

## General Committee Minutes

**Meeting Number: 4**  
**February 19, 2019, 9:30 AM - 2:00 PM**  
**Council Chamber**

Roll Call	Deputy Mayor Don Hamilton	Councillor Reid McAlpine
	Councillor Jack Heath	Councillor Karen Rea
	Regional Councillor Joe Li	Councillor Andrew Keyes
	Regional Councillor Jim Jones	Councillor Amanda Collucci
	Councillor Keith Irish	Councillor Khalid Usman
	Councillor Alan Ho	Councillor Isa Lee
Regrets	Mayor Frank Scarpitti	
Staff	Andy Taylor, Chief Administrative Officer	Bryan Frois, Chief of Staff
	Trinela Cane, Commissioner of Corporate Services	Kimberley Kitteringham, City Clerk
	Arvin Prasad, Commissioner Development Services	Martha Pettit, Deputy City Clerk
	Catherine Conrad, City Solicitor and Acting Director of Human Resources	Phoebe Fu, Director of Environmental Services
	Joel Lustig, Treasurer	Josh Machesney, Acting Council/Committee Coordinator

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### **1. CALL TO ORDER**

The General Committee meeting convened at the hour of 9:34 AM with Regional Councillor Jack Heath in the Chair.

### **2. DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

### **3. APPROVAL OF PREVIOUS MINUTES**

#### **3.1 MINUTES OF THE FEBRUARY 4, 2019 GENERAL COMMITTEE (16.0)**

Moved By Councillor Andrew Keyes  
 Seconded By Councillor Khalid Usman

1) That the minutes of the February 4, 2019 General Committee meeting be confirmed.

**Carried**

### **3.2 MINUTES OF THE FEBRUARY 4, 2019 SPECIAL GENERAL COMMITTEE (16.0)**

Moved By Councillor Andrew Keyes  
 Seconded By Councillor Khalid Usman

1) That the minutes of the February 4, 2019 Special General Committee meeting be confirmed.

**Carried**

## **4. DEPUTATIONS**

There were no deputations.

## **5. PETITIONS**

There were no petitions.

## **6. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES**

### **6.1 MINUTES OF THE NOVEMBER 19, 2018 AND DECEMBER 17, 2018 ADVISORY COMMITTEE ON ACCESSIBILITY (16.0)**

Moved By Councillor Alan Ho  
 Seconded By Councillor Keith Irish

1) That the minutes of the November 19, 2018 and December 17, 2018 Advisory Committee on Accessibility meeting be received for information purposes.

**Carried**

**6.2 MINUTES OF THE NOVEMBER 21, 2018 ANIMAL CARE COMMITTEE (16.0)**

Moved By Councillor Alan Ho

Seconded By Councillor Keith Irish

1) That the minutes of the November 21, 2018 Animal Care Committee meeting be received for information purposes.

**Carried**

**6.3 MINUTES OF THE JANUARY 18, 2019, JANUARY 22, 2019, JANUARY 25, 2019 AND JANUARY 29, 2019 BUDGET COMMITTEE (16.0)**

Moved By Councillor Reid McAlpine

Seconded By Councillor Khalid Usman

1) That the minutes of the January 18, 2019, January 22, 2019, January 25, 2019 and January 29, 2019 Budget Committee meeting be received for information purposes.

**Carried**

**6.4 MINUTES OF THE NOVEMBER 5, 2018, DECEMBER 3, 2018 AND JANUARY 14, 2019 RACE RELATIONS COMMITTEE (16.0)**

Moved By Councillor Alan Ho

Seconded By Councillor Keith Irish

1) That the minutes of the November 5, 2018, December 3, 2018 and January 14, 2019 Race Relations Committee meeting be received for information purposes.

**Carried**

**6.5 MINUTES OF THE OCTOBER 4, 2018 AND NOVEMBER 1, 2018 SANTA CLAUS PARADE COMMITTEE (16.0)**

Moved By Councillor Alan Ho

Seconded By Councillor Keith Irish

1) That the minutes of the October 4, 2018 and November 1, 2018 Santa Claus Parade Committee meeting be received for information purposes.

**Carried**

**6.6 STAFF AWARDED CONTRACTS FOR THE MONTH OF JANUARY 2019 (7.12)**

Moved By Deputy Mayor Don Hamilton

Seconded By Councillor Karen Rea

1) That the report entitled “Staff Awarded Contracts for the Month of January 2019” be received; and,

2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

**6.7 AWARD OF CONSTRUCTION TENDER 134-T-18 WEST THORNHILL – PHASE 2D STORM SEWER AND WATERMAIN REPLACEMENT (7.12)**

Moved By Councillor Alan Ho

Seconded By Councillor Keith Irish

1) That the report entitled “Award of Construction Tender 134-T-18 West Thornhill – Phase 2D Storm Sewer and Watermain Replacement” be received; and,

- 2) That the contract for Tender 134-T-18 West Thornhill – Phase 2D Storm Sewer and Watermain Replacement be awarded to the lowest priced Bidder, KAPP Infrastructure Inc. in the amount of \$7,579,708.08, inclusive of HST; and,
- 3) That a 10% contingency in the amount of \$757,970.81 inclusive of HST, be established to cover any additional construction costs and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
- 4) That the construction award in the amount of \$8,337,678.89 (\$7,579,708.08 + \$757,970.81) be funded from the following capital projects:
  - (a) 058-6150-19239-005 “West Thornhill Flood Control Implementation - Phase 2D Construction”;
  - (b) 053-5350-19245-005 “Cast Iron Watermain Replacement – West Thornhill Phase 2D” as outlined under the financial considerations section in this report; and,
- 5) That the remaining funds in project #19239 “West Thornhill Flood Control Implementation - Phase 2D Construction” in the amount \$1,734,931.67 will not be required from the Stormwater Fee Reserve and the budget remaining in project #19245 “Cast Iron Watermain Replacement – West Thornhill Phase 2D” in the amount of \$1,266,495.44 will be returned to the original funding source; and,
- 6) That a 5-year moratorium be placed on any major servicing and utility installation along restored areas including Grandview Avenue (Jewell St to Henderson Ave), Highland Park Blvd – North/ South leg (from Grandview Ave to Highland Park Blvd), Henderson Avenue (from Grandview Ave to Dalmeny Rd) and Dalmeny Road (from Henderson Ave Cul-de-sac); and further,
- 7) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

**6.8 AWARD OF RFP 224-R-18 CONSULTING ENGINEERING SERVICES FOR CAST IRON WATERMAIN REPLACEMENT/ REHABILITATION DESIGN AND CONTRACT ADMINISTRATION (7.12)**

Moved By Councillor Alan Ho  
Seconded By Councillor Keith Irish

- 1) That the report entitled “Award of RFP 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design and Contract Administration ” be received; and,
- 2) That the Phase 1 (Laureleaf Area) detailed design work under contract 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design be awarded to the highest ranked, lowest priced Bidder, LEA Consulting Ltd., in the amount of \$289,391.19, inclusive of HST; and,
- 3) That a 10% contingency in the amount of \$28,939.12, inclusive of HST, be established to cover any additional design costs for Phase 1 (Laureleaf Area) and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
- 4) That the Consulting Engineering Services for Phase 1 (Laureleaf Area) detailed design award in the amount of \$318,330.31 (\$289,391.19 + \$28,939.12) be funded from the capital project 053-6150-19242-005 “Cast Iron Watermain Replacement – Design”; and,
- 5) That the remaining budget of \$88,669.69 in capital project #19242 “Cast Iron Watermain Replacement – Design” will be returned to the original funding source; and,
- 6) That the 2020/21 contract administration and design work under contract 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design be awarded to the highest ranked, lowest priced Bidder, LEA Consulting Ltd., in the following amounts (inclusive of 10% contingency):
  - 2020 Contract Administration Phase 1 (Laureleaf Area) in the amount of \$277,435.61 (\$252,214.20 + (\$25,221.42 - contingency))
  - 2020 Design Phase 2 (various locations) in the amount of \$289,042.26 (\$262,765.69 + (\$26,276.57- contingency))
  - 2021 Contract Administration Phase 2 (various locations) in the amount of \$264,395.07 (\$240,359.15 + (\$24,035.92- contingency)); and,
- 7) That the Consulting Engineering Services for construction and design award amounts for 2020/21 be requested as part of the 2020 and 2021 Capital budget process, subject to Council approval of the respective years capital budgets; and further,
- 8) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

**6.9 2019 BUDGET PRESENTATION FOR THE FEBRUARY 21, 2019 PUBLIC CONSULTATION MEETING (7.0)**

Moved By Councillor Alan Ho

Seconded By Councillor Keith Irish

1) That the presentation entitled “2019 Budget Public Budget Consultation Meeting February 21, 2019”, be received and approved for presentation at the February 21, 2019 Public Budget Consultation meeting.

**Carried**

**7. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES**

**8. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES**

**8.1 PROPOSED PREGNANCY OR PARENTAL LEAVE POLICY FOR MEMBERS OF COUNCIL (12.1)**

Kimberley Kitteringham, City Clerk and Director of Legislative Services & Communications, introduced the item and advised that the Proposed Pregnancy or Parental Leave Policy for Members of Council is prescribed by Bill 68, and should be implemented by March 1, 2019.

There were questions with respect to the length of the proposed leave allowance and how it can be used.

Moved By Deputy Mayor Don Hamilton

Seconded By Councillor Karen Rea

1) That the report titled, “*Proposed Pregnancy or Parental Leave Policy for Members of Council*” be received for information purposes; and,

2) That Markham City Council adopt the proposed *Pregnancy or Parental Leave Policy for Members of Council* included as **Appendix “A”** and further,

3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

## **8.2 REVISED COUNCIL CODE OF CONDUCT IN ACCORDANCE WITH BILL 68 (16.23)**

Kimberley Kitteringham, City Clerk and Director of Legislative Services & Communications, introduced the item and advised that the Revised Council Code of Conduct in Accordance with Bill 68 addresses the changes required as a result of Bill 68. She further indicated that it is the intention of Staff to come back in the spring with the City's Integrity Commissioner to have a more fulsome training and education session with Members of Council.

Ms. Kitteringham reviewed the notable proposed changes to the Council Code of Conduct in accordance with Bill 68:

- Changes to the responsibilities of a municipally appointed Integrity Commissioner;
- Requests for advice from the Integrity Commissioner to a Councillor or local board member must be in writing;
- If an Integrity Commissioner provides educational information to the public, they may summarize advice they provided to a Councillor but shall not disclose any confidential information;
- A municipality must now indemnify and save harmless the Integrity Commissioner and any person in connection with the defense of a proceedings if the proceeding relates to an act done in good faith in the performance of the Integrity Commissioner's duties.

There was discussion on the following proposed changes to the Council Code of Conduct:

- Communications with the Public & Media Relations;
- Relations with Staff;
- Compliance with Code of Conduct;
- Requests for Advice from the Integrity Commissioner;
- Investigations, Investigation Protocol and the introduction of Conflict of Interest Investigation Protocol.

Moved By Councillor Isa Lee

Seconded By Regional Councillor Joe Li

1) That the report titled, "*Revised Council Code of Conduct in Accordance with Bill 68*" be received for information purposes; and,



2) That Markham City Council adopt the revised *Council Code of Conduct* included as **Appendix “C”** to this report; and further,

3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

### **8.3 DIGITAL PAYMENT INITIATIVE (7.0)**

Shane Manson, Senior Manager, Revenue & Taxation, was in attendance to present the Digital Payment Initiative report. The report sought Council approval for discontinuing the acceptance of cash and cheques as a form of payment for transactional services completed through the Cash Management and Contact Centre Service Counters effective January 1<sup>st</sup>, 2020. This initiative would enable migrating all payment transactions completed through the contact centre and cash management counters to digital form of payments.

Members of General Committee discussed the following:

- The timing and implementation period of the initiative;
- The impact on payment preference for some residents and business owners (specifically seniors) who may not be familiar or have the ability to pay in digital form;
- Maintaining the acceptance of cheques as a form of payment for transactional services;
- The possibility of rolling out the initiative in phases to allow residents more time to adapt to the proposed changes; and,
- Consulting with the Seniors Advisory Committee to better understand the impacts on seniors

Joel Lustig, Treasurer suggested that the Committee should consider eliminating the acceptance of cash payments for property taxes only. Committee requested that Staff prepare a memo addressing the discussion and return to the March 4, 2019 General Committee meeting.

1) That the report entitled Digital Payment Initiative dated February 19<sup>th</sup>, 2019 be received; and,

2) That Council approve the Digital Payment Initiative effective January 1<sup>st</sup>, 2020; and further,

3) That staff be authorized and directed to do all things necessary to give effect to this resolution.

**Amendment:**

Moved By Councillor Karen Rea  
Seconded By Regional Councillor Jim Jones

- 1) That the report entitled Digital Payment Initiative dated February 19<sup>th</sup>, 2019 be received; and,
- 2) That this item be referred to the March 4, 2019 General Committee meeting for further consideration; and,
- 3) That Staff be directed to prepare an information memo for Committee.

**Carried**

**9. MOTIONS**

There were no motions.

**10. NOTICES OF MOTION**

There were no notices of motion.

**11. NEW/OTHER BUSINESS**

There was no new business.

**12. ANNOUNCEMENTS**

There were no announcements.

**13. ADJOURNMENT**

The General Committee meeting adjourned at 11:49 AM.

Moved By Councillor Khalid Usman  
Seconded By Councillor Amanda Collucci

- 1) That General Committee be adjourned.

**Carried**