



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

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

## **DEVELOPMENT MILESTONES DOCUMENT**

### **Information Report**

Report Number: PCI-19-06

Department(s): Planning and Building Services

Author(s): D. Ruggle

Date: July 10, 2019

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

### **Purpose**

The purpose of this report is to provide Council with a Development Milestones Brochure that can be used to assist in informing residents of construction activities in an identified area as well as what can be expected at each phase of development.

### **Background**

Committee of the Whole, at the May 8, 2018 meeting approved the following recommendation:

1. That staff be directed to prepare an information document that can be provided to residents in the vicinity of new construction sites, the purpose of which is to advise and to communicate to the residents, the construction activities, potential impacts and expected timelines associated with each phase of construction, from site clearing to house construction; and
2. That developers, through their consulting engineers, be required to ensure that residents, and the relevant ward councillor, in adjacent areas receive advanced written notice of construction events to take place, so that they can be better informed and prepared for any disruption that may occur as a result and,
3. That the aforementioned motions be referred to staff for a report back including options and resources.

## Discussion

The attached brochure has been created to be available for Council members to use and provide to residents on an as needed basis. The document will also be available in an accessible format on the Town's website under the "Current Applications" page.

### Stages

The intent of the document is that it provides high-level information on what can be expected during the various stages of development, being the Planning/Approval Stage, Design Stage and the Construction Stage.

The brochure identifies what activities residents could see on site depending on the stage of the nearby development. For example, in the Planning/Approval stage, there may be surveying work or soil examinations occurring on the development site. These activities are typically benign and would not be expected to cause concern. Contrasted to the Construction phase where heavy machinery and significant material storage can occur potentially causing concern for residents.

### Notices

Engineering Services, who oversee development sites, require notices in particular situations. The Developers Engineer delivers notices to the residents in the area prior to any siltation control fencing, tree removals, earthworks and similar activities occurring. Notices would be provided at least a week before the works start. Council recently approved a process relating to vibration control which includes specific notice requirements. For any water disruptions, notices are delivered approximately 72 hours in advance.

The brochure has been created to include a blank space that can be used to identify a specific development location if necessary. In the event a map is not needed, text or an image can be put in this space.

### Contacts

Finally, the brochure provides contact information for staff in Development and Infrastructure Services including both the Planning Department and Engineering Services. It also includes a link to further information on the website.

### Timeframes

The information document does not include details surrounding timeframes for the phases as each development varies in size and complexity and are subject to weather conditions. As such, it would be difficult to assign general timeframes for individual activities. Timelines would typically be provided for specific activities through the notices described above.

## Conclusion

The attached Development Milestone brochure is a tool members of Council can use to assist in keeping residents informed of construction activities in any specific area.

## Business Plan and Strategic Plan Linkages

The Development Milestone Document has linkages to the Community Strategic Plan as follows:

Well Equipped and Managed by providing service excellence ensuring residents are well informed and creating a means for dialogue.

## Consultation

n/a

## Human Resource Considerations

n/a

## Budget Impact

Operating Budget (Current and Future) Capital Budget

There is no direct operating or capital budget impact as a result of this report.

## Attachments

Development and Construction in your Community Brochure

## Contact

For more information on this report, contact: Dave Ruggle, Senior Planner – Community Planning, at 905-953-5321, ext 2454; druggle@newmarket.ca



Peter Noehammer, Commissioner of Development and Infrastructure Services



Jason Unger, Acting Director of Planning and Building Services



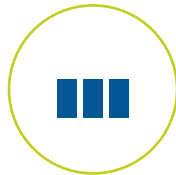
Dave Ruggle, Senior Planner Community Planning

Throughout the year, development and construction takes place throughout our community. The following explains what you need to know and what to expect throughout the various phases of development and construction.

### Who is involved?



**Builders,  
Applicants and  
Developers**



**Council**  
Approve  
development  
applications



**Neighbours**  
Nearby residents  
impacted by  
construction



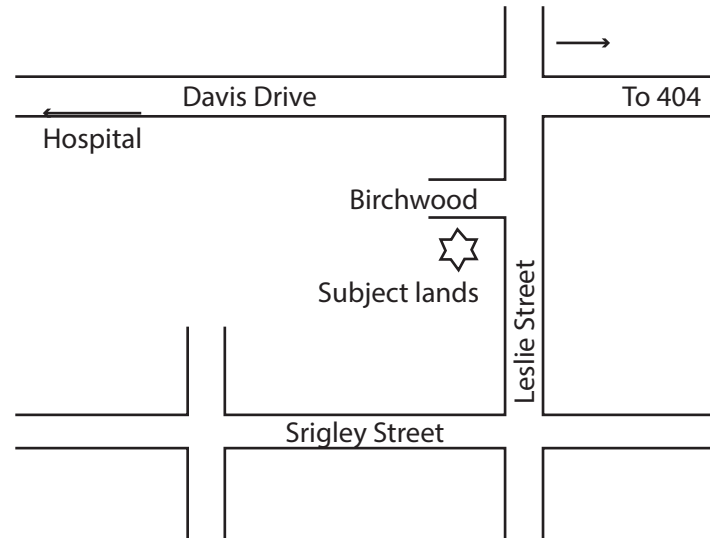
**Checking  
Consultant**  
Site monitoring on  
behalf of the Town



**Town of Newmarket Staff**  
Review and process  
development applications



### EXAMPLE LOCATION MAP



### Contact Informaton

Have a question or need more information?  
Additional information and resources including  
town by-laws can be found here:

**Web**  
[newmarket.ca/Applications](http://newmarket.ca/Applications)

**Phone**  
905-895-5193

**Email**  
[info@newmarket.ca](mailto:info@newmarket.ca)

**Mail**  
395 Mulock Drive  
P.O. Box 328, STN Main  
Newmarket, ON  
L3Y 4X7

If you require this document in an alternative  
format, please contact the Town of Newmarket  
at 905-895-5193.



# Development and Construction in Your Community

## What You Need to Know...



[newmarket.ca/Applications](http://newmarket.ca/Applications)  
905-895-5193

[newmarket.ca/Applications](http://newmarket.ca/Applications)  
905-895-5193



## There are three phases during development and/or construction:

1. Planning & Approval
2. Design & Servicing
3. Construction

### Planning & Approvals

Depending on the existing condition and what the land is being used for, some of the following on site activities may occur during the planning and/or approval phase:

- Site surveying – to determine the features and boundaries of the property
- Environmental reviews – this may include taking samples of the soil. Soil remediation might be necessary during this phase. This involves the removal of any pollution or contaminants from the soil.

### Design & Servicing

Once the development/construction is approved, the project moves into the design and servicing phase in preparation for building construction. During this phase, some of the following activities may occur on site once they have received the appropriate town permits and permissions:

- Site fencing (silt and tree protection as required)
- Demolition of existing buildings
- Site grading (includes tree removal where permission has been received)
- Site servicing (underground infrastructure – pipes and cable)
- Road construction

### Notices

The developer will provide the community notice prior to particular activities occurring such as water disruptions, road closures and significant construction activities that could cause vibrations.

### Construction

As soon as the builder receives the necessary approvals from the Town of Newmarket, the Construction phase can get underway.

The Town of Newmarket is committed to working with builders, developers and residents to ensure that any disruption to the surrounding community is minimal. However, residents living in the area should be aware that they may experience some of the following during the Construction phase:

- Several large construction vehicles entering and exiting the area.
- Dust and mud
- Noise – construction sites must follow the Town's noise by-law
- Vibrations – can occur when large machinery is being used
- Construction vehicle access and parking
- Material storage area
- Storm water runoff controls (silt and erosion control fencing/temporary storm ponds)

