



OFFICE OF THE CAO/STRATEGIC INITIATIVES
TOWN OF NEWMARKET
395 Mulock Drive
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info@newmarket.ca
905.895.5193

May 18, 2016

OFFICE OF THE CAO/STRATEGIC INITIATIVES

INFORMATION REPORT 2016-09

TO: Mayor Van Bynen and Members of Council
SUBJECT: Q1 2016 Municipal Administration and Management Report
ORIGIN: Office of the CAO/Strategic Initiatives

In accordance with the Town’s Procedural bylaw, any Member of Council may make a request to the Town Clerk that this Information Report be placed on an upcoming Committee of the Whole agenda for discussion.

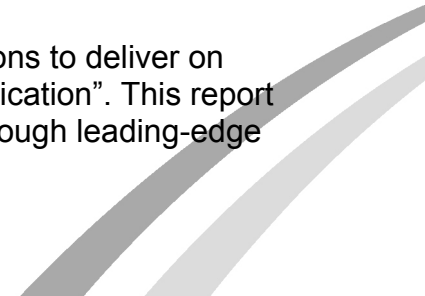
COMMENTS

This report serves as the CAO’s first quarter administrative update to Council on municipal administration and management, including matters executing on Council’s 2014-2018 Strategic Priorities in the areas of Community Engagement and Efficiency / Financial Management as linked in the chart below.

Council Strategic Priority	Report / Memorandum	Report #
Community Engagement	2016 First Quarter Report – Customer Services	2016-16
Efficiency / Financial Management	Q1 Operating, Capital, Water and Wastewater and Investment Summary	2016-23
	2016 Central York Fire Services Budget Report – First Quarter	2016-21
	Building Permit Fees	2016-18
	Development Charges	2016-19

BUSINESS PLAN AND STRATEGIC LINKAGES

Improved Council reporting is one of the Strategic Leadership Team’s actions to deliver on Council’s 2014-2018 Strategic Priorities by providing “even better communication”. This report also supports the Strategic Plan direction Well-Equipped and Managed through leading-edge



management and the efficient management of municipal services by improving corporate operations.

CONSULTATION

This report has been prepared in consultation with members of the Operational Leadership Team.

HUMAN RESOURCE CONSIDERATIONS

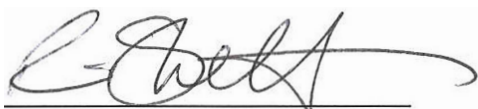
The recommendations contained in this report have no immediate impact on staffing levels.

BUDGET IMPACT - Operating and Capital Budgets (Current and Future)

This report has no direct impact on the Town's operating or capital budgets.

CONTACT

For more information on this report, contact Bob Shelton, CAO at 905-953-5300 Ext. 2031 or bshelton@newmarket.ca .



Bob Shelton, Chief Administrative Officer

RNS/cw

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



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April 18, 2016

**COMMUNITY SERVICES – CUSTOMER SERVICES
INFORMATION REPORT # 2016 - 16**

TO: Mayor Van Bynen and Members of Council

SUBJECT: 2016 First Quarter Report - Customer Services Department

ORIGIN: Supervisor, Customer Service Centre
Supervisor, Customer Service Kiosks

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

COMMENTS

The purpose of this report is to provide Members of Council with the 2016 - first quarter trends and results by ward and town wide. The attached charts represent service requests as captured in our CRM system by either Customer Services staff or by staff in the Mayor and Councillors' offices.

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

- Service requests, as a percentage of total calls, are increasing;
- Total annual call volumes are trending downward while counter, email and social media contacts are increasing year over year;
- Requests for parking enforcement are the highest type of service request across the whole Town of Newmarket for the first quarter, followed by property standards and bylaw infractions respectively.
- Wards 3 and 4 have significantly higher volumes of requests for Parking Enforcement than all other wards;
- With only 195 calls since January 1st, snow removal concerns have been their lowest since 2011.
- Enhanced Services transactions (i.e. tax payments, parking tickets payments, etc.) at the Magna and RTRC CS Kiosks continue to increase. During the 1st quarter of 2016 we have seen a 15% increase in the number of transactions compared to the first quarter of 2015.

- In addition to the core municipal services, customers are now able to purchase YRT tickets and passes at the Magna Centre CS Kiosk. This service has proven popular with over 800 transactions in 2015. We are on track to increase this amount by 40% in 2016. In January 2016, we collaborated with the Region of York to expand this service to include the acceptance of vouchers. Now recipients of discounted transit passes are able to take advantage of Magna's extended hours to utilize this service.
- We are currently working with the Region of York to introduce Presto services at the Magna Centre CS Kiosk. *Presto* is an electronic fare payment system, which allows riders to travel seamlessly across multiple transit agencies. We expect that that we will be able to start offering this service by the end of Q2, 2016.

In addition to these 1st quarter trends, the Customer Service supervisors and the Corporate Learning specialist are developing Corporate Complaint Policy training program to be rolled out to all front line staff in Q2 2016. In addition to this training they are also developing an all-encompassing customer service training program to be delivered to Town of Newmarket staff and possibly the N6 municipalities as a revenue project.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

Not applicable to this report.

HUMAN RESOURCE CONSIDERATIONS


Not applicable to this report.

BUDGET IMPACT


None

CONTACT

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



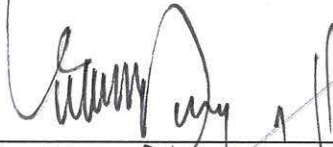
Hayley Fryer, Supervisor, Customer Service Kiosks



Jamie Boyle, Supervisor, Customer Service Centre



Bonnie G. Munslow, Manager, Customer Service



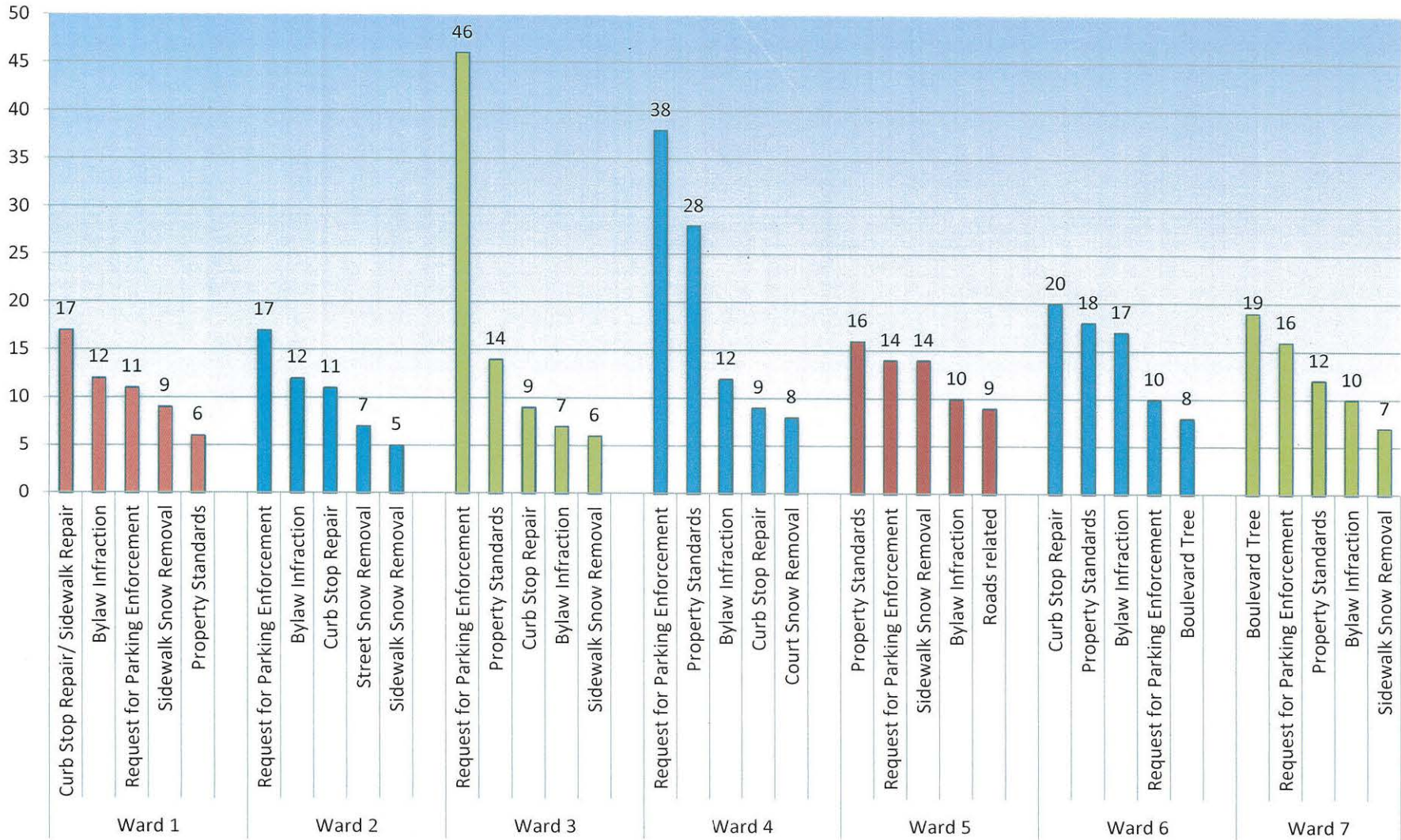
Ian McDougall, Commissioner, Community Services

JRB

Attachments:

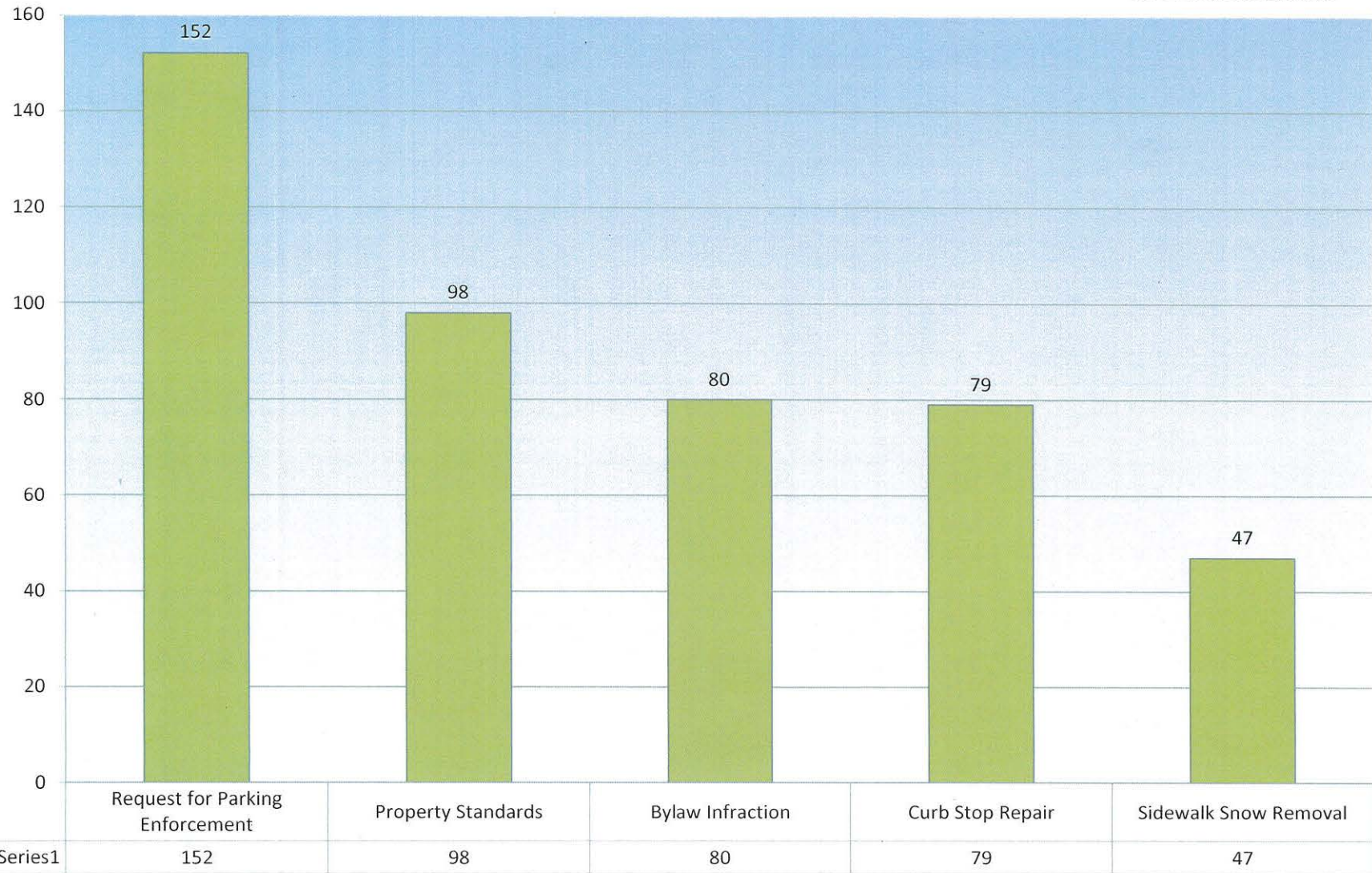
- Q3 - Top 5 Service Requests by Ward
- Q3 - Top 5 Service Requests Town Wide

Top 5 Service Issues By Ward Jan 2016 - Mar 2016



Town Wide Top 5 Service Issues Jan 2016 - Mar 2016*

* As of March 31, 2016





INFORMATION REPORT

Financial Services
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mmayes@newmarket.ca
905.953-5300 ext. 2102

May 10, 2016

CORPORATE SERVICES INFORMATION REPORT – FINANCIAL SERVICES 2016-23

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: Q1 Operating, Capital, Water and Wastewater and Investment Summary

ORIGIN: Director, Financial Services/Treasurer

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

COMMENTS


The purpose of this report is to advise Council on the first quarter results for 2016. It is too early to see any trends in revenues or expenses and there is nothing at this time to indicate we will not achieve our year-end budget targets. Timing is generally a factor at this point in the year. Staff is gathering data on wage gapping as well as revenue and expense projections to be better able to forecast projected year-end results.

Tax Supported Operating Budget

Revenues to the end of March totaled \$33,046,944, while expenditures totaled \$17,255,402, creating a surplus of \$15,791,542. The reason for the large surplus is timing, as the interim tax bills were issued for the first time on the new roll. This includes all new and altered properties for the 2016 taxation year.

In addition to offering more balanced installments to the residents, the new billing method also benefits the Town through improved cash flow as the interim levy is now closer to 50% of the total levy required for 2016.

Total revenues are only \$281,000 below the year-to-date budget, largely due to timing. Lower transfers from the asset replacement fund coincide with lower expenditures on annual programs at this early stage. Community Service is reviewing their processes to better position themselves to attain budgeted revenues.

A decorative graphic in the bottom right corner consisting of two parallel, curved lines that sweep upwards and to the right, one in a medium grey and the other in a lighter grey.

Year-to-date expenditures are \$2.1 million below budget, with \$1 million of the variance attributable to Development and Infrastructure Services. As mentioned above, timing is the major factor to date, as expenditures on annual maintenance programs are just beginning.

Central York Fire Services

Refer to report Joint Central York Fire Services and Corporate Services Report – Finance 2016-21.

Capital Budget

Approximately \$4.4 million; 6.8% of the \$65.5 million in capital expenditures was spent at the end of the first quarter - \$2.3 million for Newmarket's share of a land acquisition in Aurora for a new fire station, \$605,000 on the Old Town Hall and \$500,000 on a land purchase in the urban corridor. Lesser amounts were spent on vehicle and equipment replacement, the Honeywell Streetlight Retrofit Project and Davis Drive Streetscaping.

Water and Wastewater Budget

At the end of the first quarter, revenues and expenditures are largely within budgeted levels. Efforts have been concentrated around water quality, with some higher overtime incurred for flushing. The water and wastewater infrastructure inspection program will likely not occur before the third quarter, creating a favorable expense variance at this point in the year.

The deferral of the implementation of the tiered water rate structure is anticipated to result in a draw on our rate stabilization fund of approximately \$290,000.

Investments

Active investments:

The Investment Summary for the three months ended March 31, 2016 (attached) provides the details of all investments held during the first three months of 2016. In March, our 180 day non-redeemable GIC came due. A new \$40,000,000 non-redeemable GIC was purchased for 182 days. The water meter replacement program (\$6.7 million) is now not expected to begin before 2017. The streetlight retrofit project has been completed.

None of our investments are subject to any variance between initial cost and market value.

The average weighted yield was 1.8% compared to a weighted average benchmark of 1.06% for the three month period. We earned incremental income of \$92,581; \$43,750 of which was transferred to the Tax-Supported Operating Fund, as approved by Council in the 2016 budget. The remaining \$48,831 will be allocated proportionally to the Reserve Funds.

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

- \$10,575,424 (19.0%) in non-traditional investments
- \$45,000,000 (80.9%) GIC's with a major bank
- \$49,372 (0.1%) loan to an external party

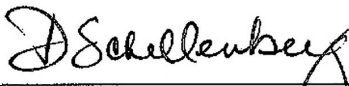
In the opinion of the Treasurer, all investments made were in line with the investment policies, strategies and goals adopted by the Town.

Passive investments:

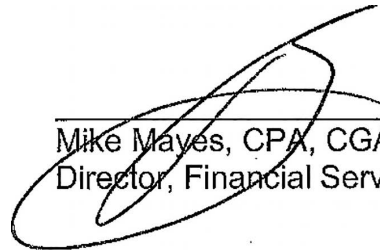
In addition to the active investment income noted above, interest was earned on our bank accounts. For the three-month period, the Royal Bank of Canada has paid the Town \$169,545 in interest. These funds earned interest at an annual rate of 0.95%.

CONTACT

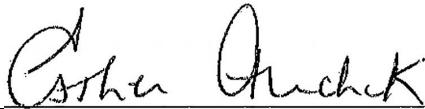
For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Dawn Schellenberg, CPA, CA
Manager, Accounting and Finance



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



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

DS/ne

Attachments:

- a) 2016 First Quarter Operating Results (1 pg.)
- b) 2016 First Quarter Capital Expenditures (1pg.)
- c) 2016 First Quarter Water and Wastewater Operating Results (1 pg.)
- d) Investment Summary for the Three Months Ended March 31, 2016 (1pg.)

**Town of Newmarket
2016 First Quarter
OPERATING RESULTS**

Departments	Year-to-Date (March 31, 2016)			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	\$	\$	\$	\$
Members of Council				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	321,871	301,197	(20,674)	1,292,911
Net surplus/(deficit)	(321,871)	(301,197)	(20,674)	(1,292,911)
C.A.O. - Office				
<i>Revenues</i>	2,730	16,254	(13,524)	65,000
<i>Expenditures</i>	909,305	933,395	24,090	2,800,282
Net surplus/(deficit)	(906,575)	(917,141)	10,566	(2,735,282)
Corporate Services				
<i>Revenues</i>	(511,233)	(384,810)	(126,423)	(1,539,228)
<i>Expenditures</i>	2,095,163	2,274,368	179,205	10,738,560
Net surplus/(deficit)	(2,606,397)	(2,659,178)	52,781	(12,277,788)
Central York Fire Services				
<i>Revenues</i>	15,955	9,249	6,706	295,530
<i>Expenditures</i>	2,554,765	2,752,506	197,741	13,623,761
Net surplus/(deficit)	(2,538,809)	(2,743,257)	204,448	(13,328,231)
Community Services				
<i>Revenues</i>	1,768,649	1,616,366	152,283	6,354,266
<i>Expenditures</i>	2,027,863	2,012,343	(15,520)	9,319,345
Net surplus/(deficit)	(259,215)	(395,977)	136,762	(2,965,079)
Development & Infra. Services				
<i>Revenues</i>	1,171,092	1,825,105	(654,013)	8,852,633
<i>Expenditures</i>	6,969,097	8,623,916	1,654,819	35,723,179
Net surplus/(deficit)	(5,798,005)	(6,798,811)	1,000,806	(26,870,546)
Library Services				
<i>Revenues</i>	824,699	821,131	3,568	3,354,111
<i>Expenditures</i>	760,269	800,370	40,101	3,354,111
Net surplus/(deficit)	64,430	20,761	43,669	-
General Government				
<i>Revenues</i>	758,173	762,648	(4,475)	4,526,200
<i>Expenditures</i>	735,377	824,450	89,073	2,875,367
Net surplus/(deficit)	22,797	(61,802)	84,599	1,650,833
Debt Servicing				
<i>Revenues</i>	833,170	812,762	20,408	3,251,058
<i>Expenditures</i>	1,373,994	1,337,952	(36,042)	4,237,477
Net surplus/(deficit)	(540,824)	(525,190)	(15,634)	(986,419)
Property Taxes				
<i>Revenues</i>	28,183,709	27,849,714	333,995	56,836,224
<i>Expenditures</i>	-	-	-	-
Net surplus/(deficit)	28,183,709	27,849,714	333,995	56,836,224
Allocations				
<i>Revenues</i>	-	-	-	-
<i>Expenditures</i>	(492,300)	(492,370)	(70)	(1,969,199)
Net surplus/(deficit)	492,300	492,370	(70)	1,969,199
GRAND-TOTAL				
<i>Revenues</i>	33,046,944	33,328,419	(281,475)	81,995,794
<i>Expenditures</i>	17,255,402	19,368,127	2,112,725	81,995,794

**2016 First Quarter
OPERATING RESULTS**

Departments	Year-to-Date (March 31, 2016)			Full Year
	ACTUAL	BUDGET	VARIANCE	Budget
	\$	\$	\$	\$
Net surplus/(deficit)	15,791,542	13,960,292	1,831,250	-

Town of Newmarket

2016 First Quarter

CAPITAL EXPENDITURES

Commission / Department / Area	Year-to-Date Actual (March 31, 2016) (\$)	Budget for 2016 (\$)	% of Spending
General Government			
	521,341	4,278,231	12.2%
Total	521,341	4,278,231	12.2%
Corporate Services			
Information Technology	105,031	2,998,888	3.5%
Legislative Services	-	11,544	0.0%
Total	105,031	3,010,432	3.5%
Community Services			
Recreation & Culture Services	-	1,027,012	0.0%
Total	-	1,027,012	0.0%
Development & Infrastructure Services			
Planning & Building	27,197	1,396,768	1.9%
Roads	360,369	20,271,663	1.8%
Water	72,940	10,236,186	0.7%
Wastewater	-	786,039	0.0%
Facilities	643,267	1,946,392	33.0%
Parks	268,357	4,417,971	6.1%
Trails	2,263	3,384,170	0.1%
Other	133,407	2,050,809	6.5%
Total	1,507,800	44,489,998	3.4%
Library Services			
	11,517	1,263,086	0.9%
Total	11,517	1,263,086	0.9%
Central York Fire Services			
	2,295,703	11,442,065	20.1%
Total	2,295,703	11,442,065	20.1%
GRAND TOTAL	4,441,392	65,510,824	6.8%

Town of Newmarket

2016 First Quarter

WATER & WASTEWATER OPERATING RESULTS

Area	Year-to-date (March 31, 2016)				Full Year Budget \$
	Actual	Budget	Variance		
	\$	\$	\$	%	
Water Rate Group					
<i>Revenues</i>	3,641,727	3,676,330	(34,604)	-0.9%	15,535,914
<i>Expenditures</i>	3,337,144	3,238,737	(98,407)	-3.0%	14,392,729
Net	304,582	437,593	(133,011)	-43.7%	1,143,185
Wastewater Rate Group					
<i>Revenues</i>	4,120,303	4,116,759	3,544	0.1%	17,426,654
<i>Expenditures</i>	3,442,456	3,703,383	260,927	7.0%	16,365,051
Net	677,847	413,376	264,471	64.0%	1,061,603
Allocations					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	492,300	492,293	(7)	0.0%	1,969,199
Net	(492,300)	(492,293)	(7)	0.0%	(1,969,199)
Transfer To/ From Rate Stabilization Reserves					
<i>Revenues</i>	-	-	-	0.0%	-
<i>Expenditures</i>	-	58,896	58,896	100.0%	235,589
Net	-	(58,896)	58,896	0.0%	(235,589)
GRAND-TOTAL					
<i>Revenues</i>	7,762,030	7,793,089	(31,059)	-0.4%	32,962,568
<i>Expenditures</i>	7,271,900	7,493,309	221,409	3.0%	32,962,568
Net	490,130	299,780	190,350	63.5%	-

Investment Summary for the Three Months Ended March 31, 2016

Description	Principal Amount		Starting Date	Term	January 1 to March 31, 2016			
	2016-01-01	2016-03-31			Interest Rate	Return on Investment	Benchmark Return	Incremental Income
CIBC - GIC	\$5,000,000	\$5,000,000	2015-11-02	1 year	1.50%	\$18,699	\$11,842	\$6,856
CIBC - GIC	\$40,000,000	\$0	2015-09-16	180 days	1.25%	\$101,370	\$77,041	\$24,329
CIBC - GIC	\$0	\$40,000,000	2016-03-14	182 days	1.41%	\$26,268	\$17,699	\$8,570
Loan - Newmarket Soccer Club Development Charges and Planning Fees	\$51,616	\$49,372	2011-09-30	10 years	4.00%	\$507	\$120	\$387
Internal Loan -Solar Panels (2013, Various Facilities)	\$242,624	\$240,057	2013-12-01	20 years	3.00%	\$1,813	\$574	\$1,239
Internal Loan - RJT Solar Panels (2014)	\$616,283	\$610,241	2015-01-01	20 years	3.00%	\$4,607	\$1,459	\$3,148
Internal Loan - Magna Solar Panels (2015)	\$1,487,890	\$1,473,811	2016-01-01	20 years	2.70%	\$10,012	\$3,523	\$6,489
Internal Loan - Honeywell Phase 2 Energy Retrofit Project	\$8,122,218	\$8,251,315	2013-12-10	20 years	3.00%	\$60,824	\$19,261	\$41,563
Total	\$55,520,631	\$55,624,796				\$224,100	\$131,519	\$92,581
Incremental investment income included in 2016 Operating Budget, to be transferred to the Tax-Supported Operating Fund in 2016 per the Investment Strategy								\$43,750
Incremental investment income allocated to reserve funds in 2016 per the Investment Strategy								\$48,831



CENTRAL YORK FIRE SERVICES

April 27, 2016

JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT - FINANCE 2016-21

TO: Joint Council Committee

SUBJECT: 2016 Central York Fire Services Budget Report – First Quarter

ORIGIN: Central York Fire Services – Fire Chief
Director, Financial Services/Treasurer

RECOMMENDATION

THAT Joint CYFS / Corporate Services Report – Financial Services – 2016-21 dated April 27, 2016 regarding the 2016 CYFS Budget Report – First Quarter be received for information purposes.

COMMENTS

Purpose

This report is to provide the JCC with the 2016 operating and capital results for Central York Fire Services for the period ending March 31, 2016.

Budget Impact

At this point it is too early to project the year-end results, but there is no indication that the department will exceed its budget.

Summary

In operating, CYFS net expenditures to the end of March 31, 2016 were \$214,432 lower than the year-to-date budget. This is due to wages which continue to be paid at 2015 rates pending a new collective agreement and the timing of hirings and other expenditures.

BACKGROUND

This report is to provide the JCC with the 2016 operating and capital results for Central York Fire Services for the period ending March 31, 2016.

Operating

Revenue at the end of the first quarter totalled \$13,794. Year-to-date expenses stood at \$5,170,297 compared to a budget of \$5,377,685. Salaries and benefits were \$114,791 under budget, as wages continue to be paid at 2015 rates until a new collective agreement is ratified. Offsetting this was payments made to retirees which more than offset the lower wages of the new recruits, starting at a probationary rate of 70% of a First Class firefighter when they were hired March 7. The Assistant Deputy, budgeted to be hired in 2015, only started February 22 and from that time the department has been operating short one training officer.

Capital

The 2016 capital budget, including carryovers, totals \$10,503,065. To date land for a new fire station to be built in Aurora has been purchased, as well as some replacement (hose) equipment. U.S. dollars have been purchased for the replacement telesquirt and breathing apparatus which are supplied from vendors in the United States.

IMPACT ON THE MASTER FIRE PLAN

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

CONSULTATION

There has been consultation between the Finance staff of both Aurora and Newmarket.

BUDGET IMPACT

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

CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca

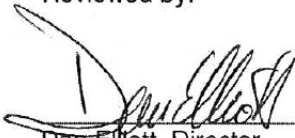


Ian Laing, Fire Chief
Central York Fire Services



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

Reviewed by:

A handwritten signature in black ink, appearing to read "Dan Elliott", is written over a horizontal line.

Dan Elliott, Director
Corporate & Financial Services/Treasurer
Town of Aurora

DS:FW/ne

Attachment: Operating Results for the Three Months ending March 31, 2016 (1
page)

**CENTRAL YORK FIRE SERVICES
OPERATING RESULTS
For the Three Months Ending March 31, 2016**

OBJECT ACCOUNTS	2015	2016 YTD (March 31, 2016)				2016 FULL YEAR BUDGET	2016 REMAINING BUDGET
	ACTUAL \$	ACTUAL \$	BUDGET \$	VARIANCE favourable/(unfavourable)			
				\$	%	\$	\$
Expenses							
4011 Management Salaries	447,340	123,059	141,969	18,910	13.32%	615,201	492,142
4021 Regular Salaries & Wages	13,562,366	3,241,289	3,283,699	42,410	1.29%	14,191,054	10,949,765
4024 Standby/Callback	21,750	509	-	(509)	n/a	86,000	85,491
4025 Overtime	299,194	58,659	55,000	(3,659)	-6.65%	220,000	161,341
4026 Lieu Time Paid	638,407	5,718	-	(5,718)	n/a	617,000	611,282
4028 WSIB Reimbursements	(64,618)	(4,124)	-	4,124	n/a	-	4,124
4031 Casual/Seasonal Wage	12,281	110	2,769	2,659	96.01%	12,000	11,890
4035 Regular Part-Time Wages	16,384	-	-	-	n/a	-	-
4106 Workers' Compensation	93,504	23,376	21,576	(1,800)	-8.34%	93,500	70,124
4109 Direct Payroll Benefits	4,337,924	992,532	1,050,906	58,374	5.55%	4,553,930	3,561,398
Sub Total Salaries and Benefits	19,364,531	4,441,128	4,555,919	114,791	2.52%	20,388,685	15,947,557
4213 Licences	720	(44)	-	44	n/a	-	44
4216 Stationery & Office Supplies	15,818	3,049	3,750	701	18.70%	15,000	11,951
4217 Photocopier Lease & Supplies	7,157	2,113	1,251	(862)	(68.87%)	5,000	2,887
4219 Emergency Mgmt. Materials	1,793	-	999	999	100.00%	4,000	4,000
4229 Janitorial Supplies	18,489	4,569	5,499	930	16.91%	22,000	17,431
4232 Fuel for Vehicles	94,379	18,438	30,000	11,562	38.54%	120,000	101,562
4261 Uniforms, Clothing	115,402	31,462	31,251	(211)	(0.67%)	125,000	93,538
4269 Misc.	8,747	3,546	2,376	(1,170)	(49.23%)	9,500	5,954
4272 Vehicle Repairs & Maintenance	348,432	88,384	77,124	(11,260)	(14.60%)	308,500	220,116
4273 Building Repairs & Maintenance	120,507	26,974	25,425	(1,549)	(6.09%)	101,700	74,726
4278 Equipment Repairs & Maintenance	122,507	29,390	28,374	(1,016)	(3.58%)	113,500	84,110
4278 Radio Equipment Maintenance	6,882	-	6,249	6,249	100.00%	25,000	25,000
4299 Capital Acquisitions	64,851	11,699	16,749	5,050	30.15%	67,000	55,301
4303 Cell Phone	18,474	5,873	4,500	(1,373)	(30.51%)	18,000	12,127
4311 Hydro	86,414	28,366	23,001	(5,365)	(23.33%)	92,000	63,634
4321 Heat	44,041	11,978	13,752	1,774	12.90%	55,000	43,022
4331 Water	12,289	3,829	4,251	422	9.93%	17,000	13,171
4404 Consulting Services	32,810	-	15,000	15,000	100.00%	60,000	60,000
4425 Education/Corporate Tuition Assist.	2,768	-	2,751	2,751	100.00%	11,000	11,000
4462 Fire Prevention	26,198	47	6,249	6,202	99.25%	25,000	24,953
4463 Fire Investigation	1,222	-	624	624	100.00%	2,500	2,500
4464 Association Allowance	3,000	3,000	750	(2,250)	(300.00%)	3,000	-
4465 Dispatch Service	428,582	-	-	-	n/a	505,000	505,000
4466 Wellness Program	21,462	12,604	36,249	23,645	65.23%	145,000	132,396
4471 Mileage/Parking/Tolls	3,888	399	951	552	58.07%	3,800	3,401
4474 Training	97,389	(1,046)	24,249	25,295	104.31%	97,000	98,046
4478 Conferences & Seminar Fees	28,895	7,455	5,499	(1,956)	(35.57%)	22,000	14,545
4511 Street Snowploughing Contract	9,647	1,333	7,893	6,560	83.11%	11,275	9,942
4662 Contingency Account	73,555	-	11,250	11,250	100.00%	45,000	45,000
4666 Vehicle Lease	-	-	-	-	n/a	-	-
Support cost allocation	857,404	221,602	221,600	(2)	(0.00%)	886,407	664,805
4911 Transfer to Capital	6,600	1,650	1,650	-	0.00%	6,600	4,950
4936 Asset Replacement Fund	850,000	212,500	212,500	0	0.00%	850,000	637,500
Total Expenses	22,894,853	5,170,297	5,377,685	207,388	3.86%	24,160,467	18,990,170
Revenues							
7431 Fire Dept. Recoveries	262,796	9,914	-	9,914	n/a	258,530	248,616
7471 Misc. Charges	9,282	3,880	3,750	130	3.47%	15,000	11,120
Total Revenues	272,078	13,794	3,750	10,044	267.85%	273,530	259,736
Net Expenditure Before Transfers	22,622,776	5,156,503	5,373,935	217,432	4.05%	23,886,937	18,730,434
Transfers to/(from) Reserve Fund							
4922 Transfer to Reserve Fund	55,000	13,750	13,750	0	0.00%	55,000	41,250
7542 From Reserve Fund	-	-	(3,000)	(3,000)	100.00%	(12,000)	(12,000)
Net Expenditure	22,677,776	5,170,253	5,384,685	214,432	3.98%	23,929,937	18,759,684
Newmarket's share(2015-59.77%; 2016- 59.8%)	13,554,507	3,091,811	3,220,042	128,166	3.98%	23,929,937	11,218,291
Aurora's share(2015-40.23%; 2016 - 40.2%)	9,123,269	2,078,442	2,164,643	86,266	3.99%	-	7,541,393
	22,677,776	5,170,253	5,384,685	214,432	3.98%	23,929,937	18,759,684



**Mike Mayes, Director
Financial Services/Treasurer**

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May 17, 2016

CORPORATE SERVICES INFORMATION REPORT–FINANCIAL SERVICES 2016-18

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: Building Permit Fees

ORIGIN: Senior Financial Analyst

In accordance with the Procedure Bylaw, any member of Council may request an Information Report to be placed on an upcoming Committee of the Whole agenda for discussion.

COMMENTS

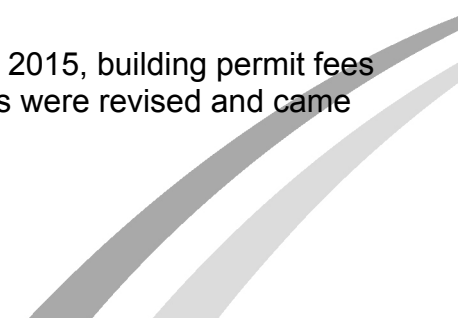
In 2005, By-law 2005-76 was adopted, establishing a Building By-law for the issuance of permits and related matters, including a fee schedule as amended for all applicable building permit fees in Newmarket.

As per the Building Code Act, 1992, a municipality is required to prepare a report regarding building permit fees collected and the costs of administering and enforcing this Act every 12 months; and, the municipality shall make its report available to the public. The purpose of this report is to meet the statutory requirement. The report will be posted on the Town's website in May.

The total building permit fees collected in 2015 were \$3,471,781, of which \$1,431,984 was deferred to 2016. The 2014 deferral was \$117,523 and was recognized as revenue in 2015. It is our accounting policy, in agreement with our auditors, that building permit fees are not deemed to have been "earned" until 90 days after the collection of the fees with issuance of the building permit. This is the average time for the building department to perform the majority of its duties and for the refund period to expire.

In operating, revenues exceeded expenditures in the amount of \$128,038. This was transferred to the Reserve for Building Permits. There was a capital cost of \$63,051 for Cityview upgrade. This cost was funded by the Reserve for Building Permits. As at the end of December 31, 2015, the Reserve for Building Permits had a balance of \$5,381,847.

There has been no change to the building permit fees for 2010 to 2015. In 2015, building permit fees were reviewed by BMA Consulting Inc. As a result, the building permit fees were revised and came into effect on January 1, 2016.

A decorative graphic consisting of two parallel, curved lines that sweep upwards from the bottom right corner of the page.

Attached is the Statement to illustrate building permit fees and costs associated with delivering the services for the year 2015.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report links to Newmarket's key strategic direction in being Well Managed through fiscal responsibility.

CONSULTATION

Consultation has taken place with Planning and Building Services.

HUMAN RESOURCES CONSIDERATIONS

Not applicable to this report.

BUDGET IMPACT

The Reserve for Building Permit Fees, which is at a comfortable level, was taken into consideration when reviewing the building permit fees in 2015.

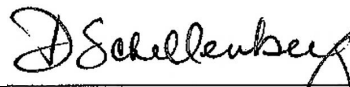
Council approved a Development Application Approval Process (DAAP) Cost Recovery review as recommended by BMA Consulting Inc. in the Building Permit Fees Report. The results of the DAAP review may have potential impact on the future budget of the areas that are involved in the DAAP process.

CONTACT

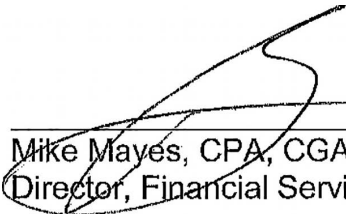
For more information on this report, please contact Frank Wu at 905-953-5300, ext. 2105 or fwu@newmarket.ca



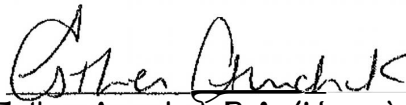
Frank Wu, MBA
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Esther Armchuk B.A. (Hons.), LL.B., DPA
Commissioner, Corporate Services

FW/ne

Attachment: Annual Report on Building Permit Fees (1 pg.)

THE CORPORATION OF THE TOWN OF NEWMARKET

Annual Report on Building Permit Fees

December 31, 2015

The Town of Newmarket is a municipality in the Province of Ontario, Canada. The municipality is required to prepare an annual report, which includes the total fees collected in the previous 12 month period:

	<u>2015</u>	<u>2014</u>
Fees collected in current year	\$ 3,471,781	\$ 1,150,328
Fees collected in current year and not earned	(1,431,984)	(117,523)
Fees collected in prior year and earned in current year	117,523	669,285
Total Revenues	\$ 2,157,320	\$ 1,702,090

Direct and indirect costs of delivering services are as follows:

	<u>2015</u>	<u>2014</u>
Direct costs	\$ 1,607,666	\$ 1,451,860
Indirect costs	421,616	421,616
Capital costs	63,051	-
Total Expenditures	\$ 2,092,333	\$ 1,873,476
Net Surplus/(Deficit)	\$ 64,987	\$ (171,386)

The continuity of the Reserve for Building Permits is as follows:

	<u>2015</u>	<u>2014</u>
Balance, beginning of year	\$ 5,316,860	\$ 5,488,246
Plus: Transfer from operating fund	128,038	-
Transfer from other fund		-
Less: Transfer to operating fund		(171,386)
Transfer to capital fund	(63,051)	-
Balance, end of year	\$ 5,381,847	\$ 5,316,860



INFORMATION REPORT
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May 10, 2016

CORPORATE SERVICES INFORMATION REPORT–FINANCIAL SERVICES 2016-19

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: Development Charges

ORIGIN: Senior Financial Analyst

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

COMMENTS


In 2014, By-law 2014-42 was enacted for town-wide development charges, and By-law 2014-41 was enacted for area-specific development charges in Newmarket. A financial statement regarding development charges and related reserve funds is required every year under section 43 of the Development Charges Act, 1997.

The development charges collected in 2015 totaled \$9,985,108. An amount of \$251,110 was earned in interest on the Development Charge Reserve Funds. Combined revenues were 113% higher than projected due to higher than anticipated development activity. Funding of capital and general projects was 40% lower than the budgeted amount of \$9,027,593, with the remainder included in capital carryovers. All capital projects and expenditures funded by development charges were included in the Council-approved 2009 Development Charges Background Study.

Attached is the Statement of Development Charge Reserve Fund Transactions for the year 2015. The Statement will be posted on the Town's website for public information purposes. A copy of the Statement will be forwarded to the Minister of Municipal Affairs and Housing within 60 days after Council receives the Statement, as per section 43 of the Development Charges Act, 1997.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report links to Newmarket's key strategic direction in being Well Managed through fiscal responsibility.



CONSULTATION

No consultation is required for this report.

HUMAN RESOURCES CONSIDERATIONS

Not applicable to this report.

BUDGET IMPACT

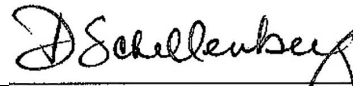
The development charges are based on the anticipated growth-related capital programs over a 10-year period. As such, the development charges collected and interest earned in 2015, improve cash flow but do not directly benefit the capital budget. They will be applied in the future to projects that are included in the Council-approved growth-related capital program.

CONTACT

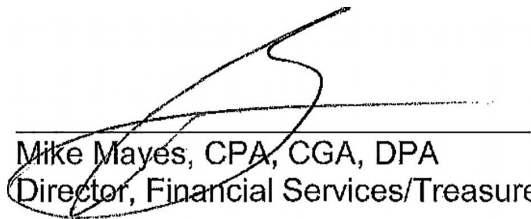
For more information on this report, please contact Frank Wu at 905-953-5300, ext. 2105 or fwu@newmarket.ca



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Director, Financial Services/Treasurer



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

FW/ne

Attachment: Development Charge Reserve Funds Transactions (1 pg.)

TOWN OF NEWMARKET
 Development Charge Reserve Funds Transactions
 For the Year Ended December 31, 2015

Development charges are levies against new developments. These charges aim to fund growth-related capital facilities and infrastructure. Development charges help protect existing taxpayers by having growth pay for growth.

Area	Balance January 1, 2015	Collections Contribution/(Refund)	Interest Revenue/(Expense)	(Expenditures)	Balance December 31, 2015
1. General Government	\$ 328,372	\$ 241,330	\$ 4,443	\$ (49,500)	\$ 524,645
2. Library	1,906,972	613,373	22,569	(126,497)	2,416,417
3. Fire	354,527	331,823	5,257	-	691,607
4. Recreation Facilities	6,456,893	3,569,602	72,973	(3,827,805)	6,271,663
5. Outdoor Recreation	6,962,705	2,767,986	86,805	(142,061)	9,675,435
6. Yards & Fleet	552,160	543,071	5,303	(450,996)	649,538
7. Town-Wide Engineering	3,622,987	1,202,960	35,930	(776,256)	4,085,621
8. Parking	734,907	714,963	9,846	(36,624)	1,423,092
9. Area Specific DCs	748,839	-	7,984	-	756,823
Total	\$ 21,668,362	\$ 9,985,108	\$ 251,110	\$ (5,409,739)	\$ 26,494,841

The expenditures by area were funded as follows:

Area/Expenditure	Development Charges	Other Sources of Funding	Total Project Actual
1. General Government <i>The General Government reserve fund includes services for Growth Studies. Newmarket Urban Forest Cover Study</i>	\$ 49,500	\$ 5,500	\$ 55,000
2. Library <i>The Library fund account includes services for Library Buildings, Library Land, Library Materials and Library Furniture and Fixtures.</i> Public counters & furniture Library materials	1,497 125,000	1,442	2,939 125,000
3. Fire <i>The Fire reserve account includes services for Fire Buildings, Land for Fire, Fire Vehicles, and Firefighter Equipment.</i>			
4. Recreation Facilities <i>The Recreation Facilities reserve fund includes services for Major Facilities, Land for Major Facilities, and Recreation Facilities Equipment.</i> Debt financing - Magna Center Debt financing - Youth Center Old Town Hall Restoration Magna Centre furniture	915,000 22,140 2,874,845 15,820		915,000 22,140
5. Outdoor Recreation <i>The Outdoor Recreation reserve fund includes services for Parkland Development, Park Trails, Play Fields and Play Equipment, and Parks Maintenance Equipment.</i> Debt financing - Operation Centre Trail & Bike Route Design Fairgrounds Pathway	122,991 15,000 4,070	55,814	122,991 70,814
6. Yards & Fleet <i>The Yards and Fleet reserve fund includes Buildings, Land, and Operations Fleet and Maintenance Equipment.</i> Debt financing - Operation Centre New Vehicle (Roads Operator)	409,970 41,026		-
7. Town-Wide Engineering <i>The Town-Wide Engineering reserve fund includes services for Roads, Signalization, Sidewalks, Sanitary Sewers and Storm Water Management.</i> Bayview Avenue Pumping Station Leslie St. sidewalk Debt financing - HWPY extention Viva Next Davis Dr. Infrastructure Additional Sidewalk Tractor Urban Corridor Projects Central Irrigation Controller SnowStorageFacility-Design&ID	483,170 11,123 8,000 71,913 116,441 14,774 9,515 61,320	820,264 12,700	483,170 11,123 8,000 892,177 9,515
8. Parking <i>The Parking reserve fund includes municipal parking facilities.</i> Downtown Parking Task Force Study Comprehensive Parking Review	14,530 22,094	5,000	14,530
9. Area Specific DCs <i>Area Specific DC funds include services for Rotundo, Rawluk Farm, Block 9, Walker Farm and Goldstein/Trinson Development Areas.</i>	-	-	-
Total	\$ 5,409,739	\$ 900,720	\$ 2,732,398