



General Committee Meeting Agenda

Meeting No. 5 | May 6, 2025 | 9:30 AM | Live streamed

Members of the public have the option to attend either remotely via Zoom or in-person in the Council Chamber at the Civic Centre

Members of the public can participate by:

1. VIEWING THE ONLINE LIVESTREAM:

Council meetings are video and audio streamed at: <https://pub-markham.escribemeetings.com/>

2. EMAILING A WRITTEN SUBMISSION:

Members of the public may submit written deputations by email to clerkspublic@markham.ca.

Written submissions must be received by 5:00 p.m. the day prior to the meeting.

If the deadline for written submission has passed, you may:

Email your written submission directly to [Members of Council](#); or

Make a deputation at the meeting by completing and submitting an online [Request to Speak Form](#)

If the deadline for written submission has passed **and** Council has finished debate on the item at the meeting, you may email your written submission directly to [Members of Council](#).

3. REQUEST TO SPEAK / DEPUTATION:

Members of the public who wish to make a deputation, please register prior to the start of the meeting by:

Completing an online [Request to Speak Form](#), or,

E-mail clerkspublic@markham.ca providing full name, contact information and item they wish to speak on.

If you do not have access to email, contact the Clerk's office at **905-479-7760** on the day of the meeting.

*If Council or Committee has finished debate at the meeting on the item, you may email your written submission directly to [Members of Council](#).

The list of [Members of Council is available online at this link](#).

Alternate formats for this document are available upon request.

Closed captioning during the video stream may be turned on by clicking the [cc] icon located at the lower right corner of the video screen.

***Note: As per Section 7.1(h) of the Council Procedural By-Law,
Council will take a ten minute recess after two hours have passed since the last break.***

General Committee Agenda

Meeting Number: 5

May 6, 2025, 9:30 AM - 4:30 PM

Live streamed

Please bring this General Committee Agenda to the Council meeting on May 27, 2025.

Pages

1. CALL TO ORDER

INDIGENOUS LAND ACKNOWLEDGEMENT

We begin today by acknowledging the traditional territories of Indigenous peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, and Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa, and the Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship, and trust. We are committed to reconciliation, partnership and enhanced understanding.

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE APRIL 1, 2025 GENERAL COMMITTEE (16.0)

Note: Attachment to be provided once available.

1. That the minutes of the April 1, 2025 General Committee meeting be confirmed.

4. PRESENTATIONS

5. DEPUTATIONS

6. COMMUNICATIONS

7. PETITIONS

8. CONSENT REPORTS - FINANCE & ADMINISTRATIVE MATTERS

- 8.1 **2025 FIRST QUARTER INVESTMENT PERFORMANCE REVIEW (7.0)** 7
- M. Visser, ext. 4260
1. That the report dated May 6, 2025 entitled “2025 First Quarter Investment Performance Review” be received.
- 8.2 **STAFF AWARDED CONTRACTS FOR Q1 2025 (7.12)** 28
- A. Moore, ext. 4711
1. That the report entitled “Staff Awarded Contracts for Q1 2025 be received; and further,
 2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.
- 8.3 **TAX WRITE-OFFS IN ACCORDANCE WITH SECTION 354 OF THE MUNICIPAL ACT, 2001 (7.3)** 35
- M. Vetere, ext. 2463 / S. Manson, ext. 7514
1. That the report entitled Tax Write-offs in Accordance with Section 354 of the *Municipal Act, 2001* be received; and,
 2. That the tax amounts for prior years totaling \$541,581, as set out in this report, be written-off pursuant to Section 354 of the *Municipal Act, 2001*; and,
 3. That the City of Markham’s portion of the write-off of \$114,225 be charged to Account 820-820-7040; and,
 4. That the Treasurer be directed to remove these amounts from the Collector’s Roll; and,
 5. That the associated interest be cancelled in proportion to the tax adjustments; and further,
 6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.
- 8.4 **2025 UNIONVILLE BUSINESS IMPROVEMENT AREA AND MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA OPERATING BUDGETS (7.4)** 46
- M. Vetere, ext. 2463 / S. Manson, ext. 7514
1. That the report titled “2025 Unionville Business Improvement Area and Markham Village Business Improvement Area Operating Budgets” dated May 6, 2025 be received; and,

2. That the 2025 Operating Budget in the amount of \$388,350 for the Unionville Business Improvement Area (UBIA) be approved; and,
3. That the 2025 Operating Budget in the amount of \$334,700 for the Markham Village Business Improvement Area (MVBIA) be approved; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8.5 DEVELOPMENT CHARGES AND COMMUNITY BENEFIT CHARGE DECEMBER 31, 2024 RESERVE BALANCES AND ANNUAL ACTIVITY OF THE ACCOUNTS (7.11)

55

K. Ross, ext. 2126 / S. Neville, ext. 2659

1. That the report titled “Development Charge and Community Benefits Charge December 31, 2024 Reserve Balances and Annual Activity of the Accounts” be received by Council as required under Section 43(1) of the *Development Charges Act, 1997*, as amended, and Section 37(48) of the *Planning Act*, and,
2. That the term of the existing Development Charge By-laws be amended to extend the expiration date of the by-laws for an additional five years in accordance with Section 9(1) of the *Development Charges Act* which provides that unless it expires or is repealed earlier, a development charge by-law expires 10 years after the day it comes into force; and,
3. That By-laws 2022-49 for City Wide Hard Development Charges; 2022-50 for City Wide Soft Development Charges; and 2022-51 to 2022-72 for Area Specific Development Charges be amended to extend the expiration date to June 16, 2032; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9. REGULAR REPORTS - FINANCE & ADMINISTRATIVE MATTERS

9.1 AUTOMATED SPEED ENFORCEMENT (ASE) PROGRAM (2.0, 5.12)

70

S. Manson, ext. 7514 / J. Silver, ext. 2056 / E. Chan, ext. 2408 / J. Baker, ext. 3834

1. That the report entitled Automated Speed Enforcement (ASE) Program be received; and,
2. That Council approve the implementation of an in the City of Markham; and,

3. That Council delegate authority to the City Treasurer and City Clerk to execute any agreement or document in a form satisfactory to the City Solicitor, required to implement or administer the ASE program within the City of Markham, including but not limited to agreements with the Town of Newmarket, ASE Camera Vendor, Ministry of Transportation and Ministry of Attorney General; and,
4. That Council delegate authority to the Director of Engineering to identify and approve initial and future ASE installation locations, including adding additional ASE cameras, subject to the annual budget process, with priority given to areas with significant safety concerns; and,
5. That Council enact an amendment to Traffic By-law 106-71, Schedule 24 (Community Safety Zones), identifying all publicly operated elementary and secondary school locations as Community Safety Zones within the City of Markham as outlined in Attachment 1; and,
6. That Council enact the proposed By-law to establish a System of Administrative Monetary Penalties for Violations of Automated Speed Enforcement Systems in the City of Markham as outlined in Attachment 2; and,
7. That Council approve the in-year capital addition to Budget 2025 in the amount of \$495,000, with the funding strategy to be identified and implemented by the City Treasurer; and,
8. That the City Clerk forward a copy of this report to the Regional Municipality of York (York Region), York Region's local municipalities, York Regional Police, York Region District School Board, York Region Catholic School Board, the Ministry of Transportation Ontario, and the Ministry of the Attorney General; and further,
9. That staff be authorized to and directed to do all things necessary to give effect to these resolutions.

10. MOTIONS

11. NOTICES OF MOTION

12. NEW/OTHER BUSINESS

*As per Section 2 of the Council Procedural By-Law, "New/Other Business would generally apply to an item that is to be added to the **Agenda** due to an urgent statutory time requirement, or an emergency, or time sensitivity".*

13. ANNOUNCEMENTS

14. CONFIDENTIAL ITEMS

That, in accordance with Section 239 (2) of the Municipal Act, General Committee

resolve into a confidential session to discuss the following matters:

14.1 FINANCE & ADMINISTRATION MATTERS

14.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES - APRIL 1, 2025 [Municipal Act, 2001, Section 239 (2) (h)]

14.1.2 LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS; RESTRICTED AND CONFIDENTIAL (11.0) [SECTION 239 (2) (d)]

[Municipal Act, 2001, Section 239, (2)(d)]

15. ADJOURNMENT

Information Page

General Committee Members: All Members of Council

General Committee

Chair: Councillor Keith Irish
Vice Chair: Deputy Mayor Michael Chan

Finance & Administrative Matters

Chair: Councillor Keith Irish
Vice Chair: Deputy Mayor Michael Chan

Community Services Matters

Chair: Councillor Isa Lee
Vice Chair: Councillor Juanita Nathan

Environment & Sustainability Matters

Chair: Councillor Amanda Collucci
Vice Chair: Councillor Ritch Lau

Land, Building & Parks Construction Matters

Chair: Councillor Andrew Keyes
Vice Chair: Councillor Keith Irish

General Committee meetings are audio and video streamed live at the City of Markham's website.

Alternate formats for this document are available upon request.

Consent Items: All matters listed under the consent agenda are considered to be routine and are recommended for approval by the department. They may be enacted on one motion, or any item may be discussed if a member so requests.

Please Note: The times listed on this agenda are approximate and may vary; Council may, at its discretion, alter the order of the agenda items.

General Committee is scheduled to recess for lunch from approximately 12:00 PM to 1:00 PM

Note: As per the Council Procedural By-Law, Section 7.1 (h) General Committee will take a 10-minute recess after two hours have passed since the last break.



Report to: General Committee

Meeting Date: May 6, 2025

SUBJECT: 2025 First Quarter Investment Performance Review
PREPARED BY: Mark Visser, Senior Manager of Financial Strategy & Investments

RECOMMENDATION:

- 1) THAT the report dated May 6, 2025 entitled “2025 First Quarter Investment Performance Review” be received.

EXECUTIVE SUMMARY:

Not Applicable

PURPOSE:

Pursuant to Regulation 438/97 Section 8, the Municipal Act requires the Treasurer to “prepare and provide to the Council, each year or more frequently as specified by Council, an investment report”.

The investment report shall contain,

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;
- (b) a description of the estimated portion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year’s report;
- (c) a statement by the Treasurer as to whether or not, in his opinion, all investments were made in accordance with the investment policies and goals adopted by the municipality;
- (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
- (e) such other information that the Council may require or that, in the opinion of the Treasurer, should be included.

BACKGROUND:

Not Applicable

OPTIONS/ DISCUSSION:

Not Applicable

FINANCIAL CONSIDERATIONS:

The 2025 budget for Income Earned on Investments is \$22.979 million (an increase of \$5.500 million from the 2024 budget). The \$22.979 million budget is based on a forecasted \$600.0 million average balance invested at an average rate of 3.83%.

The following table shows the budgeted investment income by quarter. The quarterly budget allocations reflect the projected changing portfolio balances throughout the year.

Period	Avg. Balance	Avg. Rate	Forecast
Q1	\$580.0m	3.83%	\$5,477,186
Q2	\$600.0m	3.83%	\$5,919,978
Q3	\$600.0m	3.83%	\$5,985,033
Q4	\$579.8m	3.83%	\$5,596,803
2025 Budget	\$600.0m	3.83%	\$22,979,000

The first quarter typically has lower average portfolio balances as Markham makes payments to the Region and School Board on December 15th and doesn't begin collecting tax payments again until February. As a result, the Q1 2025 forecast assumes an average general fund portfolio balance of \$580.0 million to be invested at an average rate of return of 3.83%. Both the actual average portfolio balance and the average rate of return exceeded budget.

For the three months ending March 31, 2025, the City of Markham's Income Earned on Investments was \$10.695 million, compared to a budget of \$5.477 million, representing a \$5.218 million favourable variance to budget.

Interest Rate

Since June 2024, the Bank of Canada has cut interest rates on 7 occasions, reducing the prime rate from 7.20% to 4.95%.

The City's general portfolio investments (including interest charged to reserves with negative balances) had an average interest rate of 5.02%; 119 basis points higher than forecast. Additionally, through the sale of a Principal Protected Note in Q1, the City earned \$3.274 million of capital gains, thereby increasing the rate of return to 7.24%.

The difference in the rate of return accounts for a favourable variance of \$5.038 million.

Portfolio Balance

The forecasted average portfolio balance for Q1 2025 was \$580.0 million. The actual average general fund portfolio balance (including cash balances) for the first quarter of 2025 was \$599.0 million. The higher portfolio balance accounts for a favourable variance of \$180,000.

Variance Summary

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Portfolio Balance	\$580.0m	\$599.0m	\$19.0m
Interest Rate	3.83%	7.24%	3.41%
Investment Income	\$5.477m	\$10.695m	\$5.218m
Portfolio Balance Variance Impact			\$0.180m
Interest Rate Variance Impact			\$5.038m

Portfolio Composition

All investments made in the first quarter of 2025 adhered to the City of Markham investment policy. At March 31, 2025, 43% of the City's portfolio (not including bank balances) was comprised of government issued securities. The remaining 57% of the portfolio was made up of instruments issued by Schedule 1 Banks (Exhibit 1). All of these levels are within the targets established in the City's Investment Policy.

The March 31, 2025 investment portfolio (not including bank balances) was comprised of the following instruments: Bonds 50%, Principal Protected Notes (PPNs) 36%, and GICs 14% (Exhibit 2).

At March 31, 2025, the City's general portfolio balance (all funds excluding DCA) was \$640.2 million (including bank balances). The City's portfolio (all funds excluding DCA) was broken down into the following investment terms (Exhibit 3):

Under 1 month	49.4%
1 month to 3 months	0.7%
3 months to 1 year	8.2%
Over 1 year	41.7%
Weighted average investment term	1,465.0 days
Weighted average days to maturity	1,007.8 days

Money Market Performance

The City of Markham uses the 3-month T-bill rates to gauge the performance of investments in the money market. The average 3-month T-bill rate for the first quarter of 2025 was 2.85% (source: Bank of Canada). Money market investments (including bank balances) held by the City of Markham during the first quarter of 2025 had an average return of 3.57%. Therefore, the City's money market investments outperformed 3-month T-Bills by 72 basis points. See Exhibit 4 for all Money Market securities held by the City of Markham in the first quarter of 2025.

Bond Market Performance

The 2025 YTD highlights of Markham's bond portfolio are as follows:

- 2 Bonds/Principal Protected Note (PPNs) purchased with a face value of \$8.4 million
- 2 bonds matured with a face value of \$8.0 million

-
- 1 Principal Protected Note (PPN) sold with a face value of \$2.0 million
 - \$3.274 million of capital gains earned

See Exhibit 5 for all Bonds held by the City of Markham in the first quarter of 2025.

Outlook

After a series of rates cuts over the past nine months, interest rates are expected to start to stabilize in order to keep inflation in check. However, there is still risk of further cuts if the economy starts to display recessionary trends. The City will continue to try to take advantage of any major moves in the market.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Not Applicable

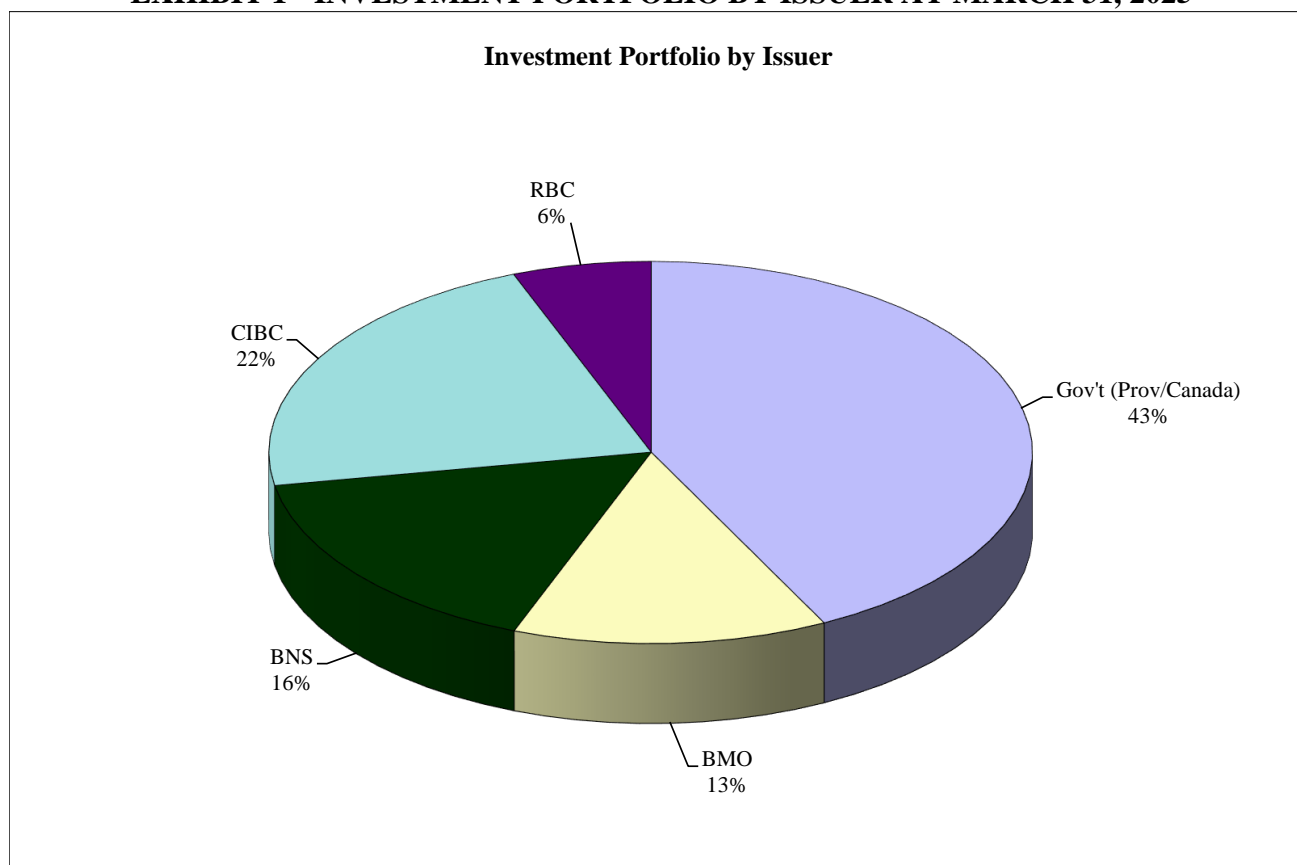
RECOMMENDED BY:

Joseph Silva, Treasurer

Trinela Cane, Commissioner,
Corporate Services

ATTACHMENTS:

- Exhibit 1 – Investment Portfolio by Issuer
- Exhibit 2 – Investment Portfolio by Instrument
- Exhibit 3 – Investment Terms
- Exhibit 4 – 2025 Q1 Money Market Investments
- Exhibit 5 – 2025 Q1 Bond Market Investments
- Exhibit 6 – 2025 Q1 DCA Fund Investments

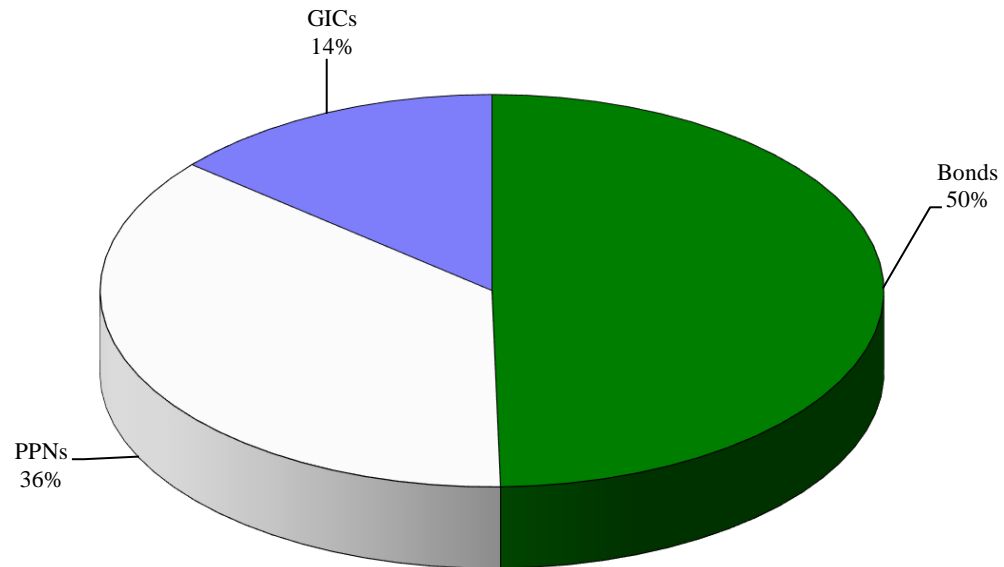
EXHIBIT 1 - INVESTMENT PORTFOLIO BY ISSUER AT MARCH 31, 2025

Quarter-End Portfolio Balance (All Funds; excluding bank balances): \$323.7m

	Investment Policy Targets	Portfolio at Mar 31/25
Government (Federal/Provincial)	>40%, no max	43%
Government (Municipal)	max 30%	0%
Schedule I Banks:		
Bank of Nova Scotia	max 20%	16%
Bank of Montreal	max 20%	13%
CIBC	max 20%	22% *
Royal Bank of Canada	max 20%	6%
Toronto Dominion	max 20%	0%
Schedule A Banks Total	max 60%	57%
Schedule II Banks:		
Hong Kong Bank	max 15%	0%
		<u>100%</u>

* The City's Investment Policy allows for deviations of +/- 5% in order to take advantage of market conditions

EXHIBIT 2 - INVESTMENT PORTFOLIO BY INSTRUMENT AT MARCH 31, 2025



Quarter-End Portfolio Balance (All Funds, excluding cash balances): \$323.7m

EXHIBIT 3 - INVESTMENT TERMS (All Funds excluding DCA)

INSTRUMENT	ISSUER	INT RATE	DATE BGT	DATE SOLD	BOUGHT	MATURITY VALUE	LENGTH	DAYS to MA
BANK ACCOUNT		3.45	31-Mar-2025	01-Apr-2025	316,497,416.88	316,527,332.39	1	1
Less than 1 month					316,497,417	49.4%		
BOND	SASK	2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	2,276	60
Between 1 and 3 months					4,272,250	0.7%		
BOND	ONT	1.48	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00	2,013	161
GIC (2027)	CIBC	3.40	06-Jan-2025	06-Jan-2026	30,000,000.00	31,020,000.00	365	281
GIC (2027)	CIBC	3.40	12-Jan-2025	12-Jan-2026	15,000,000.00	15,510,000.00	365	287
Between three months and one year					52,377,760	8.2%		
BOND	ONT	2.13	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	2,602	611
BOND	RBC	5.30	28-Mar-2024	28-Mar-2028	5,000,000.00	5,000,000.00	1,461	1,093
BOND	ONT	2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,419	1,159
BOND	ONT	2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	3,824	1,159
PPN	BMO	0.00	16-May-2023	16-Nov-2028	3,000,000.00	3,000,000.00	2,011	1,326
BOND	ONT	3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	4,364	1,342
BOND	ONT	2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	4,341	1,342
PPN	BNS	3.00	29-Dec-2023	29-Dec-2028	3,000,000.00	3,000,000.00	1,827	1,369
PPN	BNS	0.00	11-Apr-2019	12-Apr-2029	3,000,000.00	3,000,000.00	3,654	1,473
BOND	ONT	3.10	11-Sep-2024	02-Jun-2029	8,656,960.00	10,000,000.00	1,725	1,524
PPN	BNS	0.00	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	1,591
PPN	BNS	1.55	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	1,591
BOND	ONT	3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	4,247	1,707
BOND	ONT	3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,185	1,707
PPN	BMO	1.00	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00	3,653	1,786
PPN	BNS	1.00	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00	3,653	1,786
PPN	BMO	0.00	22-Mar-2023	22-Mar-2030	5,000,000.00	5,000,000.00	2,557	1,817
PPN	BMO	0.00	24-Jun-2023	24-Jun-2030	4,000,000.00	4,000,000.00	2,557	1,911
BOND	BNS	3.33	29-Jun-2024	29-Jun-2030	4,000,000.00	4,000,000.00	2,191	1,916
PPN	CIBC	4.49	16-Oct-2023	16-Oct-2030	4,000,000.00	4,000,000.00	2,557	2,025
PPN	BNS	1.50	27-Jan-2024	27-Jan-2031	3,000,000.00	3,000,000.00	2,557	2,128
PPN	BNS	3.00	18-Feb-2024	18-Feb-2031	5,000,000.00	5,000,000.00	2,557	2,150
PPN	BMO	0.00	05-Mar-2021	05-Mar-2031	6,000,000.00	6,000,000.00	3,652	2,165
PPN	CIBC	0.00	06-Mar-2024	06-Mar-2031	4,000,000.00	4,000,000.00	2,556	2,166
BOND	CIBC	2.52	09-Mar-2025	09-Mar-2031	4,000,000.00	4,000,000.00	2,191	2,169
PPN	BMO	0.00	28-Mar-2024	28-Mar-2031	5,000,000.00	5,000,000.00	2,556	2,188
PPN	BNS	0.00	05-May-2021	05-May-2031	5,000,000.00	5,000,000.00	3,652	2,226
BOND	ONT	1.47	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00	3,899	2,254
PPN	BNS	2.00	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00	2,556	2,258
PPN	BNS	3.00	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00	2,556	2,258
PPN	BMO	0.00	02-Jul-2024	02-Jul-2031	4,000,000.00	4,000,000.00	2,556	2,284
PPN	CIBC	3.59	03-Jul-2024	03-Jul-2031	5,000,000.00	5,000,000.00	2,556	2,285
PPN	CIBC	0.00	07-Jul-2024	07-Jul-2031	5,000,000.00	5,000,000.00	2,556	2,289
PPN	BMO	3.00	26-Jul-2024	26-Jul-2031	5,000,000.00	5,000,000.00	2,556	2,308
PPN	BMO	0.00	22-Sep-2024	22-Sep-2031	4,000,000.00	4,000,000.00	2,556	2,366
PPN	BNS	0.00	23-Sep-2024	23-Sep-2031	6,000,000.00	6,000,000.00	2,556	2,367
PPN	BNS	0.00	17-Nov-2021	17-Nov-2031	4,000,000.00	4,000,000.00	3,652	2,422
PPN	RBC	2.00	27-Nov-2024	27-Nov-2031	4,000,000.00	4,000,000.00	2,556	2,432
BOND	ONT	2.20	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00	3,928	2,437
BOND	ONT	2.30	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00	3,851	2,437
PPN	RBC	0.00	29-Nov-2024	09-Dec-2031	4,000,000.00	4,000,000.00	2,566	2,444
BOND	ONT	1.81	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00	4,299	2,803
BOND	ONT	2.01	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00	4,096	2,803
BOND	BC	2.51	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00	4,125	3,001
PPN	BNS	0.00	11-Jul-2023	11-Jul-2033	3,000,000.00	3,000,000.00	3,653	3,024
BOND	CIBC	2.52	22-Sep-2021	22-Sep-2033	4,000,000.00	5,209,600.00	4,383	3,097
BOND	ONT	2.84	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00	4,306	3,168
BOND	ONT	3.19	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00	4,272	3,168
BOND	BC	3.60	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00	4,252	3,184
BOND	RBC	4.88	08-Feb-2024	08-Feb-2034	6,000,000.00	6,000,000.00	3,653	3,236
BOND	ONT	4.48	16-Apr-2024	03-Nov-2034	6,298,800.00	10,000,000.00	3,853	3,504
BOND	ONT	4.39	23-May-2024	03-Nov-2034	3,829,800.00	6,000,000.00	3,816	3,504
BOND	ONT	4.17	19-Jul-2024	03-Nov-2034	6,567,700.00	10,000,000.00	3,759	3,504
BOND	ONT	4.25	07-Feb-2024	02-Dec-2034	4,462,416.00	7,000,000.00	3,951	3,533
BOND	ONT	4.71	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00	4,260	3,715
BOND	ONT	4.20	05-Mar-2024	02-Jun-2035	2,518,560.00	4,000,000.00	4,106	3,715
BOND	ONT	4.12	26-Nov-2024	02-Jun-2035	3,269,150.00	5,000,000.00	3,840	3,715
BOND	ALB	4.05	09-Jan-2025	01-Dec-2035	2,205,920.00	3,400,000.00	3,978	3,897
BOND	ONT	4.28	01-Feb-2024	02-Dec-2035	6,701,640.00	11,000,000.00	4,322	3,898
BOND	ONT	4.07	09-Jan-2025	02-Jun-2036	3,173,470.00	5,000,000.00	4,162	4,081
Over 1 year					267,093,164	41.7%		

Bonds/PPNs
Money Market

278,743,174
361,497,417

Average Length of Investment (days)

Weighted Average Days to Maturity

Portfolio Balance Mar 31, 2025
General Fund and Other Reserves
(not including DCA)

640,240,591

EXHIBIT 4 - 2025 Q1 MONEY MARKET INVESTMENTS (All Funds excluding DCA)

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
BANK BALANCE	3.45	31-Mar-25	1-Apr-25	316,497,416.88	316,527,332.39

APPENDIX 5 - 2025 Q1 BOND/PPN INVESTMENTS

BONDS/PPNs THAT MATURED IN 2025:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
CIBC PPN	100.00	-	23-Feb-21	23-Feb-25	4,000,000.00	4,000,000.00
CIBC BOND		4.28	17-Dec-24	9-Mar-25	3,848,000.00	5,000,000.00

BONDS/PPNs SOLD IN 2025:

ISSUER	PARTICIPATION RATE	YIELD	PURCHASE DATE	DATE SOLD	COST	FACE VALUE	SALE PROCEEDS	CAPITAL GAIN(LOSS)
BNS PPN	44800%	0.00	11-Apr-2019	22-Jun-2025	2,000,000.00	2,000,000.00	5,273,600.00	3,273,600.00

BOLD HOLDINGS at MARCH 31, 2025:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
SASK		2.560	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00
ONT		1.480	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00
ONT		2.130	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00
ONT		2.809	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00
ONT		2.630	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00
ONT		3.060	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00
ONT		2.930	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00
ONT		3.100	11-Sep-2024	02-Jun-2029	8,656,960.00	10,000,000.00
ONT		3.110	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00
ONT		3.050	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00
ONT		1.472	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00
ONT		2.200	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00
ONT		2.300	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00
ONT		1.810	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00
ONT		2.010	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00
BC		2.510	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00
ONT		2.840	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00
ONT		3.190	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00
BC		3.600	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00
ONT		4.480	16-Apr-2024	03-Nov-2034	6,298,800.00	10,000,000.00
ONT		4.390	23-May-2024	03-Nov-2034	3,829,800.00	6,000,000.00
ONT		4.170	19-Jul-2024	03-Nov-2034	6,567,700.00	10,000,000.00
ONT		4.250	07-Feb-2024	02-Dec-2034	4,462,416.00	7,000,000.00
ONT		4.710	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00
ONT		4.201	05-Mar-2024	02-Jun-2035	2,518,560.00	4,000,000.00
ONT		4.120	26-Nov-2024	02-Jun-2035	3,269,150.00	5,000,000.00
ONT		4.278	01-Feb-2024	02-Dec-2035	6,701,640.00	11,000,000.00
RBC	5.300	5.300	28-Mar-2024	28-Mar-2028	5,000,000.00	5,000,000.00
BNS	3.300	3.328	29-Jun-2024	29-Jun-2030	4,000,000.00	4,000,000.00
CIBC	2.520	2.520	09-Mar-2025	09-Mar-2031	4,000,000.00	4,000,000.00
CIBC	2.520	2.520	22-Sep-2021	22-Sep-2033	4,000,000.00	5,209,600.00
RBC	4.880	4.880	08-Feb-2024	08-Feb-2034	6,000,000.00	6,000,000.00
ALB		4.050	09-Jan-2025	01-Dec-2035	2,205,920.00	3,400,000.00
ONT		4.070	09-Jan-2025	02-Jun-2036	3,173,470.00	5,000,000.00
CIBC	2.520	4.278	17-Dec-2024	09-Mar-2025	3,848,000.00	4,000,000.00
					164,591,174.00	220,609,600.00

PPN HOLDINGS at MARCH 31, 2025:

ISSUER	COUPON RATE	PARTICIPATION RATE	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
BMO		245%	16-May-2023	16-Nov-2028	3,000,000.00	3,000,000.00
BNS	3.000	65%	29-Dec-2023	29-Dec-2028	3,000,000.00	3,000,000.00
BNS		448%	11-Apr-2019	12-Apr-2029	3,000,000.00	3,000,000.00
BNS		425%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00
BNS	1.550	100%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00
BMO	1.000	265%	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00
BNS	1.000	265%	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00
BMO		330%	22-Mar-2023	22-Mar-2030	5,000,000.00	5,000,000.00
BMO		380%	24-Jun-2023	24-Jun-2030	4,000,000.00	4,000,000.00
CIBC	4.490	180%	16-Oct-2023	16-Oct-2030	4,000,000.00	4,000,000.00
BNS		220%	27-Jun-2024	27-Jun-2031	3,000,000.00	3,000,000.00
BNS	3.000	115%	18-Feb-2024	18-Feb-2031	5,000,000.00	5,000,000.00
BMO		245%	05-Mar-2021	05-Mar-2031	6,000,000.00	6,000,000.00
CIBC		575%	06-Mar-2024	06-Mar-2031	4,000,000.00	4,000,000.00
BMO		500%	28-Mar-2024	28-Mar-2031	5,000,000.00	5,000,000.00
BNS		100%	05-May-2021	05-May-2031	5,000,000.00	5,000,000.00
BNS	2.000	195%	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00
BNS	3.000	110%	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00
BMO		500%	02-Jul-2024	02-Jul-2033	4,000,000.00	4,000,000.00
CIBC	3.590	100%	03-Jul-2024	03-Jul-2031	5,000,000.00	5,000,000.00
CIBC		100%	07-Jul-2024	07-Jul-2031	5,000,000.00	5,000,000.00
BMO	3.000	115%	26-Jul-2024	26-Jul-2031	5,000,000.00	5,000,000.00
BMO		455%	22-Sep-2024	22-Sep-2031	4,000,000.00	4,000,000.00
BNS		100%	23-Sep-2024	23-Sep-2031	6,000,000.00	6,000,000.00
BNS		100%	17-Nov-2021	17-Nov-2031	4,000,000.00	4,000,000.00
RBC	2.000	151%	27-Nov-2024	27-Nov-2031	4,000,000.00	4,000,000.00
RBC		357%	28-Nov-2024	04-Dec-2031	4,000,000.00	4,000,000.00
BNS		625%	11-Jul-2023	11-Jul-2033	3,000,000.00	3,000,000.00
					118,000,000.00	118,000,000.00

TOTAL BONDS AND PPNs

282,591,174.00	338,609,600.00
----------------	----------------

SASK		2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00
ONT		1.48	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00
ONT		2.13	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00
ONT		2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00
ONT		2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00
ONT		3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00
ONT		2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00
ONT		3.10	11-Sep-2024	02-Jun-2029	8,656,960.00	10,000,000.00
ONT		3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00
ONT		3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00
ONT		1.47	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00
ONT		2.20	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00
ONT		2.30	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00
ONT		1.81	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00
ONT		2.01	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00
BC		2.51	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00
ONT		2.84	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00
ONT		3.19	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00
BC		3.60	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00
ONT		4.48	16-Apr-2024	03-Nov-2034	6,298,800.00	10,000,000.00
ONT		4.39	23-May-2024	03-Nov-2034	3,829,800.00	6,000,000.00
ONT		4.17	19-Jul-2024	03-Nov-2034	6,567,700.00	10,000,000.00
ONT		4.25	07-Feb-2024	02-Dec-2034	4,462,416.00	7,000,000.00
ONT		4.71	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00
ONT		4.20	05-Mar-2024	02-Jun-2035	2,518,560.00	4,000,000.00
ONT		4.12	26-Nov-2024	02-Jun-2035	3,269,150.00	5,000,000.00
ONT		4.28	01-Feb-2024	02-Dec-2035	6,701,640.00	11,000,000.00
RBC	5.30	5.30	28-Mar-2024	28-Mar-2028	5,000,000.00	5,000,000.00
BNS	3.30	3.33	29-Jun-2024	29-Jun-2030	4,000,000.00	4,000,000.00
CIBC	2.52	2.52	09-Mar-2025	09-Mar-2031	4,000,000.00	4,000,000.00
CIBC	2.52	2.52	22-Sep-2021	22-Sep-2033	4,000,000.00	5,209,600.00
RBC	4.88	4.88	08-Feb-2024	08-Feb-2034	6,000,000.00	6,000,000.00
ALB		4.05	09-Jan-2025	01-Dec-2035	2,205,920.00	3,400,000.00
ONT		4.07	09-Jan-2025	02-Jun-2036	3,173,470.00	5,000,000.00
CIBC	2.52	4.28	17-Dec-2024	09-Mar-2025	3,848,000.00	4,000,000.00

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
Current Holdings:					
BANK BALANCE	3.45	31-Mar-25	1-Apr-25	181,049,312.49	181,066,425.37
				181,049,312.49	

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------

EXHIBIT 6 - 2025 Q1 DCA FUND INVESTMENTS

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
--------	----------	-------------	-----------	--------	------



Report to: General Committee

Meeting Date: May 6, 2025

SUBJECT: Staff Awarded Contracts for Q1 2025
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for Q1 2025 be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), a report shall be submitted to Council advising of awarded contracts greater than \$50,000. Under this report, Staff are advising Council of the contracts awarded by Staff for Q1 2025.

Key Points:

- All purchases were in compliance with Procurement Bylaw 2017-8 and the City’s Expenditure Control Policy
- 30 contract awards totaling \$18,549,304.31 were approved Q1 2025

BACKGROUND:

Procurement advises the Council of all contracts awarded by the Chief Administrative Officer, Commissioners, or Directors with a total cost exceeding \$50,000. The Procurement Bylaw delegates authority to staff to award contracts if the contract award meets specific criteria. The following chart outlines the award limits under the Procurement Bylaw:

Dollar threshold	Within Criteria	Outside Criteria*
\$50,000 or greater, but less than \$100,000	Director	Commissioner
\$100,000 or greater, but less than \$350,000	Commissioner	CAO
\$350,000 or greater	CAO	Council

* If one (1) of the noted criteria is not met then the contract award is identified as outside criteria and the approval authority is changed to either the Commissioner, CAO or Council.

- The Contract Award is to the lowest priced or highest ranked (as applicable), compliant Bidder
- The expenses relating to the goods/services being procured are included in the budget (Operating/Capital)
- The Contract Award is within the approved budget
- The term of the Contract is for a maximum of four (4) years
- There is no litigation between the Successful Bidder and the City at the time of Contract Award

There is no disqualified Bidder (which disqualified Bidder is also the lowest priced or highest ranked Bidder (as applicable) pursuant to the Quotation process) at the time of Contract Award

The following table provides a synopsis of the procurement activities during Q1 2025.

Procurement Activity	Number of Awards	Total Award Q1 - 2025
Request for Tender (T)	16	\$15,198,463.65
Request for Quotation (Q)	6	\$ 613,765.62
Request for Proposal (R)	3	\$1,939,431.68
Non-Competitive Procurement (S)	5	\$ 797,643.36
Total Procurement Activity	30	\$18,549,304.31

The following table provides a synopsis of the procurement award amounts by Commission during Q1 2025.

Procurement by Commission	Number of Awards	Total Award Value Q1 - 2025
Development Services	10	\$1,219,665.23
Corporate Services	5	\$1,882,112.92
Community Services	15	\$15,447,526.16
Total Procurement Activity	30	\$18,549,304.31

Request for Tender (T) – is a method of procurement that is used when the exact specifications for the deliverables are known, there are two or more sources of supply, and the vendors are only required to submit pricing information. Requests for Tenders are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

Request for Quotation (Q) – is a method of procurement similar to a request for tender except the procurement is of a low dollar value (less than \$100,000) and may be issued to a limited number of bidders who are invited to submit bids. Requests for Quotations are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

Request for Proposal (R) – is a method of procurement that is used where the deliverables are not clearly specified, and it is anticipated that proponents may propose a variety of alternatives to fulfill the requirements. The evaluation of proposals includes both technical (70%) and financial (30%) evaluation and the award is made to the highest scoring proponent.

Non-Competitive Procurement (S) – is a method of procurement whereby the Treasurer and/or the Senior Manager, Procurement may in consultation with the applicable Director negotiate a contract for the supply of goods and services without a competitive process. These awards are generally required under circumstances where: there is only one source of supply; extension of existing contract would be beneficial to the City; specialized equipment or vehicles are being acquired; or it is deemed to be in the City's best interest to not to solicit a competitive bid.

1 Community Services**Contract # 013-T-25 – Traffic Control Services**

Department	Operations
No. of Bids	4
Vendor	ATS Traffic Ltd.
Award Amount	\$379,040.00

Term: Award amount is for a four-year contract.

#2**Contract # 018-T-25 - Rehabilitation of Street Lighting System**

Department	Environmental Services
No. of Bids	7
Vendor	BXF Infrastructures Inc.
Award Amount	\$215,856.34

Term: The work will be completed by December 2025.

#3**Contract # 024-T-25 – Tree Stumping**

Department	Operations
No. of Bids	14
Vendor	Gray's Landscaping & Snow
Award Amount	\$479,406.84

Term: Award amount is for a four-year contract.

#4**Contract # 035-T-25 Yorktech Drive Culvert Rehabilitation**

Department	Environmental Services
No. of Bids	16
Vendor	CMB Excavations & Grading Ltd.
Award Amount	\$324,486.40

Term: The work will be completed by September 2025.

#5**Contract # 038-T-25 Milliken Mills Community Centre Pool Tile Replacement**

Department	Recreation Services
No. of Bids	5
Vendor	Safa Builders & Contractors
Award Amount	\$364,748.54

Term: The work will be completed by May 2025.

#6**Contract # 039-Q-25 - Supply and Delivery of Greenhouse Soilless Mix**

Department	Operations
No. of Bids	2
Vendor	Les Tourbieres Berger LTEE
Award Amount	\$77,447.08

Term: Award amount is for a four-year contract.

#7		
Contract # 040-T-25 Horticulture Boulevard Maintenance	Department	Operations
	No. of Bids	14
	Vendor	CSL Group Ltd.
	Award Amount	\$111,996.24
Term: Award amount is for a four-year contract.		
#8		
Contract # 244-Q-24 - Consulting Engineering Services for Upgrades to Four Pumping Stations	Department	Waterworks
	No. of Bids	2
	Vendor	T.Y. Lin International Canada Inc
	Award Amount	\$176,858.88
Term: The work will be completed by December 2026.		
#9		
Contract # 254-R-24 - Consulting Engineering Services for Cast Iron Watermain Replacement (2025/2026)	Department	ES - Infrastructure
	No. of Bids	3
	Vendor	Accardi Engineering Group Ltd.
	Award Amount	\$1,617,186.41
Term:		
Phase 1 design – Complete by December 2025. Phase 1 Contract Insp/Admin – Complete by December 2026.		
Phase 2 design – Complete by December 2026. Phase 1 Contract Insp/Admin – Complete by December 2027.		
#10		
Contract # 282-T- 24 - Supply and Delivery of Garbage Bags (1,140 cases annually (100 bags/case))	Department	Operations
	No. of Bids	20
	Vendor	Intergroup Facility Services Inc
	Award Amount	\$168,649.84
Term: Award amount is for a four-year contract.		
#11		
Contract # 283-T-24 - Supply and Delivery of Four Hybrid 4x4 Pick-Up Trucks for Markham Fire Services	Department	Operations
	No. of Bids	3
	Vendor	Downtown Toyota
	Award Amount	\$293,238.44
Term: Vehicles will be delivered by June 2025.		
#12		
Contract # 297-T-24 - Curb Stop Rehabilitation / Replacement with Emergency Repair Program (2025-2027)	Department	Operations
	No. of Bids	10
	Vendor	King Infrastructure Inc.
	Award Amount	\$510,580.80
Term: Award amount is for a three-year contract.		
#13		
Contract # 299-T-24 - Block Tree Pruning (2025)	Department	Operations
	No. of Bids	4
	Vendor(s)	1. W.M. Weller Tree Service 2. Shady Lane Tree Expert 3. Davey Tree Expert of Canada
	Award Amount	\$596,727.81
Term: The work will be completed by December 2025 and award amount is split between three vendors.		

#14		
Contract # 303-T-24 CIPP Watermain Rehabilitation	Department	ES - Infrastructure
	No. of Bids	3
	Vendor	Fer – Pal Construction Ltd.
	Award Amount	\$9,931,267.51
Term: The work will commence in mid-April 2025 and be completed within 140 days.		
#15		
Contract # 029-R-25 Grass Cutting & Maintenance Services for Cemeteries, Various Parks and Fire Stations	Department	Operations
	No. of Bids	19
	Vendor	Industrial Property Services
	Award Amount	\$200,035.03
Term: The work will be completed by November 2025.		
#16 Corporate Services		
Contract # - 036-S-24 ITS Enterprise Solutions IT Consultant – Contract Extension	Department	ITS
	No. of Bids	Non-Competitive Procurement
	Vendor	2301209 Ontario Inc.
	Award Amount	\$130,925.90
Term: Award amount is for a 12-month contract.		
#17		
Contract # 075-S-22 ITS Infrastructure Transformation Advisor	Department	ITS
	No. of Bids	Non-Competitive Procurement
	Vendor	1000135634 Ontario Inc
	Award Amount	\$105,122.85
Term: Award amount is for a 12-month contract.		
#18		
Contract # 082-Q-25 Markham Museum Baptist Church Renovation	Department	Sustainability & Asset/Mgmt
	No. of Bids	5
	Vendor	Safa Builders & Contractors
	Award Amount	\$159,727.08
Term: The work will be completed by June 2025.		
#19		
Contract # 176-T-24 Window Cleaning Services	Department	Sustainability & Asset/Mgmt
	No. of Bids	14
	Vendor	Clean Crysta Services Inc.
	Award Amount	\$103,143.94
Term: Award amount is for a four-year contract.		

#20		
Contract # 212-T-24 Modernization of the Five Elevators at the Civic Centre Term: The work will be completed by December 2025.	Department	Sustainability & Asset/Mgmt
	No. of Bids	3
	Vendor	CEE Elevator Service Ltd.
	Award Amount	\$1,383,193.15
#21 Development Services		
Contract # 001-S-25 Contract Extension for a Public Art Curator Term: Award amount is for a 12-month contract.	Department	Economic Growth, Culture
	No. of Bids	Non-Competitive Procurement
	Vendor	Yan Wu
	Award Amount	\$ 68,789.76
#22		
Contract # 016-T-25 Flato Markham Theatre Projection System Replacement Term: The work will be completed by April 2025.	Department	Economic Growth, Culture
	No. of Bids	3
	Vendor	Apex Sound & Light Corporation
	Award Amount	\$116,920.61
#23		
Contract # 019-S-25 Wetland Design and Construction Projects Within City-Owned Natural Area Term: The work will be completed by December 2025.	Department	Planning & Urban Design
	No. of Bids	Non-Competitive Procurement
	Vendor	TRCA
	Award Amount	\$156,700.00
#24		
Contract # 021-Q-25 - Landscape Architectural Consulting Services, AODA Playground Refurbishments (24 Playground Pits) Term: The work will be completed by December 2025.	Department	Planning & Urban Design
	No. of Bids	3
	Vendor	Serdika Consulting Inc.
	Award Amount	\$72,814.37
#25		
Contract # 022-Q-25 Landscape Architectural Consulting Services, Playground Refurbishments (8 Parks) The work will be completed by November 2025.	Department	Planning & Urban Design
	No. of Bids	6
	Vendor	Tocher Heyblom Design Inc.
	Award Amount	\$67,239.95
#26		
Contract # 036-S-25 Forest Restoration Planting Projects (Spring / Fall 2025) – Seven locations Term: Spring / Fall 2025 planting.	Department	Planning & Urban Design
	No. of Bids	Non-Competitive Procurement
	Vendor	TRCA
	Award Amount	\$336,104.85

#27		
Contract # 043-T-25 Shade Structure Rehabilitation and Replacement (11 locations) Term: The work will be completed by June 2025.	Department	Planning & Urban Design
	No. of Bids	5
	Vendor	Laycon Construction Services Inc
	Award Amount	\$114,448.96
#28		
Contract # 067-Q-25 Landscape Architectural Consulting Services, York Downs East Park, Phase 2 Term: The work will be completed by Fall 2026.	Department	Planning & Urban Design
	No. of Bids	6
	Vendor	RK & Associates Consulting Inc.
	Award Amount	\$59,678.26
#29		
Contract # 279-R-24 - Consulting Services, City Initiated Site Specific Official Plan and Zoning By-law Amendment Applications Term: The work will be completed by Feb 2026.	Department	Planning & Urban Design
	No. of Bids	1
	Vendor	Arcadis Professional Services
	Award Amount	\$122,210.24
#30		
Contract # 290-T-24 Main Street Markham Public Art (Tree Grates, Fencing, Tree Guards) Term: The work will be completed by August 2025.	Department	Art Gallery
	No. of Bids	5
	Vendor	Diamond Fabrication & Erecting
	Award Amount	\$104,758.23

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services



Report to: General Committee

Meeting Date: May 6, 2025

SUBJECT: Tax Write-offs in Accordance with Section 354 of the
Municipal Act, 2001

PREPARED BY: Matthew Vetere, Manager, Tax & Assessment Policy

REVIEWED BY: Shane Manson, Senior Manager, Revenue & Property Tax

RECOMMENDATION:

1. That the report entitled Tax Write-offs in Accordance with Section 354 of the *Municipal Act, 2001* be received; and,
2. That the tax amounts for prior years totalling \$541,581, as set out in this report, be written-off pursuant to Section 354 of the *Municipal Act, 2001*; and,
3. That the City of Markham's portion of the write-off of \$114,225 be charged to Account 820-820-7040; and,
4. That the Treasurer be directed to remove these amounts from the Collector's Roll; and,
5. That the associated interest be cancelled in proportion to the tax adjustments; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

In accordance with the provisions of section 354 of the *Municipal Act, 2001*, this report recommends that uncollectible outstanding taxes in the amount of \$541,581 be written-off and removed from the tax roll for the properties noted within Appendix A, B, C & D of this report. For ease of illustration, the properties are grouped into the following categories:

1. Public Services & Procurement Canada (PSPC) Properties
2. Parks Canada Agency - Rouge National Urban Park Properties
3. Taxable Properties
4. City of Markham Properties

BACKGROUND:

The provisions included within section 354 of the *Municipal Act, 2001 (The Act)* allows the Treasurer or his designate to remove taxes from the tax roll where other provisions of the *Municipal Act, 2001*, provide authority to do so or following approval from Council. Taxes may not be recommended to Council for write-off until after an unsuccessful tax sale under Part XI of the *Municipal Act, 2001*, except:

-
- If the property is owned by Canada, a province or territory, or a Crown agency of any of them, or by a municipality
 - If the recommendation of the Treasurer or his designate advises Council as to why conducting a tax sale would be ineffective or inappropriate.

OPTIONS/ DISCUSSION:

Staff have determined that amounts billed on the following properties are uncollectible or no longer payable and should be written off. Details of the properties, including the reason and the amounts that are being recommended for write-off, are included below.

1. Public Services & Procurement Canada (PSPC) Properties

Properties owned by the federal and/or provincial governments are exempt from regular property taxation but are eligible to make PILTs (Payment in lieu of taxes). PILTs are unlike property taxes in two important ways: PILTs are made voluntarily and the government has the discretion with determining the property values and the property classification that is used for calculating PILTs.

The City's PILT requests are calculated using the current value assessment (CVA) and tax classifications as returned on the assessment roll by the Municipal Property Assessment Corporation (MPAC). These CVAs are multiplied by the applicable tax rates for the classification of the property. In most cases, PILTs are paid in the amounts requested by the City of Markham.

There are 47 PSPC properties that have an outstanding amount based on the difference between the amount billed and the payments received. The PILT amounts paid by PSPC on these properties do not represent the full amount requested by the City, but rather an adjusted amount which reflects the Crown opinion that these properties are to be classified in the farm class rather than residential class as determined by MPAC. The Crown has the discretion of determining both the property values and the property classification used for calculating PILT payments. As the City does not have the authority to require the Crown to make full payment on PILT requests, Staff are recommending that the outstanding amount be written off.

Staff Recommendation

A total amount of \$198,078 (City's share estimated at \$47,626) from the 2024 levy year, as described below, is recommended to be written-off pursuant to section 354 of the *Municipal Act, 2001*. A consolidated listing of the properties is included within Appendix A.

2. Parks Canada Agency - Rouge National Urban Park (RNUP) Properties

As noted in section 1 of the report, properties owned by the federal government are exempt from regular property taxation but are eligible to make PILTs, which are unlike property taxes in two important ways: PILTs are made voluntarily, and the government has the discretion with determining the valuation and classification to be used.

There are 29 RNUP properties that have an outstanding amount based on the difference between the amount billed and the payments received. The PILT amounts paid by Parks Canada Agency on these properties does not represent the full amount requested by the City, but rather an adjusted amount which reflects the Crown opinion that these properties are to be classified in the farm class rather than residential class as determined by MPAC. The Crown has the discretion to determine both the property values and the property classification used for calculating PILT payments. As the City does not have the authority to require the Crown to make full payment on PILT requests, Staff are recommending that the outstanding amounts be written off.

Staff Recommendation

A total amount of \$177,716 (City's share estimated at \$43,256) from the 2024 levy year, as described below, is being recommended to be written-off pursuant to section 354 of the **Municipal Act, 2001**. A consolidated listing of the properties is included within Appendix B.

3. Taxable Properties

As noted earlier in the report, property taxes may not be recommended to Council for write-off until after an unsuccessful tax sale occurred under Part XI of the **Act**, except:

- if the recommendation of the Treasurer or his designate includes an explanation of why conducting a tax sale would be ineffective or inappropriate

There is one taxable property listed below with outstanding balances, which staff are recommending be written off, given that a tax sale would be ineffective or inappropriate.

i. 36-02-0-132-84100-0000 (8977 WOODBINE AVENUE)

This property is owned by the Ghana High Commission and operated as the Ghana Consulate in the GTA. The property is located on the east side of Woodbine Avenue, south of 16th Avenue. Under the Federal Government's Global Affairs Canada policy for foreign state, subsection 3.4 states, "A foreign state shall be exempt from municipal realty taxes on real property purchased and used exclusively for the premises of the mission."

Staff Recommendation

Staff recommend the write-off of outstanding tax levies for this one account totaling \$24,006, of which the City's portion is \$3,332. A consolidated listing of the one property is included within Appendix C.

4. City of Markham Properties

In addition to the properties within Section 3, there are five properties owned by the City of Markham that require property tax write-offs.

i. 36-02-0-180-73600-0000 (185 MAIN STREET)

The property is located on the east side of Main Street Unionville, south of Carlton Road. The property is a parking lot for the public, owned by the City, which MPAC has classified as a public utility taxable at the full commercial tax rate. Staff have requested the property be reclassified to exempt; however, MPAC has maintained its classification. Staff are recommending the property taxes for 2024 be written off. The total taxes to be written-off for 2024 are \$7,117, of which the City's portion is \$982.

ii. *36-03-0-212-10450-0000 (STEELES AVENUE N/S)*

The property is located on the north side of Steeles Avenue, east of Markham Road. The property is a pumping station, owned by the City, which MPAC has classified as a public utility taxable at the full commercial tax rate. Staff have requested the property be reclassified to exempt; however, MPAC has maintained its classification.

Staff are recommending taxes in the amount of \$5,598, of which the City's portion is \$772 be written off.

iii. *36-02-0-156-83200-0000 (2787 19th AVENUE)*

The property is located on the south side of 19th Avenue, east of Highway 404. The property is a farm, owned by the City, which MPAC has classified as residential/farm at the full residential and farm tax rates. Staff have requested the property be reclassified to exempt; however, MPAC has maintained its classification.

Staff are recommending taxes in the amount of \$3,348, of which the City's portion is \$815, be written off.

iv. *36-02-0-127-96720-0000 (120 SOUTH TOWN CENTRE BLVD)*

The property is located on the west side of South Town Centre Blvd., South of Highway 7. The property is an office building, owned by the City, which has been vacant from June 30, 2023 through December 31, 2024.

Staff are recommending taxes in the amount of \$123,524, of which the City's portion is \$17,136, be written off.

v. *36-02-0-139-03100-0000 (101 TOWN CENTRE BLVD)*

The property is located on the north side of Highway 7, west of Warden Ave. While the Civic Centre is exempt, there is a cafeteria that is classified as commercial at the full commercial tax rate. The cafeteria remained vacant for much of 2024, with a new tenant ramping up operations starting in the Fourth Quarter.

Staff are recommending taxes in the amount of \$2,194, of which the City's portion is \$306, to be written off.

Staff Recommendation

Staff are recommending taxes in the amount of \$141,781, of which the City's portion is \$20,011, be written off. A consolidated listing of the five properties is included within Appendix D.

FINANCIAL CONSIDERATIONS

The amounts recommended for write-off in this report total \$541,581, of which the City's portion is \$114,225, the regional portion is \$249,482 and the Provincial education share is \$177,874.

The City will allocate its share of the write-off as an expense, charging to account 820-820-7040 (Tax Write-off Account), which has an annual budget of \$1,301,000. As of March, there have been no year-to-date actuals recorded in the tax write-off account. After deducting the proposed \$114,225 write-off mentioned in the report, the remaining available budget will be \$1,186,775.

HUMAN RESOURCES CONSIDERATIONS

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

BUSINESS UNITS CONSULTED AND AFFECTED:

N/A

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix A / B / C / D: Write-off Summary

Appendix A: 2025 Write-off Summary of Public Services & Procurement Canada (PSPC) Properties

Property	Ward	Roll Number	Property Location	Owner	# of Years Outstanding	Total
1	5	36-03-0-242-53000-0000	0 NINTH LINE W/S	Public Services & Procurement Canada	1	\$1,727
2	5	36-03-0-242-54000-0000	0 NINTH LINE	Public Services & Procurement Canada	1	\$1,021
3	5	36-03-0-242-54100-0000	0 NINTH LINE W/S	Public Services & Procurement Canada	1	\$4,563
4	5	36-03-0-242-70000-0000	11306 NINTH LINE	Public Services & Procurement Canada	1	\$1,398
5	5	36-03-0-242-73000-0000	0 NINTH LINE W/S	Public Services & Procurement Canada	1	\$1,455
6	5	36-03-0-243-10000-0000	6445 19TH AVE	Public Services & Procurement Canada	1	\$6,507
7	5	36-03-0-261-81400-0000	9992 YORK-DURHAM LINE	Public Services & Procurement Canada	1	\$1,766
8	5	36-03-0-261-85500-0000	7255 MAJOR MACKENZIE	Public Services & Procurement Canada	1	\$17,097
9	5	36-03-0-262-24800-0000	0 MAJOR MACKENZIE N/S	Public Services & Procurement Canada	1	\$3,496
10	5	36-03-0-262-27600-0000	7192 MAJOR MACKENZIE	Public Services & Procurement Canada	1	\$1,036
11	5	36-03-0-262-35400-0000	7630 MAJOR MACKENZIE	Public Services & Procurement Canada	1	\$7,380
12	5	36-03-0-262-57500-0000	10233 NINTH LINE	Public Services & Procurement Canada	1	\$8,225
13	5	36-03-0-262-67700-0000	10389 NINTH LINE	Public Services & Procurement Canada	1	\$9,549
14	5	36-03-0-262-78000-0000	10531 NINTH LINE	Public Services & Procurement Canada	1	\$9,280
15	5	36-03-0-262-87900-0000	10691 NINTH LINE	Public Services & Procurement Canada	1	\$8,806
16	5	36-03-0-263-34500-0000	0 REESOR RD W/S	Public Services & Procurement Canada	1	\$2,751
17	5	36-03-0-263-55000-0000	10377 REESOR RD	Public Services & Procurement Canada	1	\$11,193
18	5	36-03-0-264-74700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,000
19	5	36-03-0-264-75700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,021
20	5	36-03-0-264-76700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,026
21	5	36-03-0-264-77700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,026
22	5	36-03-0-264-78700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,026
23	5	36-03-0-264-79700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,026
24	5	36-03-0-264-80700-0000	0 ELGIN MILLS RD E N/S	Public Services & Procurement Canada	1	\$1,026
25	5	36-03-0-264-81700-0000	7356 ELGIN MILLS RD E	Public Services & Procurement Canada	1	\$5,867
26	5	36-03-0-265-08400-0000	10903 NINTH LINE	Public Services & Procurement Canada	1	\$3,006

Appendix B: Write-off Summary of Parks Canada Agency - Rouge National Urban Park Properties

Property	Ward	Roll Number	Property Location	Owner	# of Years Outstanding	Total
1	7	36-03-0-251-33700-0000	7293 REESOR RD	Parks Canada Agency	1	\$16,436
2	7	36-03-0-251-77000-0000	7560 11TH CONCESSION	Parks Canada Agency	1	\$8,220
3	7	36-03-0-252-04872-0000	8331 14TH AVE	Parks Canada Agency	1	\$17,729
4	7	36-03-0-252-62300-0000	0 14TH AVE	Parks Canada Agency	1	\$1,281
5	7	36-03-0-252-78200-0000	8183 14TH AVE	Parks Canada Agency	1	\$4,416
6	7	36-03-0-253-13500-0000	0 14TH AVE	Parks Canada Agency	1	\$1,026
7	7	36-03-0-253-36200-0000	8328 14TH AVE	Parks Canada Agency	1	\$4,101
8	7	36-03-0-254-20500-0000	0 REESOR RD	Parks Canada Agency	1	\$1,291
9	7	36-03-0-254-21700-0000	0 REESOR RD	Parks Canada Agency	1	\$1,143
10	7	36-03-0-254-24000-0000	0 REESOR RD	Parks Canada Agency	1	\$235
11	7	36-03-0-254-24200-0000	0 REESOR RD	Parks Canada Agency	1	\$3,511
12	7	36-03-0-254-30000-0000	7939 REESOR RD	Parks Canada Agency	1	\$2,491
13	7	36-03-0-254-35203-0000	0 REESOR RD	Parks Canada Agency	1	\$1,393
14	7	36-03-0-254-54400-0000	7862 11TH CONCESSION	Parks Canada Agency	1	\$10,778
15	7	36-03-0-255-35400-0000	0 YORK-DURHAM LINE	Parks Canada Agency	1	\$1,567
16	7	36-03-0-255-37820-0000	0 YORK-DURHAM LINE	Parks Canada Agency	1	\$298
17	5	36-03-0-255-69851-0000	0 HWY 7	Parks Canada Agency	1	\$2,700
18	5	36-03-0-256-45700-0000	8036 HWY 7	Parks Canada Agency	1	\$2,312
19	5	36-03-0-256-45900-0000	8660 YORK-DURHAM LINE	Parks Canada Agency	1	\$8,899
20	5	36-03-0-257-81700-0000	0 YORK-DURHAM LINE	Parks Canada Agency	1	\$1,173
21	5	36-03-0-257-94000-0000	9048 YORK-DURHAM LINE	Parks Canada Agency	1	\$5,738
22	5	36-03-0-258-10500-0000	7797 16TH AVE	Parks Canada Agency	1	\$17,111
23	7	36-03-0-210-60004-0000	STEELES AVE E	Parks Canada Agency	1	\$39,535
24	5	36-03-0-256-40000-0000	0 HWY 7	Parks Canada Agency	1	\$4,656
25	5	36-03-0-257-41900-0000	8847 REESOR RD	Parks Canada Agency	1	\$3,113
26	5	36-03-0-257-51800-0000	9035 REESOR RD	Parks Canada Agency	1	\$3,225

Property	Ward	Roll Number	Property Location	Owner	# of Years Outstanding	Total
27	5	36-03-0-257-73200-0000	9165 REESOR RD	Parks Canada Agency	1	\$1,910
28	5	36-03-0-258-10000-0000	0 16TH AVE	Parks Canada Agency	1	\$4,703
29	5	36-03-0-261-22700-0000	9529 REESOR RD	Parks Canada Agency	1	\$6,725
Total Amount Recommended for Write-off						\$177,716

Appendix C: Write-off Summary of Taxable Properties

Property	Ward	Roll Number	Property Location	Owner	# of Years Outstanding	Total
1	2	36-02-0-132-84100-0000	8977 WOODBINE AVE	Ghana High Commission	1	\$24,006
Total Amount Recommended for Write-off						\$24,006

[illegible]



Report to: General Committee

Meeting Date: May 6, 2025

SUBJECT: 2025 Unionville Business Improvement Area and Markham Village Business Improvement Area Operating Budgets

PREPARED BY: Matthew Vetere, Manager, Tax & Assessment Policy

REVIEWED BY: Shane Manson, Senior Manager, Revenue & Property Tax

RECOMMENDATION:

- 1) That the report titled “2025 Unionville Business Improvement Area and Markham Village Business Improvement Area Operating Budgets” dated May 6, 2025 be received; and
- 2) That the 2025 Operating Budget in the amount of \$388,350 for the Unionville Business Improvement Area (UBIA) be approved; and
- 3) That the 2025 Operating Budget in the amount of \$334,700 for the Markham Village Business Improvement Area (MVBIA) be approved; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To obtain Council approval of the UBIA and MBIA 2025 Operating Budgets.

BACKGROUND:

The Business Improvement Areas (BIAs) are designated geographic zones that include the historic Main Street districts of Unionville and Markham. These areas are established to support and enhance the vitality of local businesses through strategic promotion, beautification, and community events.

Each BIA operates with the goal of fostering a thriving commercial environment by coordinating marketing efforts, advocating for local merchants, and improving the public realm within their boundaries. In accordance with the Municipal Act, 2001, all BIAs are mandated to prepare and submit an annual operating budget to Council for review and formal approval, ensuring transparency, accountability, and alignment with broader municipal objectives.

OPTIONS/ DISCUSSION:

Unionville BIA (UBIA) Operating Budget

UBIA’s 2025 operating expenditure budget of \$388,350 reflects a reduction of \$48,150 from the previous year. A detailed comparison of the 2025 budget with the 2024 budget and audited actuals is provided in Appendix A.

As of year-end 2024, UBIA reported an accumulated surplus of \$112,919. Of this amount, \$32,919 will be allocated to support the 2025 budget, while the remaining \$80,000 is intended to be set aside as a reserve fund for future initiatives and the Unionville Festival / Old Tyme Xmas Events. The 2025 revenue budget maintains the Special Tax Rate levy at the same amount as the prior year at \$214,221.

Compared to the 2024 budget, the 2025 revenue budget decreased \$118,150 mainly due to the following items:

	<u>2025 Budget</u>	<u>2024 Budget</u>	<u>Incr. / (Decr.)</u>
Marketing Fund for Main Street Restoration	24,990	-	24,990
Sundry Revenue	22,720	13,911	8,809
Grant from Provincial Government	-	10,000	(10,000)
Unionville Festival	25,000	45,000	(20,000)
Sponsorships	28,500	50,000	(21,500)
Transfer from Surplus	32,919	133,368	(100,449)

The 2025 expenditure budget decreased by \$48,150 mainly due to the following items:

	<u>2025 Budget</u>	<u>2024 Budget</u>	<u>Incr. / (Decr.)</u>
Revitalization Related Expenses	40,000	-	40,000
Contracted Services	100,000	90,000	10,000
Advertising	27,000	18,000	9,000
Olde Tyme X'mas	34,000	30,650	3,350
Office Expenses	28,550	27,650	900
Retail Action Strategy	18,000	20,000	(2,000)
Business Support Program	-	6,000	(6,000)
Street Beautification	35,000	70,000	(35,000)
Event & Entertainment Promotion	103,600	172,000	(68,400)

The UBIA Management Board approved the budget on February 26, 2025 (Appendix B).

Markham Village BIA Operating Budget

The MBIA budget includes an operating expenditure of \$334,700, consistent with the 2024 budget. The 2025 budget also draws on \$33,885 from the accumulated surplus as a funding source. A comparative breakdown with the 2024 budget and audited actuals is provided in Appendix C. The 2025 revenue budget maintains the Special Tax Rate levy at the same amount as the prior year to \$239,640.

Although the MVBIA Board has not yet provided formal approval of the 2025 budget, they have confirmed their intention to maintain it at the 2024 level. Accordingly, staff have been advised to proceed with tabling the budget to fulfill legislative obligations.

FINANCIAL CONSIDERATIONS

The primary source of funding for the operating budgets of the Business Improvement Areas (BIAs) will be generated through a Special Tax Rate levy. This levy is applied specifically to commercial properties located within the geographic boundaries of each respective BIA. The Special Tax Rate is incorporated into the City's annual tax levy by law, ensuring that the necessary funds are collected in accordance with municipal legislative requirements.

HUMAN RESOURCES CONSIDERATIONS

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

BUSINESS UNITS CONSULTED AND AFFECTED:

N/A

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix A - Unionville Business Improvement Area 2025 Budget

Appendix B - Unionville Business Improvement Area 2025 Budget Board meeting
minutes

Appendix C - Markham Village Business Improvement Area 2025 Budget

Appendix A

**UNIONVILLE BUSINESS IMPROVEMENT AREA
2025 BUDGET**

	<u>2025 Budget</u>	<u>2024 Budget</u>	<u>2024 Actual</u>	<u>2025 Budget vs. 2024 Budget Incr./(Decr.)</u>
	\$	\$	\$	\$
Revenues				
Member Tax Levy	214,221	214,221	214,221	-
Supplementary Tax	-	-	4,521	-
Transfer from Surplus	32,919	133,368	-	(100,449)
Fundraising & Other Revenues:				
Grant from Destination Markham Corporation	10,000	10,000	10,000	-
Grant from City of Markham	30,000	30,000	40,000	-
Grant from Provincial Government		10,000	12,000	(10,000)
Grant from Federal Government	-	-	12,658	-
Marketing Fund for Main Street Restoration	24,990	-	-	24,990
Sponsorships	28,500	50,000	49,050	(21,500)
Unionville Festival	25,000	45,000	51,814	(20,000)
Promotion	-	-	1,000	-
Sundry Revenue	22,720	13,911	20,634	8,809
Interest	-	-	8,411	-
Total Revenues	388,350	506,500	424,309	(118,150)
Expenditures				
Office Expenses	28,550	27,650	27,192	900
Audit Fees	2,200	2,200	2,150	-
Street Beautification	35,000	70,000	34,326	(35,000)
Business Support Program	-	6,000	-	(6,000)
Retail Action Strategy	18,000	20,000	18,266	(2,000)
Revitalization Related Expenses	40,000	-	-	40,000
Olde Tyme X'mas	34,000	30,650	45,906	3,350
Advertising	27,000	18,000	24,901	9,000
Event & Entertainment Promotion	103,600	172,000	172,052	(68,400)
Contracted Services	100,000	90,000	119,583	10,000
Property Tax Adjustments	-	-	382	-
Total Expenditures	388,350	436,500	444,758	(48,150)
Net Revenues / (Expenses)*	-	70,000	(20,449)	
Accumulated Surplus, beginning of year	112,919	133,368	133,368	
Transfer to Operating Budget	(32,919)	(133,368)		
Accumulated Surplus, end of year	80,000	70,000	112,919	

*Note - The UBIA intends to contribute \$80,000 to create a reserve fund for future initiatives and the Unionville Festival / OT Christmas Events.



SETTLED IN 1794

Unionville BIA Board Annual General Meeting

Date: Wednesday, February 26th, 2025 - 7-9 pm

In - Person - Old Country Inn

Board Members in Attendance:

Liam O'Dette, Shibani Sahney, Councillor Reid McAlpine, Sylvia Morris, Niina Felushko, Deputy Mayor Michael Chan, Nicole MacLeod & Liu Yan

Regrets: Tony Lamanna, Kimberly Wake

Guests: Jean-Louis Gaudet - Field Ambassador from EXP, Lisa Hutcheson from JCWG

Executive Director: Sonia Chow

Call to order: By Chair Liam O'Dette at 7:22pm

Approval of Agenda 2025

Motion to approve moved by Niina Felushko

Seconded by - Sylvia Morris

All were in favour

Approval of 2024 AGM Meeting Minutes

Motion to approve moved by Sylvia Morris

Seconded by Nicole MacLeod

All were in favour

2024 Financials

Niina Felushko presented the unaudited annual financials.

More revenue brought in this year. Expenses exceed revenue and dip into surplus. \$112,000 surplus beyond our \$70,000 budget.

Expenses and new figures are slightly over budget but still remain in a surplus.

Motion to approve moved by Sylvia Morris

Seconded by Shibani Sahney

All were in favour

2025 Budget

Tax levy stays the same for this year.

Motion to approve moved by Shibani Sahney.

Seconded by Sylvia Morris.

All were in favour



Year In Review

Liam O'Dette conducted the year in review and acknowledged the sponsors and thanked all those who supported. Community engagement and partnerships help to remain vigilant in the face of challenges. With the Revitalization construction, we are adapting the current spaces to create more events on the street.

Looking Ahead

- Create several events - Most notably the Unionville Festival and Thursday Nights, Ladies Night, Mid-Autumn Festival.
- We will continue the 2 day event for Unionville Festival, In 2024, the parade returned and was celebrated and well received by all. The 2025 Unionville Festival 2025 will look different.
- Thursday Nights at Bandstand - 6 night shows. This was a necessary partnership and event as nearing communities put on the same shows. We will continue this event in 2026.
- We hosted the second Mid-Autumn Festival, a traditional East Asian festival catering to our demographic.
- Ladies Night in September - Promotes inclusively, and promotes female businesses!
- Old Tyme Christmas Parade, and Breakfast with Santa

ED Report

Sonia Chow spoke and thanked the Community and its supporters during the past year.

Community Opinion Survey

Key findings

- 83% respondents were aware of the restoration, compared to 41% from last year
- 51% of respondents want to come to the Main Street, 49% from last year.
- The main concerns were regarding the safety, parking and traffic during the construction phases.
- We had made great progress in marketing the restoration and awareness of it.

Revitalization Plan

Jean Louis, Field Ambassador from the City of Markham spoke to the overview, proposed timeline and communication plan for the project.

- EXP Firm that is doing the site inspection
- Keeping us informed and issues and concerns that are resolved.
- Some of the detailing is still in the works
- Phase 1 - April to August
 - Carlton to Bend in the Road is Phase 1.
 - The intersection will not be closed.
 - Starting first week of April
- Phase 2 - August to late October
 - Bend in road to Fred Valley



- Phase 3 Late October to Mid December
 - Fred Varley to Past Train Tracks
- Streetlighting mid December
- Victoria Street - completion to be determined. Tentative schedule for December.

Big Concerns:

Through traffic. Vehicular traffic will be closed. Pedestrian traffic will be open and accessible.

Traffic Management Plans are still being worked on and finalized. Will be shared with the community when finalized. Please note the plan will be fine tuned and subject to change.

There is a temporary access lane.

Side walks will be done from the west side first and then east side during Phase 1.

Community Communications:

Ways to share the word:

- Your Voice Markham
- Issuing a newsletter
- MainFA@exp.com
- New WhatsApp channel for new notices and updates, traffic disruption.

Construction Next Steps

- West Side walks are done first and then east side.
- If phases are safe to open up, then they will open it up early.
- There will be no construction done on a Friday night. Construction work is done during working hours, but can go as late as 7pm.
- A question was asked: would the temporary lane way be closed? Once phase 2 is done, then the temporary lane way will be closed.
- When side walks are taken out, ramps will be taken out and are AODA - accessible. Mobility device pedestrians can utilize it.
- When Phase 3 is done, and then streetlights are worked on in December, then major portions will be done and the street will be ready for Old Tyme and Christmas season.
- Minor odds and ends to clean the street could be done in 2026, like tree planting.

Retail Action Plan - JCWG

Key Factors:

- Retail & Tenant Strategy – Identify street tenants and curate a retail mix that meets community needs, including signature cafes and essential services.
- Visitor Insights & Experience – 53% visit frequently; key purchases include dining, clothing, and services. While shoppers appreciate safety, accessibility, and cleanliness, improvements are needed in parking, shop quality, and variety.



SETTLED IN 1794

- Development & Leasing Approach – Address heritage and zoning challenges, coordinate store hours with dining traffic, extend dwell time, and engage a leasing expert familiar with BIA, agents, and landlords.

Presentation of Board of Directors Vacancies and Call for Interested Parties

- Starbucks wants to move in with A Kind of Heart. The city is supporting and the TRCA is making it difficult because the land behind the shop is a wetland. Sylvia raised an interest to have a petition.
- No interested parties joined the board

Presentation of Board of Directors

Liam O'Dette requested to the floor if there were any interested parties who were interested in joining the UBIA to come forward.

No interested parties came forward.

Meeting adjourned at 8:49pm

Appendix C

**MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA
2025 BUDGET**

	<u>2025 Budget</u>	<u>2024 Budget</u>	<u>2024 Actual</u>	<u>2025 Budget vs. 2024 Budget Incr./ (Decr.)</u>
	\$	\$	\$	
Revenues				
Member Tax Levy	239,640	239,640	239,640	-
Transfer from Surplus	33,885	33,885	-	-
Event Promotion Revenue	23,140	23,140	15,496	-
Washroom Maintenance Recovery	22,591	22,591	22,591	-
Interest Income	8,744	8,744	8,601	-
Summer Career Placement	6,700	6,700	-	-
Total Revenues	<u>334,700</u>	<u>334,700</u>	<u>286,328</u>	<u>-</u>
Expenditures				
Salaries & Benefits	93,644	93,644	68,268	-
Event Promotion Expense	105,532	105,532	108,595	-
Office Expenses	35,684	35,684	36,689	-
Street Beautification	28,225	28,225	17,839	-
Washroom Maintenance	22,000	22,000	21,974	-
Advertising	30,901	30,901	7,001	-
Contracted Services	16,464	16,464	17,168	-
Audit Fees	2,250	2,250	2,087	-
Total Expenditures	<u>334,700</u>	<u>334,700</u>	<u>279,621</u>	<u>-</u>
Net Revenues / (Expenses)	-	-	6,707	
Accumulated Surplus, beginning of year	197,338	190,631	190,631	
Transfer (to) / from Operating Budget	<u>(33,885)</u>	<u>(33,885)</u>	<u>-</u>	
Accumulated Surplus, end of year	<u>163,454</u>	<u>156,746</u>	<u>197,338</u>	



Report to: General Committee

Meeting Date: May 6, 2025

SUBJECT: Development Charges and Community Benefits Charge December 31, 2024 Reserve Balances and Annual Activity of the Accounts

PREPARED BY: Shannon Neville, Senior Financial Analyst, ext. 2659
Kevin Ross, Manager, Development Finance & Payroll, ext. 2126

RECOMMENDATION:

- 1) That the report titled “Development Charge and Community Benefits Charge December 31, 2024 Reserve Balances and Annual Activity of the Accounts” be received by Council as required under Section 43(1) of the **Development Charges Act, 1997**, as amended, and Section 37(48) of the **Planning Act**; and
- 2) That the term of the existing Development Charge By-laws be amended to extend the expiration date of the by-laws for an additional five years in accordance with Section 9(1) of the **Development Charges Act** which provides that unless it expires or is repealed earlier, a development charge by-law expires 10 years after the day it comes into force; and
- 3) That By-laws 2022-49 for City Wide Hard Development Charges; 2022-50 for City Wide Soft Development Charges; and 2022-51 to 2022-72 for Area Specific Development Charges be amended to extend the expiration date to June 16, 2032; and further
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

Section 43(1) of the **Development Charges Act, 1997**, as amended, requires the Treasurer to submit annually to Council a financial statement relating to Development Charges by-laws and reserve funds established under Section 33 of the **Development Charges Act, 1997**. This report includes the financial statement required under the Act, as well as information regarding the semi-annual indexing that occurred during 2024.

Furthermore, Section 37(48) of the **Planning Act** requires that a report shall be provided to the public that provides the financial statements and activity of the Community Benefits Charge transactions in the preceding year. This report includes the necessary information required to satisfy the conditions under the **Planning Act**.

BACKGROUND:

As part of the **Development Charges Act, 1997**, as amended (**DCA**), the Treasurer is to report annually on the funds received and dispersed as shown in the attached schedules.

In accordance with the *Planning Act*, the municipality is required to report on the Community Benefits Charge transactions for the year.

Enclosed are the statistics for the twelve (12) months ended December 31, 2024.

FINANCIAL CONSIDERATIONS

COMMUNITY BENEFITS CHARGE

Through **Bill 197, COVID-19 Economic Recovery Act, 2020**, the Community Benefits Charge (CBC) replaced the Section 37 density bonusing under the **Planning Act**. In tandem with the 2022 Development Charges Background Study, Council also approved the CBC Strategy and By-law, which went into effect as at May 31st, 2022. To-date, the City has collected only one CBC payment and this was registered in 2024, as all other applications have qualified under the previous Section 37 requirements.

The City partially funded capital projects in the amount of \$1.56M throughout the year using CBCs (see Schedule A), while the revenue generated from the CBC payment helped bolster the reserve balance, which was previously in a negative position. A summary of the annual activity of the account is shown below.

January 1, 2024 opening balance	\$(102,603)
CBCs Received	\$2,601,480
Interest	\$24,225
Net amount transferred to capital projects	(\$1,557,420)
Balance as at December 31, 2024	<u>\$965,682</u>

This information is provided in accordance with Section 37(48) of the *Planning Act*.

DEVELOPMENT CHARGE - SUMMARY OF ACTIVITY

The December 31, 2024 closing balance of the development charges (DC) reserve accounts, before accounting for approved capital commitments, was \$272,593,094 (Schedule B). This balance represents the cash, letters of credit and receivable balances in the reserves, but does not take into account commitments for approved capital projects.

Approved capital commitments against the reserves as at December 31, 2024 totaled \$139,254,944 resulting in an adjusted reserve balance of \$133,338,150 (\$272,593,094 less \$139,254,944).

As depicted in Schedule C, the net increase in the reserve fund before capital commitments from January 1, 2024 to December 31, 2024 was \$153,720,686 (\$272,593,04 less \$118,872,408). Schedule C also outlines the net amount of \$21,575,498 transferred to capital projects in 2024, which is broken down into two components: transfer to capital projects, and transfer from capital projects. These two components of the transfer include \$28,704,272 of growth-related projects funded from development charges (Schedule D), as well as transfers to DC reserve accounts of \$7,128,774 resulting mainly from the closure of capital projects.

In addition to the net \$21,575,498 of growth-related capital projects funded from development charges in 2024, there are other associated sources of project funding which are identified in Schedule D.

A summary of the development charge activity for the year is as follows:

January 1, 2024 opening balance	\$118,872,408
Development Charges received	\$168,798,329
Interest	\$6,897,396
Developer Credits / Reimbursements Issued	(\$399,541)
Net amount transferred to capital projects	<u>(\$21,575,498)</u>
Balance as at December 31, 2024	<u><u>\$272,593,094</u></u>

The balance of the Development Charge Reserve Fund is comprised of the following major categories:

City-Wide Soft	\$58,217,302
City-Wide Hard	\$199,165,865
Area-Specific	<u>\$15,209,927</u>
Total	<u><u>\$272,593,094</u></u>

INTEREST

During 2024, there were no long-term investments of development charge reserve funds; however, the cash on hand earned interest at a competitive rate at the bank in line with short term investment rates. The interest earned for the year amounted to \$6,897,396 (Schedule E).

DEVELOPMENT CHARGES COMMITTED TO APPROVED PROJECTS

Growth-related capital projects approved as part of annual budgets generally denote development charges as the major funding source, but the actual cash funding for capital expenditures totaling one million dollars or greater is not transferred to the project until required. This process retains cash within the Development Charge Reserve Fund to earn as much interest as possible for the reserve. Upon the approval of the budget, the reserve balances in the Development Charge Reserve Fund are considered to be committed to projects underway, or about to start.

The reserve balance for the year ended December 31, 2024 is significantly lower when capital commitments of \$139,254,944 are taken into account, leaving an adjusted reserve balance of \$133,338,150. The total capital commitments for 2024 represent an increase of \$27,766,222 (\$139,254,944 less \$111,488,722) compared to the prior year.

The capital commitments relate to City-Wide Hard and City-Wide Soft services projects which total approximately \$119.7M and \$19.5M respectively. The City Wide Hard includes projects with remaining funding balances, such as construction for the Highway 404 Mid-Block Crossing North of 16th (\$37.5M), Elgin Mills Property Acquisition at Woodbine to Warden Avenue (\$27.7M), and Phase 1 Construction of Victoria Square Boulevard (\$17.4M). The City-Wide Soft capital commitments include projects such as the construction of the Markham Centre-Rougeside Promenade Park (\$3.6M), Phase 3 Design and Construction of Ada Mackenzie Park (\$3.5M), and auxiliary roll off apparatus for the Fire Department (\$1.8M). The adjusted reserve balance of \$133.3M represents a \$125.9M increase from the prior year closing balance of \$7.4M.

The chart below summarizes the 2024 year-end reserve balances and capital commitments:

	YEAR-END RESERVE BALANCE	CAPITAL COMMITMENTS	ADJUSTED RESERVE BALANCE
CITY-WIDE SOFT SERVICES	\$58,217,302	(\$19,554,526)	\$38,662,776
CITY-WIDE HARD SERVICES	\$199,165,865	(\$119,700,418)	\$79,465,447
AREA-SPECIFIC CHARGES	\$15,209,927	\$0	\$15,209,927
TOTAL DEVELOPMENT CHARGE RESERVE	\$272,593,094	(\$139,254,944)	\$133,338,150

The adjusted reserve balance of \$133M consists of \$58M in receivables which will not translate to cash until building permits are issued for the related subdivisions. DC reimbursements for infrastructure works completed by developers must also be paid from the adjusted reserve balance.

COMPONENT CATEGORIES

Schedule F provides the year-end balance of each reserve for 2022 through 2024 along with the percentage change over the three-year period.

The chart below summarizes the year-end DC reserve balances by component category, taking into account the total approved capital commitments:

	YEAR-END BALANCES			% CHANGE
	2022	2023	2024	2022 - 2024
CITY-WIDE SOFT SERVICES	(\$2,196,106)	(\$2,177,576)	\$58,217,302	2751%
CITY-WIDE HARD SERVICES	\$109,527,420	\$116,988,357	\$199,165,865	82%
AREA SPECIFIC CHARGES	\$5,641,563	\$4,061,627	\$15,209,927	170%
TOTAL DEVELOPMENT CHARGE RESERVE	\$112,972,877	\$118,872,408	\$272,593,094	141%
CAPITAL COMMITMENTS AT YEAR-END	(\$48,828,229)	(\$111,488,722)	(\$139,254,944)	-185%
ADJUSTED DC RESERVE BALANCES	\$64,144,648	\$7,383,686	\$133,338,150	108%

The increase in the reserve balances can be attributed to a few factors. From a capital perspective, the City-Wide Soft services reserves have significantly rebounded during the past year. The reserves had previously been in a negative balance since 2015, mainly due to the pre-emplacement of recreational facilities which have now been fully recovered. The City-Wide Hard reserve has experienced a slower pace of expenditure on engineering-related infrastructure than anticipated to match growth patterns. This is in part due to hard infrastructure being built by developers with reimbursements to be provided after completion of the works, which delays the timing of cash draws from the reserve. The \$50M increase in development charge credit and reimbursement obligations in 2024, with another \$60M added so far for 2025, reflects the future draws anticipated from the reserves upon completion of the designated infrastructure.

Additionally, an influx of new development applications and building permit issuances generated an unprecedented increase in DC revenues for 2024. For comparative purposes, from 2019 to 2023, average annual revenues totaled approximately \$44M, whereas in 2024, over \$168M was generated. This increase in revenue was driven by five new residential subdivisions with over 1,500 low density units, and a large condo development containing over 1,300

apartment units. There was also an increase in non-residential DC revenue in comparison to prior years due to a marked increase in industrial development. The chart below summarizes the revenue-generating units for 2024, as compared to the 5-year annual average for 2019 to 2023:

UNIT TYPE	2024 Units / GFA ³	Average Revenue Generating Units/ GFA 2019 - 2023	% Increase (2024 vs. 2019-2023 Annual Average)
Low Density Units ¹	1,575	567	178%
High Density Units ²	1,559	824	89%
Non-Residential GFA	128,937	41,231	213%

¹ Includes single/semi-detached and townhouse units

² Includes apartment units and stacked townhouse units

³ For residential development, reflects total number of units; For non-residential, reflects gross floor area (GFA) in metres square (m²)

Although the reserve balances are in a strong position, the uncertain economic climate and ever-fluctuating market conditions may heavily influence the reserve balances in the coming years. Concerns over a significant slowdown in the housing market combined with the impact of tariffs on both construction costs and labour could have a direct impact on DC revenue, cash collections, and the City's ability to fund growth-related capital projects. Markham Council also recently approved DC deferrals for high-rise developments which will delay the collection of DCs.

The adjusted year-end reserve balance of \$133M includes receivables of \$58M that will not be translated into cash until building permits are issued for the subdivision units to which they relate – this could be protracted in the current economic climate. As well, the City will be required to provide DC reimbursements for infrastructure works completed by developers (who have already paid their DCs).

DEVELOPMENT CHARGE CREDITS AND REIMBURSEMENTS

Schedule G provides information on development charge credits and reimbursements approved to be provided to developers who have constructed infrastructure on the City's behalf. During the year, an additional \$49,986,221 in credits and reimbursements were approved, of which credits totaling \$399,541 were applied. The City has future obligations in the amount of \$61,494,193, of which \$21,529,513 will be reimbursed upon completion of infrastructure works while the remainder will be offset from development charges payable when the respective developers execute their agreements. In instances where credits have been offset against development charges paid and balances remain, reimbursements are provided.

The City is currently reviewing requests for development charge credits and reimbursements for an additional \$60M (at a minimum) in infrastructure costs. Approximately 80% of these costs are expected to be direct reimbursements.

INDEXING

Section 15 of the City's Development Charge by-laws state that the charges referred to in each of the by-laws shall be increased, if applicable, semi-annually without an amendment to the by-

laws, on the first day of January and the first day of July, of each year, in accordance with the most recent change in the Statistics Canada Quarterly, *Construction Price Statistics* (Catalogue No. 62-007). Indexing the City's development charges helps to partially mitigate the impact of inflationary increases on future growth-related costs.

In accordance with the by-laws, the development charge rates were indexed up by 2.2% on January 1, 2024 and 2.3% on July 1, 2024. This represents the increase in the prescribed index, the Statistics Canada Quarterly, *Construction Price Statistics* for non-residential buildings in Toronto.

THE CUTTING RED TAPE TO BUILD MORE HOMES ACT, 2024 (BILL 185)

On June 6, 2024, the Provincial Government introduced the **Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)**, which provided further amendments to the *DCA* and DC Background Study process. The notable amendment under Bill 185 included the reversal of a change enacted under the **More Homes Built Faster Act, 2022 (Bill 23)**, specifically the removal of the mandatory rate phase-in

The removal of the rate phase-in impacts applications approved after the enactment of Bill 185, therefore any applications with rates 'frozen' between November 28, 2022 (Bill 23 enactment) and June 6, 2024 (Bill 185 enactment) will still receive the benefit of the discounted development charge rates. The non-profit, affordable, and attainable residential housing exemptions introduced under Bill 23, remain in force.

The combined reduction in development charge revenue as a result of the rate phase-in and non-profit residential housing exemption as of December 31, 2024, is \$25M (\$18.6M in 2023) as shown in the table below. To date, there has only been one development which qualified for the non-profit residential housing exemption. The losses attributed to the rate phase-in and non-profit residential housing exemption will need to be recovered through other revenue sources and will continue to be tracked and reported as part of this annual reserve report.

	City Wide Hard	City Wide Soft	Area Specific	Total
2022 Cash Collection Impact ¹	(\$494,027)	(\$53,920)	\$0	(\$547,947)
2023 Cash Collections Impact	(\$6,695,781)	(\$1,958,076)	(\$1,052,433)	(\$9,706,290)
2024 Cash Collections Impact	(\$3,522,739)	(\$2,136,058)	(\$805,765)	(\$6,464,562)
Total Phase-In Impact	(\$10,712,547)	(\$4,148,054)	(\$1,858,198)	(\$16,718,799)
Non-Profit Residential Housing Exemption (2023)	(\$4,481,522)	(\$3,864,404)	\$0	(\$8,345,926)
Total Impact as at December 31, 2024	(\$15,194,069)	(\$8,012,458)	(\$1,858,198)	(\$25,064,725)

¹ Period of Bill 23 enactment Nov. 28, 2022 to Dec. 31 2022

Other items implemented under Bill 185 include:

- Affordable housing exemptions (i.e. regulation was not previously released);
- Reduction in the timeframe for rate freeze applications from 2 years to 18 months, whereby developers who do not obtain building permits within 18 months from the date their application receives approval will no longer benefit from the DC rate freeze and will be subject to prevailing rates at permit issuance;

-
- Proposed administrative changes to the by-law and Background Study process including the modernization of notice requirements, and in certain instances, a more efficient by-law amendment process.

Staff will continue to monitor and report on the impacts to revenue as a result of the reductions and exemptions provided under the **DCA 1997**, as amended.

COMPLIANCE WITH THE DEVELOPMENT CHARGES ACT, 1997

For the year ended December 31, 2024, the Reserve Balance and Annual Activity Statement is in compliance with the **DCA 1997**, as amended. The City has not imposed additional levies in accordance with Subsection 59.1 (1) of the Act.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Not applicable.

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Schedule A – Community Benefits Charge – Capital Fund Transfers Addendum
Schedule B – Summary Statement - Balances by Component of the Reserve Fund
Schedule C – Continuity Statement - Funds Received and Dispersed by Category
Schedule D – Capital Fund Transfers Addendum
Schedule E – Summary of Investments - Reg. 74/97 Section 8 of the Municipal Act
Schedule F – Statement of Change in Year-end Balances
Schedule G – Credit Obligation Summary

COMMUNITY BENEFITS CHARGE**Capital Fund Transfers Addendum - Total Project Funding**

Balances by Category as at December 31, 2024

SCHEDULE A

PROJECT	PROJECT DESCRIPTION	CBC FUNDING	DC FUNDING	NON-DC GROWTH FUNDING	OTHER PROJECT FUNDING¹	2024 PROJECT FUNDING
22338	Main St Unionville Reconstruction	\$ 6,405	\$ -	\$ -	\$ 2,951,378	\$ 2,957,783
23076	Park Redevelopment Strategy & Implementation Plan	\$ 43,382	\$ -	\$ -	\$ -	\$ 43,382
23083	Russell Carter Tefft Pedestrian Bridge D&C	\$ 135,329	\$ -	\$ -	\$ -	\$ 135,329
23093	Centurian/Frontenac Intersection and Sidewalk	\$ 36,569	\$ -	\$ -	\$ -	\$ 36,569
23094	Cycling and Pedestrian Advisory Committee	\$ 4,418	\$ -	\$ -	\$ -	\$ 4,418
23104	Markham Cycling Day	\$ 1,158	\$ -	\$ -	\$ -	\$ 1,158
23107	Pedestrian Cross-Over Design & Construction	\$ 53,309	\$ -	\$ -	\$ -	\$ 53,309
23108	RVT Extension - Under Hwy 7 & Bullock	\$ 59,601	\$ -	\$ -	\$ -	\$ 59,601
23111	Traffic Calming of Main Street Markham & Carlton Road	\$ 31,990	\$ -	\$ -	\$ 38,278	\$ 70,268
24033	Apple Creek Blvd Road Safety Improvements (Design & Contract Administration)	\$ 71,855	\$ 266,890	\$ 71,855	\$ -	\$ 410,600
24039	Markham Centre Trails Phase 3 - Construction & Contract Administration	\$ 119,582	\$ 680,001	\$ 119,582	\$ 126,991	\$ 1,046,156
24048	Pedestrian Cross-Over - Design & Construction	\$ 76,751	\$ 549,449	\$ 76,751	\$ -	\$ 702,951
24052	Sidewalk Program (Construction)	\$ 907,096	\$ 601,220	\$ 907,096	\$ -	\$ 2,415,412
24058	Traffic Operational Improvements	\$ 9,975	\$ 37,050	\$ 9,975	\$ -	\$ 57,000
TOTAL FUNDED		\$ 1,557,420	\$ 2,134,611	\$ 1,185,259	\$ 3,116,646	\$ 7,993,936

¹ Other Project Funding includes sources such as grants, life cycle, developer funding and taxes

Note: All projects funded through CBCs have other funding sources. In instances where other funding sources are not identified, its due to the allocation occurring in prior years.

DEVELOPMENT CHARGES RESERVE
Summary Statement Including Accounts Receivable
Balances by Category as at December 31, 2024

SCHEDULE B

	CASH	LETTERS OF CREDIT	RECEIVABLE AT PERMIT STAGE	RESERVE BALANCE	COMMITMENTS TO APPROVED CAPITAL PROJECTS	ADJUSTED RESERVE BALANCE
ADMINISTRATION	\$ (18,829,260)	\$ -	\$ 1,847,184	\$ (16,982,076)	\$ (2,029,900)	\$ (19,011,976)
FIRE	\$ 6,291,711	\$ -	\$ 2,560,163	\$ 8,851,874	\$ (1,793,000)	\$ 7,058,874
LIBRARY	\$ 9,062,211	\$ -	\$ 6,933,585	\$ 15,995,796		\$ 15,995,796
PARKLAND	\$ 29,027,572	\$ -	\$ 16,929,414	\$ 45,956,986	\$ (15,731,626)	\$ 30,225,360
RECREATION	\$ (20,176,789)	\$ -	\$ 25,277,081	\$ 5,100,292		\$ 5,100,292
PUBLIC WORKS	\$ (4,623,135)	\$ -	\$ 2,192,648	\$ (2,430,487)		\$ (2,430,487)
PARKING	\$ 60,784	\$ -	\$ 112,516	\$ 173,300		\$ 173,300
WASTE MANAGEMENT	\$ 863,517	\$ -	\$ 688,100	\$ 1,551,617		\$ 1,551,617
TOTAL CITY WIDE SOFT SERVICES	\$ 1,676,611	\$ -	\$ 56,540,691	\$ 58,217,302	\$ (19,554,526)	\$ 38,662,776
CITY WIDE HARD SERVICES	\$ 161,466,118	\$ 36,606,426	\$ 1,093,321	\$ 199,165,865	\$ (119,700,418)	\$ 79,465,447
AREA SPECIFIC CHARGES	\$ 10,532,747	\$ 4,677,180	\$ -	\$ 15,209,927	\$ -	\$ 15,209,927
TOTAL DEVELOPMENT CHARGE RESERVE	\$ 173,675,476	\$ 41,283,606	\$ 57,634,012	\$ 272,593,094	\$ (139,254,944)	\$ 133,338,150

DEVELOPMENT CHARGES RESERVE
Continuity Statement Including Accounts Receivable
Balances by Category as at December 31, 2024

SCHEDULE C

	BALANCE AT JANUARY 1 2024	DEVELOPMENT CHARGES EARNED	INTEREST	DEVELOPER CREDITS / REIMBURSEMENTS IN ACCORDANCE WITH POLICY	SUB TOTAL	TRANSFER TO CAPITAL PROJECTS	TRANSFER FROM CAPITAL PROJECTS ¹	BALANCE AT DECEMBER 31 2024	COMMITMENTS TO APPROVED CAPITAL PROJECTS	ADJUSTED BALANCE AT DECEMBER 31 2024
ADMINISTRATION	\$ (16,821,627)	\$ 3,518,061	\$ (1,262,881)		\$ (14,566,447)	\$ (2,566,602)	\$ 150,973	\$ (16,982,076)	\$ (2,029,900)	\$ (19,011,976)
FIRE	\$ 4,894,349	\$ 3,282,911	\$ 283,426		\$ 8,460,686	\$ (20,601)	\$ 411,789	\$ 8,851,874	\$ (1,793,000)	\$ 7,058,874
LIBRARY	\$ 10,988,572	\$ 4,513,242	\$ 493,982		\$ 15,995,796	\$ -	\$ -	\$ 15,995,796	\$ -	\$ 15,995,796
PARKLAND	\$ 28,324,511	\$ 20,045,484	\$ 1,418,617		\$ 49,788,612	\$ (5,204,896)	\$ 1,373,270	\$ 45,956,986	\$ (15,731,626)	\$ 30,225,360
RECREATION	\$ (26,558,631)	\$ 33,769,772	\$ (2,156,753)		\$ 5,054,388	\$ -	\$ 45,904	\$ 5,100,292	\$ -	\$ 5,100,292
PUBLIC WORKS	\$ (4,092,322)	\$ 3,297,889	\$ (394,664)		\$ (1,189,097)	\$ (1,262,484)	\$ 21,094	\$ (2,430,487)	\$ -	\$ (2,430,487)
PARKING	\$ 169,045	\$ (1,181)	\$ 5,436		\$ 173,300	\$ -	\$ -	\$ 173,300	\$ -	\$ 173,300
WASTE MANAGEMENT	\$ 918,527	\$ 589,754	\$ 43,336		\$ 1,551,617	\$ -	\$ -	\$ 1,551,617	\$ -	\$ 1,551,617
TOTAL CITY WIDE SOFT SERVICES	\$ (2,177,576)	\$ 69,015,932	\$ (1,569,501)		\$ 65,268,855	\$ (9,054,583)	\$ 2,003,030	\$ 58,217,302	\$ (19,554,526)	\$ 38,662,776
CTIY WIDE HARD SERVICES	\$ 116,988,357	\$ 88,897,855	\$ 8,168,742		\$ 214,054,954	\$ (19,649,689)	\$ 4,760,600	\$ 199,165,865	\$ (119,700,418)	\$ 79,465,447
AREA SPECIFIC CHARGES	\$ 4,061,627	\$ 10,884,542	\$ 298,155	\$ (399,541)	\$ 14,844,783	\$ -	\$ 365,144	\$ 15,209,927	\$ -	\$ 15,209,927
TOTAL	\$ 118,872,408	\$ 168,798,329	\$ 6,897,396	\$ (399,541)	\$ 294,168,592	\$ (28,704,272)	\$ 7,128,774	\$ 272,593,094	\$ (139,254,944)	\$ 133,338,150

Note:

1) Relates mainly to funds being returned from closed capital projects

DEVELOPMENT CHARGES RESERVE**SCHEDULE D****Capital Fund Transfers Addendum - Total Project Funding**

Balances by Category as at December 31, 2024

PROJECT	PROJECT DESCRIPTION	CITY WIDE SOFT DC FUNDING	NON-DC GROWTH FUNDING	CBC FUNDING	OTHER PROJECT FUNDING ¹	2024 PROJECT FUNDING
7352	Design Capital Contingency	\$ 15,942	\$ -	\$ -	\$ -	\$ 15,942
15002	Cornell Community Park - Design	\$ 118,124	\$ -	\$ -	\$ 13,125	\$ 131,249
18034	Wismer Park Pavilion & Washrooms - Design & Const.	\$ 1,379,295	\$ -	\$ -	\$ -	\$ 1,379,295
19023	Secondary Plans	\$ 45,792	\$ -	\$ -	\$ -	\$ 45,792
19027	Cornell Park Maintenance Building - Construction	\$ 13,013	\$ -	\$ -	\$ 1,446	\$ 14,459
19288	Design and Construction of Worksyd	\$ 275,098	\$ -	\$ -	\$ -	\$ 275,098
20025	Cornell Community Park - Construction	\$ 191,288	\$ -	\$ -	\$ 21,254	\$ 212,542
22023	York Downs Park (Kennedy Rd. and Yorkton Blvd.) - D & C	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
23061	2023 - Official Plan Review	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
23068	Ada Mackenzie Park Phase 3 Design and Construction	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
23084	South Cornell Parkette 156 Design and Construction	\$ 99,562	\$ -	\$ -	\$ -	\$ 99,562
24009	Planning & Design Staff	\$ 715,900	\$ -	\$ -	\$ -	\$ 715,900
24010	Age Friendly Guideline: Costing Analysis exercise	\$ 50,400	\$ -	\$ -	\$ -	\$ 50,400
24012	City-wide Urban Design Guidelines	\$ 121,900	\$ -	\$ -	\$ -	\$ 121,900
24016	Markham Centre Secondary Plan	\$ 61,100	\$ -	\$ -	\$ -	\$ 61,100
24018	Markville Secondary Plan (Phase 2 of 2)	\$ 34,808	\$ -	\$ -	\$ -	\$ 34,808
24019	Planning for Urban Boundary Expansion Lands	\$ 254,400	\$ -	\$ -	\$ -	\$ 254,400
24022	Cornell Centre West Parkette - Design & Construction	\$ 402,400	\$ -	\$ -	\$ -	\$ 402,400
24023	Denison Park Table Tennis	\$ 10,300	\$ -	\$ -	\$ -	\$ 10,300
24024	Innovation and Songbird Parks - Design & Construction	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
24025	James Cochrane Park Phase 2 Expansion - (Des. & Con.)	\$ 387,200	\$ -	\$ -	\$ -	\$ 387,200
24026	Park Development Guidelines	\$ 117,910	\$ 63,490	\$ -	\$ -	\$ 181,400
24027	Parks Renaissance Program	\$ 122,600	\$ -	\$ -	\$ -	\$ 122,600
24031	Volleyball in Reesor Park	\$ 141,036	\$ -	\$ -	\$ 5,864	\$ 146,900
24038	Markham Center Trails Phase 4 Design & CA	\$ 831,546	\$ -	\$ -	\$ 447,754	\$ 1,279,300
24039	Markham Centre Trails Phase 3 - Construction & CA	\$ 235,840	\$ 119,582	\$ 119,582	\$ 571,152	\$ 1,046,156
24084	Internal Project Management	\$ 1,025,100	\$ -	\$ -	\$ -	\$ 1,025,100
24180	Consulting Service for Ward 2 Community	\$ 41,100	\$ -	\$ -	\$ -	\$ 41,100
24190	Incremental Growth Related Winter Maintenance Vehicles	\$ 486,900	\$ -	\$ -	\$ -	\$ 486,900
24205	Court Resurfacing/Reconstruction/Maintenance	\$ 53,143	\$ 5,905	\$ -	\$ 1,066,104	\$ 1,125,153
24225	Autonomous Mowers	\$ 181,100	\$ -	\$ -	\$ -	\$ 181,100
24226	Corporate Fleet Growth	\$ 10,200	\$ -	\$ -	\$ -	\$ 10,200
24232	New Fleet - Parks	\$ 96,700	\$ -	\$ -	\$ 32,889	\$ 129,589
24233	New Fleet -By-Law and Regulatory Services	\$ 104,286	\$ -	\$ -	\$ -	\$ 104,286
24257	Incremental Growth Related Waste Management Vehicles	\$ 108,200	\$ -	\$ -	\$ -	\$ 108,200
24401	Markham Centre Civic Square Study (Phase 2)	\$ 101,800	\$ -	\$ -	\$ -	\$ 101,800
24410	Rescue/Highrise Equipment	\$ 20,600	\$ 10,200	\$ -	\$ -	\$ 30,800
				\$ -		\$ -
TOTAL FUNDED CITY-WIDE SOFT		\$ 9,054,582	\$ 199,177	\$ 119,582	\$ 2,159,589	\$ 11,532,930

Notes:

¹ Other Project Funding includes sources such as grants, life cycle, developer funding and taxes

SCHEDULE D Cont'd

PROJECT	PROJECT DESCRIPTION	CITY WIDE HARD DC FUNDING	NON-DC GROWTH FUNDING	CBC FUNDING	OTHER PROJECT FUNDING ¹	2024 PROJECT FUNDING
18059	Victoria Square Boulevard - Detailed Design	\$ 104,316	\$ -	\$ -	\$ 1,755	\$ 106,071
21038	Sidewalk Program (Design)	\$ 137,212	\$ 20,626	\$ -	\$ -	\$ 157,838
21181	Elgin Mills -Victoria Sq. Blvd to McCowan Road (Design)	\$ 1,136,863	\$ -	\$ -	\$ -	\$ 1,136,863
23099	Highway 404 MBC, N of 16th Avenue (Construction)	\$ 12,000,000	\$ -	\$ -	\$ -	\$ 12,000,000
24032	407 Transitway Realignment Justification Study	\$ 304,600	\$ -	\$ -	\$ -	\$ 304,600
24033	Apple Creek Blvd Road Safety Improvements (Design & CA)	\$ 266,890	\$ 71,855	\$ 71,855	\$ -	\$ 410,600
24034	Cycling and Pedestrian Advisory Committee	\$ 2,800	\$ 25,200	\$ -	\$ -	\$ 28,000
24035	Elgin Mills -Woodbine to Warden Ave (Property)	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
24036	Engineering Staff Salary Recovery	\$ 546,200	\$ -	\$ -	\$ -	\$ 546,200
24037	Enterprise Blvd. @ Rouge Valley Dr. Pedestrian Crossing	\$ 73,100	\$ -	\$ -	\$ -	\$ 73,100
24039	Markham Centre Trails Phase 3 - Construction &CA	\$ 444,161	\$ 119,582	\$ 119,582	\$ 362,831	\$ 1,046,156
24040	Markham Cycles	\$ 2,240	\$ 20,160	\$ -	\$ -	\$ 22,400
24041	Markham Cycling Day Event	\$ 1,680	\$ 15,120	\$ -	\$ -	\$ 16,800
24042	Markham School Zone Safety Guideline	\$ 51,932	\$ 207,729	\$ -	\$ -	\$ 259,661
24044	Mount Joy Creek Realignment Class EA	\$ 250,074	\$ -	\$ -	\$ -	\$ 250,074
24045	National Active School Streets Initiative	\$ 10,360	\$ 46,620	\$ -	\$ -	\$ 56,980
24046	New Traffic Signals (Construction)	\$ 890,100	\$ -	\$ -	\$ -	\$ 890,100
24048	Pedestrian Cross-Over (PXO) Design & Construction	\$ 549,449	\$ 76,751	\$ 76,751	\$ -	\$ 702,951
24051	Rouge Valley Trails Phase 4B Property Acquisition	\$ 335,000	\$ -	\$ -	\$ -	\$ 335,000
24052	Sidewalk Program (Construction)	\$ 601,220	\$ 907,096	\$ 907,096	\$ -	\$ 2,415,412
24053	Smart Commute Markham-Richmond Hill	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
24054	South Unionville Ave Pavement Marking & Signage	\$ 48,740	\$ 194,960	\$ -	\$ -	\$ 243,700
24056	SWM Guidelines Update	\$ 94,700	\$ -	\$ -	\$ -	\$ 94,700
24058	Traffic Operational Improvements	\$ 37,050	\$ 9,975	\$ 9,975	\$ -	\$ 57,000
24059	Yorktech extension (Rodick Rd. to Warden Ave) EA	\$ 393,500	\$ -	\$ -	\$ -	\$ 393,500
24271	Main Street Markham Reconst. & Sanit. Sewer Upgrade Des.	\$ 192,500	\$ -	\$ -	\$ 770,000	\$ 962,500
24407	Enterprise Blvd and Bill Crothers (Design, CA/Sl&Cons)	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
					\$	-
					\$	-
					\$	-
TOTAL FUNDED CITY-WIDE HARD		\$ 19,649,688	\$ 1,715,674	\$ 1,185,259	\$ 1,134,586	\$ 23,685,206

DEVELOPMENT CHARGES RESERVE
Summary of Investments
Balances by Category as at December 31, 2024

SCHEDULE E

ISSUER	YIELD	DATE BOUGHT	MATURITY DATE	COST	MATURITY VALUE	INTEREST
Internal Borrowing Interest					\$	-
Bank Interest/Other					\$	6,897,396
TOTAL DCA INTEREST					\$	6,897,396

DEVELOPMENT CHARGES RESERVE
Statement of Change in Year-End Balances
Balances by Category as at December 31, 2024

SCHEDULE F

	2022	2023	2024	% CHANGE 2022 - 2024
CITY-WIDE SOFT SERVICES				
ADMINISTRATION	\$ (13,611,567)	\$ (16,821,627)	\$ (16,982,076)	
FIRE	\$ 5,584,829	\$ 4,894,349	\$ 8,851,874	
LIBRARY	\$ 9,165,028	\$ 10,988,572	\$ 15,995,796	
PARKS DEVELOPMENT	\$ 34,405,792	\$ 28,324,511	\$ 45,956,986	
RECREATION	\$ (35,355,614)	\$ (26,558,631)	\$ 5,100,292	
PUBLIC WORKS	\$ (3,352,770)	\$ (4,092,322)	\$ (2,430,487)	
PARKING	\$ 162,489	\$ 169,045	\$ 173,300	
WASTE MANAGEMENT	\$ 805,707	\$ 918,527	\$ 1,551,617	
CITY-WIDE SOFT SERVICES	\$ (2,196,106)	\$ (2,177,576)	\$ 58,217,302	2751%
CTIY WIDE HARD SERVICES	\$ 109,527,420	\$ 116,988,357	\$ 199,165,865	82%
AREA SPECIFIC CHARGES	\$ 5,641,563	\$ 4,061,627	\$ 15,209,927	170%
TOTAL DEVELOPMENT CHARGE RESERVE	\$ 112,972,877	\$ 118,872,408	\$ 272,593,094	141%

DEVELOPMENT CHARGES RESERVE**Credit Obligation Summary**

Balances by Category as at December 31, 2024

SCHEDULE G

	BALANCE AT JANUARY 1 2024	ADJUSTMENTS TO CREDITS	CREDITS / REIMBURSEMENTS ISSUED	BALANCE AT DECEMBER 31 2024
AREA-SPECIFIC RESERVES				
AREAS 9, 42B.6, 42B.8				
Markham Avenue 7 Developers Group	\$ 6,581,869			\$ 6,581,869
AREAS 9, 42B.6, 42B.8				
North Markham Avenue 7 Developers Group	\$ 1,285,104			\$ 1,285,104
AREA 9 - PD 1-7				
North Markham Avenue 7 Developers Group	\$ 131,785			\$ 131,785
AREA 23 - Mount Joy				
Wismer Commons Developers Group Inc.	\$ 816,354			\$ 816,354
AREA 42B.6 - MARKHAM CENTRE S. HWY 7				
1826918 Ontario Ltd.	\$ 526,893			\$ 526,893
AREA 46 - CATHEDRAL				
Woodbine Cachet West Inc.	\$ 109,150			\$ 109,150
ASDC 50A-3				
Berczy Glen Landowners Group		\$ 21,985,407		\$ 21,985,407
ASDC 50A				
Trustee ROPA 3 Landowners Group		\$ 7,587,159	\$ 399,541	\$ 7,187,618
ASDC 50A-1				
Mattamy (Berczy Glen) Limited		\$ 598,000		\$ 598,000
Mattamy Walmark et al.		\$ 742,500		\$ 742,500
CITY WIDE HARD RESERVES				
Ruland Properties Inc.	\$ 1,018,215			\$ 1,018,215
Forest Bay Homes Ltd.	\$ 1,294,393			\$ 1,294,393
Forest Bay Homes Ltd.	\$ 143,750			\$ 143,750
Berczy Glen Landowners Group		\$ 9,327,859		\$ 9,327,859
Berczy Warden Holdings Inc.		\$ 4,881,562		\$ 4,881,562
Mattamy (Berczy Glen) Limited		\$ 787,888		\$ 787,888
1212763 Ontario Ltd.		\$ 1,334,577		\$ 1,334,577
Mattamy Walmark et al.		\$ 2,741,269		\$ 2,741,269
TOTAL CREDIT OBLIGATIONS	\$ 11,907,513	\$ 49,986,221	\$ 399,541	\$ 61,494,193



Report to: General Committee

Meeting Date: May 6, 2025

SUBJECT: Automated Speed Enforcement (ASE) Program

PREPARED BY: Eric Chan, Senior Manager, Transportation
 Jeff Baker, Manager, Administrative Monetary Systems
 Shane Manson, Senior Manager, Finance
 Joshua Silver, Assistant City Solicitor

RECOMMENDATION:

1. That the report entitled Automated Speed Enforcement (ASE) Program be received; and,
2. That Council approve the implementation of an Automated Speed Enforcement (ASE) Program in the City of Markham; and,
3. That Council delegate authority to the City Treasurer and City Clerk to execute any agreement or document in a form satisfactory to the City Solicitor, required to implement or administer the ASE program within the City of Markham, including but not limited to agreements with the Town of Newmarket, ASE Camera Vendor, Ministry of Transportation and Ministry of Attorney General; and,
4. That Council delegate authority to the Director of Engineering to identify and approve initial and future ASE installation locations, including adding additional ASE cameras, subject to the annual budget process, with priority given to areas with significant safety concerns; and,
5. That Council enact an amendment to Traffic By-law 106-71, Schedule 24 (Community Safety Zones), identifying all publicly operated elementary and secondary school locations as Community Safety Zones within the City of Markham as outlined in Attachment 1; and,
6. That Council enact the proposed By-law to establish a System of Administrative Monetary Penalties for Violations of Automated Speed Enforcement Systems in the City of Markham as outlined in Attachment 2; and,
7. That Council approve the in-year capital addition to Budget 2025 in the amount of \$495,000, with the funding strategy to be identified and implemented by the City Treasurer; and,
8. That the City Clerk forward a copy of this report to the Regional Municipality of York (York Region), York Region's local municipalities, York Regional Police, York Region District School Board, York Region Catholic School Board, the Ministry of Transportation Ontario, and the Ministry of the Attorney General; and further,

-
9. That staff be authorized to and directed to do all things necessary to give effect to these resolutions.

EXECUTIVE SUMMARY:

Automated Speed Enforcement (ASE) programs have been adopted by many municipalities throughout Ontario and are an efficient and effective way to enforce posted speed limits. By automatically detecting and recording speed violations, ASE programs help reduce vehicle speeds, enhance road safety, and promote safer community environments, particularly in areas where vulnerable populations are at higher risk.

Currently, the Region of York has implemented five ASE cameras on regional roads within Markham. The implementation of ASE programs on the roads under the jurisdiction of the City of Markham is included in the ongoing City's Vision Zero Road Safety Plan. ASE is one of the effective mobility safety solutions that could be used to align with local neighbourhood contexts and requirements.

To facilitate the implementation of an ASE program along Markham local and collector road systems, a cross-departmental team was established to collaborate and provide input on various aspects of the program, which is currently targeting a "go-live launch" of spring 2026. Based on information included in this report, staff recommend the implementation of an ASE program in the City, as one of the many measures being considered in the ongoing Vision Zero Road Safety Plan, with the primary goal of reducing vehicle speeds and improving mobility safety in community safety zones.

Markham's proposed ASE program is structured to support the broader objectives of the City's Vision Zero Road Safety Plan and staff are requesting Council endorsement of:

1. Designating all publicly operated Elementary and Secondary Schools situated on City roads as Community Safety Zones (CSZ) and delegating authority to the Director of Engineering to identify and approve initial and future ASE installation locations, including adding additional cameras, subject to the annual budget process, with priority given to areas with significant safety concerns. The initial phase of the program will deploy eight fixed ASE cameras, with each ward receiving one camera to ensure equitable distribution of program benefits across the City. Future phases may involve installing additional cameras throughout the city.
2. Enacting the proposed By-law to establish a System of Administrative Monetary Penalties for Violations of Automated Speed Enforcement Systems in the City of Markham.
3. Delegate authority to the City Treasurer and City Clerk to execute any agreement, in a form satisfactory to the City Solicitor, required to implement or administer the ASE program which will include the Ministry of Transportation (MTO) and the Ministry of Attorney General (MAG).

-
4. Execute an agreement to designate the Town of Newmarket as the City's Joint Processing Center (JPC). The JPC is responsible for managing ASE camera data and processing violation notices.
 5. Council approval of an in-year capital addition to Budget 2025 in the amount of \$495,000, with the funding strategy to be identified and implemented by the City Treasurer.

PURPOSE:

To obtain Markham City Council approval to implement an Automated Speed Enforcement (ASE) Program under the Administrative Monetary Penalty System (AMPS) within the City of Markham.

BACKGROUND:

ASE utilizes technology-driven tools including cameras and speed measurement devices to enforce maximum speed limits by capturing photos of vehicles that exceed these limits. In Ontario, ASE cameras are strategically placed in Community Safety Zones, where there is an elevated risk to traffic and pedestrian safety. Offences recorded by ASE systems undergo review and certification by Provincial Offences Officers before being issued to the vehicle's registered owner. This enforcement mechanism aims to curb speeding, promote safer communities, and supports existing educational, engineering, and other speed reduction initiatives.

Prior to the introduction of ASE in Ontario, speed limit enforcement was solely the responsibility of jurisdictions managing police services. While the *Highway Traffic Act* allowed local-tier municipalities to set their own maximum speed limits, enforcement remained within the purview of upper-tier and single-tier municipalities. With the implementation of ASE, municipalities gained an additional tool to enhance road safety by providing continuous, automated monitoring of speed compliance. This system not only reduces the burden on police services but also improves compliance with posted speed limits, particularly in high-risk areas such as schools. The following provides an overview of the provincial legislation granting municipalities the authority to implement ASE.

I. Highway Traffic Act

The **Highway Traffic Act** ("HTA") governs vehicle licensing, standards, and penalties for vehicles operating on Ontario's public highways. Sections 128 and 214.1 of the HTA grant municipalities the authority to enact by-laws setting and enforcing speed limits on public highways within their jurisdictions, including the implementation of Community Safety Zones ("CSZ").

A **CSZ** is a designated area, often near schools or other places with high pedestrian traffic, where public safety is of special concern. In a CSZ, fines for moving violations, including speeding, are doubled. The aim is to improve public safety by encouraging drivers to slow down and be more cautious in areas where pedestrians, particularly children, are more likely to be present. Municipal councils

can designate roads under their jurisdiction as CSZs, and a municipal by-law is required to increase fines within those limits.

In 2017, the HTA was amended to allow the use of ASE program on roads with speed limits under 80 km/h in School Zones and Community Safety Zones (CSZs). While ASE fines do not lead to demerit points or affect vehicle insurance rates, failure to pay these fines can result in enforcement through the Ministry of Transportation's plate denial process.

II. Ontario Regulation 398/19 Automated Speed Enforcement

O. Reg. 398/19 ASE (O. Reg. 398/19) establishes the regulations related to the implementation and ongoing operation of ASE programs by municipalities. Fundamental components of O. Reg. 398/19 include the following requirements:

- ASE systems consist of a combination of a camera and speed-measuring equipment that can be used to take a photograph of a vehicle and record the rate of speed that the vehicle is travelling at the time of the photograph.
- Information regarding the captured offence (time and date of photograph, location of offence, rate of speed, posted speed limit, etc.) must be shown on the photograph to be received in evidence as proof of the offence.
- Captured offences and proof of offence (ASE photograph) must be reviewed and certified by a Provincial Offences Officer before an offence notice and accompanying fine is issued.
- Offence notices and accompanying fines are issued to the registered vehicle owner and served via regular mail with options for payment or dispute of the offence/fine.
- When ASE systems are in operation, municipalities must advise motorists with applicable regulatory signage.

III. Ontario Regulation 355/22 - Administrative Monetary Penalties for Contraventions Detected Using Camera Systems

The introduction of ASE in Ontario initially relied on the *Provincial Offences Act* (POA) for processing offences and penalties, similar to non-ASE violations under the HTA. However, this approach added significant strain to the already overloaded provincial court system.

To alleviate this burden, the HTA was amended in 2022 to allow municipalities to enforce ASE violations through an Administrative Monetary Penalties (AMP) system. Under this model, municipalities manage ASE offences and the appeals process. The regulations for implementing and operating municipal ASE programs under AMP systems are outlined in O. Reg. 355/22, which governs the use of ASE camera systems to detect contraventions.

Key aspects include:

The roles within an AMP ASE program are clearly defined:

- Provincial Offences Officers employed by the municipality may impose and issue Administrative Monetary Penalties for ASE contraventions.
- Screening Officers employed by the municipality may review and make decisions on appealed penalties.
- Hearing Officers appointed by the municipality may review, adjudicate and make decisions on appealed decisions of the Screening Officer.

AMP ASE program appeals have a regulated process for dispute resolution as well as payment of penalties. AMPS issued under the ASE program are dynamic and based on the captured speed of the contravention with portions of the penalties directed to MTO and MAG.

Other Municipal ASE Programs

Many Ontario municipalities have already implemented or are in the process of adopting an ASE program. Currently, the Region of York has deployed a mix of fixed and mobile ASE cameras on regional roads. There are five fixed ASE cameras on regional roads in Markham, as follows:

Regional Road	School
14th Avenue, West of McDowell Gate	Trillium School
Bayview Avenue, North of Willowbrook Road	Thornlea Secondary School
Highway 7, East of Robinson Street	St. Patrick Catholic Elementary School
Leslie Street, South of Highway 407	St. Robert Catholic High School
McCowan Road, North of Carlton Road	Markville Secondary School

Staff reviewed several municipal ASE programs, gaining key insights that assisted with the development of the City's ASE program. Some examples include:

Municipality	Status	Municipality	Status
City of Guelph	Active	Region of Waterloo	Active
City of Orillia	Target Q3/25	City of Belleville	Active
City of Oshawa	Target Q3/25	Town of Ajax	Active
City of Pickering	Active	Region of Durham	Active
City of Brampton	Active	City of Barrie	Active
City of Hamilton	Active	City of Ottawa	Active
City of Toronto	Active	City of Mississauga	Active
Region of York	Active	Town of Whitchurch-Stouffville	Active
Town of Newmarket	Active	Town of Georgina	Active
City of Richmond Hill	Target 2025	City of Vaughan	Active

IV. ASE Program Effectiveness

ASE has proven effective for reducing speeding and improving road user safety within CSZs. Feedback received from other municipalities has illustrated that ASE cameras are highly effective in encouraging drivers to follow speed limits, lowering the average vehicle speeds, and decreasing both the frequency and severity of accidents.

While results may vary depending on the location, many municipalities have successfully implemented ASE programs with positive outcomes. Examples include:

City of Toronto (The Hospital for Sick Children and Toronto Metropolitan University)

- The percentage of vehicles exceeding the speed limit decreased by 80% in locations with an ASE device
- ASE cameras reduced the operating speed by an average of 7 km/h in locations with an ASE device
- ASE cameras decrease the number of occurrences of excessive speeding (driving 20 km/h or more over the limit was reduced by 87%)

City of Ottawa

- ASE cameras increased compliance with the maximum posted speed limit by 200%
- ASE cameras led to an 11% decrease in the 85th percentile speed (the speed at which 85% of the traffic is travelling or below)
- ASE cameras decreased the number of motorists travelling at 15 km/h over the maximum posted speed limit by 72%

City of Mississauga

- Data collected before and during enforcement periods shows an average decrease in vehicle operating speeds of 8 km/h; and,
- Average increase of 26% in motorists' compliance with the post speed limit

Region of York

- ASE camera installations have reduced vehicle operating speeds by approximately 10 km/hr.
- Speed limit compliance has increased by approximately 25%.
- The Region has noted that ASE can reduce collisions by 48%

ASE has proven to be effective in many Ontario municipalities and while there is no "one-size-fits-all" approach to deploying the type of ASE cameras (fixed or mobile), staff have benefited from insights shared by municipalities with more established programs. Fixed ASE cameras are generally preferred, as they offer a constant and visible deterrent which promotes long-term speed compliance.

In contrast, mobile units have a more temporary impact, with drivers often resuming at higher speeds after relocation. Mobile units are also more susceptible to vandalism, reducing effectiveness and increasing maintenance cost.

Markham's Vision Zero Road Safety Plan

ASE programs contribute and directly align with the City's overarching goals of the Vision Zero Road Safety Plan, which aims to create safer road networks for all residents, pedestrians, cyclists, and drivers. By targeting speed-related risks, the ASE program supports the goal of minimizing injuries and fatalities on the road and results in a more livable and safer community. Since May 2024, the Engineering Department has been developing a comprehensive five-year Vision Zero Road Safety Plan (RSP) and capital program to address the persistent issue of collisions, which have resulted in significant injuries and fatalities.

The RSP aims to reduce traffic fatalities and serious injuries by 10% over a five-year period, through a data-driven, safe system approach that emphasizes stakeholder and public engagement, inclusiveness, and political commitments. The RSP builds on current safety initiatives and seeks to enhance road safety for all road users, irrespective of their mode of transportation.

Given the compelling data from other jurisdictions demonstrating the positive impact of ASE programs on public safety, Staff recommend accelerating the consideration of ASE as part of the Road Safety Plan (RSP). A core focus of the RSP is to identify a range of initiatives and treatments that address key safety emphasis areas across the City. ASE is being prioritized for potential implementation in school zones, where objective, data-driven evidence supports its effectiveness. Staff continue to work toward presenting the final RSP along with a corresponding 5-year capital plan to Council for endorsement in Fall 2025.

OPTIONS/ DISCUSSION:

The Provincial government has introduced a variety of flexible program options for municipalities to explore when deciding to implement an ASE program. The main objectives of ASE programs are to enhance road safety and reduce speeding, both of which are central to the ongoing efforts the City of Markham intends to make through the RSP.

Prior to implementing an ASE program, the City of Markham is required to secure formal approval from the province and complete the following prescribed requirements.

1. Establish Community Safety Zones (CSZ) Designations

- Identify all public elementary and secondary schools within the City of Markham as CSZ, where there is an elevated safety risk for vulnerable road users.

Staff recommend the designation of all public Elementary and Secondary Schools situated on Markham roads as Community Safety Zones (CSZ), as outlined in the Bylaw amendment included within Attachment 1. In addition, staff further recommend Council delegate the authority to the Director of Engineering to determine the ASE installation locations throughout the City of Markham using a data-driven methodology for all locations with high safety concerns.

2. Enact a By-law to Establish a System of Administrative Monetary Penalties for Violations of Automated Speed Enforcement Systems in the City of Markham

- The second step of an ASE program requires the City to enact a By-law which provides an administrative monetary penalty framework in alignment with O. Reg. 355/22. The By-law is a prerequisite for entering into the required ASE agreements with MTO and MAG. Included below is a summary of the By-law elements:
 - i. Enables the issuance of an AMPS ticket (called a Penalty Order or “PO”) for a speeding violation captured by an ASE camera within 23 days of the violation.
 - ii. Sets out the requirements for information that must be included on the PO (including a unique file number, vehicle owner name and address, description, location and photograph of the violation, and an administrative penalty (fine), as well as payment and appeal options.).
 - iii. Sets out the way in which a PO is served and establishes the requirement for the PO to be paid within 30 days unless an appeal (AMPS Screening Review) is requested.
 - iv. Establishes the specific AMPS adjudication processes that apply should the PO be appealed, including the potential for a Screening Review to be conducted orally, electronically or in writing; the ability for the Screening Officer to confirm, vary or set aside the PO; the process for proceeding to the second stage of adjudication (Hearing Review); and hearing processes.
 - v. Sets out a process for requesting an extension to the 30-day time periods for requesting a Screening or Hearing Review.
 - vi. Establishes the information a Screening or Hearing Officer may consider when reviewing a PO.
 - vii. Penalty amounts for ASE infractions are set by the Province under O. Reg 355/22 and are not determined by the Municipality.
 - There are four components that make up the Total Penalty structure:

a) Rate of Speed Fee:

KM/HR OVER SPEED LIMIT	RATE OF PENALTY
1-19 km/hr.	\$5.00 per km
20-29 km/hr.	\$7.50 per km
30-49 km/hr.	\$12.00 per km
50 km/hr. or more	\$19.50 per km

b) Victim Component Fee: The Victim Component Fee is a Provincial charge related to a penalty with the proceeds directed to the Victims Justice Fund. The Victim Component Fee is determined based on the amount associated with the Rate of Speed penalty amount, as listed below.

PENALTY AMOUNT	VICTIM COMPONENT FEE
\$0 - \$50	\$10
\$51 - \$75	\$15
\$76 - \$100	\$20
\$101 - \$150	\$25
\$151 - \$200	\$35
\$201 - \$250	\$50
\$251 - \$300	\$60
\$301 - \$350	\$75
\$351 - \$400	\$85
\$401 - \$450	\$95
\$451 - \$500	\$110
\$501 - \$1000	\$125
\$1000+	25% of Penalty Amount

c) License Plate Search Fee: This Ministry governed flat fee of \$8.25 is added to the total to cover the costs associated with retrieving the registered vehicle owner's information from the MTO (Ministry of Transportation of Ontario). Meaning the name and address of the person who is subject to the Penalty Order.d) Administrative Fees: Additional fees not included in the typical Total Penalty calculation can include the following:

- Late Fee: When a penalty is past-due, the municipality can submit for plate denial to the Defaulted Fine Control Centre (DFCC) managed by MTO. The DFCC will add a \$20.00 late fee to the Total Penalty for each plate denial request submitted. The license plate holder must pay the new outstanding Total Penalty amount to the MTO and not the Municipality (to be recovered by the Municipality from MTO at a later date).

- No-Show Fee: A municipality may add a \$60.00/occurrence “No-Show Fee” to a penalty when the appellant fails to attend a requested and scheduled screening or hearing. This is implemented through the AMPS By-Law, as amended.

e) Penalty Calculation Example

- *(a) Rate of Speed Fee + (b) Victim Component Fee + (c) License Plate Search Fee + (d) Administrative Fees = Total Penalty*
- Example: A vehicle traveling at 58 km/hr. in a posted 40 km/hr. zone (23 km/hr. over the posted speed limit)
- The calculation would be as follows.

- a. 18 km / hr. x \$5.00 rate = \$90.00 Rate of Speed Fee
- b. + \$20.00 Victim Component Fee = \$110.00 Total
- c. + \$8.25 License Plate Search Fee = \$118.25 Total

Total Speeding Infraction Cost = \$118.25

Staff recommend that Council adopt the Administrative Penalties for Contraventions Detected Using ASE Camera Systems By-law, as included within Attachment 2.

3. Ministry of Transportation (MTO) and Ministry of Attorney General (MAG) Agreements

- Once AMPS ASE By-law is enacted, the third step is for the City to execute an agreement with MTO, to enable the JPC to have access to license plate registration information for the purposes of issuing POs and committing the City to maintain confidentiality of the information. Additionally, the required MTO agreement stipulates that the City is to submit annual and biannual data reports documenting the number of POs issued, contested, and paid.
- The City will also need to sign a separate standardized agreement with MAG to establish the specifics of the City’s commitment to remit the Victim Component of penalties to the province and provide monthly and semi-annual reports on the details of Victim Components collected and outstanding. This agreement also sets out requirements to send plate denial requests to MTO via the Ministry’s Defaulted Fine Control Centre if POs are unpaid, as well as other reporting requirements to the Ministry.

Staff recommend Council delegate authority to the City Treasurer and City Clerk to execute any agreement or document satisfactory to the City Solicitor, required to implement or administer the Automated Speed Enforcement program within the City of Markham, including but not limited to; the Town of Newmarket, Ministry of Transportation and Ministry of Attorney General.

4. Joint Processing Centre (JPC)

- To implement ASE, the City must set up a Joint Processing Centre (JPC). The JPC is responsible for managing data captured by automated enforcement cameras and processing violations. Photographic evidence is transmitted electronically from the camera to the JPC, where a Provincial Offences Officer reviews and verifies the information. After confirming the violation, the JPC requests the vehicle owner's name and address from the Ministry of Transportation (MTO) and proceeds with issuing a ticket.
- The City of Markham may choose to open and operate its own JPC or contract with another JPC operator. Currently, the City of Toronto, York Region and the Town of Newmarket are operating, or are in the process of establishing JPCs.
 - i. The City of Toronto was the first municipality within Ontario to establish ASE, has been operating its Joint Processing Centre (JPC) since December 2019. The City had twelve (12) municipalities utilizing their Joint Processing Centre to process ASE tickets. To join the JPC, there is a one-time fee of \$90,000 along with a fix charge of \$20 per PO. Recently Toronto imposed volume limits on the number of tickets it can process. As a result, several municipalities have begun exploring the possibility of creating their own JPCs or collaborating with existing municipal JPCs. For instance, the City of Barrie, Brampton, and Ottawa have each established their own ASE Processing Centre, aiming to enhance control over infraction processing and facilitate the ASE program's growth.
 - ii. The Region of York: In late 2024, York Region launched its JPC to support the administration of its ASE program. The initial phase is focused on fulfilling their internal operational requirements; however, the framework has been designed with the potential to accommodate future participation from interested municipal partners. At this time, no additional details regarding operational logistics or cost components have been released.
 - iii. The Town of Newmarket currently operates a JPC, designed to serve both Newmarket and its municipal partners. This JPC offers partner municipalities the flexibility to customize the services they receive, with options to select specific program components such as public communication support, PO processing, MAG reporting, and AMPS adjudication. A processing fee is charged for Penalty Orders, with no joining fee. At present, Newmarket is providing JPC services to the City of Vaughan and the Town of Whitchurch-Stouffville and is in contract negotiations with five additional municipalities.

It is common practice for JPCs to require that municipalities who contract their services use the same camera vendor as the JPC operator. The ASE camera

vendor also provides software that enables communication between the JPC and the cameras. In both Toronto and Newmarket, the designated camera vendors were chosen through a competitive procurement process.

Staff recommend the City of Markham enter into an agreement to designate the Town of Newmarket as the City's Joint Processing Center (JPC), along with the City entering into Tri-Party Agreement with Newmarket and its camera vendor.

This recommendation is supported by Newmarket's ability to scale operations, its competitive processing costs, flexibility in service offerings, and the opportunity for Markham to retain full control over the operational management of the ASE program.

Additionally, it is recommended that the adjudication be managed within the City's established AMPS program to ensure cost efficiency and alignment with business priorities.

ASE Implementation Milestones

The implementation of an ASE program in selected CSZs on Markham roadways will provide an effective and scalable enforcement solution, enabling staff to adjust road safety strategies based on neighborhood and community requirements. This comprehensive initiative involves collaboration and input from staff across the organization. To facilitate the rollout of the City's ASE program, a cross-departmental team was established to work on various aspects of the program which is currently targeting a "go-live launch" in spring 2026.

The following provides Council with the high-level milestones staff are working towards.

A. May 2025: Council Endorsement of the ASE Program including.

- i. Amendments to Schedule 24 of Traffic By-law 106-71; designating all publicly operated elementary and secondary school zones as "Community Safety Zones (CSZ)"; and,
- ii. Delegating authority to the Director of Engineering to identify and approve initial and future ASE installation locations, including adding additional cameras, subject to the annual budget process, with priority given to areas with significant safety concerns.
- iii. Enacting a By-law to Establish an Administrative Monetary Penalty System for Contraventions Detected Using ASE Systems in the City of Markham.
- iv. Delegating authority to the City Treasurer and City Clerk to execute any agreement or document in a form satisfactory to the City Solicitor, which may be required to implement or administer the ASE program within the City, including but not limited to agreements with the Town of

Newmarket, ASE Camera Vendor, Ministry of Transportation and Ministry of Attorney General.

- v. Approval of an in-year 2025 capital budget request of \$495,000 to support the implementation of the ASE program, with funding strategy to be identified and implemented by the City Treasurer.

B. Q2 / Q3 -2025: ASE Camera Operation and Location

- i. Complete an assessment of all publicly operated Elementary and Secondary School Zones , to be designated as CSZ, employing a data-driven approach for the initial selection for the first phase of the program.
- ii. A total of eight (8) fixed ASE cameras will be identified for deployment, with each ward receiving one (1) camera to ensure that the benefits of this program are equally distributed throughout City.
- iii. The ASE camera will be a fixed camera that will be operational 24/7 which will be frequently reviewed for program effectiveness and/or consider relocation based on improved driver speed compliance.
- iv. Finalize 2026 Operating Budget requirements for the ASE.

C. Q3-Q4 2025: Complete Regulatory & Contractual Requirements

- i. Obtaining necessary ASE authorizations with the Ministry of Transportation (MTO) and the Ministry of the Attorney General (MAG)
 - The MTO agreements authorize the use of license plate information gathered by ASE technology and vehicle owner details from the MTO licence plate database.
 - The MAG agreement deals with the financial component of the program including the municipality's responsibility to remit payment to the Provincial Victims' Justice Fund, use of the Default Fine Control Centre to recover unpaid fines by means of licence plate denial, and report finances to the province
- ii. Execute agreements to utilize the Town of Newmarket's Joint Processing Centre and its ASE Camera Vendor.
- iii. Complete Privacy Impact Assessment (PIA) – Ontario's Information and Privacy Commissioner (IPC) requires municipalities who are undertaking an activity that may engage the public's privacy rights, such as an ASE program, to complete a PIA.

D. Q4 2025: Public Awareness & Communication Plan

- i. Staff will develop and implement a comprehensive communication plan and create public messaging that promotes community trust and understanding of the new ASE Program. Proposed communications methods include the following:

-
- Media announcements – informing residents, schools and the broader community of the program's pre & post implementation phases
 - City Portal – Dedicated ASE webpage with FAQs, ASE enforcement locations and Fact Sheets – Explaining how ASE works, penalties, and safety benefits, Dashboard reporting speed data, by location, at regular intervals.
 - Social Media Campaigns
 - ASE Brochures & Flyers – Distributed at city buildings, libraries, schools, and community centers
 - Councillor Newsletters – to facilitate ongoing updates for residents, including various program milestones

E. 2026 Q1: ASE Implement Rollout

- i. Continuation of public awareness campaign
- ii. Installation of ASE “Coming Soon Signs” and “Community Safety Zone” signs for each of the eight (8) ASE camera locations
 - “Community Safety Zone” regulatory signs are required to formally designate and enforce these locations, and to facilitate the implementation of ASE cameras.
 - Due to the large quantity of signs necessary to manufacture and install for all CSZs, priority will be placed on signing the eight (8) ASE locations, with other CSZs to follow thereafter, as capacity permits. The By-law related to CSZ shall come into force and effect when signs have been erected.
 - The province has stipulated that “Municipal Speed Camera Coming Soon” warning signs must be installed at least ninety (90) days in advance of a camera’s activation; and,
 - Later replaced with “Municipal Speed Camera In-Use” regulatory signs when activated at any given location
- iii. Installation and testing of the eight (8) ASE cameras (1 per ward)
- iv. Recruitment / Training of screening and hearing officers

F. Spring 2026: ASE Go-Live

- i. Issuing PO notices to vehicle owners who exceed posted speed limits.

FINANCIAL CONSIDERATIONS

Markham’s proposed ASE program is structured to support the broader objectives of the City’s Vision Zero Road Safety Plan by promoting compliance with speed limits and enhancing mobility safety. Penalty revenue will be allocated to cover program expenses, with any potential surplus funds to be addressed through the

annual budget process. Staff are unable to accurately predict penalty revenue due to the complex variables associated with driver behaviour. Through break-even analysis, staff believe the program will be fully cost recovered for the known capital and operating costs summarized below.

- Capital costs related to the ASE implementation will be incurred in 2025 and are related to camera installation, electrical infrastructure, the placement of regulatory signage, and the development of public awareness and marketing materials. Additionally, a Transportation Engineer position is required to oversee the program's technical aspects, including identifying current and future ASE locations, coordinating installations and liaising with the camera contractor for maintenance.
- Staff are requesting Council approve an in-year 2025 capital budget in the amount of \$495,000, with the funding strategy to be identified and implemented by the City Treasurer
- Operating costs identified below will not be incurred until 2026 when the ASE program goes live, and warning tickets or POs are issued:
 - i. Joint Processing Centre (JPC) Cost: The JPC is a fixed cost per PO infraction. Includes all costs associated with the review, mailing and payment processing of violations captured by the ASE camera and processed by the Newmarket JPC).
 - ii. ASE Camera Lease: Is a fixed cost estimated at \$25K per camera. The ASE camera rental contract fully covers all maintenance (including repair and/or replacement of any cameras subject to malfunction, misalignment or vandalism).
 - iii. Technical & Adjudication Resource Costs: Additional support required to facilitate the efficient management of non-JPC functions as noted below
 - Screening/Hearing Officer(s): to manage the adjudication of all disputes related to ASE-issued penalties in accordance with provincial regulations, and the Administrative Penalty System (AMPS) ASE By-law
- Staff will finalize the 2026 operating costs and incorporate them into the 2026 budget process.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

1. Engineering
2. Legislative Services / AMPS

-
3. Legal Services
 4. Operations / Roads
 5. Information Technology Services
 6. Financial Services
 7. Corporate Communications

RECOMMENDED BY:

Frank Clarizio
Director, Engineering
Service

Arvin Prasad
Commissioner, Development

Kimberley Kitteringham
City Clerk & Director, Legislative Services

Claudia Storto
City Solicitor & People Services

Joseph Silva
City Treasurer
Services

Trinela Cane
Commissioner, Corporate

ATTACHMENTS:

1. Community Safety Zone By-Law Amendment (By-law 106-71, Schedule 24)
2. Administrative Penalty System (AMPS) By-Law-XX
 - A. Schedule A - Rate of Speed Fee
 - B. Schedule B - Victim Component Fee
 - C. Schedule C - Administrative Fees

Attachment 1: Community Safety Zone By-Law Amendment (By-law 106-71, Schedule 24)



The Corporation of the City of Markham

Amending By-Law 2025-XX

BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM THAT TRAFFIC BY-LAW 106-71 BE AND THE SAME IS HEREBY AMENDED AS FOLLOWS:

WHEREAS Schedule 24 of Traffic By-law 106-71, pertaining to “Community Safety Zones”, be amended by adding the following.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
<u>LOCATION</u>	<u>STREET</u>	<u>FROM</u>	<u>TO</u>	<u>TIMES & DAYS</u>
St. Rene Goupil - St. Luke Catholic School	Aileen Road	Green Lane	John Street	At All Times & Days
St. Rene Goupil - St. Luke Catholic School	Green Lane	Bayview Avenue	Kings College Road	At All Times & Days
Thornlea Secondary School / Willowbrook Public School	Willowbrook Road	Bayview Avenue	Green Lane	At All Times & Days
Baythorn Public School	Baythorn Drive	Normark Road	Donalbain Crescent	At All Times & Days
St. Anthony Catholic School	Kirk Drive	Thornybrae Drive	Banquo Road	At All Times & Days
Stornoway Crescent Public School	Stornoway Crescent	Romfield Circuit (west intersection)	Romfield Circuit (east intersection)	At All Times & Days
Woodland Public School	Royal Orchard Boulevard	Baythorn Drive	Kirk Drive	At All Times & Days
Thornhill Secondary School	Dudley Avenue	Elgin Street	Clark Avenue	At All Times & Days

E.J. Sand Public School	Henderson Avenue	Clark Avenue	Elgin Street	At All Times & Days
Henderson Avenue Public School	Henderson Avenue	Doncaster Avenue	Grandview Avenue	At All Times & Days
Johnsview Village Public School	Porterfield Crescent	Reith Way	Bowman Way	At All Times & Days
Bayview Fairways Public School	Bayview Fairways Drive	John Street	Sea Island Path	At All Times & Days
Bayview Fairways Public School	John Street	Aileen Road	Dawn Hill Trail	At All Times & Days
Bayview Glen Public School	Limcombe Drive	Laureleaf Road	Seinecliffe Road	At All Times & Days
Bayview Glen Public School	Laureleaf Road	Daffodil Avenue	100 metres south of Limcombe Drive	At All Times & Days
German Mills Public School / St. Michael Catholic Academy	Simonston Boulevard	Don Mills Road (south intersection)	Granada Court	At All Times & Days
Victoria Square Public School	Prince of Wales Drive	Gillings Street	Helford Street	At All Times & Days
Victoria Square Public School	Helford Street	Prince of Wales Drive	Duke of Cornwall Drive	At All Times & Days
Nokiidaa Public School	Russell Dawson Road	Woodbine Avenue	Murison Drive	At All Times & Days
Nokiidaa Public School	Murison Drive	Russell Dawson Road	Lebarr Road	At All Times & Days
Sir Wilfrid Laurier Public School	Stony Hill Boulevard	Victoria Square Boulevard	Hazelton Avenue	At All Times & Days
Sir Wilfrid Laurier Public School	Hazelton Avenue	Stony Hill Boulevard	Pillar Rock Crescent (south intersection)	At All Times & Days
Lincoln Alexander Public School	Hillmount Road	Moss Creek Boulevard	Willow Heights Boulevard	At All Times & Days

Lincoln Alexander Public School	Moss Creek Boulevard	Hillmount Road	Carter Place	At All Times & Days
Lincoln Alexander Public School	Willow Heights Boulevard	Hillmount Road	Edgewood Crescent (north intersection)	At All Times & Days
St. Augustine Catholic High School	Rodick Road	Macrill Road	Calvert Road	At All Times & Days
Ashton Meadows Public School	Calvert Road	Woodbine Avenue	Thackeray Court	At All Times & Days
St. Monica Catholic Elementary School	Calvert Road	Eyer Drive	Village Gate Drive	At All Times & Days
Buttonville Public School / Elementary School Catholic Sainte-Marguerite-Bourgeoys	John Button Boulevard	Buttonfield Road	Burr Crescen (south intersection)	At All Times & Days
St. Justin Martyr Catholic Elementary School	Hollingham Road	Lockridge Avenue	Conistan (E)	At All Times & Days
Coledale Public School	Coledale Road	Loweswater Avenue	300m south of Loweswater Avenue	At All Times & Days
Unionville High School	Apple Creek Boulevard	Warden Avenue	150m west of Town Centre Boulevard	At All Times & Days
Unionville High School	Town Centre Boulevard / Hollingham Road	Cox Boulevard	Halstead Drive	At All Times & Days
William Berczy Public School	Carlton Road	Village Parkway	Fred Varley Drive	At All Times & Days
Blessed John XXIII Catholic School	Krieghoff Avenue	Village Parkway	Fred Varley Drive	At All Times & Days
Parkview Public School	Fonthill Boulevard	Fred Varley Drive	Merchant Road	At All Times & Days

Unionville Public School	Main St Unionville	Toogood Pond	Rosemead Close	At All Times & Days
Bill Crothers Secondary School	Main St Unionville	Enterprise Boulevard	Richard Maynard	At All Times & Days
Bill Crothers Secondary School	Enterprise Boulevard	University Boulevard	Main St Unionville	At All Times & Days
Bill Crothers Secondary School	Bill Crothers Drive	Enterprise Boulevard	End Limit	At All Times & Days
St. Matthew Catholic Elementary School	Waterbridge Lane	Juniper Crescent (south intersection)	Foxmeadow Lane	At All Times & Days
Central Park Public School	Central Park Drive	West Side Drive	Havagal Crescent (south intersection)	At All Times & Days
Markville Secondary School	Carlton Road	McCowan Road	Central Park Drive	At All Times & Days
Unionville Meadows Public School	South Unionville Avenue	Harry Cook Drive	Zio Carlo Drive	At All Times & Days
Bur Oak Secondary School	Dogwood Street	Bur Oak Avenue	Galway Gate	At All Times & Days
St. Edward Catholic Elementary School / Ramer Wood Public School	Cairns Drive	Crandall Drive	Raymerville Drive (south intersection)	At All Times & Days
James Robinson Public School	Robinson Street	Galsworthy Drive	Windridge Drive	At All Times & Days
James Robinson Public School	Galsworthy Drive	Abercorn Road	Honeybourne Crescent (south)	At All Times & Days
Roy H. Crosby Public School	Drakefield Road	Lakevista Avenue	200m east of Lakevista Avenue	At All Times & Days
Edward T. Crowle Public School	Larkin Avenue	Fincham Avenue	Heisey Drive	At All Times & Days

Kateri Tekawitha Catholic School	Fincham Avenue	Meyer Circle	50m east of Emeline Crescent	At All Times & Days
Reesor Park Public School	Wootten Way	Sir Lancelot Drive	Sir Tristram Place (north intersection)	
Franklin Street Public School	Franklin Street	George Street	Church Street	At All Times & Days
Markham District High School	Church Street	Elm Street	Jack Court	At All Times & Days
William Armstrong Public School	Major Button's Drive	Wootten Way	James Speight Road	At All Times & Days
Sam Chapman Public School	Delray Drive	Donald Cousens Parkway	Gordon Weeden Road	At All Times & Days
Sam Chapman Public School	Alfred Paterson Drive	Iannucci Crescent (east intersection)	Warton Court	At All Times & Days
Mount Joy Public School	Williamson Road	Jenmat Drive	Rachett Road	At All Times & Days
Mount Joy Public School	Bur Oak Avenue	Cathmar Drive	Balmano Road	At All Times & Days
Greensborough Public School	Bur Oak Avenue	Chancery Road	Ambercroft Street	At All Times & Days
Greensborough Public School	Alfred Paterson Drive	Wyndermere Court	Reston Ridge Street	At All Times & Days
Little Rouge Public School	Bur Oak Avenue	Evaridge Drive	Highbury Court	At All Times & Days
Little Rouge Public School	Country Glen Road	Northvale Road	Bur Oak Avenue	At All Times & Days
Little Rouge Public School	Northvale Rpad	Evaridge Drive	Ivy Stone Court	At All Times & Days
Bill Hogarth Secondary School	Bur Oak Avenue	White's Hill Avenue	Cornell Meadows Avenue	At All Times & Days

Bill Hogarth Secondary School	Almira Avenue	Walkerville Road	Bittersweet Street	At All Times & Days
Bill Hogarth Secondary School	Donald Sim Avenue	Walkerville Road	Disk Drive	At All Times & Days
St. Joseph Catholic Elementary School / Black Walnut Public School	Cornell Centre Boulevard	Morning Dove Drive	Lawrence Pilkington	At All Times & Days
St. Joseph Catholic Elementary School	White's Hill Avenue	Cornwall Drive	John Allan Cameron Street	At All Times & Days
Black Walnut Public School	John Allan Cameron Street	White's Hill Avenue	50m south of Autumn Glow Drive	At All Times & Days
Black Walnut Public School	Shady Oaks Avenue	Cornell Centre Boulevard	Rock Garden Street	At All Times & Days
Cornell Village Public School	Country Glen Road	Christian Reesor Park Avenue (north intersection)	Cornell Meadows Avenue	At All Times & Days
Cornell Village Public School	Cornell Common Road	Country Glen Road	200m west of Country Glen Road	At All Times & Days
St. Julia Biliart Catholic Elementary School	Bur Oak Avenue	Northside Road	Rainbow Valley Cres (west intersection)	At All Times & Days
St. Julia Biliart Catholic Elementary School	Swan Park Road	Neeley Road	Royal Crown Road	At All Times & Days
Rouge Park Public School	Riverlands Avenue	Donald Cousens Parkway	Cornell Rouge Boulevard	At All Times & Days
All Saints Catholic School / Castlemore Public School	Castlemore Avenue	150m west of The Bridle Walk	150m east of Ridgecrest Road	At All Times & Days
All Saints Catholic School	The Bridle Walk	Saxony Drive	Elmrill Road	At All Times & Days
Castlemore Public School	Ridgecrest Road	Glenhaven Street	Wiltshire Drive	At All Times & Days

Pierre Elliot Trudeau High School	Bur Oak Avenue	Madison Heights Boulevard	Brock Avenue	At All Times & Days
Beckett Farm Public School	Beckett Avenue	Harbord Street	50m east of Brock Avenue	At All Times & Days
Beckett Farm Public School	Brock Avenue	Hua Du Avenue	Busch Avenue	At All Times & Days
Stonebridge Public School	Stonebridge Drive	Manorwood Drive	50m south of Wilfred Murison Avenue	At All Times & Days
Stonebridge Public School	Wilfred Murison Avenue	Barkwood Hollow	Oxfordshire Street	At All Times & Days
John McCrae Public School	Stricker Avenue	Hammersly Boulevard	Fred McLaren Boulevard	At All Times & Days
John McCrae Public School	Fred McLaren Boulevard	Staynor Crescent	Roy Rainey Avenue	At All Times & Days
Donald Cousens Public School	Mingay Avenue	Hammersly Boulevard	100m south of Fred McLaren Boulevard	At All Times & Days
Donald Cousens Public School	Fred McLaren Boulevard	Ralph Chalmers Avenue	Kindy Street	At All Times & Days
Fred Varley Public School	James Parrott Avenue	Astrid Terrace	Roy Rainey Avenue	At All Times & Days
Fred Varley Public School	Alexander Lawrie Avenue	Barnstone Drive	Thimbleweed Street	At All Times & Days
Sir Richard W. Scott Catholic Elementary School	Roxbury Street	Codlin Street	14 th Avenue	At All Times & Days
Boxwood Public School	Boxwood Crescent	Bluebell Drive	Havelock Gate	At All Times & Days
Cedarwood Public School	Elson Street	150m west of Tawney Road	200m east of Tawney Road	At All Times & Days
Legacy Public School	Rouge Bank Drive	Russell Jarvis Drive	250m west of Russell Jarvis Drive	At All Times & Days
Legacy Public School	Russell Jarvis Drive	Rouge Bank Drive	Juneberry Avenue	At All Times & Days

David Suzuki Public School	Riverwalk Drive	Coakwell Drive	50m east of Barter Street	At All Times & Days
David Suzuki Public School	Fieldside Street	Riverwalk Drive	Berger Avenue	At All Times & Days
Milliken Mills Public School / Mother Teresa Catholic School	Birchmount Road	Ferguson Gate	Harvest Moon Drive	At All Times & Days
Milliken Mills Public School / Mother Teresa Catholic School	Risebrough Circuit	Birchmount Road	Ferguson Gate	At All Times & Days
Highgate Public School	Highgate Drive	Birchmount Road	Clydesdale Road	At All Times & Days
St. Francis Xavier Catholic Elementary School	Highglen Avenue	Caldbeck Avenue	Hoake Trail	At All Times & Days
Randall Public School	Randall Avenue	Galbraith Crescent	100m east of Hillcroft Drive	At All Times & Days
Aldergrove Public School	Aldergrove Drive	Teddington Avenue	Kirton Court	At All Times & Days
St. Benedict Catholic Elementary School	Aldergrove Drive	Winston Road	Digby Crescent (north intersection)	At All Times & Days
Wilclay Public School	Wilclay Avenue	Cartmel Drive	Hillcroft Drive	At All Times & Days
Coppard Glen Public School	Coppard Avenue	Highglen Avenue	Claircrest Road	At All Times & Days
Armada Public School	Coppard Avenue	Elson Street	William Honey Crescent (north intersection)	At All Times & Days
Middlefield Collegiate Institute	Highglen Avenue	Featherstone Avenue	150m east of Middlefield Road	At All Times & Days
Middlefield Collegiate Institute	Middlefield Road	Golden Avenue	150m north of Highglen Avenue	At All Times & Days
Ellen Fairclough Public School	Brando Avenue	Highglen Avenue	Golden Avenue	At All Times & Days

Markham Gateway Public School	Fonda Road	Golden Avenue	Ralph Court	At All Times & Days
Parkland Public School	Coxworth Avenue	Mary Pearson Drive	Elson Street	At All Times & Days
San Lorenzo Ruiz Catholic School	Roy Rainey Avenue	Wingrove Street	250m north of Bur Oak Avenue	At All Times & Days
San Lorenzo Ruiz Catholic School / Bur Oak Secondary School / Wismer Public School	Bur Oak Avenue	Trailbrook Terrace	McKennon Street	At All Times & Days
Wismer Public School	Mingay Avenue	Raspberry Ridge Drive	150m north of Bur Oak Avenue	At All Times & Days

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS xx DAY OF xx 2025.

Kimberley Kitteringham
City Clerk

Frank Scarpitti
Mayor



The Corporation of the City of Markham

By-Law 2025-XX

A By-Law to establish a system of Administrative Monetary Penalties for violations of Automated Enforcement Systems in the City of Markham

WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*”) authorizes municipalities to enact by-laws respecting spheres of jurisdiction including highways;

AND WHEREAS Section 21.1 of the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended, (“*HTA*”) provides that an administrative penalty may be imposed to promote compliance with the Act and the regulations on a person who belongs to a prescribed class, being persons who own a motor vehicle pursuant to Section 5(1) of Ontario Regulation 355/22 made pursuant to the *HTA* (“O. Reg 355/22”), for contraventions of those prescribed provisions set out in Section 2 of O. Reg. 355/22 (the “Prescribed Provisions”);

AND WHEREAS Section 205.1 of the *HTA* authorizes the use of an ASE system in a community safety zone designated by a by-law passed under subsection 214.1(1) of the *HTA* where the prescribed rate of speed is less than 80 kilometers per hour, or in a school zone designated by a by-law passed under paragraph (a) of subsection 128(5) of the *HTA*;

AND WHEREAS Section 3 of O. Reg. 355/22 provides that a penalty order may prescribe the following contraventions for the purposes of imposing an administrative penalty pursuant to Section 21.1 of the Act: subsection 128(1) Speeding where evidence of the contravention is obtained through the use of an ASE system ; subsection 144(18) Red Light - fail to stop where evidence of the contravention is obtained through the use of a red light camera system; and subsections 175 (11.1 and 12.1) fail to stop for school bus where evidence of the contravention is obtained through the use of an automated school bus camera system;

AND WHEREAS O. Reg. 355/22 authorizes municipalities to pass By-laws imposing fees and charges under Section 391 of the *Municipal Act, 2001* in connection with services related to an administrative penalty imposed under Section 21.1 of the *HTA*;

AND WHEREAS the Council of the City considers it desirable and necessary to provide for a system of administrative penalties and administrative fees to regulate and enforce motor vehicle contraventions in relation to speeding, red light fail to stop and fail to stop for school bus via automated camera-based enforcement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM ENACTS AS FOLLOWS:

1. TITLE

- 1.1. This by-law shall be known and cited as the “Administrative Penalties for Automated Enforcement By-law.”

2. DEFINITIONS

- 2.1. In this By-law, the following terms shall have the following meanings:

- i. **“Administrative Fee”** means a fee in respect of services related to an Administrative Penalty that may be imposed pursuant to Section 22(2) of O. Reg 355/22 and that is listed in Schedule “C” of this By-law;
- ii. **“Administrative Penalty”** means a monetary penalty that is applicable to a Contravention, and which is calculated in accordance with Section 6 of O. Reg 355/22;
- iii. **“Authorized Person”** means a person employed by the City that meets all the other criteria set out in Section 4 of O. Reg. 355/22, including that the person has been designated as a provincial offences officer by the MTO under subsection 1 (3) of the Provincial Offences Act (“POA”) for the purpose of all or any of the classes of offences in those parts of the HTA listed in Section 4 of O. Reg. 355/22, and that the designation authorizes the person to issue a certificate of offence under Section 3 (2) of the POA for a Contravention;
- iv. **“Authorized Representative”** means a person acting on behalf of an Owner in a process or proceeding pursuant to this By-law as identified in an Authorization to Act as Agent form;
- v. **“Camera System”** means an ASE system authorized under Part XIV.1 of the HTA and described in O. Reg. 398/19, a red light camera system described in O. Reg. 277/99 of the HTA that may be used to evidence a contravention of subsection 144(18) of the HTA in accordance with Part XIV.2 of the HTA, and an automated school bus camera system authorized under Part XIV.3 of the HTA and described in O. Reg. 424/20;
- vi. **“City”** means the Corporation of the City of Markham.
- vii. **“Clerk”** means the City Clerk or their delegate or designate
- viii. **“Community Safety Zone”** means that part of a highway, designated by by-law pursuant to the HTA and signed as a Community Safety Zone.

-
- ix. **“Contravention”** means a contravention of, or a failure to comply with a Prescribed Provision.
 - x. **“Council”** means the Council of the City of Markham;
 - xi. **“Day”** means any calendar day;
 - xii. **“Financial Hardship”** means special or specified circumstances that partially or fully exempt a Person from paying a Penalty Notice, including any Administrative Fees so as to avoid undue monetary difficulties
 - xiii. **“Hearing Officer”** means a person appointed by Council to conduct Hearing Reviews in accordance with this By-law;
 - xiv. **“Hearing Review”** means the second stage of an appeal of a Penalty Order comprised of a review of a Screening Review Decision by a Hearing Officer described in paragraphs 4 to 7 of subsection 11 (1) of O. Reg. 355/22;
 - xv. **“Hearing Review Decision”** means a notice which contains the decision of a Hearing Officer, delivered in accordance with Section 6.8 of this By-law;
 - xvi. **“Holiday”** means a Saturday, Sunday, any statutory holiday in the Province of Ontario, or any Day the offices for the City are officially closed for business;
 - xvii. **“HTA”** means the Highway Traffic Act, R.S.O. 1990, c. H. 8, as amended;
 - xviii. **“Ministry”** means the Ontario Ministry of Transportation;
 - xix. **“Municipal Act”** means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
 - xx. **“O. Reg 355/22”** means Ontario Regulation 355/22 made pursuant to the HTA and titled “Administrative Penalties for Contraventions Detected Using Camera Systems”;
 - xxi. **“Owner”** in relation to a motor vehicle has the same meaning as set out in O. Reg. 355/22;
 - xxii. **“Penalty Order”** means an order issued by an Authorized Person that imposes an administrative penalty for a Contravention of a Prescribed Provision pursuant to s. 21.1 of the HTA and O. Reg 355/22;
 - xxiii. **“Prescribed Provision”** means those provisions of the HTA referred to in paragraphs 1, 2 and 4 of Section 2 of O. Reg. 355/22;

-
- xxiv. **“Request for Review by Hearing Officer”** means a request which may be made in accordance with Section 6 of this By-law for an appeal of a Screening Decision;
- xxv. **“Request for Review by Screening Officer”** means a request by a person who is subject to a Penalty Order made in accordance with Section 5 of this By-law for the first stage of an appeal by a person who is subject to a Penalty Order;
- xxvi. **“School Safety Zone”** means that part of a highway, designated by by-law pursuant to the HTA and signed as a School Safety Zone;
- xxvii. **“Screening Officer”** means a person employed by the City to review Administrative Penalties and appeals by way of review of Penalty Orders;
- xxviii. **“Screening Review”** means the first stage of an appeal of a Penalty Order comprised of a review of the Penalty Order by a Screening Officer described in paragraphs 1 to 3 of subsection 11 (1) of O. Reg. 355/22.
- xxix. **“Screening Review Decision”** means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 5.11 of this By-law.
- xxx. **“Victims’ Justice Fund Component”** means that portion of an Administrative Penalty that is required to be credited to the victim’s justice fund account in accordance with Section 19 of O. Reg 355/22, which amount is set out in Schedule “B” of this By-law.
- 2.2. A reference in this By-law to any other by-law, legislation or regulation shall be deemed to be to a reference to that by-law, legislation, or regulation as amended or superseded.

3. APPLICATION OF THIS BY-LAW

- 3.1. This By-law shall apply to Contraventions of any Prescribed Provision where evidence has been obtained through the use of a Camera System

4. PENALTY ORDER

- 4.1. An Authorized Person that is satisfied that there has been a Contravention of a Prescribed Provision may, by Penalty Order, impose an Administrative Penalty on an Owner of the motor vehicle involved in the Contravention no later than twenty-three (23) Days after the Day on which the Contravention occurred.

4.2. A Penalty Order shall be in a form prescribed by the Clerk and shall include the following information:

- i. A unique file number.
- ii. The provision contravened.
- iii. The date and location of the Contravention.
- iv. An identification of the motor vehicle that is involved in the Contravention.
- v. The amount of the Administrative Penalty.
- vi. A statement that the Owner of the motor vehicle must, no later than thirty (30) Days after the Day the Penalty Order is served on them, pay the Administrative Penalty unless they commence an appeal in accordance with Section 5 of this By-law.
- vii. A statement that the Owner of the motor vehicle may, no later than thirty (30) Days after the Day the Penalty Order is deemed served, commence an appeal in accordance with Section 5 of this By-law; and
- viii. Information regarding the appeal process including the manner in which to commence an appeal.

4.3. A Penalty Order may include the following information:

- i. A copy of a photograph or image of the motor vehicle involved in the Contravention.
- ii. Statement(s) by the Authorized Person that are certified to be true in respect of the Contravention or in respect of the service of the Penalty Order.

4.4. A Penalty Order may be served in accordance with Section 9 of this By-law.

4.5. Every person who is subject to a Penalty Order shall pay the City within thirty (30) Days, the applicable Administrative Penalty and Administrative Fee, unless the person commences an appeal by submitting a Request for Review by Screening Officer.

5. REVIEW BY SCREENING OFFICER

5.1. A person who is served with a Penalty Order may commence an appeal of the Penalty Order by submitting a Request for Review by Screening Officer within thirty (30) Days after the date on which service of the Penalty Order is deemed to have been affected pursuant to Section 9.1 (b) of this By-law.

5.2. A person or Authorized Representative may submit a Request for Review by a Screening Officer in the manner set out in the Penalty Order and in accordance with Section 10 of this By-law.

-
- 5.3.** A Request for Review by Screening Officer shall include the Penalty Order file number, the person's contact information including phone number, address, and electronic mail address as available, and the reason(s) for the appeal.
- 5.4.** Where a conflict of interest is identified, the Screening Officer shall administratively confirm the Penalty Order and submit a Request for Hearing Review and provide notice of the Hearing Review to the person or Authorized Representative. For greater certainty, a conflict of interest when identified includes the following:
- i. Where the Screening Officer has professional or personal association with a person; or
 - ii. Where the Owner includes the City, or a professional or personal association to the City.
- 5.5.** The Screening Officer shall determine if the Screening Review is to be conducted orally, electronically or in writing and shall provide a notice of the Screening Review date, time and location to the person requesting the appeal in accordance with Section 9 of this By-law.
- 5.6.** Where the Screening Officer determines that the Screening Review is to be conducted in writing, the person shall be served with a notice of the Screening Review indicating that the review will be conducted in writing. The notice to the person shall include the methods of delivering all documents, evidence, submissions and any other information that the person believes should be considered by the Screening Officer to the City (methods of delivery as set out in Section 10 of this By-law), and the date by which all documents, evidence, submissions and any other information are to be delivered to the City.
- 5.7.** If a date and time is scheduled for a person to make oral submissions in respect of a Screening Review, the person shall attend at the scheduled date, time and location or electronic method.
- 5.8.** No witnesses shall be called in a Screening Review.
- 5.9.** The Screening Officer shall not make a decision unless the person has been given an opportunity to make submissions in the same manner in which the Screening Review is conducted.
- 5.10.** The Screening Officer may confirm, vary, or set aside the Penalty Order in accordance with Section 8 of this By-law, and shall do so as soon as practical after the review is complete.

-
- 5.11.** The Screening Officer shall serve a copy of the Screening Review Decision to the person appealing the Penalty Order in accordance with Section 9 of this By-law as soon as practical after the decision is made.
- 5.12.** If the Screening Review Decision does not result in the Penalty Order being set aside, the person who is subject to the Penalty Order shall pay the Administrative Penalty within 30 days after the Screening Review Decision is deemed to have been served on the person unless the person has made a Request for Review by Hearing Officer in accordance with Section 6 of this By-law.
- 5.13.** If a Screening Officer considers it fair and appropriate in the circumstances, the person may be approved for a plan of periodic payments that extends beyond the thirty (30)-Day deadline in accordance with Section 8 of this By-law.
- 5.14.** If a person, or Authorized Representative fails to attend at a date, time and location or electronic method for a scheduled Screening Review, or fails to provide any written appeal documents and submissions, the Screening Officer shall:
- i. Deem the person to have abandoned the appeal;
 - ii. Confirm the Administrative Penalty; and
 - iii. Add \$60.00 to the Administrative Penalty pursuant to paragraph 3 of subsection 14(2) of O. Reg. 355/22.

6. REVIEW BY HEARING OFFICER

- 6.1.** A person or Authorized Representative may submit a Request for Review by Hearing Officer within thirty (30) Days after the date on which the service of the Screening Review Decision is deemed to have been affected pursuant to Section 9 of this By-law.
- 6.2.** If a person or Authorized Representative has not submitted a Request for Review by Hearing Officer within thirty (30) Days, the Screening Review Decision shall be deemed final.
- 6.3.** A person or Authorized Representative may submit a Request for Review by a Hearing Officer, in the manner set out in the Screening Review Decision and in accordance with Section 10 of this By-law.
- 6.4.** A Request for Review by Hearing Officer shall include the Penalty Order file number, the person's contact information including phone number, address, and electronic mail address as available, and the reason(s) for the appeal.
- 6.5.** The Hearing Officer shall determine if the Hearing Review is to be conducted orally, electronically or in writing. A Notice of Hearing Review shall be served

by the City to the person requesting the appeal as soon as practicable in accordance with Section 9 of this By-law.

- 6.6.** The Hearing Officer shall not make a determination with respect to a review of the Screening Decision where a person or when applicable, a City representative appears, unless they have given the person and City representative an opportunity to be heard.
- 6.7.** The Hearing Officer may confirm, vary, or set aside the Penalty Order in accordance with Section 8 of this By-law, and shall do so as soon as practical after the review is complete.
- 6.8.** The Hearing Officer shall serve a copy of the Hearing Review Decision to the person requesting the appeal in accordance with Section 9 of this By-law as soon as practical after the decision is made.
- 6.9.** If the Hearing Review of a Penalty Order does not result in the Penalty Order being set aside, the person who is subject to the Penalty Order shall within thirty (30) Days following the date of the Hearing Review Decision pay the Administrative Penalty as set out in the Hearing Review Decision.
- 6.10.** If a Hearing Officer considers it fair and appropriate in the circumstances, the person may be approved for a plan of periodic payments that extends beyond the thirty (30)-Day due date in accordance with Section 8 of this By-law.
- 6.11.** If the person fails to appear at the time date and location for a scheduled Hearing Review, or fails to provide any written appeal documents and submissions, the Hearing Officer shall:
- i. Deem the person to have abandoned the appeal;
 - ii. Confirm the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Review Decision; and
 - iii. Add \$60.00 to the Administrative Penalty pursuant to paragraph 3 of subsection 14(2) of O. Reg. 355/22.
- 6.12.** The decision of a Hearing Officer is final and not subject to review, including review by any Court.

7. TIME EXTENSION

- 7.1.** A person or Authorized Representative may request a time extension of the thirty (30) day time period to request a Screening Review referred to in Section 5.1 above, or of the thirty (30) day time period to request a Hearing Review referred to in Section 6.1 above and either the Screening Officer or Hearing Officer, as the case may be, if they consider the extension fair an appropriate in the circumstances may grant an extension, even after the applicable thirty (30) day period has expired.

-
- 7.2.** A person or Authorized Representative may submit a request for time extension by submitting a completed Time Extension Form and delivering it to the City in accordance with Section 10 of this By-law.
- 7.3.** A request for a time extension to appeal, shall include the following:
- i. Penalty Order file number;
 - ii. Person's contact information (phone number, address and electronic mail address as available).
 - iii. Reasons for which the time extension is being requested;
 - iv. Copy of any supporting documentation to support the reason for the time extension request; and
 - v. Reasons for having failed to request a Screening Review or Hearing Review within the time limit prescribed in this By-law.
- 7.4.** If a Screening Officer considers it fair and appropriate in the circumstances, they may extend the thirty (30)-Day period to request a Screening Review, and the time extension may be made even after the thirty (30)-Day period has expired.
- 7.5.** If a Hearing Officer considers it fair and appropriate in the circumstances, they may extend the thirty (30)-Day period to request a Hearing Review, and the extension may be made even after the thirty (30)-Day period has expired.

8. DECISIONS OF THE SCREENING OR HEARING OFFICER

- 8.1.** In deciding whether to confirm, vary or set aside a Penalty Order, a Screening Officer shall determine whether it was reasonable for the Authorized Person to impose the Penalty Order.
- 8.2.** In deciding whether to confirm, vary or set aside a Penalty Order, a Hearing Officer shall determine whether the decision of the Screening Officer was reasonable.
- 8.3.** In making a determination, a Screening Officer or Hearing Officer, as the case may be, may consider the following information if available:
- i. Photographs or images taken by the Camera System or enforcement system, as applicable.
 - ii. Statements, including certified statements made by the Authorized Person who imposed the Penalty Order.
 - iii. Documents, including certified documents and any Ministry or out of Province proof of ownership documents, setting out the name and address of the person who is subject to the Penalty Order, a description of the permit and the plate number of the motor vehicle.
 - iv. Submissions by the person requesting the appeal made either in writing or in the manner in which the appeal is conducted.

- v. Submissions by or on behalf of the City in which the Contravention that is the subject of the Penalty Order occurred, made either in writing or in the way the appeal is conducted; and
 - vi. Any other information, materials or submissions considered to be credible or trustworthy in the circumstances.
- 8.4.** If a Screening Officer or Hearing Officer decides to vary the amount of an Administrative Penalty, they shall vary the amount in accordance with the following:
- i. If the total amount of an Administrative Penalty is decreased, the Victims' Justice Fund Component shall be reduced proportionally to the decrease in the total penalty amount as set out in Schedule B of this By-law.
 - ii. If the total amount of the Administrative Penalty is decreased to zero (0), the Victims' Justice Fund Component is also zero (0).
 - iii. If a person fails to attend in-person as requested, at a date, time and location for a Screening or Hearing Review, the amount of the Administrative Penalty shall be increased by \$60.00 in accordance with Schedule C of this By-law, and this amount shall not affect the Victims' Justice Fund Component portion calculation.
 - iv. The Administrative Penalty shall not be increased other than in accordance with Section 8.4 (c) of this By-law.
- 8.5.** A person claiming financial hardship or seeking a plan of period payments under this By-law, shall provide documented proof of the financial hardship to the Screening Officer or the Hearing Officer, as applicable, and approval of a plan of periodic payment may be conditional on the payment of a specified amount of the Administrative Penalty and Victims' Justice Fund Component being made on or before a specified date.
- 8.6.** In respect to considerations for undue financial hardship, the person shall provide documented proof of financial assistance such as:
- i. Old Age Security.
 - ii. Canada Pension.
 - iii. Guaranteed Income Supplement.
 - iv. Disability Pension.
 - v. Ontario Student Assistance Program; or
 - vi. Any other form of social assistance.
- 8.7.** Where an Administrative Penalty is set aside by a Screening Officer or Hearing Officer, any Administrative Fee(s) is also cancelled.

-
- 8.8.** A Screening Officer or Hearing Officer does not have the jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
- 8.9.** If before a final decision is made in respect of an appeal, a Screening Officer or Hearing Officer, becomes aware that contrary to subsection 21.1 (4) of the HTA, the person who is subject to the Penalty Order is charged with an offence under the HTA in respect of the same Contravention, the Screening Officer or Hearing Officer shall set aside the Penalty Order.

9. SERVICE OF DOCUMENTS

- 9.1.** The service of any document, including a Penalty Order, Screening Review Decision or Hearing Review Decision issued pursuant to this By-law, when delivered in any of the following ways, is deemed served:
- i. Immediately, when a copy is delivered to the person to whom it is addressed.
 - ii. On the seventh (7) Day following the Day a copy is sent by mail or courier to the person's last known address; or
 - iii. Immediately upon sending a copy by electronic mail to the person's last known electronic mail address.
- 9.2.** For the purposes of administration of this this By-law, a person's most recent address includes the address that appears on the Ministry's records in respect of the holder of the plate portion of the permit for the motor vehicle involved in the Contravention, and may include an electronic mail address provided by the person to the City as may be required by a form, practice or policy necessary to implement this By-law.
- 9.3.** If a person who is subject to a Penalty Order resides outside Ontario, or in the case of a corporation, has its principal place of business outside of Ontario, service may be effected on the person by mail or by courier to the address outside of Ontario, and service shall be deemed to be effected on the seventh (7) Day following the Day on which it was mailed or couriered.
- 9.4.** For the purpose of Section 9.2, the address may be determined from a document obtained from the government of any province or territory of Canada, or from the government of a state of the United States of America, or from a person or entity authorized by any such government to keep records of vehicle permits, number plates or other evidence of vehicle ownership in that jurisdiction.

10. NOTICES TO CITY

- 10.1.** Any notice or document to be delivered to the City provided for in this By-law shall be in writing and delivered to the Legislative Services Department, AMPS Division in any of the following manners:

-
- i. By completing and submitting an on-line form through the City's designated on-line portal set out on the City's website or on the Penalty Order.
 - ii. Personally, by delivering a copy to the city during its regular business hours to the address set out on the City's website or on the Penalty Order.
 - iii. By mail provided mailing ensures the notice or document is received by any due date stated addressed to the address set out on the City's website or on the Penalty Order; or
 - iv. By e-mail at the e-mail address set out on the City's website or on the Penalty Order.

11 ADMINISTRATION

11.1 The Clerk, or any individual designated by the Clerk for this purpose in writing, shall administer this By-law and establish any additional practices and procedures necessary to implement this By-law and may amend such practices and procedures from time to time as the Clerk deems necessary, without amendment to this By-law provided that such practices and procedures are not in conflict, or inconsistent with any applicable statute or regulation.

11.2 The Clerk, or any individual designated by the Clerk for this purpose in writing, shall prescribe all forms and notices, including the Penalty Order, necessary to implement this By-law and may amend such forms and notices from time to time as the Clerk deems necessary, without amendment to this By-law, provided that the contents of such forms and notices are not in conflict, or inconsistent with the HTA or any Regulations.

11.3 An Administrative Penalty and/or any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for periodic payments has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the City owed by the person.

11.4 Where an Administrative Penalty for Contravention of the HTA, and any applicable Administrative Fee(s) are not paid by the due date, the City may notify the Ministry, and the Ministry may refuse to issue or validate the permit of the Owner until the Administrative Penalty and any applicable Administrative Fee(s) are paid to the Ministry.

11.5 Where a person makes payments to the City of any Administrative Penalty and/or Administrative Fee(s), by negotiable instrument for which there are insufficient funds available in the account on which the instrument is drawn, the person shall pay to the City the NSF Fee set out in the City's Fees and Charges By-law 2012-137 as amended.

11.6 Any time limit that would otherwise expire on a Holiday is extended to the next Day that is not a Holiday.

11.7 When an Administrative Penalty is paid, the City shall arrange for the Victims' Justice Fund Component as determined in Schedule B of this By-law, to be credited to the provincial Victims' Justice Fund account before retaining any portion of the payment.

11.8 Any schedule attached to this By-law forms part of this By-law.

12 SEVERABILITY

12.1 Should any provision, or any part of a provision, of this By-law to be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of the Council that a such provision, or any part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS xx DAY OF xx 2025.

Kimberley Kitteringham
City Clerk

Frank Scarpitti
Mayor

Attachment 2: Schedule A: Rate of Speed

SCHEDULE "A"

ADMINISTRATIVE PENALTY FOR AUTOMATED ENFORCEMENT BY-LAW

Administrative Penalties for Speeding Contraventions Detected Using Camera Systems

RATE OF SPEED FEE

In accordance with Table 1 Ontario Regulation 355/22 **Administrative Penalties for Contraventions Detected Using Camera Systems**

In respect of a Contravention of subsection 128(1) of the HTA

COLUMN 1	COLUMN 2	COLUMN 3
TIER	KM/HR OVER MAXIMUM SPEED LIMIT	RATE OF PENALTY
1	1 - 19 km / hr.	\$5.00 per km
2	20 - 29 km / hr.	\$7.50 per km
3	30 - 49 km / hr.	\$12.00 per km
4	50 km / hr. or more	\$19.50 per km

Attachment 2: Schedule B: Victim Component Fee

SCHEDULE “B”**ADMINISTRATIVE PENALTY FOR AUTOMATED ENFORCEMENT BY-LAW****VICTIM COMPONENT FEE**

In accordance with Table 2 Ontario Regulation 355/22 Administrative Penalties
for Contraventions Detected Using Camera Systems

In respect of a Contravention of subsection 128(1) of the HTA

COLUMN 1	COLUMN 2	COLUMN 3
TIER	PENALTY AMOUNT IN ACCORDANCE WITH SCHEDULE A	VICTIM COMPONENT FEE AMOUNT
1	\$0 - \$50	\$10
2	\$51 - \$75	\$15
3	\$76 - \$100	\$20
4	\$101 - \$150	\$25
5	\$151 - \$200	\$35
6	\$201 - \$250	\$50
7	\$251 - \$300	\$60
8	\$301 - \$350	\$75
9	\$351 - \$400	\$85
10	\$401 - \$450	\$95
11	\$451 - \$500	\$110
12	\$501 - \$1000	\$125
13	\$1000+	25% of Penalty Amount

Attachment 2: Schedule C: Administrative Fees

SCHEDULE “C”**ADMINISTRATIVE PENALTY FOR AUTOMATED ENFORCEMENT BY-LAW****ADMINISTRATIVE FEES**

In accordance with Ontario Regulation 355/22 Administrative Penalties for
Contraventions Detected Using Camera Systems

COLUMN 1	COLUMN 2	COLUMN 3
ITEM	FEE DESCRIPTION	FEE AMOUNT
1	Screening Review Appointment	\$60.00
2	No Show Fee	\$60.00
3	Hearing Review Appointment	\$8.25