



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
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## Q1 2019 Municipal Administration and Management Information Report

Report Number: **2019-03**

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

Author(s): Cindy Wackett

Date: May 27, 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 first quarter report of 2019 to Members of Council on municipal management and operations.

Report / Memorandum	Frequency (Q-quarterly S-semi-annual A-annual)	Report #
<a href="#">Corporate Communications Performance Report</a>	Q	2019 Q1
<a href="#">Corporate Policy Updates</a>	Q	Briefing Note
<a href="#">Customer Services - Q1 Results</a>	Q	2019-05
<a href="#">CYFS Budget Report</a>	Q	2019-07
<a href="#">Financial Services Operating, Capital, Water &amp; Wastewater, Storm water &amp; Investment Summary</a>	Q	2019-18
<a href="#">Grant and Allocation Funding Activity</a>	Q	Briefing Note

### 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 information and data from reporting departments from January 1st to March 31st.

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**

- First quarter Budget Report informing the Joint Council Committee of operating and capital results

### **Community Services Commission**

#### **Customer Services**

- First quarter summary from Customer Service Centre and Kiosk providing statistics of service requests captured through the Town's Customer Relationship Management (CRM) system.

#### **Economic Development**

- Quarterly report not applicable

#### **Newmarket Public Library**

- Quarterly report not applicable

## **Corporate Services Commission**

### **Financial Services**

- The 2019 First Quarter Report on Operating, Capital Budget, Water & Wastewater, Storm water budgets and active and passive investments including operating budget updates on Central York Fire Services and Newmarket Public Library.

### **Legal & Procurement Services**

- Quarterly report not applicable

### **Legislative Services**

- Quarterly report not applicable

## **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

## **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 second quarter results of 2019 with Council is scheduled to be available August/September.

New reporting templates have been prepared and are being reviewed by staff to effectively improve the current reporting process. Staff will seek input from Council on the new template and feedback for improvements to the current process.

## **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.

The next reporting cycle to share second quarter results of 2019 with Council is scheduled to be available August/September.

## **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.

## **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))



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# Office of the CAO/Corporate Communications

## Performance Report: 2019 – Q1

To: Mayor John Taylor and Members of Council

Copy: Jag Sharma, CAO and members of SLT

Subject: Corporate Communications Quarterly Report: Q1 – January 1 to March 31, 2019

Origin: Office of the CAO/Corporate Communications

Date: April 10, 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.

### 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 January 1 to March 31, 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. Crisis communications, issues management, public education and engagement, brand management and reputation management are managed by the department. Corporate Communications also oversees the Town's digital channels, including social media and our website.

## **Supporting Council's Strategic Priorities**

The Corporate Communications department assists individuals and departments across the organization in responding to and delivering 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 was involved in supporting a number of high profile projects during the first quarter of 2019, including:

- **Cannabis retail and by-law engagement** – The Communications department worked with the Regional and Town Cannabis Communications Working Groups to coordinate messaging and produce deliverables related to cannabis retail legislation and by-law engagement. Communications continued to implement communications tactics from the campaign's launch in December (including an online survey; print ads; social media campaign; webpage updates; updates to staff and Council; presence at Committee of the Whole and Council Meetings and media releases). Communications issued a media release on Council's decision and coordinated media calls and interviews throughout the month of January.
- **Budget communications** – Communications continued to work with the Finance department on Phase Two of budget engagement by coordinating media interviews and promoting ways that residents could Get Involved in the 2019 budget process through a social media campaign, content in the Town Page of the Newmarket Era, the Newmarket Now e-newsletter, continual updates on the Town's website and on marquees and screens at Town facilities. A media release was issued once the final 2019 budget was passed.
- **Textile Recycling Program** - Communications worked with the Public Works Services department and neighbouring municipalities to promote the roll-out of new clothing and textile bins at Town facilities. Communications produced print ads, social media posts and a media release to promote the program. Communications also crafted an updated media release, social media posts and key messages when the textile bins were retrofitted to increase safety shortly after the launch of the program.
- **CAO appointment announcement** – Communications worked with internal stakeholders, the Human Resources department, new CAO Jag Sharma and the City of Oshawa to coordinate the announcement of Mr. Sharma's appointment in March. A media release was issued and media interviews were coordinated.

### **Other Key Projects included:**

- Communicating warming facility information through PSA's and social media messaging about Town facility warming centres during extreme cold weather events from January to March.
- Writing and issuing PSA's and social media messages; and responding to inquiries about weather events throughout the winter (flooding, snow events, inclement weather which shut down all Town facilities).

- Support for Earth Hour event – creating graphics, conducting social media campaign, promoting through all communications channels (print, web, digital).
- Assisting CYFS with creating and editing editorial content featuring fire safety tips from the Fire Chief (three editorials in Q1).
- Designing and drafting content for a “What’s in the Works?” print ad for Public Works Services outlining key projects taking place throughout Q1.
- Promoting snow plow video on social media to assist with messaging about snow clearing procedures for Public Works Services.
- Drafting communications plans and assisting with content creation for various departments throughout the organization on an ongoing basis.
- Working with Economic Development to support internal communications and other materials to promote Envi.
- Website training for various departments.
- Participating in the Mulock Property Communications group.
- Contributing blog and social media posts for the Economic Development Blog “Where Work Meets Play.”

## Community Engagement

The Corporate Communications department assisted in the creation of materials, communication and execution of the following Community Engagement events from January 1 to March 31, 2019:

- **Promotion of Community Open House** – Communications produced print and digital pieces and ran a comprehensive social media campaign to promote the Community Open House on April 3, throughout the month of March.
- **Budget engagement** – Communications supported with public engagement for the 2019 budget by promoting ways that residents could Get Involved in the 2019 budget process through a social media campaign, content in the Town Page of the Newmarket Era, the Newmarket Now e-newsletter, continual updates on the Town’s website and on marquees and screens at Town facilities.
- **Cannabis** – Communications continued to promote the cannabis survey through print, digital and social media communications tactics. A total of 2,844 residents participated in the survey.
- **Promotion of Community Events** – Corporate Communications supported the promotion of various community events by drafting speaking notes, media releases, community event listings and social media posts related to events and activities from January 1 to March 31, 2019. Events and program promotion included: Black History Month programming, PIC’s including the iWonder event for Philmore Hamilton Park, Earth Hour and more.

## Media Relations

From January 1 to March 31, 2019, the Communications department issued the following to the media:

- Media Releases/Advisories/Public Service Announcements: 14

- Community Event Listings: 1
- Central York Fire Services Incident Reports: 3
- Total media materials: 18
- Total number of news stories generated as a result of media releases: 35
- Editorial mentions (the number appearances of 'Town of Newmarket' in news articles): 39
- Potential reach (approximate number of article views 'Town of Newmarket' appeared in): 146,000 (up 15 per cent from Q4)

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

From January 1 to March 31, 2019 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, or an issue that had the potential to generate significant stakeholder interest but was identified and addressed quickly. At a high level, these issues include – but are not limited to the following (which are in no particular order):

- Cannabis decision
- Construction throughout Town
- Changing demographics in Newmarket
- Council expenses

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

The Corporate Communications department produced the following external communications pieces from January 1 to March 31, 2019:

**Snapt ads** - The Communications department wrote monthly content for snapt 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 Q1.

**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 winter.

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

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

### **Reoccurring deliverables:**

#### **Town Page**

- Frequency: 13 (one per week for the first quarter)
- Reach: 28,000
- Potential impressions: 84,000



## **Newmarket Now e-newsletter**

- Frequency: 3 editions in Q1
- Reach: 3,204 subscribers with a total of 378 click-throughs to the newmarket.ca website from links within the newsletters

## **Digital Communications:**

### **Website** - January 1 to March 31

- Number of Sessions: 218,472
- Page Views: 522,564

### **Media Release Section**

- Posted Media Releases/Public Service Announcements/Community Event Listings/Fire Incident Reports: 14
- Page views: 547

### **Social Media** - January 1 to March 31, 2019

#### Facebook

- Total Fans: 6,009
- Total Engagements: 5,633
- Total Impressions: 696,827
- Total Posts: 128

#### Twitter

- Total Followers: 13,052
- Total Engagements: 5,912
- Total Impressions: 445,133
- Total Tweets: 427

#### Instagram

- Total Followers: 4,738
- Total Engagements: 4,917
- Total Posts: 92
- Likes received: 4,788

#### Hey Newmarket! Digital Engagement Platform

- Total Visits: 4.6K
- Max Visitors per day: 193
- New registrants: 55
- Engaged visitors: 59
- Informed visitors: 757
- Aware visitors (visited at least one page): 3.7K

#### Locate my Plow online portal

- Views: 2,070

#### MyWaste App

- Total Users: 12,025

- Resident Interactions: 105,131
- Subscribers: 9,925

Out of the 12,025 users using the My-Waste app, 78 per cent accessed the My Waste application through the app (downloaded onto their phone) and 22 per cent accessed the My-Waste application at [newmarket.ca/wasteandrecycling](http://newmarket.ca/wasteandrecycling)

For content page views on the app and web application, there were a total of 7,264 content page views – 3,272 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:

- **Announcement of new CAO** – Communications worked with the Mayor’s Office and Human Resources department
- **Town Central and Town website** – Communications provided continual updates and training for staff on Town Central and the Town’s website.
- **HR initiatives** – Communications worked with the Human Resources department to produce communications plans and materials for Office Ergonomics, workplace safety, Diversity and Inclusion and benefits review programs.
- **Spring Food Drive** – Communications promoted the Spring both internally via email, signage, posts on Town Central and graphics; and externally through ads in the Town Page, Newmarket Now e-newsletter and posters.
- Communications provided ongoing support for **CAO communications** deliverables.
- **ERIC and Diversity and Inclusion Committees** – Communications participated in and supported in the creation of communications deliverables for the ERIC and Diversity and Inclusion Committees.
- **Daily E-Clippings** – Communications produced daily e-clippings to staff five days a week.



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## **Briefing Note 2019-01**

**Q1 2019**

### **Corporate Policy Approvals**

To: Jag Sharma, Chief Administrative Officer

Department(s): Office of the CAO

Author(s): Cindy Wackett

Date: April 30, 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 (January 1, 2019 and March 31, 2019).

**Table 1: Summary of CAO Approved Corporate Policy Activity - Q1 2019**

Policy Title	Policy #	Approval Date	Effective Date	Details
**Employment & Other Reference Checks	HR.12-02	Feb. 22, 2019	Jan. 1, 2019	<ul style="list-style-type: none"> <li>Updated and expanded policy regarding job specific police records and employment reference checks based on business operations</li> </ul>
*Health & Safety Policy Statement	N/A	2019	2019	<ul style="list-style-type: none"> <li>Annual Review</li> <li>Signed by Mayor and CAO</li> </ul>
*Management Compensation Lieu Days	HR.3-02	Jan. 19, 2019	Nov. 11, 2002	<ul style="list-style-type: none"> <li>Applied new AODA policy and procedure templates</li> <li>Updated position titles eligible for lieu days identified in Appendix</li> <li>Updated to reflect current allotment trends and internal practices i.e. recognition of 5 Authorized Absence Days for Commissioners as MCL Days</li> </ul>
**Corporate Policy Preamble	N/A	2019	2019	<ul style="list-style-type: none"> <li>New Preamble to introduce all CAO approved corporate policies</li> </ul>

**Next Steps**

Table 2 below summarizes policies scheduled for CAO approval in Q2 2019.

**Table 2: Policies Scheduled for CAO Approval in Q2 2019**

Policy/Procedure	Policy Reference #	Purpose
*Drug & Alcohol Policy	HR.5-02	Updating to include Cannabis consumption as a prohibited activity while working or wearing company logoed clothing and converting to new template
*Security Procedure	Desktop Application	Updating contact information and panic button locations as a result of office floor plan changes at Municipal Offices (395 Mulock)
*Tuition Assistance	HR.10-01	Updating to reflect best practices and converting to new template

\* - Denotes existing policy being revised  
 \*\* - Denotes new policy/procedure

In addition, Human Resources is recommending the following policies be prioritized for review and/or converted to be AODA compliant in 2019:

- Leaves of Absence policies
- Compensation related policies. As specific policies are identified, the list will be updated, i.e. Adjustments to Temporary Salary Rates
- Others, including:
  - Resignation/Termination of Employment/Progressive Discipline
  - Wearing Apparel & Dress Code
  - Recruitment & Selection
  - Employee Complaint

The proposed new “Honorarium” policy to compensate/recognize volunteer student work placements is no longer a priority based on recent legislation changes and high school graduation requirements for volunteer hours. Corporate Memberships is being proposed as a new policy but will be brought to OLT/SLT for discussion before moving forward.

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.

Employees receive notification of updates to and approval of new corporate policies through one or more of the following communication methods:

- 1) All employee email
- 2) Posting on Town Central (intranet) and Town website
- 3) Article in the employee NewsMarket
- 4) Notification via ERIC’s regular “Did you Know?” 5 point emails as appropriate
- 5) Information sessions at various work locations
- 6) Pod at “Coffee with the CAO” sessions

Consultation is ongoing with the Operational and Strategic Leadership Teams, as well as the Employee Relations and Internal Communications (ERIC) committee regarding updates to existing and the development of new policies listed.

## **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.



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## **Community Services - Customer Services Department Information Report - Q1 Results**

Report Number: 2019-05

Department(s): Customer Services

Author(s): Hayley Fryer, Supervisor, Customer Service Kiosks, Jamie Boyle, Supervisor,  
Customer Service Centre

Date: May 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.

### **COMMENTS**

#### **Purpose**

The purpose of this report is to provide Members of Council with the 2019 - first quarter trends and results by ward and town wide.

#### **Background**

The Customer Service Department provides Members of Council with the quarterly results which includes volumes, trends, highlights related to service delivery.

#### **Discussion**

The attached charts represent service requests as captured in our CRM system by either Customer Services staff or by staff in the Mayor and Councillors' offices.

Some of the highlights in the Customer Services department are as follows:

- Service requests, decreased 11.9% compared to Q1 – 2018 rates, from 1,381 requests to 1,217
- Total call volumes are trending downward, while email contacts continue to increase;

- *Request for Parking Enforcement* (199) is the highest type of service request across the whole Town of Newmarket in the first quarter, followed by *Sidewalk Snow Clearing Issues* (73) and *Bylaw Infraction* service requests (72) respectively;
- Wards 3, 4, 5 and 7 continue to have higher volumes of requests for Parking Enforcement than the other wards;
- Sidewalk Snow services, while second highest requested service reported far less than in 2018. (73 vs.175)
- The Town of Newmarket Customer Service team is leading an “Enhanced Customer Service training for the Public Sector” program, available to all staff across the N6 municipalities. To date we have 2 certified facilitators. Two, 2-Day Courses have been completed, two more 2-day courses scheduled in 2019 & 28 customer service specialists have been certified to date.
- “Enhanced services” transactions at the Magna and Ray Twinney Centre Customer Service Kiosks continue to increase. During the 1st quarter of 2019, there was a 58% increase in the number of transactions compared to the 1st quarter of 2018. The majority of these transactions are tax payments.
- In January 2019, enhanced service transactions were officially launched at the Newmarket Seniors Meeting Place (NSMP). Since then residents have been able to access this location to purchase animal licenses, waste stickers and bins, pay property taxes and parking tickets, in addition to the Recreation and Culture Services offered at this location. Uptake during the first quarter of 2019 has included approximately 50 transactions. Volumes are being monitored and public notification/ promotion is executed as necessary.
- Overall volumes at the Magna Centre and Ray Twinney Complex continue to increase at the Customer Service Kiosks. During the 1st quarter of 2019, there was a 3.5% increase in the number of customer interactions compared to the 1st quarter of 2018. This is representative of 2465 contacts. The majority of these contacts are membership “check ins” at the Magna Centre, largely driven by the success of the Fitness Centre Membership.

## **Conclusion**

Customer Service remains committed to providing Council with the most recent trends and statistics by ward and the Town of Newmarket as a whole.

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

Tracking and reporting on trends and customer feedback supports the Town's strategic directions of being Well-Equipped and Managed by demonstrating Service Excellence.

## **Consultation**

Not applicable to this report.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

None

## **Attachments**

Q1 - Top 5 Service Requests by Ward

Q1 - Top 5 Service Requests Town Wide

Enhanced Service Transactions at Magna and RTRC Kiosks – Monthly

Q1 – Total Kiosk Contacts at Magna and RTRC

Enhanced Service Transactions at NSMP

## **Contact**

For more information on this report contact: Jamie Boyle ([jboyle@newmarket.ca](mailto:jboyle@newmarket.ca) or extension 2254) or Hayley Fryer ([hfrayer@newmarket.ca](mailto:hfrayer@newmarket.ca) or extension 2706) or Bonnie Munslow ([bmunslow@newmarket.ca](mailto:bmunslow@newmarket.ca) or extension 2251).

## **Approval**



Hayley Fryer, Supervisor,  
Customer Service Kiosks





Jamie Boyle, Supervisor,  
Customer Service Centre

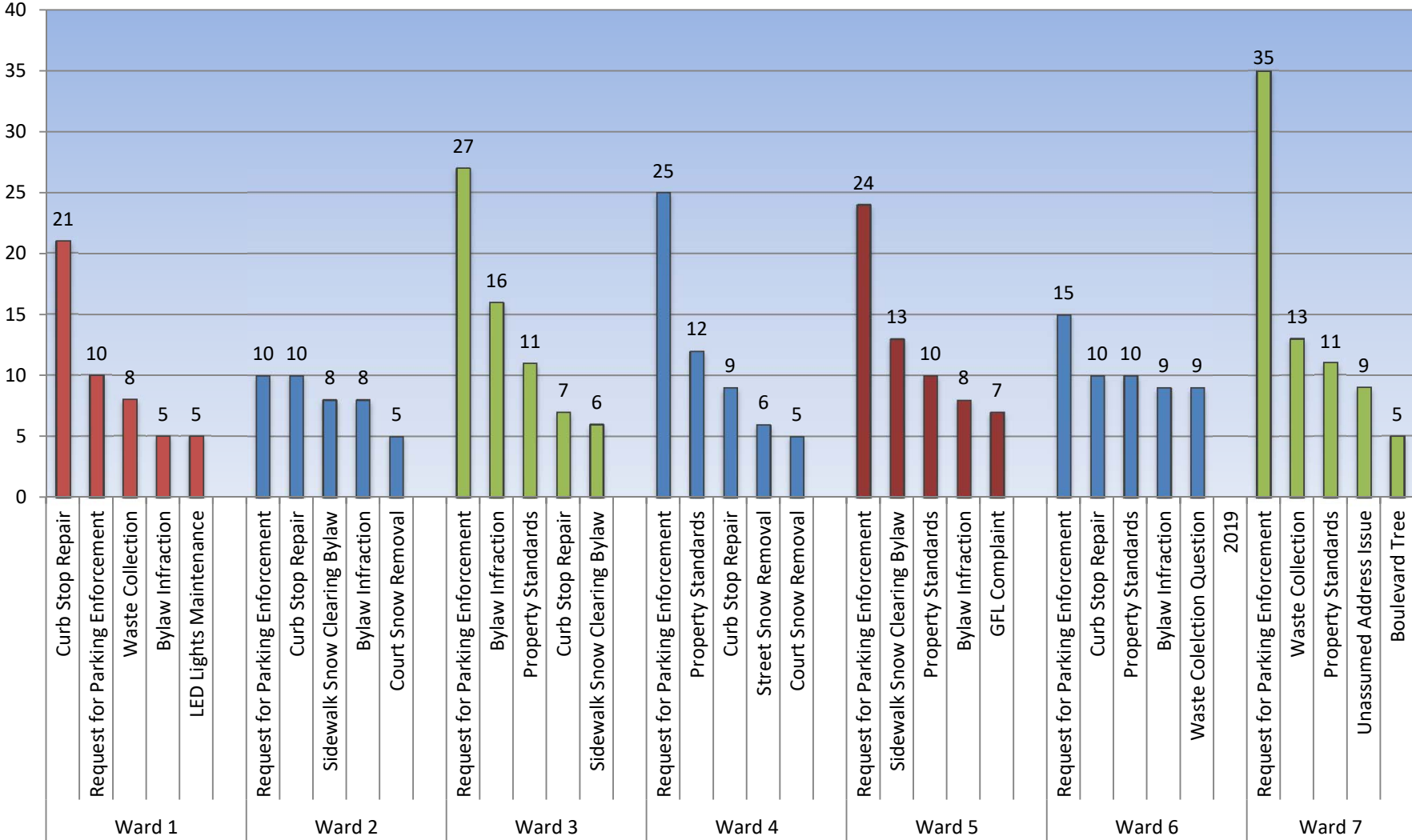


Bonnie Munslow, Manager,  
Corporate Customer Service



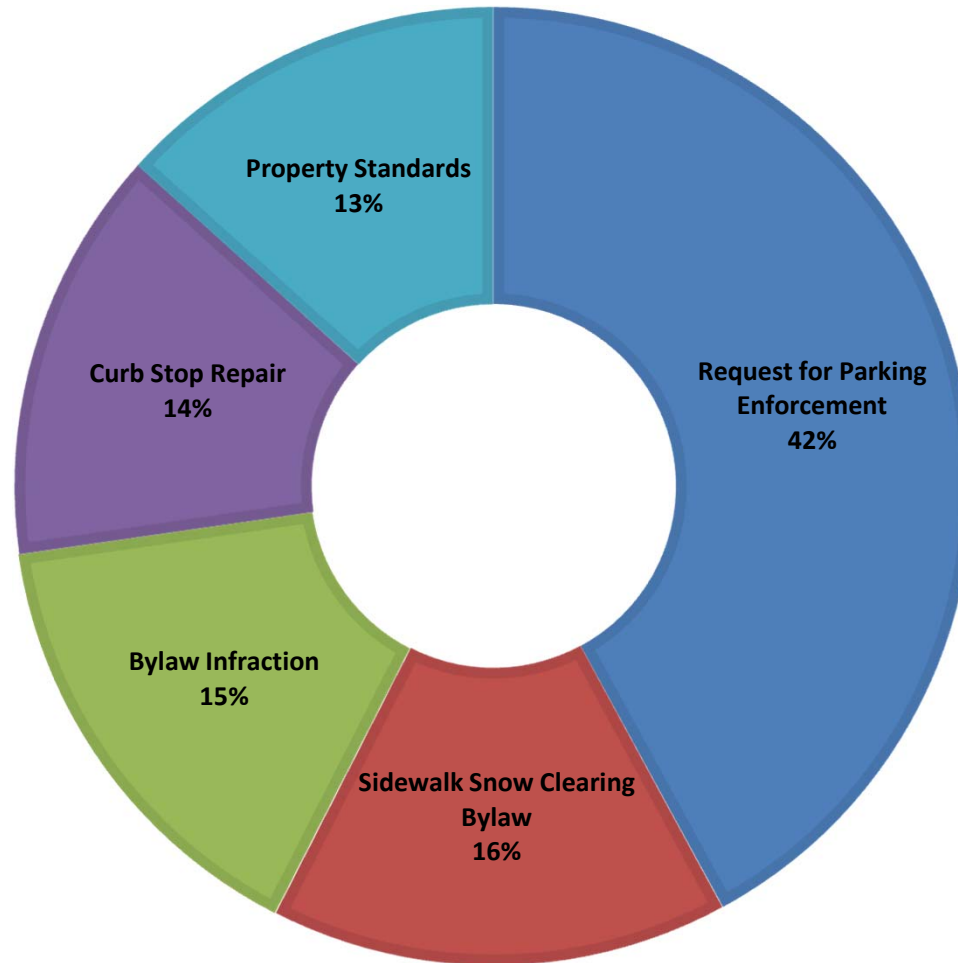
Ian McDougall, Commissioner,  
Community Services

# Top 5 Service Issues By Ward Jan 2019 - Mar 2019

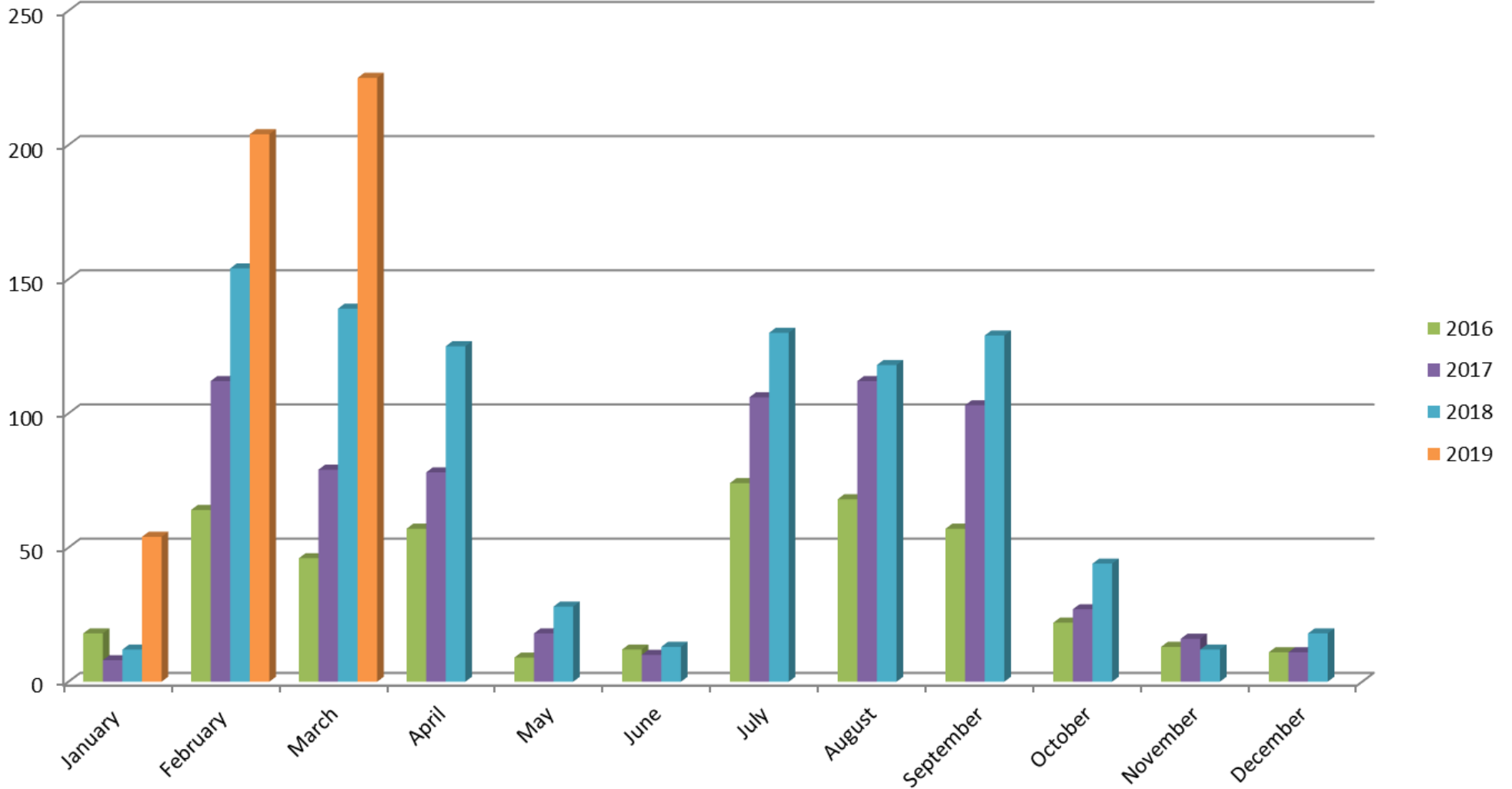


**TOWN WIDE  
TOP 5 SERVICE ISSUES  
JAN 2018 - MAR 2019\***

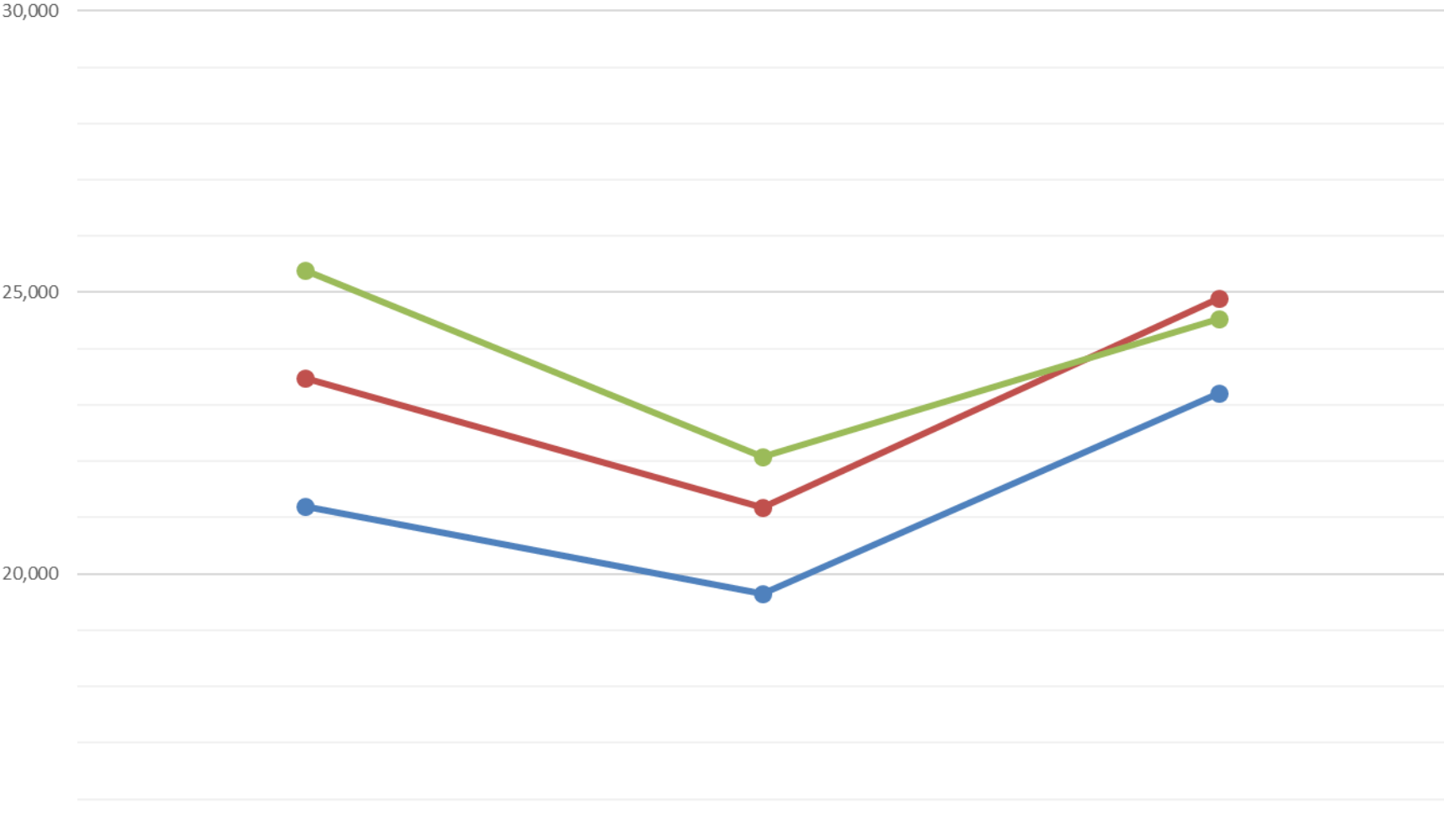
\* As of March 31, 2019



## Enhanced Service Transactions at Magna & Ray Twinney Complex (Parking Ticket, Property Tax and Pet Tag Payments)

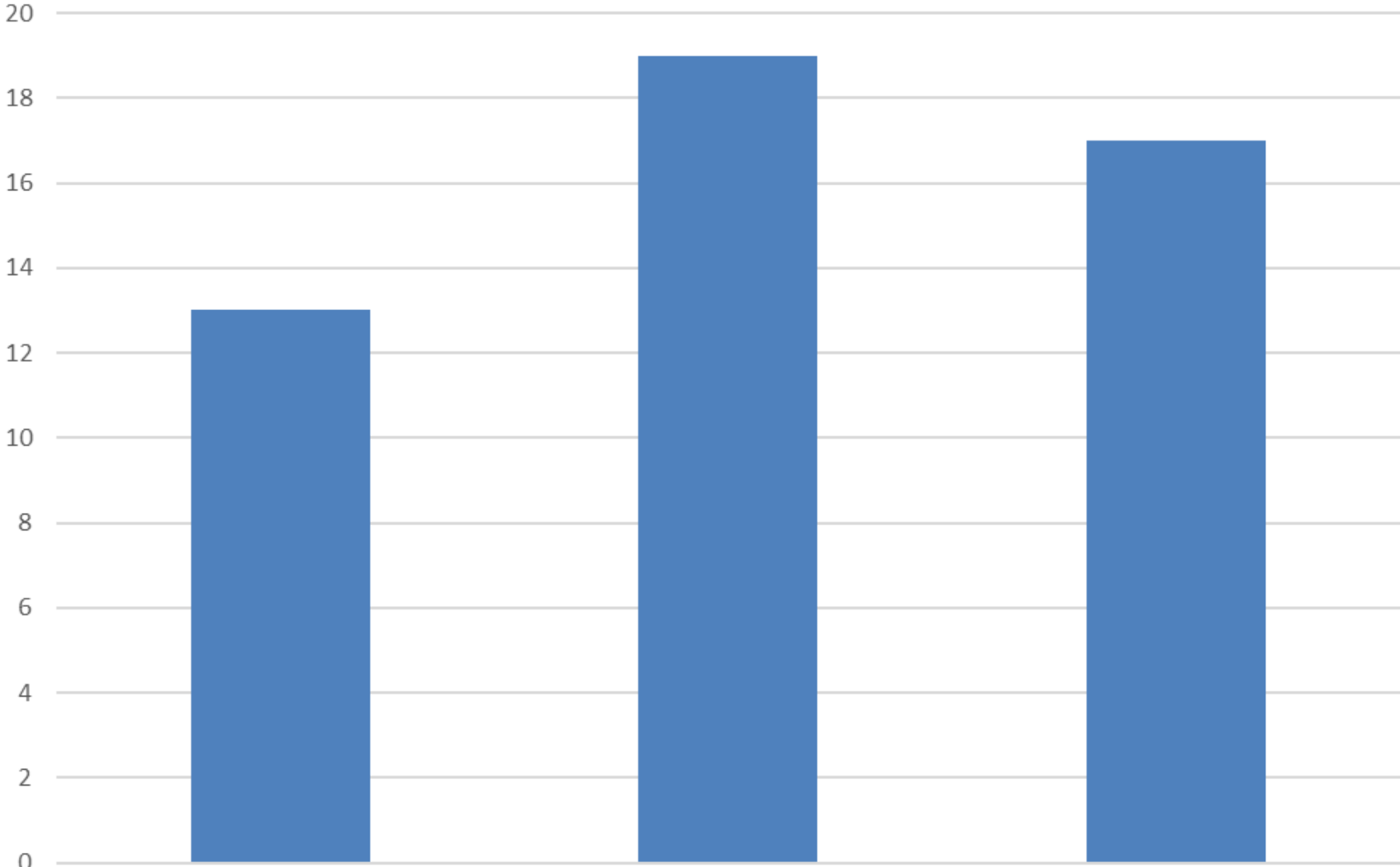


## Total Customer Contacts Magna Centre & RayTwinney Complex - Q1



	January	February	March
2017	21,199	19,645	23,204
2018	23,474	21,173	24,902
2019	25,396	22,085	24,533

### Enhanced Service Transactions at NSMP



January

February

March

■ 2019



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## **CYFS Budget Report – First Quarter 2019 Staff Report**

Report Number: 2019-07

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg

Meeting Date: May 7, 2019

### **Recommendations**

That the report entitled CYFS Preliminary Budget Report – First Quarter dated May 7, 2019 be received for information purposes.

### **Purpose**

This report is to provide the JCC with the first quarter operating and capital results for Central York Fire Services for the period ending March 31, 2019.

### **Background**

See Below

### **Discussion**

#### **Operating**

Net expenditures are below budget by \$626,398 at the end of the first quarter of 2019. Revenues were \$23,385 compared to a budget of \$86,140, as a result of timing. The retainers to King and Whitchurch-Stouffville are invoiced in June and December.

Total expenses were \$689,153 below budget at the end of March. Wages and benefits are still below budget after accruing the budgeted amount for a new collective agreement. Overtime is below budget and there were Workplace Safety & Insurance Board reimbursements, as well as a number of unfilled positions due to retirements, leave of absence and other vacancies.

At this point in the year, vehicles repairs are below budget. This expense category has trended higher than budget in recent years and the 2019 budget has been increased as a result. The majority of the other variances are due to timing. The wellness program is on hold, pending the selection of a new provider.

The following chart summarizes the significant variances:

<b>Line items</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Salaries and Benefits	\$ 4,612,803	\$ 5,101,425	\$ 488,622
Uniforms, Clothing	12,130	35,445	23,315
Vehicle Repairs & Maintenance	90,926	120,876	29,950
Equipment Repairs & Maintenance	15,140	31,492	16,352
Consulting Services	0	15,300	15,300
Wellness Program	0	36,249	36,249
Training	10,626	25,500	14,874
Other	748,280	812,771	64,491
<b>Total Expenses</b>	<b>\$ 5,489,905</b>	<b>\$ 6,179,058</b>	<b>\$ 689,153</b>
<b>Total Revenues</b>	<b>\$ 23,385</b>	<b>\$ 86,140</b>	<b>\$ - 62,755</b>
<b>Net Expenditure</b>	<b>\$ 5,466,520</b>	<b>\$ 6,092,918</b>	<b>\$ 626,398</b>

## Capital

In the first quarter of 2019, expenditures of \$62,722 were incurred for mobile data equipment, replacement personal protective equipment, and some consulting costs related to Station 4-5.

## Conclusion

At this point, there is no indication the budget will not be met at the end of the year.

## Business Plan and Strategic Plan Linkages

This report is consistent with the budget methodology set out in the Master Fire Plan.

## Consultation

There has been consultation between the Finance staff of both Aurora and Newmarket, as well as Fire Services management.



## Human Resource Considerations

Not applicable

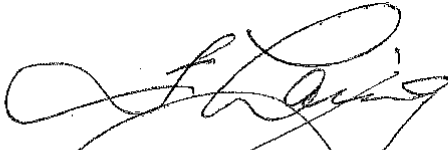
## Budget Impact

At this point, it is too early to project year-end results. Results are tracking within budgeted levels and there is no indication that the department will exceed its budget.

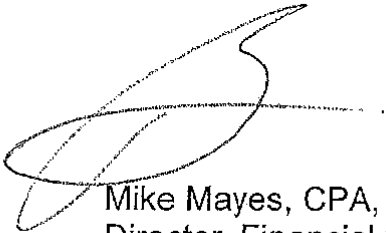
## Attachments

Operating Results for the Three Months ending March 31, 2019

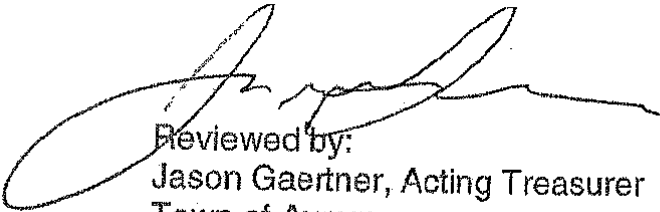
## Approval



Ian Laing, Fire Chief  
Central York Fire Services



Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer  
Town of Newmarket



Reviewed by:  
Jason Gaertner, Acting Treasurer  
Town of Aurora

## Contact

For more information on this report, contact Dawn Schellenberg at 905-953-5300, ext. 2014 2104 or via e-mail at [dschellenberg@newmarket.ca](mailto:dschellenberg@newmarket.ca)

**CENTRAL YORK FIRE SERVICES  
OPERATING RESULTS  
For the Three Months Ending March 31, 2019**

OBJECT ACCOUNTS	2018	2019 YTD (March 31, 2019)				2019 FULL YEAR BUDGET
	ACTUAL	ACTUAL	BUDGET	VARIANCE		
	\$	\$	\$	\$	%	
<b>Expenses</b>						
4011 Management Salaries	634,370	146,275	151,821	5,546	3.65%	657,887
4021 Regular Salaries & Wages	14,889,721	3,428,038	3,700,111	272,073	7.35%	15,991,105
4024 Standby/Callback	24,874	-	-	-	n/a	35,622
4025 Overtime	150,906	22,593	51,373	28,780	56.02%	205,493
4026 Lieu Time Paid	728,491	2,059	-	(2,059)	n/a	723,032
4028 WSIB Reimbursements	(59,301)	(33,242)	-	33,242	n/a	-
4031 Casual/Seasonal Wage	18,992	46	6,490	6,444	99.29%	28,125
4081 Payroll Allocations	27,785	-	-	-	n/a	-
4109 Direct Payroll Benefits	4,813,996	1,047,033	1,191,630	144,597	12.13%	5,163,733
<b>Sub Total Salaries and Benefits</b>	<b>21,229,832</b>	<b>4,612,803</b>	<b>5,101,425</b>	<b>488,622</b>	<b>9.58%</b>	<b>22,804,997</b>
4216 Stationery & Office Supplies	14,554	2,416	3,825	1,409	36.84%	15,300
4217 Photocopier Lease & Supplies	4,890	1,228	1,912	684	35.76%	7,650
4219 Emergency Mgmt. Materials	1,313	-	1,020	1,020	100.00%	4,080
4229 Janitorial Supplies	27,583	5,436	5,100	(336)	(6.59%)	20,400
4231 Machine Oil & Fuel	130,854	24,134	26,775	2,641	9.86%	107,100
4261 Uniforms, Clothing	120,896	12,130	35,445	23,315	65.78%	141,780
4269 Misc.	10,079	2,156	2,751	595	21.65%	11,000
4272 Vehicle Repairs & Maintenance	460,649	90,926	120,876	29,950	24.78%	483,500
4273 Building Repairs & Maintenance	157,142	26,847	30,600	3,753	12.27%	122,400
4278 Equipment Repairs & Maintenance	117,060	15,140	31,492	16,352	51.93%	125,970
4278 Radio Equipment Maintenance	35,536	735	8,925	8,190	91.76%	35,700
4299 Capital Acquisitions	42,498	10,265	17,484	7,219	41.29%	69,940
4303 Cell Phone	25,780	4,981	7,659	2,678	34.97%	30,633
4311 Hydro	73,982	24,429	32,178	7,749	24.08%	128,713
4321 Heat	35,534	12,379	11,475	(904)	(7.88%)	45,900
4331 Water	17,699	5,501	3,825	(1,676)	(43.81%)	15,300
4404 Consulting Services	3,000	-	15,300	15,300	100.00%	61,200
4425 Education/Corporate Tuition Assist.	3,089	-	2,167	2,167	100.00%	8,670
4462 Fire Prevention	35,319	723	7,140	6,417	89.88%	28,560
4462 Fire Prevention - Public education	10,070	5,353	2,550	(2,803)	(109.92%)	10,200
4463 Fire Investigation	1,914	91	637	546	85.70%	2,550
4464 Association Allowance	3,000	-	750	750	100.00%	3,000
4465 Dispatch Service	463,989	-	-	-	n/a	454,500
4466 Wellness Program	24,586	-	36,249	36,249	100.00%	145,000
4471 Mileage/Parking/Tolls	2,014	277	765	488	63.81%	3,060
4474 Medical oversight	16,989	924	5,001	4,077	81.53%	20,000
4474 Training	157,289	10,626	25,500	14,874	58.33%	102,000
4478 Conferences & Seminar Fees	16,723	5,827	7,012	1,185	16.90%	28,050
4511 Street Snowploughing Contract	4,202	707	7,140	6,433	90.09%	10,200
4662 Contingency Account	62,883	5,860	11,475	5,615	48.93%	45,900
4667 Property lease	30,000	7,650	7,650	-	0.00%	30,600
Support cost allocation	964,508	275,461	282,054	6,593	2.34%	1,128,224
4911 Transfer to Capital	-	-	-	-	n/a	-
4936 Asset Replacement Fund	1,099,600	324,900	324,901	1	0.00%	1,299,600
<b>Total Expenses</b>	<b>25,405,056</b>	<b>5,489,905</b>	<b>6,179,058</b>	<b>689,153</b>	<b>11.15%</b>	<b>27,551,677</b>
<b>Revenues</b>						
7419 - Other Grant	7,113	-	-	-	n/a	-
7431 Fire Dept. Recoveries	308,756	22,038	81,709	(59,671)	-73.03%	326,836
7471 Misc. Charges	19,432	1,347	4,431	(3,084)	(69.60%)	10,000
<b>Total Revenues</b>	<b>335,301</b>	<b>23,385</b>	<b>86,140</b>	<b>(62,755)</b>	<b>-72.85%</b>	<b>336,836</b>
<b>Net Expenditure Before Transfers</b>	<b>25,069,755</b>	<b>5,466,520</b>	<b>6,092,918</b>	<b>626,398</b>	<b>10.28%</b>	<b>27,214,841</b>
<b>Transfers to/(from) Reserve Fund</b>						
4922 Transfer to Reserve Fund	-	-	-	-	n/a	-
4923 Transfer to Reserve	437,314	-	-	-	n/a	-
7542 From Reserve Fund	-	-	-	-	n/a	-
<b>Net Expenditure</b>	<b>25,507,069</b>	<b>5,466,520</b>	<b>6,092,918</b>	<b>626,398</b>	<b>10.28%</b>	<b>27,214,841</b>
Newmarket's share (2019- 58.9%; 2018-59.35 %)	15,448,270	3,219,780	3,588,729	371,767	10.36%	16,152,008
Aurora's share (2019 - 41.1%; 2018 - 40.65 %)	10,058,799	2,246,740	2,504,189	254,631	10.17%	11,062,833
	<b>25,507,069</b>	<b>5,466,520</b>	<b>6,092,918</b>	<b>626,398</b>	<b>10.28%</b>	<b>27,214,841</b>



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## **Q1 Operating, Capital, Water & Wastewater, Storm water and Investment Summary Information Report**

Report Number: 2019-18

Department(s): Financial Services

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

Date: May 17, 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 March 31, 2019.

### **Background**

To provide information regarding first quarter results of 2019.

### **Discussion**

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

At the end of the first quarter of 2019, revenues were higher than budget by \$305,000, while expenditures were lower than the budget by \$3.2 million. The main areas contributing to these variances were Central York Fire Services and Development & Infrastructure Services.

In Development & Infrastructure Services, the favorable variance in operating expenditures is largely due to timing. Many services, typically described as annual programs, are just starting. The timing of the budget approval would also have been a factor, with spending closely monitored and curtailed until the March 4<sup>th</sup> Council approval.

In General Government the favorable revenue variance is due to higher interest revenue on our bank balances. Lower expenditures are the result of lower tax rebates and adjustments. 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 more than offset the higher expenses. Fitness memberships and aquatics programs posted the largest favorable variances.

### **Central York Fire Services**

Although Central York Fire Services does not have a new collective agreement for 2018, 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.

The majority of the other expense variances, as well as the revenue variance, are due to timing. More information is contained in CYFS Budget Report – First Quarter 2019-07, which was presented to JCC on May 15, 2019.

### **Newmarket Public Library**

The first quarter results were presented to the Library Board on April 17, 2019. There are no significant year-to-date variances.

## Capital

Approximately \$1.3 million was spent at the end of the first quarter on a variety of projects, including the Mulock GO Station Secondary Plan, NewMakeit, and vehicle replacement. The timing of construction-related expenditures is expected to increase now that the weather is improving and the capital budget has been approved. No 2019 capital budget has been reported, as the amount of capital budget to be brought forward from prior years has not been finalized.

## Water, Wastewater and Storm water Budgets

At the end of the first quarter, revenues are lower than budget by \$1.2 million and expenditures are lower by \$1.0 million. Flushing is considerably lower than this time last year (2019 - 82,238 m3; 2018 – 212,275 m3).

Storm water revenues were lower due to the timing of the billing, with bills going out after the final tax bills are sent.

## 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.

We continue to monitor Bill 108, More Homes More Choices Act, 2019. At this point, there is insufficient information to determine any operational impact.

## Investments

### *Active investments:*

The investment summary for the three months ended March 31, 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 2.9% compared to a weighted average benchmark of 2.45% for the period. We earned incremental income of \$74,605, which was higher than the \$43,750 approved by Council in the 2019 budget to be transferred to the Tax Supported Operating Fund. Therefore, \$30,855 was allocated to the Reserve Funds.

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

\$54,505,218 (85.1%) GIC's with major banks  
\$23,190 (0.0%) loan to an external party  
\$9,567,266 (14.9%) in non-traditional investments

Of the \$54.5 million in GIC's, \$14.5 million are secondary market GIC's. These are GIC's bought back from clients who need to get out of their non-cashable GIC's before maturity and purchased by the Town through one of our investment brokers – Royal Bank of Canada – often with better yields than regular GIC's. Interest on these GIC's 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 GIC's term instead of recognizing it all when it matures.

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 \$320,000 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 First Quarter Operating Results (1 pg.)
- 2019 First Quarter Capital Expenditures (1 pg.)
- 2019 First Quarter Water, Wastewater and Stormwater Operating Results (1 pg.)
- Investment Summary for the Three Months Ended March 31, 2019 (1 pg.)

## 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 First Quarter

### CAPITAL EXPENDITURES

Commission / Department / Area	Year-to-Date Actual (December 31, 2019) (\$)	Budget for 2019 (\$)	% of Spending
<b><u>General Government</u></b>			
	16,633	TBD	
<b>Total</b>	<b>16,633</b>	<b>TBD</b>	
<b><u>Corporate Services</u></b>			
Information Technology	154,951	TBD	
Legislative Services	-	TBD	
<b>Total</b>	<b>154,951</b>	<b>TBD</b>	
<b><u>Community Services</u></b>			
Recreation & Culture Services	10,824	TBD	
<b>Total</b>	<b>10,824</b>	<b>TBD</b>	
<b><u>Development &amp; Infrastructure Services</u></b>			
Planning & Building	184,374	TBD	
Roads	(133,139)	TBD	
Water	(7,979)	TBD	
Wastewater	-	TBD	
Storm Water	4,681	TBD	
Facilities	530,355	TBD	
Parks	65,523	TBD	
Trails	1,460	TBD	
Other	350,453	TBD	
<b>Total</b>	<b>995,728</b>	<b>TBD</b>	
<b><u>Library Services</u></b>			
	33,479	TBD	
<b>Total</b>	<b>33,479</b>	<b>TBD</b>	
<b><u>Central York Fire Services</u></b>			
	63,182	TBD	
<b>Total</b>	<b>63,182</b>	<b>TBD</b>	
<b>GRAND TOTAL</b>	<b>1,274,797</b>	<b>TBD</b>	



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

Departments	Year-to-Date to March 31, 2019			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	\$	\$	\$	\$
<b>Members of Council</b>				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	335,519	296,444	(39,075)	1,277,073
<b>Net surplus/(deficit)</b>	<b>(335,519)</b>	<b>(296,444)</b>	<b>(39,075)</b>	<b>(1,277,073)</b>
<b>C.A.O. - Office</b>				
<i>Revenues</i>	10,000	63,732	(53,732)	254,932
<i>Expenditures</i>	1,054,024	1,117,845	63,821	3,394,526
<b>Net surplus/(deficit)</b>	<b>(1,044,024)</b>	<b>(1,054,113)</b>	<b>10,089</b>	<b>(3,139,594)</b>
<b>Corporate Services</b>				
<i>Revenues</i>	467,780	550,248	(82,468)	2,201,050
<i>Expenditures</i>	2,610,717	2,973,642	362,925	12,524,987
<b>Net surplus/(deficit)</b>	<b>(2,142,937)</b>	<b>(2,423,394)</b>	<b>280,457</b>	<b>(10,323,937)</b>
<b>Central York Fire Services</b>				
<i>Revenues</i>	25,369	88,639	(63,270)	354,561
<i>Expenditures</i>	2,445,809	3,082,314	636,505	15,126,393
<b>Net surplus/(deficit)</b>	<b>(2,420,440)</b>	<b>(2,993,675)</b>	<b>573,235</b>	<b>(14,771,832)</b>
<b>Community Services</b>				
<i>Revenues</i>	2,213,591	1,908,597	304,994	7,787,612
<i>Expenditures</i>	2,464,118	2,429,233	(34,885)	11,308,054
<b>Net surplus/(deficit)</b>	<b>(250,527)</b>	<b>(520,636)</b>	<b>270,109</b>	<b>(3,520,442)</b>
<b>Development &amp; Infra. Services</b>				
<i>Revenues</i>	1,337,889	1,477,768	(139,879)	6,206,059
<i>Expenditures</i>	7,007,444	9,040,004	2,032,560	36,673,764
<b>Net surplus/(deficit)</b>	<b>(5,669,555)</b>	<b>(7,562,236)</b>	<b>1,892,681</b>	<b>(30,467,705)</b>
<b>Library Services</b>				
<i>Revenues</i>	58,378	66,767	(8,389)	331,477
<i>Expenditures</i>	816,602	853,473	36,871	3,574,339
<b>Net surplus/(deficit)</b>	<b>(758,225)</b>	<b>(786,706)</b>	<b>28,481</b>	<b>(3,242,862)</b>
<b>General Government</b>				
<i>Revenues</i>	1,028,580	736,398	292,182	4,551,200
<i>Expenditures</i>	254,988	443,654	188,666	1,100,490
<b>Net surplus/(deficit)</b>	<b>773,592</b>	<b>292,744</b>	<b>480,848</b>	<b>3,450,710</b>
<b>Debt Servicing</b>				
<i>Revenues</i>	605,186	630,188	(25,002)	2,520,745
<i>Expenditures</i>	2,076,504	2,068,394	(8,110)	5,711,283
<b>Net surplus/(deficit)</b>	<b>(1,471,317)</b>	<b>(1,438,206)</b>	<b>(33,111)</b>	<b>(3,190,538)</b>
<b>Property Taxes</b>				
<i>Revenues</i>	30,975,638	30,894,732	80,906	63,831,298
<i>Expenditures</i>	-	-	-	-
<b>Net surplus/(deficit)</b>	<b>30,975,638</b>	<b>30,894,732</b>	<b>80,906</b>	<b>63,831,298</b>
<b>Allocations</b>				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	(663,048)	(663,048)	(0)	(2,651,975)
<b>Net surplus/(deficit)</b>	<b>663,048</b>	<b>663,048</b>	<b>(0)</b>	<b>2,651,975</b>
<b>GRAND-TOTAL</b>				
<i>Revenues</i>	36,722,411	36,417,069	305,342	88,038,934
<i>Expenditures</i>	18,402,677	21,641,955	3,239,278	88,038,934
<b>Net surplus/(deficit)</b>	<b>18,319,734</b>	<b>14,775,114</b>	<b>3,544,619</b>	<b>0</b>

# Town of Newmarket

## 2019 First Quarter

### Water, Wastewater & Stormwater Operating Results

Area	Year-to-date (March 31, 2019)				Full Year Budget \$
	Actual	Budget	Variance		
	\$	\$	\$	%	
<b>Water Rate Group</b>					
<i>Revenues</i>	4,085,121	4,474,214	(389,093)	-8.7%	18,985,783
<i>Expenditures</i>	3,691,180	4,159,037	467,857	11.2%	18,123,356
<b>Net</b>	<b>393,941</b>	<b>315,177</b>	<b>78,764</b>	<b>20.0%</b>	<b>862,427</b>
<b>Wastewater Rate Group</b>					
<i>Revenues</i>	4,661,945	5,096,838	(434,893)	-8.5%	21,646,586
<i>Expenditures</i>	3,161,390	3,148,117	(13,273)	-0.4%	14,025,656
<b>Net</b>	<b>1,500,554</b>	<b>1,948,721</b>	<b>(448,167)</b>	<b>-23.0%</b>	<b>7,620,930</b>
<b>Storm Water Rate Group</b>					
<i>Revenues</i>	74,441	473,986	(399,545)	-84.3%	2,069,804
<i>Expenditures</i>	96,881	392,981	296,100	75.3%	1,708,952
<b>Net</b>	<b>(22,440)</b>	<b>81,005</b>	<b>(103,445)</b>	<b>-127.7%</b>	<b>360,852</b>
<b>Allocations</b>					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	663,224	663,224	0	0.0%	2,652,852
<b>Net</b>	<b>(663,224)</b>	<b>(663,224)</b>	<b>0</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>	1,231,759	1,543,667	311,908	20.2%	6,191,357
<b>Net</b>	<b>(1,231,759)</b>	<b>(1,543,667)</b>	<b>311,908</b>	<b>0.0%</b>	<b>(6,191,357)</b>
<b>GRAND-TOTAL</b>					
<i>Revenues</i>	8,821,507	10,045,038	(1,223,531)	-12.2%	42,702,173
<i>Expenditures</i>	8,844,434	9,907,026	1,062,592	10.7%	42,702,173
<b>Net</b>	<b>(22,928)</b>	<b>138,012</b>	<b>(160,940)</b>	<b>-116.6%</b>	<b>-</b>

### Reserve Fund Investment Summary for the Three Months Ended March 31, 2019

Description	Principal Amount		Starting Date	Term	January 1 to March 31, 2019			
	2019-01-01	2019-03-31			Interest Rate	Return on Investment	Benchmark Return	Incremental Income
Royal Bank	\$14,082,164	\$14,505,218	2017-09-21	Various	various	\$77,851	\$88,098	-\$10,247
National Bank	\$10,000,000	\$10,000,000	2018-05-11	3 years	2.93%	\$72,247	\$60,411	\$11,836
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	1 year	2.85%	\$42,164	\$36,247	\$5,918
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	2 years	3.26%	\$48,230	\$36,247	\$11,984
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	3 years	3.33%	\$49,266	\$36,247	\$13,019
Bank of Nova Scotia	\$6,000,000	\$6,000,000	2018-12-10	4 years	3.43%	\$50,745	\$36,247	\$14,499
CIBC	\$6,000,000	\$6,000,000	2018-12-10	5 years	3.55%	\$52,521	\$36,247	\$16,274
Loan - Newmarket Soccer Club Development Charges and Planning Fees	\$24,686	\$23,190	2011-09-30	10 years	4.00%	\$236	\$145	\$91
Internal Loan -Solar Panels (2013, Various Facilities)	\$210,511	\$207,671	2013-12-01	20 years	3.00%	\$1,572	\$1,284	\$288
Internal Loan - RJT Solar Panels (2014)	\$540,714	\$534,030	2015-01-01	20 years	3.00%	\$4,039	\$3,299	\$740
Internal Loan - Magna Solar Panels (2015)	\$1,312,514	\$1,297,093	2016-01-01	20 years	2.70%	\$8,825	\$8,008	\$817
Internal Loan - Honeywell Streetlights Retrofit Project	\$7,611,715	\$7,528,472	2013-12-10	20 years	3.00%	\$51,194	\$41,808	\$9,386
<b>Sub-Total</b>	<b>\$63,782,304</b>	<b>\$64,095,674</b>				<b>\$458,890</b>	<b>\$384,285</b>	<b>\$74,605</b>

Incremental investment income included in 2019 Operating Budget, transferred to the Tax-Supported Operating Fund in 2019 per the Investment Strategy

**\$43,750**

Incremental investment income allocated to reserve funds in 2019 per the Investment Strategy

**\$30,855**



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
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# **Briefing Note**

## **2019-02**

### **Q1 2019 – Grant and Allocation Funding Activity**

To: Jag Sharma, Chief Administrative Officer

Department(s): Innovation & Strategic Initiatives

Author(s): Brett Morrow; Cindy Wackett

Date: May 17, 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 first quarter (Q1) of 2019 ending March 31, 2019. Appendix A – Q1 2019 Grant and Allocation Funding Activity table summarizes the status of approved grant applications.

#### **Discussion**

The approval of two grants<sup>1</sup> in the first quarter of 2019 provided \$47,604 in new funding. Four grants were submitted for funding in the first quarter of 2019. Newmarket continues to receive funding from 15 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 key projects. Staff are also building a grant strategy for the Mulock Estate to ensure adequate funds are allocated to this priority project.

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<sup>1</sup> Municipal Energy Plan Program (\$25,000); Green Jobs Initiative (\$22,604)

<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)

## **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. In February 2018, a Grant Coordinator position was filled by contract to sustain these efforts and provide the internal capacity for continued grant application success, research, and meeting stringent government/agency reporting timelines.

## **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 \$3.4 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 – Q1 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.



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## Appendix 'A' to Briefing Note 2019-02 Q1 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 Summer 2019.
FCM - Municipalities for Climate Innovation Program	October 2017-Q4 2019	\$231,432	\$175,000	In-kind only	Macro stormwater management economic study	Approved. Partial payment of funds received. Final payment to follow submission of project completion report.
National Disaster Mitigation Program	November 2018- March 2020	\$40,000	\$20,000	\$20,000	Town of Newmarket: Corporate Climate Change Risk Scan	Approved. Transfer payment agreement being drafted by the federal government
Career Launcher (NRCan)	December 2018-June 2019	\$23,320.44	\$11,660.22	\$11,660.22	Funding for Community Energy Plan Intern Position	Approved. Intern work period January-June 2019.
<b>Total \$\$</b>		<b>\$4,292,905.72</b>	<b>\$2,847,362.86</b>	<b>\$1,389,210.86</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	Coordination of 2019 submission underway.
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	Co-Creation Wayne Waratah	Approved. Partial payment received. Final payment of funds to be distributed after submission of final report.
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.
<b>Total \$\$</b>		<b>\$2,390,157</b>	<b>\$388,102.89</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
Lake Simcoe Regional Conservation Authority	November 2017-Q3 2018	\$55,240	\$27,620	\$27,620	Queen Street LID	Approved. Funding to be transferred Q2 2019.
Canadian Parks and Recreation Association (Green Jobs Initiative)	Summer 2019	\$45,208	\$22,604	\$22,604	This grant is funding 50% of the wages and employee costs for 4 of Newmarket's Seasonal Park Workers for the Summer	Approved. Funding to be transferred following completion of the work term
<b>Total \$\$</b>		<b>\$100,448</b>	<b>\$50,224</b>	<b>\$50,224</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: \$5000	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>\$3,427,322.80</b>
<b>Total Allocation and Grant Funding \$\$</b>	<b>\$10,224,544.95</b>