



# Town of Newmarket Council Information Package

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Date: July 3, 2020

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## **Information Reports**

The following information reports were distributed during this period:

INFO-2020-21 COVID-19 Re-Openings Update







## Clerk's Department

595 9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3  
519-372-0219 / 1-800-567-GREY / Fax: 519-376-8998

June 16, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honourable Doug Ford:

Please be advised that at it's June 11<sup>th</sup>, 2020 meeting, Grey County Council endorsed the following resolution for your consideration:

CW93-20      Moved by: Councillor Robinson      Seconded by: Councillor Keaveney

**Whereas now more than ever in our increasingly electronic world, Grey County families and business owners have a need for reliable and affordable broadband to conduct business and stay connected both locally and beyond; and**

**Whereas broadband is a contributing social and economic driver in supporting the vitality and growth of our communities; and**

**Whereas families require internet to enable their children to complete school assignments, take online courses, maintain a human connection, or just stream movies at home; and**

**Whereas Grey County agriculture production, medical, health care, manufacturing, retail and the service industry depend on reliable high-speed connections to support and ensure business continuity and success; and**

**Whereas connectivity has been a lifeline for those businesses and sectors with access to reliable broadband during this global pandemic; and**

**Whereas reliable broadband will continue playing an essential role in the economic and social recovery of communities across Grey**

**County post-pandemic; and**

**Whereas not all areas of Grey County are within a connectivity coverage area which continues to be increasingly challenging, and amplified by the COVID-19 pandemic; and**

**Whereas Grey County has unserved areas as well as under-served areas that receive inadequate or disproportionately low levels of service; and**

**Whereas while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and**

**Whereas the need for broadband infrastructure improvement is now;**

**Now Therefore Be It Resolved that Grey County representing our Grey County residents and business owners alike, call to action Premier Ford; Minister of Infrastructure, Minister Scott; Ministry of Agriculture, Food and Rural Affairs, Minister Ernie Hardeman and Associate Minister of Energy & MPP Walker to champion the implementation of broadband in the unserved and under-served areas of Grey County; and**

**That this resolution be forwarded to all Ontario municipalities for their endorsement.**

If you require anything further, please do not hesitate to contact me.

Yours truly,

Tara Warder  
Deputy Clerk/Legislative Coordinator  
(519) 372-0219 x 1294  
[tara.warder@grey.ca](mailto:tara.warder@grey.ca)  
[www.grey.ca](http://www.grey.ca)

cc Hon. Laurie Scott, Minister of Infrastructure  
Hon. Bill Walker, Associate Minister of Energy & Bruce – Grey - Owen Sound MPP  
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs  
All Ontario Municipalities



T 705-635-2272  
 TF 1-877-566-0005  
 F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
 1012 Dwight Beach Rd  
 Dwight, ON P0A 1H0

June 17, 2020

Honourable Doug Ford  
 Premier of Ontario  
 Legislative Building  
 Queen's Park  
 Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Letter of Support for High Speed Internet Connectivity in Rural Ontario**

On behalf of the Council of the Corporation of the Township of Lake of Bays, this is to advise you that the following resolution was adopted by Council at its meeting held on June 16, 2020.

**"Resolution #6(b)/06/16/20**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays supports the attached resolution from the Township of Armour requesting support for High Speed Internet Connectivity in Rural Ontario; and**

**FURTHER that this resolution be circulated to Scott Aitchison, MP for Parry Sound-Muskoka and Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.**

**Carried."**

For your reference, enclosed is a copy of the correspondence that was sent from the Township of Armour dated April 29, 2020.

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
 Director of Corporate Services/Clerk.

Encl.  
 CS/cw

cc. Scott Aitchison, M.P for Parry Sound-Muskoka  
 Norm Miller, M.P.P for Parry Sound-Muskoka  
 Ontario Municipalities





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**DISTRICT OF PARRY SOUND**

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April 29, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Re: Support Resolution - High Speed Internet Connectivity in Rural Ontario

At its meeting held on April 28, 2020, the Council of the Township of Armour passed Resolution #6 supporting our Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

A copy of Council's Resolution #6 dated April 28, 2020 and Councillor Ward's letter is attached for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Charlene Watt". The signature is written in a cursive, flowing style.

Charlene Watt  
Deputy Clerk

Cc: MPP Norm Miller, MP Scott Aitchison and Ontario Municipalities

Enclosures



# CORPORATION OF THE TOWNSHIP OF ARMOUR

## RESOLUTION

**Date:** April 28, 2020

**Motion #** 6.

That the Council of the Township of Armour supports the letter, dated April 15, 2020 from Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas. Furthermore, that this resolution and the letter be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

**Moved by:**

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

**Seconded by:**

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

*[Handwritten Signature]*

**Declaration of Pecuniary Interest by:**

**Recorded vote requested by:**

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

The COVID-19 pandemic in Ontario has highlighted both our positive responses to a crisis, and some definite shortcomings in infrastructure, systems and services which need to be addressed on a long-term basis. Setting priority on solving these issues will be a challenge, given the differing agendas and the strained budgets. Solving fundamental issues should focus on the most basic needs as a starting point. One of the clear needs in a rural community such as the Almaguin Highlands, highlighted further by recent events, is the need for proper high-speed internet connectivity. Healthcare and education are both going down a path where appropriate connectivity is assumed. Like many models that move outward from metropolitan areas, this assumption is lost on rural areas. For the vast majority of households in our community, true high-speed connectivity simply does not exist. For the vast majority of future strategies in healthcare and education, there is an assumption that it does exist.

Even in areas in the Almaguin Highlands which have 'high-speed' internet, the overall infrastructure is still limited. It is certainly not designed to deal with a sudden huge peak in demand. Whereas the capacity in large urban centres is built to handle the added throughput, there are clear limitations here. The best way to explain it is a comparison to hydro. Imagine if everyone went home at the same time and turned their lights on, but because there wasn't enough hydro capacity overall, all lights were 50% dimmer than normal and some appliances simply didn't work. We no longer have to imagine what happens with internet speed during peak usage. Suddenly during the COVID pandemic, people are working from home who have never worked from home. Kids are trying to do courses on-line. People who are not working are turning on-line to stay connected. Video-conferencing, which was a totally foreign concept to many, is now part of daily routine. Any idea how much internet bandwidth video uses? It's no wonder we hit a wall.

The future of healthcare sees patients being monitored and cared for in their own homes, through the use of technology. The future of education sees students doing much of their learning on-line. The future of business and commerce sees the ability to function outside the 'bricks and mortar' of an office location. Malls disappear and on-line shopping is the norm. For some, that future has already arrived. Our area has already been drastically affected by cutbacks in the area of healthcare and education through gradual decreases in budgets and services. Technology offers us the ability to level the playing field to a great extent. High-speed connectivity cannot be seen as a luxury or a nice-to-have, any more than hydro should be seen that way. In order to solve some other problems (i.e. skyrocketing budgets in healthcare and education) the wise investment is in providing connectivity for every resident in the province.



Rod Ward  
Councillor  
Armour Township







## **CORPORATION OF THE TOWN OF RENFREW**

### **RESOLUTION NO. 2020 - 06 - 44**

Moved By: Reeve Emon  
Seconded By: Councillor Jamieson

**WHEREAS** the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

**AND WHEREAS** the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

**AND WHEREAS** the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

**AND WHEREAS** the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

**AND WHEREAS** the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in *the Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

**AND WHEREAS** both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

**AND FURTHER THAT** a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- CARRIED -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23<sup>rd</sup> day of June 2020.

DATED at Renfrew, Ontario  
this 24<sup>th</sup> day of June 2020.

*Jennifer Charkavi*

\_\_\_\_\_  
Jennifer Charkavi





**THE CORPORATION OF THE CITY OF SARNIA  
City Clerk's Office**

255 Christina Street N. PO Box 3018  
Sarnia ON Canada N7T 7N2  
519 332-0330 519 332-3995 (fax)  
519 332-2664 (TTY)  
[www.sarnia.ca](http://www.sarnia.ca) [clerks@sarnia.ca](mailto:clerks@sarnia.ca)

June 24, 2020

To: All Ontario Municipalities

**Re: Long Term Care Home Improvements**

At its meeting held on June 22, 2020, Sarnia City Council adopted the following resolution submitted by Councillor Margaret Bird with respect to the conditions in Long Term Care homes exposed by the pandemic:

***That due to the deplorable conditions exposed by the pandemic in LTC homes in the province, and because this is a time for action, not just continuous streams of investigations, commissions and committees, and because the problems have been clearly identified, that Sarnia City Council direct staff to send this motion to the 444 Ontario Municipalities, asking them to urge Premier Ford to start implementing the required resolutions immediately, as follows:***

- 1. increasing hours for all part-time and casual labour***
- 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators, and***
- 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Doug Ford, Premier of Ontario; and

City of Sarnia, City Clerk's Office  
[clerks@sarnia.ca](mailto:clerks@sarnia.ca)

Sincerely,

A handwritten signature in blue ink that reads "Dianne Gould-Brown". The signature is written in a cursive style with a large initial 'D'.

Dianne Gould-Brown  
City Clerk

cc: AMO

**Regional Council Decision - Direct Purchase of Services Ontario One Call**

On June 25, 2020 Regional Council made the following decision:

1. Council authorize the direct purchase of locate notification and secondary screening services from Ontario One Call from October 2020 to October 2025, pursuant to the direct purchase provisions of the Purchasing Bylaw.
2. The Commissioners of Transportation Services and Environmental Services be authorized to execute separate agreements with Ontario One Call, as required, for operational purposes and to meet provincial regulatory requirements.
3. The Regional Clerk circulate this report to the Clerks of the local municipalities.

The original staff report is attached for your information.

Please contact Joseph Petrunaro, Director Roads and Traffic Operation, Transportation Services, at 1-877-464-9675 ext. 75220 or Roy Huetl, Director Operations Maintenance and Monitoring, Environmental Services, at ext. 75323. if you have any questions with respect to this matter.

Regards,

**Christopher Raynor** | Regional Clerk, Regional Clerk's Office, Corporate Services

---

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
O: 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

Our Mission: **Working together to serve our thriving communities – today and tomorrow**



# The Regional Municipality of York

Committee of the Whole  
Transportation Services  
June 11, 2020

Joint Report of the Commissioner of Transportation Services  
and the Commissioner of Environmental Services

## Direct Purchase of Services Ontario One Call

### 1. Recommendations

1. Council authorize the direct purchase of locate notification and secondary screening services from Ontario One Call from October 2020 to October 2025, pursuant to the direct purchase provisions of the Purchasing Bylaw.
2. The Commissioners of Transportation Services and Environmental Services be authorized to execute separate agreements with Ontario One Call, as required, for operational purposes and to meet provincial regulatory requirements.
3. The Regional Clerk circulate this report to the Clerks of the local municipalities.

### 2. Summary

This report seeks Council approval for the direct purchase of locate notification and secondary screening services for the Region's underground infrastructure from Ontario One Call (ON1Call) to ensure compliance with regulatory obligations and provisions of the Purchasing Bylaw. Council approval is required under sections 10 and 18 of Purchasing Bylaw 2017-30 because the projected total combined five-year financial impact exceeds \$150,000 and the aggregate term is greater than five years.

#### Key Points:

- No excavation may commence in Ontario without first obtaining locates for all underground infrastructure that may be affected by the proposed excavation.
- ON1Call is the single point of contact for all underground infrastructure locate requests in Ontario and the only entity capable of providing locate notification services. The Region has been a member of ON1Call since 2012.
- The current five-year contract with ON1Call ends in October 2020.
- Transportation and Environmental Services manage locate requests received by ON1Call using their respective locate programs. Each department budgets for their portion of costs.

- Transportation Services operates and maintains 867 signalized intersections, 7100 street lights and 625 kilometres of underground culverts and storm sewers along Regional roads. Environmental Services operates and maintains more than 650 kilometres of underground water and wastewater infrastructure, including watermains, sewers and chambers.

### 3. Background

#### **Provincial legislation requires all municipalities participate in the Ontario One Call program and identify the location of underground infrastructure**

Provincial legislation requires the Region provide timely underground infrastructure locate services to protect the well-being of the public, minimize service interruptions and prevent costly damages to underground infrastructure.

#### **ON1Call is designated as the single point of contact for all underground infrastructure locate requests in Ontario**

ON1Call has been contracted for locate services for the past five years through approval provided by Council in [September 2015](#). The five-year period ends in October 2020.

ON1Call's performance has been both accurate and timely. The fee schedule is reasonable and a lower cost than engaging another third party service provider. Since On1Call's screening service is closely integrated with their call centre, implementation and ongoing engagement costs are minimal.

### 4. Analysis

#### **Mandatory service fees are paid to ON1Call for receiving locate notifications**

ON1Call is a not-for-profit organization. Excavators are not charged a fee for placing a locate request. Fees are collected from owners of underground infrastructure (member municipalities and non-municipal utility members such as Enbridge Gas, Rogers, Bell).

#### **Optional secondary screening service provided by ON1Call mitigates risk and reduces work load for Environmental Services**

Staff implemented a risk mitigation strategy to screen requests and prioritize high risk requests for appropriate attention by experienced locators. Screening locates effectively optimizes locate work load for staff.

ON1Call offers two levels of locate screening; primary and secondary. Secondary screening is an optional service at an additional fee. Both departments use ON1Call's automatic primary screening and they have taken different approaches towards secondary screening in view of different business needs, locate request volumes and available resources.

Secondary screening is a manual process whereby ON1Call staff evaluate each locate



request and may provide a clearance based on criteria, including proximity to Region-owned infrastructure. Environmental Services uses ON1Call to perform secondary screening of low risk locates. Clearance of high risk requests are performed by Environmental Services staff to best manage risks to critical infrastructure.

### **Council approval is required for direct purchase of ON1Call services**

Staff projects the combined five-year total of ON1Call services to be approximately \$470,000. This exceeds the \$150,000 threshold currently permitted under Purchasing Bylaw 2017-30 and the aggregate term is greater than five years. Approval for future authorizations will be sought under delegated authority.

### **Costs for services depend on the fee schedule set by ON1Call and the number of locate requests received**

Total cost of ON1Call services vary each year and depend on the annual fee schedule set by the ON1Call Board of Directors and number of locate requests received in proximity to Regional infrastructure. The annual volume of locate requests is dependent on the extent and nature of construction activities within the Region. Projected costs for ON1Call services for the next five years are based on 2019 volumes adjusted by 8%, as suggested by ON1Call, plus a 2% adjustment for forecasted inflation rates year over year.

## **5. Financial**

The projected five-year impact of this purchase for Transportation Services is \$206,207 (\$41,241 annually) and for Environmental Services \$262,970 (\$52,594 annually).

Costs for the direct purchase of ON1Call services are included in the approved 2020 Operating Budget and proposed Outlook years for Transportation Services and Environmental Services.

## **6. Local Impact**

Locate services prevent costly damages to underground infrastructure and promote continuity of service to local municipalities. Timely completion of Regional locates also benefits construction projects led by local municipalities and helps reduce construction delays. All municipalities are deemed members of ON1Call by the *Ontario Underground Infrastructure Notification System Act, 2012* and must comply with the Act.

## **7. Conclusion**

Provincial legislation requires the Region provide timely underground infrastructure locate services to protect the well-being of the public, minimize service interruptions and prevent costly damages to underground infrastructure.

ON1Call is designated as the single point of contact for all underground infrastructure locate requests in Ontario. The added value of ON1Call's secondary screening permits Environmental Services to achieve compliance goals and objectives of the *Ontario Underground Infrastructure Notification System Act, 2012* at a reasonable cost. Staff projects a combined five-year total cost of approximately \$470,000 to purchase ON1Call services.

It is recommended Council authorize the direct purchase of ON1Call locate notification and secondary screening services to ensure compliance with the Region's regulatory obligations and the provisions of the Purchasing Bylaw. It is further recommended the Commissioners of Transportation Services and Environmental Services be authorized to execute independent agreements with ON1Call to support each department's respective infrastructure over the next five years. Approval for future authorizations will be sought under delegated authority.

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For more information on this report, please contact Joseph Petrunaro, Director Roads and Traffic Operation, Transportation Services, at 1-877-464-9675 ext. 75220 or Roy Huetl, Director Operations Maintenance and Monitoring, Environmental Services, at ext. 75323. Accessible formats or communication supports are available upon request.

Recommended by: **Paul Jankowski**  
Commissioner of Transportation Services

**Erin Mahoney, M. Eng.**  
Commissioner of Environmental Services

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

May 22, 2020  
10721189

## Regional Council Decision - Rouge National Urban Park Future Trail Expansion

On June 25, 2020 Regional Council made the following decision:

1. Council authorize installation of pedestrian trail crossing signals at four Regional road crossings (14<sup>th</sup> Avenue, 16<sup>th</sup> Avenue, Major Mackenzie Drive and York-Durham Line) to facilitate the creation of a trail network connecting within the Rouge National Urban Park, to be funded by Parks Canada on the condition that long-term connectivity and integrated use of these Rouge National Urban Park trails with Regional and local trail networks is assured.
2. The Commissioner of Transportation Services be authorized to engage in further negotiations with Parks Canada to ensure opportunities regarding trail network connections benefitting Regional and local users are appropriately affected in the future.
3. The Regional Clerk forward this report to Parks Canada and the local municipalities.

The original staff report is attached for your information.

Please contact Joseph Petrunaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220 if you have any questions with respect to this matter.

Regards,

**Christopher Raynor** | Regional Clerk, Regional Clerk's Office, Corporate Services

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Our Mission: **Working together to serve our thriving communities – today and tomorrow**



# The Regional Municipality of York

Committee of the Whole  
Transportation Services  
June 11, 2020

Report of the Commissioner of Transportation Services

## Rouge National Urban Park Future Trail Expansion

### 1. Recommendations

1. Council authorize installation of pedestrian trail crossing signals at four Regional road crossings (14<sup>th</sup> Avenue, 16<sup>th</sup> Avenue, Major Mackenzie Drive and York-Durham Line) to facilitate the creation of a trail network connecting within the Rouge National Urban Park, to be funded by Parks Canada on the condition that long-term connectivity and integrated use of these Rouge National Urban Park trails with Regional and local trail networks is assured.
2. The Commissioner of Transportation Services be authorized to engage in further negotiations with Parks Canada to ensure opportunities regarding trail network connections benefitting Regional and local users are appropriately affected in the future.
3. The Regional Clerk forward this report to Parks Canada and the local municipalities.

### 2. Summary

Parks Canada has requested Council approve installation of four pedestrian signals on Regional roads for the Rouge National Urban Park (Attachment 1). Parks Canada is prepared to fund installation of these signals. Given the partnership benefits and significance of future Regional trail network connection opportunities, the responsibility for future maintenance and operating costs is proposed to be assumed by the Region.

Key Points:

- Parks Canada's proposal has the potential to be the first part of a broader trail network vision including the future South York Greenway Cycling and Pedestrian Corridor
- Pedestrian signals would provide enhanced crossings and connections to the trail networks for pedestrians and cyclists
- Council has authority to approve pedestrian signals when the Traffic and Pedestrian Signal Policy volume requirements for stand-alone installations are not strictly met

### 3. Background

#### **Parks Canada is requesting approval to install four pedestrian signals on Regional roads for the Rouge National Urban Park**

Rouge National Urban Park is the largest urban park in North America overlapping the Cities of Toronto, Markham and Pickering and the Township of Uxbridge. Rouge National Urban Park welcomes hundreds of thousands of GTA residents and international visitors to the park each year to use more than 40 kilometres of hiking and cycling trails.

Rouge National Urban Park is an ecologically protected zone in the Greater Toronto Area consisting of 79.1 square kilometres of culturally and ecologically significant landscapes. Rouge National Urban Park is home to vast biodiversity with some of the last remaining working farms in the Greater Toronto Area, Carolinian ecosystems and human history dating back more than 10,000 years, including some of Canada's oldest known indigenous sites. The park will serve as a gateway for new, urban and young Canadians to experience and learn about Canada's environment and heritage. The Region is one of the original partners in the creation of Rouge National Urban Park and plays a role in providing services to residents and visitors.

**Figure 1**

#### **Hikers on the Orchard Trail in Rouge National Urban Park**



Parks Canada has a mandate to expand trail networks within Rouge National Urban Park, which border a portion of the southeast limits of the City of Markham and intersect with Regional roads at 14th Avenue, 16<sup>th</sup> Avenue, Major Mackenzie Drive and York/Durham Line. Parks Canada has requested the Region approve installation of four pedestrian signals at trail crossings intersecting Regional roads (Attachment 2). Parks Canada is prepared to fund installation of the pedestrian signals and has requested the Region cover maintenance and operating costs.

## **Pedestrian signals provide a safe crossing and enhanced connections to trail networks for pedestrians and cyclists**

A pedestrian signal provides stop control for motorists only when a pedestrian presses the push button. This triggers the pedestrian signal to display a red indication for motorists and a walk signal for pedestrians to cross safely. Motorists are delayed as pedestrians cross the road. During all other times, motorists receive a green indication. Figure 2 illustrates a pedestrian signal crossing installed at Milne Dam Conservation Park. Balancing safety and traffic flow while facilitating connections to regionally significant points of interest for pedestrians and cyclists is an important consideration.

**Figure 2**

### **Milne Dam Conservation Park Pedestrian Signal**



McCowan Road south of Highway 7

## **The Region partnered with Toronto and Region Conservation Authority, Parks Canada and the City of Markham for construction of enhancements in the Rouge National Urban Park as part of the Southeast Collector project**

In May 2010, the Region entered into a \$6 million financing agreement with Toronto and Region Conservation Authority to plan, design and implement the Bob Hunter Memorial Park plan, including other enhancements aimed at providing a positive legacy for the environment in the Rouge National Urban Park. This agreement was part of the total \$15 million enhancements approved by Council in [November 2008](#) as part of the Southeast Collector project. Enhancements funded by the Region built in the park were completed in December 2015 and included:



- Three pedestrian bridges across Little Rouge Creek (Figure 3)
- Three parking lots with space for more than 100 vehicles
- More than 10 kilometres of various trails (Figure 4)
- Ten wetlands
- More than 24 hectares of new planting, including creation of various habitats for birds, insects, amphibians and small animals

**Figure 3**

**Pedestrian Bridge across Little Rouge Creek in Rouge National Urban Park**



## 4. Analysis

### **The Region has an opportunity to partner with Parks Canada to establish future trail networks connecting to the Rouge National Urban Park**

The Region continues to promote active modes of transportation and enhancing pedestrian and cycling connections to key points of interest. Creating these connections may help improve the efficiency of our Regional road network by redistributing travel modes to more sustainable options, such as cycling or walking. This is an exciting opportunity for the Region to partner with Parks Canada creating a vision for connecting future trail networks. Figure 4 illustrates a trail along Little Rouge Creek in Rouge National Urban Park constructed in partnership with the Region. This will benefit residents and visitors offering safe and enjoyable recreational options by creating a sustainable multi-use trail system. To prepare for such an opportunity, it is proposed the Commissioner of Transportation Services be authorized to negotiate the details of longer-term agreements with Parks Canada to ensure Regional-level trail opportunities are appropriately integrated with the Rouge National Urban Park trail system.



**Figure 4**  
**Trail Along Little Rouge Creek in Rouge National Urban Park**



**Initial request for pedestrian signals is limited to the Rouge National Urban Park**

Parks Canada has identified the need for the four proposed pedestrian signals as part of a 10 kilometre trail network expansion in York Region, scheduled to be completed in 2021. The connection will form a link from the Bob Hunter area to Boyles Cemetery. The expansion forms part of connections within the Rouge National Urban Park trail system to park amenities, nearby attractions and green spaces and local and Regional trail and cycling networks. Figure 5 illustrates the 19<sup>th</sup> Avenue trailhead sign and park amenities.

**Figure 5**  
**19<sup>th</sup> Avenue Trailhead Sign and Park Amenities**



## **The pedestrian signals could be the next step in achieving a broader trail network vision to complete trail connections for York Region residents and visitors**

Rouge National Urban Park provides residents and visitors with opportunities for connections to Regional and Provincial trail and cycling networks, including The Great Trail, Greenbelt Route, Oak Ridges Trail and the future South York Greenway Cycling and Pedestrian Corridor (Attachment 3), which benefit recreational trail users and other pedestrian and cycle users within the Region.

Parks Canada aims to link Lake Ontario and the Great Trail to the Oak Ridges Moraine through long-term partnerships as part of a national trail strategy. Parks Canada is working towards achieving a park-wide trail network linking the Greater Toronto Area from Lake Ontario through the Great Trail to the Oak Ridges Moraine through ongoing expansion. This goal is part of their 10-year management plan and has been developed through continued partnerships with the Region, other municipalities and community partners.

### **Council has the authority to approve pedestrian signals when the Traffic and Pedestrian Signal Policy precludes installation**

Parks Canada's pedestrian trail volumes and results of traffic studies provided by Parks Canada's consultant indicate peak demands for pedestrian signals are expected to occur during the weekend when vehicular traffic volumes are considerably lower. Weekday pedestrian trail volumes are low in comparison to weekend volumes, resulting in minimal delay to traffic during weekday peak periods. Based on these operating conditions, pedestrian signals do not satisfy the strict warrant calculations under the current Regional approval policy that would allow staff to install pedestrian signals without specific Council direction.

Pedestrian signals will demonstrate the Region's commitment to ensuring a positive legacy for communities. There have been instances in the past where, due to the complexity of other circumstances, staff has recommended and/or Council has directed signal crossings to be installed despite the warrant not being strictly achieved.

## **5. Financial**

Parks Canada has proposed to pay installation costs of the pedestrian signals, which are approximately \$150,000 per location, and is requesting the Region cover annual maintenance and operating costs of approximately \$2,000 per location per year.

## **6. Local Impact**

The requested pedestrian signals will provide a safe connection for residents and visitors to the Rouge National Urban Park and the potential to serve a broader trail network. The recommendations of this report have been shared with local municipal staff.

## 7. Conclusion

Parks Canada has requested Council approve installation of four pedestrian signals on Regional roads for the Rouge National Urban Park at their cost. Parks Canada proposes the Region cover maintenance and operating costs. Pedestrian signals provide a safe crossing and enhanced connections to trail networks for pedestrians and cyclists. The pedestrian signals have the potential to be the first part of a broader trail network vision to influence the future South York Greenway Cycling and Pedestrian Corridor. Pedestrian signals will demonstrate the Region's commitment to ensuring a positive legacy for communities. There have been instances in the past where, due to the complexity of other circumstances, staff has recommended and/or Council has directed signal crossings be installed despite the warrant not been strictly achieved.

Council has authority to approve pedestrian signals when the Traffic and Pedestrian Signal Policy precludes installation.

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For more information on this report, please contact Joseph Petrunaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220. Accessible formats or communication supports are available upon request.

Recommended by: **Paul Jankowski**  
Commissioner of Transportation Services

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

May 22, 2020  
Attachments (3)  
10638471



Dear York Region Council and Committee:

Parks Canada is pleased to provide this letter of support for the creation of four pedestrian-activated signalized crossings for Rouge National Urban Park within the Regional Municipality of York, and we are grateful for our excellent working relationship with York Region officials and staff. Please also consider this letter as a request for us to work in partnership on aspects of this project – specifically the long-term maintenance of these important community assets.

In 2012, Parks Canada began working with all levels of government, including York Region, as well as Indigenous partners and other stakeholders to establish Rouge National Urban Park in the Greater Toronto Area. With the maintenance or restoration of ecological integrity as the first priority in all aspects of the park's management, Rouge National Urban Park protects nature, culture and agriculture within its 79.1 km<sup>2</sup> study area. As one of the original partners in the creation of Rouge National Urban Park, York Region works closely and collaboratively with Parks Canada to provide services to residents and visitors in areas of jurisdictional overlap, as many park users are York Region residents.

Rouge National Urban Park welcomes thousands of area residents and visitors to the park each year through a variety of visitor service offers such as seasonal events, educational programs, a free shuttle bus, and an award-winning guided walk program. The trail system throughout Rouge National Urban Park, which is currently undergoing a significant expansion, is the park's main visitor offer and most frequently used attraction.

To this end, Parks Canada is working towards completing a park-wide trail network in Rouge National Urban Park that links Lake Ontario and the Oak Ridges Moraine – a longstanding goal of municipalities and community partners that have worked on establishing the park. This trail network is also a key aspect of the park's 10-year Management Plan that was developed with the strong participation of York Region. The safety of park users and pedestrians in York Region as they cross roads along the trail network is a vital aspect of this plan.

The trail network Parks Canada is designing for Rouge National Urban Park will allow visitors to explore the park's unique natural, cultural and agricultural landscapes. Trails will support the protection of natural, cultural and agricultural resources by selecting routes and construction methods that support ecological integrity, as well as the protection of cultural heritage.

Since the formal establishment of Rouge National Urban Park in 2015, Parks Canada has seen increasing numbers of visitors using the park's trails. In our last park survey, it was shown that 92 per cent of park visitors live less than one hour's drive away from the park, with many living in York Region. As one example, the Bob Hunter area of Rouge National Urban Park, located in York Region, sees significant daily use from local residents, with increasing visitation during special events and peak times in the fall. Park visitation is only expected to continue to grow as we work to complete the park's extensive trail network.



The creation of a 10 km section of the trail network scheduled to be completed in 2021 and located in the York Region area of the park will form a vital link from the Bob Hunter area to Boyles Cemetery and to the greater park-wide trail network. This section of trail will be multi-use and universally accessible to welcome and accommodate all types of visitors.

There are four immediate pedestrian-activated signalized road crossings that Parks Canada has identified the need for along York Region roads in order to complete trail connections, and they are as follows:

- 14<sup>th</sup> Avenue, west of York-Durham Line,
- 16<sup>th</sup> Avenue, east of Reesor Road., and
- Major Mackenzie Drive, west of Reesor Road.

The fourth road crossing in York Region is needed at York-Durham Line, north of Concession 8, for trail connectivity to the park's overall trail network. As routing is still being developed at this time for portions of this section of the trail, there may also be a potential need for one or two additional road crossings. Parks Canada is currently investigating the need for these additional road crossings and will report back to staff at York Region as soon as we have a clearer understanding of what is required.

A road crossing is also needed at Reesor Rd., north of 16<sup>th</sup> Ave., which falls under the jurisdiction of the City of Markham. Parks Canada has been in contact with Markham regarding this crossing and initial reviews indicate that they are supportive of a pedestrian-activated signal crossing at this location.

Parks Canada is also liaising with the Ministry of Transportation regarding a Highway 7 crossing, East of Reesor Rd. in the Locust Hill community. Initial discussions support a Level 2, Type B PXO pedestrian crossing approach.

It's anticipated that the new 10 km trail connection and the surrounding trail network in Rouge National Urban Park will be used by York Region residents, as well as visitors. As such, Parks Canada seeks to create these proposed pedestrian-activated signalized road crossings within York Region in partnership with the regional municipality. It is proposed that Parks Canada would pay for all of the initial capital, construction and installation costs associated with this critical infrastructure, and is seeking support from York Region to provide future servicing and maintenance requirements.

To advance this work, Parks Canada has been working with transportation engineers from WSP, an engineering consulting firm, as well as various government and regional authorities and experts, including York Region's Nelson Costa, Manager, Corridor Control and Safety. Parks Canada has been in contact with these authorities for preliminary discussions regarding options on the types of crossings to ensure pedestrian safety and that our plans align with local



government priorities. After many collaborative discussions and initial reviews with York Region staff, it has been determined that a pedestrian-activated signal crossing is the best type of crossing to ensure visitor safety and accessibility, and the ability to work with regional traffic monitoring requirements. Our partners within the municipality are supportive of reviewing this submission to implement these proposed signalized crossings at the locations noted above within the York Region area of Rouge National Urban Park.

Again, Parks Canada is grateful for the excellent working relationships we share with York Region officials and staff, and we're pleased to make this submission for the consideration of York Region Council and Committee. Parks Canada appreciates the opportunity to work closely with York Region to deliver these important trail connections so that local residents can enjoy and experience the best that the Rouge and its surrounding communities have to offer.

Thank you for your time and consideration of this request.

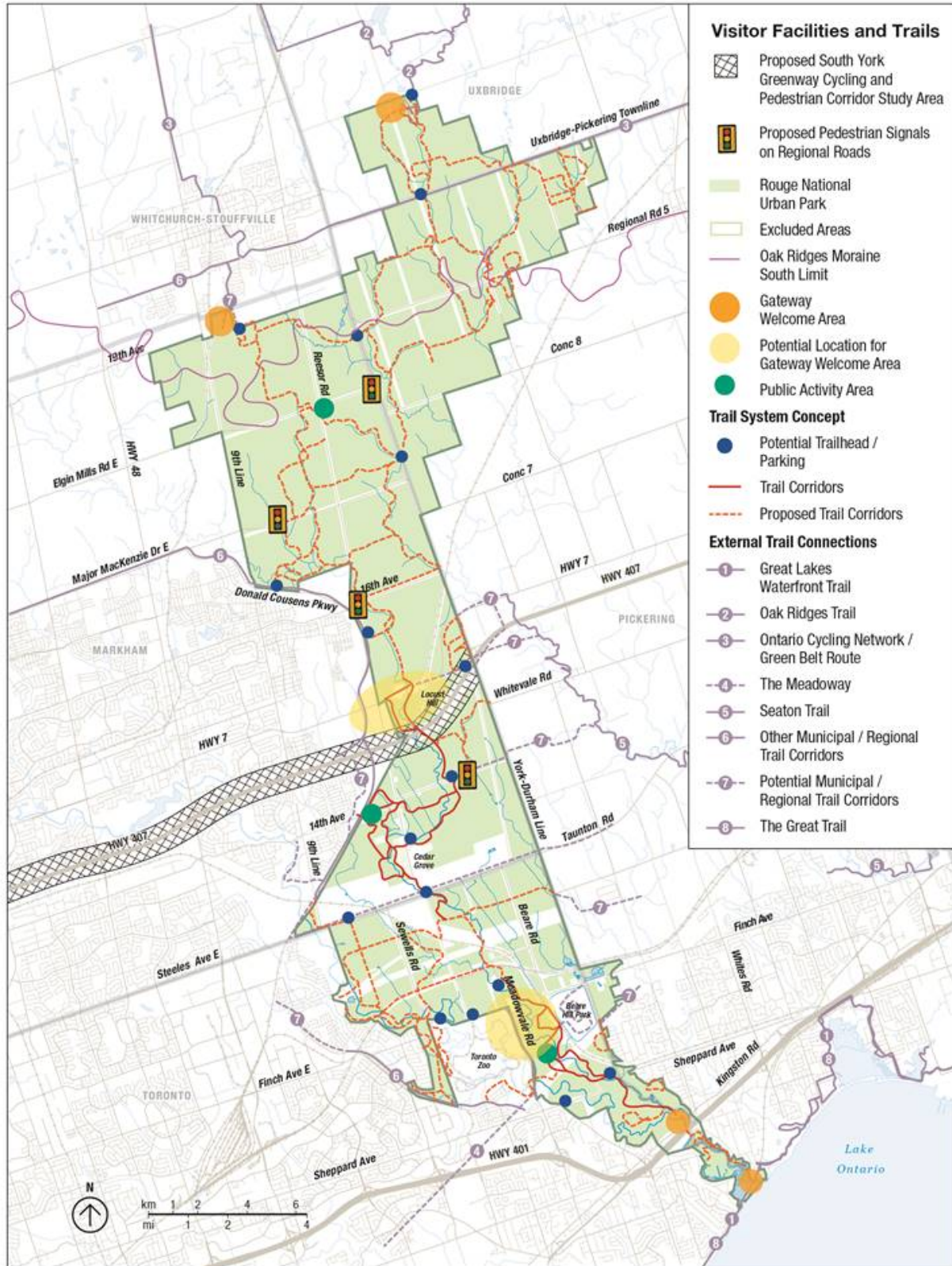
Sincerely,

Omar McDadi  
Acting Field Unit Superintendent, Rouge National Urban Park  
Parks Canada, Government of Canada  
[omar.mcdadi@canada.ca](mailto:omar.mcdadi@canada.ca)

Directeur p.i., Parc urbain national de la Rouge  
Parcs Canada, Gouvernement du Canada











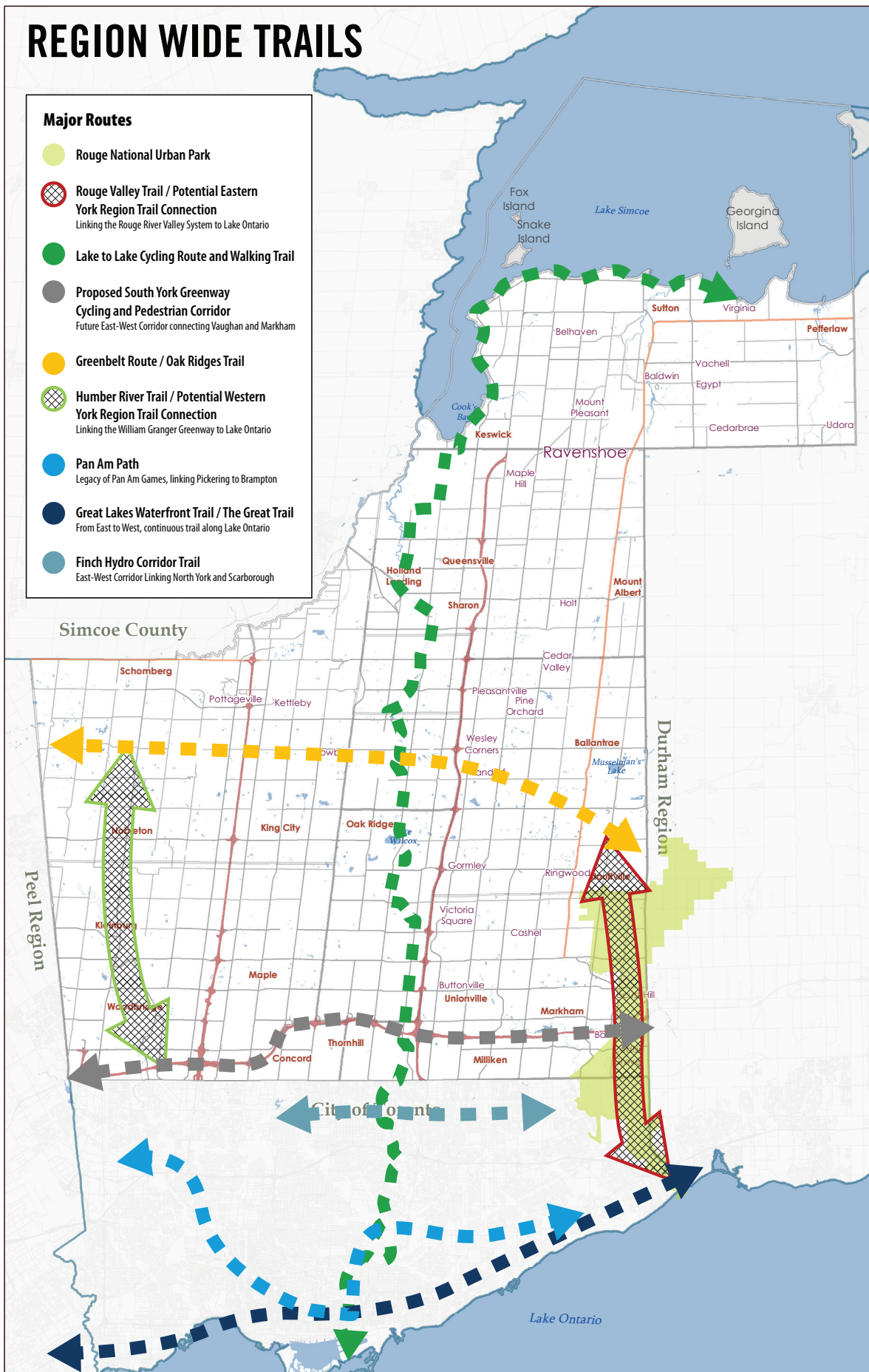
# Future Trail Connections Map



# REGION WIDE TRAILS

## Major Routes

-  Rouge National Urban Park
-  Rouge Valley Trail / Potential Eastern York Region Trail Connection  
Linking the Rouge River Valley System to Lake Ontario
-  Lake to Lake Cycling Route and Walking Trail
-  Proposed South York Greenway  
Cycling and Pedestrian Corridor  
Future East-West Corridor connecting Vaughan and Markham
-  Greenbelt Route / Oak Ridges Trail
-  Humber River Trail / Potential Western York Region Trail Connection  
Linking the William Granger Greenway to Lake Ontario
-  Pan Am Path  
Legacy of Pan Am Games, linking Pickering to Brampton
-  Great Lakes Waterfront Trail / The Great Trail  
From East to West, continuous trail along Lake Ontario
-  Finch Hydro Corridor Trail  
East-West Corridor Linking North York and Scarborough





## **Regional Council Decision - Court Services Annual Report**

On June 25, 2020 Regional Council made the following decision:

1. That the Regional Clerk circulate this report to the local municipalities

The original staff report is attached for your information.

Please contact Lisa Brooks, Director of Court Operations at ext. 73209 if you have any questions with respect to this matter.

Regards,

**Christopher Raynor** | Regional Clerk, Office of the Regional Clerk, Corporate Services

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

Our Mission: **Working together to serve our thriving communities – today and tomorrow**



# The Regional Municipality of York

Committee of the Whole  
Finance and Administration  
June 11, 2020

Report of the Deputy Regional Solicitor

## Court Services Annual Report 2019

### 1. Recommendation

It is recommended that the Regional Clerk circulate this report to the local municipalities

### 2. Summary

This report provides Council with an overview of the Court Services 2019 Annual Report (Attachment 1) submitted to The Ministry of the Attorney General. The report also provides a summary of Court Services 2019 workload activity, key accomplishments, and planned initiatives for 2020. The Annual Report is required under the Memorandum of Understanding with the Province of Ontario.

Key Points:

- In 2019, Court Services continued to create efficiencies in service delivery and supported improved access to justice through key initiatives such as expansion of Video Remote Testimony, all while upholding its mandate of serving the public interest through excellence in legal and justice services
- York Region worked in tandem with the Ministry of the Attorney General and York Regional Police to streamline and modernize court services and leverage technology such as exploring the use of a Digital Evidence Management System for disclosure of video evidence to improve operational efficiency, enhance customer service, and increase fine enforcement and collection
- Court Services innovation and commitment to excellence was recognized by the Association of Municipalities of Ontario (AMO) Peter J. Marshall Municipal Innovation Award and by the Municipal Court Manager's Association of Ontario (MCMA) peer recognition awards
- Court Services put an emphasis on employee training and development to create a positive working environment and provide services that are more accessible, responsive and effective

### 3. Background

#### **Court Services administers the *Provincial Offences Act* program under strict legislative and legal constraints by providing two distinct functions of Court Operations and Prosecutions**

In 1999, the province downloaded the responsibility for the administration, prosecution and fine collection of provincial offences to municipalities. The Ministry of the Attorney General retained the overall responsibility for the integrity of the justice program. *Provincial Offences Act* (POA) courts are subject to strict constraints through legislation, regulations, case law, and Ministry directives. York Region's Court Services operate the second largest POA court program in Ontario based on the number of charges filed. Court Services is comprised of two main functions: Court Operations and Prosecutions. Court Operations is primarily responsible for court support services and for the administration of all POA charges issued in York Region. Prosecutions provides a wide range of legal services including the prosecution of cases before the Ontario Court of Justice, appeals, and judicial reviews in the Ontario Superior Court, the Court of Appeal for Ontario, and the Supreme Court of Canada.

POA courts are a crucial part of the justice system providing administrative services to over 30 law enforcement and regulatory agencies, including municipal bylaw enforcement, York Regional Police (YRP), Ontario Provincial Police (OPP), and other provincial and federal enforcement agencies operating in York Region.

In accordance with the Inter-Municipal Agreement, all municipal parking, bylaw, building and fire code matters are administered and prosecuted by York Region at the Region's expense with all revenue collected from municipal matters disbursed to the appropriate municipality.

### 4. Analysis

#### **External factors continue to create pressure on resources, court capacity, and budget**

2019 key workload drivers and activity statistics:

- A total of 147,700 charges were filed , a slight decrease compared to 2018
- Received 37,718 requests for disclosure
- 50% of all Part I (e.g. *Highway Traffic Act*) charges are disputed, Part I charges represented over 80 per cent of all charges filed in 2019
- Over 161,341 customers were served through in-person and telephone service, representing a five per cent decrease from 2018
- Over 134,267 matters were on Trial Dockets in 2019, including 673 charges related to cannabis enforcement

## **Court Services 2019 accomplishments improved organizational competency, operational efficiency and customer service**

Throughout 2019, York Region Court Services continued to leverage technology and streamline processes to improve workplace productivity, promote engagement and enable effective collaboration with our key stakeholders.

2019 key accomplishments:

- In collaboration with YRP provided Emergency Response training that included the *Run, Hide, Defend* situational drills to all Court Services staff.
- Court Services launched its first Court Services Multi-Year Plan (2019-2022) introducing a new mandate and purpose and outlining the priorities and objectives over the next four years
- In partnership with Osgoode Hall Law School, the Prosecutors' Association of Ontario, Ontario Association of Property Standards Officers and YRP, the Prosecution senior management team provided training for regional prosecutors, police officers and property standards officers to improve their core competencies, working knowledge and skills
- In an effort to streamline services, the Prosecution senior management team in collaboration with the Judiciary and key internal and external stakeholders, developed a new process that allows for applications and appeals to be resolved on a consent basis with a judge in chambers signing consent orders, which will improve customer service by allowing for resolved appeals and applications to be done over the counter without the need for the prosecutor and defendant to appear in court
- Prosecutions senior management team assisted YRP in conducting performance evaluations for a new Digital Evidence Management System that will allow YRP to upload videos and 911 calls for disclosure to a Cloud, thereby eliminating the need for defendants to attend the prosecution office to pick up disclosure of videos and 911 calls on DVD's
- Court Services worked with internal partners and in consultation with Ministry of Attorney General, Judiciary and YRP on a transition plan for relocation of the Newmarket POA court to 17150 Yonge Street
- Court Services co-led an inter-municipal working group that completed a comprehensive research on the use of Administrative Monetary Penalties Systems (AMPS) for parking and by-law offences. In 2020, Court Services will evaluate opportunities for implementation in York Region
- Prosecution participated in the Ontario Traffic Council working group to develop a draft regulation and an officer training plan to implement Automated Speed Enforcement

## **Court Services was recognized for innovation and commitment to excellence**

The Association of Municipalities of Ontario (AMO) recognized York Region with the Peter J. Marshall Municipal Innovation Award for leading the implementation of the first video testimony solution in a POA court. Court Services worked in collaboration with York Region IT Services, YRP, and the Justice Video Network to implement this technology.

The Municipal Court Manager's Association of Ontario (MCMA) awarded the 2019 Peer Recognition Award for Commitment to the Organization and the Innovation Award to two Court Services staff for their outstanding work, positive contributions, championing of change, and creative forward thinking solutions.

## **York Region continues to review and improve processes to increase operational efficiency and access to justice**

Court Services 2020 priorities were adjusted in response to the COVID-19 pandemic. In March 2020, Court Services were closed by an order of the Chief Justice of the Ontario Court of Justice and all POA timelines were suspended through the Provincial Emergency Order. Response to COVID-19 pandemic has presented challenges and opportunities to the way Court Services conducts its operations. The closure of courts and suspension of timelines had an adverse impact on fine revenue, number of charges filed, and created a substantial backlog of trial matters. The unavoidable need to conduct operations remotely also presented an opportunity to leverage technology to create a more sustainable justice model.

In 2020, Court Services will continue to advocate for legislative and regulatory change in support of regional interests and will look for ways to advance our objective to always be innovative, technologically advanced, inclusive, progressive and fiscally responsible. Court Services will also explore opportunities to increase revenue collection and realize saving through adopting of technological solutions.

In 2020, the Newmarket POA court will relocate to 17150 Yonge Street. The new space at 17150 Yonge Street will assist Court Services in realizing program initiatives, particularly in support of physical distancing and enhancing the customer experience by optimizing the use of the new space and technological advancements.

2020 Priorities:

- Transition the Newmarket POA court location to 17150 Yonge Street, in a timely and efficient manner to reduce disruption in services while introducing modernized approaches to daily operations
- Invest in employee training and development by supporting opportunities for leadership development and creating a roadmap for employee learning and development plans that support Court Services Branch Multi-year plan objectives
- Support York Region's Transportation Department's pilot of Automated Speed Enforcement in 12 regional road community safety zones and evaluate the impact on Court Services

- Facilitate the transfer of the prosecution of Part III matters to the Region through formal amending agreements between York Region, the nine local municipalities and the Province
- Implement POA amendments to streamline and modernize court processes and improve customer service by reducing wait-time and providing flexible payment options
- Court Services will continue to work closely with YRP to implement the new Digital Evidence Management System, which modernizes outdated processes for disclosure as it will allow to view, sort, tag, manage and securely share digital evidence/disclosure with crown prosecutors, courts and the defendants
- Further expand the Remote Video Testimony to allow roadside connection, include additional courtrooms and stakeholders such as OPP
- Develop a roadmap for the replacement of a Province wide POA case management system including proposed governance and funding model

## 5. Financial

There are no financial implications directly associated with this report. The performance measures set out in this report are reflected in the 2019 operating budget.

## 6. Local Impact

There is no local municipal impact directly associated with this report. The Region's POA courts provide court administration and prosecution related to municipal bylaw and parking matters for all nine local municipalities.

## 7. Conclusion

This report provides an overview of the activities and services provided by the Legal and Court Services Department, Court Services Branch. The Branch continues to balance its responsibilities and obligations to provide an efficient and effective service to the residents of York Region, the local municipalities, the province of Ontario, the judiciary, and over 30 law enforcement and regulatory agencies operating within the Region.

Court Services continues to identify innovative ways to respond to workload pressures and leverage technology to improve operational efficiency and access to justice. Although legislative constraints continue to be a challenge for POA programs, Court Services continues to advocate for legislative changes to improve services and increase revenue. Court Services will invest in employee training and development to support advancement of the Branch's multi-year plan and ensure service delivery is efficient, effective and meets Region's customer service standards.

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For more information on this report, please contact Lisa Brooks, Director of Court Operations at ext. 73209. Accessible formats or communication supports are available upon request.

Recommended by: **Dan Kuzmyk**  
Deputy Regional Solicitor

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

May 28, 2020  
Attachments (1)  
eDOCS # 10764778





# *Annual Report*

For the Year Ended December 31, 2019

Legal & Court Services  
Court Services Branch

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## Court Services Mandate

Court Services provides two distinct functions: Court Operations and Prosecution. York Region operates the second largest *Provincial Offences Act* court program in Ontario.

### Provides Services to:

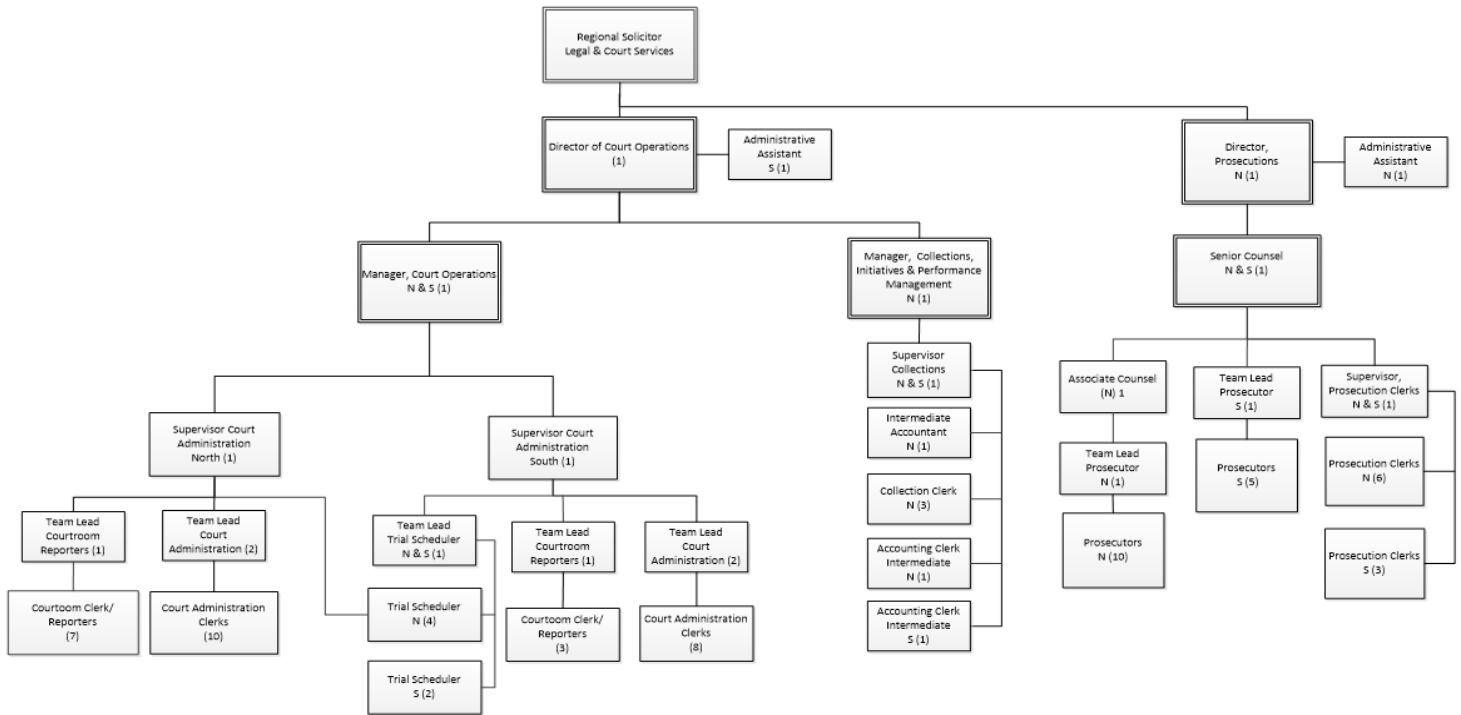
- Members of the Public
- York Region Local Municipalities
- Over 30 Law Enforcement and Regulatory Agencies
- Ministry of the Attorney General
- Judiciary

### Operates:

- 2 Court Locations  
Newmarket and Richmond Hill
- 6 Trial Courtrooms  
(4 in Newmarket, 2 in Richmond Hill)
- 2 Intake Courtrooms  
(1 in Newmarket, 1 in Richmond Hill)

**We are committed to creating and fostering a progressive culture in Courts that strives to always be innovative, technologically advanced, inclusive, progressive, and fiscally responsible and which upholds a sustainable justice model.**

# Organization Chart at December 2019



(85 FTEs)

## **Message from the Director of Court Operations, Lisa Brooks**

Providing timely, quality and cost-effective access to justice has always been a top priority for Court Services. In 2019, we have made great strides to uphold that mandate, particularly through leveraging of technology and collaborating with our key stakeholders such as York Regional Police (YRP), the Ministry of the Attorney General and local municipalities. Specifically, leveraging key partnerships and improved use of technology has led to introduction of number of key initiatives such as issuing of electronic summonses roadside, expanding of remote-video testimony to additional districts, and introduction of automated speed enforcement technology, all of which increased operational efficiencies and improved customer service delivery. We worked closely with both internal and external stakeholders to modernize our customer service model through public education campaigns and online tools, and create a fair, efficient and responsive justice system. At Court Services we recognize the important role our staff plays in reaching our objectives and as such, in 2019 we increased our focus on training and development for our staff to achieve a positive working environment and advance our 2019-2022 Multi-year plan objectives. In 2020, Newmarket court will relocate to 17150 Yonge Street. We have taken this exciting opportunity to not only identify operational efficiencies and ways to redesign customer experience, but put in place number of mechanism to ensure smooth transition to our new court facility with minimal disruption to court users.

## **Message from the Director of Prosecutions, Hans Saamen**

Prosecutions is responsible for a wide range of legal services including the prosecution of charges before the Ontario Court of Justice (OCJ) and appeals and judicial reviews in the OCJ, the Superior Court of Justice, the Court of Appeal for Ontario and the Supreme Court of Canada. In 2019, Prosecutions continued its focus on improving efficiencies in the use of electronic disclosure to receive and manage the disclosure of charges by expanding electronic disclosure of Ontario Provincial Police (OPP) officer's notes. The prosecution office was also involved in initiatives focused on improving customer service by working with YRP to contract with a vendor to provide on-line disclosure to defendants of in-car camera videos (to be available to defendants in 2020), and developing a consent order process for appeals that will allow resolved appeals to be dealt with by a judge in chambers and without the need for the prosecutor and defendant to appear in court. Video testimony was expanded to 2, 3 and 4 Districts allowing for YRP officers to appear remotely to testify. Training was also provided by prosecution managers to prosecutors and officers through speaking at various conferences and education programs. As we move into 2020, we will be focused on providing defendants access to disclosure through web based solutions. We will also focus on continued advocacy for streamlining and modernization of the *Provincial Offences Act* (POA), as well as legislative reforms to have

automated speed enforcement and red light camera charges moved into an administrative monetary penalty system in order to free up court time.

## 2019 Key Accomplishments

### Customer service improvements:

Public education campaigns:

- Collections Campaign: Successfully launched Collections campaign in Spring 2019 in support of Ontario Law Day to educate the public on traffic tickets and collections processes and to mobilize residents to take action and address their tickets
- Accessibility Campaign: developed a strategy for an awareness campaign to better inform residents and court users of the available accessibility supports and designated accessibility coordinators available through York Region Court Services

Court Services in collaboration with the Judiciary, the Crown Attorney's Office, the Ministry of the Attorney General, Ontario Paralegal Association, York Region Law Association developed new consent order process for appeals which allows for resolved appeals and applications to be done over the counter without the need for the prosecutor and defendant to appear in court, saving court time for contested applications and appeals.

Partnered with YRP to review requests for proposals and assisted in conducting performance evaluations for a new Digital Evidence Management System that will allow YRP to upload disclosure to a Cloud to manage and securely share digital disclosure with crown prosecutors, courts and the defendants.

### Inter-municipal mentoring, cooperation or resource-sharing initiatives:

York Region Court Services Prosecutions led a municipal working group to develop a consistent approach for enforcement and prosecution of cannabis bylaws.

Conducted stakeholder meetings engaging the Province, local municipal partners and enforcement agencies to discuss local issues and provide relevant updates.

Lisa Brooks co-led the inter-municipal Administrative Monetary Penalty System (AMPS) Working Group that completed a comprehensive research on use of AMPS for parking and by-law offences. In 2020, Court Services will evaluate opportunities for implementation in York Region.

### Staff training initiatives:

In collaboration with YRP and Emergency Management, Court Services provided Emergency Response training that included the Run, Hide, Defence situational drills to staff. York Region Court Services will now roll out the defense training across the organization.

Prosecution management, in partnership with Osgoode Hall Law School, the Prosecutors' Association of Ontario, Ontario Association of Property Standards Officers, and YRP provided training for prosecutors, police officers and property standards officers to improve their knowledge and skills.

York Region Courts hosted the first Central East Trial Scheduling Meeting, which provided a great opportunity for trial schedulers to form connections across POA courts and create a forum for trial schedulers to share common challenges, best practices and to network.

In collaboration with the Ministry of the Attorney General, York Region hosted and helped organize the French Language Institute for Professional Development for the Municipal Courts Conference. The two-day event helped municipal court staff and prosecutors improve their ability to perform their duties in French, learn how to better serve their clients in French, learn about available French tools and resources, and network with their counterparts from all over the province.

### **Facilities improvements:**

Court Services completed the development of a transition plan in support of the move to a new court location at 17150 Yonge Street in August 2020. The transition plan was developed in consultation with the Regional Senior Justice of the Peace, YRP and other key stakeholders.

### **Information technology upgrades:**

Court Services expanded the use of remote video testimony to three additional districts to allow YRP officers to provide real-time testimony from police districts into the courtroom, enhancing public safety through reduced travel time and transportation costs.

Collaborated with key stakeholders to provide input in the drafting of a regulation for Automated Speed Enforcement that will be piloted across York Region community safety zones in 2020.

Court Services in conjunction with YRP worked on automated summons project, which allows police officers to issue electronic summonses for Part I and Part III offences from their police cruisers.

Utilized the latest Microsoft technologies to revamp RICO Report Manager and replaced ICONview application with NORDAT, which helps to provide a user-friendly interface for the collection of reports and assists in recording, tracking, analyzing and reporting data.

### **Fine enforcement/collection initiatives:**

In 2019, York Region on boarded the Town of Richmond Hill to assist with collection of defaulted fine through tax rolling. This is in addition to agreements already in place with seven other municipalities to add fines to property tax toll where applicable.

### **Other initiatives:**

In 2019, Court Services launched its first Court Services Multi-Year Plan (2019-2022) introducing a new mandate and purpose and outlining the priorities and objectives over the next four years.



## **Key Achievements**

The Association of Municipalities of Ontario (AMO) recognized York Region with the Peter J. Marshall Municipal Innovation Award for leading the implementation of the first video testimony solution in a POA court. Court Services worked in collaboration with YRP, Justice Video Network, and York Region IT Services to implement this technology.

Lisa Brooks, Direction of Court Operations was awarded the 2019 Peer Recognition Award for Innovation by the Municipal Court Manager's Association of Ontario (MCMA) for her creativity and forward thinking and introducing of unique solutions.

MCMA has also recognized Sandra Garand, Supervisor of Court Administration with the 2019 Peer Recognition Award for Commitment to the Organization, for her dedication to advocate for the organization, positive contributions for improvement, and for her engagement, involvement and selflessness.

## **Notable Precedent Setting Cases**

Prosecutions successfully argued a number of precedent setting cases:

*R v. Irwin* - Collateral attack on orders to comply not permitted, even when Order was issued several years prior and delays in enforcement occurred

*R. v. Graci, Nguyen and Debono* – s. 11(b) of the Charter - 18 month ceiling from time of offence to completion of the trial applies for POA charges (previous cases held that a lower ceiling of 13 to 15 months applies)

*R v Jakhu* – Court can proceed to trial even if disclosure is provided on trial date. Court set out factors to consider in defence request to adjourn the trial

## Key Workload Drivers

### Total Charges Filed (by Agency) in 2019

	Number of Charges	Percentage of Caseload
York Region Police	103,924	70.36%
Ontario Provincial Police	16,781	11.36%
Ministries and Other Agencies	15,231	10.31%
York Region	6,866	4.65%
Town of Aurora	1,960	1.33%
Town of Whitchurch-Stouffville	766	0.52%
Town of East Gwillimbury*	556	0.38%
Township of King*	409	0.28%
Town of Richmond Hill	393	0.27%
City of Markham	352	0.24%
City of Vaughan	246	0.17%
Town of Newmarket	126	0.09%
Town of Georgina	90	0.06%
<b>Total Charges Filed</b>	<b>147,700</b>	<b>100.00%</b>

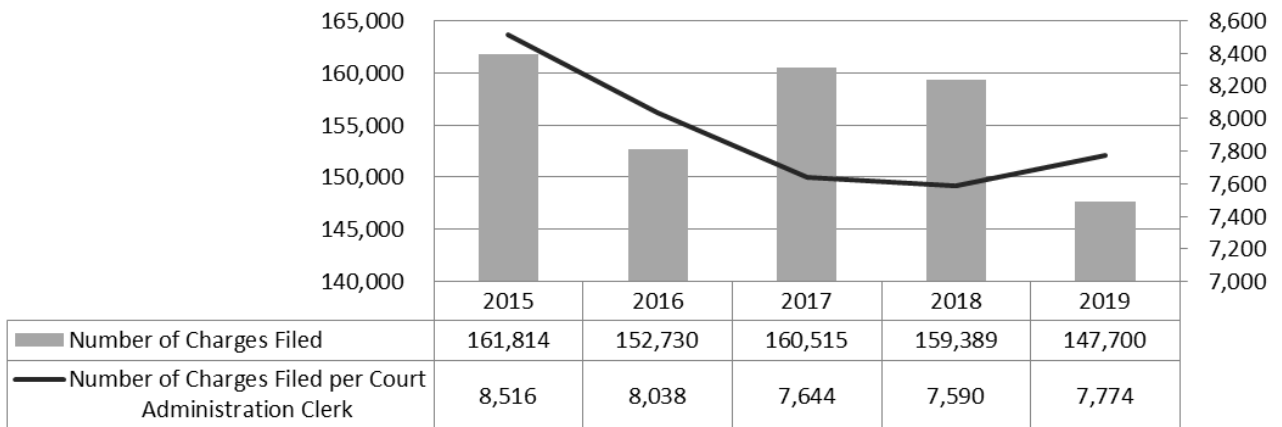
\*These municipalities have not yet “opted in” under section 18.6(1)(a) of the *Provincial Offences Act*. This means that their Parking Tickets are still being processed through the ICON computer system and are automatically included in the total number of charges filed. For other municipalities (those that have “opted in”), parking charges are not included in the statistics above.

In 2019, the total charges filed in York Region remained stable.

Act Type	Number of Charges Filed
Certificate of Offence - Accidents (i.e. Motor Vehicle)	4,354
Accident Information	33
Federal Certificate of Offence	240
Federal Information	15
Certificate of Offence	127,006
Parking Infraction Notice	4,344
Information	11,700

The Provincial standard for number of charges filed per court administration clerk is in the range of 5,000 - 6,000. In 2019, York Region aligned the definition of a court administration clerk with the Municipal Benchmarking Network Canada (MBNC). This resulted in a decrease in the number of court administration clerks that conduct work directly related to administration of POA courts, as per Ministry Guidelines, from 21 to 19. As a result while in 2019 the total number of charges filed has decreased the number of charges filed per court administration clerk increased slightly to 7,774. Court Services continues to look for innovative ways to manage workload while providing high quality of work and customer service.

### Number of Charges Filed per Court Administration Clerk



### Customers Service Provided

York Region continues to provide over 160,000 in-person and telephone services to all court users at both court locations.

	Front Counter	Telephone	Total Customers Served
Newmarket Court Location	42,536	35,913	78,449
Richmond Hill Court Location	53,477	29,415	82,892
<b>Total</b>	<b>96,013</b>	<b>65,328</b>	<b>161,341</b>

### High Dispute Rate

High dispute rates within York Region continue to put pressure on Court Services. While dispute rates have decreased since the suspension of the Early Resolution Program in 2017, half of the tickets issued within the Region were filed for trial. Notable, although

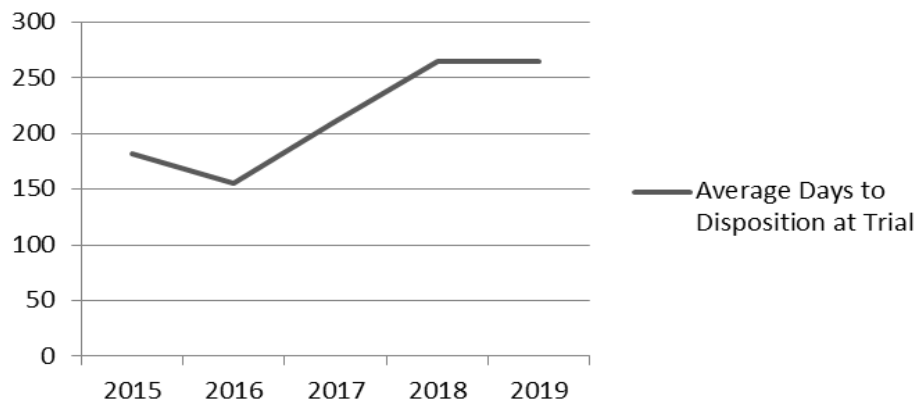
Region's 50% dispute is higher compared to the Provincial average, it remains consistent with other municipalities within the Greater Toronto Area (GTA).



Note: The remaining percentage of workload is Fail to Respond convictions

The average days to disposition at trial has increased 26 per cent from 2018. As the trial option is the only option available to defendants to dispute their charge, suspension of the early resolution has put increased pressure on trial dockets. Court staff continues to maintain time to trial within the legislative timeframes through the redistribution of workload.

### Average Days to Disposition at Trial



Over 134,000 matters were addressed in Trial Courts in 2019, which represents a 15 per cent increase from 2018 (117,714 matters in 2018).

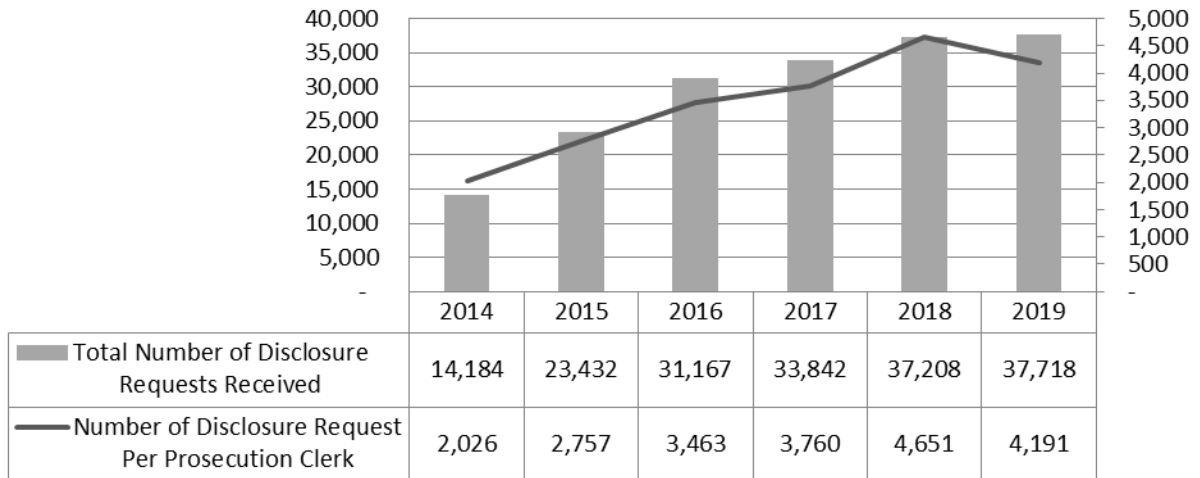
One of the challenges faced by Court Services is managing high volumes of trial requests. As POA tickets increase in fine amounts, demerit points and severity, an increasing number of defendants choose to exercise their right to trial. Higher dispute rates are challenging for Court Services for number of reasons. Issues such as not having the capacity within the court schedule to accommodate increasing trial requests, province-wide Justice of the Peace shortages, and unforeseen court closures have all contributed to putting an additional strain on already limited court resources. Although Court Services is working towards increasing access to justice and making services more responsive, some of the court functions are outside of its control and are within the purview of the Chief Justice. Court Services continues to work with judicial executives to find effective and efficient solutions to these challenges.

<b>Appearance Room</b>	<b>Grand Total</b>
R3 - Traffic and Municipal Parking and Bylaws	22,711
R4 - Part One Traffic Court	23,421
T1 - Part One Traffic Court	27,304
T2 - Ministry and Municipal Parking and Bylaw Court and Part One Traffic Court	11,045
T3 - Part Three Provincial Court	31,157
T4 - Part One Traffic Court	18,629
<b>Total Number of Matters on Trial Dockets</b>	<b>134,267</b>

### **Increasing Requests for Disclosure**

Requests for disclosure have increased due to the fact that penalties for POA tickets have become more severe while the request process has become much more informed. Due to higher fine amounts, demerit points, and potential licence suspensions, an increasing number of defendants resort to hiring legal representatives, who are required to request disclosure. Additionally, the increase in disclosure requests can be attributed to providing more information and ease of access to obtain disclosure. Since disclosure is free of charge and Court Services includes a disclosure request form with all notices of trial, more defendants submit a request for disclosure to prepare to defend the charge. Although streamlining the disclosure request process has resulted in a higher number of request, it fulfils the prosecutor's duty of advising defendants of their right to disclosure, thus ensuring that every defendant's right to a fair trial is protected.

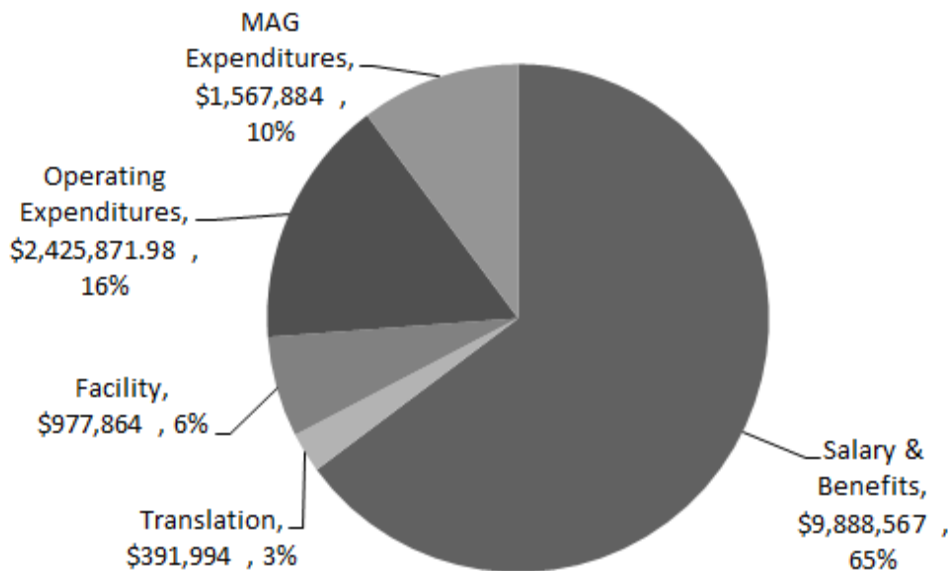
## Number of Disclosure Requests per Prosecution Clerk



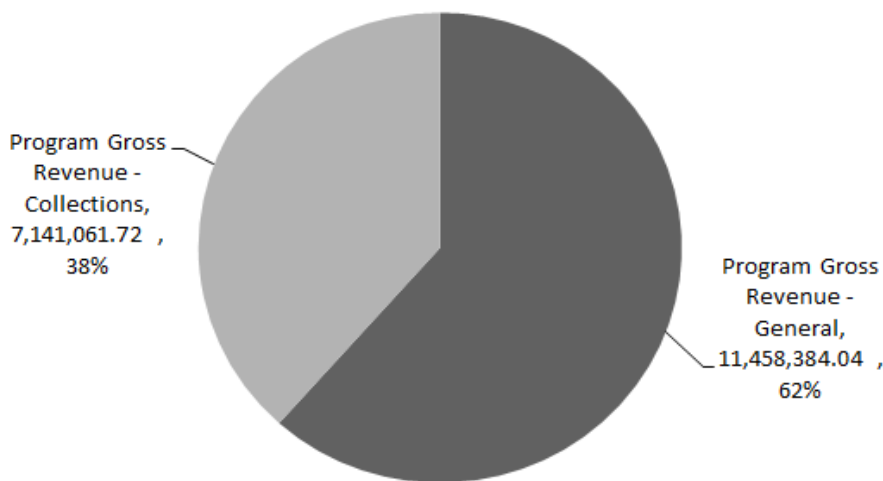
\*No provincial standards exist for the number of disclosure requests per prosecution clerk.

## 2019 Expenditure and Revenue Analysis

### 2019 Operating Budget by Expenditure Category



### 2019 Revenue Source<sup>1</sup>



## Expenditure

### Salary and Benefits

Includes all staffing expenses related to Court Administration, Prosecution and Collections. Includes all permanent, casual and temporary staffing in addition to overtime and benefits.

### MAG Expenditures

Total cost of expenses paid to the Ministry of Attorney General including Judicial and ICON related costs. Victim Fine Surcharge and Dedicated fines are not included.

### Operating Expenditures

Total cost of general operating expenses including the purchase of charging documents, witness fees, general office supplies, postage expenses and other minor operating expenses.

### Facility

Total cost of facility expenses.

### Translation

Total cost of providing interpreter services to court users.

<sup>1</sup>2019 Revenue Source calculations include both internal and external collections efforts.

## **2019 Auditors Report**

An independent audit of the consolidated financial statements of the Regional Municipality of York for the year ending December 31, 2019 was completed by KPMG in April 2019. Accordingly, the scope of the audit included the information about the results of the Region's Provincial Offences Office presented in the notes to the consolidated financial statement.

### **Excerpt from the Region's Audited Financial Statements**

#### **PROVINCIAL OFFENCES ADMINISTRATION**

The Region administers prosecutions and the collection of related fines and fees under the authority of the Provincial Offences Act ("POA"). The POA is a procedural law for administering and prosecuting provincial offences, including those committed under the Highway Traffic Act., Compulsory Automobile Insurance Act, Trespass to Property Act, Liquor License Act, Municipal By-laws and minor federal offences. Offenders may pay their fines at any court office in Ontario, at which time their receipt is recorded in the Integrated Courts Offences Network system ("ICON"). The Region recognizes fine revenue when the receipt of funds is recorded by ICON regardless of the location where payment is made.

Gross revenue is comprised primarily of fines levied under Part I, II and III (including delay penalties) for POA charges. The total revenue for 2019 amounts to \$23,398,247 (2018 - \$22,665,795) and the net revenue amounts to \$3,417,496 (2018 - \$3,650,124). Balances arising from operations of POA offices are consolidated with these financial statements.



**THE REGIONAL MUNICIPALITY OF YORK**  
**Provincial Offences Office**  
**Statement of Receipts and Expenses**  
For the year ended December 31, 2019  
*(Unaudited)*

	Budget <u>2019</u>	Actual <u>2019</u>	Actual <u>2018</u>
	\$	\$	\$
<b>Revenue</b>			
Fines	20,820,700	23,398,247	22,309,755
Other Revenue	340,000	430,031	356,040
	<u>21,160,700</u>	<u>23,828,278</u>	<u>22,665,795</u>
<b>Expenses and Disbursements</b>			
Salaries and Benefits	9,848,008	9,703,761	8,982,722
General Administration	2,013,387	1,836,278	1,449,154
Program Related Services	1,711,753	1,668,610	1,764,241
Professional Services	895,463	852,321	865,706
Occupancy Expenses	1,073,577	976,212	951,167
Amortization	0	17,082	0
Asset Acquisitions	125,698	33,893	25,407
	<u>15,667,886</u>	<u>15,088,157</u>	<u>14,038,397</u>
Income before disbursements to Area Municipalities and Others	5,492,814	8,740,121	8,627,398
Disbursements to Area Municipalities and Others	<u>(5,496,790)</u>	<u>(5,322,625)</u>	<u>(4,977,274)</u>
<b>Net Surplus/(Deficit)</b>	(3,976)	<b>3,417,496</b>	3,650,124
<b>Contribution from Reserves</b>	626,631	<b>93,793</b>	0
<b>Contribution to Reserves</b>	<u>(111,000)</u>	<u>(1,111,000)</u>	<u>(1,120,000)</u>
<b>Net Surplus/(Deficit) after Contribution to/from Reserves</b>	<u>511,655</u>	<u><b>2,400,289</b></u>	<u>2,530,124</u>

The accompanying notes are an integral part of the financial statement

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**THE REGIONAL MUNICIPALITY OF YORK**  
**Provincial Offences Office**  
**Note to the Financial Statement**  
December 31, 2019  
*(Unaudited)*

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The Regional Municipality of York (the Region) administers prosecutions and the collection of related fines and fees under the authority of the Provincial Offences Act (“POA”). The POA is a procedural law for administering and prosecuting provincial offences, including those committed under the Highway Traffic Act, Compulsory Automobile Insurance Act, Trespass to Property Act, Liquor Licence Act, Municipal By-laws and minor federal offences. The POA governs all aspects of legal process from serving notice to a defendant, to conducting trials, including sentencing and appeals.

## 1. SIGNIFICANT ACCOUNTING POLICIES

The statement of financial activities for the Region’s Provincial Offences Office is prepared by management in accordance with generally accepted accounting policies for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies are as follows:

### a) Revenues

Revenues are accounted on cash basis. The revenues of the court office consist of fines levied under Parts I, II and III (including delay penalties) for POA charges filed at the courts and located at The Tannery Mall, 465 Davis Drive, Newmarket and 50 High Tech Road, Richmond Hill. Offenders may pay their fines at any court office in Ontario, at which time their receipt is recorded in the Integrated Courts Offences Network system (“ICON”) operated by the Province of Ontario. The Region recognizes fine revenues when the receipt of funds is recorded by ICON regardless of the location where payment is made.

The Region also recognizes revenues that are collected on behalf of Area Municipalities and the Ministry of the Attorney General. These revenues include payments recovered with respect to local area municipal By-laws, Dedicated Fines related to various statutes, licence plate denial fees and the Province’s portion of parking fees as well as the Victim Fine Surcharge.

Partial payments received for fines are automatically applied in the ICON system in the following order:

- Victim fine surcharge
- Fine
- Costs
- Administrative fees
- Collection agency costs

### b) Expenses

Expenses are recorded on the accrual basis of accounting which recognizes expenses as they are incurred and measurable as a result of the receipt of goods or services and creation of a legal obligation to pay.

### c) Use of estimates

The preparation of the financial statement in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of revenues and expenditures and disclosure of contingencies at the date of the financial statement and for the period being reported on. Actual results could vary from these estimates.

d) Reserve

In 2015, a reserve was established to assist in planning and managing costs, which can vary significantly each year. The reserve will be funded through any net surplus in the prior year, after allocations, with an established upset limit.

## **Court Services: Priorities for 2020**

### **Performance Focused:**

- Execution of plan to ensure a smooth transition to 17150 Yonge Street and ensure smooth relocation with minimal disruptions to operation and customer experience
- Continue POA streamlining and modernization efforts and explore ways to create efficient procedures for the adjudication of provincial offences, Administrative Monetary Penalty System and sentencing

### **Customer Services**

- Implement Digital Evidence Management System to streamline court practices and improve disclosure delivery process

### **Efficient Case Management:**

- Develop new and innovative ways to effectively manage cases and explore alternatives for the outdated Province wide POA case management system including proposed governance and funding model

### **Process Improvement:**

- Transfer Part III prosecutions to York Region through amending agreements between York Region, the 9 local municipalities and the Province

### **Training and Development:**

- Continue to invest in employee training and development by creating employee development plans and supporting opportunities for leadership development

### **Technology:**

- Expand Remote Video Testimony to allow roadside connection and include additional courtrooms and stakeholders such as Ontario Provincial police (OPP)
- Pilot Automated Speed Enforcement (ASE) in 12 York Region community zones

## Regional Council Decision - Fiscal Sustainability: 2020 Update

On June 25, 2020 Regional Council made the following decision:

1. The Chair write a letter(s) to the Province to request:
  - a. Direct funding to support delivery of front-line services needed to address COVID-19 emergency
  - b. Maintain gas tax allocation for 2020
  - c. The funding reductions to public health be cancelled altogether or deferred indefinitely
  - d. Remove caps on cost shared programs over the next three years or Provincial assumption of responsibility
  - e. Assistance to fund York Region rental housing incentives, including allocating funds from the Non-Resident Speculation Tax collected in York Region
  - f. New revenue tools to help the Region fund a potential contribution to the Yonge North Subway Extension
  
2. The Regional Clerk circulate this report to:
  - a. The local municipalities
  - b. The Association of Municipalities of Ontario (AMO), Mayors and Regional Chairs of Ontario (MARCO), the Large Urban Mayors Caucus of Ontario (LUMCO), and the Municipal Finance Officers' Association of Ontario (MFOA)
  - c. The Minister of Finance and the Ministries of Transportation, Health, Infrastructure, Municipal Affairs and Housing
  - d. The local Members of Provincial Parliament
  - e. The Building Industry and Land Development Association (BILD) – York Chapter

The original staff report is attached for your information.

Please contact Edward Hankins, Director, Treasury Office at 1-877-464-9675 ext. 71644 if you have any questions with respect to this matter.

Regards,

**Christopher Raynor** | Regional Clerk, Office of the Regional Clerk, Corporate Services

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 The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

Our Mission: **Working together to serve our thriving communities – today and tomorrow**



# The Regional Municipality of York

Committee of the Whole  
Finance and Administration  
June 11, 2020

Report of the Commissioner of Finance

## Fiscal Sustainability: 2020 Update

### 1. Recommendations

1. The Chair write a letter(s) to the Province to request:
  - a. Direct funding to support delivery of front-line services needed to address COVID-19 emergency
  - b. Maintain gas tax allocation for 2020
  - c. The funding reductions to public health be cancelled altogether or deferred indefinitely
  - d. Remove caps on cost shared programs over the next three years or Provincial assumption of responsibility
  - e. Assistance to fund York Region rental housing incentives, including allocating funds from the Non-Resident Speculation Tax collected in York Region
  - f. New revenue tools to help the Region fund a potential contribution to the Yonge North Subway Extension
2. The Regional Clerk circulate this report to:
  - a. The local municipalities
  - b. The Association of Municipalities of Ontario (AMO), Mayors and Regional Chairs of Ontario (MARCO), the Large Urban Mayors Caucus of Ontario (LUMCO), and the Municipal Finance Officers' Association of Ontario (MFOA)
  - c. The Minister of Finance and the Ministries of Transportation, Health, Infrastructure, Municipal Affairs and Housing
  - d. The local Members of Provincial Parliament
  - e. The Building Industry and Land Development Association (BILD) – York Chapter

## 2. Summary

This report updates Council on the long-term fiscal sustainability of the Region. It also provides an analysis of the anticipated impact of COVID-19 to the Region, as well as explaining the key capital-related fiscal pressures the Region continues to face. Finally it recommends certain requests to be made of the Province to help the Region navigate the many short and long-term risks that pose a problem to its fiscal sustainability.

### Key Points:

- Council has already taken positive steps towards achieving fiscal sustainability
- The Region continues to face capital-related fiscal pressures for growth, rehabilitation and replacement
- The Region is facing a number of risks currently:
  - The immediate effect of COVID-19 which may lead to unforeseen long-term impacts
  - Funding growth in a time that the Region is growing slower than the Provincial Growth Plan has forecast
  - Ensuring that the Region is saving enough for future asset management needs

## 3. Background

### **Fiscal sustainability is stewardship of the long-term**

Achieving fiscal sustainability is mostly about managing service levels and infrastructure. It requires long term planning in a responsible manner that achieves the Region's Strategic Plan priorities, while mitigating both short and long-term financial risks.

York Region will be in a fiscally sustainable position when it can offer a level of service that can accommodate the long term needs of growth while maintaining infrastructure in a state of good repair (Table 1). The cost of providing this service must also be balanced with respecting Council's willingness to tax and residents' ability to pay.

**Table 1**

### **Fiscal Sustainability in the York Region Context**

#### **Principles**

Growth can be accommodated at a tax rate that residents have the ability to pay and without issuing an unsustainable level of debt

Infrastructure can be kept in a state of good repair and replaced at the right time

Service levels can be maintained in the face of urbanization and changes in economic conditions

Full Cost Recovery – careful consideration of who should pay, and that they pay their fair share



## Fiscal sustainability is also about adapting to the changing economy

York Region has enjoyed robust economic growth, with consistent job creation and an average annual population growth of over 15,000 residents per year over the past nine years. A growing and urbanizing population alongside a diverse economy requires significant infrastructure investments, which are often large and complex.

It is important that the right financial tools are in place to allow the Region to continue to achieve its objectives in a fiscally sustainable manner. Challenges include coping with the changing nature of the economy, such as more people working from home, commercial re-occupation and intensification and its impact on the Region's assessment growth and its ability to save for the future.

## The Region has built up \$3 billion in the 59 reserves it manages

Reserve management is a very important factor when ensuring the long term financial sustainability of the Region. Reserves fund capital asset spending and help to smooth tax levy and user rate requirements as well as provide financial flexibility in the event of unanticipated expenditures or a drop in revenue. In addition, because reserves consist of cash, cash equivalents and investments, they promote investor confidence and help to preserve the Region's credit ratings. The Region has 59 reserves which can be split into 5 major categories as shown in Table 2.

**Table 2**  
**Budget 2020 reserve forecast**

Reserve	Number of Reserves	\$Millions
Asset Replacement Reserves	8	1,718
Capital Reserves	13	471
Corporate Reserves	18	522
DC Reserves	15	206
Human Resources Reserves	5	115
<b>Total</b>	<b>59</b>	<b>\$3,033</b>

## The Region's debt levels are below 2017 peak

Prior to the 2014 fiscal strategy, the Region's peak outstanding debt was anticipated to be over \$5.0 billion by 2020. However, as a result of the implementation of the Fiscal Strategy, the total outstanding debt peaked at \$2.9 billion in 2017 then fell and is projected to remain below the 2017 peak for at least the next 10 years, based on the 2020 Budget.

## 4. Analysis

### **The Region faces three main risks to its fiscal sustainability**

There are three main risks that the Region has to deal with to ensure it stays in a fiscally sustainable position in the near and long-term future, these are:

- The immediate effect of COVID-19 which may lead to unforeseen long-term impacts
- Funding growth in a time that the Region is growing slower than the Provincial Growth Plan has forecast
- Ensuring that the Region is saving enough for future asset management needs

### **COVID-19 risks**

#### **Short-term operating impacts of COVID-19 present an additional challenge to the Region's fiscal sustainability**

The COVID-19 crisis presents challenges to the Region and its local municipalities as they continue to provide high quality essential services to residents and the broader community. Initial analysis of Regional financial information suggests that unexpected costs and reduced revenues associated with the COVID-19 emergency have had a cumulative impact to April 30, 2020 of \$25.75 million, or approximately \$3.90 million per week.

Staff will continue to monitor and report on expected impacts as updated information becomes available.

There are a number of issues that the Region is going to face as a result of this crisis. The implications for Public Health and the protection of York Region residents, especially the vulnerable population, may lead to a reassessment of how some programs and services are provided. These issues will be reported back to Council as information becomes available about both the impacts and the response to the pandemic.

#### **Property tax payments and assessment growth will be impacted by COVID-19**

At its meeting on April 30, 2020, Council adopted a Regional program to support local municipalities in their effort to provide COVID-19 related financial relief programs to residents and businesses. Under the program, the Region waives interest until December 31, 2020 on any portion of property tax instalments, for the 2020 taxation year, not remitted to the Region except for the interest related to the final 2020 installment which shall be waived until March 31, 2021. Local municipalities are expected to remit any taxes collected on behalf of the Region. As such, the actual amount of interest ultimately waived and cost incurred to the Region would be much lower than the maximum amounts allowed.

Because of the delay in receiving tax levy to fund its operations, the Region would lose opportunity to invest and would also be required to obtain internal or external short-term

borrowing. Based on a conservative forecast of remittance levels, it is estimated that the waiving of interest charges would cost the Region approximately \$3 million. The local municipalities could benefit from approximately \$18 million in interest savings as penalties would not be charged to them as a result of this program.

Assessment growth may be negatively impacted. As a result of lower than anticipated assessment growth, preliminary analysis shows that tax levy would need to increase by a further 0.4 per cent to meet the expected operating requirement in 2021. In the longer run, the delay of growth may result in insufficient assessment growth revenues to pay for the operating cost of capital.

### **It is unclear when a full economic recovery could be achieved**

There is still much uncertainty around the speed and extent of economic recovery because it will be dependent on the success in containing the spread of the virus as well as the effectiveness of government economic policy response.

Assuming that pandemic measures are lifted gradually through the remainder of 2020, the Financial Accountability Office of Ontario projects that the province's real GDP will largely rebound in 2021, but remain lower than pre-pandemic levels<sup>1</sup>. There is also the potential for recurring waves of the virus after pandemic measures are lifted, which could result in a longer, more muted recovery. Economists from TD Bank expect Canada's recovery to be slower than the U.S. due to high levels of household debt, declining oil prices, and trade impacts from the US and China<sup>2</sup>. The four biggest banks in Canada also predict a slow recovery as people and businesses are expected to act more cautiously coming out of the crisis<sup>3</sup>.

### **The speed of the recovery could impact the Region's balance sheet**

Some sectors are likely to rebound more quickly than others, while other sectors may never fully return to their pre-pandemic state, and may require more structural and innovative changes going forward. The same would apply to programs and services offered by governments.

For example, if social distancing requirements stay in place for a prolonged period, service delivery for many programs would need to change to allow for additional spacing, physical separation and remote delivery of certain services. The cost to implement such measures

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<sup>1</sup> Financial Accountability Office of Ontario. "Economic and Budget Outlook, Spring 2020." May 11, 2020, <https://www.fao-on.org/en/Blog/Publications/EBO-SP2020>

<sup>2</sup> Gabriel Friedman. "Longer U-shaped recovery': Economists say Canada faces rougher road than U.S. because of high household debt and oil dependency." *Financial Post*, April 21, 2020, <https://business.financialpost.com/news/economy/longer-u-shaped-recovery-economists-say-canada-could-face-deeper-downturn-slower-rebound-than-u-s-because-of-high-household-debt-and-oil-dependency>

<sup>3</sup> James Bradshaw and Mark Rendell. "It's a long road to economic recovery, Canadian bank CEOs warn." *The Globe and Mail*, April 8, 2020, <https://www.theglobeandmail.com/business/article-its-a-long-road-to-economic-recovery-canadian-bank-ceos-warn/>

could be significant and would add to existing impacts, including reduced revenues in areas where activity is reduced, such as transit and other fee-based revenues.

In addition, as noted in the 2021 Budget Direction report, there are affordability concerns that residents and businesses in the Region will have. While Regional Council endorsed a tax levy increase outlook of 2.96 per cent for 2021 as part of the 2020-22 budget process, a lower tax levy increase may be preferred by Council in light of the economic impacts of COVID-19 on residents and businesses. However, a lower tax levy increase may limit the Region's ability to fund the key programs and services and maintain the existing levels of service.

### **Staff continue to monitor the effects of COVID-19 on development activities and development charge collections**

COVID-19 and policies to contain its spread, are expected to have an impact on both residential and non-residential development activities which is the key determinant of development charges collections.

The restrictions on construction from April 3<sup>rd</sup> to May 4<sup>th</sup> 2020 resulted in minimal development charges collections in the month of April. As containment measures are gradually lifted and economic activities resume, the sale and purchase of new housing units is expected to recover over time.

For non-residential development, recovery in some sectors, such as retail, restaurants, hospitality, and entertainment, may take longer than other sectors to recover. There may be the potential reoccupation of existing non-residential spaces where businesses have permanently closed as a result of COVID-19. Due to these considerations, staff expect that development charge collections could be below expectations in 2020. The risks of COVID-19 over the medium and long term will require additional analysis and will be the subject of a staff report expected in the fall of this year.

### **The Region has contingency reserves that may be used short-term**

Early indications of recent economic problems being faced demonstrate that Council's preparedness through years of reserve contributions was prudent. At the outbreak of COVID 19, York Region had over \$100 million in total in two reserves, the Tax Stabilization Reserve, and the Fiscal Stabilization Reserve, that could be used to help fund unforeseen one-time expenditure, temporary revenue shortfall.

The Budget Direction report provided to Council on May 14, 2020 estimated that the costs of COVID-19 could reach \$100 million by the year end; the total in these reserves. Whilst the Region could tap into the contingency reserves, the preferred option is for the Province to directly fund the incremental public health costs that have arisen as a result of COVID-19.

The Finance department has analyzed the Region's reserves and has set contribution levels to ensure that reserves are at the appropriate level to fund future expenditures. To replenish the temporary drawdown of the reserve, the Region would need aid from the Province to ensure that any reserves used to provide short-term relief would not remain below our pre-COVID-19 levels, as this could impact the Region's longer term fiscal sustainability.

### **Despite the short-term challenges from COVID-19, one credit rating agency said it considers the Region to be a low risk**

On March 27, 2020, Moody's Investor Services published a report "Sub-Sovereign – Canada: Public sector entities face differing risks from coronavirus and oil price shocks". In this report, they highlight the broad categorization of relative credit pressure arising solely from the current shocks across the various sectors. York Region was considered to be "low risk". S&P Global Rating's have not yet issued an opinion on the impact of the current crisis on the Region's rating.

The Region has retained its status as a very good investment. On May 11, 2020, York Region was able to successfully issue a \$160 million debenture to support the capital plan at a rate of 1.777%, the lowest rate the Region has ever issued.

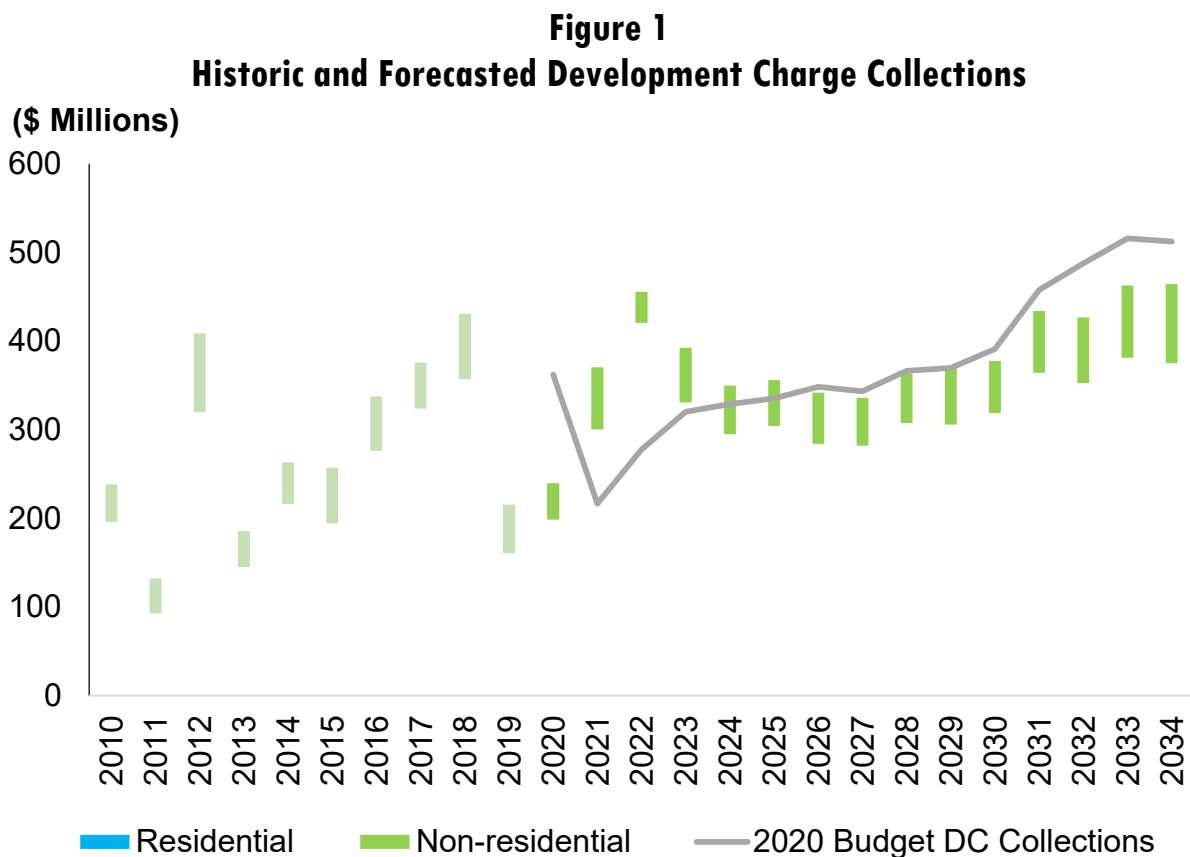
### **Funding growth risks**

#### **In spite of the issues facing the Region from COVID-19, the most significant long-term risks to the Region's fiscal sustainability are capital-related**

To achieve fiscal sustainability the Region must have a long-term plan to build, finance, fund, and maintain capital infrastructure needs to provide those programs and services now and into the future. The Region's infrastructure investments may be classified into three types: growth, rehabilitation and replacement, and enhancement. Each type may be funded by different sources of revenue which is associated with its own pressures and risks.

#### **Revised development charges collections forecast is based on the assumption that the economy may return to full capacity in 2022**

Development charges collections are dependent on market conditions and development approvals, which can vary significantly from year to year. For 2020, the revised development charges (DC) collections forecast is expected to be below the 2020 budget forecast due to the impacts of COVID-19. Staff estimates that the development charge collections could remain below the 2020 principle and interest obligations of development charges debt. The forecast is based on the assumption that the housing market and the economy could recover by some time in 2022. If the level of development activities returns to historic average in 2022, the DC collection in 2022 could exceed \$450 million. Development charges collection over 15 years is expected to total \$5.8 billion.



### **Despite the negative impact of COVID-19 on development activities in March and April, longer-term collections are expected to improve as a result of Bill 138**

Bill 138, *Plan to Build Ontario Together Act, 2019* ("Bill 138") received Royal Assent on December 10th, 2019. One key change introduced by Bill 138 is the removal of commercial and industrial development as eligible classes of development to defer and phase-in development charge payments. Due to timing of the Bill, this positive development was not incorporated into the 2020 Budget forecast. The revised forecast shown in Figure 1 above accounted for the impact of Bill 138, which reversed the majority of the negative impact of Bill 108 on development charge collections.

In addition, the above forecast also accounts for the impact of a number of new development charges policies adopted by Council since the Fall of 2019, including: *Development Charges Deferral for Affordable, Purpose-Built Rental Buildings and Development Charge Interest Policy – Under sections 26.1 and 26.2 of the Development Charges Act, 1997.*

## **Infrastructure is planned to support targets prescribed by the Growth Plan and the Region's Official Plan**

Municipalities in the Greater Golden Horseshoe are required to have official plans that conform to the growth targets set out by the Provincial Growth Plan. York Region's infrastructure master plans must include infrastructure needed to meet the population growth in its official plan. However, if the growth contemplated by the Growth Plan does not materialize as expected, municipalities may be in a situation where they have built and financed infrastructure capacity that sits unused and incurs operating and maintenance costs without the necessary assessment revenue to pay for these costs.

## **Most growth-related infrastructure is paid for and built many years before the benefiting development arrives**

The way growth is paid for, through development charges, is imperfect. There is financial risk to the municipality when growth does not happen at the predicted pace. Because much infrastructure has to be built before growth can occur, particularly water and wastewater assets, debt is a necessary financing tool. Also, once in service, these assets begin to incur operating, maintenance and rehabilitation costs, which are then appropriately funded by tax levy and user rates. The municipality faces two financial challenges if growth does not occur as expected.

First, development charge collections may be insufficient to service the debt already incurred and also fund other planned infrastructure. Second, there may be insufficient growth in the assessment and/or rate base to support ongoing operations without undue tax levy or rate increases on existing residents and businesses.

## **York Region's share of the GTA population growth has differed from the provincial Growth Plan target**

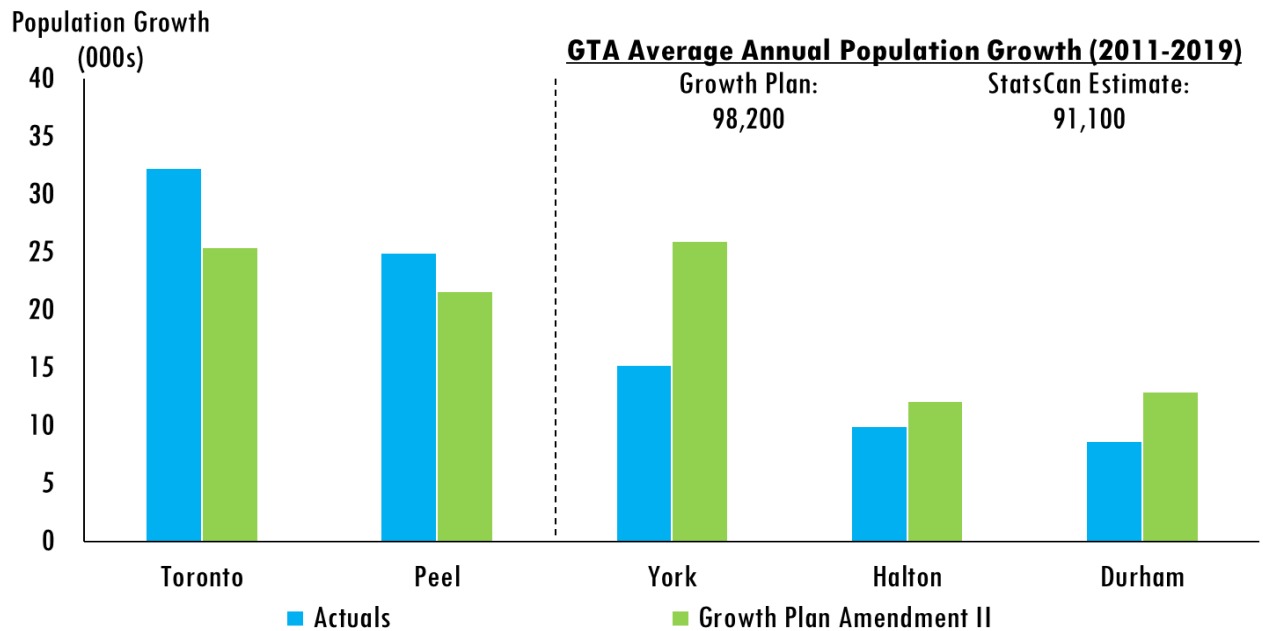
In the Growth Plan, from 2016 to 2041, the Region is forecasted to contribute 20 per cent of population and 26 per cent of employment growth, the highest share amongst the Greater Golden Horseshoe municipalities.

However, according to Statistics Canada data, population growth in York Region has been below the Growth Plan projections. While the Region grew rapidly in the early 2000s, the pace of growth has slowed. As shown in Figure 2, between mid-2011 and mid-2019, York Region grew by over 15,000 people annually, or about 60 per cent of the annual growth projected by the Growth Plan. Other 905 municipalities are also facing a shortfall, while Toronto's and Peel's population growth exceeded Growth Plan projections.

Lower-than-expected growth has translated into lower-than-expected development charge collections. Should growth fall below what is currently assumed in the fiscal strategy, this may limit the Region's ability to finance new projects or repay existing debt, which may require a re-evaluation of the timing of planned projects in the capital plan.

Staff are expecting new forecasts from the Province that may recalibrate the delayed growth forecasts.

**Figure 2**  
**Actual vs Projected Population Growth in the GTA (2011-2019)**



Data Source: Growth Plan Amendment II technical addendum, Hemson Consulting Ltd., StatsCan Table: 17-10-0139-01

### **Regional Council has taken steps to address the gap between forecasted and actual population growth but more could be done with a share of the Non-Resident Speculation Tax**

In an effort to address the gap between forecasted and actual population growth, as well as facilitating the development of complete communities with more affordable housing options, York Region Council approved a [package](#) of financial incentives last fall.

The affordable rental component of that package includes a long-term development charge deferral where rental developments could receive a longer deferral depending on size and location. The affordable rental incentive program is available to a total of 1,500 housing units over the next three years. Thus far this program is helping to bring over 200 new affordable rental units to the Region.

Still, more could be done if the Region had additional funding. In April 2017, the Province introduced a 15 per cent Non-Resident Speculation Tax (NRST) on the purchase of any residential property located in the Greater Golden Horseshoe by a non-Canadian resident. According to the latest information provided by the Ministry of Finance, of the \$394.3 million collected during the period from April 2017 to March 2019, \$103.7 million (or 26.3%) was related to property transactions in York Region.



While the NRST revenues in Ontario accrue to the Province's general revenues, a similar tax in the Province of British Columbia is reinvested into affordable housing projects. In September of 2018, the Region made a request to the Province to provide a share of the NRST to support the implementation of rental housing initiatives in York, however, has not received any response yet.

### **Regional Council has also taken steps to address non-residential growth, specifically in office space**

While the Region's job growth is in line with Growth Plan projections, non-residential development (measured in gross floor area) has fallen short of Regional forecasts, most notably for office development. With this in mind, and as part of the Region's Complete Communities financial incentives program, last fall Regional Council also approved a [package](#) of office incentives. The key component of the office incentives package is a long term development charge deferral which, like the affordable rental deferral, provides a longer deferral based on size and location.

It is unclear however how COVID-19 will impact the non-residential sector (particularly office). Staff will continue to monitor the situation and report back as necessary.

### **York Region may be asked to make a significant capital contribution towards the Yonge North Subway Extension**

On April 10, 2019, the Province committed to building four subways for a total expected cost of \$28.5 billion, including the Yonge North Subway Extension. Those projects are expected to be completed towards the end of the 2020s, with the subway into York Region expected to be finished by 2029-2030. The subway is a vital piece of infrastructure as its completion is embedded in the Province's Growth Plan population and employment targets for the Region. The Yonge North Subway Extension cost is estimated to be \$5.6 billion based on a Class 4 estimate (i.e., preliminary) and could change substantially as design and planning progresses.

The Province committed \$11.2 billion in total funding for the four subways and is expecting contributions from the Federal and municipal governments. There are further funding details to be negotiated, but the 2019 Provincial Budget announced the repurposing of up to \$7 billion in federal funding towards the subways, with an intent to negotiate a further contribution by the federal government of up to 40 per cent of the subway program.

York Region and Toronto's respective shares of the Yonge North Subway Extension are still to be negotiated with the Province. However, the Provincial Budget stated that the Province expects York Region and Toronto to make "significant capital contributions" towards the projects.

The Region will continue to work with its federal, provincial and private partners in order to maximize all non-tax levy funded sources. As a matter of principle, every effort will be made to minimize the impact on the Region's tax levy. For the portion of the cost that is not funded

from other levels of government or from private entities, a combination of development charges and tax levy sources will be used (the split still to be determined).

Depending on the level of the Region's reserves and the level of the debt ask, there may be a requirement to issue non-development charges debt. This is something council has tried to minimize. Through the Fiscal Strategy the Region has been successful in avoiding issuing non-DC debt for the last 5 years, and currently is not projected to do for at least another 10 years.

For the development charge portion, adding an estimate of the Yonge North Subway Extension to the Region's debt forecast will lead to an increase in the level of debt as well as an increase in the DC rates, compared to what was anticipated. Funding for the tax levy component, if needed, will be estimated once the Region's total share is known.

## **Asset management risks**

### **Ongoing contributions to asset management reserves are required to accommodate the Region's full asset management needs**

Regional Council has made significant progress in building asset management reserves to support the Region's growing asset management needs. Risks relating to asset failure are mitigated through condition and risk assessments, proactive maintenance programs and capital renewal programs. This approach achieves the defined levels of service throughout the asset's life cycle and extends the investment to the full life expectancy of the asset.

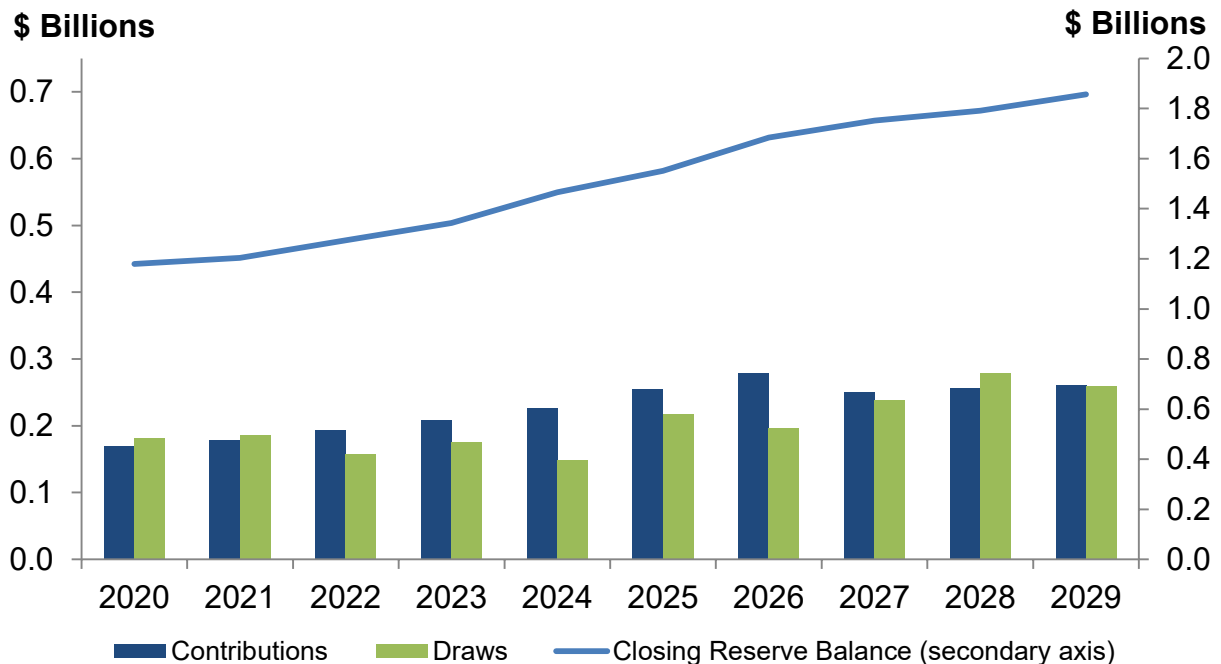
The multi-year budget includes contributions to tax levy asset management reserves that average \$180 million per year from 2020 to 2022. These contributions should ensure that the Region can meet its short-term asset management needs, but ongoing increases in contributions would be required to meet future needs without having to issue tax levy supported debt in the future.

As shown in Figure 3, over the next 10 years the draws and contributions to the tax levy asset replacement reserves are similar. The draws are informed by departmental asset management plans and asset condition assessments, and the contributions are calculated to cover those identified needs for existing assets and the expected growth in the asset base. Future asset management draws may be influenced by technological change as well as changes to environmental requirements or policy decisions, like the Region's goal of having net-zero greenhouse gas emissions by 2051. While some of these changes can result in cost savings or efficiencies, many others could result in higher costs which would require increasing contributions to reserves in advance of expected expenditures.

Continued increasing contributions to asset management reserves are also necessary because asset management costs are, by their nature, 'lumpy' and inevitably increase as the assets age. Therefore, continuing to make asset management reserve contributions that increase at a consistent rate would help avoid unaffordable asset management expenditures or steeper contribution increases in the future. Strong contributions also support the concept

of inter-generational equity meaning that all current and future consumers of these assets pay their equal share.

**Figure 3**  
**10-year Projection of Tax Levy Funded Asset Replacement Reserves**



Data Source: York Region Finance

### **The Region is in a stronger position than most to be able to handle current economic conditions as a result of prior decisions made by Council**

As a result of actions by this and previous Councils, the Region is in a relatively better position than many to be able to navigate through the current climate as a result of COVID-19. Reserves have been increasing steadily over the last few years to deal with asset management issues, but also for tax and revenue shocks.

### **The Region manages risks and pressures to the capital plan through reserves**

To help prevent project cost overruns, York Region departments apply a rigorous project management approach and monitor the actual capital spending regularly to ensure the spending is within the approved budget. In addition, the Finance Department reports to Council in September of each year on capital budget variances and mid-year financial results. Regular performance monitoring helps ensure that York Region delivers capital projects in a cost-efficient and effective manner.

## **The Region's projected debt levels have improved due to higher forecasted DC collections from Bill 138**

The Region's projected debt level has improved compared to the 2020 Budget largely as a result of legislative changes through Bill 138. We typically see the projected debt level move up or down each year as a result of differences between actual and expected development charges collections. This will be different when there is a change arising as a result of legislation. Staff will analyze the expected impact and will discuss with Office of the Budget to determine how this may affect the capital plan. The level of debt room is managed to optimize the amount of debt that the Region take on.

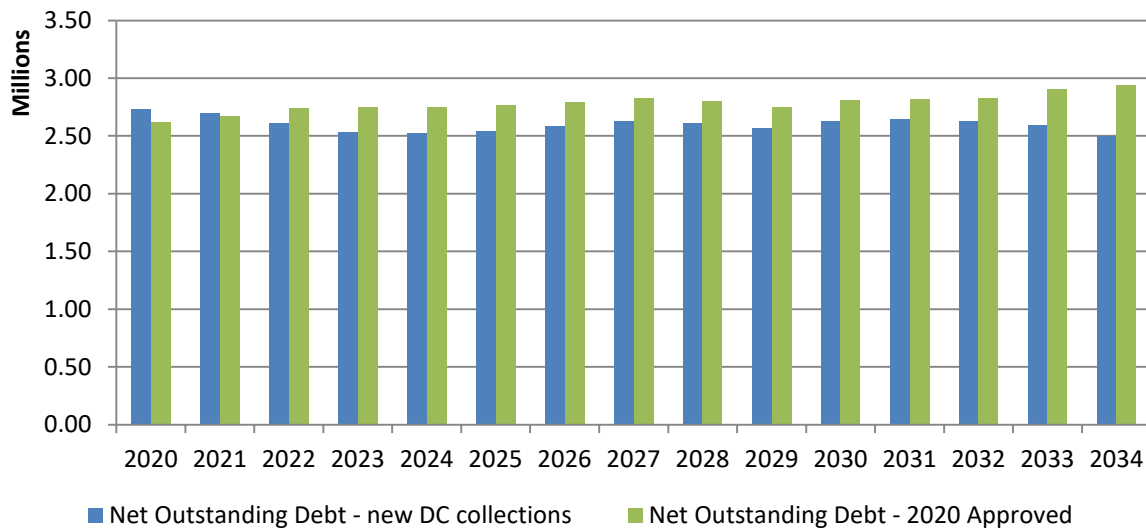
The introduction of Bill 108 last year led to a noticeable decrease in short term collections and resulted in a the development charges reserve falling negative in 2029. With Bill 138, the hit to the Region's short-term collections are not as stark and the reserve is expected to be positive and keep to the Region's policy of being at a level of 75%-100% of P&I payments.

Ultimately, the amount of debt that the Region will take on will depend on a number of factors. The absolute level of debt as well as the ratio of reserves to debt are recognized metrics of financial sustainability used by credit rating agencies and the market to assess the Region's overall credit worthiness and the desirability of the Region's debentures. The Region must also comply with the Province's annual debt repayment limit. The Fiscal Strategy, updated annually as part of the Budget process, considers debt together with reserves and the Region's forecasted capital needs to develop annual recommendations on a fiscally sustainable level of debt for the Region.

Figure 4 below shows the debt forecast from the 2020 budget. Although debt peaked at \$2.9 billion in 2017, the reduction in debt after 2017 has been slow, primarily due to a downward revision in forecast development charge revenue. A decreasing debt profile is important because:

- It reduces the Region's overall financial risk which contributes to fiscal sustainability
- It could help the Region regain a triple A credit rating with S&P Global Ratings and may be critical to avoiding future downgrades as both credit rating agencies have said that "greater-than-forecast debt" could lead to a potential rating downgrade
- It frees up funding that can be spent directly on infrastructure, rather than on debt servicing

**Figure 4**  
**Net Outstanding Debt Projection – 15 years**



## 5. Financial

### The Region is facing a number of pressures

The long-term fiscal sustainability of the Region will not only be tested by the effects of COVID-19 in the short-term but also through contributions above those anticipated in the capital plan that may be expected to pay for the Yonge North Subway Extension.

### There are a number of requests that the Chair could make to the Province to provide help to the Region

York Region is facing unprecedented challenges as a result of this crisis. As we strive to continue to provide vital services and look at ways to provide important relief, the financial burden is expected to be significant. Preliminary figures indicate that the impact to the Region, will be approximately \$3.90 million per week, which could use up the Region's contingency reserves in 7 months, in the absence of offsetting savings or grants from senior governments..

In addition, there are likely to be further negative impacts to the Region's costs and revenues through not meeting our expected development charge collections this year and with lower gas consumption throughout the Province, a likely reduction in gas tax revenues.

There are a number of requests that the Chair could make to the Province that would help the Region achieve fiscal sustainability over the short and long-term as well as pay its share, if required, of the Yonge North Subway Extension without a substantial impact to the Region's tax levy.

To be able to better deal with the short-term impacts arising from COVID-19, the Chair could request that the Province:

- a. Direct funding to support delivery of front-line services needed to address COVID-19 emergency
- b. Maintain gas tax allocation at 2019/2020 level
- c. Cancel altogether or deferred indefinitely the cuts to public health
- d. Remove caps on cost shared programs over the next three years or Provincial assumption of responsibility

To be able to ensure that the Region is fiscally sustainable in the long-term, the Chair could also request that the Province:

- e. Allocate funds from the Non-Resident Speculation Tax collected in York Region to support York Region rental housing incentives – our most recent figures estimate this to be around \$103.7 million to March 2019
- f. Provide new revenue tools to help with the Yonge North Subway Extension – mainly the Land Transfer Tax which could bring in revenues of between \$220 and \$440 million annually to the Region

## 6. Local Impact

### **The Region's fiscal pressures could impact its ability to deliver, maintain and enhance critical infrastructure to accommodate growth**

Growth-related infrastructure is vital to the Region's local municipalities. Any fiscal pressures that impact the timing delivery, maintenance and enhancement of this infrastructure must be monitored and managed.

## 7. Conclusion

### **Despite challenges, the Region continues to work towards fiscal sustainability**

Though limited in revenue-raising streams, Council initiatives have kept the Region progressing towards its goal of fiscal sustainability.

In order to continue upon this path, and address capital-related fiscal pressures, both current and in the future, the Region will continue to manage its capital budget in a fiscally prudent manner. In addition, the Region will continue to work with other levels of government to deliver infrastructure projects that are vital to the residents and businesses in York Region.

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For more information on this report, please contact Edward Hankins, Director, Treasury Office at 1-877-464-9675 ext. 71644. Accessible formats or communication supports are available upon request.

Recommended by: **Laura Mirabella, FCPA, FCA**  
Commissioner of Finance and Regional Treasurer

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

May 27, 2020  
Edocs #10570803





**Regional Council Decision - COVID-19 Small Business Support**

On June 25, 2020 Regional Council made the following decision:

1. That Council authorize the repurposing of \$500,000 from the Innovation Investment Reserve Fund to provide COVID-19 support to local small businesses through either a local Community Improvement Plan (CIP) based on the criteria of the (CIP) or the expansion of the Starter Company Plus program managed by the four Small Business Enterprise Centres across the Region on behalf of the Ministry of Economic Development, Job Creation and Trade.
2. The Regional Clerk circulate this report to the Ministry of Economic Development, Job Creation and Trade, local municipalities, local Chambers of Commerce and Boards of Trade and ventureLAB.

The original staff report is attached for your information.

Please contact Jonathan Wheatle, Director, Economic Strategy at 1-877-464-9675 ext. 71503 if you have any questions with respect to this matter.

Regards,

**Christopher Raynor** | Regional Clerk, Office of the Regional Clerk, Corporate Services

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Our Mission: **Working together to serve our thriving communities – today and tomorrow**



# The Regional Municipality of York

Committee of the Whole  
Planning and Economic Development  
June 11, 2020

Report of the Commissioner of Corporate Services and Chief Planner

## COVID-19 Small Business Support

### 1. Recommendations

1. Council authorize the repurposing of \$500,000 from the Innovation Investment Reserve Fund to provide COVID-19 support to local small businesses through the expansion of the Starter Company Plus program managed by the four Small Business Enterprise Centres across the Region on behalf of the Ontario Ministry of Economic Development, Job Creation and Trade
2. The Regional Clerk circulate this report to the Ministry of Economic Development, Job Creation and Trade, local municipalities, local Chambers of Commerce and Boards of Trade and ventureLAB.

### 2. Summary

This report provides Council with more insight into the effect of COVID-19 on the small business community. It also gives an update on some options for direct financial support to local small businesses.

Key Points:

- The COVID-19 pandemic is having a significant negative effect on the local small business community
- The Municipal Act constrains options for municipalities to provide direct financial support to local businesses
- Leveraging \$500,000 from the Innovation Investment Reserve Fund to expand the reach of the Starter Company Plus program through the four Small Business Enterprise Centres in York Region could provide short-term support to small businesses across the nine local municipalities

### 3. Background

#### **The COVID-19 pandemic has had a significant impact on the economies of Canada, Ontario and York Region**

The uncertainty about the duration and magnitude of the COVID-19 pandemic and the necessary containment measures poses a cycle of dampening consumer confidence and tightening financial conditions, contributing to rising business costs, layoffs, and potential bankruptcies. The Conference Board of Canada has stated that Government authorities around the world have taken bold and necessary measures to contain the spread of the virus and to support people and businesses through a very challenging time. It was also announced by the Conference Board of Canada that every sector of the Canadian economy has been affected by the COVID-19 pandemic.

As cited in the 2019 Growth and Development Review Report being considered on the same Committee of the Whole agenda, Canada lost over one million jobs in March 2020, which is the largest monthly employment decline on record. In the same period, Ontario recorded a decline of 403,000 jobs. The report identifies that some of the hardest hit sectors include transportation services, food and accommodation services, recreation and cultural services. In York Region, these industries represent approximately 13% of all businesses and 81,000 jobs based on data from the 2019 York Region Employment Survey.

#### **Research findings indicate financial assistance would support businesses during COVID-19 recovery efforts**

Statistics Canada and the Canadian Chamber of Commerce collaborated to launch the Canadian Survey on Business Conditions, meant to gather feedback from the 1.2 million businesses across Canada. The survey ran from April 3 to 24, 2020 and more than 12,600 or approximately one per cent of Canadian businesses participated in the questionnaire focused on how COVID-19 is affecting business. Greater than 4,450 (35%) of the respondents were Ontario-based, and of those, nearly 8% or approximately 350 respondents were from York Region.

Ninety per cent of respondents from York Region were small businesses, ranging from employers with less than 100 employees to self-employed sole proprietors. The 'professional, scientific and technical services' sector accounted for 15% of all responses, followed by manufacturing at 10%, retail accommodation and food services at 10% and construction at 9%, reflecting the diversity of York Region's economy.

Some of the key findings in the survey include:

- 72% have been negatively impacted by social distancing measures
- 70% of the respondent's workforce cannot carry out a majority of duties during the pandemic
- 54% decreased in business expenditures for advertising, marketing, travel

- 41% laid off staff
- 30% of rent payments have not been deferred.

Businesses have also requested support in accessing grants, training and mentorship. Many businesses across York Region have expressed concern and uncertainty over the ability to withstand and recover from the economic effects of the COVID-19 pandemic. More details from the Canadian Survey on Business Conditions are captured in Attachment 1.

### **Senior levels of government have responded to assist businesses**

York Region is collaborating with all levels of government to implement economic recovery measures. Both the Province of Ontario and the Government of Canada have launched multiple funding programs to ensure that businesses are provided the tools necessary to survive the crisis and get back to work as soon as possible. Some of the programs introduced are in direct response to the current pandemic, while other pre-established funding programs continue to assist organizations undertaking strategic growth projects.

The Government of Canada has announced a series of relief aids to help Canadians and businesses cope with the COVID-19 outbreak. The package includes \$146 billion in direct support and over \$500 billion to help business liquidity through tax deferrals, credit and liquidity support. Many of these programs are for 90 days and are anticipated to end in June unless otherwise extended.

Attachment 2 highlights the Government of Canada's Financial Support for Businesses and some of the key business support programs announced by the Government of Canada in their response to support businesses through the COVID-19 pandemic.

On March 25, the Province announced the Ontario Action Plan for fighting COVID-19 as part of their Economic and Fiscal Update. The \$17 billion funding package offers support to healthcare (\$3.3 billion), people and jobs (\$3.7 billion), and cash flow support for businesses (\$10 billion).

Attachment 3 highlights the Province of Ontario's Financial Support for Businesses and some of the key programs announced by the Province of Ontario in their response to support businesses through the COVID-19 pandemic

### **Regional Municipalities across the Greater Toronto and Hamilton Area are providing indirect financial relief to businesses**

Currently many of the Regional Municipalities located throughout the Greater Toronto and Hamilton Area are providing indirect financial relief to businesses in the form of tax and utility deferral payments. Table 1: GTHA Regional Municipal COVID-19 Responses highlights what is available at the present time.

**Table 1**  
**GTHA Regional Municipal COVID-19 Responses**

Municipality	Details
City of Toronto	60-day grace period for property tax and utility payments and late penalties
City of Hamilton	60-day grace period waiving of interest and penalty on Interim Property Tax Instalment due April 30  30-day waiving of interest and penalty on Final Property Tax instalment due on June 30
Region of Durham	60-day waiving of interest charges on property tax due in April for May and June  Durham Region Transit suspended payments from all customers  Water bills: Temporary suspending new late payment charges, collection notices and water shutoffs
Region of Halton	Waiving penalties and fees on property taxes from April 1, 2020 to June 30, 2020
Region of Peel	Water and Waste Water interest and penalty waived between April 1 – June 30, 2020  Water and Waste Water rate increase deferred to July 1, 2020

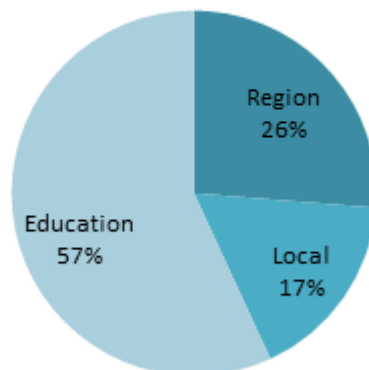
York Region is supporting business support programs put in place by the local municipalities. As the COVID-19 pandemic continues to evolve, the region and the local municipalities have launched various programs that offer financial relief and non-financial support. Amongst the local municipalities, the most common measures offered include extending payment deadlines and waiving late payment penalties on property taxes and water and wastewater charges. In support of these efforts the Region is also:

- Waiving interest on any portion of property tax instalments, due to the Region by the local municipalities, that are delayed as a result of their COVID-19 tax relief program; and
- Retaining 2020 water and wastewater rates at their 2019 levels

Property tax paid by a typical business in large part goes to the Province of Ontario towards education. The Region only receives approximately 26% of the total business tax levy, and the local municipalities retain approximately 17%.

**Figure 1**

**Property Tax Breakdown of  
a Commercial Property in York Region**



For a typical business, the breakdown of the 2019 property taxes is as follows:

Region	Local Municipality	Education	Total
\$1,661	\$1,064	\$3,595	\$6,320

\*Based on a commercial property with assessment value of \$386k in 2019.

As shown in Figure 1, the Regional tax makes up only a small portion of property taxes payable by a business. With this in mind, the Region has introduced a number of non-financial resources to support as many local businesses as possible (e.g., small business support through the York Small Business Enterprise Centre).

York Region remains committed to providing business assistance during this time of need. On [April 14](#) Council approved the establishment of the York Region Business Recovery Support Partnership to provide regional support to the business community in response to the impacts of COVID-19. Through this partnership, the Region, local municipalities and other partners continue to investigate ways to increase the effectiveness of provincial programs in the local community.

Details on support programs announced by each municipality and the Region are included in Attachment 4.

## 4. Analysis

### **Even with COVID-19 support programs from the federal and provincial governments, some small businesses are falling through the cracks**

Although senior levels of government have launched several support programs, small businesses are still facing significant financial challenges. Many small businesses are unable to access current Federal or Provincial financial relief programs due to eligibility restrictions. Examples of ineligible businesses include:

- Businesses without employees and seasonal businesses that don't have staff continuously on payroll will not be able to secure relief related to employee wages through the Canada Emergency Business Account
- Canada Emergency Relief Benefit is not specific to business support and is primarily used for household bill relief
- Self-employed and sole proprietors are excluded from programs like the Canada Emergency Wage Subsidy as many earn and declare business income as opposed to a salary.
- Operators of small stores, coffee shops, daycares, florists and others are often working in the business themselves with few or just a single assistant

Further, there is no access to support for rebranding, strategizing and developing business plans to introduce new products and services to try and increase customer base and revenue.

### **The *Municipal Act*, prohibits municipalities from providing direct financial relief to businesses, except under certain conditions**

Unlike the Province of Ontario and the Government of Canada, municipalities, including York Region are unable to provide direct financial relief to businesses affected by COVID-19 due to constraints of the *Municipal Act, 2001* (the "Act").

Currently, section 106 of the Act generally prohibits municipalities from providing targeted financial assistance or 'bonusing' to industrial or commercial enterprises (directly or indirectly). However, subsection 106 (3) of the Act does allow municipalities to provide incentives through a Community Improvement Plan (CIP) under section 28 of the Planning Act, 1990. While York Region does not have a Community Improvement Plan in place, the Planning Act, permits the Region to participate in a local municipal Community Improvement Plan.

Under section 108 of the Act, municipalities can participate in federal or provincial programs that are created to encourage the "establishment and initial growth of small businesses or any class of them in the municipality". Two such programs York Region has participated in include: the Starter Company Plus program and the Ontario Summer Company program. Both of these programs have been delivered by the York Small Business Enterprise Centre



on behalf of the Ministry of Economic Development, Job Creation and Trade. When the Region provides business grants through these programs it does not offend the ‘anti-bonusing’ prohibitions under section 106 of the Act.

### **There are a number of options that York Region can consider to provide near-term financial relief to local businesses**

Beyond the Council approved support on April 30, 2020 of [local municipal tax and fee deferral efforts](#), staff have worked internally and with external partners through the York Region Business Recovery Support Partnership to review several options for providing direct funding to small businesses, whilst remaining cognizant of the prohibitions and permissions under the Act.

Table 2: Summary of York Region Financial Support Options for Businesses summarizes the key advantages and drawbacks of three financial support options for small businesses available to York Region:

1. Provide additional funding to the provincial Starter Company Plus program
2. Provide funding through participation in local Community Improvement Plans
3. Provide funding to the South Lake Futures Community Futures Development Corporation, a not-for-profit organization delivering the Government of Canada’s Community Futures Program to the Town of East Gwillimbury and the Town of Georgina

**Table 2**  
**Summary of York Region Financial Support Options for Businesses**

<b>Option &amp; Key Details</b>	<b>Key Advantage(s)</b>	<b>Key Drawback(s)</b>
<b>#1.</b> Provide additional Funds to expand the provincial Starter Company Plus Program by drawing from the Innovation Investment Reserve Fund	Permitted under the Municipal Act - Section 108  Can support small businesses in all nine local municipalities through the Small Business Enterprise Centres	Reduces available support for major innovation projects in the Region
<b>#2.</b> Provide funding to the South Lake Community Futures Development Corporation (CFDC)	Permitted under the Municipal Act – Section 108	Would only include businesses in Georgina and East Gwillimbury
<b>#3.</b> Participate in the Community Improvement Plans (CIP) at the local municipal level	Permitted under the Municipal Act – Section 106 (3)  Supports the efforts at the local municipalities	Not available in Markham  May require administrative changes at local level

Staff recommends pursuing option one and increasing funding to local Small Business Enterprise Centres for the 2020-2021 Starter Company Plus program with \$500,000 from the Innovation Investment Reserve Fund.

### **Since launching in 2017 the Starter Company Plus program has supported over 800 entrepreneurs across York Region**

There are four Small Business Enterprise Centres, located in York Region, in Markham, Richmond Hill, Vaughan and Newmarket. The York Small Business Enterprise Centre in Newmarket is located in the York Region Administrative Building. It is operated by the Region's Economic Strategy Division and serves the northern six municipalities. The mandate of the Small Business Enterprise Centres is to assist entrepreneurs in the evaluation, start-up and growth of their small business, with the underlying goal of providing stability and early-stage growth support to area businesses and their owners. Each Small Business Enterprise Centre is mandated to deliver specialized programming for entrepreneurs and small businesses with typically less than 10 employees

All four centres currently administer the Starter Company Plus program within the local communities they serve. Starter Company Plus is an entrepreneurial training and mentoring program, with grant opportunities of up to \$5,000 for eligible adults ages 18 and older who are starting, buying or expanding a business. Overall the Starter Company Plus program helps to build a prosperous Ontario by enhancing entrepreneurship programming needs of Ontarians. Program elements include:

- Supporting primarily small main street enterprises within York Region
- Addressing local and/or regional economic development needs, and where appropriate focusing on special industries and sectors
- Supporting eligible participants with skills development training, mentoring and micro grants

Between April 2017 and March 2020 the four Small Business Enterprise Centres in York Region supported over 800 businesses. In the Northern six communities, the York Small Business Enterprise Centre trained 244 businesses, supported the creation of 82 jobs and provided 53 businesses with grants. Over \$3 Million in investments were leveraged by the businesses that completed the entire program. A total of 37 new businesses were started, and 16 were able to expand with the assistance of the program.

### **The Ministry of Economic Development, Job Creation and Trade encourages Small Business Enterprise Centres across Ontario to leverage opportunities to expand the Starter Company Plus program to support small businesses**

On April 18, 2020, the Ministry of Economic Development, Job Creation and Trade sent an e-mail to Small Business Enterprise Centre manager and consultants indicating that funding intended for the Summer Company program could be leveraged to expand the Starter Company Plus program. The Summer Company program is designed to support full-time secondary and post-secondary students to start small businesses. The York Small Business

Enterprise has decided to transfer the entirety of its 2020-2021 Summer Company program funding to expand its Starter Company Plus program offering. The Small Business Enterprise Centre in Markham will be running a full Summer Company program, while the Small Business Enterprise Centres Vaughan and Richmond Hill have each decided to run a reduced Summer Company program to transfer some funding to the Starter Company Plus program.

All of the four Small Business Enterprise Centres collaborate on evaluating businesses under the existing Starter Company Plus framework during the 2020-2021 program year which ends March 31, 2021. The four Small Business Enterprise Centres in York Region are all aligned with being able to provide funds should the proposed program be approved by Council. The Ministry of Economic Development, Job Creation and Trade support this proposal allowing Small Business Enterprise Centres to provide additional options for increased funding.

### **Providing a contribution of \$500,000 from the Innovation Investment Reserve Fund to the Small Business Enterprise Centres to expand the Starter Company Plus program would support small businesses across York Region**

Staff from the four Small Business Enterprise Centres have been investigating opportunities to further expand the Starter Company Plus program by leveraging additional funding to increase the reach and impact of the program. It is evident that additional financial support can provide valuable assistance to the local businesses.

A \$500,000 contribution from the Innovation Investment Reserve Fund would equate to an additional \$125,000 to each of the four Small Business Enterprise Centres in York Region to enable the expansion of the Starter Company Plus program. The funds would be administered by each individual Small Business Enterprise Centre under the existing Starter Company Plus program agreement and evaluation criteria.

This additional financial support balances the monies in the Innovation Investment Reserve Fund and the limits of funding allowed to each company under the Starter Company Plus program, with the capacity of the Small Business Enterprise Centres in the Ministry's fiscal year. The proposed funding would expand the impact of the program across York Region while ensuring the Innovation Investment Reserve Fund is still available for its intended purpose.

Applications for the first cohort of businesses, supported using existing Ministry funds, will launch in June 2020 and close in July 2020, with the first cohort beginning in August 2020. The application process for subsequent cohorts, leveraging the additional \$500,000, could commence in late-summer.

### **This initiative would complement the business support programs of the federal, provincial and local municipal governments**

Over the last three months there have been a number of programs and financial support initiatives announced from all levels of government. Providing additional funding to the local Small Business Enterprise Centres in the Region increases the options available to

businesses for COVID-19 relief. Providing a grant complements the initiatives already available through the Federal, Provincial and local municipal governments however the mentoring and training component will also be important to those businesses that do not qualify for the grants.

## **Initiative supports strategic goal of Vision/Strategic Plan**

### **Vision 2051**

Open and Responsive Governance through accountability, fiscal responsibility and service delivery through collaboration and partnerships is identified as a key area of focus. Partnering with the Ministry of Economic Development, Job Creation and Trade and the Small Business Enterprise Centres in the cities of Markham, Richmond Hill and Vaughan to leverage the Starter Company Plus program as a means of supporting small businesses is consistent with this strategic goal.

### **Economic Development Action Plan 2022-2023**

Identified as a key action under the pillar for business, the York Small Business Enterprise Centre plays an important role in delivering direct-to-business consultation services to companies across the Region.

## **5. Financial**

On [February 28, 2019](#), Council approved the amendment to rename the University Campus Reserve to Innovation Investment Reserve Fund and broadened its use to support major innovation projects in the Region. This fund was developed to support major innovation-enabling initiatives across the Region. The fund is split into two components:

- Approximately \$1 million annual contribution to the reserve to support the [Region's \\$25 million commitment](#) to the York University campus expansion in Markham.
- An annual Innovation Investment Reserve Fund contribution to support transformational projects of Regional significance. These may include major research projects leveraging Regional infrastructure, post-secondary campus facilities, and public-private research collaborations that promote business competitiveness and community benefits.

The annual contribution of Innovation Investment Reserve Fund varies by year and by the end of June 2020 it is forecasted to have a balance of approximately \$1.55 million, which would be available to provide funding to support external parties for Council approved initiatives.

A total of \$500,000 could be repurposed and drawn from the Innovation Investment Reserve Fund to support local business COVID-19 relief and recovery through the expansion of the Starter Company Plus program. However, drawing funds from this reserve will reduce York Region's ability to support major innovation projects in the Region.

## 6. Local Impact

York Region is home to more than 54,000 businesses that employ over 650,000 people. According to the [2019 Employment and Industry Report](#) over 80% of the Region's business community is made up of small businesses with less than 20 employees. This is indicative of the important role of small business and entrepreneurship in York Region's economy.

Enabling greater access to mentoring and micro-grant support through the Starter Company Plus program would help ensure that some of these businesses are better able to endure the and recover from economic effects of the COVID-19 pandemic.

There are four Small Business Enterprise Centres serving the local nine municipalities. The northern six municipalities are served by the York Small Business Enterprise Centre located in the York Region Administrative Building. The cities of Markham, Richmond Hill and Vaughan are each served by its own Small Business Enterprise Centre.

Repurposing a portion of the Innovation Investment Reserve Fund and partnering with the local small business enterprise centres would enable a significant expansion of the Starter Company Plus program across York Region.

## 7. Conclusion

The COVID-19 pandemic has had a significant impact on the local economy across York Region. Repurposing \$500,000 from the Innovation Investment Reserve Fund to expand the Starter Company Plus program would allow the Small Business Enterprise Centres in York Region to provide valuable business skills and financial support to small businesses that have been most affected by COVID-19. This initiative aligns with, and complements, the various financial support relief programs that have been made available from the federal, provincial and local municipal governments. It also provides support to businesses located in all nine of York Region's local municipalities. Partnerships with the four Small Business Enterprise Centres and amongst the local municipal Economic Development Offices will be key to expanding and delivering the Starter Company Plus program and achieving success.

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For more information on this report, please contact Jonathan Wheatle, Director, Economic Strategy at 1-877-464-9675 ext. 71503. Accessible formats or communication supports are available upon request.

Recommended by: **Paul Freeman, MCIP, RPP**  
Chief Planner

**Dino Basso**  
Commissioner of Corporate Services

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

May 29, 2020  
Attachments (4)  
#10785561

## **Canadian Survey on Business Conditions: Impact of COVID-19 on businesses in Canada and York Region**

### **RESEARCH BACKGROUND**

#### **Statistics Canada's Crowdsourced Business Survey**

In order to better understand the impact of COVID-19 on businesses, employers and employees, communities and our economy, Statistics Canada and the Canadian Chamber of Commerce collaborated to launch the Canadian Survey on Business Conditions.

From April 3 to 24, 2020, more than 12,600 businesses visited Statistics Canada's website and took part in the Canadian Survey on Business Conditions (CSBC) online questionnaire about how COVID-19 is affecting their business. 4,460 of those were Ontario-based.

#### **York Region Survey Responses**

Amongst Statistics Canada's survey participants, approximately 350 respondents are from York Region, representing 8% of all responses from across Ontario.

90% of York Region's respondents are comprised of small and medium-sized businesses - employers with less than 100 employees including self-employed. The Professional, scientific and technical services sector accounts for 15% of all private sector responses, followed by Manufacturing at 10%, and Construction sector at 9%, reflecting York Region's diverse economy.

### **KEY FINDINGS**

#### **Economic Implications of COVID-19 on Businesses in York Region**

The extreme uncertainty around the duration and magnitude of the COVID-19 pandemic and the necessary containment measures poses a cycle of dampening consumer confidence and tightening financial conditions, contributing to rising business costs, layoffs, and potential bankruptcies.

#### **Fiscal stimulus measures are needed for small and medium-sized business owners in York Region**

A significant share of small and medium-sized businesses are experiencing a decline of 70% or more in demand for products or services highly impacted by social distancing measures and almost a quarter of businesses experienced a decline of 50% or more in revenue. 40% of businesses experienced uncertain accounts payable and 34% closed temporarily as mandated by government officials.

More than a third of businesses are uncertain of the length of time they can remain operational while social distancing measures are in place. A concerning 30% of commercial rent payments have not been deferred and over 30% of businesses do not know the length of time to be able to continue to operate without a source of revenue.

Key survey findings include

- 70% of the respondents' workforce cannot carry out a majority of duties during the pandemic
- 70% of businesses experienced decrease in demand for products or services
- 41% laid off staff
- 40% reduced staff hours or shifts

- 24% recorded a decrease of 50% or more in business revenue from January to March 2019 compared to same months in 2020 followed by 13% recording a decrease of 30% in revenue
- 40% experienced uncertain accounts payable
- 34% closed temporarily as mandated by government
- 59% no request made for credit from financial institution
- 72% negatively impacted by social distancing measures
- 54% experienced impact due to inability to have staff physically on-site
- 54% decreased in business expenditures for advertising, marketing, travel
- 59% increased cost for sanitation and cleaning
- 47% impacted due to important meetings, gatherings or events cancelled
- 49% impacted due to heightened public fear or caution causing customers to avoid business's physical locations or services
- 43% added new ways to interact with or sell to customers
- 30% rent payments have not been deferred
- 31% of businesses do not know the length of time to be able to continue to operate without a source of revenue as of February 2020
- 27% anticipated 6 months or more length of time businesses expect being able to remain fully or partially operational while social distancing measures are in place
- 25% businesses do not pay rent
- 19% rent payments have been deferred
- 18% business has not asked or been offered to defer rent owed

*Note: unlike other surveys conducted by Statistics Canada, crowdsourcing data are not collected using a probability-based sample design. As a result, the findings reported cannot be applied to the overall Canadian economy. As such, the information should be treated as directional only.*



**Attachment 2****Key Government of Canada Financial Support for Businesses**

(Updated as of May 27, 2020)

<b>Program Name</b>	<b>Estimated Funding</b>	<b>Details</b>
<b>Direct Support</b>		
Canada Emergency Wage Subsidy Program (CEWS)	\$73 billion*	Wage subsidiary up to 75% up to a maximum weekly cap of \$847 per employee From March 15, 2020 to August 29, 2020
Temporary Wage Subsidy Program (TWS)	\$975 million	Wage subsidy of up to 10% up to \$1,375 per employee to a maximum of \$25,000 per employer From March 18, 2020 to June 19, 2020. For businesses not eligible for the CEWS wage subsidy listed above
Work-sharing Program (WS)	\$12 million**	Option for employers to move their employees to reduced hours and allow employees to simultaneously collect Employment Insurance (EI)
<b>Tax Liquidity Support</b>		
Income Tax payment deferral	\$55 billion	Deferral of income tax payment for individual and corporate taxpayers until September
Sales Tax Remittance and Customs Duty Payments Deferral	\$30 billion	Deferral of GST/HST and customs duty payments until June
<b>Access to Credit</b>		
Business Credit Availability Program (BCAP)	\$40 billion	Variety of credit availability programs through Business Development Bank of Canada (BDC) and Export Development Canada (EDC) in conjunction with financial institutions  Includes small and medium-sized enterprise co-lending and loan guarantee program
Canada Emergency Business Account (CEBA)	\$13.75 billion Direct Support	Income between \$20,000 and \$1.5 million (2019) Businesses must have an active business chequing/operating account with the lender, which

Program Name	Estimated Funding	Details
		is its primary financial institution.
	\$41.25 billion	Businesses can only apply at their primary financial institution
	Liquidity Support	Interest-free loans of up to \$40,000 for small businesses and not-for-profits
Canada Emergency Commercial Rent Assistance (CECRA)	\$900 million Liquidity Support***	Lower rent by 75% for small businesses, non-profits and charitable organizations paying less than \$50,000
		Qualifying Commercial property owners cover 50% of three month rent that are payable by eligible small business tenants who are experience hardship. Retroactive for the months of April, May and June.
Regional Relief and Recovery Fund (RRRF)	\$1 billion	Support for small and medium-sized businesses that are unable to access other support
Alternative credit support	\$1.2 billion	Assisting innovative and early-stage business through the Industrial Research Assistance Program (IRAP)
		Young Entrepreneur (Futurpreneur Canada): provide payment relief for its clients for up to 12 months
		Creating new jobs and opportunities for youth
		Women entrepreneurs strategy (WES): funding to existing WES Ecosystem Fund recipient organizations

The programs listed above are updated by the Federal Government on a regular basis, based on feedback from the business stakeholders on the effectiveness of the programs.

\*Amount not including extension of program from June 6 to August 29

\*\*Amount not including extension of program from 38 weeks to 76 weeks

\*\*\*Includes the Ontario Government commitment of \$241 Million through this fund

**Key Province of Ontario Financial Supports for Businesses**

(Updated as of May 27, 2020)

<b>Program Name</b>	<b>Funding Announced</b>	<b>Key Details</b>
Tax Deferrals	\$ 6 billion	<p>Five months of interest and penalty relief and to make payments for the majority of provincially administered taxes</p> <p>Penalties will not be applied between April 1, 2020 and August 31, 2020</p>
Payment Deferrals to Workplace Safety and Insurance Board (WSIB)	\$1.9 billion	<p>Employers can defer payments for up to six months</p> <p>No interest will be accrued on outstanding premium payments and no penalties for six month deferral period</p>
Employer Health Tax (EHT)	\$355 million	<p>Temporary increase to 2020 exemption from \$490,000 to \$1 million</p> <p>(More than 90 per cent of private-sector employers would not pay EHT in 2020)</p>
Ontario-Canada Emergency Commercial Rent Assistance (CECRA)	\$241 million Liquidity Support	<p>Cost sharing program between small business tenants and landlords. Small Business tenants and landlords are asked to pay 25% of the tenants total rent and the provincial and federal government would share the remaining 50%</p> <p>Applies to commercial properties with small business tenants. Rent reduction agreements must be in place for the period of April, May and June 2020, that reduce the impacted small business tenants rent by at least 75%</p>

**Attachment 4****LOCAL MUNICIPAL COVID-19 FINANCIAL AND NON-FINANCIAL SUPPORTS**

<b>Municipality</b>	<b>Financial Support</b>	<b>Non-Financial Support</b>
Town of Aurora	<ul style="list-style-type: none"> <li>Temporary financial relief program: Commercial tax payment deferrals on an application basis. Late payment penalties have also been waived on any unpaid water bill amounts owing until June 30, 2020.</li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Aurora Business Continuity Task Force</a>. The Town, in partnership with the Aurora Chamber of Commerce created a specialized task force to help support the local economy and provide assistance to small businesses in Aurora.</li> </ul>
Town of East Gwillimbury	<ul style="list-style-type: none"> <li>East Gwillimbury Emergency Response Benefit \$250,000 to support local businesses.</li> <li>The fund will grant eligible businesses experiencing significant negative financial impacts up to \$10,000 to stay open and will be administered through South Lake Community Futures.</li> <li>Waive penalties and interest on unpaid property tax bill amounts owing until July 31, 2020.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">FanSaves</a> support for local businesses program, a partnership by the East Gwillimbury Chamber of Commerce, allows people to buy gift certificates from businesses that are currently closed or offering limited services. Program registration is free for local businesses.</li> </ul>
Town of Georgina	<ul style="list-style-type: none"> <li>Georgina Emergency Response Benefit (GERB) for eligible businesses that have seen a 30% reduction in revenue up to \$7,500 will be administered through South Lake Community Futures.</li> <li>Waived penalties and interest on April 27<sup>th</sup> property tax bill amounts owing until July 31, 2020.</li> </ul>	
Township of King	<ul style="list-style-type: none"> <li>Temporary financial relief program: Late payment penalties have been waived on any unpaid property tax amounts owing until June 29, 2020.</li> </ul>	<ul style="list-style-type: none"> <li>Other business support initiatives: <a href="#">Shop Local marketing microsite</a>. ShopKing marketing campaign to support local businesses.</li> </ul>
City of Markham	<ul style="list-style-type: none"> <li>Temporary financial relief to businesses: Late payment penalties have been waived on any unpaid property tax amounts owing until the end of 2020.</li> <li>Storm water charge waived</li> </ul>	

	for industrial/commercial properties and deferred the 2020 rate increase of 7.8%, which was also supported by York Region.	
Town of Newmarket	<ul style="list-style-type: none"> <li>• Temporary financial relief to businesses: waive penalties and interest on the March and April property tax payments including water/wastewater bills until January 2021.</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development Economic Resiliency Economic Action Plan launched a <b>Newmarket Business Assistance Program</b> in collaboration with Newmarket Chamber of Commerce Business Recovery Tasks Force to formalize to help support local business recovery.</li> </ul>
City of Richmond Hill	<ul style="list-style-type: none"> <li>• Temporary financial relief to businesses: Tax payment for May 1 installment deferred to June 1.</li> <li>• Waived penalties and interest on late property tax and water wastewater payments have been waived through January 1, 2021 to support individuals and businesses struggling financially due to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• Council supports local businesses through the creation of <b>Recover Richmond Hill Task Force</b>.</li> <li>• Shop Local Richmond Hill marketing campaign, in partnership with Richmond Hill Board of Trade, a website dedicated to promoting local restaurants delivery and takeout options.</li> </ul>
City of Vaughan	<ul style="list-style-type: none"> <li>• Temporary financial relief to businesses:</li> <li>• <a href="#">Vaughan Business Action Plan</a> a series of temporary measures to safeguard the local economy and protect businesses, consumers and all citizens.</li> <li>• ShopVaughanLocal online marketing campaign to support local businesses.</li> <li>• The 2020 water and wastewater rate increases waived and deferred the annual stormwater charge for 60 days.</li> <li>• Waived late penalty charge on interim property tax payment until June 1, 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Economic Recovery Plan</b> is being finalized for report to Council in June.</li> </ul>
Town of Whitchurch-Stouffville	<ul style="list-style-type: none"> <li>• Temporary financial relief to businesses:</li> <li>• Community Improvement Planning, Town is considering amendments with reference to local business need post COVID-19 recovery.</li> <li>• Tax and water bill payment</li> </ul>	<ul style="list-style-type: none"> <li>• “Everything Stouffville” marketing brand campaign website to support local businesses.</li> <li>• Update on Economic Development and Tourism Strategy.</li> </ul>

<p>The Regional Municipality of York</p>	<p>deferrals until May 29, 2020.</p> <ul style="list-style-type: none"> <li>• Waiving interest until December 31, 2020 on any portion of property tax instalments, for the 2020 taxation year, not remitted to the Region as a direct result of a local municipality's COVID-19 tax relief program, except for the interest related to the final 2020 installment which shall be waived until March 31, 2021.</li> <li>• Retain the 2020 water and wastewater rates at their 2019 levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated COVID-19 business resource pages on <a href="http://yorklink.ca">yorklink.ca</a> and <a href="http://Yorksmallbusiness.ca">Yorksmallbusiness.ca</a>.</li> <li>• York Region Business Recovery Support Partnership announced <a href="#">April 14</a>.</li> <li>• Sub-groups have been created and have representation from the economic development offices across York Region.</li> </ul>
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# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

June 26, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honorable Doug Ford:

Please be advised that at the Regular Meeting of Council on June 25, 2020, the Council of the Municipality of West Elgin passed the following resolution:

**Resolution No. 2020-210**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

Whereas West Elgin received a resolution from the Municipality of Grey Highlands with regard to the creation of a Universal Basic Income for citizens; and

Whereas the Council of West Elgin agrees that the creation of a Universal Basic Income would assist in reducing the financial strain on its citizens and businesses during the COVID-19 pandemic; and

Where a basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status and has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and

Therefore be it resolved that the Council of the Municipality of West Elgin urges the Ontario Provincial government and the Federal government work together to investigate the feasibility of implementing a universal basic income program.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail

**Carried (3 to 0)**

If you require anything further, please do not hesitate to contact me.

Yours Truly,



Jana Nethercott  
Clerk  
Municipality of West Elgin

cc. Hon. Jeff Yurek, Minister of the Environment, Conservation & Parks  
All Ontario Municipalities





# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

June 26, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honorable Doug Ford:

Please be advised that at the Regular Meeting of Council on June 25, 2020, the Council of the Municipality of West Elgin passed the following resolution:

**Resolution No. 2020-209**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

Whereas West Elgin Council wishes to support resolution number CW93-20 from Grey County; and

Whereas West Elgin recognizes that the need for reliable access to affordable broadband is required for education and business purposes to ensure continuity and success; and

Whereas reliable broadband will continue to play an essential role in economic and social recovery across Ontario post-pandemic; and

Whereas not all residents of West Elgin are within a connectivity coverage area and that rural areas often receive inadequate or disproportionately low levels of service; and

Where as while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and

Whereas the need for broadband infrastructure improvement is now;

Now Therefore be it resolved that the Municipality of West Elgin representing our residents and business owners alike, call to action Premier Ford, Minister of

Environment, Conservation and Parks, the Honorable Jeff Yurek to champion the implementation of broadband in the under-serviced areas of West Elgin;

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail

**Carried (3 to 0)**

If you require anything further, please do not hesitate to contact me.

Yours Truly,



Jana Nethercott  
Clerk  
Municipality of West Elgin

cc. Hon. Jeff Yurek, Minister of the Environment, Conservation & Parks  
All Ontario Municipalities



2021 Division Road North  
 Kingsville, Ontario N9Y 2Y9  
 Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

June 29, 2020

The Honourable Doug Ford ([premier@ontario.ca](mailto:premier@ontario.ca))  
 Premier of Ontario  
 Legislative Building, Queen's Park  
 Toronto, Ontario M7A 1A1

-and to-

The Honourable Rod Phillips ([rod.phillips@pc.ola.org](mailto:rod.phillips@pc.ola.org))  
 Minister of Finance  
 Frost Building South; 7<sup>th</sup> Floor  
 7 Queen's Park Crescent  
 Toronto, Ontario M7A 1Y7

Dear Premier Ford and Minister Phillips:

**RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio**

At its Regular Meeting of June 22, 2020, Kingsville Council resolved the following:

**391-2020**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Larry Patterson

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for "residential-above-commercial" developments, especially in downtown and Main Street corridors;

And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville's newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

Now Therefore Be It Resolved That the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio;

And Finally, That this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

**CARRIED**

Thank you for your consideration.

Sincerely,



Jennifer Astrologo, Director of Corporate Services/Clerk  
Corporate Services Department

[jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)

/sjk

CC: Taras Natyshak, MPP ([tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca))

CC: All Ontario Municipalities



Sent Via Email

June 30, 2020

Ms. Lisa Lyons, Town Clerk  
Town of Newmarket  
395 Mulock Drive, P.O. Box 328 STN Main  
Newmarket, Ontario L3Y 8P3

Email: llyons@newmarket.ca

Dear Ms. Lyons,

**Re: Members Motion of Councillor Liu regarding mandatory face coverings at all municipal buildings and inside commercial establishments**

Richmond Hill Council, at its meeting held on June 24, 2020, adopted the following resolution:

Whereas Health Canada, the Centers for Disease Control and Prevention, and the World Health Organization all recommend the use of masks when physical distancing is difficult, particularly in places like stores and on public transportation;

Whereas at her press conference on May 20, 2020, Canada's Chief Public Health Officer emphasized that mandatory masking was a decision for communities;

Whereas studies show that high levels of mask use can help avoid a second wave of infections and a resulting second lockdown that would harm local businesses and our local economy;

Whereas most municipalities across Canada have broad powers to pass by-laws in relation to health, safety, and well-being. Many also have broad powers to make orders under emergency management legislation;

Whereas Section 4(1) of the Emergency Management and Civil Protection Act gives the head of council the ability to make orders they consider necessary to protect the health, safety, and welfare of their residents;

Whereas masks were first recommended by Canada's Chief Public Health Officer on April 6, 2020, but usage of masks remains low and it is now evident that recommendations are insufficient;

Whereas the City of Cote St Luc, Quebec passed a by-law on June 1, 2020, relying on its general health and welfare powers in its enabling municipal legislation;

Whereas the Wellington-Dufferin-Guelph Public Health issued an order requiring the use of masks in commercial establishments effective June 12, 2020;

Whereas masks are now mandatory on a number of transit systems in Ontario and across Canada;

Whereas Ottawa's recent masks order for public transportation shows compliance of roughly 90%, Guelph's recent masks order shows compliance in the 90-100% range, and, while both have the power to issue fines, neither use enforcement mechanisms and simply rely on education;

Whereas studies show that masks can reduce transmission of COVID-19 but only if a significantly high percentage of our population wears them;

Whereas evidence of mask use around the world shows that high usage of masks can likely only be achieved where masks are already an existing cultural norm or through mandatory masking;

Whereas enforcement concerns around masking are largely unfounded and that laws can play a powerful role in communicating values and creating social norms such that the existence of a by-law alone can increase usage;

Whereas multiple studies show that the use of masks do not distract from physical distancing, rather, masks act as a visible social device to enhance physical distancing;

Whereas matters of public health in the midst of a pandemic impact everyone in our community and should not be left to the discretion of private business or personal choice;

Whereas employees have a right to work in a safe environment and customers should be able to enter a business without unnecessarily increasing their risk of exposure to COVID-19;

Whereas information and case studies are available at [www.masksformunicipalities.ca](http://www.masksformunicipalities.ca)

Therefore be it resolved that the City of Richmond Hill staff to research our municipality's ability to mandate face coverings at all municipal buildings and inside commercial establishments;

Be it further resolved that City of Richmond Hill staff consult the City of Cote St-Luc's By-law No. 2557 and draft a similar by-law to mandate face coverings at all municipal buildings and inside commercial establishments;

Be it further resolved that a copy of this resolution be forwarded to the York Regional Council, Council of other eight municipalities in York Region, local

Members of Provincial Parliament, local Members of Parliament, Association of Municipality of Ontario and the Federation of Canadian Municipalities.

A recorded vote was taken:

In favour: (8): Councillor Liu, Councillor Beros, Regional and Local Councillor Perrelli, Councillor Chan, Councillor Cilevitz, Councillor West, Mayor Barrow, Councillor Muench

Opposed: (1): Regional and Local Councillor DiPaola

Carried (8 to 1)

In accordance with Council's directive, please find attached a copy of the Member Motion submitted by Councillor Liu regarding mandatory face coverings at all municipal buildings and inside commercial establishments.

If you have any questions, please contact the Clerk's Office at 905-771-8800.

Yours sincerely,



Stephen M.A. Huycke  
Director of Legislative Services/City Clerk

Attachments





**Extract from Council Meeting  
C#26-20 held June 24, 2020  
Confirmatory By-law 90-20**

**14. Emergency/Time Sensitive Matters**

**14.2 An emergency matter related to a Members Motion of Councillor Liu regarding mandatory face coverings at all municipal buildings and inside commercial establishments**

Moved by: Councillor Liu

Seconded by: Regional and Local Councillor Perrelli

Whereas Health Canada, the Centers for Disease Control and Prevention, and the World Health Organization all recommend the use of masks when physical distancing is difficult, particularly in places like stores and on public transportation;

Whereas at her press conference on May 20, 2020, Canada's Chief Public Health Officer emphasized that mandatory masking was a decision for communities;

Whereas studies show that high levels of mask use can help avoid a second wave of infections and a resulting second lockdown that would harm local businesses and our local economy;

Whereas most municipalities across Canada have broad powers to pass by-laws in relation to health, safety, and well-being. Many also have broad powers to make orders under emergency management legislation;

Whereas Section 4(1) of the Emergency Management and Civil Protection Act gives the head of council the ability to make orders they consider necessary to protect the health, safety, and welfare of their residents;

Whereas masks were first recommended by Canada's Chief Public Health Officer on April 6, 2020, but usage of masks remains low and it is now evident that recommendations are insufficient;

Whereas the City of Cote St Luc, Quebec passed a by-law on June 1, 2020, relying on its general health and welfare powers in its enabling municipal legislation;

Whereas the Wellington-Dufferin-Guelph Public Health issued an order requiring the use of masks in commercial establishments effective June 12, 2020;

**Extract from Council Meeting  
C#26-20 held June 24, 2020  
Confirmatory By-law 90-20**

Whereas masks are now mandatory on a number of transit systems in Ontario and across Canada;

Whereas Ottawa's recent masks order for public transportation shows compliance of roughly 90%, Guelph's recent masks order shows compliance in the 90-100% range, and, while both have the power to issue fines, neither use enforcement mechanisms and simply rely on education;

Whereas studies show that masks can reduce transmission of COVID-19 but only if a significantly high percentage of our population wears them;

Whereas evidence of mask use around the world shows that high usage of masks can likely only been achieved where masks are already an existing cultural norm or through mandatory masking;

Whereas enforcement concerns around masking are largely unfounded and that laws can play a powerful role in communicating values and creating social norms such that the existence of a by-law alone can increase usage;

Whereas multiple studies show that the use of masks do not distract from physical distancing, rather, masks act as a visible social device to enhance physical distancing;

Whereas matters of public health in the midst of a pandemic impact everyone in our community and should not be left to the discretion of private business or personal choice;

Whereas employees have a right to work in a safe environment and customers should be able to enter a business without unnecessarily increasing their risk of exposure to COVID-19;

Whereas information and case studies are available at [www.masksformunicipalities.ca](http://www.masksformunicipalities.ca)

Therefore be it resolved that the City of Richmond Hill staff to research our municipality's ability to mandate face coverings at all municipal buildings and inside commercial establishments;

Be it further resolved that City of Richmond Hill staff consult the City of Cote St-Luc's By-law No. 2557 and draft a similar by-law to mandate face coverings at all municipal buildings and inside commercial establishments;

**Extract from Council Meeting  
C#26-20 held June 24, 2020  
Confirmatory By-law 90-20**

Be it further resolved that a copy of this resolution be forwarded to the York Regional Council, Council of other eight municipalities in York Region, local Members of Provincial Parliament, local Members of Parliament, Association of Municipality of Ontario and the Federation of Canadian Municipalities.

A recorded vote was taken:

In favour: (8): Councillor Liu, Councillor Beros, Regional and Local Councillor Perrelli, Councillor Chan, Councillor Cilevitz, Councillor West, Mayor Barrow, Councillor Muench

Opposed: (1): Regional and Local Councillor DiPaola

Carried (8 to 1)





**Kiran Saini**  
Deputy Town Clerk  
Town of Newmarket  
395 Mulock Drive  
P.O. Box 328 Station Main  
Newmarket, ON L3Y 4X7  
Email: ksaini@newmarket.ca  
Tel: 905-953-5300 ext. 2203  
Fax: 905-953-5100

July 2, 2020

Sent to: [REDACTED]

Dear Nicole Beaton:

**RE: Proclamation Request - September 1, 2020 - Make Canada Gold**

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I am writing to advise that your lighting request has been approved in accordance with the Council-approved [Proclamation, Lighting Request and Community Flag Raising Policy](#), and the Town of Newmarket Riverwalk Commons and Fred A. Lundy Bridge located on Water Street will be illuminated in yellow on September 1<sup>st</sup> to recognize Make Canada Gold. Please note that the lighting will occur from sunset until 11:00 PM. Your lighting request will be communicated on the Town's Twitter account, and on the Town's website on the Proclamation and Lighting Request page.

If you have any questions regarding the above, please feel free to contact the undersigned.

Yours sincerely,

A handwritten signature in black ink that reads "Kiran Saini".

Kiran Saini  
Deputy Town Clerk  
KS:jg





**Kiran Saini**  
Deputy Town Clerk  
Town of Newmarket  
395 Mulock Drive  
P.O. Box 328 Station Main  
Newmarket, ON L3Y 4X7  
Email: ksaini@newmarket.ca  
Tel: 905-953-5300 ext. 2203  
Fax: 905-953-5100

July 3, 2020

Sent to: [REDACTED]

Dear Lisa Day:

**RE: Proclamation Request - September 21<sup>st</sup> - World Alzheimer's Day**

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I am writing to advise that your proclamation request has been approved in accordance with the Council-approved [Proclamation, Lighting Request and Community Flag Raising Policy](#), and the Town of Newmarket will proclaim September 21, 2020 as World Alzheimer's Day. Your proclamation request will be communicated on the Town's Twitter account, and on the Town's website on the Proclamation and Lighting Request page.

In addition, the Riverwalk Commons and Fred A. Lundy Bridge located on Water Street will be illuminated in blue on September 21, 2020 to recognize Go Blue For Alz! Please note that the lighting will occur from sunset until 11:00 PM.

If you have any questions regarding the above, please feel free to contact the undersigned.

Yours sincerely,

A handwritten signature in black ink that reads "Kiran Saini".

Kiran Saini  
Deputy Town Clerk  
KS:jg