenberg, Manager, Finance & Accounting

Date: August 6, 2019

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

### **Executive Summary**

See below.

### **Purpose**

The purpose of this report is to advise on the results of the operating, capital, water, wastewater and storm water budgets, as well as the investment summary at the end of June 30, 2019.

### **Background**

To provide information regarding second quarter results of 2019.

### **Discussion**

#### **Tax Supported Operating Budget**

At the end of the second quarter of 2019, revenues were higher than budget by \$822,000, while expenditures were lower than the budget by \$3.9 million. The main areas contributing to these variances were Central York Fire Services, General Government, and Development & Infrastructure Services.

In Development & Infrastructure Services, the favorable variance in operating expenditures is largely due to timing. Annual program spending, as well as general consulting, contract and material costs for the maintenance of roads, parks and facilities account for the majority of the lower expenditures to date. Gapping is also a smaller factor, with three positions vacant. Utility costs, solid waste contract costs and asset management costs are also below budget.

In General Government, the favorable revenue variance is due to higher interest revenue on our bank balances, as well as investment income from short-term GIC's purchased with our operating funds. Tax rebates and adjustments are in line with the budget at this point in the year. Assessment appeals are following a new process which has slowed things down. Current year adjustments, which cannot be done until after the final billing is posted, will be booked in the third and fourth quarters.

In Community Services, higher revenues are driven primarily by Fitness Centre, Aquatics and Seniors Programming. Expenses are also somewhat higher than budget, driven by casual wages and purchase of goods associated with achieving the higher revenues.

### **Central York Fire Services**

Although Central York Fire Services does not have a current collective agreement salaries and benefits have been accrued at the budgeted level. Even so, wage related expenses are below budget, due to lower overtime, Workplace Safety Insurance Board reimbursements and vacant positions. At the end of June, there were 6 vacant positions and the hiring of 4 additional firefighters budgeted for April 1<sup>st</sup> has been postponed to 2020.

The majority of the other expense variances are due to timing. The Wellness Program is on hold and a new provider may not be hired until 2020. More information is contained in CYFS Budget Report – Second Quarter 2019-23, which will be presented to JCC in September.

### **Newmarket Public Library**

The second quarter results will be presented to the Library Board on September 18, 2019. There are no significant year-to-date variances.

## Capital

Approximately \$4.7 million (9.5%) was spent by the end of the second quarter on a variety of projects, including payments for 2 replacement fire trucks, NewMakeit, various infrastructure projects, and vehicle replacements. The low percentage is due to a number of factors, including late budget approval, slower than expected developer construction progress on parks, and the timing of payments yet to be processed. More details on Development & Infrastructure projects are included in the Commissioner's memo dated July 25<sup>th</sup>.

The 2019 capital budget, including amounts budgeted in prior years, totals \$50 million. Details can be found in Financial Services Report 2019-17 entitled Transitioning to a Capital Plan.

## Water, Wastewater and Storm Water Budgets

At the end of the second quarter, revenues are lower than budget by \$1.1 million and expenditures are lower by \$565,000. Discussions are taking place with York Region to attempt to receive compensation for higher flushing costs in prior years.

Storm water revenues were twice the budget at the end of June, due to timing of the billing. Bills were sent out in June with the final tax bills.

## Trends

At this point plans to cut provincial funding have been directed at the upper tier and single tier municipalities and have not been aimed at lower tier municipalities. The Town has applied for a grant under the Audit and Accountability Fund and is preparing a tender to go out to undertake an expenditure review with the goal of finding service delivery efficiencies.

We continue to monitor Bill 108, More Homes More Choices Act, 2019. A by-law came into effect on July 21<sup>st</sup> which incorporates some of the changes included in Bill 108.

## Investments

### *Active investments:*

The investment summary for the six months ended June 30, 2019 (attached) provides details of all investments held as at this date. None of our investments are subject to any variance between initial cost and market value.

The average weighted yield was 2.83% compared to a weighted average benchmark of 2.45% for the period. We earned incremental income of \$126,848, which was higher than the \$37,500 approved by Council in the 2019 budget to be transferred to the Tax Supported Operating Fund. Therefore, \$89,348 was allocated to the Reserve Funds.

At the end of the first quarter, the investment portfolio included:

\$81,612,457 (89.6%) GICs with major banks  
\$9,460,548 (10.4%) in non-traditional investments  
\$20,946 (0.0%) loan to an external party

Of the \$81.6 million in GICs, \$21.6 million are secondary market GICs. These are GICs bought back from clients who need to get out of their non-cashable GICs before maturity and purchased by the Town through one of our investment brokers, often with better yields than regular GICs. Interest on these GICs is reported based on their effective yield, in accordance with Public Sector Accounting Standards. This means the Town reports interest over the course of the GICs term instead of recognizing it all when it matures.

\$20 million of the GICs are short-term operating investments. In January a 90-day \$20 million GIC came due and a 180-day GIC for the same amount was purchased with operating funds. As of the end of June we earned \$275,000 on these short-term investments.

It is the opinion of the Treasurer, that all investments made were in line with the investment policies, strategies and goals adopted by the Town.

*Passive investments:*

In addition to the active investments noted above, CIBC has paid the Town \$546,000 in interest on our bank accounts. These funds currently earn interest at an annual rate of 2.45%.

## **Conclusion**

See above.

## **Business Plan and Strategic Plan Linkages**

This report links supports Newmarket's strategic pillar of long-term financial sustainability.

## **Consultation**

The Strategic Leadership Team has reviewed the report.

## **Human Resource Considerations**

Not applicable.

## Budget Impact

It is very early to forecast year-end results.

## Attachments

2019 Second Quarter Operating Results  
2019 Second Quarter Capital Expenditures  
2019 Second Quarter Water, Wastewater and Stormwater Operating Results  
Investment Summary for the Six Months Ended June 30, 2019

## Contact

For more information on this report, contact Dawn Schellenberg at 905-953-5300, ext. 2104 or via e-mail at [dschellenberg@newmarket.ca](mailto:dschellenberg@newmarket.ca)

## Approval



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



Esther Armchuk, B.A. (Hons), LL.B.  
Commissioner of Corporate Services

**Town of Newmarket  
2019 Second Quarter  
OPERATING RESULTS**

Departments	Year-to-Date to June 30, 2019			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	\$	\$	\$	\$
<b>Members of Council</b>				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	673,214	636,025	(37,189)	1,277,073
<b>Net surplus/(deficit)</b>	<b>(673,214)</b>	<b>(636,025)</b>	<b>(37,189)</b>	<b>(1,277,073)</b>
<b>C.A.O. - Office</b>				
<i>Revenues</i>	10,628	127,465	(116,837)	254,932
<i>Expenditures</i>	2,091,219	2,199,855	108,636	3,394,526
<b>Net surplus/(deficit)</b>	<b>(2,080,591)</b>	<b>(2,072,390)</b>	<b>(8,201)</b>	<b>(3,139,594)</b>
<b>Corporate Services</b>				
<i>Revenues</i>	874,336	1,075,511	(201,175)	2,151,050
<i>Expenditures</i>	5,793,516	6,237,487	443,971	12,474,987
<b>Net surplus/(deficit)</b>	<b>(4,919,180)</b>	<b>(5,161,976)</b>	<b>242,796</b>	<b>(10,323,937)</b>
<b>Central York Fire Services</b>				
<i>Revenues</i>	168,142	177,280	(9,138)	354,561
<i>Expenditures</i>	6,033,642	6,962,658	929,016	15,126,393
<b>Net surplus/(deficit)</b>	<b>(5,865,500)</b>	<b>(6,785,378)</b>	<b>919,878</b>	<b>(14,771,832)</b>
<b>Community Services</b>				
<i>Revenues</i>	3,655,940	3,137,886	518,054	7,787,612
<i>Expenditures</i>	5,322,053	5,165,160	(156,893)	11,308,054
<b>Net surplus/(deficit)</b>	<b>(1,666,113)</b>	<b>(2,027,274)</b>	<b>361,160</b>	<b>(3,520,442)</b>
<b>Development &amp; Infra. Services</b>				
<i>Revenues</i>	2,761,600	3,019,834	(258,234)	6,206,059
<i>Expenditures</i>	15,525,024	18,160,934	2,635,910	36,673,764
<b>Net surplus/(deficit)</b>	<b>(12,763,424)</b>	<b>(15,141,100)</b>	<b>2,377,676</b>	<b>(30,467,705)</b>
<b>Library Services</b>				
<i>Revenues</i>	124,475	133,538	(9,063)	331,477
<i>Expenditures</i>	1,776,999	1,787,154	10,155	3,574,339
<b>Net surplus/(deficit)</b>	<b>(1,652,523)</b>	<b>(1,653,616)</b>	<b>1,093</b>	<b>(3,242,862)</b>
<b>General Government</b>				
<i>Revenues</i>	2,278,282	1,607,799	670,483	4,551,200
<i>Expenditures</i>	649,213	585,247	(63,966)	1,100,490
<b>Net surplus/(deficit)</b>	<b>1,629,069</b>	<b>1,022,552</b>	<b>606,517</b>	<b>3,450,710</b>
<b>Debt Servicing</b>				
<i>Revenues</i>	1,210,373	1,260,376	(50,004)	2,520,745
<i>Expenditures</i>	2,840,739	2,855,647	14,908	5,711,283
<b>Net surplus/(deficit)</b>	<b>(1,630,367)</b>	<b>(1,595,271)</b>	<b>(35,096)</b>	<b>(3,190,538)</b>
<b>Property Taxes</b>				
<i>Revenues</i>	56,463,358	56,185,914	277,444	63,831,298
<i>Expenditures</i>	-	-	-	-
<b>Net surplus/(deficit)</b>	<b>56,463,358</b>	<b>56,185,914</b>	<b>277,444</b>	<b>63,831,298</b>
<b>Allocations</b>				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	(1,309,040)	(1,309,040)	(0)	(2,651,973)
<b>Net surplus/(deficit)</b>	<b>1,309,040</b>	<b>1,309,040</b>	<b>(0)</b>	<b>2,651,973</b>
<b>GRAND-TOTAL</b>				
<i>Revenues</i>	67,547,134	66,725,603	821,531	87,988,934
<i>Expenditures</i>	39,396,580	43,281,126	3,884,547	87,988,936
<b>Net surplus/(deficit)</b>	<b>28,150,554</b>	<b>23,444,477</b>	<b>4,706,078</b>	<b>(2)</b>

# Town of Newmarket

## 2019 Second Quarter

### CAPITAL EXPENDITURES

Commission / Department / Area	Year-to-Date Actual (December 31, 2019) (\$)	Budget for 2019 (\$)	% of Spending
<b><u>General Government</u></b>			
	64,969	4,593,880	1.4%
<b>Total</b>	<b>64,969</b>	<b>4,593,880</b>	<b>1.4%</b>
<b><u>Corporate Services</u></b>			
Information Technology	437,683	2,025,139	21.6%
Legislative Services	-	71,295	0.0%
<b>Total</b>	<b>437,683</b>	<b>2,096,434</b>	<b>20.9%</b>
<b><u>Community Services</u></b>			
Recreation & Culture Services	45,051	712,191	6.3%
<b>Total</b>	<b>45,051</b>	<b>712,191</b>	<b>6.3%</b>
<b><u>Development &amp; Infrastructure Services</u></b>			
Planning & Building	420,907	914,737	46.0%
Roads	719,999	11,363,244	6.3%
Water	304,275	4,929,873	6.2%
Wastewater	-	211,137	0.0%
Storm Water	62,502	929,000	6.7%
Facilities	885,453	3,270,418	27.1%
Parks	185,617	7,936,081	2.3%
Trails	21,236	1,611,238	1.3%
Other	619,046	1,997,917	31.0%
<b>Total</b>	<b>3,219,035</b>	<b>33,163,645</b>	<b>9.7%</b>
<b><u>Library Services</u></b>			
	64,673	454,875	14.2%
<b>Total</b>	<b>64,673</b>	<b>454,875</b>	<b>14.2%</b>
<b><u>Central York Fire Services</u></b>			
	910,575	8,989,539	10.1%
<b>Total</b>	<b>910,575</b>	<b>8,989,539</b>	<b>10.1%</b>
<b>GRAND TOTAL</b>	<b>4,741,986</b>	<b>50,010,564</b>	<b>9.5%</b>



# Town of Newmarket

## 2019 Second Quarter

### Water, Wastewater & Stormwater Operating Results

Area	Year-to-date (June 30, 2019)				Full Year Budget \$
	Actual	Budget	Variance		
	\$	\$	\$	%	
<b>Water Rate Group</b>					
<i>Revenues</i>	8,621,158	9,393,647	(772,489)	-8.2%	18,985,783
<i>Expenditures</i>	8,346,765	8,684,522	337,757	3.9%	17,445,909
<b>Net</b>	<b>274,393</b>	<b>709,125</b>	<b>(434,732)</b>	<b>-158.4%</b>	<b>1,539,874</b>
<b>Wastewater Rate Group</b>					
<i>Revenues</i>	9,356,862	10,709,858	(1,352,996)	-12.6%	21,646,586
<i>Expenditures</i>	10,381,932	10,035,690	(346,242)	-3.5%	20,052,081
<b>Net</b>	<b>(1,025,071)</b>	<b>674,168</b>	<b>(1,699,239)</b>	<b>-252.0%</b>	<b>1,594,505</b>
<b>Storm Water Rate Group</b>					
<i>Revenues</i>	2,088,802	1,020,414	1,068,388	104.7%	2,069,804
<i>Expenditures</i>	713,187	871,428	158,241	18.2%	1,719,855
<b>Net</b>	<b>1,375,615</b>	<b>148,986</b>	<b>1,226,629</b>	<b>823.3%</b>	<b>349,949</b>
<b>Allocations</b>					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	1,326,437	1,326,438	1	0.0%	2,652,852
<b>Net</b>	<b>(1,326,437)</b>	<b>(1,326,438)</b>	<b>1</b>	<b>0.0%</b>	<b>(2,652,852)</b>
<b>Transfer To/ From Rate Stabilization Reserves</b>					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	-	415,737	415,737	100.0%	831,474
<b>Net</b>	<b>-</b>	<b>(415,737)</b>	<b>415,737</b>	<b>0.0%</b>	<b>(831,474)</b>
<b>GRAND-TOTAL</b>					
<i>Revenues</i>	20,066,821	21,123,919	(1,057,098)	-5.0%	42,702,173
<i>Expenditures</i>	20,768,321	21,333,815	565,494	2.7%	42,702,173
<b>Net</b>	<b>(701,501)</b>	<b>(209,896)</b>	<b>(491,605)</b>	<b>234.2%</b>	<b>(0)</b>

## Investment Summary for the Six Months Ended June 30, 2019

### Reserve Fund Investment Summary for the Six Months Ended June 30, 2019

Description	Principal Amount		Starting Date	Term	January 1 to June 30, 2019			
	2019-01-01	2019-06-30			Interest Rate	Return on Investment	Benchmark Return	Incremental Income
Royal Bank	\$14,082,164	\$14,643,321	2017-09-21	Various	various	\$138,103	\$177,906	-\$39,803
National Bank	\$10,000,000	\$10,000,000	2018-05-11	3 years	2.93%	\$145,296	\$121,493	\$23,803
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	1 year	2.85%	\$84,797	\$72,896	\$11,901
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	2 years	3.26%	\$96,996	\$72,896	\$24,100
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	3 years	3.33%	\$99,079	\$72,896	\$26,183
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	4 years	3.43%	\$102,054	\$72,896	\$29,158
CIBC	\$6,000,000	\$6,000,000	2018-12-10	5 years	3.55%	\$105,625	\$72,896	\$32,729
Royal Bank	\$0	\$3,476,731	2019-04-29	441 days	2.92%	\$17,523	\$14,702	\$2,820
BMO	\$0	\$3,492,405	2019-04-29	406 days	2.92%	\$17,602	\$14,769	\$2,833
Loan - Newmarket Soccer Club Development Charges and Planning Fees	\$24,686	\$20,946	2011-09-30	10 years	4.00%	\$452	\$277	\$175
Internal Loan -Solar Panels (2013, Various Facilities)	\$210,511	\$204,872	2013-12-01	20 years	3.00%	\$3,080	\$2,515	\$565
Internal Loan - RJT Solar Panels (2014)	\$540,714	\$527,445	2015-01-01	20 years	3.00%	\$7,928	\$6,475	\$1,453
Internal Loan - Magna Solar Panels (2015)	\$1,312,514	\$1,281,880	2016-01-01	20 years	2.70%	\$17,339	\$15,734	\$1,605
Internal Loan - Honeywell Streetlights Retrofit Project	\$7,611,715	\$7,446,351	2013-12-10	20 years	2.70%	\$100,708	\$91,383	\$9,325
<b>Sub-Total</b>	<b>\$63,782,304</b>	<b>\$71,093,951</b>				<b>\$936,581</b>	<b>\$809,733</b>	<b>\$126,848</b>
Incremental investment income included in 2019 Operating Budget, transferred to the Tax-Supported Operating Fund in 2019 per the Investment Strategy								<b>\$37,500</b>
Incremental investment income allocated to reserve funds in 2019 per the Investment Strategy								<b>\$89,348</b>

### Operating Investment Summary for the Six Months Ended June 30, 2019

Description	Principal Amount		Starting Date	Term	January 1 to June 30, 2019			
	2019-01-01	2019-06-30			Interest Rate	Return on Investment	Benchmark Return	Incremental Income
Van City Credit Union	\$20,000,000		2018-10-10	90 days	2.50%	\$10,959	n/a	n/a
CIBC	0	\$20,000,000	2019-01-11	180 days	2.83%	\$263,616	n/a	n/a
<b>Sub-Total</b>	<b>\$20,000,000</b>	<b>\$20,000,000</b>				<b>\$274,575</b>		



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

# **Briefing Note**

## **2019-04**

### **Q2 2019 – Grant and Allocation Funding Activity**

To: Jag Sharma, Chief Administrative Officer

Department(s): Innovation & Strategic Initiatives

Author(s): Brett Morrow; Cindy Wackett

Date: August 14, 2019

#### **Purpose**

This briefing note serves to provide the CAO and senior management with an update on government and agency grant funding activities for the second quarter (Q2) of 2019 ending June 30, 2019. Appendix A – Q2 2019 Grant and Allocation Funding Activity table summarizes the status of approved grant applications.

#### **Discussion**

The approval of three grants<sup>1</sup> in the second quarter of 2019 provided \$44,395 in new funding for the Town. Seven grants were submitted for funding in the second quarter of 2019. Newmarket continues to receive funding from 14 active Federal, Provincial, Regional, and agency grants.

Other revenue sources funding various 2019 projects include allocations through the Ontario Community Infrastructure Fund (\$1,548,102 - asset management initiatives and select capital projects), and the AMO Main Street Revitalization Fund (\$104,097.46 – Main Street Waste Solution project). The 2019 Federal Budget announced a one-time doubling (“top-up”) of the annual Federal Gas Tax Allocation bringing Newmarket’s total 2019 Gas Tax allocation to \$5,102,414.69<sup>2</sup>.

Staff continue to research, coordinate, and apply for grants. As Phase II of the Investing In Canada Plan is being launched in coordination with the federal and provincial governments, staff will be particularly vigilant in identifying projects that best match funding targets to ensure Newmarket is in the best position to attract external funds for

---

<sup>1</sup> Celebrate Canada (\$11,720); Celebrate Ontario (\$21,275); Canadian Parks and Recreation Association Green Jobs Initiative (\$11,400)

<sup>2</sup> \$2,555,039 in 2019 base Gas Tax allocation and \$2,547,375.69 in “top-up” funding (top-up funding is based on Newmarket’s 2018 allocation)

key projects. Staff are also building a grant strategy for the Mulock Estate to ensure adequate will be generated for this priority project.

## **Business Plan and Strategic Linkages**

This briefing note supports and aligns with Newmarket's Strategic Plan vision of being "Beyond the Ordinary" and the execution of the six strategic pillars of Council's 2018-2022 Strategic Priorities.

Grant research is undertaken to assist with the implementation of all of the Town's various plans and strategies including:

- Accessibility Plan
- Active Transportation Implementation Plan
- Asset Management Plan
- Capital Financing Sustainability Strategy
- CYFS Master Plan
- Community Energy Plan
- Cultural Master Plan
- Economic Development Strategy
- Land Use Plans (Official Plan, Secondary Plan and Urban Centres Secondary Plan)
- Organization Ready 2020 Strategy (Talent Management, Innovation, Infrastructure and Strategic Alignment)
- Recreation Playbook
- Smart City Framework

## **Consultation**

Staff in all three Commissions are consulted regularly for project status updates respecting active grants for quarterly reporting, obtaining subject matter expert advice/recommendations on project-grant matching, and on future grant submission opportunities.

## **Human Resource Considerations**

Since 2016, focused efforts toward grant funding research and application submissions have been a priority in financing Newmarket's capital projects and for furthering Council's Strategic Priorities. A new Grant Coordinator contract position was filled in February 2018 to sustain efforts and provide internal capacity for continued grant application success, research, and meeting stringent government/agency reporting timelines. Given the positive results, support requests from departments for grant research and application submission, and ongoing upper tier government reporting requirements, the contract position has been extended for another year to February 2020.

## **Budget Impact**

Successful grant applications through upper tier government and agency funding programs provide financial relief to the Town's operating and capital budgets and can reduce draws on the Asset Replacement Fund. Newmarket has access to over \$3.2 million in grant funding and \$6.7 million in allocation funding towards select municipal projects for 2019.

## **Conclusion**

Staff will continue to be proactive, researching and applying for government and agency funding opportunities and updating Council quarterly on grant funding activities.

## **Attachments**

Appendix A – Q2 2019 Grant and Allocation Funding Activity

## **Contact**

For more information on this briefing note, contact:

Brett Morrow at [bmorrow@newmarket.ca](mailto:bmorrow@newmarket.ca) 905-953-5300 Ext. 2037 or

Cindy Wackett at [cwackett@newmarket.ca](mailto:cwackett@newmarket.ca) 905-953-5300 Ext. 2048.



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

## Appendix 'A' to Briefing Note 2019-08 Q2 2019 – Grant and Allocation Funding Activity

### Federal Grants

Grant Program	Approval Date/Project Completion	Total Estimated Project Cost	Funding Request / Allocation	Newmarket's Contribution	Project Description	Status
Clean Water Waste Water Fund	July 2017-March 2020	\$3,757,250	\$2,493,750	\$1,263,500	Funding 9 water projects throughout the municipality.	Various projects underway. Quarterly claims being submitted for refund.
Canada 150 Community Infrastructure Fund	February 2018- March 2018	\$113,903.28	\$56,952.64	\$56,950.64	Seating renovation at Newmarket Theater.	Approved. Claim process underway.
FCM - Municipalities for Climate Innovation Program	November 2017 – December 2019	\$127,000	\$90,000	\$37,000	Consultant to conduct feasibility study on the implementation of Newmarket's Efficiency Energy Retrofit (NEER) Program directed at Newmarket residents, targeting a 40% reduction by 2031 (Community Energy Plan implementation).	Approved. Project underway. Funding to be transferred following submission of report in late Summer 2019.
National Disaster Mitigation Program	November 2018- March 2020	\$40,000	\$20,000	\$20,000	Town of Newmarket: Corporate Climate Change Risk Scan.	Approved. Work Underway.
Celebrate Canada	April 2019 - July 2019	N/A	\$11,720	N/A	Funding to help deliver Canada Day and the Ethno-Cultural Music Series events in June/July 2019.	Approved. Events Complete. Reporting Underway.
<b>Total \$\$</b>		<b>\$4,038,153.28</b>	<b>\$2,672,422.64</b>	<b>\$1,377,450.64</b>		

## Provincial Grants

Grant Program	Approval Date/Project Completion	Total Estimated Project Cost	Funding Request / Allocation	Newmarket's Contribution	Project Description	Status
Community Museum Operating Grant	Annual	\$15,913	\$15,913	N/A	Operating costs.	2019 Application Pending.
Ontario Municipal Commuter Cycling Program	August 2017 – March 2021	\$2,048,876	\$290,659.89	\$1,639,101	Cycling Infrastructure projects –  2019 project: 4.5km Harry Walker Parkway – north and south extension.	Approved. Payment received 2017-18. No further funding to be allocated as the program was cancelled in July 2018.
Ministry of Environment and Climate Change Grant	January 2018- Q4 2019	\$105,368	\$46,530	\$59,107 in kind	This grant helped fund the iWonder community engagement sessions for the Wayne Waratah area (including Philmore Hamilton Park). This is a co-creation project between the Engineering and Recreation & Culture departments.	Approved. Partial payment received. Final payment of funds to be distributed after submission of final report February 2020.
Digital Main Street: Digital Service Squad Grant	December 2018 – Q4 2019	TBD	\$10,000	\$0	Training, consulting, digital advisory services.	Approved. Coordination with York Region and BIA for project design and implementation.
Municipal Energy Plan Program**	March 2019- March 2020	\$220,000	\$25,000	\$105,000*	This grant is funding the development of the business case for the Newmarket Energy Efficiency Retrofit Program (NEER).  *The remaining \$90,000 is funded through a federal FCM grant (Municipalities for Climate Innovation Program).	Approved. Work underway. Funding to be transferred following submission of milestone reports.
Celebrate Ontario	April 2019 – January 2020	N/A	\$21,275	N/A	This entry represents two Celebrate Ontario grants that helped to fund the Newmarket Ten-Minute Play Festival (\$7700) and the Newmarket Winter Village Festival (\$13,575).	Approved. Play Festival Complete. Winter Village Festival Forthcoming.
<b>Total \$\$</b>		<b>\$2,390,157</b>	<b>\$409,377.89</b>	<b>\$1,803,208</b>		

### Regional Grants

Grant Program	Approval Date/Project Completion	Total Estimated Project Cost	Funding Request / Allocation	Newmarket's Contribution	Project Description	Status
Pedestrian and Cyclist Municipal Partnership Program	June 2018 - 2020	\$678,173.10	\$75,000	\$603,173	Multi-use pathway for Davis Drive (opposite Bulmer Crescent) to Bathurst, north to Woodspring Avenue.	Approved. Work underway. Grant submission for 2019 underway.
Municipal Streetscape Partnership Program	August 2018 - 2020	\$149,258.03	\$66,633.05	\$82,624.98	Streetscape improvements to Bathurst-Davis Intersection.	Approved. Work underway. Payment to be coordinated.
<b>Total \$\$</b>		<b>\$827,431.13</b>	<b>\$141,633.05</b>	<b>\$685,797.98</b>		

### Other Grants

Grant Program	Approval Date/Project Completion	Total Estimated Project Cost	Funding Request / Allocation	Newmarket's Contribution	Project Description	Status
Canadian Parks and Recreation Association (Green Jobs Initiative)	Summer/Fall 2019	\$67,812	\$33,906	\$33,906	This grant is funding 50% of the wages and employee costs for 4 of Newmarket's Seasonal Park Workers for Summer 2019. In Q2 2019 Newmarket was approved for another grant to fund two additional Seasonal Park Worker positions for the Fall of 2019.	Approved. Funding to be transferred following completion of the work term
<b>Total \$\$</b>		<b>\$67,812</b>	<b>\$33,906</b>	<b>\$33,906</b>		



### Funding Allocations

Funding Program	Allocation	Project Description(s)	Status
Federal Gas Tax Allocation	\$5,102,414.69**	Various municipal road work projects	Allocations for 2019 will be transferred to the Town in July and November.  **This figure is inclusive of the one-time doubling (“top-up”) of the allocation based on the 2018 allocation. Newmarket’s 2020 Gas Tax allocation will be approximately \$2,671,177.
Ontario Community Infrastructure Fund	\$1,548,102	Funding Asset Replacement Strategy Implementation and Road works projects	Allocations transferred throughout fiscal year (May, July, September, November).
AMO Main Street Revitalization Fund	\$104,097.46	Main Street Waste Solution Project	Allocation received in July 2018. Project design underway.
Ontario Cannabis Legalization Implementation Fund	\$42,608	First allocation: \$37,608 Second allocation: \$5,000	Please see <a href="#">Cannabis Town webpage</a> for more detailed information on these allocations.
<b>Total Allocation \$\$</b>	<b>\$6,797,222.15</b>		

### Total Grant and Allocation Funding

<b>Total Allocation Funding \$\$</b>	<b>\$6,797,222.15</b>
<b>Total Grant Funding \$\$</b>	<b>\$3,257,339.58</b>
<b>Total Allocation and Grant Funding \$\$</b>	<b>\$10,054,561.73</b>

# Procurement Services Semi-Annual Information Report

## Information Report

Report Number: 2019-12

Department(s): Legal & Procurement Services

Author(s): Tracy Assis, Manager, Procurement Services

Date: August 16, 2019

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

### Purpose

To provide Council Procurement information as prescribed in Item 17 of the Procurement By-law 2014-27.

### Background

The Town's current Procurement By-law Number 2014-27 (the "By-Law") states in Item 17 that the Manager, Procurement Services shall prepare a semi-annual Information Report to Council with the following information:

- i. All goods, service(s) or construction awarded over \$250,000.00 in accordance with Schedule "D" Bid Threshold of the By-Law.
- ii. All emergency purchases exceeding \$50,000.00 awarded in accordance with Schedule "D" Bid Threshold of the By-Law.
- iii. All Single and Sole Source purchases.

### Discussion

This report covers information regarding the matters set out in "i" through "iii", above, for the time period from January 1, 2019 to June 30, 2019 in Appendix A.

### Conclusion

This report fulfills the reporting requirements set out in the Procurement By-Law 2014-27 by providing information regarding the matters set out in "i" through "iii", above, for the time period from January 1<sup>st</sup> 2019 to June 30<sup>th</sup> 2019

## **Business Plan and Strategic Plan Linkages**

Well Equipped and Managed - To obtain the best value for the Corporation when procuring goods and service(s) and construction.

Well Respected - Openness, accountability and transparency while protecting the financial best interests of the Corporation and those of the Corporation's employees and elected officials.

## **Consultation**

N/A

## **Human Resource Considerations**

N/A

## **Budget Impact**

N/A

## **Attachments**

Appendix A is attached to this report.

## **Contact**

For more information on this report, contact:

Esther Armchuk, Commissioner, Corporate Services, at extension 2432.

**Approval**



Tracy Assis, Manager, Procurement Services



Antonietta Mollicone, Acting Director Legal & Procurement Services



Esther Armchuk, Commissioner, Corporate Services

## APPENDIX A

### Call for Bids Awarded Exceeding \$250,000.00 by C.A.O. (from January 1, 2019 to June 30, 2019)

Report Number	Contract Description	Vendor Name	Approval Amount	Approved By	Approval Date	Contract Term
Request for Proposals						
RFP-2017-02	Advanced Water Metering Infrastructure (AMI) and Field Installation Service	Wamco Municipal; Products, a Division of EMCO Corporation and Sensus	\$9,000,000.00	CAO	March 14 <sup>th</sup> 2019	Wamco - 3 years Sensus – 10 years with an automatic renewal of 5 years.
RFP-2019-006	Design, Supply and Installation of Playground Equipment	PlayPower Canada	\$406,316.84	CAO	April 5 <sup>th</sup> 2019	One Time Acquisition
RFP-2019-011	Supply and Delivery of One (1) Fire Pumper Apparatus	Dependable Emergency Vehicles	\$747,985.00 (USD)	CAO	April 12 <sup>th</sup> 2019	One-time Acquisition
RFP-2019-017	Printing and Distribution of Recreation and Culture Guide	McLaren Press Graphic Ltd.	\$295,255.20	CAO	June 4 <sup>th</sup> 2019	2yrs. + 1yr. + 1yr.
RFP-2019-032	Arboricultural Services	Weller Tree Service	\$1,112,906.93	CAO	May 29 <sup>th</sup> 2019	1yr. +1yr. +1yr.
Request for Tenders						
RFT-2019-013	Design, Supply, delivery and placement of four backline x steel bridges at Tom Taylor Street	Iron Bridge Fabrications Inc.	\$320,390.00	CAO	February 26 <sup>th</sup> 2019	Specific Project Based Time Frame
RFT-2019-016	Patterson Street Watermain	Lakeside Contracting Company Ltd	\$4,272,290.00	CAO	April 18 <sup>th</sup> 2019	Specific Project Based Time Frame

RFT-2019-026	Supply and Application of Pavement Markings	Woodbine Pavement Markings Limited	\$471,360.00	CAO	April 26 <sup>th</sup> 2019	1yr. +1yr. +1yr + 1yr.
RFT-2019-038	Parking Lot Rehabilitation Program	Wyndale Paving Co. Ltd	\$307,845.45	CAO	June 20 <sup>th</sup> 2019	Specific Project Based Time Frame
RFT-2019-039	Charles Street Watermain, Sanitary Storm, AODA Sidewalk & Road reconstruction	Mar-King Construction Company Ltd.	\$2,296,733.93	CAO	May 10 <sup>th</sup> 2019	Specific Project Based Time Frame
<b>Report Number</b>	<b>Contract Description</b>	<b>Vendor Name</b>	<b>Approval Amount</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Contract Term</b>
RFT-2019-043	George Richardson Park Soccer Field	Latitude 67 Ltd.	\$512,114.35	CAO	June 5 <sup>th</sup> 2019	Specific Project Based Time Frame
RFT-2019-065	Road Resurfacing Program	Forest Contractors Ltd.	\$1,825,962.53	CAO	June 20 <sup>th</sup> 2019	Specific Project Based Time Frame

**Emergency Purchases Exceeding \$50,000.00 (from January 1, 2019 to June 30, 2019)**

No Emergency Purchases exceeding \$50,000.00 to report

**Single or Sole Source Purchases (from January 1, 2019 to June 30, 2019)**

Report Number	Contract Description	Vendor Name	Approval Amount	Approved By	Approval Date	Contract Term	Non-Competitive Justification
SS-2019-003	Oracle Licences	Oracle Canada	\$1,200,000.00	Council	March 25th 2019	5 years (2019 to 2024)	<ul style="list-style-type: none"> <li>• Procurement By-Law 2014-27, Section 13.6 (iii) where compatibility with an existing product, equipment, facility or service is a paramount consideration;</li> <li>• CFTA- Article 513, Paragraph (1), Section (b), Subsection (v) - to ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative;</li> <li>• CETA - Article 19.12, Paragraph (1), Section (c), for additional deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services: (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement; and (ii) would cause significant inconvenience or substantial duplication of costs for the procuring entity;</li> </ul>
SS-2019-004	GIS Main. & Technical Support for OnPoint	Rolta Canada	\$87,500.00	CAO (Acting)	January 25th 2019	3 + 1 + 1	<ul style="list-style-type: none"> <li>• Procurement By-Law 2014-27 Section 13.5, Subsection (i);May be based on proprietary technology;</li> <li>• CFTA- Article 513, Paragraph (1), Section (b), Sub-Section (ii), if the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons: (ii) the protection of patents, copyrights, or other exclusive rights;</li> </ul>

**Single or Sole Source Purchases (from January 1, 2019 to June 30, 2019)**

Report Number	Contract Description	Vendor Name	Approval Amount	Approved By	Approval Date	Contract Term	Non-Competitive Justification
SS-2019-005	Fire Learning Management System	Stillwater Consulting Limited	\$153,000.00	Council	June 17th 2019	10 years	<ul style="list-style-type: none"> <li>• Procurement By-Law 2014-27 Section 13.5, Subsection (i); May be based on proprietary technology;</li> <li>• Procurement By-Law 2014-27 Section 13.6, Subsection (i); Where compatibility with an existing product, equipment, facility or service is a paramount consideration;</li> <li>• CETA - Article 19.12, Paragraph (1), Section (c), for additional deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services: (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement; and (ii) would cause significant inconvenience or substantial duplication of costs for the procuring entity;</li> </ul>
SS-2019-019	Exterior Wireless Motion Detection Cameras and Monitoring Svs - Mulock Property	Sonitrol Security	\$17,050.00	Commissioner/ Development & Infrastructure Svs	January 22nd 2019	March 2019 to March 2020	<ul style="list-style-type: none"> <li>• Procurement By-Law 2014-27, Section 13.6 (iii) where compatibility with an existing product, equipment, facility or service is a paramount consideration;</li> </ul>
SS-2019-040	Acquisition of One Quench Buggy	Quench Buggy	\$46,700.00	CAO	April 23rd 2019	One-Time Acquisition	<ul style="list-style-type: none"> <li>• Procurement By-Law 2014-27 Section 13.5, Subsection (i); May be based on proprietary technology;</li> <li>• CFTA- Article 513, Paragraph (1), Section (b), Sub-Section (ii), if the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reasons: (ii) the protection of patents, copyrights, or other exclusive rights;</li> </ul>



**Single or Sole Source Purchases (from January 1, 2019 to June 30, 2019)**

Report Number	Contract Description	Vendor Name	Approval Amount	Approved By	Approval Date	Contract Term	Non-Competitive Justification
SS-2019-049	Supply and Installation of Curved Rink Stanchions	Athletica Sports Systems	\$15,940.00	Director, Public Works	April 30th 2019	One-Time Acquisition	<ul style="list-style-type: none"> <li>Procurement By-Law 2014-27, Section 13.6 (iii) where compatibility with an existing product, equipment, facility or service is a paramount consideration;</li> <li>CETA - Article 19.12, Paragraph (1), Section (c), for additional deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services: (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement; and(ii) would cause significant inconvenience or substantial duplication of costs for the procuring entity;</li> </ul>
SS-2019-066	Climate Change Risk and Opportunity Assessment	Ontario Climate Consortium	\$31,492.00	CAO	June 25th 2019	9 months - July 1st 2019 to April 1st 2020	<ul style="list-style-type: none"> <li>Procurement By-Law 2014-27, Section 13.6 (v) Where the contractor possesses the unique and singularly available capability to meet the requirements, such as, skills related to and/or existing knowledge of the nature of the service</li> </ul>
SS-2019-068	Supply of Bluegrass Sod and Related Products	Queensville Sod Farms Ltd.	\$75,000.00	CAO	June 20th 2019	December 31st 2019	<ul style="list-style-type: none"> <li>CFTA, Article 513, Paragraph (1), Section (C),for additional deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services: (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement; and (ii) would cause significant inconvenience or substantial duplication of costs for the procuring entity;</li> </ul>