Revised Council Agenda
Revised Items are Italicized.

Meeting Number: 10
May 14, 2019, 1:00 PM
Council Chamber

Alternate formats for this document are available upon request.
Council meetings are live video and audio streamed on the City's website.

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.

Pages

1. CALL TO ORDER

INDIGENOUS LAND ACKNOWLEDGEMENT

We begin today by acknowledging that we walk upon the traditional territories of Indigenous Peoples and we recognize their history, spirituality, culture, and stewardship of the land. We are grateful to all Indigenous groups for their commitment to protect the land and its resources and we are committed to reconciliation, partnership and enhanced understanding.

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF PREVIOUS MINUTES

3.1 COUNCIL MINUTES APRIL 30, 2019 — 22

1. That the Minutes of the Council Meeting held on April 30, 2019, be adopted.

4. PRESENTATIONS

5. DEPUTATIONS

6. COMMUNICATIONS

6.1 13-2019 TEMPORARY EXTENSION APPLICATION (LIQUOR SALES LICENCE) FOR JAKES ON MAIN PUB & GRILLE, 202 MAIN STREET, UNIONVILLE (WARD 3) (3.21) — 50

Requesting an approval from the City of Markham to extend their existing liquor licence for the patio areas at 202 Main Street Unionville. The proposed extension will be utilized in conjunction with the Unionville Festival on May 31, June 1 and June 2, 2019.

1. That the request for the City of Markham for a Temporary Extension Liquor application be received and approved, subject to the following:

a. compliance with all applicable by-laws, regulations and City requirements with respect to temporary facilities; and further,

b. that Paid Duty officers be retained by Jakes on Main Pub & Grille during the Unionville Festival on Friday, May 31, 2019, 10:00 pm to Saturday, June 1, 2019, 2:00 am, and; from Saturday, June 1, 2019, 10:00 pm to Sunday, June 2, 2019, 2:00 am.

6.2 14-2019 TEMPORARY EXTENSION APPLICATION (LIQUOR SALES LICENCE) FOR OLD COUNTRY INN RESTAURANT, 198 MAIN STREET (WARD 3) (3.21) 52

Requesting an approval from the City of Markham to extend their existing liquor licence for the patio areas at 198 Main Street, Unionville. The proposed extension will be utilized on Friday, May 31, 2019 (11:00 am - 10:00 pm); Saturday, June 1, 2019 (11:00 am - 10:00 pm); and Sunday, June 2, 2019 (11:00 am - 10:00 pm).

1. That the request for the City of Markham for a Temporary Extension Liquor application be received and approved, subject to compliance with all applicable by-laws, regulations and City requirements with respect to temporary facilities.

6.3 15-2019 SPECIAL OCCASION PERMIT - MARKHAM FAIR (WARD 6) (3.21) 53

Requesting an approval from the City of Markham to designate the Markham Fair being held on October 3-6, 2019 at 10801 McCowan Road as an event of Municipal Significance. The City's designation is a requirement of the Alcohol and Gaming Commission of Ontario (AGCO) to support the Markham and East York Agricultural Society's application of a Special Occasion Liquor Permit to be utilized in conjunction with the Fair.

1. That the request for the City of Markham for a Special Occasion Permit be received and approved, subject to compliance with all applicable by-laws, regulations and City requirements for special occasion permits with respect to temporary facilities, and further;

2. That the City of Markham recognize the Markham Fair as an event of

"Municipal Significance".

6.4 16-2019 MEMORANDUM - HIRALAL AND MONMOHAN KUMAR, 54 LEE AVENUE, HOLD REMOVAL BY-LAW 54

Memorandum dated May 14, 2019 from the Commissioner of Development Services regarding the Hold Removal By-law for Hiralal & Monmohan Kuman, 54 Lee Avenue, and recommending the approval of the proposed Hold Removal By-law with respect thereto.

(By-law 2019-59)

1. That the memorandum dated May 14, 2019 from the Commissioner of Development Services regarding the Hold Removal By-Law for Hiralal and Monmohan Kuman, 54 Lee Avenue, be received.

6.5 17-2019 SPECIAL OCCASION LIQUOR PERMIT APPLICATION - MARKHAM VILLAGE BIA (WARD 4) (3.21) 55

Requesting an approval from the City of Markham to extend their existing liquor licence for the outdoor areas created by using the sidewalks located directly in front of the establishment while the street is closed to vehicular traffic. The proposed extension will be utilized in conjunction with the events as follows:

The Markham Village Music Festival - Patio Extensions (Friday, June 14, 2019 - Saturday, June 17, 2019)

Establishments applying for special occasion permits during this event will include:

a) Patio extensions for Friday, June 14, 2019: 4pm to 11pm & Saturday, June 17, 2019: 11am to 10pm:

- Inspire Restaurant, 144 Main Street Markham N, Markham, ON
- Azyun Restaurant, 144 Main Street Markham N, Markham, ON
- Main's Mansion Restaurant and Bar, 144 Main Street Markham N, Markham, ON
- Live Real Factory (Formally Marca on Main), 96 Main Street N, Markham ON
- Main Street Greek, 60 Main Street Markham N, Markham, ON
- Lemon Bistro, 76 Main Street Markham N, Markham, ON
- Folco's Restaurant, 42 Main Street N, Markham, ON
- 39 Spices, 39 Main Street N, Markham, ON

b) Patio extensions for Friday, June 14, 2019: 4pm to 2am & Saturday, June 15, 2019: 11am to 10pm:

- The Duchess of Markham, 53 Main Street Markham N, Markham, ON

The Markham Auto Classic (Sunday, September 8, 2019 – 11:00 AM – 5:00 PM

- Inspire Restaurant, 144 Main Street Markham N, Markham, ON
- Azyun Restaurant, 144 Main Street Markham N, Markham, ON
- Main's Mansion Restaurant and Bar, 144 Main Street Markham N, Markham, ON
- Live Real Factory (Formally Marca on Main), 96 Main Street N, Markham ON
- Main Street Greek, 60 Main Street Markham N, Markham, ON
- Lemon Bistro, 76 Main Street Markham N, Markham, ON
- Folco's Restaurant, 42 Main Street N, Markham, ON
- 39 Spices, 39 Main Street N, Markham, ON
- The Duchess of Markham, 53 Main Street Markham N, Markham, ON
- The Ten Spot (New – Pending license), 106 Main Street N, Markham, ON

1. That the request for the City of Markham for a Special Occasion Liquor permit be received and approved, subject to the following:

a. compliance with all applicable by-laws, regulations and City requirements with respect to temporary facilities; and,

b. that Paid Duty officers be retained by The Duchess of Markham during the Markham Village Music Festival on from Friday, June 14, 2019, 6:00 pm to Saturday, June 15, 2019, 2:00 am, and further;

c. that a road closure permit be obtained from the City of Markham to close the street as required for the Markham Village Music Festival and the Markham Auto Classic.

6.6 18-2019 TEMPORARY EXTENSION APPLICATION (LIQUOR SALES LICENCE) FOR ROUGE RIVER BREWING COMPANY, 158 MAIN STREET NORTH, MARKHAM (WARD 4) (3.21) 59

Requesting an approval from the City of Markham to extend their existing liquor licence for the patio areas at 158 Main Street North, Markham. The proposed extension will be utilized in conjunction with the Markham Village Music

Festival from Friday, June 14, 2019 (5:00 - 11:00 pm) to Saturday, June 15, 2019 (11:00 am - 11:00 pm).

1. That the request for the City of Markham for a Special Occasion Liquor permit be received and approved, subject to the following:

a. compliance with all applicable by-laws, regulations and City requirements with respect to temporary facilities; and, furhter

b. that a road closure permit be obtained from the City of Markham to close the street as required for the Markham Village Music Festival.

6.7 19-2019 MEMORANDUM - 2522584 ONTARIO INC., ZONING BY-LAW AMENDMENT APPLICATION, MARYDALE AVENUE - SUPPLEMENTARY INFORMATION (10.5) 60

Memorandum dated May 9, 2019 from the Commissioner of Development Services regarding "2522584 Ontario Inc., Zoning By-law Application, Eight Townhouse Dwellings on the east side of Marydale Avenue, Supplementary Information".

(Report No. 20, Item No. 8.1.4)

1. That the memorandum dated May 9, 2019 from the Commissioner of Development Services regarding "2522584 Ontario Inc., Zoning By-law Amendment Application, Eight Townhouse Dwellings on the east side of Marydale Avenue, Supplementary Information", be received.

6.8 20-2019 SPECIAL OCCASION PERMIT - UNIONVILLE VILLAGE FESTIVAL, 210 MAIN STREET UNIONVILLE (WARD 3) (3.21) *68*

Requesting an approval from the City of Markham to designate the Unionville Village Festival being held on May 31, 2019 - June 1, 2019 at the Crosby Memorial Arena & Sports Field, 210 Main Street Unionville, as an event of Municipal Significance. The City's designation is a requirement of the Alcohol and Gaming Commission of Ontario (AGCO) to support the application of a Special Occasion Liquor Permit.

1. That the request for the City of Markham for a Special Occasion Permit be received and approved, subject to the following :

a. compliance with all applicable by-laws, regulations and City requirements for special occasion permits with respect to temporary facilities, and

b. that Paid Duty officers be retained by the Unionville Village Festival on Friday, May 31, 2019, 7:00 pm to Saturday, June 1, 2019, 1:00 am;

and from Saturday, June 1, 2019 from 12:00 pm to 8:00 pm.

2. That the City of Markham recognize the Unionville Village Festival as an event of "Municipal Significance".

7. PROCLAMATIONS

7.1 PROCLAMATION AND FLAG RAISING REQUESTS (3.4)

1. That the following proclamation, issued by the City Clerk in accordance with the City of Markham Proclamation Policy, be received for information purposes:

   a. Nursing Week - May 6-12, 2019

8. REPORT OF STANDING COMMITTEE

8.1 REPORT NO. 20 - DEVELOPMENT SERVICES COMMITTEE (APRIL 29, 2019)

Please refer to your April 29, 2019 Development Services Committee Agenda for reports.

To the Mayor and Members of Council:

That the report of the Development Services Committee be received & adopted. (Items 1 to 4):

8.1.1 HERITAGE DESIGNATION BY-LAW AMENDMENTS LEGAL DESCRIPTIONS (16.11) 70

1. That the staff report entitled “Heritage Designation By-law Amendments, Legal Descriptions”, dated April 29, 2019, be received; and,

2. That the heritage designation by-laws for the following municipal property addresses be amended to reflect their current legal descriptions:

   1. 33 Artisan Trail (formerly 10372 Woodbine Ave.)
   2. 37 Artisan Trail (formerly 10271 Woodbine Ave.)
   3. 39 Artisan Trail (formerly 10327 Woodbine Ave.)
   4. 17 Campus Close (formerly 10521 Woodbine Ave.)
   5. 43 Castleview Crescent (formerly 10077 Woodbine Ave.)
   6. 18 Cecil Nichols Ave. (formerly 10510 Woodbine

Ave.)

7. 20 Mackenzie Stand Avenue (formerly 8083 Warden Ave.)
8. 99 YMCA Boulevard (formerly 7996 Kennedy Rd.)
9. 819 Bur Oak Avenue (formerly 9483 McCowan Rd.)
10. 226 Edward Jefferys Avenue (formerly 9462 Hwy. 48)
11. 11 Heritage Corners Lane (formerly 9251 Hwy. 48)
12. 8 Wismer Place (formerly 10391 Woodbine Ave.)
13. 2 Alexander Hunter Place (formerly 31 Helen Ave.)
14. 2665 Bur Oak Avenue (formerly 7006 16th Ave.)
15. 60 Dame Gruev Drive (formerly 6297 Major Mackenzie Dr.)
16. 8 Green Hollow Court (formerly 9642 9th Line)
17. 1 Kalvinster Drive (formerly 6937 Hwy. 7)
18. 28 Pike Lane (formerly 9451 9th Line)
19. 527 William Forster Road (formerly 8882 Reesor Rd.)
20. 9899 Markham Road (formerly 9899 Hwy. 48)
21. 28 Busch Avenue (formerly 4672 Kennedy Road)
22. 128 Harbord Street (formerly 4672 Kenney Road)
23. 10000 Kennedy Road (formerly Part of Lot 20, Concession 5)
24. 14 Heritage Corners Lane (formerly 11022 Kennedy Rd.)
25. 45 Stollery Pond Crescent (formerly 4075 Major Mackenzie Dr.)
26. 11 Tannis Street (formerly 9765-9767 Kennedy Rd.)
27. 99 Thoroughbred Way (formerly 9804 McCowan Rd.)
28. 3 Tralee Court (formerly 4077 Major Mackenzie Dr.)
29. 628 Wilfred Murison Avenue (formerly 9486 McCowan Rd.)
30. 6888 14th Avenue (formerly 7166 14th Ave.)

31. 6890 14th Avenue (formerly 7124 14th Ave.)
32. 7 Bewell Drive (formerly 7447 9th Line)
33. 15 Bewell Drive (formerly 7449 9th Line)
34. 70 Karachi Drive (formerly 7555 Markham Rd.)
35. 66 Monique Court (formerly 7205 Markham Rd.)
36. 16 Moore's Court (formerly 7085 14th Ave.)
37. 60 Maple Park Way (formerly Part of Lot 6 Concession 5)

3. That notice of the proposed amendments be given to the property owners in accordance with the *Ontario Heritage Act*; and further,

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

8.1.2 RECOMMENDATION REPORT- UPDATE ON PLANNING FOR THE ONTARIO HERITAGE CONFERENCE 2020 (16.11) 83

1. That the staff report titled "Recommendation Report, Update on Planning for the Ontario Heritage Conference 2020", dated April 29, 2019, be received; and,

2. That **Councillor Karen Rea and Councillor Reid McAlpine** be appointed to Markham's Local Organizing Committee (LOC) for the Ontario Heritage Conference 2020; and,

3. That up to $5,000 be allocated from the Heritage Preservation Account (087 2800 115) for promotional material that will be used at the 2019 Ontario Heritage Conference and that any unused funding be returned to the Heritage Preservation Account; and, further,

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

8.1.3 RECOMMENDATION REPORT, BERCZY GLEN LANDOWNERS GROUP, PROPOSED MODIFICATION TO THE BERCZY GLEN SECONDARY PLAN AREA – EAST OF THE HYDRO CORRIDOR, SOUTH OF ELGIN MILLS ROAD EAST (WARD 2) 87

FILE OP 17-128173 (10.0)

1. That the report entitled "RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, south of Elgin Mills Road East" dated April 29, 2019, be received; and,

2. That the proposed modification to the Council adopted Berczy Glen Secondary Plan, as outlined in Appendix 'A' of the report entitled "RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, south of Elgin Mills Road East" dated April 29, 2019, be adopted; and,

3. That the proposed modification to the Council adopted Berczy Glen Secondary Plan, as recommended in the report entitled " RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, south of Elgin Mills Road East" dated April 29, 2019, be forwarded to the Region of York for consideration in the approval of the Berczy Glen Secondary Plan; and,

4. **That any back-to-back townhouses permitted by the proposed modification be required to be situated in close proximity to parks and amenity spaces, where feasible; and,**

5. **That Staff be directed to report back on an appropriate percentage of back-to-back townhouse units within the Berczy Glen Secondary Plan area; and further,**

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

8.1.4 RECOMMENDATION REPORT 2522584 ONTARIO INC. PROPOSED ZONING BY-LAW AMENDMENT TO PERMIT EIGHT (8) TOWNHOUSE DWELLINGS ON THE EAST SIDE OF MARYDALE AVENUE, 93

WEST OF MARKHAM ROAD AND SOUTH OF DENISON STREET (WARD 7) FILE NO. ZA 18 229047 (10.5)

1. That the report titled "RECOMMENDATION REPORT, 2522584 Ontario Inc., Proposed Zoning By-law Amendment

to permit eight (8) townhouse dwellings on the east side of Marydale Avenue, west of Markham Road and south of Denison Street (Ward 7) File No. ZA 18 229047", be received; and,

2. **That the deputations of Atiq Farooqui, Surya Narayan, Joe Purushuttam, Hasim Bakash, Nabil Alsaydali, Mohammed Rahman, and Andrew Walker be received; and,**

3. **That the communications of Gagnon Walker Domes Ltd. and the South Markham Residents' & Rate Payers' Association be received; and**

4. That the Zoning By-law Amendment application submitted by 2522584 Ontario Inc., to amend Zoning By-law 177-96, as amended, be approved **in principle** and that the draft By-law attached as Appendix 'A' be finalized and enacted at the May 14, 2019 Council meeting without further notice; and,

5. **That the Mayor and Clerk be authorized to enter into a development agreement, to satisfy the requirements of the Holding (H) provision attached to the zoning by-law amendment, in a form and content satisfactory to the Director of Planning Urban Design and the City Solicitor; and,**

6. **That the applicant be required to install evergreen plantings along the south side of the development between the adjacent properties to provide additional screening, where feasible; and,**

7. That Council assign servicing allocation for up to 8 townhouse dwellings; and further,

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

8.2 REPORT NO. 21 - GENERAL COMMITTEE (MAY 6, 2019)

<u>Please refer to your May 6, 2019 General Committee Agenda for reports.</u>

To the Mayor and Members of Council:

That the report of the General Committee be received & adopted. (Items 1 to 4):

8.2.1 AWARD OF TENDER 190-T-18 PLAY EQUIPMENT REPLACEMENT & SITE WORK AT VARIOUS PARKS (7.12) 108

1. That the report entitled "Award of Tender 190-T-18 Play Equipment Replacement & Site Work at Various Parks" be

received; and,

2. That the contract for Tender 190-T-18 Play Equipment Replacement & Site work at Various Parks be awarded to the lowest priced Bidder, TDI International Ag Inc. dba Eco Blue Systems, in the amount of $1,280,177.87, inclusive of HST; and,

3. That a 10% contingency in the amount of $128,017.79 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 award in the amount of $1,408,195.66 ($1,280,177.87 + $128,017.79) be funded from projects #18234 Playstructure Replacement and #18235 Playstructure Rubberized Surface Replacement with available budget of $1,284,940.00; and,

5. That the above two projects be consolidated into one project under project 18234 Playstructure and Rubberized Surface Replacement; and,

6. That the budget shortfall in the amount of $123,255.66 ($1,284,940 - $1,408,195.66) be funded from the Life Cycle Replacement and Capital Reserve Fund; and further,

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

8.2.2 AWARD OF REQUEST FOR PROPOSAL 009-R-19 FOOD SERVICES FOR ANTHONY ROMAN CENTRE (7.12) 111

1. That the report entitled “Award of Request for Proposal 009-R-19 Food Services for the Markham Civic Centre be received; and,

2. That Request for Proposal 009-R-19 Food Services for Anthony Roman Centre be awarded to the highest ranked / highest revenue bidder, 10694835 Canada Inc. (Caterable) for a term of five (5) years; and,

3. That the Mayor and City Clerk be authorized to execute an agreement with 10694835 Canada Inc. (Caterable) in a form satisfactory to the City Solicitor and the Commissioner of Corporate Services; and,

4. That the $45,000.00 fixed annual revenue be credited to account # 890 890 8902 Cafeteria Revenue; and,

5. That 10694835 Canada Inc. (Caterable) be responsible for payment of property taxes based on the annual assessed value for provision of food services, in the approximate annual amount of $2,000; and,

6. That the Treasurer and Senior Manager of Procurement & Accounts Payable be authorized to extend the contract for an additional five (5) years commencing in year six (6) of this agreement; and further,

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

8.2.3 ASSET MANAGEMENT POLICY (5.0) 114

1. That the report titled "Asset Management Policy" be received; and,

2. That Council approve the Asset Management Policy provided in Attachment 1; and further,

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

8.2.4 ADVISORY BOARD AND COMMITTEE (ABC) REVIEW FOR THE 2018-2022 TERM OF COUNCIL (16.0) 129

1. **That the correspondence from Kimberley Kawn, Unionville Historical Society and Jóska Zérczi, Unionville Residents Association, be received; and,**

2. **That Council re-classify, amalgamate or dissolve the ABCs as outlined in the revised Appendix "F" as of June 30, 2019 and extend its sincere thanks to all citizen appointees and City staff liaisons of these ABCs for their contributions to Markham over the years, and,**

3. **That a panel of City staff conduct interviews for all ABCs, save and except for, the Heritage Markham Committee, Committee of Adjustment and the Library Board, and present a slate of candidates to Council for approval on an as needed basis; and,**

4. **That the German Mills Meadow and Natural Habitat Liaison Committee be added to the list of ABCs to remain as is as outlined in revised Appendix "E"; and further,**

5. **That Council approve the following appointments:**

<u>German Mills Meadow and Natural Habitat Liaison Committee</u>
Regional Councillor Jack Heath

Councillor Keith Irish

<u>Waste Diversion Committee</u>
Regional Councillor Jack Heath

Regional Councillor Joe Li

Councillor Reid McAlpine

Councillor Khalid Usman

<u>Information Markham</u>
Regional Councillor Jack Heath

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

8.3 REPORT NO. 22 - DEVELOPMENT SERVICES PUBLIC MEETING (MAY 7, 2019)

<u>Please refer to your May 7, 2019 Development Services Public Meeting Agenda for reports.</u>

To the Mayor and Members of Council:

That the report of the Development Services Public Meeting be received & adopted. (Items 1 to 2):

8.3.1 PRELIMINARY REPORT, CAN-AM EXPRESS, C/O HALEY PLANNING SOLUTIONS, TEMPORARY USE ZONING BY-LAW AMENDMENT APPLICATION TO PERMIT THE OUTDOOR STORAGE OF MOTOR VEHICLES INCLUDING LICENSED CHARTER BUSES AT 332 AND 338 JOHN STREET (WARD 1) 210

FILE NO. ZA 18 231295 (10.5)

1. **That the written submissions by Sharron Morton, Arlene**

Randall, and Clara and Raymond Tso to the May 7, 2019 Development Services Public Meeting, regarding the proposed Zoning By-law Amendment application to permit the outdoor storage of motor vehicles including licensed charter buses at 332 and 338 John Street (Ward 1) File No. ZA 18 231295", be received;

2. **That the deputations made at the May 7, 2019, Development Services Public Meeting by Alena Gotz, and Brian Korson, regarding the proposed Zoning By-law Amendment application to permit the outdoor storage of motor vehicles including licensed charter buses at 332 and 338 John Street (Ward 1) File No. ZA 18 231295", be received;**

3. That the report titled "PRELIMINARY REPORT, Can-Am Express, C/O Haley Planning Solutions, Temporary Use Zoning By-law Amendment Application to permit the outdoor storage of motor vehicles including licensed charter buses at 332 and 338 John Street (Ward 1) File No. ZA 18 231295" dated April 29, 2019, be received; and,

4. That the Record of the Public Meeting held on May 7, 2019, with respect to the proposed Zoning By-law Amendment application to permit the outdoor storage of motor vehicles including licensed charter buses at 332 and 338 John Street (Ward 1) File No. ZA 18 231295", be received; and,

5. That the application by Can-Am Express, to amend Zoning By-law 77-53, as amended, be approved; and,

6. That the proposed amendment to Zoning By-law 77-73, as amended, be enacted without further notice; and further,

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

8.3.2 PRELIMINARY REPORT NEAMSBY INVESTMENTS INC. APPLICATIONS FOR OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS TO PERMIT A TWO-STOREY BUILDING FOR RECREATIONAL AND ATHLETIC PURPOSES WITH 217

BADMINTON AS THE MAIN USE, AT 1375 DENISON STREET (WARD 8) FILE NOS. OP/ZA 18 177790 (10.3, 10.5)

1. **That the written submissions submitted to the May 7, 2019 Development Services Public Meeting from Angelina Choa, and Tom Wridolin, regarding the proposed Official Plan and Zoning By-law Amendment applications by Neamsby**

Investments Inc., be received; and,

2. **That the deputation made at the May 7, 2019, Development Services Public Meeting by Ravl Galindo, regarding the proposed Official Plan and Zoning By-law Amendment applications by Neamsby Investments Inc., be received;**

3. That the Development Services Commission report dated April 15, 2019, entitled "Preliminary Report, Neamsby Investments Inc., Applications for Official Plan and Zoning By-law Amendments to permit a two-storey building for recreational and athletic purposes with badminton as the main use, at 1375 Denison Street (Ward 8), File Nos. OP/ZA 18 177790", be received; and,

4. That the Record of the Public Meeting held on May 7, 2019 with respect to the proposed Official Plan and Zoning By-law Amendment applications, be received; and,

5. That the applications by Neamsby Investments Inc. for proposed Official Plan and Zoning By-law Amendments (OP/ZA 18 177790) be approved and the draft implementing Official Plan and Zoning By-law Amendments be finalized and enacted without further notice; and further,

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

8.4 REPORT NO. 23 - DEVELOPMENT SERVICES COMMITTEE (MAY 13, 2019)

Please refer to your May 13, 2019 Development Services Committee Agenda for reports.

To the Mayor and Members of Council:

That the report of the Development Services Committee be received & adopted. (1 Item):

8.4.1 PROVINCIAL CONSULTATION ON MODERNIZING CONSERVATION AUTHORITY OPERATIONS AND FOCUSING CONSERVATION AUTHORITY DEVELOPMENT PERMITS ON THE PROTECTION OF PEOPLE AND PROPERTY (10.0) *227*

1. That the presentation entitled 'Provincial Consultation on Modernizing Conservation Authority Operations and Focusing Conservation Authority Development Permits on the Protection of People and Property be received'; and,

2. That the presentation entitled 'Provincial Consultation on Modernizing Conservation Authority Operations and Focusing Conservation Authority Development Permits on the Protection of People and Property' form the basis of staff comments to the Province in response to ERO 013-5018 and ERO 013-4992; and further,

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

9. MOTIONS

9.1 MOTION - YONGE STREET SUBWAY (5.14)

Note: At the April 30, 2019 Council meeting, Council waived the rules of procedure to have this Motion considered at the May 14, 2019 Council meeting.

Moved by: Regional Councillor Jim Jones

Seconded by: Regional Councillor Joe Li

Whereas the Yonge Street Subway was envisioned after the Second World War along with the highways 400, 401, and 402 by the then Premier of Ontario; and

Whereas the initial construction of the Subway was from Union Station to Eglinton Ave in 1954; and

Whereas this initial section was under Yonge Street and not considered the Terminus; and

Whereas further extensions of the Yonge Street Subway were constructed under Yonge Street from Eglinton to York Mills in 1973, and from York Mills to Finch Ave in 1974, neither of these were designed to be a terminus; and

Whereas the extension of the Yonge Street Subway to Highway 7 has been an ongoing conversation for decades; and

Whereas the Premier of the Province in 2011 announced the extension of the Yonge Street Subway to Highway 7 (Richmond Hill Centre/Langstaff Gateway) to be opened in the year 2020, and did not announce this as a terminus; and

Whereas the preliminary design appears to indicate that the design with the Subway for the first time is removed from under Yonge Street some distance to the East in the Richmond Hill Centre Lands; and

Whereas this has resulted in a station at Longbridge Ave on the west side of Yonge Street and in front of the graveyard on the East side of Yonge Street, not

in front of the Langstaff Gateway (407/7) as would be expected; and

Whereas the Richmond Hill Centre Station being off Yonge Street for the first time, gives the appearance of a terminus; and

Whereas the Province has announced that the Province will assume the design, building and maintenance of the subway system; and,

Whereas the Province will have an opportunity to study the design and the location of the Richmond Hill Centre station and the Langstaff Gateway (407/7 Station; and

Whereas on April 2019, the Province of Ontario announced that the Yonge Subway extension will be one of 4 projects benefitting from Provincial investment in higher order transit; and

Whereas the Province has accelerated the completion of the Yonge Subway extension to a target timeframe of 2027; and

Whereas geotechnical and design work for the Yonge Subway extension has already commenced; and

Whereas several immediate actions can be undertaken in the planning of the Yonge Subway extension that will maximize the significant public sector investment in this project, including:

1. Fully aligning the Yonge Subway extension by staying on Yonge Street from Longbridge to High Tech Road and 16th Avenue beyond;
2. Burying hydro lines, from Red Cedar on Highway 7 to the Valley west of Yonge Street, south of Highway 407 to open additional lands for development;
3. Revising existing and proposed infrastructure, such as stormwater ponds and Highway 407 interchange ramps at Yonge Street, to create a more urban pedestrian friendly environment;
4. Studying the urban realm, densification opportunities and land value uplift resulting from these changes;
5. Locate the integrated destination transit hub in the lands between Highway 407 and Highway 7 east of Yonge Street at the Langstaff Gateway;
6. Plan the Vaughan lands west of Yonge Street as Rail Integrated Communities (TDD) instead of a 2,000-car parking lot;
7. Amend the 407 Transitway Environmental Assessment (also upgrade

the EA to rail transit)

8. Amend the Yonge Subway Extension Environmental Assessment to stay on Yonge Street;

9. Conduct an environmental assessment to bury the 407 High Voltage Transmission Lines from east of Bayview to the valleyland west of Yonge Street;

10. Engage a world class Architectural, Engineering, Urban Planning and Design Firm to plan the communities and the integrated destination transit hub;

11. Set-up a Tri-city Task Force to make this proposal happen (Markham, Richmond Hill and Vaughan); and,

12. Investigate a process to obtain expression of interest to building, maintaining and owning the multi-use destination integrated hub.

Now therefore be it resolved that the Council of the City of Markham request through the Premier's office that the Environmental Assessments for the Yonge Subway Extension and the 407 Transitway be reviewed so that:

1. The Yonge Street Subway Extension be constructed under Yonge Street North of Highway 407/7; and

2. That the Longbridge station be relocated from in front of the graveyard North to the Markham Langstaff Gateway (407/7) under Yonge St as an integral part of the Langstaff / Richmond Hill Gateway; and

3. That the Richmond Hill Centre Station be relocated to Yonge Street at a location to provide service to the Richmond Hill Centre (High Tech Road or Bantry or 16th Avenue) and other High Density development on Yonge Street while still allowing for further extensions.

And further, be it resolved, that Infrastructure Ontario or MTO be requested to study the feasibility of a revised Yonge Subway extension and take appropriate action, including revisions to the environmental assessment process, to maximize the public-sector investment in the Langstaff/Richmond Hill area.

10. NOTICE OF MOTION TO RECONSIDER

11. NEW/OTHER BUSINESS

Note: 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."

11.1 RECOMMENDATION FROM THE APRIL 30, 2019 LICENSING COMMITTEE HEARING (41 ELM STREET) (2.0)

No Attachment

That the following recommendation of the Licensing Committee from the Hearing held on April 30, 2019, be approved and adopted:

1. That the application to remove one (1) White Birch Tree at 41 Elm Street, Markham, be approved; and,
2. That the applicant provide for four (4) replacement trees; and,
3. That two (2) of the replacement trees be White Birch Trees and that they be planted on the front yard of 41 Elm Street by September 30, 2019; and,
4. That the remaining two (2) trees be planted on 41 Elm Street or on any other private property in Markham in a size and native species deemed appropriate by staff, by September 30, 2019, or a cash-in-lieu payment of $300.00 per tree be provided; and further,
5. That the recommendation is based on the unique characteristics of this case only and is not intended to be precedent setting nor to be used as a basis for future cases.

11.2 RECOMMENDATION FROM THE APRIL 30, 2019 LICENSING COMMITTEE HEARING (123 HIGHLAND PARK BLVD.) (2.0)

No Attachment

That the following recommendation of the Licensing Committee from the Hearing held on April 30, 2019, be approved and adopted:

1. That the application to remove one (1) Honey Locust Tree on 123 Highland Park Blvd., Markham, be denied; and,
2. That the recommendation is based on the unique characteristics of this case only and is not intended to be precedent setting nor to be used as a basis for future cases.

11.3 RECOMMENDATION FROM THE APRIL 30, 2019 LICENSING COMMITTEE HEARING (20 ROMAN ROAD) (2.0)

No Attachment

That the following recommendation of the Licensing Committee from the Hearing held on April 30, 2019, be approved and adopted:

1. That the application to remove one (1) Spruce Tree at 20 Roman

Road, Markham, be approved; and,

2. That the applicant provide for four (4) replacement trees on the property of 20 Roman Road or any other private property in Markham, and in a size and native species deemed appropriate by staff, by September 30, 2019, or provide a cash-in-lieu payment of$300.00 per tree; and further,

3. That the recommendations are based on the unique characteristics of this case only and are not intended to be precedent setting nor to be used as a basis for future cases.

12. ANNOUNCEMENTS

13. BY-LAWS - THREE READINGS

That By-laws 2019-59 and 2019-60 be given three readings and enacted.

Three Readings

13.1 BY-LAW 2019-59 HIRALAL & MOMOHAN KUMAR, 54 LEE AVENUE, HOLD REMOVAL BY-LAW 241

A By-law to amend By-law 193-81 to remove the Hold (H) provision from the zoning of the subject lands.

13.2 BY-LAW 2019-60 - 2522584 ONTARIO INC., MARYDALE AVENUE, ZONING BY-LAW AMENDMENT 244

A By-law to amend By-law 90-81, as amended, and By-law 177-96, as amended, to permit a residential development on the lands.

14. CONFIDENTIAL ITEMS

14.1 APPROVAL OF CONFIDENTIAL COUNCIL MINUTES - APRIL 30, 2019

14.2 COUNCIL - MAY 14, 2019

14.2.1 PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES (BOARD/COMMITTEE APPOINTMENTS) (16.24)

14.3 GENERAL COMMITTEE - MAY 6, 2019

14.3.1 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 5) (8.0) [Section 239 (2) (c)]

15. CONFIRMATORY BY-LAW - THREE READINGS

That By-law 2019-61 be given three readings and enacted.

Three Readings

BY-LAW 2019-61 A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL MEETING OF MAY 14, 2019.
No attachment

16. ADJOURNMENT

Council Minutes

Meeting Number: 9
April 30, 2019, 6:00 PM
Council Chamber

Roll Call	Mayor Frank Scarpitti	Councillor Reid McAlpine
	Deputy Mayor Don Hamilton	Councillor Karen Rea
	Regional Councillor Jack Heath	Councillor Andrew Keyes
	Regional Councillor Joe Li	Councillor Amanda Collucci
	Regional Councillor Jim Jones	Councillor Khalid Usman
	Councillor Keith Irish	Councillor Isa Lee
	Councillor Alan Ho	

Staff	Andy Taylor, Chief Administrative Officer	Kimberley Kitteringham, City Clerk
	Trinela Cane, Commissioner, Corporate Services	Martha Pettit, Deputy City Clerk
	Brenda Librecz, Commissioner, Community & Fire Services	John Wong, Technology Support Specialist II
	Catherine Conrad, City Solicitor & Acting Director, Human Resources	Andrea Berry, Sr. Manager, Corp Comm & Community Engagement
	Joel Lustig, Treasurer	Hersh Tencer, Senior Manager, Real Property, Legal Services
	Bryan Frois, Chief of Staff	Biju Karumanchery, Director, Planning & Urban Design

Alternate formats for this document are available upon request

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1. CALL TO ORDER

The meeting of Council convened at 6:15 PM on April 30, 2019 in the Council Chamber. Mayor Frank Scarpitti presided.

The meeting recessed at 8:32 pm and reconvened at 8:45pm.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 COUNCIL MINUTES APRIL 16, 2019

Moved by Councillor Alan Ho
Seconded by Councillor Khalid Usman

1. That the Minutes of the Council Meeting held on April 16, 2019, be adopted.

Carried

4. PRESENTATIONS

There were no presentations.

5. DEPUTATIONS

5.1 DEPUTATIONS - RECOMMENDATION REPORT APPLICATIONS FOR OFFICIAL PLAN AMENDMENT, DRAFT PLAN OF SUBDIVISION, ZONING BY-LAW AMENDMENT, AND SITE PLAN APPROVAL BY

GEMTERRA (WOODBINE) INC. TO PERMIT TOWNHOUSES AT 9064 TO 9110 WOODBINE AVENUE (WARD 2) FILE NOS. OP/SU/ZA/SC 17 153653 (10.3, 10.7, 10.5 & 10.6)

Jeff Wong and Matthew Corey, from Malone Given Parsons, representing Gemterra (Woodbine) Inc., appeared before Council and provided an update on the changes made to the application. Council Members asked questions of the applicant about the proposed development.

The following individuals addressed Council on this matter:

1. Brian Ferrier spoke in opposition of the proposal.
2. Jennifer Li spoke in opposition of the proposal.
3. Fanny Sipidias spoke in opposition of the proposal.
4. Malcomn Ng spoke in opposition of the proposal.
5. Kiran Vagale spoke in opposition of the proposal.
6. Sarah Jin spoke in opposition of the proposal.
7. Alex Wong spoke in opposition of the proposal.
8. Eric Xia spoke in opposition of the proposal.

9. Cecilia Luk spoke in opposition of the proposal.

10. Lai Wong spoke in opposition of the proposal.

11. Ken Wong spoke in opposition of the proposal.

12. Susan Treki spoke in opposition of the proposal.

13. Mika Lai was not in attendance.

(Report No. 16, Item 8.1.1)

See Council's decision on this matter under Report No. 16, Item 8.1.1

Moved by Councillor Karen Rea
Seconded by Regional Councillor Jack Heath

That the rules of procedure be waived in order to allow Malcomn Ng to appear again before Council as he had appeared on the same matter at the Development Services Committee.

Carried by a Two Thirds Vote

5.2 DEPUTATION - FRIENDS OF THE MARKHAM MUSEUM BOARD MINUTES (16.0)

Sam Orrico provided comments on this matter.

(Report No. 18, Item 8.2.5)

6. COMMUNICATIONS

6.1 13-2019 COMMUNICATION - QUESTIONS REGARDING GEMTERRA (WOODBINE) INC., (10.3, 10.7, 10.5 & 10.6)

Letter dated April 29, 2019 from the Directors of YRSCP 982, 953 and 1003 (Millbrook Village) providing comments regarding the proposed recommendation report.

(Report No. 16, Item 8.1.1)

7. PROCLAMATIONS

7.1 PROCLAMATION AND FLAG RAISING REQUESTS (3.4)

Moved by Councillor Khalid Usman
Seconded by Councillor Keith Irish

1. That the following proclamation issued by the City Clerk in accordance with the City of Markham Proclamation Policy, be received for information purposes:
   - Be Kind to Animals Week - May 6-12, 2019
   - Markham Fair Week - September 30 - October 7, 2019
2. That the following request for flag to be raised at the Anthony Roman Markham Civic Centre flagpole, approved by the City Clerk in accordance with the City of Markham Community Flag Raisings & Flag Protocol Policy, be received for information purposes:
   - Innovation Week in the City of Markham - May 6-12, 2019 (Organized by the City of Markham)

Carried

8. REPORT OF STANDING COMMITTEE

8.1 REPORT NO. 16 - DEVELOPMENT SERVICES COMMITTEE (April 1, 2019)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Alan Ho

That the report of the Development Services Committee be received & adopted. (1 Item):

Carried

8.1.1 RECOMMENDATION REPORT APPLICATIONS FOR OFFICIAL PLAN AMENDMENT, DRAFT PLAN OF SUBDIVISION, ZONING BY-LAW AMENDMENT, AND SITE PLAN APPROVAL

BY GEMTERRA (WOODBINE) INC. TO PERMIT TOWNHOUSES AT 9064 TO 9110 WOODBINE AVENUE (WARD 2) FILE NOS. OP/SU/ZA/SC 17 153653 (10.3, 10.7, 10.5 & 10.6)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Alan Ho

1. That the Staff report titled "Recommendation Report – Applications for Official Plan Amendment, Draft Plan of Subdivision, Zoning By-law Amendment, and Site Plan Approval by Gemterra (Woodbine) Inc. to permit townhouses at 9064 to 9110 Woodbine Avenue (Ward 2) File Nos. OP/SU/ZA/ /SC 17 153653" be received; and,

2. **That the deputation of Brian Ferrier, Jennifer Li, Fanny Sipidias, Malcomn Ng, Kiran Vagale, Sarah Jin, Alex Wong, Eric Xia, Cecilia Luk, Lai Wong, Ken Wong and Susan Treki, be received; and,**

3. **That the letter dated April 29, 2019 from the Directors of YRSCP 982, 953 and 1003 (Millbrook Village) providing comments regarding the proposed recommendation report; be received; and,**

4. That the proposed amendment to the 2014 Markham Official Plan, attached as Appendix 'A', be finalized and approved; and,

5. That Draft Plan of Subdivision 19TM-17004 submitted by Gemterra (Woodbine) Inc., be finalized and approved subject to the conditions outlined in Appendix 'B'; and,

6. That the draft plan approval for Plan of Subdivision 19TM-17004 will lapse after a period of three (3) years from the date of issuance in the event that a subdivision agreement is not executed within that period; and,

7. That the Director of Planning and Urban Design, or their designate be delegated authority to issue draft approval, subject to the conditions set out in Appendix 'B' as may be amended by the Director of Planning and Urban Design; and,

8. That the amendments to Zoning By-laws 19-94 and 177-96, as amended be approved and the draft implementing Zoning By-law, attached as Appendix 'C', be finalized and enacted without further notice; and,

9. **That staff continue to work with the applicant to address the issues raised and refine the site plan as appropriate, and that the Site Plan application by Gemterra (Woodbine) Inc. be brought**

back to the Development Services Committee for consideration; and,

10. That Staff be directed to work with the applicant to explore the possibility of reducing the maximum elevations for units 32 and 33 to ensure an appropriate transition to the existing townhomes in the adjacent condominium complex to the north; and,

11. That site plan endorsement shall lapse after a period of three (3) years from the date of Staff endorsement in the event that the site plan agreement is not executed within that period; and,

12. That in accordance with the provisions of subsection 45(1.4) of the Planning Act, R.S.O. 1990, c.P.13, as amended, the owner shall, through this Resolution, be permitted to apply to the Committee of Adjustment for a variance from the provisions of the zoning by-law attached as Appendix "B" to this report, before the second anniversary of the day on which the by-law was approved by Council; and,

13. That servicing allocation for thirty-three (33) townhouse units be assigned to the subject development; and,

14. That the City reserves the right to revoke or reallocate servicing allocation should the development not proceed in a timely manner; and,

15. That Staff be directed to place this matter on the April 30, 2019 Council agenda for consideration; and further,

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

Carried as Amended

(See following motion to consider the matter immediately after Deputations)

Council consented to amend Recommendation No. 9 from:

9. That the Site Plan application by Gemterra (Woodbine) Inc. be endorsed, in principle, and that staff continue to work with the applicant to refine the site plan, prior to site plan endorsement by the Director of Planning and Urban Design; and,

to:

9. That staff continue to work with the applicant to address the issues raised and refine the site plan as appropriate, and that the Site Plan application by Gemterra (Woodbine) Inc. be brought back to the Development Services Committee for consideration; and,

Moved by Regional Councillor Jack Heath
Seconded by Councillor Alan Ho

That Council consider the matter of "Recommendation Report – Applications for Official Plan Amendment, Draft Plan of Subdivision, Zoning By-law Amendment, and Site Plan Approval by Gemterra (Woodbine) Inc. to permit townhouses at 9064 to 9110 Woodbine Avenue (Ward 2) File Nos. OP/SU/ZA/ /SC 17 153653”" immediately following the Deputations with respect thereto.

Carried

8.2 REPORT NO. 18 - DEVELOPMENT SERVICES COMMITTEE (April 15, 2019)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Keith Irish

That the report of the Development Services Committee be received & adopted. (Items 1 - 5):

Carried

8.2.1 RECOMMENDATION REPORT DEMOLITION PERMIT APPLICATION 19 110922 DP SINGLE DETACHED DWELLING 29 SUMNER LANE, THORNHILL HERITAGE CONSERVATION DISTRICT WARD 1 (10.13, 16.11)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Keith Irish

1. That the report entitled “Demolition Permit Application 19 110922 DP, Single Detached Dwelling, 29 Sumner Lane, Thornhill Heritage Conservation District, Ward 1”, dated April 15, 2019, be received; and,

2. That the demolition of the derelict, vacant, non-heritage, single detached dwelling at 29 Sumner Lane be supported; and,

3. That final approval of the demolition permit application not be granted until the applicant provides documentation to the Building Department that a permit has been approved by the TRCA for the demolition of the structures and the infilling of the basement excavations; and,

4. That the applicant be advised of the timeline following the issuance of a demolition permit after which development charges will be reassessed; and further,

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

Carried

8.2.2 RECOMMENDATION REPORT INTENTION TO DESIGNATE A PROPERTY UNDER PART IV OF THE ONTARIO HERITAGE ACT THOMAS H. BRUELS HOUSE 2 AILEEN LEWIS COURT, WARD 4 (16.11.3)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Keith Irish

1. That the staff report entitled “Intention to Designate a Property under Part IV of the Ontario Heritage Act, Thomas H. Bruels House, 2 Aileen Lewis Court”, dated April 15, 2019, be received; and,

2. That as a condition of the approved Site Plan Agreement, the Thomas H. Bruels House at 2 Aileen Lewis Court be approved for designation under Part IV of the Ontario Heritage Act as a property of cultural heritage value or interest; and,

3. That the Clerk’s Department be authorized to publish and serve Council’s Notice of Intention to Designate as per the requirements of the Ontario Heritage Act; and,

4. That if there are no objections to the designation in accordance with the provisions of the Ontario Heritage Act, the Clerk be authorized to place a designation by-law before Council for adoption; and,

5. That if there are any objections in accordance with the provisions of the Ontario Heritage Act, the Clerk be directed to refer the proposed designation to the Ontario Conservation Review Board; and further,

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

Carried

8.2.3 TRAFFIC CONTROL SIGNALS BY-LAW AMENDMENT (CITY-WIDE) (5.12)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Keith Irish

1. That the report entitled "Traffic Control Signals By-Law Amendment", be received; and,

2. That Schedule 19 of Traffic By-Law 106-71, pertaining to "Traffic Control Signals", be amended by including the following intersections:

   - Allstate Parkway at Norman Bethune Avenue / Centurian Drive
   - Birchmount Road at Aviva Way
   - Birchmount Road at Verdale Crossing
   - Birchmount Road, 125 metres south of Enterprise Boulevard
   - Bur Oak Avenue at Roy Rainey Avenue
   - Centurian Drive at Frontenac Drive
   - Enterprise Boulevard at Andre De Grasse Street
   - Enterprise Boulevard at Bill Crothers Drive
   - Enterprise Boulevard at University Boulevard (formerly Rivis Road)
   - Enterprise Boulevard / Unionville Gate at Main Street Unionville
   - John Street, 30 metres east of Rockingham Court (Lake to Lake Route)
   - Norman Bethune Avenue at Aristotle Avenue
   - YMCA Boulevard at University Boulevard (formerly Rivis Road)

3. That Schedule 12 of Traffic By-Law 106-71, pertaining to "Compulsory Stops", be amended by rescinding the stop controls at the following intersections:
   - Allstate Parkway at Centurian Drive
   - Bur Oak Avenue at Roy Rainey Avenue
   - Centurian Drive at Frontenac Drive
   - Main Street Unionville at Unionville Gate
4. That the amended by-law shall come into force and effect when the authorized traffic control signals have been energized; and,
5. That York Region Police be requested to enforce the traffic signals upon passing of the By-law; and further,
6. That staff be authorized and directed to do all things necessary to give effect to this resolution.

(By-law 2019-52)

Carried

8.2.4 DELEGATED AUTHORITY FOR ACCEPTANCE FOR MAINTENANCE AND ASSUMPTION (CITY WIDE) (10.7)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Keith Irish

1. That the report "Delegated Authority for Acceptance for Maintenance and Assumption (City Wide)" be received; and,
2. That the Director of Engineering be authorized to accept 'Plan' (Registered 65M-Plans and/or Reference Plans that contain Municipal infrastructures) for Acceptance for Maintenance and establish the maintenance period commencement date; and,
3. That the Director of Engineering be authorized to accept 'Plan' (Registered 65M-Plans and/or Reference Plans that contain Municipal infrastructures) for Assumption; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8.2.5 FRIENDS OF THE MARKHAM MUSEUM BOARD MINUTES DATED JANUARY 9, 2019 AND EXTRACT DATED MARCH 6, 2019 (16.0)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Keith Irish

1. That the minutes of the Friends of the Markham Museum Board meeting held January 9, 2019, be received for information purposes; and,

2. That Council endorse the recommendations from the March 6, 2019 Friends of the Markham Museum Board Extract: "That the list of artifacts (Attachment A) from the Chapman House Main Floor, Spinning Wheels & Wool Winders, Sewing Machines and the Maxwell Cabin be approved for deaccession and sent to the City of Markham for approval; and, That the list of artifacts (Attachment B) from the Chapman House Main Floor Cont'd, Furniture – Visible Storage (Batch#1) be approved for deaccession and submitted to the City of Markham for final approval."

Carried

8.3 REPORT NO. 19 - GENERAL COMMITTEE (April 23, 2019)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Andrew Keyes

That the report of the General Committee be received & adopted. (Items 1 to 4):

Carried

8.3.1 AWARD OF RFP 196-R-18 SUPPLY AND DELIVERY OF WHEELED CURBSIDE GREEN BIN CONTAINERS (7.12)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Andrew Keyes

1. That the report entitled "Award of RFP 196-R-18 Supply and Delivery of Wheeled Curbside Green Bin Containers" be received; and,

2. That the Contract for the supply and delivery of wheeled curbside green bin containers be awarded to the highest ranked / lowest priced

bidder “Nova Products o/a Peninsula Plastics Ltd ” in the annual amount of $112,731.76 inclusive of HST; and,

3. That the 2019 award amount of $112,731.76 inclusive of HST be funded from Operating account number 770-773-4132 “Green Bins For Resale”; and,

4. That the remaining budget in the amount of $17,268.24 be reported as part of the 2019 operating budget year-end variance and reduced from the 2020 Operating Budget; and,

5. That Staff be authorized to exercise the option to renew the contract for three (3) additional years (2020-2022) subject to the Consumer Price Index for Canada (“CPI”) (September to September) and Council approval of the 2020 to 2022 Operating budget as follows;

   - Year 1 (2020) $112,731.76 (Incl. of HST) + CPI Index
   - Year 2 (2021) $112,731.76 (Incl. of HST) + CPI Index
   - Year 3 (2022) $112,731.76 (Incl. of HST) + CPI Index; and further,

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

Carried

8.3.2 2018 CONSOLIDATED FINANCIAL STATEMENTS (7.0)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Andrew Keyes

1. That the presentation titled “2018 Consolidated Financial Statements” be received; and,

2. That the report titled “2018 Consolidated Financial Statements” be received; and

3. That Council approve the draft Consolidated Financial Statements of The Corporation of the City of Markham (the City), the City of Markham Public Library (the Library), Community Boards, Business Improvement Areas (BIAs) and Investment in Markham Enterprises Corporation (MEC), for the fiscal year ended December 31, 2018; and,

4. That Council authorize Staff to publish the final audited Statements for the fiscal year ended December 31, 2018 upon receiving the Independent Auditors' Report; and,
5. That the KPMG LLP Audit Findings Report for the year ended December 31, 2018 be received; and,
6. That this matter be forwarded to Council for adoption on April 30, 2019; and, further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8.3.3 WATER RELATED BY-LAW UPDATE AND CONSOLIDATION (2.0 & 5.3)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Andrew Keyes

1. That the report entitled "Water Related By-law Update and Consolidation", dated April 23, 2019, be received; and,
2. That the proposed Water Use By-law, as described in this report and in the form set out in Attachment "A" be approved and enacted; and,
3. That the four new Waterworks Fees as described in this report be approved, and that an amendment to By-law No. 2002-276 "Fee By-law", as amended, be approved and enacted in the form set out in Attachment "B"; and,
4. That an amendment to By-law No. 2016-84 "AMPS By-law for Non-Parking Offences", as amended, be approved and enacted in the form set out in Attachment "C"; and,
5. That an amendment to By-law No. 2012-137 "Licensing, Permit and Service Fees By-law", as amended, be approved and enacted in the form set out in Attachment "D"; and,
6. That each of the Director of Environmental Services and the Director of Engineering be authorized to execute agreements (i.e. "Water Service Connection Installation Agreement") for the construction of Water Service Connections with property owners under section 6.1.1 of the Proposed Water Use By-law to the satisfaction of the Director

of Environmental Services or the Director of Engineering ; and further,

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

(By-laws 2019-53 to 2019-56)

Carried

8.3.4 ADVISORY BOARD AND COMMITTEE (ABC) REVIEW FOR THE 2018-2022 TERM OF COUNCIL (16.0)

Moved by Regional Councillor Jack Heath
Seconded by Councillor Andrew Keyes

1. That the report titled "Advisory Board and Committee (ABC) Review for the 2018-2022 Term of Council" be received; and,
2. That Council maintain the ABCs as outlined in Appendix "E"; and,
3. That the following Advisory Committees be re-classified as Organizing Committees effective immediately: Canada Day Committee, Doors Open Markham Committee, Markham-Milliken Children's Festival Committee, Santa Claus Parade Committee; and,
4. That the decision to amalgamate or dissolve the ABCs as outlined in Appendix "F" as of June 30, 2019 be referred to the May 6, 2019 General Committee meeting; and,
5. That the composition of the Appointment Committee be maintained & that this Committee conduct interviews for the Heritage Markham Committee, Committee of Adjustment, & the Library Board; and, that the decision on how interviews will be conducted for all remaining ABCs be referred to the May 6, 2019 General Committee meeting, and,
6. That once a decision is made on the amalgamation or dissolution of ABCs, Council extend its sincere thanks to all citizen appointees & City staff liaisons of impacted ABCs for their contribution to Markham over the years; and,
7. That the following Councillors be appointed to Markham ABCs as follows:

Name of Committee	Council Members to be appointed for the 2018-2022 Term
Advisory Committee on Accessibility	Councillor Isa Lee
Animal Care Committee	Defer to May 6, 2019 General Committee
Appointment Committee	Mayor Frank Scarpitti Deputy Mayor Don Hamilton Regional Councillor Jack Heath Regional Councillor Jim Jones Regional Councillor Joe Li
Box Grove Community Centre Board	Councillor Khalid Usman
Canada Day Celebration Organizing Committee	Councillor Amanda Collucci Councillor Khalid Usman
Cedar Grove Community Centre Board	Regional Councillor Jack Heath Councillor Andrew Keyes
Cemetery Board	Defer to May 6, 2019 General Committee
Cycling & Pedestrian Advisory Committee	Deputy Mayor Don Hamilton Councillor Reid McAlpine Councillor Isa Lee
Doors Open Markham Organizing Committee	Councillor Andrew Keyes Councillor Reid McAlpine

Environmental Advisory Committee	Regional Councillor Joe Li
Flato Markham Theatre Advisory Board	Councillor Alan Ho Councillor Keith Irish
Friends of the Markham Museum Board	Councillor Andrew Keyes Councillor Karen Rea
German Mills Community Centre Board	Councillor Keith Irish
Heintzman House Community Centre Board	Councillor Keith Irish
Markham-Milliken Children's Festival Organizing Committee	Councillor Amanda Collucci Councillor Isa Lee Councillor Khalid Usman
Markham Sports Hall of Fame Committee	Mayor Frank Scarpitti
Markham Village Train Station Community Centre Board	Councillor Karen Rea
Mayor's Youth Council	Councillor Isa Lee Councillor Khalid Usman
Public Art Advisory Committee	Councillor Reid McAlpine
Public Library Board	Deputy Mayor Don Hamilton Councillor Keith Irish Councillor Andrew Keyes

Race Relations Committee	Councillor Isa Lee
Santa Claus Parade Organizing Committee	N/A
Seniors Advisory Committee	Councillor Amanda Collucci Councillor Keith Irish
Varley-McKay Art Foundation of Markham	Councillor Reid McAlpine
Victoria Square Community Centre Board	Councillor Alan Ho

8. That Staff be authorized & directed to do all things necessary to give effect to this resolution.

Carried

9. MOTIONS

There were no motions.

10. NOTICE OF MOTION TO RECONSIDER

10.1 NOTICE OF MOTION - YONGE STREET SUBWAY (5.14)

Moved by Councillor Khalid Usman
Seconded by Councillor Isa Lee

That the rules of procedure be waived to introduce a Motion put forward by Regional Councillor Jim Jones, seconded by Regional Councillor Joe Li, as a Notice of Motion to be considered at the next Council meeting of May 14, 2019.

Carried by a Two Thirds Vote

Moved by Regional Councillor Jim Jones
Seconded by Regional Councillor Joe Li

Whereas the Yonge Street Subway was envisioned after the Second World War along with the highways 400, 401, and 402 by the then Premier of Ontario; and

Whereas the initial construction of the Subway was from Union Station to Eglinton Ave in 1954; and

Whereas this initial section was under Yonge Street and not considered the Terminus; and

Whereas further extensions of the Yonge Street Subway were constructed under Yonge Street from Eglinton to York Mills in 1973, and from York Mills to Finch Ave in 1974, neither of these were designed to be a terminus; and

Whereas the extension of the Yonge Street Subway to Highway 7 has been an ongoing conversation for decades; and

Whereas the Premier of the Province in 2011 announced the extension of the Yonge Street Subway to Highway 7 (Richmond Hill Centre/Langstaff Gateway) to be opened in the year 2020, and did not announce this as a terminus; and

Whereas the preliminary design appears to indicate that the design with the Subway for the first time is removed from under Yonge Street some distance to the East in the Richmond Hill Centre Lands; and

Whereas this has resulted in a station at Longbridge Ave on the west side of Yonge Street and in front of the graveyard on the East side of Yonge Street, not in front of the Langstaff Gateway (407/7) as would be expected; and

Whereas the Richmond Hill Centre Station being off Yonge Street for the first time, gives the appearance of a terminus; and

Whereas the Province has announced that the Province will assume the design, building and maintenance of the subway system; and,

Whereas the Province will have an opportunity to study the design and the location of the Richmond Hill Centre station and the Langstaff Gateway (407/7 Station; and

Whereas on April 2019, the Province of Ontario announced that the Yonge Subway extension will be one of 4 projects benefitting from Provincial investment in higher order transit; and

Whereas the Province has accelerated the completion of the Yonge Subway extension to a target timeframe of 2027; and

Whereas geotechnical and design work for the Yonge Subway extension has already commenced; and

Whereas several immediate actions can be undertaken in the planning of the Yonge Subway extension that will maximize the significant public sector investment in this project, including:

1. Fully aligning the Yonge Subway extension by staying on Yonge Street from Longbridge to High Tech Road and 16th Avenue beyond;
2. Burying hydro lines, from Red Cedar on Highway 7 to the Valley west of Yonge Street, south of Highway 407 to open additional lands for development;
3. Revising existing and proposed infrastructure, such as stormwater ponds and Highway 407 interchange ramps at Yonge Street, to create a more urban pedestrian friendly environment;
4. Studying the urban realm, densification opportunities and land value uplift resulting from these changes;
5. Locate the integrated destination transit hub in the lands between Highway 407 and Highway 7 east of Yonge Street at the Langstaff Gateway;
6. Plan the Vaughan lands west of Yonge Street as Rail Integrated Communities (TDD) instead of a 2,000-car parking lot;
7. Amend the 407 Transitway Environmental Assessment (also upgrade the EA to rail transit)
8. Amend the Yonge Subway Extension Environmental Assessment to stay on Yonge Street;
9. Conduct an environmental assessment to bury the 407 High Voltage Transmission Lines from east of Bayview to the valleyland west of Yonge Street;
10. Engage a world class Architectural, Engineering, Urban Planning and Design Firm to plan the communities and the integrated destination transit hub;
11. Set-up a Tri-city Task Force to make this proposal happen (Markham, Richmond Hill and Vaughan); and,
12. Investigate a process to obtain expression of interest to building, maintaining and owning the multi-use destination integrated hub.

Now therefore be it resolved that the Council of the City of Markham request through the Premier's office that the Environmental Assessments for the Yonge Subway Extension and the 407 Transitway be reviewed so that:

1. The Yonge Street Subway Extension be constructed under Yonge Street North of Highway 407/7; and,
2. That the Longbridge station be relocated from in front of the graveyard North to the Markham Langstaff Gateway (407/7) under Yonge St as an integral part of the Langstaff / Richmond Hill Gateway; and
3. That the Richmond Hill Centre Station be relocated to Yonge Street at a location to provide service to the Richmond Hill Centre (High Tech Road or Bantry or 16th Avenue) and other High Density development on Yonge Street while still allowing for further extensions; and further,

That Infrastructure Ontario or MTO be requested to study the feasibility of a revised Yonge Subway extension and take appropriate action, including revisions to the environmental assessment process, to maximize the public-sector investment in the Langstaff/Richmond Hill area.

11. NEW/OTHER BUSINESS

11.1 RECOMMENDATION FROM THE APRIL 17, 2019 LICENSING COMMITTEE HEARING (10 LINDEMANN STREET) (2.0)

Moved by Regional Councillor Jim Jones
Seconded by Regional Councillor Jack Heath

That the following recommendation of the Licensing Committee from the Hearing held on April 17, 2019, be approved and adopted:

1. That the application to remove one (1) Austrian Pine at 10 Lindemann Drive, Markham, be denied; and further,
2. That the recommendation is based on the unique characteristics of this case only and is not intended to be precedent setting nor to be used as a basis for future cases.

Carried

11.2 RECOMMENDATION FROM THE APRIL 17, 2019 LICENSING COMMITTEE HEARING (29 HENDERSON AVENUE) (2.0)

Moved by Councillor Amanda Collucci
Seconded by Councillor Keith Irish

That the following recommendation of the Licensing Committee from the Hearing held on April 17, 2019, be approved and adopted:

1. That the application to remove one (1) Skyline Honey Locust tree at 29 Henderson Avenue, Markham, be approved; and,
2. That the applicant provide for four (4) replacement trees on the property of 29 Henderson Avenue or any other private property in Markham, and in a size and native species deemed appropriate by staff, by September 30, 2019, or provide a cash-in-lieu payment of $300.00 per tree; and further,
3. That the recommendations are based on the unique characteristics of this case only and are not intended to be precedent setting nor to be used as a basis for future cases.

Carried

11.3 NEW/ OTHER BUSINESS - REQUEST FOR TENDER 057-T-19 MARKHAM VILLAGE C.C. REFRIGERATION ROOM CONSTRUCTION (7.12)

Moved by Councillor Andrew Keyes
Seconded by Councillor Karen Rea

1. That the report entitled “057-T-19 Markham Village C.C. Refrigeration Room Construction” be received; and,
2. That the contract for tender 057-T-19 Markham Village C.C. Refrigeration Room Construction be awarded to the sole bidder, Black & McDonald Limited in the amount of $829,318.18 inclusive of HST; and,
3. That the cost of the award in the amount of $829,318.18 be funded from capital project 500-101-5399-19128 “Markham Village C.C. refrigeration Room Construction” which has an available budget of $716,439.52; and,
4. That the shortfall in the amount of $112,878.66 be funded from the Lifecycle Replacement and Capital Reserve Fund; and,
5. That the 2020 Operating Budget reflect savings as a result of the new system and legislative TSSA Standards; and further,

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

Carried

12. ANNOUNCEMENTS

Regional Councillor Jack Heath provided comments on the 104th Anniversary of the Armenian Genocide.

13. BY-LAWS - THREE READINGS

Moved by Councillor Amanda Collucci
Seconded by Councillor Reid McAlpine

Carried

Three Readings

13.1 BY-LAW 2019-51 KYMBERVILLE CAPITAL INC., PART LOT CONTROL EXEMPTION BY-LAW

A by-law to designate part of a certain plan of subdivision not subject to Part Lot Control Blocks 1 to 8 (inclusive), Registered Plan 65M-4603, located north of Highway 7 East and east of Bur Oak Avenue.

Carried

13.2 BY-LAW 2019-52 A BY-LAW TO AMEND TRAFFIC BY-LAW 106-71

To amend traffic control signals and compulsory stops at specific intersections within the City of Markham.

(Report 18, Item 8.2.3)

Carried

13.3 BY-LAW 2019-53 A BY-LAW TO ENACT RULES AND REGULATIONS COVERING THE CONSTRUCTION, OPERATION AND MAINTENANCE OF A WATERWORKS SYSTEM WITHIN THE SERVICED AREA OF THE CITY OF MARKHAM

(Report 19, Item 8.3.4)

Carried

13.4 BY-LAW 2019-54 A BY-LAW TO AMEND BY-LAW 2002-276 BEING A BY-LAW TO IMPOSE FEES OR CHARGES FOR SERVICES OR ACTIVITIES PROVIDED OR DONE BY THE CITY OF MARKHAM

(Report 19, Item 8.3.4)

Carried

13.5 BY-LAW 2019-55 TO AMEND BY-LAW 2016-84 BEING A BY-LAW TO IMPLEMENT AN ADMINISTRATIVE MONETARY PENALTY SYSTEM FOR NON-PARKING OFFENCES.

(Report 19, Item 8.3.4)

Carried

13.6 BY-LAW 2019-56 A BY-LAW TO AMEND BYLAW 2012-137 “LICENSING, PERMIT AND SERVICE FEES BY-LAW”

(Report 19, Item 8.3.4)

Carried

13.7 BY-LAW 2019-57 ARISTA HOMES (BOX GROVE VILLAGE) INC., PART LOT CONTROL EXEMPTION BY-LAW

A by-law to designate part of a certain plan of subdivision not subject to Part Lot Control, Blocks 1, 2, 4, 7, 8, 10, 14, 15, 17, 23 to 25 (inclusive) and 28 to 37 (inclusive), on Registered Plan 65M-4496, located on the north side of Copper Creek Drive, west of Donald Cousens Parkway.

Carried

14. CONFIDENTIAL ITEMS

Moved by Regional Councillor Jack Heath
Seconded by Councillor Khalid Usman

That, in accordance with Section 239 (2) of the Municipal Act, Council resolve into a private session to discuss the following confidential matters at 8:56 pm:

14.1 APPROVAL OF CONFIDENTIAL COUNCIL MINUTES - APRIL 16, 2019

14.2 GENERAL COMMITTEE - APRIL 23, 2019

14.2.1 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD) (8.2) [Section 239 (2) (c)]

14.2.2 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 2) (8.2) [Section 239 (2) (c)]

14.3 COUNCIL - APRIL 30, 2019

14.3.1 PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES (BOARD/COMMITTEE APPOINTMENTS) (16.24) [SECTION 239 (2) b)]

14.4 NEW/ OTHER BUSINESS

14.4.1 LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS (11.0) [Section 239 (2) (d)]

14.4.2 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 2) (8.2) [Section 239 (2) (c)]

Carried

That Council rise from confidential session at 11:12 pm.

The confidential items were approved by Council as follows:

14.1 APPROVAL OF CONFIDENTIAL COUNCIL MINUTES - APRIL 16, 2019

Moved by Regional Councillor Jack Heath
Seconded by Deputy Mayor Don Hamilton

1. That the Confidential Council minutes of April 16, 2019 be adopted.

Carried

14.2 GENERAL COMMITTEE - APRIL 23, 2019

14.2.1 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD) (8.2) [Section 239 (2) (c)]

Moved by Councillor Khalid Usman
Seconded by Councillor Isa Lee

1. That the report entitled "Reporting Out of Real Property Acquisition – 7100 Birchmount Road" be received; and further,
2. That Staff be authorized and directed to take the actions set out in this report.

Carried

14.2.2 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 2) (8.2) [Section 239 (2) (c)]

Moved by Councillor Alan Ho
Seconded by Councillor Reid McAlpine

1. That the confidential report on the proposed or pending acquisition or disposition of land by the municipality or local board (Ward 2) be received; and further,
2. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

14.3 COUNCIL - APRIL 30, 2019

14.3.1 PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES (BOARD/COMMITTEE APPOINTMENTS) (16.24) [SECTION 239 (2) b)]

Moved by Deputy Mayor Don Hamilton
Seconded by Regional Councillor Jack Heath

1. That the following persons be appointed or re-appointed to the Markham-Milliken Children's Festival Organizing Committee:

Kitty Leung	September 30, 2021
Farwa Jafri	September 30, 2021
Chelsea Wang	September 30, 2021
Sunil Channan	September 30, 2021
Jim Motton	September 30, 2021
Melissa Nicholas	September 30, 2021

2. That the following person be appointed to the Canada Day Organizing Committee:

Satya Arora	March 31, 2020

Carried

14.4 NEW/ OTHER BUSINESS

14.4.1 LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS (11.0) [Section 239 (2) (d)]

Note: Only the Chief Administrative Officer, the City Clerk and City Solicitor and Acting Director, Human Resources were in attendance during discussion of this matter.

Moved by Councillor Khalid Usman
Seconded by Councillor Alan Ho

1. That the confidential report on labour relations or employee negotiations be received; and

2. That the recommendations contained in the confidential report be approved, and further;

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

Carried by Recorded Vote
(See following recorded vote (7:6))

Recorded Vote (7:6)

YEAS:

Councillor Alan Ho, Councillor Karen Rea, Mayor Frank Scarpitti, Regional Councillor Jack Heath, Councillor Amanda Collucci, Councillor Khalid Usman, Councillor Isa Lee (7)

NAYS:

Councillor Keith Irish, Councillor Reid McAlpine, Regional Councillor Jim Jones, Deputy Mayor Don Hamilton, Regional Councillor Joe Li, Councillor Andrew Keyes, (6)

14.4.2 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 2) (8.2) [Section 239 (2) (c)]

Moved by Councillor Alan Ho
Seconded by Councillor Khalid Usman

1. That the confidential presentation on a proposed or pending acquisition or disposition of land by the municipality or local board (Ward 2), be received; and,

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

Carried

15. CONFIRMATORY BY-LAW - THREE READINGS

Moved by Councillor Isa Lee
Seconded by Councillor Keith Irish

That By-law 2019-58 be given three readings and enacted.

Three Readings

BY-LAW 2019-58 A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL MEETING OF APRIL 30, 2019.

Carried

16. ADJOURNMENT

Moved by Councillor Isa Lee
Seconded by Councillor Keith Irish

That the Council meeting be adjourned at 11:18 pm

Carried

Kimberley Kitteringham City Clerk	Frank Scarpitti Mayor

April 8, 2019

The Town of Markham

Re: Temporary Extension of Patio Jakes on Main Pub & Grille

202 Main Street, Unionville, Ontario

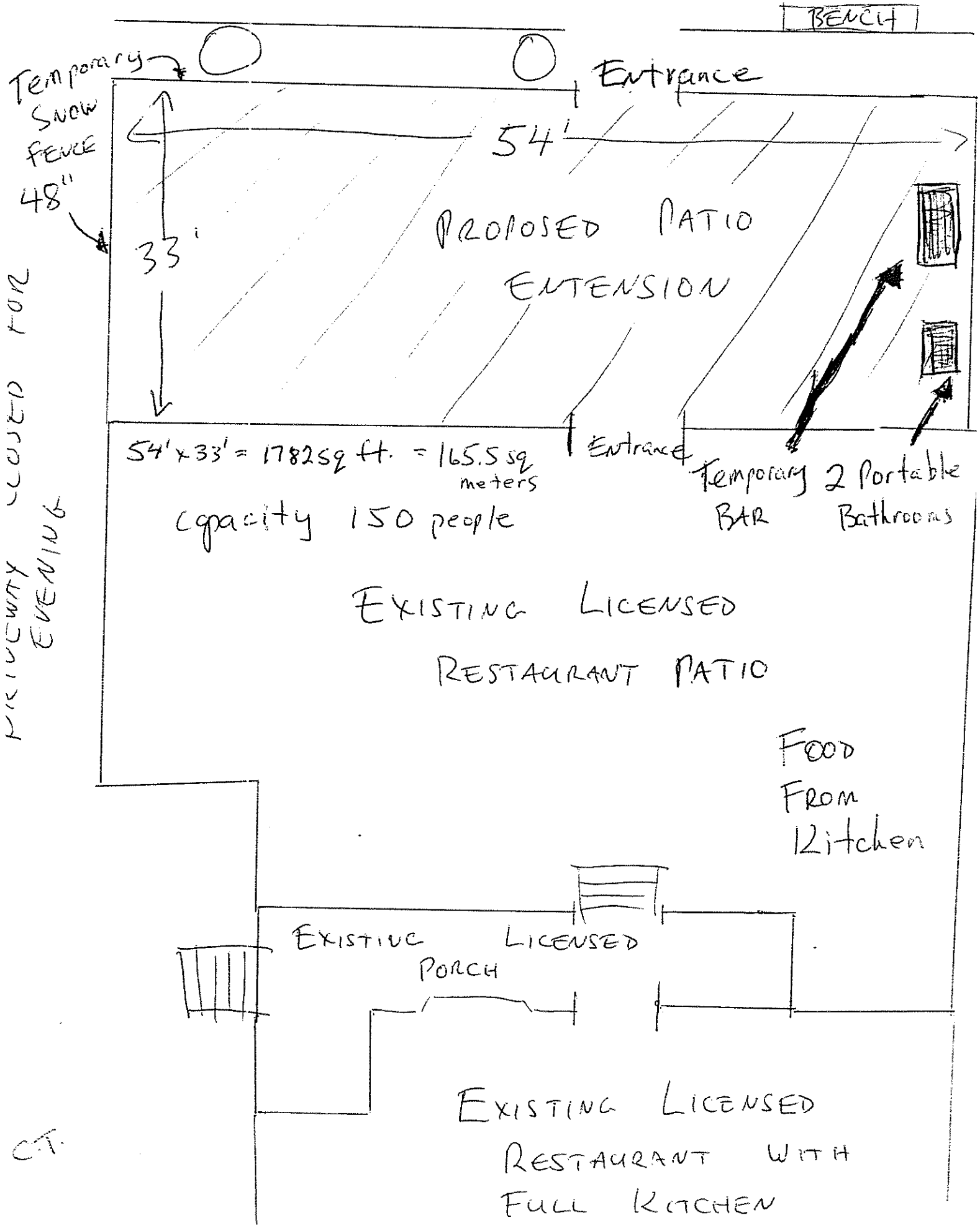
This letter is to inform you that Jakes on Main Pub & Grille has applied for a temporary extension of the patio with the AGCO for the weekends of the Unionville Festival May 31, June 1, 2, and and also for the weekend of the Markham Jazz Festival Aug 16, 17 and 18 and is requesting Municipal approval.

An attached diagram is enclosed. Should you require any further information feel free to contact myself Jack Valianes at (905) 470-6955.

Thank You

Jack Valianes

Owner/Manager


SIDEWALK + MAIN STREET
BENCH
Temporary Snow Fence 48"
Entrance
54'
33'
PROPOSED PATIO EXTENSION
54' x 33' = 1782 sq ft. = 165.5 sq meters
capacity 150 people
Entrance
Temporary BAR
2 Portable Bathrooms
EXISTING LICENSED RESTAURANT PATIO
PRIVEWAY CLOSED FOR EVENING
FOOD FROM Kitchen
EXISTING LICENSED PORCH
EXISTING LICENSED RESTAURANT WITH FULL KITCHEN
CT.

Old Country Inn
198 Main Street
Unionville, Ontario
L3R 2G9

RECEIVED
APR 10 2019
CITY OF MARKHAM
CLERKS DEPT.

April 1, 2019

To: City of Markham

Re: Extension of Existing Patio License for Friday, May 31, 2019 from 11:00 a.m. to 10:00 p.m., Saturday, June 1, 2019 from 11:00 a.m. to 10:00 p.m. and Sunday, June 2, 2019 from 11:00 a.m. to 10:00 p.m.

Please be notified by Old Country Inn Restaurant located at 198 Main Street in Unionville, we have applied for a patio extension for the above noted dates. We would like a non objection letter from the city clerk.

For further information, please do not hesitate to contact George Iliopoulos, Owner/ Operator at 905-477-2715.

MARKHAM FAIR

RECEIVED
MAY - 1 2019
CITY OF MARKHAM
CLERKS DEPT.

October 3, 4, 5 & 6, 2019

INFO!

April 29, 2019

Kimberley Kitteringham
Clerks Department
Markham Civic Centre
101 Town Centre Blvd
Markham, ON L3R 9W3

Dear Kimberley Kitteringham:

RE: 2019 MARKHAM FAIR ENTERTAINMENT LOUNGE

The Directors of the Markham Fair request your approval as they again wish to operate an Entertainment Lounge at the 2019 Markham Fair to be held from October 3-6 inclusive.

Beer and wine will be served to the public from our Lounge Tent and food will be available at sit-down tables.

The Lounge will be operated and supervised by Directors and Committee members of the Markham Fair with the added help of York Regional paid-duty police officers, as in past years.

The Markham Council, York Regional Police, the Medical Officer of Health and the Markham Building Dept. have been informed of our intentions, and it is understood that all Liquor Board regulations will be strictly adhered to.

Your confirmation and approval of our letter would be greatly appreciated for presentation to the Liquor Control Board. We are applying for a Special Occasion Permit and would appreciate your letter at your earliest convenience.

We thank you for your kind consideration of this matter.

Yours truly,

Todd Silverman
General Manager

Markham and East York Agricultural Society

10801 McCowan Road
Markham, Ontario L3P 3J3
Telephone:(905) 642-FAIR (3247)
Fax : (905) 640-8458
Email: office@markhamfair.ca
Website: www.markhamfair.ca

General Manager
Todd Silverman

1st Vice-President
Amanda King

President
Michelle Hulshof

2nd Vice-President
Brad Hulshof

MEMORANDUM

DATE: May 14, 2019

TO: Mayor and Members of Council

FROM: Arvin Prasad, Commissioner of Development Services

PREPARED BY: Luis Juarez, Planner I, Central District

REVIEWED BY: Richard Kendall, M.C.I.P., R.P.P.
Manager, Central District

RE: **Hold Removal By-law**
Hiralal & Monmohan Kumar
54 Lee Avenue
Planning File: HOLD 19 114822

The subject property is located on the north side of Lee Avenue, east of Kennedy Road, and is zoned Suburban Residential Third Density (Hold) by By-law 193-81, as amended. The property contains a single detached dwelling constructed circa 1982. The applicant is requesting to remove the "Hold" provision to facilitate either the replacement of the existing dwelling with another single-family detached home, or the sale of the property.

The "Hold" provision for the property, which was put in place prior to the construction of the current dwelling on the property, did not identify specific conditions to be met for the hold to be lifted. Staff have reviewed the proposal and have confirmed that the property is connected to municipal services and that there are no violations, or outstanding recoveries related to this property that would inhibit the removal of the "Hold" provision.

Staff note that there are no properties in the immediate area that contain a holding provision for the entirety of a lot. Accordingly, Staff support removing the holding provision at this time.

MAIN STREET MARKHAM
Unique shops. Unique service. Unique experiences.

March 25th 2019

Clerk's Department
City of Markham
101 Town Centre Blvd.
Markham, ON L3R 9W3

Dear Clerk's Office,

RE: Notice of Application for Changes or Additions to Existing Licensed Areas

Dear Clerk's Office,

This is to inform the City of Markham that for the following dates and events, various Main Street Markham establishments will be applying for Temporary Extensions of their Licensed Areas with the Alcohol and Gaming Commission of Ontario (AGCO). Patios will be created using the sidewalks and road located directly in front of the named establishments, while the street is closed to vehicular traffic. Fencing will be a part of each patio in accordance with the standards outlined in the Liquor Control Board Office standards. These events will include:

1. The Markham Village Music Festival (Friday, June 14, 2019 – Saturday June 15, 2019):

   a) Patio extensions for Friday, June 14, 2019: 4pm to 11pm & Saturday, June 17, 2019: 11am to 10pm:

      - Inspire Restaurant, 144 Main Street Markham N, Markham, ON
      - Azyun Restaurant, 144 Main Street Markham N, Markham, ON
      - Main's Mansion Restaurant and Bar, 144 Main Street Markham N, Markham, ON
      - Live Real Factory (Formally Marca on Main), 96 Main Street N, Markham ON
      - Main Street Greek, 60 Main Street Markham N, Markham, ON
      - Lemon Bistro, 76 Main Street Markham N, Markham, ON
      - Folco's Restaurant, 42 Main Street N, Markham, ON
      - 39 Spices, 39 Main Street N, Markham, ON
      -

   b) Patio extensions for Friday, June 14, 2019: **4pm to 2am** & Saturday, June 15, 2019: 11am to 10pm:

      - The Duchess of Markham, 53 Main Street Markham N, Markham, ON

2. The Markham Auto Classic – Sunday, Sept 8h, 2019 – 11am to 5pm

Markham Village BIA
132 Robinson Street, Markham, ON L3P 5H5
Tel. 905-472-2462
info@mainstreetmarkham.com
www.mainstreetmarkham.com

- Inspire Restaurant, 144 Main Street Markham N, Markham, ON
- Azyun Restaurant, 144 Main Street Markham N, Markham, ON
- Main's Mansion Restaurant and Bar, 144 Main Street Markham N, Markham, ON
- Live Real Factory (Formally Marca on Main), 96 Main Street N, Markham ON
- Main Street Greek, 60 Main Street Markham N, Markham, ON
- Lemon Bistro, 76 Main Street Markham N, Markham, ON
- Folco's Restaurant, 42 Main Street N, Markham, ON
- 39 Spices, 39 Main Street N, Markham, ON
- The Duchess of Markham, 53 Main Street Markham N, Markham, ON
- The Ten Spot (New – Pending license), 106 Main Street N, Markham, ON

Please receive this application and forward to all those listed in the distribution. This serves as formal notification of the proposed application to those listed in the distribution. A formal letter of non-objection from the City of Markham's Clerk's Department is required following the successful application to Mayor and Members of Council. If you have any concerns with this application please do not hesitate to contact me.

Sincerely,

Victoria Campbell
Marketing Director
Markham Village BIA
info@mainstreetmarkham.com
www.mainstreetmarkham.com

Circulation

City of Markham – Ward Councillor	Karen Rea Ward 4 Councillor City of Markham 101 Town Centre Blvd. Markham, ON L3R 9W3 TEL: 905-477-7000 ext. krea@markham.ca
City of Markham – Clerk's Department	Kimberly Kitteringham Town Clerk City of Markham 101 Town Centre Blvd. Markham, ON L3R 9W3 TEL: 905-477-7000 ext. 4729 KKitteringham@markham.ca
City of Markham – Markham Fire & Emergency Services	Chief Fire Prevention Officer Glenn Dick Markham Fire & Emergency Services City of Markham 101 Town Centre Blvd. Markham, ON L3R 9W3 TEL: 905-477-7000 ext. 5983 gdick@markham.ca

York Regional Police	Judy A. Jordan #5616 Executive Assistant to the Deputy Chief of Police - Operations York Regional Police 17250 Yonge Street Newmarket, ON L3Y 4W5 Tel: 905-830-0303, ext. 7961 or 1-866-8POLICE, ext. 7961 Fax: 905-895-4149 Email: 5616@yrp.ca
York Region Health Department	Stephanie Jackson Administrative Clerk – Secretary 4261 Highway 7 West Markham, ON L3R 9W6 Tel: 905-940-1787 ext. 4267 Fax: 905-940-9872 Stephanie.jackson@region.york.on.ca
City of Markham Buildings Department	Sandra Punwasee 101 Town Centre Blvd. Markham, ON L3R 9W3 TEL: 905-477-7000 ext 3840 spunwasee@markham.ca

Subject: FW: TEMPORARY EXTENSION APPLICATION (LIQUOR SALES LICENCE)

-----Original Message-----
From: linda scopazzi <
Sent: May 1, 2019 10:23 AM
To: Jayakrishnan, Chitra < Aldo my love <
Subject: RE: TEMPORARY EXTENSION APPLICATION (LIQUOR SALES LICENCE)

Good morning,

Markham Village Music Festival
158 Main Street North Markham, ON

RE: TEMPORARY EXTENSION APPLICATION (LIQUOR SALES LICENCE) - Rouge River Brewing Company, 158 Main Street North, Markham.

Rouge River Brewery is requesting from The City of Markham Temporary Extension Application (Liquor Sales Licence) for the patio areas of Rouge River Brewing Company, 158 Main Street North, Markham, subject to compliance with all applicable by-laws, regulations and City requirements with respect to temporary facilities.
The extension of the licence will be utilized in celebration with the Markham Village Music Festival as follows:
This will also confirm the Markham Village Music Festival has been designated as an event of “Municipal Significant” by the City of Markham.

Friday, June 14, 2019 from 5:00 PM to 11:00 PM Saturday, June 15, 2019 from 11:00 AM to 11:00 PM

Warm Regards,

Linda Scopazzi

MARKHAM

MEMORANDUM

B.K.

From: Arvin Prasad, Commissioner of Development Services

To: Members of Council

Prepared by: Sally Campbell, Development Manager, East District

Date: **May 9, 2019**

Re: 2522584 Ontario Inc.
Zoning By-law Amendment Application
Eight (8) townhouse dwellings on the east side of Marydale Avenue
File No. ZA 18 229047
Supplementary Information

At their meeting on April 29, 2019, Development Services Committee (DSC) resolved to approve in principle the zoning by-law amendment application submitted by 2522584 Ontario Inc., to permit one block of eight, three-storey townhouse dwellings on the lands located on the east side of Marydale Avenue, south of Denison Street and west of Markham Road (See Figures 1 - 4).

DSC received deputations from area residents and businesses who cited concerns relating to the compatibility of the proposed building type, height and massing in relation to the neighbouring single detached two-storey homes to the south and west of the subject lands. Committee consented to approve the application in principle while allowing the applicant to consider additional comments received during a community information meeting prior to the development receiving Council approval.

The purpose of this memorandum is to provide Council with an update on these matters prior to the Zoning By-law Amendment being enacted.

Community Information Meeting held May 8, 2019

The Ward 7 Councillor delivered 249 notices to residents and property owners within 200 metres of the subject lands inviting people to the community meeting, which was at one of the commercial units adjacent to the subject lands.

The applicant's representative made a brief presentation confirming the 2014 Official Plan designation, which permits the proposed development. It was explained that the zoning amendment is required to implement the proposed townhouses because the current zoning on the subject lands permits only restaurants, offices, financial institutions, retail stores, dry-cleaning establishments and other service related uses. The current zoning also permits maximum building heights of 12 metres. A series of display boards showed the 2014 Official Plan and Zoning information and demonstrated that the height of mid-point of the townhouse unit closest to the

existing single detached home to the south is 10.7 metres. While the dwelling to the south is physically lower than 10.7 metres in height, it is zoned to permit a maximum building height of 10.7 metres, as illustrated in Appendix 'B', attached to this memo.

It was described how the proposed three-storey townhouse block provides an appropriate transition [in terms of building type, the proposed use and building height] between Markham Road, along which is a proposed three-storey (13.4 metre high) medical / office building and three-and-a-half storey stacked townhouses, both of which were supported by the City, and the single detached homes to the south and west.

Approximately 30 people attended the community information meeting and several voiced concerns to which the staff response is as follows:

- *The proposal does not meet the Official Plan requirements for mixed-use.*

The 'Mixed Use Mid Rise' designation provides for townhouses. A mix of uses is required on *larger sites* of one hectare or bigger. The subject lands are 0.17 hectares in area and can be developed with solely residential uses. The proposed development conforms to the 2014 Official Plan.

- *Three-storey townhouses are not appropriate next to existing single detached homes.*

Three-storey and two-storey buildings are compatible and can exist side by side. The existing single detached homes in the vicinity are designated 'Residential Low Rise' in the 2014 Official Plan, which also provides for townhouses up to three-storeys in height together with other low rise residential building forms. Notwithstanding the subject lands are designated 'Mixed Use Mid Rise' the built form and heights proposed are the same as those of the 'Residential Low Rise' designation. The proposed development provides an appropriate built form adjacent to two-storey detached homes.

- *Existing traffic congestion will be worse.*

A traffic impact study was submitted with the zoning by-law amendment application and is acceptable to Transportation Engineering staff.

- *Insufficient parking and concerns about front yard parking and street parking.*

Each townhouse unit will have one parking space in the garage and one on the driveway, which meets the City's parking by-law requirements. The garages are extra deep meaning that a third small car can be parked or other items to be stored. The third space does not meet the required dimensions for a parking space and is not counted towards the overall parking supply. In the event that residents park in a manner that contradicts the City's parking by-law then enforcement action can be taken.

- *There should be another statutory public meeting, as insufficient notices was given.*

The City has fulfilled its notice obligations and public meeting requirements under the Planning Act. Residents were notified that the application had been received in October 2018 and a sign was installed on the subject lands. Notices of the statutory public meeting were mailed on December 28, 2018 and a sign about the meeting was installed on the subject lands. The statutory public meeting was held on January 22, 2019.

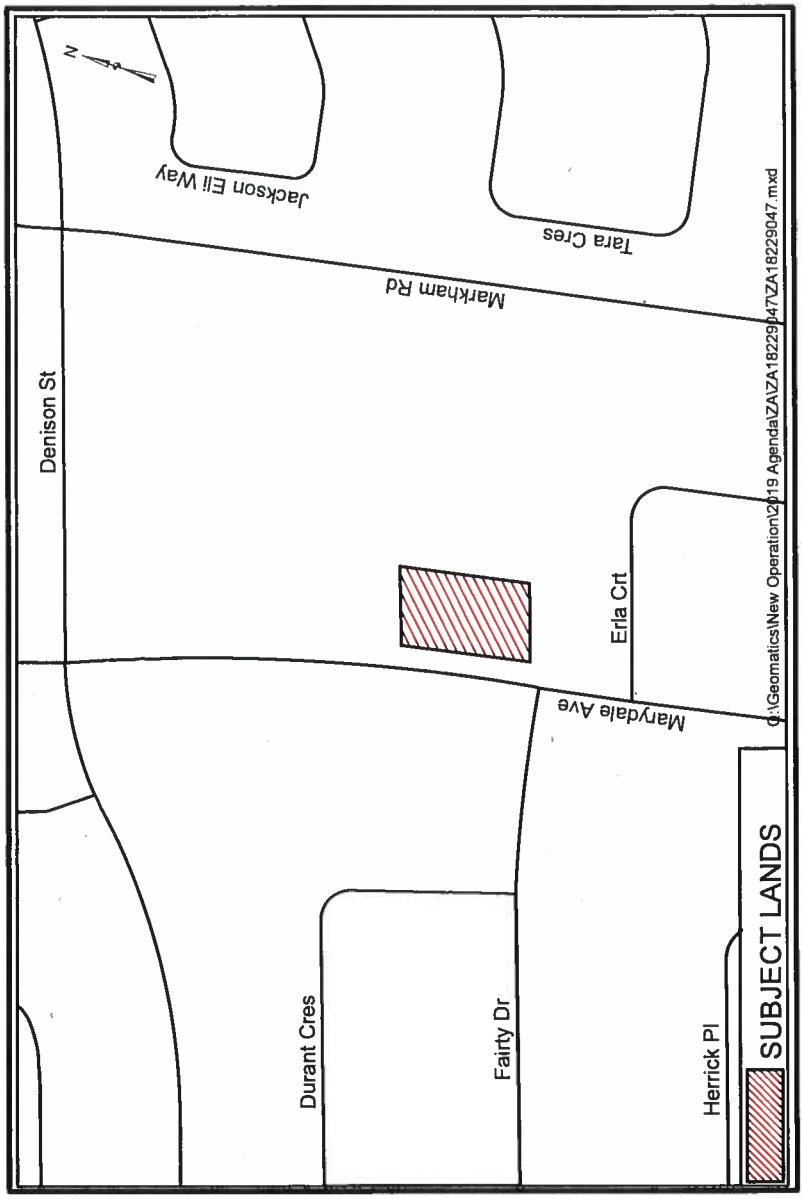
Summary

At DSC on April 29th, 2019 staff considered that reducing the height of part of the townhouse block to two-storeys would offend the 2014 Official Plan. Following further discussion and considering of the intent of the minimum height provisions, staff can confirm that provided, the main building meets the minimum height requirement of three-storeys, a smaller two-storey component would not result in an OP compliance issue. However, the applicant has decided to maintain the three-storey built form, as proposed.

In accordance with the resolution of DSC at the April 29th, 2019 meeting, staff recommend that the zoning by-law amendment be finalized and enacted at the May 14, 2019 Council meeting without further notice.

Attachments:

Figure 1 – Location Map
Figure 2 – Area Context/Zoning
Figure 3 – Air Photo
Figure 4 – Proposed Siting Plan
Appendix 'B' – Proposed Building Height demonstration


N
Jackson Ell Way
Tara Cres
Markham Rd
Denison St
Erla Crt
Marydale Ave
Durant Cres
Fairty Dr
Herrick Pl
SUBJECT LANDS
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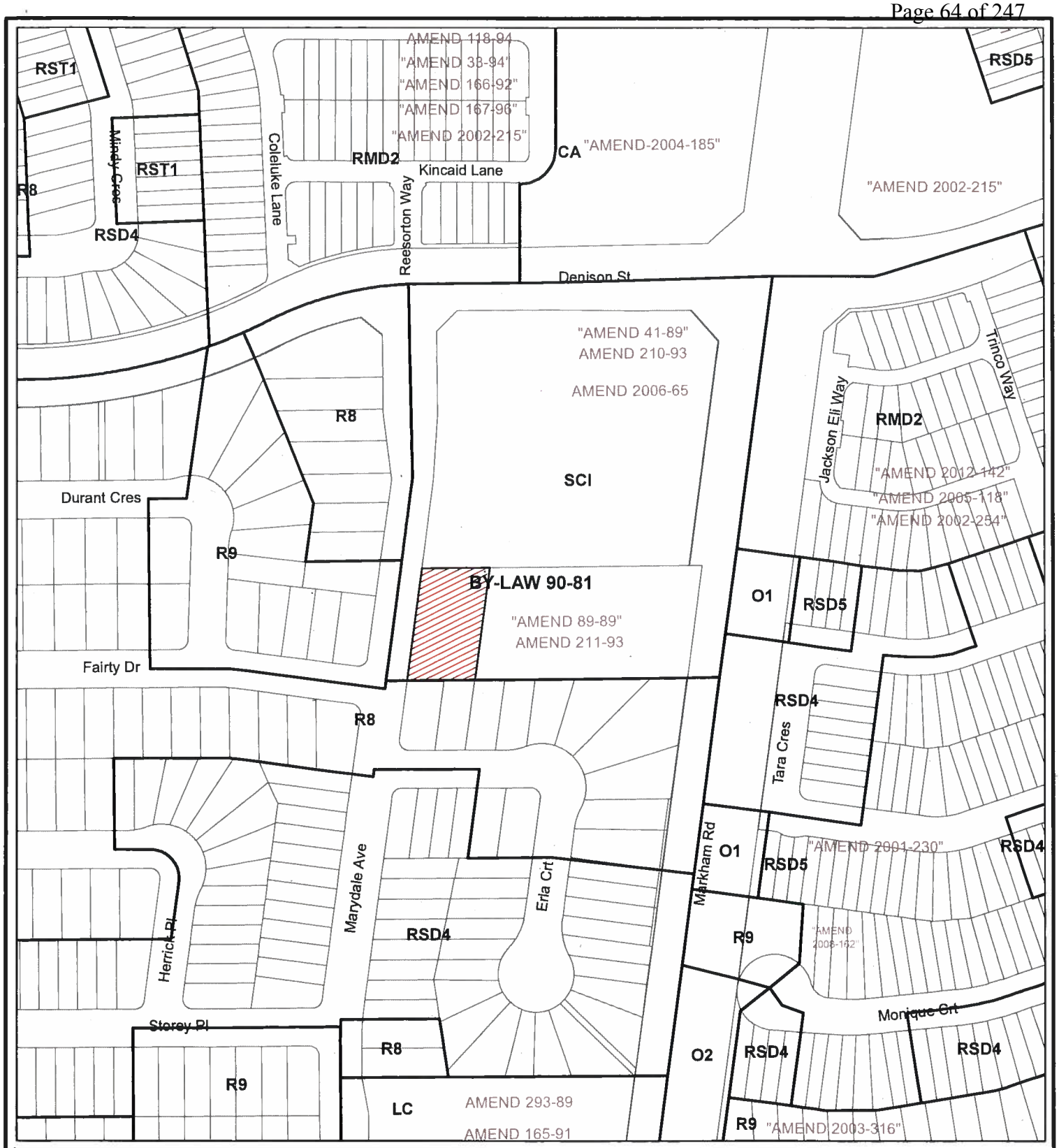

AREA CONTEXT / ZONING

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

SUBJECT LANDS

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Date: 20/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION Drawn By: CPW Checked By: LJ

FIGURE No. 2

REVISED SITE PLAN

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

Subject Lands

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Date: 20/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW

Checked By: LJ

FIGURE No. 3

AERIAL PHOTO (2018)

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

SUBJECT LANDS

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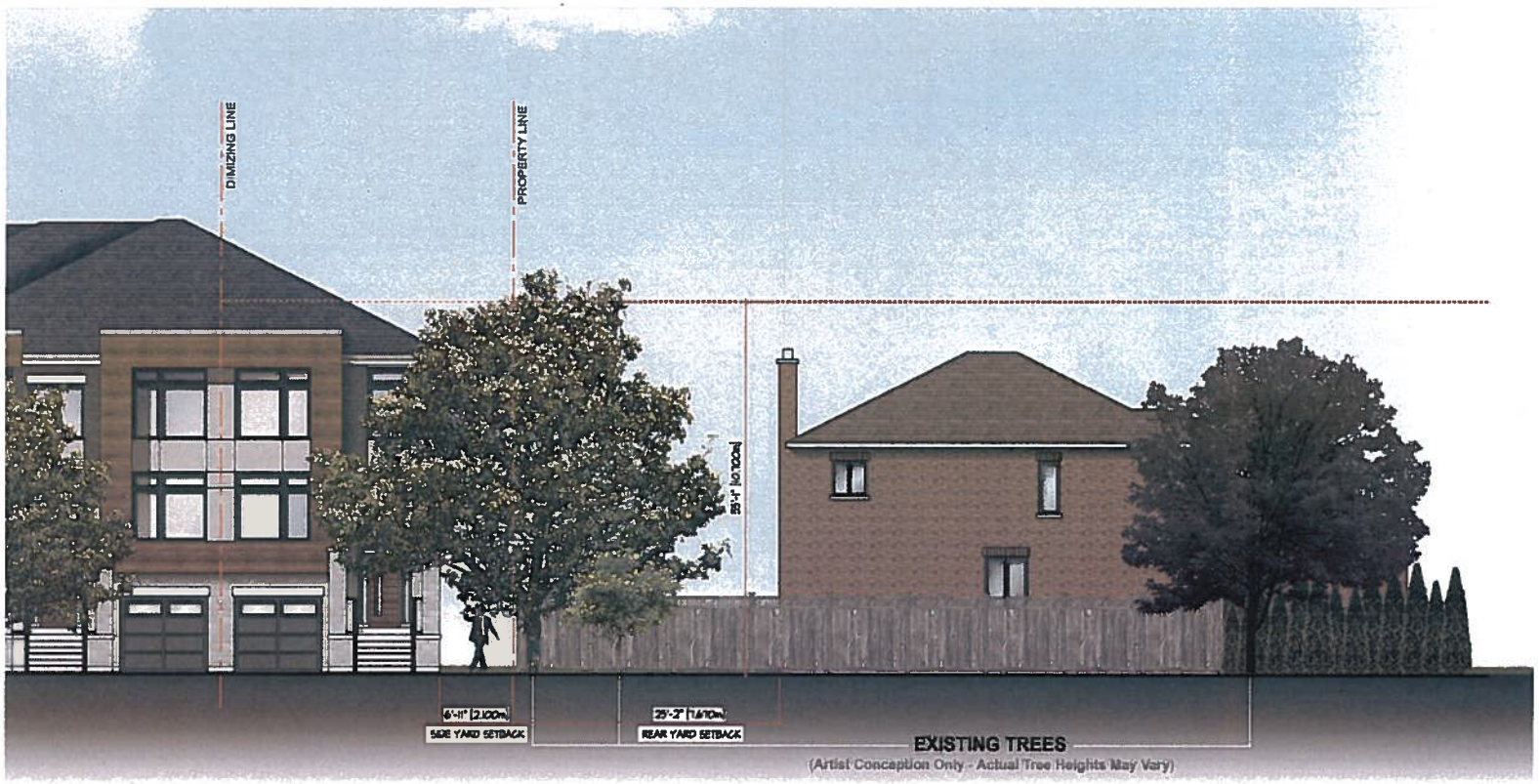
Date: 20/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW Checked By: LJ

FIGURE No. 4



LOT 7 LOT 8 EXISTING DWELLING

All drawings specifications, related documents and design are the copyright property of Hunt Design Associates (H.D.A). Reproduction of this property in whole or in part is strictly prohibited without H.D.A's written permission.

Subject: FW: Unionville Festival 2019 SOP Letter to the City of Markham
Attachments: Unionville Village Festival 2019 SOP Letter to the City of Markham.rtf

From: John Cabrelli
Sent: May 3, 2019 1:45 PM
To: Clerks Public
Cc: 'John Cabrelli (P)'
Subject: Unionville Festival 2019 SOP Letter to the City of Markham

Hi Clerks department, can the request below be added to the Council Meeting agenda for Tuesday May 7, 2019

We would like to have council once again approve and recognize this years Unionville Village Festival as an event of "Municipal Significance"

The Unionville Village Festival Committee is applying for a Special Occasion Liquor Permit which is to be utilized in conjunction with the Unionville Village Festival On Friday May 31 & Saturday June 1, 2019 located at The Crosby Memorial Arena & Sports Field, located at 210 Main Street Unionville, ON.

The Unionville Festival will be compliant with all applicable by-laws, regulations and City requirements for special occasion permits with respect to temporary facilities.

Please let me know if you require any further information.

Thanks,

John Cabrelli

Unionville Festival Chair 2019

City of Markham Clerks Department

Date: May 3, 2019

Re: Special Occasion Permit (SOP)

This year marks the Unionville Village Festival's 50th Annual Event.

Please provide a letter confirming that the City of Markham has no objection to the Unionville Village Festival Committee applying for a Special Occasion Liquor Permit.

SOP is required for Friday Night May 31, & Saturday June 1, 2019.

Please let me know if you require any further information.

Thanks again to the City Staff for all your help making the Unionville Village Festival a success year after year.

Unionville Village Festival Chair 2019

John Cabrelli

Report to: Development Services Committee Meeting Date: May 13, 2019

SUBJECT: Heritage Designation By-law Amendments Legal Descriptions

PREPARED BY: Peter Wokral, Senior Heritage Planner, ext. 7955

RECOMMENDATION:

1) That the staff report entitled "Heritage Designation By-law Amendments, Legal Descriptions", dated April 29, 2019, be received;

2) That the heritage designation by-laws for the following municipal property addresses be amended to reflect their current legal descriptions:
   1) 33 Artisan Trail (formerly 10372 Woodbine Ave.)
   2) 37 Artisan Trail (formerly 10271 Woodbine Ave.)
   3) 39 Artisan Trail (formerly 10327 Woodbine Ave.)
   4) 17 Campus Close (formerly 10521 Woodbine Ave.)
   5) 43 Castleview Crescent (formerly 10077 Woodbine Ave.)
   6) 18 Cecil Nichols Ave. (formerly 10510 Woodbine Ave.)
   7) 20 Mackenzie Stand Avenue (formerly 8083 Warden Ave.)
   8) 99 YMCA Boulevard (formerly 7996 Kennedy Rd.)
   9) 819 Bur Oak Avenue (formerly 9483 McCowan Rd.)
   10) 226 Edward Jefferys Avenue (formerly 9462 Hwy. 48)
   11) 11 Heritage Corners Lane (formerly 9251 Hwy. 48)
   12) 8 Wismer Place (formerly 10391 Woodbine Ave.)
   13) 2 Alexander Hunter Place (formerly 31 Helen Ave.)
   14) 2665 Bur Oak Avenue (formerly 7006 16th Ave.)
   15) 60 Dame Gruev Drive (formerly 6297 Major Mackenzie Dr.)
   16) 8 Green Hollow Court (formerly 9642 9th Line)
   17) 1 Kalvinster Drive (formerly 6937 Hwy. 7)
   18) 28 Pike Lane (formerly 9451 9th Line)
   19) 527 William Forster Road (formerly 8882 Reesor Rd.)
   20) 9899 Markham Road (formerly 9899 Hwy. 48)
   21) 28 Busch Avenue (formerly 4672 Kennedy Road)
   22) 128 Harbord Street (formerly 4672 Kenney Road)
   23) 10000 Kennedy Road (formerly Part of Lot 20, Concession 5)
   24) 14 Heritage Corners Lane (formerly 11022 Kennedy Rd.)
   25) 45 Stollery Pond Crescent (formerly 4075 Major Mackenzie Dr.)
   26) 11 Tannis Street (formerly 9765-9767 Kennedy Rd.)
   27) 99 Thoroughbred Way (formerly 9804 McCowan Rd.)
   28) 3 Tralee Court (formerly 4077 Major Mackenzie Dr.)
   29) 628 Wilfred Murison Avenue (formerly 9486 McCowan Rd.)
   30) 6888 14th Avenue (formerly 7166 14th Ave.)
   31) 6890 14th Avenue (formerly 7124 14th Ave.)
   32) 7 Bewell Drive (formerly 7447 9th Line)
   33) 15 Bewell Drive (formerly 7449 9th Line)

34) 70 Karachi Drive (formerly 7555 Markham Rd.)
35) 66 Monique Court (formerly 7205 Markham Rd.)
36) 16 Moore's Court (formerly 7085 14th Ave.)
37) 60 Maple Park Way (formerly Part of Lot 6 Concession 5)

3) That notice of the proposed amendments be given to the property owners in accordance with the *Ontario Heritage Act*;

4) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:
To amend the legal description component of heritage designation by-laws where the cultural heritage resource has been relocated or the property's legal description has been modified through further land division or a plan of subdivision.

BACKGROUND:
Designation by-laws occasionally need to be amended
Municipal councils may need to update different parts of an existing heritage designation by-law for a number of reasons including:

- Changes have been made to the property or new information has become available affecting the Statement of Cultural Heritage Value or Interest or the Description of Heritage Attributes;
- The legal description has changed or needs to be corrected; or
- The information in the original by-law does not provide sufficient detail to guide and manage alterations to the property.

Designation by-laws need to be amended to reflect their current legal descriptions
There are a number of Markham properties that have been individually designated under Part IV of the *Ontario Heritage Act* which require the legal description to be amended. The legal description of these properties has been affected in a variety ways, including:

- The cultural heritage resource may have been relocated to a new property or relocated on the same property, but with a new legal description; or
- The cultural heritage resource may remain on its original site, but through further land division may now have a different legal description (e.g. a heritage building in a new plan of subdivision that was previously a farm property)

Appendix 'A' identifies the impacted properties and the reason for the change in legal description.

OPTIONS/ DISCUSSION:
Procedure for amending Designation By-laws
The procedure outlined in Section 29 of the *Ontario Heritage Act* (which is used to pass an original designation by-law) is to be used if the amendments to the by-law are substantial. For minor amendments to designation by-laws, municipalities can utilize an abbreviated process that does not require public notice.

As of April 2005, section 30.1(2) to (10) of the *Ontario Heritage Act* is to be followed for these types of minor amendments. A flow chart outlining this process is provided in Appendix 'B'.

Generally the process is as follows:

- Council consults with its municipal heritage committee (Heritage Markham)
- Council decides whether to proceed with the amendment
- Notice is sent to the Property Owner
- Property Owner has 30 days to object (objections are referred to the Conservation Review Board (CRB) for a hearing and the non-binding report of the CRB is sent back to Council for its consideration before making a decision on the amendment)
- Council amends the designation by-law (or chooses not to)

Heritage Markham has been consulted

Heritage Markham Committee reviewed the proposed amendments and had no objection.

Utilize the minor amendment process

The minor amendment process can be used to update the legal description of the affected designation by-laws. It is recommended that the heritage designation by-laws on the municipal property addresses identified in Appendix 'A' be amended to reflect their current legal descriptions.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

The protection of cultural heritage resource through the designation by-law process is a component of Growth Management. This helps achieve a quality community by ensuring that the City of Markham's cultural heritage resources remain part of the fabric of the City, strengthening the sense of community.

BUSINESS UNITS CONSULTED AND AFFECTED:

The Heritage Markham Committee and Legal Services Department was consulted. The Heritage Section will work with the Clerks Department to amend the Designation By-laws. Legal Services Department will be required to register the approved by-law amendments on the affected property.

RECOMMENDED BY:

Biju Karumanchery, RPP, MCIP
Director, Planning and Urban Design

Arvin Prasad, MPA, RPP, MCIP,
Commissioner of Development Services

ATTACHMENTS:

Appendix 'A'	Heritage Designation By-laws Requiring Amendment (Legal Description Only)
Appendix 'B'	Flow Chart – Amendment of Designation By-law (Exception)

APPENDIX 'A'

Properties requiring update to legal description in WARD 2

Number	Property	Designation By-law	Reason for Update	Comments	Amanda Legal Description	Legal Description in By-law
1.	33 Artisan Trail Henry Arnold House	2003-313	Building was designated addressed as 10372 Woodbine Ave.	Relocated to new foundation	PLAN 65M3670 PT BLK 135 65R27660 PART 4	Part Lot 23, Concession 3, Pt 1 65R25134
2.	37 Artisan Trail Peter Rumohr House	2002-7	Building was designated addressed as 10271 Woodbine Ave.	On its original foundation	PLAN 65M3670 PT BLK 136 65R27660 PT 5	PT. LOT 22 and PT. LOT 23, CON.4, Markham
3.	39 Artisan Trail Adam Haglar House	2002-6	Building was designated addressed as 10327 Woodbine Ave.	House is awaiting restoration	PLAN 65M 3670 PT BLK 136 65R 27660 PT 6	PT. LOT 22 and PT. LOT 23, CON. 4 Markham
4.	17 Campus Close Louis Nichols House	2010-25	Building was designated addressed as 10521 Woodbine Ave.	On its original foundation	PLAN 65M4245 LOT 121	PT W1/2 LT 24. CON 4 (MKM), PT 1, PL 65R29419
5.	43 Castleview Crescent William Wonch House	2001-120	Building was designated addressed as 10077 Woodbine Ave.	On its original foundation	PLAN 65M3644 LOT 36	PART LOTS 21 & 22, CONCESSION 4 PART 12 & 13, 66R-3426
6.	18 Cecil Nichols Ave. Nichols Farmhouse	2010-25	Building was designated addressed as 10519 Woodbine Ave.	On its original foundation	PLAN 65M4245 LOT 122	PT W 1/2 LT 24, CON4 (MKM), PT1, PL 65R29419, MARKHAM

Properties requiring update to legal description in WARD 3

	Property	Designation By-law	Reason for Update	Comment	Amanda Legal Description	Legal Description in By-law
7.	20 Mackenzie's Stand Ave. Alexander Bradburn House	2001-193	Building was designated addressed as 8083 Warden Ave.	Relocated to new foundation	PLAN 65M4060 BLK 29	Part of East Half and West Half Lot 9 Concession 5 Designated as Part 1, Plan 65R-26718
8.	99 YMCA Blvd. Thomas Rivas House	2002-170	Building was designated as 7996 Kennedy Road	On its original foundation	PLAN 65R25842 PTS 5 & 6	PT. Lot 8, CON. 5 Markham

Properties requiring update to legal description in WARD 4

	Property	Designation By-law	Reason for Update	Comment	Amanda Legal Description	Legal Description in By-law
9.	819 Bur Oak Ave. Daniel Ramer House	2002-167	Building was designated addressed as 9483 McCowan Rd.	Relocated to new foundation	PLAN 65M3955 LOT 1	PT. LOT 17 & 18, CON. 7, PART 1 65R-18215
10.	226 Edward Jeffreys Ave. Albert Wideman House	2002-34	Building was designated addressed as 9462 Hwy. 48	Relocated to new foundation	PLAN 65M3761 PT BLK 1 RP 65R34020 PT 50	PT. LOT 17, CON. 7 Markham as in MA86570
11.	11 Heritage Corners Lane Ambrose Noble House	307-83	Building moved to Heritage Estates from 9251 Highway 48 North	Relocated to new foundation	Plan 65M2761 LOT 38	Part Lot 16, Concession 8 meets & bounds

12.	2 Alexander Hunter Place Mackenzie Gowland House	2004-214	Building Moved to Heritage Estates from 31 Helen Ave.	Relocated to a new foundation	Plan 2196 Pt. Lot 12 RS64R8504 Part 2	PT LT 12 PL 2196 PT2 64R8504
13.	8 Wismer Place Wilmot Brumwell House	2002-8	Building Moved to Heritage Estates from 10391 Woodbine Ave.	Relocated to a new foundation	Plan 65M2761 LOT 11	PT. LOT 22 and PT. LOT 23, CON. 4

Properties requiring update to legal description in WARD 5

Number	Property	Designation By-law	Reason for Update	Comment	Amanda Legal Description	Legal Description in By-law
14.	2665 Bur Oak Ave. William Grant House	2004-3	Building was designated addressed as 7006 16th Ave.	On its original foundation	PLAN 65M3759 BLK 358	West ½ Lot 16, Concession 9
15.	60 Dame Gruev Dr. Abraham Strickler House	2006-256	Building was designated addressed as 6297 Major Mackenzie Dr.	On its original foundation	PLAN 65M4237 LOT 260	Part Lot 20 Concession 8 as in R424648 save and except Part 9 on 65R23101
16.	8 Green Hollow Crt. Adam Clendenen House	2001-172	Building was designated addressed as 9642 9th Line	On its original foundation	PLAN 65M3594 LOT 320	PT. LTS 17, 18 & 19, CON.8; PT.1, 65R15789, SAVE AND EXCEPT PT.1, 65R18289 AND SAVE AND EXCEPT PT. 1 65R23608

17.	1 Kalvinster Dr. John Reesor House	2003-159	Building was designated addressed as 6937 Hwy. 7	On its original foundation	PLAN 65M3840 LOT 217	PT LOTS 9 &10 PT 1 65R16111 EXCEPT PTS 11 & 14, 65R18847 & PT 1, 65R22686
18.	28 Pike Lane Peter Pike House	2004-2	Building was designated addressed as 9451 9th Line	On its original foundation	PLAN 65M3759 BLKS 303 AND 304	Part Lot 17, Concession 9
19.	527 William Forster Rd. William Forster House	2005-367	Building was designated addressed as 8882 Reesor Road	On its original foundation	PLAN 65M4354 LOT 214	East half of Lot 13, Concession 9 designated as Part 25 on Reference Plan 65R-28440
20.	9899 Markham Road William Read House	2002-168	Building was originally addressed as 9899 Hwy.48	On its original foundation	PT LT 20 CON 8 MARKHAM AS IN R420171	YORK REGION CONDO PLAN 1078 LEVEL 1 UNIT 18

Properties requiring update to legal description in WARD 6

	Property	**Designation By-law**	**Reason for update**	**Comment**	**Amanda Legal Description**	**Legal Description in By-law**
21.	28 Busch Ave. Beckett Farm House	2012-68	Building was designated addressed as 4672 Kennedy Rd.	On its original foundation	PLAN 65M4398 LOT 252	PT of W1/2 LOT 16, CON 6 BEING PART 2, PLAN 65R-33240
22.	128 Harbord St. Philip Eckardt Log House	229-93	Building was designated addressed as 4672	Will be relocated on new foundation on new lot	PLAN 65M4398 LOT 174	Meets and Bounds

			Kennedy Rd.			
23.	10000 Kennedy Rd. S.S. # 11 Colty Corners School House	307-83	Building designated as Part of Lot 20 Concession 5	On new foundation	PLAN 65M3468 BLK 63	Part of Lot 20, Concession 5, south west intersection of Kennedy Road and Seventeenth Ave. Markham
24.	14 Heritage Corners Lane Reverend Jenkins House	155-94	Building designated addressed as 11022 Kennedy Rd.	Will be relocated on new foundation on new lot	CON 5 PT LOT 27 RS65R4896 PART 3	Part of Lot 27 Concession 5, more particularly described as Part 1 on Plan of Survey 65R-4896
25.	45 Stollery Pond Cres. Francis Stiver House	4-95	Building was designated addressed as 4075 Major Mackenzie Dr.	On its original foundation	PLAN 65M4498 BLK 27	Part of Lots 19 and 20, Concession 5 designated as Part 9, Plan 65R-17399, save and except Part 2, Plan D923
26.	11 Tannis St. Henry Pingle House	2005-364	Building was designated addressed as 9765-9767 Kennedy Road	On its original foundation	PLAN 65M4094 LOT 12	Con. 6, Pt LT 19, RS65R6486 Part 2
27.	99 Thoroughbred Way Peterson Jarvis House	176-2000	Building was designated addressed as 9804 McCowan Rd.	On its original foundation	PLAN 65M3719 PT BLK 73 65R28873 PT 169	PT LT 19, CON 6, PT 1 65R19839, EXCEPT PT 7 65R21540 & EXCEPT PTS 1,2 & 3

						65R21629 & EXCEPT PTS 1 & 2 65R21791
28.	3 Tralee Crt. Eleanor Casely House	2004-212	Building was designated addressed as 4077 Major Mackenzie Dr.	Relocated to a new foundation	PLAN 65M4498 LOT 26	Pt Lts 19 & 20 Con 5 Markham, Pt 9 65R17399 except Pt 2 PL D923
29.	628 Wilfred Murison Ave. Jonathan Gowland House	2002-200	Building was designated addressed as 9486 McCowan Rd.	Relocated to a new foundation	PLAN 65M3733 PT BLK 101	Part Lot 17 Concession 6 (MKM), PT 1 65R17629

Properties requiring update to legal description in WARD 7

	Property	**Designation By-law**	**Reason for Update**	**Comment**	**Amanda Legal Description**	**Legal Description in By-law**
30.	6888 14th Ave. John Mapes House	2003-153	Building was designated addressed as 7166 14th Ave.	Relocated to new foundation	PLAN 65M3837 BLK 63	PART LOT 6, CONCESSION 9
31.	6890 14th Ave. John Noble Raymer House	2003-152	Building was designated addressed as 7124 14th Ave.	On its original foundation	PLAN 65M3837 BLK 62	PART LOT 6, CONCESSION 9
32.	7 Bewell Dr. Josephus Reesor Tenant House	2003-238	Building was designated addressed as 7447 9th Line	On its original foundation	PLAN 65M3976 BLK 227	PART OF LOTS, 3, 4 & 5, CONCESSION 9, DESIGNATED AS PART 1, PLAN 65R-25746

33.	15 Bewell Dr. Josephus Ressor House	2003-239	Building was designated addressed as 7449 9th Line	On its original foundation	PLAN 65M3976 BLK 226	PART OF LOTS, 3,4 & 5, CONCESSION 9, DESIGNATED AS PART 1, PLAN 65R-25746
34.	70 Karachi Dr. Raymer-Robb Farmhouse	2005-365	Building was designated addressed as 7555 Markham Road	Relocated to new foundation	PLAN 65M4011 BLK 1	Part Lot 4 Concession 8 designated as Part 6 on Reference Plan of Survey 65R-28402
35.	66 Monique Crt. Robb House	89-91	Building was designated addressed as 7205 Markham Road	Relocated to new foundation	PLAN 65M3669 PT BLK 155 RP 65R30562 PT 1	Part or Lots 1 & 2, Concession 8 designated as Part 1 on Plan 65R-10506
36.	16 Moore's Crt. Abraham Koch House	2008-187	Building was designated addressed as 7085 14th Ave.	On its original foundation	PLAN 65M4290 BLK 11	Part Lots 4 and 5, Concession 9, designated as Parts 5, 11, 20, 21 and 22, Plan 65R30962, Markham; s/t easement in gross over Part 20, Plan 65R-30962 as in YR996698, s/t easement in gross over Parts 5 and 21, Plan 65R-30962 as in YR1193458

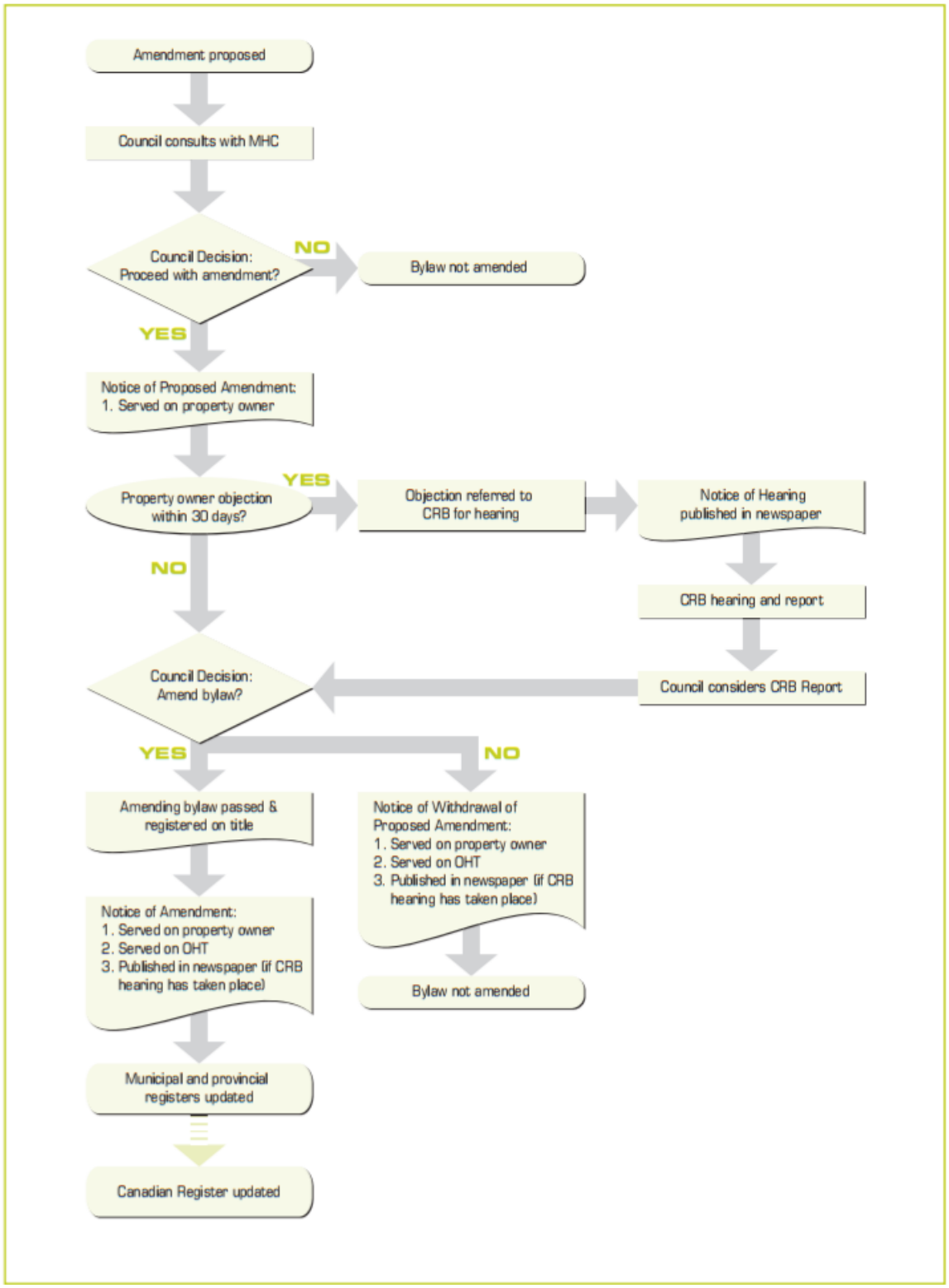
Properties requiring update to legal description in WARD 8

	Property	Designation By-law	Reason for Update	Comment	Amanda Legal Description	Legal Description in By-law
37.	60 Maple Park Way Nicholson Hagerman House	177-98	Does not have same legal description		YORK REGION CONDO PLAN 948 LEVEL 1 UNIT 42	Part of Lot 6, Concession 5, Mkm as in R528135

APPENDIX 'B'

3. Amendment of Designating Bylaw (Exception)

(Section 30.1 (2) to (10) of the Ontario Heritage Act)



Report to: Development Services Committee Meeting Date: April 29, 2019

SUBJECT: Recommendation Report- Update on Planning for the Ontario Heritage Conference 2020

PREPARED BY: Regan Hutcheson, Manager, Heritage Planning. 2080
Ron Blake, Senior Development Manager, ext. 2600

RECOMMENDATION:

1) That the staff report titled "Recommendation Report, Update on Planning for the Ontario Heritage Conference 2020", dated April 29, 2019, be received;

2) That two members of Council be appointed to Markham's Local Organizing Committee (LOC) for the Ontario Heritage Conference 2020;

3) That up to $5,000 be allocated from the Heritage Preservation Account (087 2800 115) for promotional material that will be used at the 2019 Ontario Heritage Conference and that any unused funding be returned to the Heritage Preservation Account;

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

PURPOSE:
The purpose of this report is to provide an update on preparations underway for the hosting of the 2020 Ontario Heritage Conference and to secure funding for promotional materials to be used at the 2019 Conference.

BACKGROUND:
Community Heritage Ontario
Community Heritage Ontario (CHO) is the province-wide, non-profit umbrella organization of volunteer, municipally-appointed heritage advisory committees. The organization was created in 1992 and today has 952 members representing 117 Ontario communities. The City of Markham/Heritage Markham has been a member of CHO since it was formed. CHO's mission is to encourage the development of municipal heritage committees and to further the identification, preservation, interpretation and wise use of community heritage. CHO publishes a quarterly newsletter, holds education training workshops across the province, offers liaison services and holds an annual conference in conjunction with the Architectural Conservancy of Ontario (ACO) and the Ontario Association of Heritage Planners (OAHP).

Markham submitted a bid to host the Conference in 2020
Markham was specifically invited to submit a bid to host the Ontario Heritage Conference for 2020. Heritage Markham Committee was consulted and was supportive. Consultation was undertaken with a number of Councillors and staff. On February 27, 2018 Council

authorized the Director of Economic Growth, Culture and Entrepreneurship to develop and submit a proposal to Community Heritage Ontario to host the 2020 Ontario Heritage Conference.

Further, in the event Markham was awarded the 2020 Ontario Heritage Conference, staff was authorized to create a Local Organizing Committee consisting of municipal staff, Heritage Markham members, individuals from local heritage groups and organizations and other appropriate community stakeholders in order to begin planning for the 2020 Conference.

Markham was awarded the Conference.
A detailed "Proposal to Host" submission was prepared by staff and submitted on March 9, 2018 to Community Heritage Ontario. The Joint Conference Committee received proposals from Markham, Sarnia, Thunder Bay and Peterborough, and on April 22, 2018 announced that Markham was the choice to host the conference in 2020. The President of CHO noted that given Markham's track record in heritage conservation, holding the conference here would give the community an opportunity to showcase its successes and let other communities see how Markham has dealt with the challenges that many in the heritage community face.

Conference details
The Conference is usually held in late May or June and runs from Thursday through Saturday. Attendance is usually in the 200-250 range including delegates, spouses, guests, speakers and exhibitors. The host city must have appropriate accommodations, meeting rooms and exhibition space.

DISCUSSION:
Local Organizing Committee (LOC) is being formed
Being selected to host the Ontario Heritage Conference is a great honour and reflects the positive heritage conservation work that has occurred in the past in Markham, and continues today. However, it will involve a lot of planning and organization.

The Director of Economic Growth, Culture and Entrepreneurship is leading this endeavor with assistance from Heritage Section and Corporate Communications staff. A Local Organizing Committee (LOC) is required to be created. The City of Markham is the sponsor of the LOC which will be comprised of Markham staff and community volunteers. Council has previously authorized the creation of the LOC and the staff team is currently assembling individuals from the heritage and cultural community to become members to assist with planning and organization tasks. The LOC is also responsible for banking, record keeping and providing a treasurer.

It is also recommended that 2 Councillors be appointed to sit on the LOC as a liaison to Markham Council.

Attendance at the May 2019 Ontario Heritage Conference
Two members of Heritage Section staff will be attending the 2019 Conference in Goderich in May to address a number of objectives. It is customary for the next hosting municipality to be provided exhibit space at the conference trade show to promote the next conference. Our materials should motivate people to come to Markham the following year. We will need to prepare a handout and display materials. Our working theme for the conference is "20/20 Vision – Clarity for a New Decade"

Also, the next host is provided the opportunity to give a short audio/visual presentation at the Gala Dinner event inviting people to the next conference in Markham. Staff attending the 2019 conference will also be able to monitor what works and what doesn't from an organizational perspective at the conference.

To undertake the above tasks, it is recommended that up to $5,000 be approved from the Heritage Preservation Account (087 2800 115) to produce the material for the exhibit booth and for the audio/visual "Welcome to Markham" presentation.

Memorandum of Understanding
Staff will be meeting with representatives of the Joint Conference Committee (CHO, OAHP and ACO) in late April to discuss responsibilities, tasks and timelines as well as expectations. A Memorandum of Understanding will also need to be signed by all parties.

FINANCIAL CONSIDERATIONS
Transfer of funds from the Heritage Reserve Fund (087 2800 115) in the amount of $5,000 for promotional materials associated with the 2020 Ontario Heritage Conference.

HUMAN RESOURCES CONSIDERATIONS
Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:
Undertaking this initiative aligns with the City's strategic goals of achieving an engaged, diverse and thriving city, as well as offering exceptional services by exceptional people.

BUSINESS UNITS CONSULTED AND AFFECTED:
Economic Growth, Culture and Entrepreneurship Department, Planning and Development Department

RECOMMENDED BY:

Biju Karumanchery, RPP, MCIP
Director of Planning & Urban Design

Stephen Chait
Director of Economic Growth, Culture and Entrepreneurship

Arvin Prasad, RPP, MCIP
Commissioner of Development Services

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Report to: Development Services Committee Meeting Date: April 29, 2019

SUBJECT: RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, South of Elgin Mills Road East (Ward 2)

File: OP 17-128178

PREPARED BY: Stephen Kitagawa M.C.I.P., R.P.P
Senior Planner, North District

REVIEWED BY: Ron Blake M.C.I.P., R.P.P
Senior Manager, Development

RECOMMENDATION:

1) That the report entitled "RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, south of Elgin Mills Road East" dated April 29, 2019, be received;

2) That the proposed modification to the Council adopted Berczy Glen Secondary Plan, as outlined in Appendix 'A' of the report entitled "RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, south of Elgin Mills Road East" dated April 29, 2019, be adopted;

3) That the proposed modification to the Council adopted Berczy Glen Secondary Plan, as recommended in the report entitled " RECOMMENDATION REPORT, Berczy Glen Landowners Group, Proposed Modification to the Berczy Glen Secondary Plan Area – East of the Hydro Corridor, south of Elgin Mills Road East" dated April 29, 2019, be forwarded to the Region of York for consideration in the approval of the Berczy Glen Secondary Plan;

4) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:
Not applicable.

PURPOSE:
The purpose of this report is to recommend a modification to the Council adopted Berczy Glen Secondary Plan prior to Regional approval of the Secondary Plan. The modification arises from matters requested by the Berczy Glen Landowners Group.

BACKGROUND:
The Berczy Glen Secondary Plan was adopted by Council on November 27, 2018 and is currently being considered by the Region of York for approval. Following adoption, the Berczy Glen Landowners Group requested a modification to the Berczy Glen Secondary Plan. Modifications to the secondary plan can be considered by the Region prior to Regional approval of the plan, which is anticipated in June 2019.

This report identifies the requested modification to the Berczy Glen Secondary Plan as discussed below.

OPTIONS/ DISCUSSION:
The recommended policy modification to the Council adopted secondary plan is provided in Appendix 'A'.

Modification to provide for back-to-back townhouses in the Residential Low Rise designation
Mattamy Homes has ownership of two properties in the Berczy Glen Secondary Plan (See Figure 1) and has requested a modification to provide for back-to-back townhouses in the 'Residential Low Rise' designation. Back-to-back townhouses are provided for in the 'Residential Mid Rise' designation in the City of Markham 2014 Official Plan, however, the back-to-back built form is specifically excluded from lands designated 'Residential Low Rise' (see Section 8.2.3.3a of the 2014 Official Plan).

A shared theme of Provincial, Regional and City policies is a clear direction for more efficient use of land. One aspect of the efficient use of land is also better use of infrastructure. The Growth Plan establishes a minimum density target for greenfield areas and provides direction that development in such areas "supports the achievement of complete communities." An objective of the Secondary Plan is to provide an adequate mix of housing choices to accommodate the needs of Berczy Glen residents and workers in a manner consistent with the 2014 Official Plan.

Back-to-back townhouses have direct access to grade and are similar to traditional townhouses with the garage along the front. The units in a back-to-back townhouse model share walls on the side and the back. Back-to-back townhouses do not have a rear yard amenity space. The amenity space is usually a rooftop terrace or a balcony facing the street. As with standard townhouses with garages facing the street, the lot widths should be large enough to ensure the accommodation of on-street parking, street trees, and private amenity space. The pairing of garages and driveways is preferred to maximize available planting area and street parking along the frontage.

Back-to-back townhouses are excluded from the 'Residential Low Rise' designation in the 2014 Official Plan because this house form is more intense than other ground oriented

house forms, even though from the street front, their appearance is similar to standard front loaded townhouses. However, the Official Plan allows for variations in land use designations through Secondary Plans.

Staff have reviewed the request for the back-to-back townhouses and determined that back-to-back townhouses would be appropriate as a discretionary use in the 'Residential Low Rise' designation of the Berczy Glen Secondary Plan, subject to development criteria. The criteria are designed to ensure that back-to-back townhouses are: sited in appropriate locations, comparable in character to standard street townhouses, and limited in number to ensure the overall density range established in the 'Residential Low Rise' designation is maintained. More specifically, in considering an application for back-to-back townhouses on lands designated 'Residential Low Rise', staff recommend that the following criteria be included in the policy (See Appendix 'A'):

i. appropriate site location in terms of proximity to transit;
ii. appropriate lot widths to ensure the provision of on-street parking, street trees, and private amenity space;
iii. the proposed back-to-back townhouses front onto a public road;
iv. the density of the proposal is consistent with the density range established in the 'Residential Low Rise' designation of 25 to 45 units per net hectare.

Staff are also recommending that the back-to-back townhouses be a discretionary use that would only be permitted through a zoning by-law amendment application.

As a more compact built form, locating back-to-back townhouses closer to transit, will help support transit ridership by locating more residents within a convenient walk to transit, making access to the system more attractive to the potential transit user.

The criteria relating to appropriate lot widths and the requirement for lots fronting on a public road are intended to ensure that lot frontages will be sufficient to promote a built form that is compatible with other house forms in the 'Residential Low Rise' designation, without compromising space for on-street parking, street trees, and private outdoor amenity space.

The community structure set out in the secondary plan promotes low density residential internal to the block with the higher density building types located in proximity to higher order transit corridors. Back-to-back townhouses present a street frontage that is compatible with other ground-oriented housing, but do so in a more intensive built form. In order to maintain the character and land use pattern in the 'Residential Low Rise' designation, the back-to-back townhouses will be permitted internal to the block, provided the overall density does not exceeds the density range established in this designation (25-45 uph). This will limit the number of back-to-back townhouse blocks that can be developed in the low rise area.

The criteria discussed above will help ensure that the character of the Residential Low Rise area is maintained.

NEXT STEPS:
The modification will be forwarded to the Region of York to be incorporated into the Berczy Glen Secondary Plan prior to approval.

FINANCIAL CONSIDERATIONS
Not applicable.

HUMAN RESOURCES CONSIDERATIONS
Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:
The Berczy Glen Secondary Plan and the proposed modification identified in this report align with the Building Markham's Future Together through "Growth Management", "Transportation/Transit", and "Environment."

BUSINESS UNITS CONSULTED AND AFFECTED:
The recommendations of this report have been discussed with Planning and Urban Design Departments, and their comments have been incorporated.

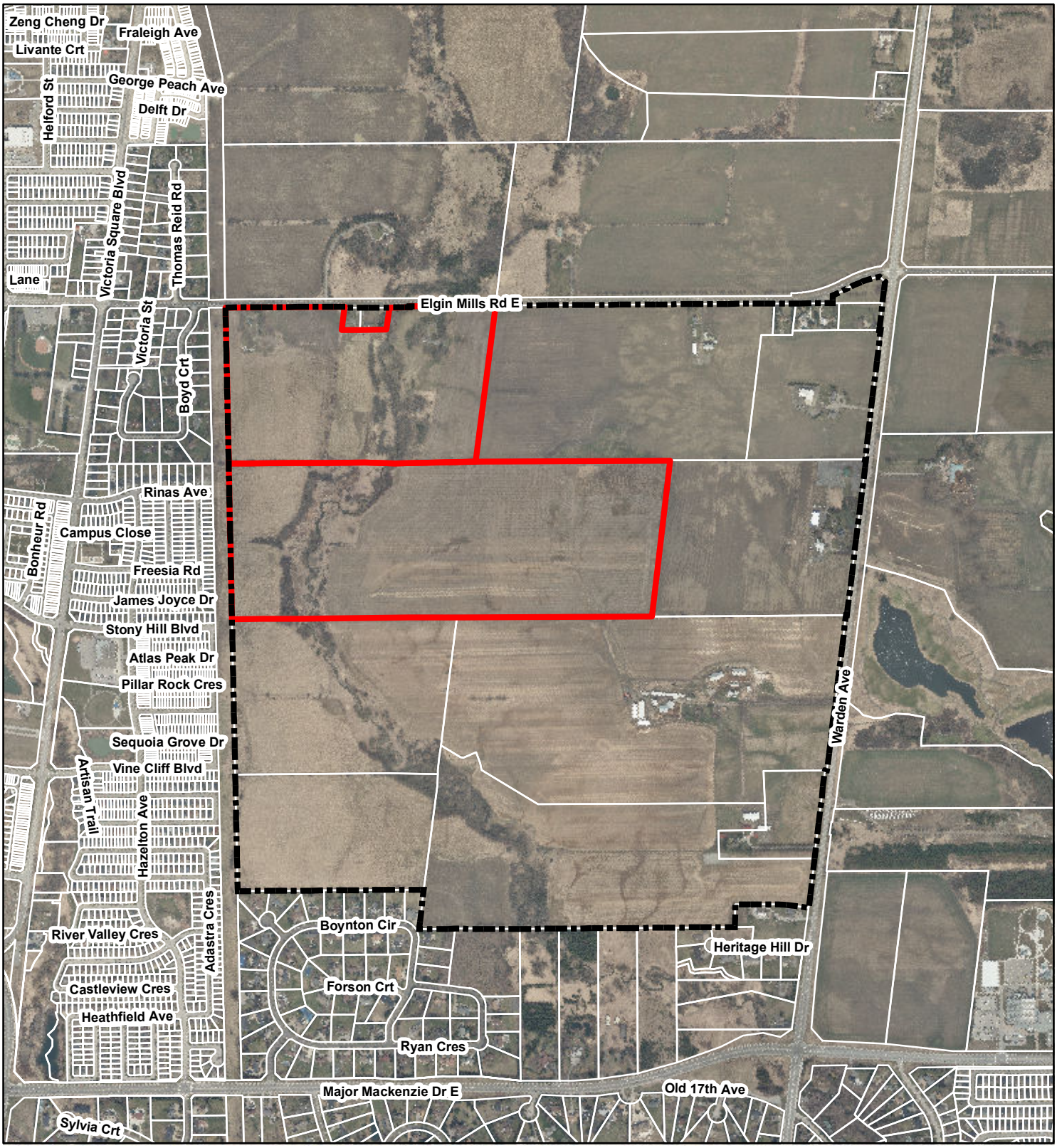
RECOMMENDED BY:

Biju Karumanchery, M.C.I.P., R.P.P.
Director of Planning and Urban Design

Arvin Prasad, M.C.I.P., R.P.P.
Commissioner, Development Services

ATTACHMENTS:
Figure 1 – Air Photo 2018

Appendix 'A' – Proposed Modification to the Council Adopted Berczy Glen Secondary Plan.



AIR PHOTO (2018)

Mattamy Lands

Berczy Glen Secondary Plan Area

FILE No. OP 7128178 (SK)

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Date: 05/04/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW

Checked By: SK

FIGURE No.1

APPENDIX 'A'
PROPOSED MODIFICATION TO THE COUNCIL ADOPTED BERCZY GLEN SECONDARY PLAN
NOVEMBER 27, 2018
(deletions are shown as strikethrough; new text is underlined)

Building Types

8.2.1.3 To provide for only the following building types on lands designated 'Residential Low Rise':

a) detached dwelling, semi-detached dwelling, townhouse ~~excluding back to back townhouse~~, duplex, small multi-plex building containing 3 to 6 units, all with direct frontage on a public street. A zoning by-law amendment to permit the above building types without direct frontage on a public street may also be considered, at appropriate locations, where a development block has frontage on an arterial or a major collector road, or where an individual lot has frontage on a public park which fronts a public street;

b) *coach house* located above a garage on a laneway; ~~and~~

c) buildings associated with *day care centres, places of worship* and *public schools*; and

d) back to back townhouses, subject to review of an application for *development approval*. In considering an application for back to back townhouses on lands designated 'Residential Low Rise', Council shall ensure that development adheres to the criteria outlined below:

   i. appropriate site location in terms of proximity to transit;

   ii. appropriate lot widths to ensure the provision of on-street parking, street trees, and private amenity space;

   iii. the proposed built form fronts on to a public road;

   iv. the density of the proposal is consistent with the density range established in Section 8.2.1.4 of this Secondary Plan.

Report to: Development Services Committee Meeting Date: April 29, 2019

SUBJECT: **RECOMMENDATION REPORT**
2522584 Ontario Inc.
Proposed Zoning By-law Amendment to permit eight (8) townhouse dwellings on the east side of Marydale Avenue, west of Markham R

PREPARED BY: Luis Juarez, ext. 2910
Planner I, Central District

REVIEWED BY: Sally Campbell, MCIP, RPP, ext. 2645
Manager, East District

RECOMMENDATION:

1) That the report titled "RECOMMENDATION REPORT, 2522584 Ontario Inc., Proposed Zoning By-law Amendment to permit eight (8) townhouse dwellings on the east side of Marydale Avenue, west of Markham Road and south of Denison Street (Ward 7) File No. ZA 18 229047", be received;

2) That the Zoning By-law Amendment application submitted by 2522584 Ontario Inc., to amend Zoning By-law 177-96, as amended, be approved and that the draft By-law attached as Appendix 'A' be finalized and enacted without further notice;

3) That Council assign servicing allocation for up to 8 townhouse dwellings; and,

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

PURPOSE:

The purpose of this report is to recommend approval of a zoning by-law amendment submitted by 2522584 Ontario Inc., to permit 8 three storey freehold townhouse dwellings fronting onto existing Marydale Avenue.

BACKGROUND:

Subject Property and Area Context

The 0.17 ha (0.425 ac) vacant subject property is located on the east side of Marydale Avenue, and is west of Markham Road and south of Denison Street (See Figures 1 – 2, 4). The property shown on the siting plan (See Figure 3) has a frontage of approximately 53.7 m (176.2 ft) and depth of approximately 32.4 m (106.2 ft).

Surrounding Uses:

- An existing commercial shopping centre to the north at 7190-7200 Markham Road is currently the subject of zoning by-law amendment and site plan control applications to permit 258 stacked townhouses and 11 dual purpose units. These applications are before the LPAT (File No. ZA/SC 17 109850).
- An existing one-storey medical office building within a retrofitted dwelling abuts the subject lands to the east at 7160 Markham Road. A site plan application was endorsed in October 2018 (File SC 10 126959) to permit a 3-storey medical office building on this property.
- Existing single detached two storey dwellings exist to the south and west of the subject lands along Marydale Avenue and Erla Court.

PROPOSAL

The applicant proposes to rezone the subject property to Community Amenity One (CA1) under By-law 177-96, as amended to permit a residential development comprised of 8 freehold townhouse dwellings with unit widths of of 6.2 m (20 ft). The proposed conceptual site plan is shown in Figure 3. The eight proposed lots front onto and are accessed via Marydale Avenue. Each dwelling will have a private garage to accommodate 2 vehicles parked in tandem, as well as a private driveway for one vehicle, for a total of 3 parking spaces per dwelling.

The elevations feature brick and stone veneer, some stucco detailing and horizontal siding (see Figure 6). Each townhouse unit, except units 7 and 8, will be three storeys in height and complies with the maximum height requirement of 12 m (39 ft) within the CA1 zone category of By-law 177-96, as amended. While units 7 and 8 will have three storeys, the draft zoning by-law (Appendix 'A') caps the maximum building height for these units at 11 m (36 ft). This was included in the draft by-law to address comments made at the January 22, 2019 Statutory Public Meeting by residents and members of Development Services Committee to consider an appropriate transition to existing homes to the south. This is further addressed in the Options/Discussion section of this report.

Application Process and Next Steps:

- The applications were submitted on September 24, 2018 and deemed complete by Staff on October 01, 2018;
- Following the Preliminary Report to DSC on December 11, 2018, the Statutory Public Meeting was held on January 22, 2019;
- Four deputations were made by residents at the Public Meeting citing concerns over a lack of proper notice regarding the application, building height, and building setback compatibility. Comments made through the Public Consultation process are detailed further in the Options/Discussion subsection of this report;
- If the zoning by-law amendment application is approved, a holding provision will be applied requiring the proponent to enter into a Development Agreement with the City prior to the removal of the holding provision. This is discussed in more detail at the end of the report.

POLICY FRAMEWORK, OFFICIAL PLAN AND ZONING

Provincial Policy Statement, 2014 (PPS, 2014) and Growth Plan for the Greater Golden Horseshoe, 2017 (Growth Plan, 2017) provide overall direction

The PPS, 2014 provides direction on matters of Provincial interest including land use planning and development. The PPS, 2014 provides the direction for the efficient use of land and development patterns, which supports sustainability by promoting strong, livable, healthy and resilient communities; protecting the environment and public health and encouraging safety and economic growth.

The Growth Plan, 2017 provides a framework for implementing the Province's vision for building strong, prosperous communities within the Greater Golden Horseshoe to 2041. The premise of the Growth Plan, 2017 is building compact, vibrant and complete communities, developing a strong competitive economy, protecting natural resources and optimizing the use of existing and new infrastructure to support growth in a compact, efficient form. Given the infill nature of the proposed development, staff are of the opinion the proposed zoning by-law amendment application conforms to the Provincial Growth Plan policies.

While policies within both Provincial Plans include direction to support a range of housing typologies, (unit sizes, shared housing, secondary suites and rental housing), one of the key concerns raised through Public Consultation was ensuring that the proposed development has a built form consistent with surrounding existing housing. Staff have regard for the potential for this project to provide secondary dwelling units in the basement, however as the proposed townhouse units have not been specifically designed to accommodate secondary suites, this provision will not be provided as of right in the zoning by-law amendment. This will not prevent homeowners from applying to the Committee of Adjustment at a future date to apply for an accessory unit, subject to the review of plans to demonstrate that the secondary suite is appropriate for the unit. The proposed development generally meets the intent of the Provincial Policy Statement (2014) and Growth Plan for the Greater Golden Horseshoe (2017).

Region of York Official Plan, 2010 (the "ROP")

The subject property is designated 'Urban Area' in the ROP, which permits residential, commercial, industrial and institutional uses. The proposed land use conforms to the Regional Official Plan.

2014 Official Plan as partially approved on November 24, 2017 and further updated on April 9, 2018 (the "2014 Official Plan")

The subject property is designated 'Mixed Use Mid Rise' in the 2014 Official Plan which provides for townhouses including back to back and stacked units, small multiplex buildings containing 3-6 units, and apartment buildings with a minimum building height of 3 storeys and a maximum building height of 6 storeys. Lands designated 'Mixed Use Mid Rise' are to also comply with the Mixed Use Development Criteria policies of the 2014 Official Plan, to ensure that new development is compatible to existing development. These policies include, but are not limited to the following:

- Ensuring an appropriate and consistent building scale and mass to provide for continuity in built form on the same street;
- directing height and density away from low rise designations;

- Providing landscape buffers for sites adjacent to residential uses.

'Local Corridor – Markham Road Armadale' site specific policies in the 2014 Official Plan provide for transit-supportive densities that are also applicable to the subject site. The proposed townhomes comply with the 'Mixed Use Mid Rise' designation in the 2014 Official Plan.

Current and Proposed Zoning

The subject property is zoned Special Commercial One (SC1) by By-law 90-81, as amended by By-law 87-87. The current zoning for this site has been in place since March 10, 1987 and permits a range of commercial uses, including retail, service uses, businesses and professional offices and restaurants. The submitted zoning by-law amendment application is required to permit the proposed townhouse development by rezoning the property and placing it in a Community Amenity One (CA1) zone category in By-law 177-96, as amended. The widths of the proposed townhouse units (6.2 m) complies with the requirements for townhouse units in the CA1 zone of By-law 177-96. Approval of the zoning amendment by-law will implement site specific exceptions to the CA1 zone standards to:

- permit a maximum floor space index (FSI) of 1.5;
- restrict permitted uses to only townhouse dwellings, home occupations, home child cares and accessory dwelling units; and restrict building height and side yard setbacks adjacent to existing single detached dwellings to the south; and to
- restrict the maximum permitted building height for Units 7 and 8 to 11 m and increase the minimum interior side yard setback from 1.2 m to 2.0 m for Unit 8, to address resident and DSC comments made at the January 22, 2019 Statutory Public meeting regarding the relationship of the proposed townhouses to existing homes to the south.

OPTIONS/ DISCUSSION:

Concerns expressed at the Statutory Public Meeting

Development Services Committee suggested that the north end unit be designed to improve the interface with the adjacent proposed pedestrian walkway, and that the south end unit be modified to consider privacy concerns. Committee also suggested that snow storage and landscape buffers be considered in the design of the proposed development.

Some residents and members of Committee expressed concern about the 3-storey design of the southerly end unit from a compatibility perspective, requesting that a 2-storey design be considered.

End unit design, landscape buffers, and snow storage is accommodated

The applicant has upgraded the north end unit elevation to include a two-storey stone veneer façade feature fronting the walkway, and by reducing the length of the side yard privacy fence allowing good visual surveillance from living room windows. Further, the windows in the south end unit elevation have been reduced in number and size to reduce overlook to the south, including a frosted window treatment and high-level windows on the third storey (See Figure 5).

The applicant is proposing two new boulevard trees in addition to protecting the two existing boulevard trees along the frontage. Three evergreen trees are proposed along the south property line to provide all-season screening between the proposed rear yards and one of the existing adjacent residential dwellings to the south. Existing mature deciduous trees on the other adjacent property to the south does not allow for further tree plantings along the south lot line. Each unit contains an approximate 13.4 m^2 front yard which can be used for snow storage. A 1.8 m (6 ft) high privacy fence is proposed along the rear property line to screen the proposed development from the proposed medical office to the east (See Figure 4).

Proposed development is compatible

The proposed development is compatible with the existing residential dwellings in the vicinity and provides an appropriate built form presence along Marydale Avenue. There is approximately 10.5 m between the most southerly proposed townhouse unit and the existing residential units to the south, which is comparable to the relationship between other end units to corner units in the vicinity.

The proposed development has a height that is permitted in a residential low-rise designation and meets the 2014 Official Plan criteria for Mixed Use Mid Rise development. It has been determined that reducing the height to 2 storeys would require an official plan amendment because the 'Mixed Use Mid Rise' designation requires a minimum of 3 storeys. However, restricting the actual building height of units 7 and 8 means that 3 storeys can still be designed, but within 11 metres, thereby providing an appropriate transition in building height adjacent to the neighbouring detached homes to the south which are approximately 8 m in height. The applicant has indicated they do not want to submit an Official Plan amendment to permit lower building heights than what is permitted in the 2014 Official Plan. Staff are of the opinion the proposed building heights are compatible with surrounding existing homes.

Region of York

In a letter dated October 11, 2018 the Region of York indicated no objection to the proposed zoning by-law amendment application.

Municipal Servicing is available

There is sufficient servicing allocation available from Council's current allocation reserve to accommodate the proposed development. It should be noted however that the City reserves the right to revoke or reallocate the servicing allocation should the development not proceed in a timely manner.

The proponent is working with the Engineering and Water Works departments to finalize the servicing configuration for the subject lands. Final approval of the servicing configuration is an aspect of the technical submission to the Engineering Department that will proceed following zoning by-law approval, including final acceptance of the Functional Servicing Report.

A Development Agreement is Required

As mentioned earlier in the report, a holding provision will be placed on the subject property through the implementing zoning by-law. The holding provision shall only be lifted when the applicant has entered into a development agreement with the City. The development agreement will commit the developer to construct in accordance with City Standards and Specifications, including civil engineering works, service connections and landscape details, as well as the payment of fees and levies, including cash in lieu of parkland, public art contribution and other development securities. Individual townhouse lots will be created through Part Lot Control Exemption once the holding provision is removed.

FINANCIAL CONSIDERATIONS

Not Applicable.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The proposed applications have been reviewed in the context of the City's Strategic Priorities of Growth Management, Transportation and Municipal Services.

BUSINESS UNITS CONSULTED AND AFFECTED:

These applications have been circulated to various departments and external agencies and their comments have been addressed.

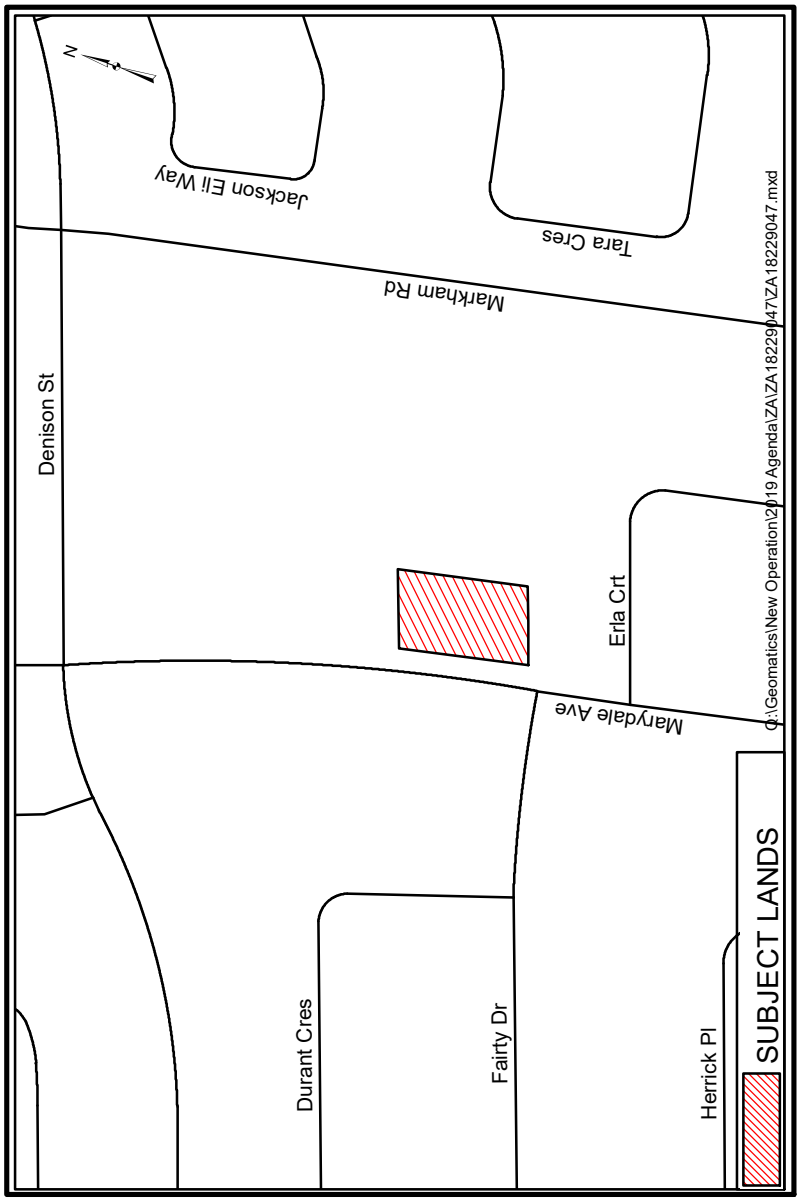
RECOMMENDED BY:

Biju Karumanchery, M.C.I.P., R.P.P.	Arvin Prasad, M.C.I.P., R.P.P.
Director of Planning & Urban Design	Commissioner of Development Services

ATTACHMENTS:

Figure 1 – Location Map
Figure 2 – Area Context/Zoning
Figure 3 – Site Plan
Figure 4 – Aerial Photo
Figure 5 – Conceptual Elevations
Figure 6 – Conceptual Renderings
Appendix 'A' – Zoning By-law Amendment

File path: Amanda\File 18 229047\Documents\Recommendation Report


Denison St
Durant Cres
Fairty Dr
Herrick Pl
Marydale Ave
Erla Crt
Markham Rd
Tara Cres
Jackson Ell Way
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SUBJECT LANDS
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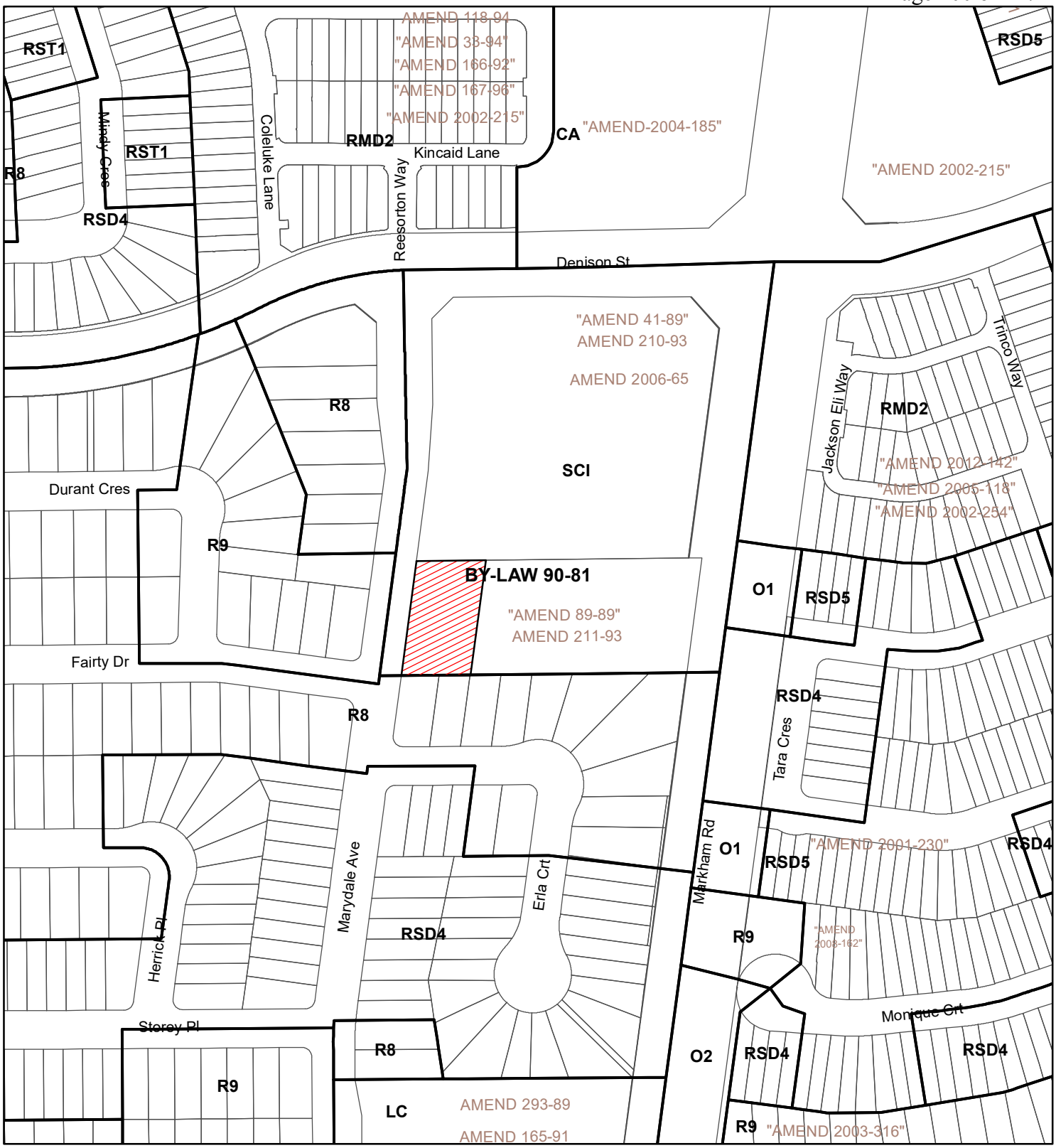

AREA CONTEXT / ZONING

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

SUBJECT LANDS

FILE No. ZA 18229047 (LJ)

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Date: 20/03/2019

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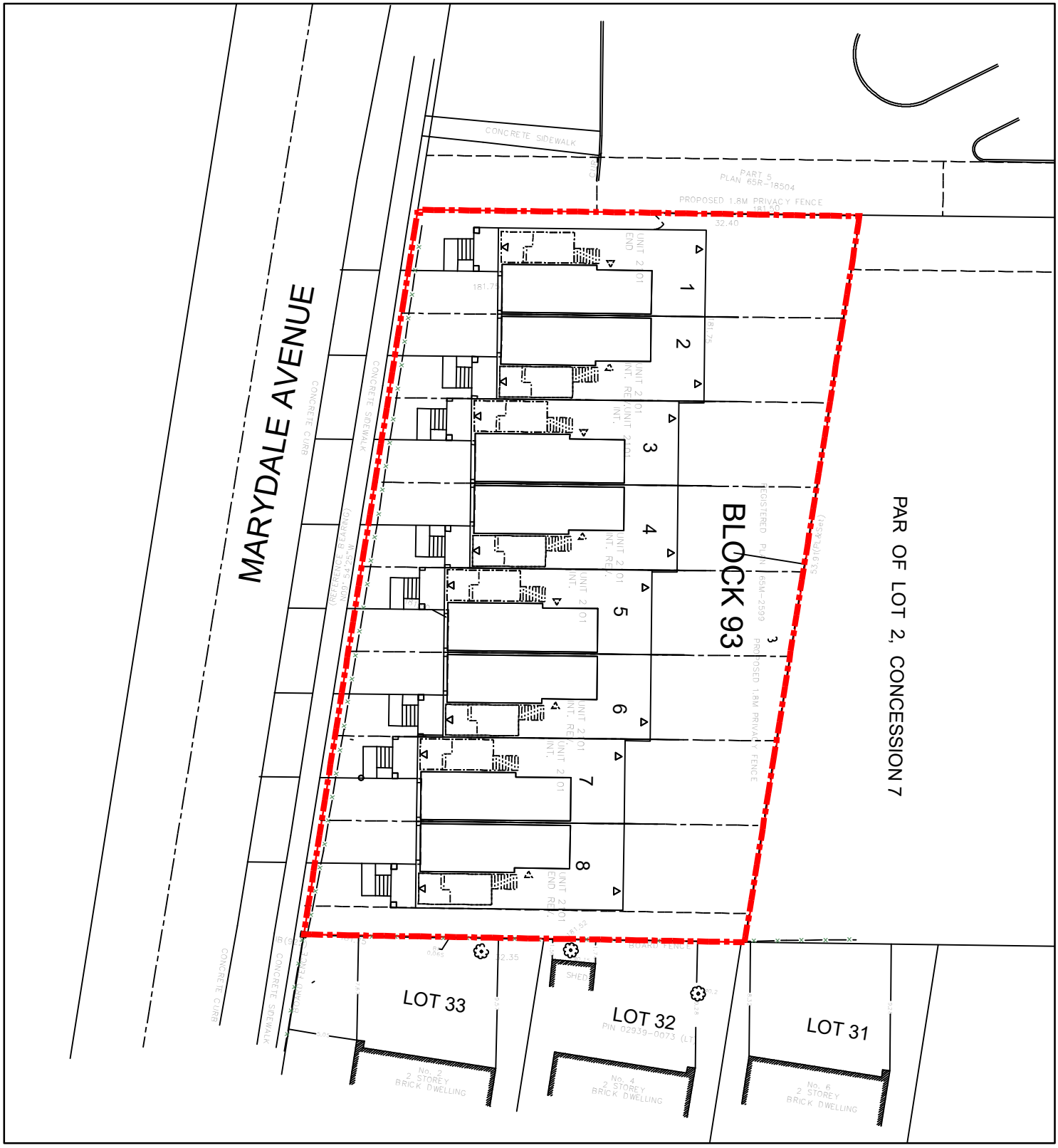
FIGURE No. 2



REVISED SITE PLAN

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

Subject Lands

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Date: 20/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION

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FIGURE No. 3

AERIAL PHOTO (2018)

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

SUBJECT LANDS

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Date: 20/03/2019

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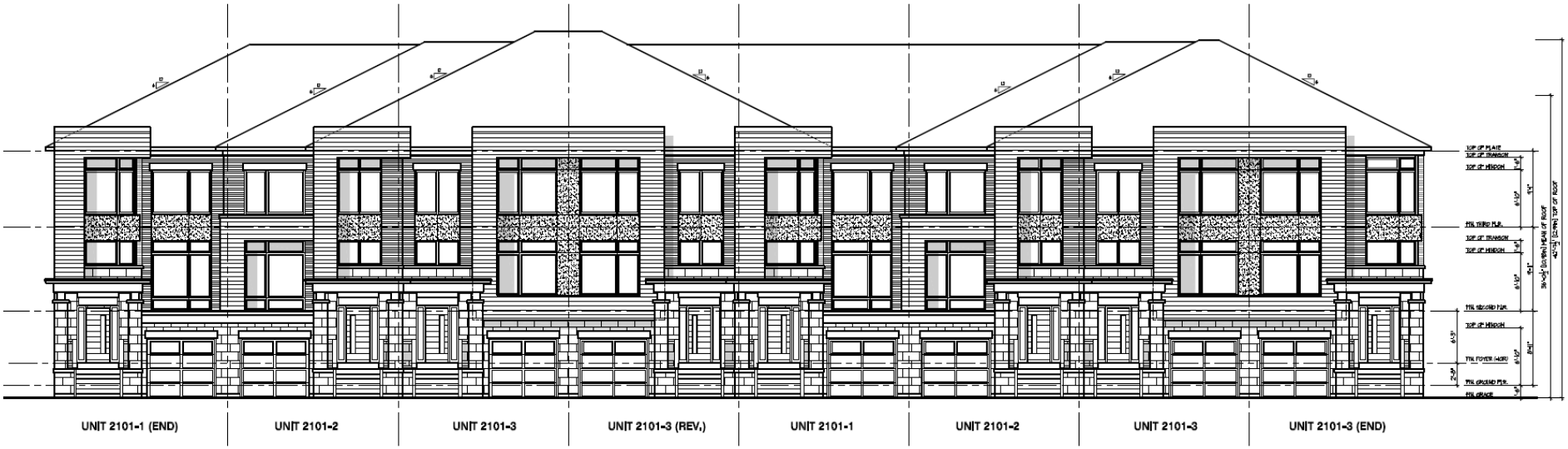
FIGURE No. 4



UPGRADED LEFT SIDE ELEVATION - LOT 1

RIGHT SIDE ELEVATION - LOT 8

REVISED ELEVATIONS

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

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Date: 20/03/2019

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FIGURE No. 5

UPGRADED LEFT SIDE ELEVATION - LOT 1

RIGHT SIDE ELEVATION - LOT 8

CONCEPTUAL RENDERINGS

APPLICANT: 2522584 Ontario Inc.
Reg. Plan 65M-2599, Blk. 93 (Marydale Ave)

FILE No. ZA 18229047 (LJ)

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Date: 20/03/2019

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FIGURE No. 6

BY-LAW 2019-_____

A By-law to amend By-law 90-81, as amended
(to delete lands from the designated areas of By-laws 90-81)

and to amend By-law 177-96, as amended
(to incorporate lands into the designated area of By-law 177-96)

The Council of The Corporation of the City of Markham hereby enacts as follows:

1. That By-law 90-81, as amended, is hereby further amended by deleting the lands shown on Schedule 'A' attached hereto, from the designated areas of By-law 90-81, as amended.

2. That By-law 177-96, as amended, is hereby further amended as follows:

   2.1 By expanding the designated area of By-law 177-96, as amended, to include additional lands as shown on Schedule "A" attached hereto.

   2.2 By zoning the lands outlined on Schedule "A" attached hereto:

   from:
   Special Commercial One (SC1) Zone

   to:
   Community Amenity One (CA1) Zone

3. By adding the following subsections to Section 7 – EXCEPTIONS:

Exception 7.627	**2522584 Ontario Inc.** **Registered Plan 65M-2599, Block 93** **(Marydale Avenue)**	**Parent Zone CA1**
File ZA 18 229047		Amending By-law 2019-XXX
Notwithstanding any other provisions of this By-law, the following provisions shall apply to the land denoted by the symbol *627 on the schedules to this By-law. All other provisions, unless specifically modified/amended by this section, continue to apply to the lands subject to this section.		
7.627.1 Only Permitted Uses		
The following are the only permitted uses:		
a)	*Townhouse Dwellings*	
b)	*Home Occupations*	
c)	*Home Child Care*	
7.627.2 Special Zone Standards		
The following special zone standards shall apply:		
a)	Maximum *Floor Space* Index requirements of Table B7 shall not apply	
b)	Special Provision 3 of Table B7 shall not apply	
c)	Minimum *interior side yard* of an end unit abutting the southerly *lot line* – 2 metres	
d)	Maximum *height* of a portion of a building within 8 metres of the southerly *lot line* – 11 metres	

2. SECTION 37 CONTRIBUTION

2.1 A contribution by the Owner to the City of $11,400.00 per residential unit in 2019 dollars, based on the total number of units, to be indexed to the Ontario rate of inflation as per the consumer price index (CPI), in accordance with Section 37 of the Planning Act, as amended, shall be required. Payments shall be collected in accordance with the terms of an agreement to secure for the Section 37 contribution. Nothing in this section shall prevent the issuance of a building permit as set out in Section 8 of the Building Code Act or its successors.

3. HOLDING PROVISION

3.1 For the purpose of this By-law, a Holding (H) provision is hereby established on lands zoned Community Amenity One (CA1) as identified on Schedule 'A' attached hereto by the letter (H) in parenthesis following the zoning symbols.

3.2 No person shall hereafter erect or alter any building or structure on lands subject to the Holding (H) provision for the purpose permitted under this By-law until amendment(s) to this By-law to remove the letter (H) have come into effect pursuant to the provisions of Section 36 of the Planning Act.

3.3 A Zoning By-law Amendment to remove the Holding (H) symbol from the lands shown on Schedule "A" shall not be passed until the following conditions have been met:

a) Execution by the City of Markham of a Development Agreement between the Owner and the City of Markham

Read a first, second and third time and passed on _____, 2019.

_____	_____
Kimberley Kitteringham	Frank Scarpitti
City Clerk	Mayor

Amanda File No. ZA 18 229047

EXPLANATORY NOTE

BY-LAW 2019-___
A By-law to amend By-law 177-96, as amended

2522584 Ontario Inc.
PLAN 65M2599 BLK 93
Marydale Avenue
ZA 18 229047

Lands Affected
The proposed by-law amendment applies to a parcel of land with an approximate area of 0.17 hectares (0.425 acres), which is located north of Denison Street and west of Markham Road in the Armadale Community.

Existing Zoning
The subject lands are zoned Special Commercial One (SC1) Zone under By-law 90-81, as amended.

Purpose and Effect
The purpose and effect of this By-law is to rezone the subject lands under By-law 177-96, as amended as follows:

from:
Special Commercial One (SC1) Zone

to:
Community Amenity One (CA1) Zone;

in order to permit a residential development on the lands.

Note Regarding Further Planning Applications on this Property
The *Planning Act* provides that no person shall apply for a minor variance from the provisions of this by-law before the second anniversary of the day on which the by-law was amended, unless the Council has declared by resolution that such an application is permitted.

MARKHAM

Report to: General Committee Meeting Date: May 6, 2019

SUBJECT: Award of Tender 190-T-18 Play Equipment Replacement & Site Work at Various Parks

PREPARED BY: Scott Grieve, Supervisor, Parks Operations, Ext. 2486
Melita Lee, Senior Buyer, Ext. 2239

RECOMMENDATION:

1) That the report entitled "Award of Tender 190-T-18 Play Equipment Replacement & Site Work at Various Parks" be received; and,
2) That the contract for Tender 190-T-18 Play Equipment Replacement & Site work at Various Parks be awarded to the lowest priced Bidder, TDI International Ag Inc. dba Eco Blue Systems, in the amount of $1,280,177.87, inclusive of HST; and,
3) That a 10% contingency in the amount of $128,017.79 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 award in the amount of $1,408,195.66 ($1,280,177.87 + $128,017.79) be funded from projects #18234 Playstructure Replacement and #18235 Playstructure Rubberized Surface Replacement with available budget of $1,284,940.00; and,
5) That the above two projects be consolidated into one project under project 18234 Playstructure and Rubberized Surface Replacement; and,
6) That the budget shortfall in the amount of $123,255.66 ($1,284,940 - $1,408,195.66) be funded from the Life Cycle Replacement and Capital Reserve Fund; and further,
7) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:
The purpose of this report is to obtain Council approval to award the contract for play equipment replacement and site work at the following various parks:

1. Aldergrove Park	7. Briarwood Park	13. Randall Park
2. Alma Walker Park	8. Central Park	14. Robinson Park
3. Armadale Park	9. Coledale Park	15. Stargell Park
4. Armstrong Park	10. Franklin Carmichael Park	16. Thomas Frisby Park
5. Austin Park	11. Johnsview Park	17. The Mews Park
6. Bianca Park	12. Pomona Mills Park	18. Centennial Park

BACKGROUND:
The work will consist of the following:
- Temporary fences;
- Removal/stockpiling and reinstate existing sand safety surface;

- Removal and disposal of existing play equipment;
- Coordination of the supply and installation of new play equipment;
- Restoration of park back to its original condition following completion of construction;
- Installation of stockpiled sand safety surface and increasing to 300mm depth with new playground sand; and
- Coordination of CSA inspection & certification of play equipment & sand safety surface.

All efforts are made to ensure that a like for like replacement strategy is implemented with specific attention given to replacing the same number of play elements as the equipment that we are removing.

It is anticipated the project will be completed by August 1, 2019.

Tender Information (190-T-18)

Bid closed on	February 19, 2019
Number picking up bid document	10
Number responding to bid	9

Price Summary

Bidder	**Bid Price (Inclusive of HST)**
Smith and Long	$1,241,147.31*
TDI International Ag Inc. dba Eco Blue Systems	**$1,280,177.87**
Mopal Construction	$1,340,901.62
Hawkins Contracting Services Limited	$1,348,224.51
Pine Valley Corporation	$1,363,072.08
Orin Contractors Corp.	$1,380,685.95
Greenspace Landscaping and Property Services Inc.	$1,387,482.26
Lancoa Contracting Inc.	$1,484,352.70
J. Hoover Ltd.	$1,830,143.35

*Staff recommend not awarding the Contract to the lowest priced Bidder (Smith and Long) on the basis that reference checks did not provide proof of their performance and/or qualifications. Pursuant to Part II Section 15.4 of the City of Markham's General Terms and Conditions (which form part of the tender document), the City reserves the right, in its sole discretion, not to award to the lowest priced Bidder, whose reference checks do not meet or exceed the expectations of the City.

FINANCIAL CONSIDERATIONS

Current Budget Available	$1,232,040.00 52,900.00 $1,284,940.00	059-6150-18234-005 Playstructure Replacement 059-6150-18235-006 Rubberized Surface Replacement Total Budget Available
Less cost of award	$1,280,177.87 128,017.79 $1,408,195.66	Cost of Award Inclusive of HST 10% Contingency Total Cost of Award
Budget shortfall after this award	($123,255.66)	

The Shortfall in the amount of $123,255.66 will be funded from the Life Cycle Replacement and Capital Reserve Fund. This is due to higher than anticipated cost for the park elements in each playground $88,317.66 as well as higher cost for rubberized surface replacement $34,938.00.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated accordingly.

HUMAN RESOURCES CONSIDERATIONS

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

Playgrounds within the City are highly used and contribute to community fitness and play providing opportunities on age specific equipment. Ensuring public safety is paramount to the City and timely replacement of equipment based on condition assessment forms the basis of the replacement strategy. As Accessibility for Ontarians with Disabilities Act (AODA) is revised, playgrounds must be revised accordingly.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance department has been consulted and their comments have been incorporated.

RECOMMENDED BY:

Morgan Jones
Director of Operations

Brenda Librecz
Commissioner, Fire & Community Services

ATTACHMENTS:

N/A

Report to: General Committee Meeting Date: May 6, 2019

SUBJECT: Award of Request for Proposal 009-R-19 Food Services for the Markham Civic Centre

PREPARED BY: Alex Moore, Senior Manager, Procurement & Accounts Payable, Ext. 4711
Melita Lee, Senior Buyer, Procurement, Ext. 2239

RECOMMENDATION:

1. That the report entitled "Award of Request for Proposal 009-R-19 Food Services for the Markham Civic Centre be received; and,
2. That Request for Proposal 009-R-19 Food Services for Anthony Roman Centre be awarded to the highest ranked / highest revenue bidder, 10694835 Canada Inc. (Caterable) for a term of five (5) years; and,
3. That the Mayor and City Clerk be authorized to execute an agreement with 10694835 Canada Inc. (Caterable) in a form satisfactory to the City Solicitor and the Commissioner of Corporate Services; and,
4. That the $45,000.00 fixed annual revenue be credited to account # 890 890 8902 Cafeteria Revenue; and,
5. That 10694835 Canada Inc. (Caterable) be responsible for payment of property taxes based on the annual assessed value for provision of food services, in the approximate annual amount of $2,000; and,
6. That the Treasurer and Senior Manager of Procurement & Accounts Payable be authorized to extend the contract for an additional five (5) years commencing in year six (6) of this agreement; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:
The purpose of this report is to obtain Council approval to award the contract for food services at the Markham Civic Centre.

BACKGROUND:
The cafeteria located in the lower level of the Civic Centre consists of the following service area:

- Kitchen
- Office
- Storage
- Seating area (Note: the area past the York Room door is reserved for City staff.)

The location is currently vacant as the previous incumbent who provided a traditional, full service cafeteria and catering service left in December 2018 after 20 years of service.

In February 2019, the City issued a RFP to the market to solicit interested parties to provide food services at the Markham Civic Centre.

BID INFORMATION

Bids closed on	March 7, 2019
Number picking up bid documents	29
Number responding to Bid	10

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of staff from Finance, Legislative Services & Communications, Development Services, and Sustainability & Asset Management Departments with Procurement staff acting as the facilitator.

This Request for Proposal ("RFP") was released using a two-stage approach:

1. Stage 1: Technical Proposal Evaluation; and
2. Stage 2: Interview Evaluation.

Stage 1 was the technical proposal evaluation, whereby Bidders provided their written proposals, which was evaluated based on pre-established criteria and scored out of 80%.

Stage 2 was scored out of 20% and included the three (3) highest scoring Bidders from Stage 1. Stage 2 included:

- A sampling of full portions of cafeteria and catering menu items;
- A sampling of coffee, tea and beverage options; and
- A question and answer period.

The combined weighting of Stage 1 and Stage 2 totaled 100%.

Highest Ranked Bidder

Bidders	**Score (out of 100)**
10694835 Canada Inc. (Caterable)	94.75

OPTIONS/ DISCUSSION:

The recommended food service provider, 10694835 Canada Inc. (Caterable) menu items and pricing are comparable to the previous vendor's offerings. Their proposed menu items are enhanced and include an inclusive offering with consideration to vegan, gluten-free, dairy-free, high protein, reduced sugar and vegetarian diets. The main menu items will be breakfast items, deli items, hot lunches, soups, pasta, homemade baked goods and healthy choice items.

The team members include three (3) individuals who have extensive experience in the food industry. These include Linda Mauti, Tracy Leparulo and Laura Leparulo.

Linda Mauti was the executive chef and dietary supervisor at the Shouldice Hospital for 16 years. More recently, Linda is the manager at the City of Vaughan's cafeteria and on a part-time basis is a chef and life skills instructor at Longo's and PC cooking schools.

Tracy Leparulo is the founder and CEO of a catering company and has organized various special events, including; conferences in Toronto, Barbados and Bahamas, weddings and other social events.

Laura Leparulo is the head of event coordination of a catering company and has over 10 years of experience in the food industry.

References performed validated the teams scoring as all references stated 10694835 Canada Inc. (Caterable) provide good quality food, excellent service and at reasonable prices.

Once the contract is awarded, 10694835 Canada Inc. (Caterable) is expected to be operational by the first week of July as they have to train staff, learn the procedures, and order supplies.

FINANCIAL CONSIDERATIONS

There will be a fixed annual rent of $45,000.00, paid on a monthly basis. In comparison, the previous vendor's rent was $31,125.00. Additionally, 10694835 Canada Inc. (Caterable) will pay property tax amount based on the annual assessed value of the cafeteria.

All utilities (hydro, gas and water) will be supplied and paid for by the City.

ENVIRONMENTAL CONSIDERATIONS:

The contract includes clauses relating to providing healthy choices menu, as well as conformance to the City's policy on "Zero Waste".

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

The evaluation team was representative of a cross commission team.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner – Corporate Services

ATTACHMENTS:

Not applicable.

Report to: General Committee Meeting Date: May 6, 2019

SUBJECT: Asset Management Policy
PREPARED BY: Shu Min Gao, Water System Engineer – Ext 6230
Phoebe Fu, Director, Environmental Services – Ext 3010

RECOMMENDATION:

1) That the report titled "Asset Management Policy" be received; and,

2) That Council approve the Asset Management Policy provided in Attachment 1; and further,

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

EXECUTIVE SUMMARY:
N/A

PURPOSE:
The purpose of this report is to seek Council approval of an Asset Management Policy to ensure compliance with O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure (the Regulation) made under the Infrastructure for Jobs and Prosperity Act, 2015, s. o. 2015, c. 15.

BACKGROUND:
2016 Asset Management Plan

Staff have developed an Asset Management Plan (AMP) in accordance with *Building Together: Guide for Municipal Asset Management Plans***.** The 2016 AMP met all requirements in order to continue receiving federal Gas Tax Fund.

The AMP documented outcomes based on current practices that include the following key sections:

- State of Infrastructure: documents asset type, inventory, valuation, age, condition;
- Level of Service (LOS): documents services levels, performance measures, targets and timeframes to achieve targets;
- Asset Management Strategy: develops City of Markham Asset Management Framework (linking municipal goals to AMP) and Asset Management Strategy (Summary of maintenance, rehabilitation/renewal, and replacement activities); and
- Financial Strategy: documents expenditures, revenue, forecasts, funding shortfall and financing strategies.

The Regulation came into effect in January 2018

The first key action prescribed in the regulation is the development and adoption of an asset management policy by July 1, 2019. Along with the requirement for an asset management policy, there is also the requirement to review and, if necessary, update the policy within the subsequent five years periods. Several legislated requirements are listed to be included within the policy, including a commitment to consider climate change risks and mitigation approaches and to provide opportunities for residents and interested parties to provide input into asset management planning.

The Regulation also requires every municipality to

- Prepare an AMP documenting current level of service in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure asset by July 1, 2023; and
- Update the AMP documenting proposed level of service by July 1, 2024.

Several legislative requirements are listed to be included within the AMP, including full lifecycle activity options to maintain the level of service, the risks and costs associated with the options, and identification of the lowest cost options.

Gaps in the 2016 AMP to comply with the Regulation

The 2016 AMP addressed most of the current legislative requirements except the following:

- Development of an asset management policy;
- The proposed LOS and the explanation why the proposed LOS are appropriate;
- AMP to include new standard LOS matrix by asset type for the current LOS and the proposed LOS; and
- AMP to document full lifecycle activity options to maintain the current LOS and the proposed LOS, the risks and costs associated with the options; and the lowest cost options.

The City's schedule to fully comply with the Regulation

	City Project Scope & Timeline		
Regulation Requirements & Timeline	2019 Policy Development	2020 AMP Update	2023 AMP Update
Develop an asset management policy by July 1, 2019	√	-	-
Develop an AMP - current LOS for core assets by July 1, 2021	-	√	-
Update the AMP - current LOS to include all assets by July 1, 2023	-	√	-

Update the AMP - Proposed LOS for all assets by July 1, 2024	-	-	√

OPTIONS/ DISCUSSION:

Asset Management Policy complies with the Regulation and industry best practices

Multiple workshops were held with the Finance Department and asset managing departments to develop the City of Markham's Asset Management Policy. The Policy incorporates legislated requirements outlined in the Regulation and integrates industry best practices.

The City's goal is to provide the defined level of service at the lowest total cost of ownership while managing risks. The City will ensure the City's infrastructure are planned, built, and maintained effectively through sound asset management principles and practices to meet its strategic goals and deliver services in a socially, economically and environmentally responsible manner.

Effective asset management can provide increased accountability, sustainability, risk management, service management and financial efficiency. These benefits are outlined in the Asset Management Policy as the City's asset management objectives.

Asset Management Policy aligns with and supports the City's strategic plan

The Asset Management Policy affirms the City's commitment to asset management principles and philosophies.

The Asset Management Policy guides the asset management planning process, and embeds asset management principles into ongoing capital delivery, operations, and maintenance activities.

The Asset Management Policy defines asset management responsibilities and accountabilities for customers, asset managing departments, Corporate Asset Management Steering Committee, Executive Leadership Team and Council.

The Asset Management Policy supports the formation of a culture that values asset management and supports the City's strategic plan.

Asset Management Framework

The Asset Management Framework was previously approved by Council as a part of the 2016 AMP (see Figure 1). The Asset Management Policy includes the Asset Management Framework which links the City's strategic goals with infrastructure asset management practices with outcomes that align with Excellence Markham principles.

Customers play an important role in developing and evaluating appropriate levels of service

Input from customers, including both internal and external customers who receive and experience service delivery, will be key in developing level of service targets. This input

will be balanced with other considerations, including costs and risks associated with providing the defined level of service. Level of service indicates a performance of service that an organization delivers through its assets.

Furthermore, feedback from customers who rely on these services will help identify any gaps between the level of service and what they experience in the community. They will supplement our regular condition inspections to help us meet our service levels.

Figure 1: Asset Management Framework

FINANCIAL CONSIDERATIONS

The Asset Management Policy affirms the City's commitment to fiscal stewardship and financial efficiency through:

- Balancing cost, risk and service performance to achieve the lowest total cost of ownership; and
- Updating the Life Cycle Reserve Study annually to determine if there are sufficient funds in the reserve to sustain the future replacement and rehabilitation requirements of the City's assets for the next 25 years based on known inflows and outflows.

HUMAN RESOURCES CONSIDERATIONS

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Asset Management Policy aligns with and supports the City's strategic plan under the goals of Safe and Sustainable Community and Stewardship of Money and Resources.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance, Operations, Sustainability & Asset Management, Engineering, ITS, and Recreation Services have been consulted in the preparation of this report.

RECOMMENDED BY:

Phoebe Fu
Director, Environmental Services

Brenda Librecz
Commissioner, Community & Fire Services

Andy Taylor
Chief Administrative Officer

ATTACHMENTS:

Asset Management Policy

Corporate Policy Template v04-05-13

MARKHAM	*Asset Management Policy*	
	Policy Category: *corporate-wide*	
	Policy No.: *(Follow corporate standard, assigned by Clerk's Dept.)*	**Implementing Procedure No.:** *(Follow corporate standard, assigned by Policy Author)*
Approving Authority: *Council*	**Effective Date:** *(Date of this policy has been approved to become effective)*	
Approved or Last Reviewed Date: *N/A*	**Next Review Year: 2024** *(Every 5 years)*	
Area(s) this policy applies to: *City Wide*	**Owner Department:** *Sustainability & Asset Management*	
Related Policy(ies): • *O. Reg. 588/17* Asset Management Planning for Municipal Infrastructure made under the Infrastructure For Jobs and Prosperity Act, 2015		

1. Policy Statement

The City of Markham will ensure infrastructure are planned, built and maintained effectively through sound Asset Management principles and practices to meet its strategic goals and deliver services in a socially, economically and environmentally responsible manner.

2. Purpose

Asset Management in the City is to be guided by the following objectives:

A. Align Asset Management practice with the City of Markham's Strategic Plan, *Building Markham's Future Together (BMFT),* and other key strategic documents, including the *Greenprint*, *Markham's Community Sustainability Plan*, and the *Official Plan;*

B. Ensure strong governance, accountability and transparency by:

a. Demonstrating to owners, customers and stakeholders that services are delivered effectively and efficiently;

b. Providing a transparent and auditable basis for making service/risk/cost trade-off decisions; and

c. Improving accountability for use of resources through performance and financial metrics

C. Make effective and long term sustainable decisions by:

a. Having robust information/documentation to support evidence-based decisions;

b. Considering viable options and all aspects of decisions; and

c. Ensuring total cost of ownership is the basis of decision making processes, so that emphasis is placed on sustainable long term efficiencies rather than short term gains

D. Provide customer service by:

a. Defining level of service in consultation with stakeholders; and

   b. Ensuring service delivery meets the defined level of service

E. Manage risk effectively by:

   a. Understanding the risks related to asset management and service delivery and applying a framework to prioritize risk mitigation
   b. Developing and implementing risk management strategies; and
   c. Demonstrating compliance with legal and regulatory requirements;

F. Demonstrate fiscal stewardship and financial efficiency through:

   a. Balancing cost, risk and service performance to achieve the lowest total cost of ownership; and
   b. Updating the Life Cycle Reserve Study annually to determine if there are sufficient funds in the reserve to sustain the future replacement and rehabilitation requirements of the City's assets for the next 25 years based on known inflows and outflows.

G. Provide excellent sustainable community planning and infrastructure management to accommodate growth.

3. Definitions

For consistency, terminology in all official asset management documents shall be consistent with ISO 55000:2014(E) – International Standard for Asset Management.

For the purpose of this document, the following definitions apply:

Asset: Item, thing or entity that has potential or actual value to an organization. Value can be tangible or intangible financial or non-financial, and includes consideration of risks and liabilities.

Asset Management: Coordinated activity of an organization to realize value from assets. Realization of value will normally involve an appropriate balancing of costs, performance and risks, opportunities and performance benefits.

Asset Management Plan: Documented information that specifies the activities, resources, and timescales required for an individual asset, or grouping of assets, to achieve the organization's asset management objectives.

Level of Service: Parameters or a combination of parameters, which reflect social, political, environmental and economic outcomes that an organization delivers from their assets.

Life Cycle: Phases involved in the management of an asset.

Asset Manager: All employees of the City that have a direct and/or indirect link to assets

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4. Guiding Principles

A. Customer Focused:

The City will apply asset management practices to promote confidence of customers in how City assets are managed.

B. Service focused:

The City will consider all the assets in a service context and take into account their inter-relationships as opposed to optimizing individual assets in isolation.

C. Risk-based

The City will manage the asset risk associated with attaining the agreed level of service by focusing resources, expenditures and priorities based upon risk assessments and the corresponding cost/benefit, recognizing that public safety is a priority.

D. Value-based / Affordable

The City will choose practices that aim at reducing the life cycle cost of asset ownership, while satisfying agreed level of service. Decisions are based on balancing pre-determined service level, acceptable risks, and minimizing costs.

E. Forward Looking:

The City will make the appropriate decisions and provisions to better enable its assets to meet future challenges, including changing demographics and populations, customer expectations, legislative requirements, technological and environmental factors.

F. Holistic

The City will take a comprehensive approach that looks at the “big picture” and considers the combined impact of managing all aspects of the asset life cycle.

G. Systematic

The City will adopt a formal, consistent, repeatable and standardized approach to the management of its assets that will ensure services are provided in the most effective manner.

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H. Innovative

The City will continually improve its asset management approach, by driving innovation in the development of tools, practices, and solutions.

The City will adopt and adhere to the asset managing planning principles listed in Section 3 of the Infrastructure for Jobs and Prosperity Act, 2015.

5. Application

The City of Markham relies on a wide range of diversified assets to provide services to its customers at the agreed Level of Service. Service is critically important to the well being of present and future customers and it drives the implementation of a structured approach to asset management.

This policy applies to all assets related service provision such as Right of Way Assets (Roads, Storm Water Management, Bridges, Streetlight, Traffic Light, Water, and Wastewater), Parks, Facilities, Community Centers, Libraries, Library Collections, Fire Equipment, IT infrastructure, and Fleet.

This policy applies to all departments and employees of the City that have a direct and/or indirect link to assets.

6. Asset Management Framework

To meet the objectives of this policy, the City will follow Asset Management Framework in Figure 1. The Framework describes the business processes and asset management activities, and illustrates the relationships between those activities.

The Framework consists of several major elements:

A. Regulatory Requirements, Business Drivers

Business Drivers are the external influences that govern how the infrastructures are managed and set overall expectations of how the departments operate, including, but not limited to:

a. Customer requirements (residents and businesses);
b. Corporate goals and strategies;
c. Regulatory requirements, such as the Safe Drinking Water Act, the Ontario Water Resources Act, Fire Code, the Highway Traffic Act, the Municipal Act and provincial regulation Minimum Maintenance Standards for Municipal Highways, Regional By-law requirements, municipal by-laws requirements, the Planning Act and Places to Grow requirements; and

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d. Environmental factors, such as the economy, technology innovations, political and social priorities.

B. Core Processes supported by Core Support Services

The underlying structure is based on the all encompassing PDCA (Plan Do Check Act) cycle to control and continuously improve on processes and products.

Figure 1 - Asset Management Framework

a. **Planning** - Converts the Business Drivers (Orange) into a set of operational plans that describe how the department will deliver the service.

b. **Delivery** - Refers to the actual delivery of the services to the customers, both internal and/or external.

c. **Monitoring and Reporting** - Also known as performance management checks that measures if the department is doing what it intended/planned to do, including:

   i. Monitoring and reporting actual results against targets over time;

ii. Conducting results based benchmarking against internal and external data sets;
iii. Assessing gaps, and reporting on lessons learned; and
iv. Assessing if the results meet the Business Drivers (orange) and applying continuous improvement to the Planning and Delivery.

d. **Core Support Services** - The Core Support Services include finance and administration, information systems and data management, and human resources management, which provide the necessary support to Business units to successfully manage infrastructure.

C. Asset Life Cycle

Centred amongst the Business Drivers, and overlaying the Plan-Do-Check-Act cycle, is the management of physical infrastructure. This Asset Management Cycle describes how the various assets are managed.

The Asset Lifecycle includes:

a. Asset procurement, creation or acquisition - to provide assets to meet current and future needs while achieving the defined levels of service and risks;
b. Asset operations, maintain – to maintain an asset to meet the required functional condition and/or extend its life; and
c. Asset disposal, replace - To rebuild or replace an asset to restore it to a required functional condition.

D. Excellence Markham Business Outcomes

The City use Excellence Canada's Excellence Framework for municipalities to guide how the organization is managed, focusing on areas of Customer Satisfaction, Operational Excellence, Staff Engagement, and Financial Performance. Asset Management Framework aligns to the Excellence Markham Business outcomes.

7. Responsibilities

A. Customers

Customers include both internal and external customers who receive and experience service delivery.

a. Participate in stakeholder engagement initiatives, where applicable;
b. Provide feedback related to levels of service and experience; and
c. Report concerns related to assets.

B. Asset Managing Departments

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Asset managing departments comprise of Environmental Services, Operations, Sustainability & Asset Management, Recreation, Library, Engineering, Information Technology Services, Economic Growth, Culture & Entrepreneurship and Fire. These departments are to:

a. Lead and implement the asset management process for assets under their accountability including the development, implementation, operation and continuous improvement of departmental asset management programs;
b. Include all assets in life cycle studies;
c. Liaise with Finance to update long term financial forecasts, which will ensure that sustainable financial strategies support asset life cycle needs; and provide asset management requirements as inputs to the annual budget process;
d. Participate in the development of the Asset Management Plans pertaining to assets under each department's accountability and related asset management initiatives; and
e. Engage customers to obtain feedback on levels of service and asset management planning and incorporate feedback.

C. Corporate Asset Management Steering Committee – Executive Lead

The Corporate Asset Management Steering Committee comprises of Director of Environmental Services, Director of Operations, Director of Sustainability & Asset Management, Director of Engineering, Treasurer, Director of Recreation, and Chief Information Officer. Corporate Asset Management Steering Committee serves as executive lead for asset management planning.

a. Develop and update Asset Management Policy and Asset Management Plan;
b. Ensure systematic and uniformity of approach across the organization;
c. Ensure all Assets identified in Asset Management Plan are included in the City's Life-Cycle Replacement and Capital Reserve Study or the City's Water and Wastewater Reserve Study;
d. Align asset management planning to address vulnerabilities caused by climate change and to support implementation of the City's Emergency Management Plan;
e. Encourage information sharing and collaboration across departments;
f. Disseminate Steering Committee information within applicable departments where necessary;
g. Ensure organization-wide accountability for achieving and reviewing corporate asset management goals and objectives;
h. Review asset management programs; and
i. Consider opportunities to coordinate asset management planning with the Region of York and neighbouring municipalities

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j. Select the Chair from among the committee members and define the process, term(s) and address any other governance matters necessary for the efficient function of the committee.

D. Executive Leadership Team

Executive leadership team comprises of Chief Administrative Officer (CAO), Commissioner of Community and Fire Services, Commissioner of Corporate Services, Commissioner of Development Services, City Solicitor and Director of Human Resources.

a. Endorse Asset Management Policy and Plan;
b. Ensure alignment of Asset Management Policy and Plan with corporate strategies and objectives;
c. Champion asset management practices at the corporate level; and
d. Ensure compliance with the plan for assets within their commission

E. Council

a. Approves Asset Management Policy and Plan;
b. Serves as the representative of customers; and
c. Approves funding to meet the objectives and outcomes of the Asset Management Plan.

8. Reference

A. O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure;
B. Infrastructure for Jobs and Prosperity Act, 2015, S.O. 2015, c. 15;
C. International Infrastructure Management Manual, Institute of Public Works Engineering Australasia; and
D. ISO 55000:2014(E) – Asset Management – Overview, Principles and Terminology, International Organization for Standardization (ISO)

9. Non-Compliance

Accountability and compliance with this policy is the responsibility of all Asset Managers and the Corporate Asset Management Steering Committee.

10. Contact

Director, Sustainability and Asset Management

11. Appendix

Asset Management Organization Structure

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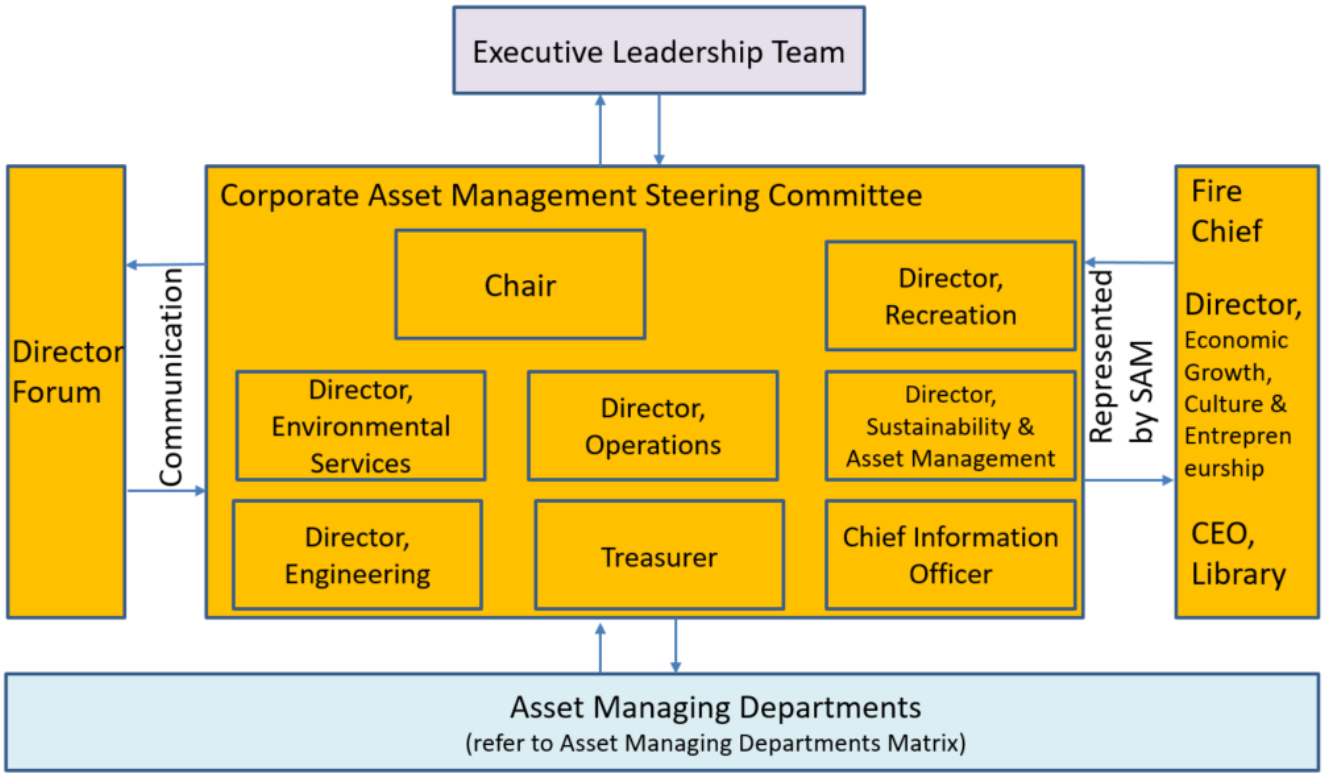
Appendix: Asset Management Organization Structure



Asset Managing Departments Matrix

Asset	Asset Construction / Procurement	Asset Operation & Maintenance	Asset Rehabilitation/Replacement (Life Cycle)
Water / wastewater	ENG	ES	ES
Storm Water Management			
Bridges / Culverts			
Streetlight			
Roads	ENG	OP	OP
Parks	UD		
Fleet	OP		
Traffic Light	ENG	ENG	ENG
IT infrastructure	ITS	ITS	ITS
Libraries	SAM	LIB/REC	SAM/LIB/REC
Facility Buildings (including Fire Stations, Culture and others)		SAM	SAM
Community Centres		REC	REC/SAM
Library / Facility / Community Center Exterior Property*	SAM	OP/others*	OP/others*
Library Collections	LIB	LIB	LIB
Fire Equipment	FIRE	FIRE	FIRE

Note:
* Refer to detailed roles and responsibilities for each fire station / library / facility / community center exterior property within SAM

ES: Environmental Services
OP: Operations
SAM: Sustainability and Asset Management
ITS: IT Services
ENG: Engineering
LIB: Library
REC: Recreation
UD: Urban Design
Fire

DRAFT

Report to: General Committee Meeting Date: April 23, 2019

SUBJECT: Advisory Board and Committee (ABC) Review for the 2018 – 2022 Term of Council

PREPARED BY: Kimberley Kitteringham, City Clerk, ext. 4729
Martha Pettit, Deputy Clerk, ext. 8220
Laura Gold, Council/Committee Co-ordinator, ext. 4930

RECOMMENDATION:

1. That the report titled "Advisory Board and Committee (ABC) Review for the 2018-2022 Term of Council" be received; and,
2. That Council maintain the ABCs as outlined in **Appendix "E"**; and,
3. That Council re-classify, amalgamate or dissolve the ABCs as outlined in **Appendix "F**" as of June 30, 2019, and Council extend its sincere thanks to all citizen appointees and City staff liaisons of these ABCs for their contribution to Markham over the years; and,
4. That the composition of the Appointment Committee be maintained and that this Committee conduct interviews for the Heritage Markham Committee, Committee of Adjustment, and the Library Board; and, that a panel of City staff conduct interviews for all other ABCs and present the slate of candidates to Council for approval on an as needed basis; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:
Markham City Council's governance structure includes a number of advisory boards and committees (ABCs) that provide input into decision-making in the City. These bodies are reviewed at the beginning of a Council term to ensure they continue to contribute to a sustainable legislative structure that enhances Council's ability to achieve its objectives. This report provides a comprehensive review of Markham's existing ABCs and recommends changes to same for the 2018-2022 term of Council.

BACKGROUND:
ABCs have traditionally been created by municipal councils to provide feedback/advice on specific projects, events or issues. ABC members are appointed by Council and can provide valuable expertise and perspectives that add richness and authenticity to initiatives and projects, etc. In Markham, appointments to ABCs are conducted in accordance with the City's Board & Committee Appointment Policy **(see Appendix "A")**. ABCs can also facilitate communication between community members and can serve as a liaison between municipal staff, local partners and community members. Additionally, an ABC can provide an important mechanism for engagement and information exchange. The mandate, purpose and objectives of ABCs are usually captured in a Terms of Reference document and the approved minutes of ABC meetings are usually included on the relevant Standing Committee agendas for information purposes. It is considered a best practice (for continuity and to encourage the exchange of new ideas) to stagger the terms of ABC member appointments such that they do not

all expire at the same time. Municipal Councils are under no obligation to take the advice or recommendations put forward by ABCs.

ABCs generally require significant municipal resources to support. For instance, in Markham, ABCs typically have a Staff Liaison(s), whose role it is to serve as a conduit between the City and the committee, and provide support and direction. The majority of Markham's ABCs also have some form of secretariat and/or communications support provided by the City.

Many ABCs were created before electronic and social media tools were in general use and were the primary way for councils to receive advice directly from citizens about specific issues. Over the past several years however, there have been significant improvements in municipal government approaches to citizen engagement. This has increased the ability of citizens to interact directly with their elected representatives and municipal staff in less formal ways and without participation on ABCs. In fact, the City of Markham has recently launched a new online web tool **YourVoiceMarkham.ca** to facilitate and increase public engagement on City projects, programs and initiatives.[i] This changing public consultation landscape in local government has coincided with an emerging trend of reducing the number of ABCs in Ontario municipalities.

At the end of 2018, Legislative Services staff undertook a review of Markham's ABCs which included the following:

- A municipal survey comparing the committee structure of 8 other municipalities with Markham's committees (Brampton, Georgina, London, Mississauga, Newmarket, Oshawa, Pickering, and Whitchurch-Stouffville) to determine Advisory Committee practices and trends in other municipalities;
- An internal survey of the Appointment Committee on the appointment process;
- An internal survey of Council/Committee Coordinators and Staff Liaisons on the amount of time they spent supporting their assigned Advisory Committee;
- An internal survey of Committee Chairs and Staff Liaisons of Advisory Committees, excluding working groups, Community Centre Boards , foundations and tribunals and inactive committees, on the efficiency and effectiveness of their committees and on the appointment process; and,
- Research on meeting attendance, ABC accomplishments, and on the diversity of volunteer applicants (this information was obtained from attendance records, meeting minutes, input from staff, and from the voluntary diversity survey applicants complete when they submit their application form).

On February 26, 2019 Council passed a resolution regarding the following Advisory Committees of the Development Services Committee: Markham Centre Advisory Committee, Historical Unionville Community Vision Committee, Cornell Advisory Group, Markham Main Street Committee, planning matters related to the Langstaff Area, and the Milliken Mills Main Street Advisory Committee (**see Appendix "B").**

OPTIONS/ DISCUSSION:

Attached to this report as **Appendix "C"** is a document entitled "Report on Markham's Citizen Advisory Boards and Committee 2014-2018." A summary of its key findings follows.

Key ABC Review Findings

1. Number of ABCs

Markham currently has 61 ABCs including 32 with citizen appointments, 3 comprised of Council Members only, 2 Foundations, 15 Sub-Committees of Council, 3 tribunals, and 6 Community Centre Boards, **(see Appendix "D").** This is considerably more than most other Ontario municipalities.[ii] Some of these ABCs are considered inactive (they met less than three times in the previous Council term). Significant municipal resources are required to support these bodies (see page 3 of **Appendix "C"**). In fact, with the recent amendments to the Municipal Act (via Bill 68) some of Markham's ABCs may also now constitute "local boards" under the Act. The implications of this designation are numerous and far-reaching. For instance, this would require them to abide by many of the same rules as Council (e.g. adherence to open meeting requirements, implementation of codes of conduct, retaining an Integrity Commissioner, maintaining a conflict of interest registry, etc.). Staff are in the process of reviewing which of Markham's current ABCs may fall under these new requirements.

To ensure the City is better able to provide adequate support to each ABC and to offer a meaningful volunteer experience for those ABCs with citizen members, staff suggest that the City reduce its current number of ABCs by combining ABCs with similar mandates, with the expectation that any outstanding deliverables would be transferred to the inheriting Committee. Staff also recommend dissolving inactive ABCs or those which have already completed their mandate.

It is also suggested that the ABCs created to support specific special events (e.g., Canada Day Committee) be reclassified as "Task Forces" with a 2-year term of appointment.[iii] This will allow these bodies to function with greater flexibility and less formality and will alleviate the issues some have experienced achieving quorum for meetings.

Legislative Services staff will be reporting back prior to June, 2019 with recommendations regarding a new legislative framework for the hearing of all quasi-judicial matters currently presented to the Licensing Appeal Hearing Committee and the Property Standards Committee.

Reducing the number of ABCs will allow the City to better balance the benefits of ABCs with the staff and Council resources required to support them. A list of ABCs proposed to remain "as is" is attached as **Appendix "E".** A list of ABCs to be modified or dissolved is attached as **Appendix "F".**

2. ABC Effectiveness

Based on the research conducted, it is clear that many of Markham's ABCs are active in some form. Their accomplishments vary from hosting an event, community outreach,

raising funds for a City program or initiative, hearing deputations on matters regarding their mandate, or providing feedback to Council on City policies or programs. However, in reality, Markham's ABCs do not generally "advise" Council in a direct or obvious sense. For instance, only a few of them actually made a presentation at a Standing Committee or Council Meeting or provided recommendations to Council.

3. ABC Appointments

The ABC Appointment Committee is currently comprised of the Mayor and all Regional Councillors. In order to convene the Committee, three Members must be present. On average, the Appointment Committee meets from 10-20 times per year and conducts approximately 60 -120 interviews annually. The current process is both time consuming and challenging in terms of coordinating suitable interview times with the schedules of five busy Members of Council. As such, it is recommended that the Appointment Committee be tasked with conducting the interviews for the following statutory bodies: Committee of Adjustment, Heritage Markham and the Library Board. Interviews for all other ABCs would be conducted by an internal Staff panel (comprised of a member of the Legislative Services Department and the Committee Staff Liaison) with recommendations brought forward for Council's approval. This streamlined appointment procedure will result in a more efficient process that is less demanding on the schedules of the Mayor and Regional Councillors.

FINANCIAL CONSIDERATIONS:

Based on an estimated average cost of $50 for refreshments per meeting as noted in the Review Report (See page 12 of **Appendix "C"**), at an average of 10 meetings per year (monthly meetings, save and except July & August) the reduction of 29 ABCs will result in approximately $1,450 savings on refreshment costs. This is a very rough estimate as some Committees recommended to be dissolved met less than 10 times per year and/or were not provided refreshments on a regular basis.

CONCLUSION:

Since their inception, Markham's ABCs have provided tremendous value to the City. However, they also require significant resources to support and have resulted in other ongoing challenges as discussed in this report. The resourcing requirements will likely continue to increase with the enhanced legislative requirements contained in the Municipal Act. The proposed changes in this report will reduce the number of ABCs by 29 (leaving 32 ABCs) thereby reducing the amount of City resources required for support. This will allow time for staff to: 1. focus on updating the Terms of Reference for each remaining ABC to ensure they reflect Markham's strategic priorities; 2. review the terms of appointment for ABC members; and 3. focus on providing a more meaningful volunteer experience for ABC members.

The public is interested in greater accountability from government and more transparency in decision making. At the same time, local governments are looking for opportunities to gather greater public input. Not surprisingly, this has resulted in the emergence of other (and arguably more effective) public consultation methods (public open houses, online surveys, social media). It is clear that the traditional "one-size-fits-all" approach to public engagement exemplified by a traditional ABC-centric governance model is no longer appropriate for the City. As issues emerge in the future, it is recommended that

the City explore alternative public engagement options such as the ones noted above or create time-limited Task Forces.

Upon approval, Legislative Services staff will notify the Chairs and members of all impacted ABCs. Councillor appointments to ABCs will then be undertaken, followed by any outstanding citizen appointments to same. All outgoing ABC members will be formally recognized at Council's Volunteer Appreciation event scheduled for the fall.

ALIGNMENT WITH STRATEGIC PRIORITIES:
This report recommends changes to the City's ABC structure to ensure advisory bodies operate efficiently and in a manner that supports the City's Strategic Plan "Building Markham's Future Together".

BUSINESS UNITS CONSULTED AND AFFECTED:
ABC Staff Liaisons and Committee Chairs were consulted in the preparation of the ABC review conducted by Legislative Services staff.

RECOMMENDED BY:

Kimberley Kitteringham
City Clerk/Director of Legislative Services
& Corporate Communications & Engagement

Trinela Cane
Commissioner of Corporate Services

ATTACHMENTS:

Appendix "A" – Board & Committee Appointment Policy
Appendix "B" – Council Extract from February 26, 2019 Meeting RE: DSC Advisory Committees
Appendix "C" – "Review Report on Markham's Citizen Advisory Boards and Committees 2014-2018"
Appendix "D" - Current List of Markham ABCs (Citizen and Non-Citizen)
Appendix "E" – ABCs to Remain As Is for the 2018-2022 Term of Council
Appendix "F" - Proposed Changes to ABCs

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[i] Designed to reach out and educate, seek input, submit ideas and opinions, YourVoiceMarkham.ca is a versatile platform that is easy to use. As participants visit the site, they are encouraged to identify what areas of our business interest or concern them, allowing the City to keep them informed of projects that they have already engaged in and new ones as they develop.
[ii] The 8 municipalities surveyed by Legislative Services staff had, on average, only 14 Advisory Committees.
[iii] In 2015, the City of Vaughan dramatically reduced it's Sub-Committees and Advisory Committees and replaced them with time-limited Task Forces with specific mandates. In 2019, the Town of Whitchurch-Stouffville reduced their ABCs to 4 (from 18) and established Staff Working Groups.

APPENDIX "A"

CITY OF MARKHAM

BOARD & COMMITTEE APPOINTMENT POLICY

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PURPOSE OF POLICY

The purpose of the City of Markham (Markham) Board and Committee Appointment Policy is to ensure a fair and equitable appointment process to City **Boards** and **Committees** where:

- The most qualified applicants are appointed as **Members**; and
- Applicants are representative of Markham's diverse community with a broad wealth of experience and skills.

SCOPE OF POLICY

This Policy applies to appointments to all Markham **Boards** and **Committees.** This Policy does not apply to Markham **Boards** and **Committees** which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding **Board** and **Committee** appointments.

1. DEFINITIONS

The following definitions are referred to throughout this Policy:

Appointment Committee – means a Sub-Committee of **Council** responsible for interviewing applicants and recommending a candidate/slate of candidates for **Council**'s consideration and for ensuring consistency, fairness and professionalism in the recruitment, selection and orientation process.

Board, Committee – means any Advisory Committee, Statutory Committee or Board, established by a resolution of **Council** or by enabling legislation, to provide advice, make recommendations; fulfill a statutory or quasi-judicial role; organize events; or provide program support among other functions.

Clerk – means the Clerk of the City of Markham, or his or her designate.

Council – means the **Council** of the Corporation of the City of Markham.

Diversity Information – means information provided on a voluntary basis regarding board and committee applicants' 1) age; 2) gender; 3) aboriginal status; 4) visual minority status; 5) length of time in Canada; and 6) persons with a barrier to ability. **Diversity Information** is used to determine the relative diversity represented on **Boards** and **Committees** at various stages of the **Board** and **Committee** appointment process. **Diversity Information** reflects the communities of focus outlined in the Markham Diversity Action Plan and profile criteria used by Statistics Canada in the course of their data collection.

Eligibility – means the qualifications established by **Council** that an applicant must possess in order to serve on **Boards** and **Committees**.

Member – means a person appointed by **Council** to serve on a **Board** or **Committee**.

Orientation Session – means a training session for new **Members** of **Boards** and **Committees**.

Recruitment Information Session – refers to a meeting or event where interested applicants can enquire about volunteer opportunities related to **Boards** and **Committees**.

Short Listed Applicants – means a list determined by the **Appointment Committee** of the most qualified applicants for appointment to a particular **Board** or **Committee**. Persons appearing on this list can be appointed or considered as alternates if a vacancy arises.

Term of Council – means the period of time for which **Council** is elected to serve, as governed by applicable legislation.

Terms of Reference – a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like**. Terms of Reference** must be approved by **Council**, including any amendments.

Voluntary Diversity Form – is a confidential form voluntarily completed by **Board** and **Committee** applicants to collect **Diversity Information**.

2. ELIGIBILITY & GENERAL QUALIFICATIONS OF MEMBERS

2.1. A **Member** must be 18 or more years of age to serve on **Boards** and **Committees**, unless otherwise specified in the Terms of Reference for the applicable **Board** or **Committee**, or where youth representation is required.

2.2. A **Member** will be a resident of Markham, or own property within Markham unless it is deemed by **Council** that there is need to acquire specialized knowledge, experience or representation, or a need to maintain continuity within a **Board** or **Committee** and requires reappointment of a **Member** who has moved from Markham.

2.3. **Members** are responsible for advising the **Clerk** of any change with respect to their **Eligibility** to serve on **Boards** and **Committees**. The **Clerk** in consultation with the appropriate **Staff** will then decide if the **Member** is still eligible to serve on the **Boards** and **Committees** based on other qualifying criteria.

2.4 Employees of the City of Markham or a local board are not eligible to serve as a **Member**, unless provided for in legislation.

3. TERM & LENGTH OF SERVICE ON A BOARD OR COMMITTEE

3.1. **Members** will be appointed for a period of time set out in the **Terms of Reference** for the applicable **Board** or **Committee**, and will continue to serve until any of the following scenarios occur:

i) Their term expires;
ii) Their appointment is revoked by Council;
iii) They no longer meet the required **Eligibility**; and,
iii) The **Board** or **Committee** to which they are appointed is dissolved by Council.

3.2. Notwithstanding Section 3.1, **Members** will continue to be appointed and serve beyond their term of appointment until the appointment of successors.

3.3. **Members** will not be appointed to more than two (2) **Boards** or **Committees** in a **Term of Council**.

3.4. **Members** will not be appointed for more than two (2) consecutive terms on the same **Board** or **Committee**. Notwithstanding the foregoing, **Council** may reappoint a **Member** beyond two (2) consecutive terms if deemed necessary by **Council** to maintain continuity and to achieve balance between new and experienced **Members**.

3.5. **Members** eligible for reappointment must complete an application form and submit it to the **Clerk**.

3.6. **Members** that have served two (2) consecutive terms on one (1) **Board** or **Committee** may apply to serve on another **Board** or **Committee**.

4. MEMBER RECRUITMENT PROCESS

4.1. The recruitment of **Members** will begin where vacancies are required to be filled, and, if applicable, following any changes to the terms of reference for the applicable **Boards** and **Committees**, or after the establishment of any new **Boards** and **Committees**.

4.2. The recruitment process includes written advertisements and may include a **Recruitment Information Session** for interested applicants, where possible.

4.3. Advertisements

Advertisements for vacancies on **Boards** and **Committees** will contain the following information:

A. **Member Eligibility**;

B. Meeting frequency and time;

C. Information on how to obtain the following: 1) an application form; 2) **Board** and **Committee Terms of Reference**; and 3) information with respect to attending a **Board** or **Committee** meeting prior to submitting an application;

D. The date, time, and location of the **Recruitment Information Session** held to provide information about various **Boards** and **Committees** to interested applicants;

E. Details with respect to submitting an application including, without limitation, application deadline, where to submit the application or the application process;

F. A note that personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56;*

G. A note that the vacancy is a volunteer position.

4.4. Vacancies on **Boards and Committees** will be advertised in appropriate locations as determined by the **Clerk.**

4.5. Recruitment Information Sessions

At the onset of the recruitment process and whenever possible, a **Recruitment Information Session** may be held to provide an opportunity for prospective **Members** to ask questions of staff regarding the **Boards** and **Committees**.

4.6. Filling Positions Where Specialized Knowledge is Required

Boards and **Committees** may have one or more position in its composition designated to a stakeholder group with a specialized knowledge, experience or representation. **Council** may fill this type of vacancy in the following manner: 1) by invitation; 2) by seeking the assistance of a recruitment agency; or, 3) outreach to specific organizations or other means deemed appropriate by **Council**. Activities with respect to filling **Board** and **Committee** vacancies where specialized expertise is required will be coordinated by the **Clerk**, in consultation with applicable staff.

5. APPLICATION PROCESS

5.1. All applicants will submit to the **Clerk** a completed application, together with a resume or other supporting information, where applicable.

5.2. Completed applications must be submitted before the deadline prescribed by the **Clerk** in order to be considered for appointment to **Boards** and **Committees**.

5.3. Applicants applying to more than one vacancy will be requested to prioritize their preference.

5.4. Applicants will answer questions on the application form based on their first preference and to the best of their ability.

5.5. In order to support Markham's commitment to diverse representation on its **Boards** and **Committees**, applicants will be encouraged to complete a **Voluntary Diversity Form**. The information collected will be processed separately from the application form and will remain confidential and in the secure care and custody of the **Clerk**.

In order to process the **Diversity Information** in a fair and equitable manner, the information will be collected in the following manner:

A. Upon receipt of the application by the **Clerk**, the application form along with the diversity form will be assigned a sequential application number;

B. The **Clerk** will then separate the application form from the diversity form;

C. Once the deadline for receiving applications has past, the **Clerk** will provide a copy of all application forms to the **Appointment Committee** (see Section 6);

D. The **Appointment Committee** will provide the **Clerk** with the application number(s) of the applicants selected to be interviewed;

E. After the interviews have occurred and the applicants have been selected, the **Appointment Committee** will provide the **Clerk** with the application number(s) of the applicants selected by the **Appointment Committee** for Council's consideration;

F. The **Clerk** will match the number on the application form with the number on the **Voluntary Diversity Form** in order to provide an aggregate indicator of the diversity of applicants at each stage of the recruitment process: applications received, applicants interviewed and applicants selected for recommendation to Council;

G. The **Clerk** will provide **Council** with the diversity statistics on an annual basis;

H. The **Clerk** will retain **Diversity Information** records in accordance with the City Record Policy after which point it will be destroyed.

5.6. Applicants may be required to complete supplementary screening requirements, such as a criminal record check; all applicants exposed to children will be required to complete a vulnerable sector screening. These requirements will be noted in the recruitment advertisement and are considered part of the **Eligibility** requirements for **Members** of a particular **Board** or **Committee**.

5.7. All personal information collected in the application process, is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56* and will be used to determine **Eligibility** for appointment and aggregate **Diversity Information**.

6. SELECTION PROCESS

6.1. **Council** will appoint a Sub-Committee known as the **Appointment Committee** to fill all vacancies on **Boards** and **Committees**. The **Appointment Committee** will be comprised of five (5) Members of Council appointed by **Council,** and will be responsible for interviewing **Short Listed Applicants** and recommending a candidate/slate of candidates for **Council**'s consideration and for ensuring consistency, fairness and professionalism in the recruitment, selection and orientation process.

6.2. The current Chair or another **Member** of the **Board** or **Committee** may be invited to attend the **Appointment Committee** interviews. As well, **Boards** or **Committees** may provide the **Clerk** with suggested candidate evaluation criteria for consideration.

6.3. The Member(s) of Council appointed to the **Board** or **Committee** where a vacancy occurs may provide input on the applicants, or suggest selection criteria for consideration by the **Appointment Committee**.

6.4. The **Appointment Committee** must have a minimum of three (3) Members of **Council** in attendance to hold meetings, including applicant interviews.

6.5. The **Clerk**, in consultation with appropriate staff, will pre-screen applicants for the **Appointment Committee**.

6.6. Once the **Appointment Committee** feels that there are an adequate number of appropriate applications, the **Appointment Committee** will review the applications and create a short list of applicants to interview. The **Appointment Committee** may request an extension to the application submission deadline when there are an insufficient number of applications deemed appropriate.

6.7. Unless the **Appointment Committee** decides otherwise, current **Members** that are eligible for reappointment will be evaluated in the same way as all new applicants.

6.8. Applicants that have been short listed will be invited to an interview by a representative of the Office of the Mayor and Members of **Council**, or the **Clerk**.

6.9. All applicants being interviewed for the same **Board** or **Committee** will be asked the same questions in order to ensure a fair and equitable appointment process. The **Clerk** will provide the **Appointment Committee** with interview questions. The applicants' responses will be evaluated using a measured or scored approach.

6.10. The **Appointment Committee** will recommend to **Council** one applicant per vacancy.

6.11. The **Appointment Committee** is encouraged to recommend additional **Short Listed Applicants** to fill future vacancies. The **Clerk** will maintain confidential records of **Short Listed Applicants**, and other qualified applicants, that can be used to fill future vacancies for the current Term of Council. All **Short Listed Applicants** will be advised of their application status.

6.12. The **Appointment Committee** recommendations will be provided to the **Clerk**, and placed on a Confidential Agenda for consideration by **Council** in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c. 25*.

6.13. Once **Council** makes its appointments, the City will send a letter to all successful and unsuccessful Applicants congratulating them on their appointment or thanking them for their interest in applying, respectively.

6.14. Once **Council** makes its appointments the **Clerk** will provide **Council** with aggregate statistics pertaining to the diversity of the applicants at the different stages of the appointment process. These statistics are calculated based on information collected from the **Voluntary Diversity Form** (see Section 5.5). The **Clerk** will provide **Council** with this information annually, and will include the diversity statistics from the following stages of the appointment process:

A. Applications received;

B. Applicants interviewed;

C. Applicants selected.

6.15. All newly appointed **Members** of **Boards** and **Committees** will sign two (2) copies of the Code of Conduct that will be provided to **Members** in their orientation package. **Members** will keep one (1) copy for their reference and return one (1) copy to the **Clerk**.

6.16. The **Clerk** will notify the applicable Staff of the appointment and provide them with information on how to contact the new **Member**(s).

6.17. The **Clerk** will maintain a confidential database containing all appointments to **Boards** and **Committees**.

7. VACANCIES

7.1. Vacancies on **Boards** and **Committees** are created when a **Member** resigns or vacates the position, effective:

A. The date of the resignation;

B. The date the **Member** is removed by **Council** resolution;

C. The date the **Member** no longer qualifies for the position;

D. The date of the death of the **Member**.

7.2. In accordance with the Rules of Procedure Governing Statutory and Advisory Committees (as amended), **Boards** and **Committees** may pass a resolution requesting that a **Member**'s position be declared vacant when a **Member** has been absent without good reason for three (3) consecutive meetings or five (5) meetings in any calendar year.

7.3. A **Member** who is resigning from their appointed position will submit a written letter of resignation to the **Clerk**.

7.4. Whenever possible, vacancies will be filled from the **Short Listed Applicants** for particular **Boards** and **Committees**; otherwise vacancies will be filled as specified in Sections 4, 5 and 6.

8. ORIENTATION FOR NEW MEMBERS

8.1. The **Clerk**, in consultation with appropriate staff will provide new **Members** with an orientation package prior to the first meeting, which will generally include:

A. Previous meeting minutes;

B. **Members'** contact information, provided the consent of the **Members** has been obtained;

C. Meeting dates;

D. **Terms of Reference**;

E. Rules of Procedure Governing Statutory and Advisory Committees (as amended);

F. Two (2) copies of the Code of Conduct;

G. Accessible Customer Service: A Guide for Markham Advisory Boards and Committees Members and Volunteers;

H. Markham's Strategic Priorities; and

I. Other relevant documentation deemed appropriate for volunteers prepared in cooperation with key stakeholders.

8.2. Staff will, whenever possible, telephone new **Members** to provide them with meeting details and to address any questions or concerns.

8.3. At the onset of each **Council** term, once **Council** makes its appointments, the **Clerk** will hold an **Orientation Session** for newly appointed **Members**. An **Orientation Session** will also be held for **Members** appointed to fill a vacancy in the midst of a **Term of Council**, when there is sufficient attendance to hold an **Orientation Session**.

9. LEAVE OF ABSENCE

9.1. A **Member** who would like to take a leave of absence for an extended period of time must obtain the approval of the **Board** or **Committee**. The approved request will be forwarded to the **Clerk**.

9.2. **Council** may appoint a temporary **Member** to the **Board** or **Committee**. The temporary vacancy will be filled as prescribed above in Section 7. The **Member** whose spot is vacant as a result of a leave of absence will not be included towards establishing quorum until the temporary vacancy is filled.

10. COMPLETION OF MEMBERS TERM

10.1. At the completion of a **Member**'s term or once **Council** receives the resignation; the **Member** will be sent a letter thanking them for their service.

10.2. At the completion of a **Member**'s term or when a **Member** submits their resignation, the **Clerk** may conduct an exit interview with the objective of improving the volunteer position (to be conducted in person or by completing a written questionnaire). The **Member** may provide suggestions for improving the position, or may seek information with respect to other opportunities to serve on other **Boards** and **Committees**.

11. EXCEPTIONS TO THIS POLICY

Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legislative or legal requirement will prevail.

12. INTERPRETATION & ADMINISTRATION

The **Clerk** is responsible for interpreting and administering this policy, and such interpretations will be final.

APPENDIX B

RESOLUTION OF COUNCIL MEETING NO. 5 DATED FEBRUARY 26, 2019

11. NEW/OTHER BUSINESS

11.3. NEW/OTHER BUSINESS: APPOINTMENT TO DEVELOPMENT SERVICES SUB-COMMITTEES (16.24)

Unionville Subcommittee

1. That the following Members of Markham Council be appointed to the Unionville Subcommittee for a term ending November 14, 2022, to take effect immediately:

    - Deputy Mayor Don Hamilton (Chair)
    - Councillor Alan Ho
    - Councillor Reid McAlpine
    - Councillor Amanda Collucci; and,

2. That planning and development matters pertaining to Markham Centre Advisory Committee be included as part of the mandate of the Unionville Subcommittee and that community representatives be invited to attend where there are specific agenda items; and,

3. That planning and development matters related to Historical Unionville Community Vision committee be included as part of the mandate of the Unionville Subcommittee and that community representatives be invited to attend where there are specific agenda items; and,

4. That the Chair and Vice-Chair of Development Services Committee are ex-officio Members of the Unionville Subcommittee; and further,

5. That the Unionville Subcommittee Terms of Reference be amended, accordingly.

Markham Subcommittee

1. That the following Members of Markham Council be appointed to the Markham Subcommittee for a term ending November 14, 2022, to take effect immediately:

    - Regional Councillor Jack Heath (Chair)
    - Councillor Karen Rea
    - Councillor Amanda Collucci
    - Councillor Andrew Keyes; and,

2. That planning and development matters related to Cornell Advisory Group be included as part of the mandate of the Markham Subcommittee and that community representatives be invited to attend where there are specific agenda items; and,

3. That planning and development matters related to Markham Main Street Committee be included as part of the mandate of the Markham Subcommittee and that community representatives be invited to attend where there are specific agenda items; and,

4. That the Chair and Vice-Chair of Development Services Committee are ex-officio Members of the Markham Subcommittee; and further,

5. That the Markham Subcommittee Terms of Reference be amended, accordingly.

Thornhill Subcommittee

1. That the following Members of Markham Council be appointed to the Thornhill Subcommittee for a term ending November 14, 2022, to take effect immediately:

    - Regional Councillor Jim Jones (Chair)
    - Councillor Keith Irish
    - Councillor Khalid Usman;
    - Councillor Isa Lee; and,

2. That planning and development matters related to the Langstaff area be included as part of the mandate of the Thornhill Subcommittee; and,

3. That the Chair and Vice-Chair of Development Services Committee are ex-officio Members of the Thornhill Subcommittee; and further,

4. That the Thornhill Subcommittee Terms of Reference be amended, accordingly.

Milliken Subcommittee

1. That the following Members of Markham Council be appointed to the Milliken Subcommittee for a term ending November 14, 2022, to take effect immediately:

    - Regional Councillor Joe Li (Chair)
    - Councillor Khalid Usman
    - Councillor Isa Lee; and,

2. That planning and development matters related to the Milliken Mills Main Street Advisory Committee be included as part of the mandate of the Milliken Subcommittee and that community representatives be invited to attend where there are specific agenda items; and,

3. That the Chair and Vice-Chair of Development Services Committee are ex-officio Members of the Milliken Subcommittee; and further,

4. That the Milliken Subcommittee Terms of Reference be amended, accordingly.

Kimberley Kitteringham
City Clerk

Copy to: Trinela Cane
Catherine Conrad
Martha Pettit
Alida Tari
Laura Gold

APPENDIX "C"

APPENDIX C - REPORT ON MARKHAM CITIZEN ADVISORY BOARDS COMMITTEES 2014-2018 - APRIL 4

Engaging Markham residents in the democratic process.

Prepared by Laura Gold

Note: This Report deals with Advisory Boards/Committees with citizen Members only.

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1. Executive Summary

Markham's Advisory Boards/Committee

The City of Markham has 42 Advisory Boards/Committees (see **"Appendix A"**). They provide Markham City Council with expertise, advice, assistance, and feedback from a citizen perspective. Research and surveys were conducted to evaluate the efficiency and effectiveness of these Advisory Boards/Committees during the 2014-2018 Term of Council.

How Markham Compares with its Peer Municipalities

Staff in the Legislative Services and Corporate Communications and Community Engagement Department surveyed nine municipalities (Georgina, Markham, Mississauga, Oshawa, Pickering, Newmarket, Stouffville, Brampton, and London) regarding their Advisory Board/Committee practices. The municipalities on average had 15.1 Advisory Board/Committees. Most of the municipalities surveyed: did not permit Committee Members to remotely participate in meetings (67%); required their Advisory Boards/Committees to report annually to Council (78%); and had a Code of Conduct (56%).

The Appointment Process to Serve on a City Committee

In the 2014-2018 Term of Council, Markham's Appointment Committee, comprised of the Mayor and Regional Councillors, conducted approximately 350 interviews. During this same time, approximately 250 Markham residents were appointed to serve on a committee, and approximately 65 members resigned from their position on an Advisory Boards/Committee. Based on survey results (survey were completed by the Appointment Committee, Advisory Chairs, and Staff Liaisons), the following is recommended: 1) the composition of the Appointment Committee be reviewed in the new Term of Council; 2) the interview questions be refreshed; 3) regular updates on the status of appointments be provided to the relevant Board/Committee Chair; and 4) attendance of the Appointment Committee be monitored to ensure quorum is achieved more frequently.

Diversity of Markham's Committees

In the 2014-2018 Term of Council, (50%) of all applicants to Advisory Boards/Committee were a visual minority, with (55%) of these applicants being appointed as members. The majority of applicants that indicated they were a visual minority were Asian (40%) or East Indian (36%). Only (4%) of applicants indicated they have a disability. Applicants aged (44-54) were most likely to get appointed to a board or committee and applicants aged (18-24) were least likely to get appointed to a committee. An equal number of males and females were appointed to boards or committees from the applicants that identified their gender. It is recommended that the City work on increasing the number of applications submitted by (18-24) year olds and persons with a disability by (10%) by choosing promotional activities that target these audiences. It is also recommended,

if possible, that the composition of the Appointment Committee be diversified to provide more diverse insight into the decision making process with respect to the selection of members. Consider having the appointed Council representative of the Committee participate in the recruitment for citizen members of the Committee.

City Resources Required to Support a Markham Advisory Board/Committee

Markham's Advisory Boards/Committees require significant City resources to support them, which include staff resources and meeting refreshments. Advisory Committees for the City's large events require the greatest amount of staff resources. The median amount of staff time spent per year supporting a City Advisory Board/Committee is estimated to be 240.5 hours. The estimated cost of providing basic refreshments to an Advisory Board/Committee per year is $500. The total estimated cost of providing an Advisory Board/Committee with staff resources and basic refreshments is $12,525 per year, based on the median amount of time staff spent per year supporting a City committee (see **"Appendix B"**).

It is recommended that the City reduce its number of Advisory Boards/Committees by (10%) to ensure committees are effectively supported while managing the City's limited resources. It is suggested that this be done by combining similar Advisory Boards/Committees and disbanding inactive ones. It is also recommended that a balance scorecard be created and completed each year to measure the costs and benefits associated with each Advisory Board/Committee on a go forward basis.

Terms of Reference

A recent survey of Advisory Board/Committee Chairs indicate that (56%) of Committee Chairs felt their committee's Terms of Reference were not appropriate, although (78%) of Committee Chairs felt their committees were achieving their mandate. Qualitative feedback suggests that committee Terms of References should be updated to reflect the City's current strategic goals and activities, and to ensure members are engaged. Based on the survey results, it is recommended that the City review the City's Advisory Board/Committee Terms of References that have not been recently updated in the new Term of Council to ensure their mandate provides value to its members and to the City. It is also being recommended that a Terms of Reference be created for any committee that does not currently have one.

Meeting Effectiveness

Survey results indicate that only (52%) of Advisory Board/Committee Chairs felt their committee meetings were effective, although (96%) felt they were either effective or somewhat effective. Qualitative feedback suggested the following: that a refresher on the rules of procedure be provided; that the rules regarding meeting attendance be better enforced; and that all committees receive meeting refreshments. Based on the survey results, it is recommended that in the new

Term of Council the City provide a refresher on meeting procedure to each committee, and that the Committee Chairs be trained on how to chair a meeting.

Meeting Attendance

Markham's Advisory Boards/Committees on average held 1.7 meetings per year without quorum The Markham-Milliken Children's Festival Committee and the Canada Day Committee had the most difficulty obtaining quorum. The following is being recommended: 1) each Advisory Board/Committee establish rules of engagement regarding meeting attendance and for the handling of other problem areas the committee may be experiencing; 2) the rules of procedure regarding meeting attendance be better enforced; and, 3) The structure of the City's event-based committees be changed so that they exist primarily to assist the City in the organization of events - so that quorum is not required to pass committee resolutions regarding event decisions.

Committee Accomplishments

Based on the research conducted, the majority of Markham's Advisory Boards/Committees are active. Their accomplishments may include hosting an event, community outreach, raising funds for a City program or initiative, hearing deputations on matters regarding their mandate, or providing feedback on City policies or programs. Survey results indicate that (45%) of Committee Chairs versus (25%) of staff are satisfied with their committee's accomplishments. Based on these results, it is recommended that a business plan template or annual work plan be created that committees be required to complete each year to ensure the activities they are focusing on are within their mandate and are contributing to the goals of the organization.

Volunteer Experience

Markham residents may volunteer to participate on a City Advisory Board/Committee to make a difference in their community and/or to be engaged in the democratic process. Survey results suggest that volunteer contributions need to be better recognized by the City while a member is still serving on a board or committee. It is recommended that a volunteer recognition plan be created to better acknowledge the hard work of committee members while they are serving on a City committee.

Communication

Effective boards and committees have a good relationship with City Staff, Members of Council and other Advisory Boards/Committees. Survey results suggest that the communication between committees and staff need to be improved, and that boards and committees need to be better connected with the City's activities and goals. It is recommended that an annual meeting be held with Board/Committee Chairs, Secretariat Staff, and Staff Liaisons to improve communication with the City and committees, and to help promote inter-committee communication.

Conclusion

Effective committees require City resources. In order to ensure their success, the City must balance the number of Advisory Boards/Committees it has with the resources it is able to provide.

2. Purpose

The purpose of this report is to provide a snapshot of Markham's Advisory Boards/Committees in the 2014-2018, Term of Council and make recommendations for the next Term of Council. Some of the subject matters covered in this report include:

- Why we have boards and committees;
- The appointment process to serve on a City Advisory Board/Committee;
- The Diversity of City's Advisory Boards/Committees;
- Other municipalities' practices with respect to Advisory Boards/Committees;
- How committees impact City resources;
- The efficiency and effectiveness of the City's Advisory Boards/Committees, including their:
    - Terms of Reference;
    - meeting effectiveness;
    - meeting attendance;
    - communication with the City;
    - accomplishments; and,
    - volunteer experience.

3. Methodology

In order to review the efficiency and effectiveness of the City's Advisory Boards/Committees, and the citizen appointment process to serve on a City Advisory Board/Committee, the following surveys were conducted and completed on a voluntary basis:

- The Appointment Committee was surveyed on the appointment process;
- Council/Committee Coordinators and Staff Liaisons were surveyed on the amount of time they spent supporting their assigned Advisory Board/Committee during the last Council term;
- Other municipalities were surveyed on their practices with respect to their Advisory Boards/Committees;
- Committee Chairs and Staff Liaisons of Markham Advisory Boards/Committees, excluding working groups, Community Centre Boards, foundations, tribunals, and inactive committees, were surveyed on the efficiency and effectiveness of their committees and on the appointment process.

Research was also gathered on meeting attendance, board and committee accomplishments, and on the diversity of volunteer applicants. This information was obtained from attendance records,

meeting minutes, input from staff, and from the voluntary diversity survey applicants complete when they submit their application form.

4. Why we have Advisory Boards and Committees

Advisory Boards/Committees are generally created by Council in response to citizen concerns, to support Council priorities, or to address an operational need. Some of the City's Advisory Boards/Committees are legislatively required. Typically, these bodies have a Terms of Reference stipulating their mandate and outlining roles and responsibilities. A Council resolution or by-law is required to form an Advisory Board/Committee.

Some of the benefits the City gains from its Advisory Boards/Committees include:

- Obtaining expertise, experience and perspective from a citizen perspective;
- Receiving advice on matters related to the board or committee's mandate;
- Obtaining feedback on new City programs and policies;
- Receiving help organizing a large City event; and,
- Engaging residents in the democratic process.

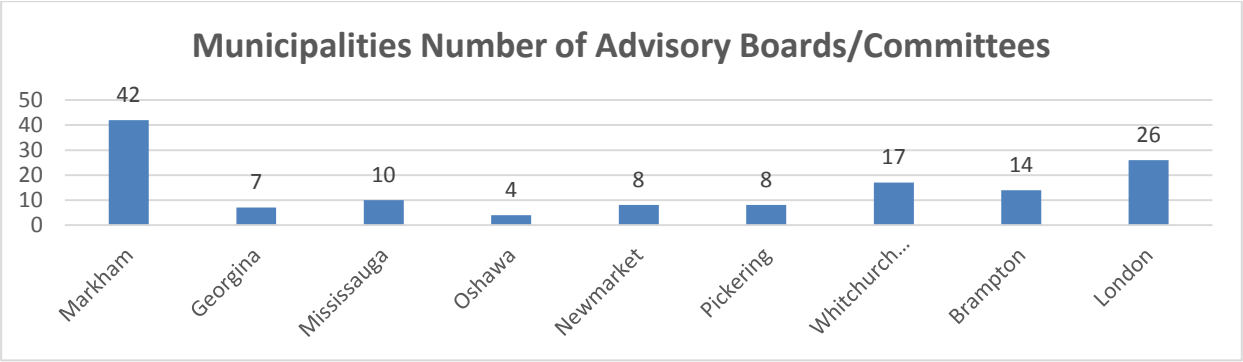
5. How Does Markham Compare with its Peer Municipalities?

Nine local municipalities were surveyed regarding their Advisory Board/Committee practices. Responses to the survey were received from Georgina, Mississauga, Oshawa, Pickering, Newmarket, Whitchurch-Stouffville, Brampton, and London. Markham's practices were then compared against the survey results. The results were as follows:

Number of Advisory Boards/Committees

Municipalities on average have 15.1 Advisory Boards/Committees. Markham has 42 Advisory Boards/Committees, which is (278%) or 26.9 more than the survey sample.

The chart below shows how many Advisory Boards/Committees each surveyed municipality has.



Remote Participation of Members at Meetings

Six or (67%) of the nine municipalities' surveyed did not permit members of its Advisory Boards/Committees to remotely participate in meetings. Two or (22%) permitted their Advisory Committee on Accessibility members to participate remotely. Markham was the only municipality to let members of its Advisory Boards/Committees to participate remotely when possible, however, remote participants are not included towards quorum.

Reporting Requirements

Seven or (78%) of the municipalities' surveyed required their Advisory Boards/Committees to report annually to Council. However, none of the municipalities surveyed required their Advisory Boards/Committees to submit an annual report with key performance indicators. Similarly, Markham recommends that all Advisory Boards/Committees report to Council on an annual basis with respect to their accomplishments, but does not require its Advisory Boards/Committees to submit an annual report with key performance indicators.

Code of Conduct

Five or (56%) of the municipalities surveyed had a Code of Conduct for its Advisory Boards/Committees. Three or (60%) of these municipalities used the Integrity Commissioner to investigate complaints. One or (20%) use their Clerk to investigate complaints. In comparison, Markham currently has a simple Code of Ethics, but is in the process of replacing it with a more comprehensive Code of Conduct and the Clerk currently investigates complaints.

With the recent amendments to the Municipal Act (via Bill 68) some of Markham's ABCs may also now constitute "local boards" under the Act. The implications of this designation are numerous and far-reaching. For instance, this would require them to abide by many of the same rules as Council (e.g. open meeting requirements, codes of conduct, integrity commissioner, conflict of

interest registry, etc.). Staff are in the process of reviewing which of Markham's ABCs may fall under these new requirements.

6. Appointments to Markham's Advisory Committees

The City of Markham has 41 citizen Advisory Boards/Committees (see Appendix A). Appointments to these committees are overseen by the Appointment Committee, comprised of the Mayor and the four Regional Councillors. The Appointment Committee conducted approximately 350 interviews between January 1, 2015, and June 31, 2018, and recommended to Council approximately 250 citizen appointments.

During this same period, there were approximately 65 citizen members that resigned from a Markham Advisory Board/Committee. Some of the reasons citizens resign from committees include: moving out of Markham; work conflicting with committee obligations; and/or a shift in their life focus.

Feedback from the Appointment Committee was to include the Council Liaison(s), the Councillor(s) appointed to the committee in the interview process, to refresh some of the interview questions, and to keep an attendance record of who attends each interview session. A full analysis of the Appointment Committee could not be conducted due to poor response to the survey.

The following qualitative feedback was obtained from the survey results from the Committee Chairs and the Staff Liaisons regarding the appointment process to serve on a City Advisory Board/Committee:

- Include the Councillor Liaison(s) in the interviews held to select new members;
- Include the Committee Chair in the interview process;
- Advise residents interested in serving on a committee of the work requirements prior to appointing them to a board or committee;
- Consult with the Chair of the committee prior to appointing new members to the committee;
- Enforce term limits and residency requirements;
- Waive the requirement to hold an interview of past Members who are re-applying to serve on a board or committee.

7. The Diversity of Markham's Committees

Markham strives for the composition of its Advisory Boards/Committees to reflect the diversity of Markham. Diversity on boards and committees helps promote innovation, insightful decision making, inclusiveness, and decisions/advice that reflect the diversity of Markham's residents and businesses.

When applicants apply to serve on a Markham Advisory Board/Committee they have the option to complete a voluntary diversity survey. The following diversity results are based on the results from this survey, in 2014-2018 Term of Council:

Visual Minority

- (50%) of all applicants to boards and committees identified themselves as being a visual minority;
- (55%) of these applicants were appointed as a member to a Markham Advisory Board/Committee;
- The majority of applicants that identified themselves as being a visual minority that were appointed to a Markham Advisory Board/Committee identified themselves as being Asian (40%) or East Indian (36%).

Disability

- (4%) of all applicants to committees identified themselves as having a disability;
- (40%) of these members that indicated they had a disability were appointed to a Markham Advisory Board/Committee.

Age

- The greatest number of applicants to Markham Advisory Boards/Committees were aged from (35-44) years old (20%);
- The least number of applicants to Markham Advisory Boards/Committees were aged from (18-24) years of age (5%);
- (68%) of applicants aged (45-54) were successfully appointed to a Markham Advisory Board/Committee (more than any other age group);
- (23%) of applicants aged (18-24) were successfully appointed to a Markham Advisory Board/Committee (less than any other age group).

Gender

- (53%) of applicants to Markham Advisory Boards/Committees identified themselves as male; (39%) identified themselves as female; and (8%) did not identify their gender.

- Applicants that were appointed to a Markham Advisory Board/Committee that identified their gender were (50%) male, and (50%) female.

Having more diverse board and committees brings many benefits, but can also lead to cultural or generational differences between members. Accordingly, Markham has started to provide its Advisory Boards/Committees with diversity training.

8. How Advisory Committees Impact City Resources

Advisory Boards/Committees require City resources to operate. Most committees have a Staff Liaison, Council Liaison and Council/Committee Coordinator that attend meetings and provide support. Additionally, many boards and committees are provided with refreshments at meetings. The cost of supporting a board or committee should be considered prior to creating a new committee, and when reviewing the costs and benefits derived from existing committees.

The amount of human resources required to support a City Advisory Board/Committee was estimated by asking staff from a sample of the City's committees to complete a survey on the matter. Responses were received from the staff that support the following committees (see **"Appendix B"** for a detailed breakdown of the staff time spent supporting committees):

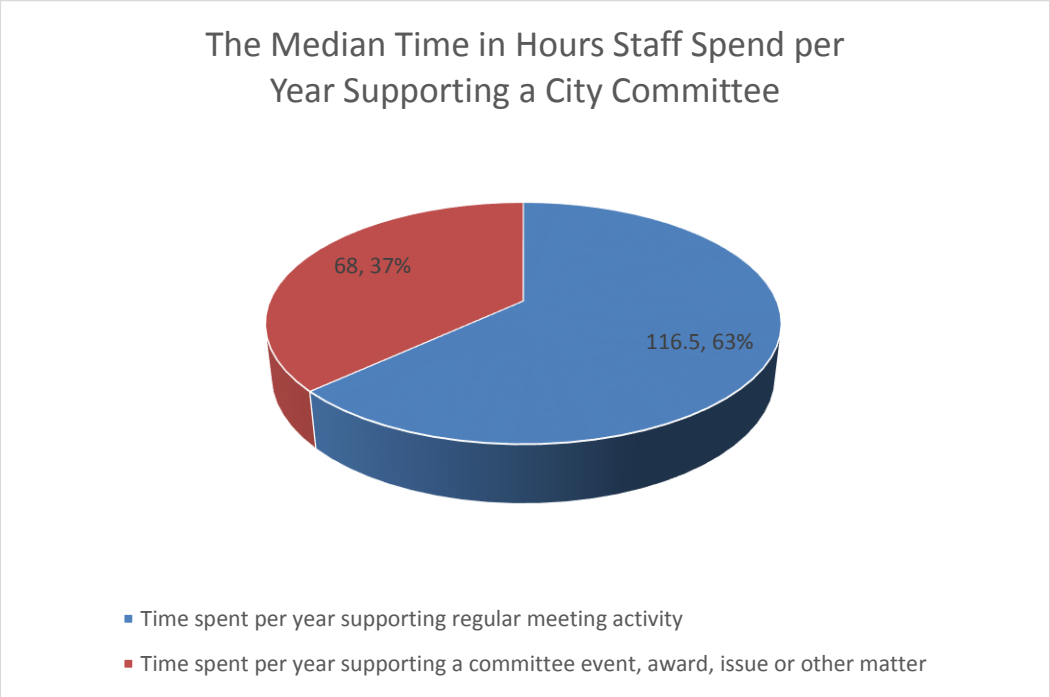
- Advisory Committee on Accessibility;
- Animal Care Committee;
- Canada Day Committee;
- Cycling & Pedestrian Advisory Committee;
- Doors Open Markham Committee;
- Environmental Advisory Committee;
- German Mills Meadow & Natural Habitat Liaison Committee;
- Markham-Milliken Children's Festival Committee;
- Senior's Advisory Committee;
- Senior's Hall of Fame Committee;
- Public Realm Advisory Committee;
- Race Relations Committee;
- Varley-McKay Art Foundation of Markham.

The survey results indicate that there is a large range in the amount of human resources required to support a City board or committee, with Committees for large City events requiring the most staffing resources. Consequently, the median was used to estimate the amount of staff time required to support a board or committee. The results are as follows:

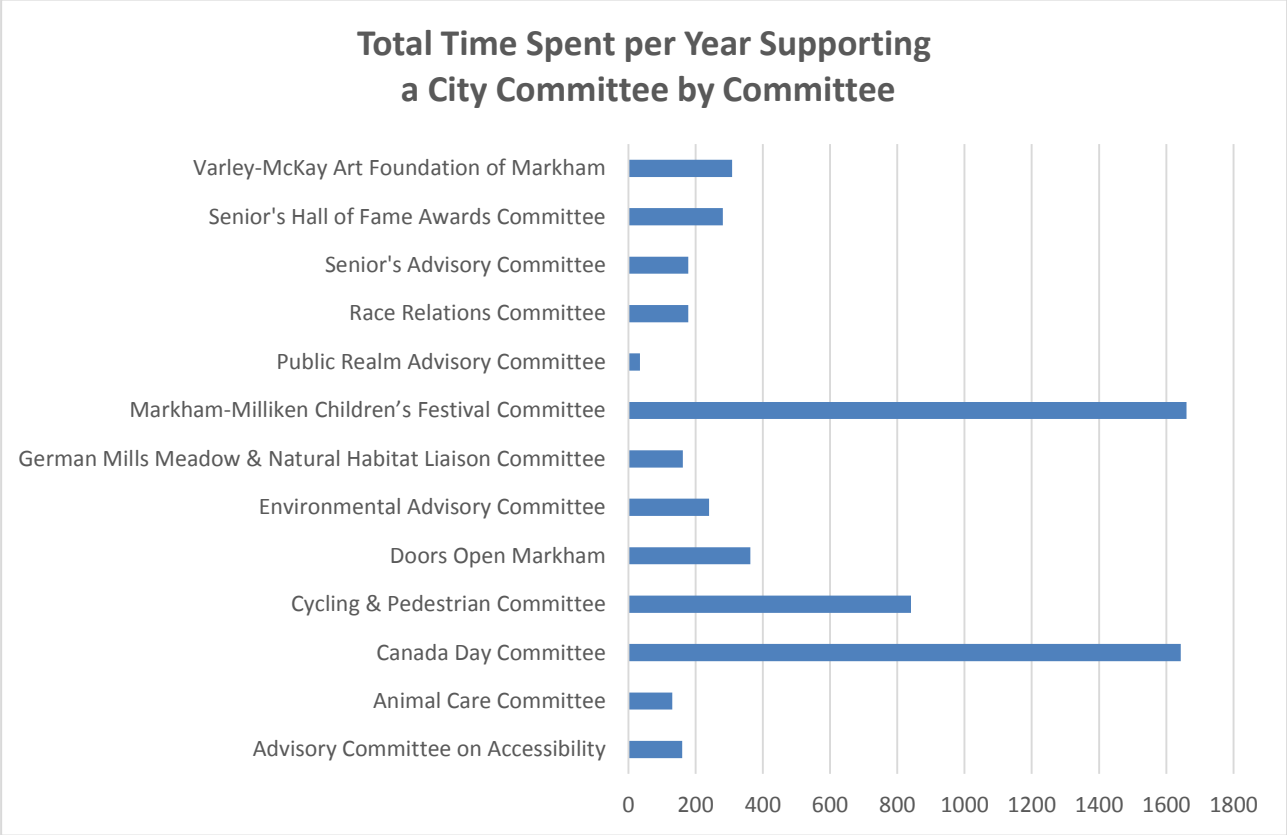
- The median amount of staff time spent supporting regular committee activities per meeting is 11.25 hours;

- The median amount of staff time spent supporting regular committee activities per year is 116.5 hours;
- The median staff time spent per year supporting an event or award, and/or handling committee issues or any other matter pertaining to the committee is 68 hours;
- The median total amount of staff time spent per year supporting a committee is 240.5 hours;
- The estimated cost of providing staff support to a committee is $12,025 per year based on the median amount of hours spent supporting a committee, and on the assumption that staff members are paid $50 per hour;
- The cost of providing a committee of 15 people coffee, tea, a jug a water and cookies is $50 per meeting, or $500 per 10 meetings.
- The total estimated cost of providing staff resources and refreshments to a committee per year is $12,525, based on basic meeting refreshments provided at 10 committee meetings, and on the median staff resources provided to support a committee.

Below is a chart displaying the median time in hours staff spend per year supporting a City committee.



Below is a chart listing by committee the total time staff spent supporting the committee per year.



9. Terms of References of Markham Advisory Boards/Committees

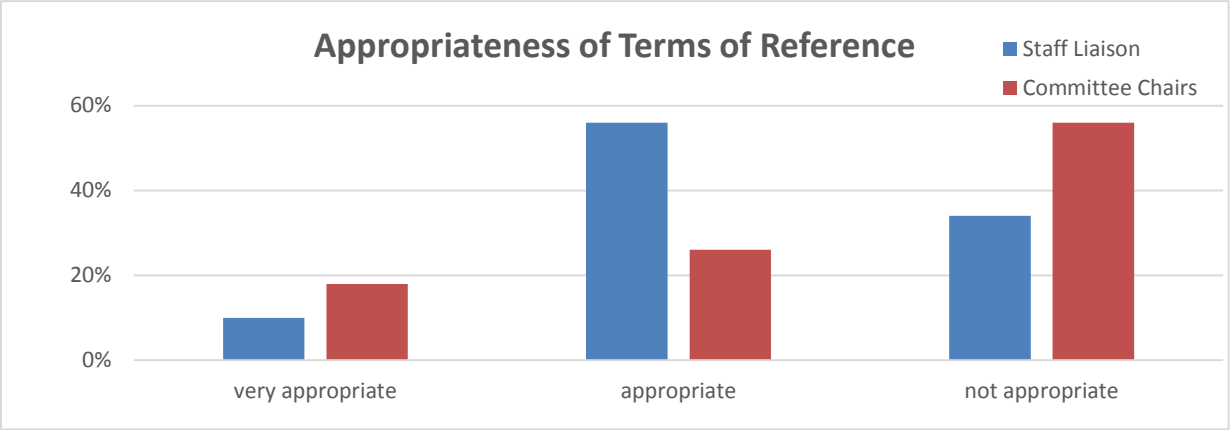
An Advisory Board/Committee's Terms of Reference outlines its mandate, roles and responsibilities, composition, and meeting frequency. Typically the Terms of Reference is created when the body is first established. However, some committees were never provided with a Terms of Reference document. Over the years, some Terms of References have been reviewed and updated, but many have not been updated since the committee was originally established. Changes to a committee's Terms of Reference must be approved by Council. All City committees should have a Terms of Reference so that they have a clear mandate and understanding of their roles and responsibilities.

The following quantitative feedback on Markham's Advisory Board/Committee Terms of Reference was provided from the survey results:

- (56%) of Committee Chairs felt that their committee's Terms of Reference was not appropriate versus (34%) of Staff;

- (78%) of Committee Chairs felt their committees were achieving or somewhat achieving their mandate versus (94%) of Staff;
- (30%) of Committee Chairs were very satisfied with the composition/mix of committee members versus (16%) of Staff;
- (60%) of Committee Chairs were somewhat satisfied with the composition/mix of committee members versus (69%) of Staff.

Below is a chart comparing the responses of Staff versus the responses of Committee Chair in regards to the appropriateness of their committee's Terms of Reference.



The following qualitative feedback was obtained from the Committee Chairs and the Staff Liaisons from the survey results:

- Update Terms of Reference documents to reflect the City's current strategic goals (project should be undertaken by Clerks in partnership with the Committees);
- Ensure Committees have a purpose and that its members understand their role.

10. Meeting Effectiveness of Markham's Advisory Boards/Committees

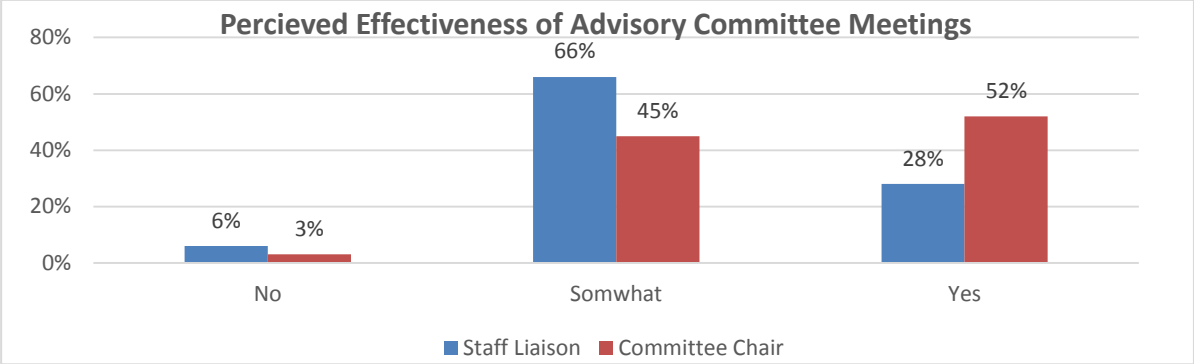
Effective meetings have a purpose and Committee Members leave feeling they have accomplished something. They have a set agenda with items related to the committee's mandate with sufficient time allotted to discuss each item. A majority of members are in attendance so the board or committee is able to make decisions. The City's "Rules of Procedure Governing Statutory and Advisory Committee Meetings" are followed and all members have an opportunity to share their

viewpoint in a respectful manner. Holding effective meetings helps Advisory Boards/Committee's achieve their goals and work as a team.

The following quantitative results regarding meeting effectiveness was obtained based on the survey results:

- (52%) of Committee Chairs felt that their committee meetings were effective versus (28 %) of Staff Liaisons;
- (96%) of Committee Chairs and (94%) of Staff Liaisons thought that their committee meetings were either somewhat effective or effective;

Below is a chart that compares Staff Liaisons' and the Committee Chairs' perceived effectiveness of Advisory Board/Committee meetings.



The following qualitative feedback was obtained from the Committee Chairs and the Staff Liaisons from the survey results:

- Enforce the Rules of Procedure regarding meeting attendance, so that members not attending meetings are removed from committees;
- Ensure the appointed Councillor and Staff Liaisons regularly attend meetings;
- Provide meeting refreshments to all committees;
- Provide a refresher on meeting procedure in the new Term of Council, and any time a new member joins the board or committee.

11. Meeting Attendance at Markham's Advisory Boards/Committees

Advisory Boards/Committees sometimes have difficulty obtaining quorum (having a majority of members in attendance at a meeting). Committees cannot make decisions when they do not have quorum. However, items on the agenda can be discussed. Quorum is often lost due to poor

weather, meetings held in December, meetings held during the March or summer breaks, meetings held soon after a large committee event, when members are unsatisfied with their volunteer experience, when members feel their role is unclear, or when there is committee conflict. When committees have trouble achieving quorum it can impact the morale of members and the overall effectiveness of the committee.

Some strategies used in this Term of Council to resolve issues regarding obtaining quorum were: reducing the number of times per year certain committees meet; cancelling meetings when there is nothing on the agenda; rebuilding committees that had dwindling membership; and resolving issues identified by committees. Although some progress has been made, meeting attendance remains an issue for some committees.

The majority of Advisory Board/Committee meetings in the 2014-2018, Term of Council were held with quorum (see "Appendix C"). The average number of meetings held per year without quorum was 1.7. There were no Advisory Committees that struggled significantly with quorum in this time period. However, Markham's Canada Day Committee and Markham-Milliken Children's Festival were two committees that struggled the most with obtaining quorum.

12. Committee Communication with Staff, Members of Council, and Other Committees

Effective committees have a good relationships with City Staff, Members of Council and other City committees. They have a Staff and Council Liaison that keeps them updated on City issues/matters related to their mandate. Furthermore, they communicate with other committees on matters of a shared interest, for example, event committees sharing ideas regarding children's activities and performers. Lastly, it appears that when an Advisory Board/Committee has good relations with Staff, Council, and other City committees it enhances the members' volunteer experience by making them feel their work is valued and that they are contributing to the community.

The following qualitative feedback was obtained from the survey results from the Staff Liaisons and Committee Chairs on committee communication matters:

- Improve communication/strengthen the relationship between committees and staff;
- Improve the connection between committee activities and the City's goals/activities;
- Consider committee recommendations as the voice of the community;
- Clarify the support Corporate Communications and the Mayor's Office Representative can provide to committees;

- Provide Committees with ways to get their message out (e.g. allowing them to have their own website or Facebook Page);
- Improve the transition of new staff with respect to supporting committees (e.g. a change in the Corporate Communication Representative, Mayor's Office Representative, Council/Committee Coordinator or Staff Liaison on a committee);
- Create an umbrella committee that all Chairs of Advisory Boards/Committee serve on to share ideas and to encourage City committees to work together.

13. Committee Accomplishments

The accomplishments of the City's Advisory Boards/Committees are the activities they undertake to achieve their mandate. These activities were reviewed for the 2014-2018, Term of Council by reviewing past meeting minutes. The results showed that most of the City's Advisory Boards/Committees are active. Some of the types of activities they have been undertaking include (see "Appendix B" to view a more comprehensive list of committee accomplishments):

- Community engagement activities;
- Raising funds for a City program or initiative;
- Hosting an award, event or fair;
- Listening to deputations from the community on matter regarding their mandate;
- Providing feedback to staff on a City program, policy, or initiative; and/or,
- Holding a focus group.

The following quantitative result regarding committee accomplishments was obtained from Staff Liaisons and Committee Chairs from the survey results:

- (41%) of Advisory Committee Chairs were very satisfied with their Committee's accomplishments versus only (25%) of Staff Liaisons.

14. The Volunteer Experience

Residents may volunteer to serve on a City Advisory Board/Committee to give back to the community, make a difference, learn more about municipal government, or to gain new skills or knowledge. Volunteers that are satisfied with their volunteer placement generally feel their hard work is valued and respected.

The following qualitative feedback was obtained regarding the volunteer experience serving on a City Advisory Board/Committee from the Committee Chairs survey results:

- Acknowledge the hard work of Committee Members;
- Respect and appreciate the volunteer time of Committee Members.

15. Other Survey Results

The following miscellaneous qualitative feedback was obtained from the Committee Chairs and the Staff Liaisons on other Advisory Board/Committee matters from the survey results:

- Suggested that Markham Theatre is working collaboratively as a cohesive team and that it is very committed to contributing to the huge success of the Theatre;
- Suggested that a budget be provided to Advisory Boards/Committees that they can use for projects or initiatives they are undertaking;
- Recommended that cemetery operations be taken over by City Staff;
- Recommended that the Agricultural Advisory Committee be disbanded, as it is no longer active.

16. Recommendations

Based on the survey results and the research conducted, staff recommend the following to improve the efficiency and effectiveness of Markham's Advisory Boards/Committees:

Improving the Management of City Resources and Communication between the City and Advisory Boards/Committees

- Develop a balanced scorecard that can be used to measure the costs and benefits of each City Advisory Board/Committee that is completed on an annual basis (Secretariat Staff to develop);
- Create a business plan template that can be completed by Advisory Boards/Committees and submitted to Council for approval each year to help ensure the activities they are focusing on are working towards the goals of the organization (Secretariat Staff to develop);
- Reduce the number of Advisory Boards/Committees by (10%) so that City can better support the Board/Committees that it has with the current resources;

- Hold a meeting once per year with Secretariat Staff, Staff Liaisons, and Committee Chairs to improve communication between the City's Advisory Boards/Committees and the City, and to encourage committees to communicate with each other.

Improving the Appointment Process

- Review the composition of the Appointment Committee in 2018-2022 Term of Council;
- Provide regular updates to the Committee Chair on the status of the appointments;
- Refresh the interview questions used to interview committee members to ensure the City is appointing applicants with the right skillsets.
- Keep an attendance record of who attends the Appointment Committee sessions.

Diversity on Committees

- Increase the number of applications submitted to be considered for a position on a Markham Advisory Board /Committee by (18-24) year olds by (10%) by using social media and other ways of promoting the vacancies that appeal more to a younger audience (Secretariat Staff to work with Corporate Communications to achieve this objective);
- Increase the number of applications submitted by persons with disabilities by (10%) by using more innovative ways to promote vacancies to this target audience(Secretariat Staff to work with Corporate Communications to achieve this objective);
- If possible, have more diversity in the composition of the Appointment Committee to diversify the insight that goes into the decision making process with respect to the selection of members.

Board/Committee Terms of References

- Review City Advisory Boards/Committee Terms of References that have not been recently reviewed in the new Term of Council in collaboration with the committees to ensure their mandate is providing value to the City and its volunteers;
- Ensure all Advisory Boards/Committees have a Terms of Reference (Secretariat Staff to work with Staff Liaison's to create Terms of References if required).

Meeting Effectiveness

- Provide a refresher on meeting procedures to all Advisory Boards/Committees in new Term of Council;
- Provide Committee Chairs with training on how to Chair a meeting.

Meeting Attendance

- Have committees establish rules of engagement regarding meeting attendance and other problem areas that a committee may be experiencing;

- Ensure the rules of procedure regarding meeting attendance are enforced;
- Change the structure of the City's event committees so that they exist primarily to assist the City in the organization of events, so that quorum is not required to pass committee resolutions regarding event decisions.

Volunteer Experience

- Develop a volunteer recognition plan to recognize Committee Members hard work while they are still serving on a Markham committee.

Combine Similar Committees and Disband Inactive Committees

- Combine the Public Art and Public Realm Advisory Committee or disband the Public Realm Advisory Committee;
- Combine the Senior's Hall of Fame Awards Committee and the Senior's Advisory Committee
- Disband the Achievement & Civic Recognition Committee, Agricultural Advisory Committee, and the Pan Am Host Advisory Committee, as these committees are no longer active.

16. Conclusion

In conclusion, Markham has many active Advisory Boards/Committees comprised of members that represent the diversity of Markham. These bodies engage residents in the democratic process and provide Council with valuable advice from a citizen perspective. However, City resources are required to support these committees. Advisory boards/committees that are sufficiently supported by staff and Council operate effectively. These committees also seem to provide a more rewarding volunteer experience to its members. Given the current resources available, the City must balance the number of Advisory Boards/Committee it has with the amount of staff and Council support required. The City otherwise risks the success of its Advisory Boards/Committees: in achieving their mandates; providing value to the City; and in being able to provide members with a rewarding volunteer experience.

17. Appendixes

A) **Appendix A** – List of Markham Advisory Boards/Committees

B) **Appendix B** – Staff Time Spent Supporting Markham's Advisory Boards/Committees

C) **Appendix C** - Meetings Held Without Quorum in the 2014-2018 Term of Council

D) **Appendix D** - Markham Advisory Board/Committee Accomplishment in the 2014 -2018 Term of Council

"Appendix A"
Markham Citizen Advisory Boards/Committees and Working Groups (listed in alphabetical order)

1. Achievement & Civic Recognition Committee
2. Advisory Committee on Accessibility
3. Agricultural Advisory Committee
4. Animal Care Committee
5. Box Grove Community Centre Board
6. Canada Day Committee
7. Cedar Grove Community Centre Board
8. Cemetery Board
9. Committee of Adjustment
10. Cornell Advisory Group
11. Cycling & Pedestrian Advisory Committee
12. Door Open Markham Committee
13. Environmental Advisory Committee
14. Flato Markham Theatre Advisory Board
15. Friends of the Markham Museum Board
16. German Mills Community Centre Board
17. German Mills Meadow & Natural Habitat Liaison Committee
18. Heintzman House Community Centre Board
19. Heritage Markham Committee
20. Historical Unionville Community Vision Committee
21. Main Street Markham Committee
22. Markham Centre Advisory Group
23. Markham-Milliken Children's Festival Committee
24. Milliken Mills Main Street Advisory Group
25. Markham Sports Hall of Fame Committee
26. Markham Village Train Station Community Centre Board
27. Mayor's Youth Council
28. Milne Pathway Working Group
29. Pan Am Host Advisory Committee
30. Property Standards Committee
31. Public Art Advisory Committee
32. Public Realm Advisory Committee
33. Public Library Board
34. Race Relations Committee
35. Santa Claus Parade Advisory Committee
36. Seniors Advisory Committee
37. Senior's Hall of Fame Awards Committee
38. Train Anti Whistling Working Group
39. Thornhill Revitalization Committee
40. Unionville-Stiver Mill Preservation Advisory Committee
41. Varley-McKay Art Foundation of Markham
42. Victoria Square Community Centre Board

Other City Advisory Committees that are comprised of only Councillor Members or Councillor Members and Business Representatives include:

1. Licensing Committee
2. Automated Vacuum Collection Feasibility Working Group
3. Pandemic Readiness Emergency Plan Steering Committee

"Appendix B"
Staff Time Spent Supporting Markham's Advisory Committees

Summary of Results

Committee	Time spent per meeting in hours supporting regular meeting activities	Time spent per year in hours supporting regular meeting activity	Time spent per year in hours supporting a committee event, award, issue or other matter	Total time spent per year in hours supporting the committee	Estimated Cost – with assumption that staff are paid $50 per hour
Advisory Committee on Accessibility	10.83	110.3	50	160.3	$8,015
Animal Care Committee	11	110	21	131	$6,550
Canada Day Committee	26.67	213.36	1430	1643.36	$82,188
Cycling & Pedestrian Committee	21	212	64	841	$42,050
Doors Open Markham	8	80	283	363	$18,150
Environmental Advisory Committee	11.25	116.5	124	240.5	$12,025
German Mills Meadow & Natural Habitat Liaison Committee	56	112	50	162	$8,100
Markham-Milliken Children's Festival Committee	23.5	188	1472	1660	$83,000
Public Realm Advisory Committee	9.75	19.5	15	34.5	$1,725
Race Relations Committee	10.83	110.3	68	178.3	$8,915
Senior's Advisory Committee	13	130	48	178	$8,900
Senior's Hall of Fame Awards Committee	9	90	191	281	$14,050
Varley-McKay Art Foundation of Markham	19.75	158	151	309	$15,450
Total	**230.58**	**1649.96**	**3967**	**6181.96**	**$309,118.00**

The Mean, Median and Range of Staff Time Spent Supporting Committees

	Average Amount of Time Spent in Hours Supporting a Meeting	Time spent per year in Hours supporting regular meeting activity	Time spent per year in Hours supporting a committee event, award, issue or other matter	Total time spent per year in hours supporting the committee
Mean	17.74	126.92	305.12	475.54
Median	11.25	116.5	68	240.5
Range	48	193.86	1415	1625.5

Staff Time Spent Supporting Committees Broken-down by Committee

Advisory Committee on Accessibility

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corporate Com. Time in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0	0	1
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2.5	0.5	0	3
Time spent per meeting attending the meeting	2.5	3	0	5.5
Time spent per meeting on email correspondence	1	0.33	0	1.33
Total per month	7	3.83	0	10.83
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**70**	**38.3**	**2 (per year)**	**110.3**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	15	15	15	45
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	1	2	5
Total	**17**	**16**	**17**	**50**

Grand Total	**160.3**

Animal Care Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	1	0	2
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2.5	0.5	0	3
Time spent per meeting attending the meeting	2	2	0	4
Time spent per meeting on email correspondence	1	1	0	2
Total per month	6.5	4.5	0	11
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**65**	**45**	**0**	**110**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	1	5	3	9
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	10	0	12
Total	**3**	**15**	**3**	**21**

Grand Total	**131**

Canada Day Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent (includes the time multiple employees) in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0.26	0.41	1.67
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2.5	0.5	1	4
Time spent per meeting attending and preparing for the meeting	2	3	7	12
Time spent per meeting on email correspondence	1	8	0 (included under time spent support the event)	9
Total per month	6.5	13.25	8.41	26.67
Total time per year (total times the number of meetings) • **Meets 8 times per year**	**52**	**106**	**67.28**	**213.36**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in hours	Staff Liaison Time Spent in hours	Corp Com Time Spent in hours	Total hours
Time spent per year supporting and/or attending a committee event or award	0	300	764	950
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	25	339	366
Total	**2**	**325**	**1103**	**1430**

Grand Total	**1643.36**

The Canada Day Committee is supported by each and every member of the Corporate Communications team. Special Events begins logistics planning in January, while communications team begins sponsorship activities. Designers are tasked with signage and social media images, communications follows its comprehensive communications plan to create media advisories and conducts media outreach, signage content, social media, advertising and portal messaging, and oversees all aspects of the event.

On July 1, at least 12 members of Corporate Communications are required to manage the day's four (Citizenship Ceremony, Senior's Luncheon, People's Parade, and Milne Dam Park) events from 6 a.m. to finish, with several attending and managing the entire day.

Working with Community and Fire Services, considerable time is placed on ensuring a proper emergency communication plan is prepared and read to launch, should it be required.

Cycling & Pedestrian Advisory Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total in Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	1	0	2
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	3	4	0	7
Time spent per meeting attending and preparing for the meeting	2	8.5	0	10.5
Time spent per meeting on email correspondence	1	0.5	0	1.5
Total per month	7	14	0	21
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**70**	**140**	**2 (per year)**	**212**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	1	140	70	211
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	350	66	418
Total	**3**	**490**	**136**	**629**

Grand Total	**841**

Doors Open Markham

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	0	1	0	1
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	0	2	0	2
Time spent per meeting attending and preparing for the meeting	0	2	2	4
Time spent per meeting on email correspondence	0	1	0	1
Total per month	0	6	2	8
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**0**	**60**	**20**	**80**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	0	0 (counted these hours in other questions)	210	210
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	0	13	60	73
Total	**0**	**13**	**270**	**283**

Grand Total	**363**

Environmental Advisory Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0.5	0	1.5
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2.5	0.5	0	3.0
Time spent per meeting attending the meeting	2.5	2.5	0	5
Time spent per meeting on email correspondence	1	0.75	0	1.75
Total per month	7	4.25	0	11.25
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**70**	**42.5**	**4 (attend 2 meetings per year)**	**116.5**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	1	50	47	98
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	14	10	26
Total	**3**	**64**	**57**	**124**

Grand Total	**240.5**

German Mills Meadow & Natural Habitat Liaison Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours (3 staff attend)	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	21	0	22
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	3	12	0	15
Time spent per meeting attending the meeting	2	6	0	8
Time spent per meeting on email correspondence	1	10	0	11
Total per month	7	49	0	56
Total time per year (total times the number of meetings) • **Meets 2 times per year**	**14**	**98**	**0**	**112**

Yearly Activities

Task/Action	Committee Coordinator Time Spent	Staff Liaison Time Spent	Corp Com Time Spent	Total
Time spent per year supporting and/or attending a committee event or award	0	0	0	0
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	1	49	0	50
Total	**1**	**49**	**0**	**50**

Grand Total	**162**

Markham-Milliken Children's Festival Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours (includes multiple staffs time)	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0.5	0.5	2
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2.5	1	1.5	5
Time spent per meeting attending and preparing for the meeting	2	2	6.5	10.5
Time spent per meeting on email correspondence	1	5	0 (included under time spent supporting the event)	6
Total per month	6.5	8.5	8.5	23.5
Total time per year (total times the number of meetings) • **Meets 8 times per year**	**52**	**68**	**68**	**188**

Yearly Activities

Task/Action	Committee Coordinator Time Spent	Staff Liaison Time Spent	Corp Com Time Spent	Total
Time spent per year supporting and/or attending a committee event or award	0	120	974	1094
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	16	360	378
Total	**2**	**136**	**1,334**	**1,472**

Grand Total	**1660**

Corporate Communications carries the bulk of the responsibility for this event, from securing sponsorships and volunteers, to managing the intricate details of two entertainment stages, inflatables, free activity stations and more. Each Member of Special Events, Design and Communications plays a significant role for

the months leading up to the event, and including a full day on event day. Working with Community & Fire Services, considerable time is placed on ensuring proper emergency communications plan is prepared and ready to launch, should it be required.

Public Realm Advisory Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours (3 staff attend)	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0.5	0	1.5
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	3	0.5	0	3.5
Time spent per meeting attending the meeting	2	1	0	3
Time spent per meeting on email correspondence	1	0.75	0	1.75
Total per month	7	2.75	0	9.75
Total time per year (total times the number of meetings) • **Meets 2 times per year**	**14**	**5.5**	**0**	**19.5**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	0	12	0	12
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	1	2	0	3
Total	**1**	**14**	**0**	**15**

Grand Total	**34.5**

Race Relations Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0	0	1
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2.5	0.5	0	3
Time spent per meeting attending the meeting	2.5	3	0	5.5
Time spent per meeting on email correspondence	1	0.33	0	1.33
Total per month	7	3.83	0	10.83
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**70**	**38.3**	**2 (attends 1 meeting per year)**	**110.3**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	40	15	10	65
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	1	0	3
Total	**42**	**16**	**10**	**68**

Grand Total	178.3

Senior's Advisory Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0.25	0	1.25
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2	0.25	0	2.25
Time spent per meeting attending the meeting	2.5	4	0	6.5
Time spent per meeting on email correspondence	1	2	0	3
Total per month	6.5	6.5	0	13.0
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**65**	**65**	**0**	**130**

Yearly Activities

Task/Action	Committee Coordinator Time Spent	Staff Liaison Time Spent	Corp Com Time Spent	Total
Time spent per year supporting and/or attending a committee event or award	1	25	10	36
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	2	10	0	12
Total	**3**	**35**	**10**	**48**

Grand Total	**178**

Senior's Hall of Fame Awards Committee

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0	0	1
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	2	0	0.5	2.5
Time spent per meeting attending the meeting	2	0	1.5	3.5
Time spent per meeting on email correspondence	1	0	1	2
Total per month	6	0	3	9
Total time per year (total times the number of meetings) • **Meets 10 times per year**	**60**	**0**	**30**	**90**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per year supporting and/or attending a committee event or award	21	0	85	106
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	7	0	78	85
Total	**28**	**0**	**163**	**191**

Grand Total	**281**

Varley-McKay Art Foundation of Markham

Monthly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total Hours
Time spent per meeting preparing, coordinating or reviewing the agenda	1	0.5	0	1.5
Time spent per meeting preparing or reviewing the meeting minutes and following up on action items	4	1	0	5
Time spent per meeting attending and preparing for the meeting	2.5	8.75	0	11.5
Time spent per meeting on email correspondence	1	1	0	2
Total per month	8.5	11.25	0	19.75
Total time per year (total times the number of meetings) • **Meets 8 times per year**	**68**	**90**	**0**	**158**

Yearly Activities

Task/Action	Committee Coordinator Time Spent in Hours	Staff Liaison Time Spent in Hours	Corp Com Time Spent in Hours	Total in Hours
Time spent per year supporting and/or attending a committee event or award	0	53	10	63
Time spent per year managing committee issues or on any other mattering pertaining to your role supporting the Committee	0	88	0	88
Total	**0**	**141**	**10**	**151**

Grand Total	**309**

"Appendix C"
Number of Meetings Held without Quorum in 2014-2018 Term of Council

	2015		2016		2017		2018	
Committee	**No. of Meetings**	**No. of Meetings without Quorum**	**No. of Meetings**	**No. of Meetings without Quorum**	**No. of Meetings**	**No. of Meetings without Quorum**	**No. of Meetings**	**No. of Meetings without Quorum to date**
Advisory Committee on Accessibility	8	1	10	0	10	1	10	1
Agricultural Advisory Committee	2	1	6	1	0	0	0	0
Animal Care Committee	12	0	12	2	10	0	10	1
Canada Day Committee	7	0	8	0	8	1	7	3
Cycling and Pedestrian Advisory Committee	10	0	10	0	10	0	10	0
Doors Open Markham	8	0	8	0	9	0	10	0
Environmental Advisory Committee	10	0	8	1	9	1	10	1
Flato Markham Theatre Advisory Board	9	1	9	2	9	0	9	0
German Mills Meadow & Natural Habitat Liaison Committee	1	0	2	0	2	0	2	0
Friends of the Markham Museum Board	10	0	9	0	9	1	10	1
Historical Unionville Community Vision Committee	0	0	4	0	9	1	9	0
Main Street Markham	10	0	8	1	5	1	5	0
Markham-Milliken Children's Festival Committee	9	5	7	1	8	2	8	2
Markham Sports Hall of Fame Awards Committee	0	0	7	0	9	0	6	1
Public Art Advisory Committee	4	0	4	0	4	0	4	0
Public Library Board	10	0	10	1	9	0	10	1
Public Realm Advisory Committee	4	0	3	1	4	0	2	1
Seniors Advisory Committee	12	1	7	2	8	0	10	1
Seniors Hall of Fame Committee	5	1	7	0	8	1	8	1
Varley-McKay Art Foundation of Markham	8	0	7	1	5	0	7	0
total	139	10	146	13	145	9	147	14

"Appendix D"

Markham Advisory Board/Committee Accomplishments in 2014-2018 Term of Council

Committee	Accomplishments
1. Achievement & Civic Recognition Committee	Did not meet in this Term of Council
2. Advisory Committee on Accessibility	• Provides feedback on the City's multiyear accessibility plan; • Provided feedback on the accessibility of the City's website; • Provided feedback on the accessibility of key commercial and City site plans; • Made recommendations to Council on accessibility matters; • Organized the 2015, 2016, 2017, and 2018 Accessibility Fair; • Supported the Markham Board of Trade Award 2015, and 2016; • Created and launched the Markham Accessibility Award; • Participated in the Canada Day Parade.
3. Agricultural Advisory Committee	• Organized the 2015 and 2016 Agricultural Tour; • Made recommendations to Council on agricultural matters; • Provided feedback on the City Tree-By-Law, the Province's Land Use Planning Review, and on building permit fees for agricultural buildings; • Received presentations on relevant City programs; • Attended the Friends of the Greenbelt Workshop; • Has meet since 2016.
4. Animal Care Committee	• Heard deputations regarding matters pertaining to animals; • Donated $36K to the Cat Adoption and Education Centre; • Participated in the Unionville Old Tyme Christmas Parade; • Made recommendation to Council on matters regarding animals; • Attended many events educating the public on the City's animal services and

Committee	Accomplishments
	raising funds for the Cat Adoption and Education Centre; • Provided feedback on relevant City programs; • Reviewed and made recommendations to staff with respect to the City's Animal Control By-Law.
5. Box Grove Community Centre Board	• Managed the operations of Box Grove Community Centre.
6. Canada Day Committee	• Helped organize the 2015, 2016, 2017, and 2018 Canada Day event.
7. Cedar Grove Community Centre Board	• Manages the operations of Box Grove Community Centre.
8. Cemetery Board	• Managed the City's cemeteries.
9. Cornell Advisory Group	• Provided feedback on development applications being submitted for the Cornell area.
10. Cycling & Pedestrian Advisory Committee	• Organize and plan the annual Giro and Cycling Day in Markham; • Provided feedback on relevant City programs and projects; • Heard deputations on Cycling matters; • Made recommendations to Council on cycling and pedestrian matters (e.g. requesting Council pass a by-law restricting vehicles from parking on bicycle facilities, and endorsing the Lake to Lake Path implementation through the City of Markham).
11. Door Open Markham Committee	• Organize and plan the Doors Open Markham event.
12. Environmental Advisory Committee	• Participated in the Net Zero Workshop held by City of Markham; • Attended the annual Regional Environmental Advisory Committee meeting; • Hosted Earth Day Events in 2015, 2016, 2017, and in 2018; • Worked with the Cycling & Pedestrian Committee promote awareness of the City' trail system at the Earth Day Event; • Helped promote the City's new textile program; • Attended the Provincial Environmental Advisory Committee Symposium; • Provided feedback on City programs;

Committee	Accomplishments
	• Heard deputation on environmental matters.
13. Flato Markham Theatre Advisory Board	• Hosted Fundraising Gala in 2015, 2016, 2017, and 2018; • Hosted Live Art Awards and requested that the week be proclaimed; • Provided feedback on the theatre operations; • Launched Every Child Every Year; • Provided feedback/input into the development of the Theatre's Strategic Plan; • Provided feedback on theatre programs; • Raised funds for the theatre; • Supported a grant application for the Theatre.
14. Friends of the Markham Museum Board	• Hosted a speaker series at the Museum; • Provided feedback on the Museum Strategic Plan; • Raised funds for the Museum.
15. German Mills Community Centre Board	• Manages the operations of the German Mills Community Centre Board.
16. German Mills Meadow & Natural Habitat Liaison Committee	• Provided recommendations to Council and staff regarding the German Mills Meadow & Natural Habitat.
17. Heintzman House Community Centre Board	• Hosted an annual art show; • Host an annual Halloween event; • Host an annual Christmas Craft Sale;
18. Historical Unionville Community Vision Committee	• Made recommendations to Council regarding the Unionville area (e.g. requesting Unionville Core Area Streetscape Master Pan, introducing wayfinding signs on Main Street Unionville, and requesting full enforcement of property standards on Main Street Unionville); • Received presentations from staff on the Main Street Unionville Vision Plan and on other relevant matters.
19. Main Street Markham Committee	• Provided input on relevant City programs/projects; • Made recommendations to staff and Council regarding the Main Street Markham Area (e.g. requesting staff investigate installing a heritage bus shelter at Princess and Main Street Markham, and

Committee	Accomplishments
	on the requesting the replacement of the tree/Christmas tree near the old City Hall); • Received presentation/updates on relevant City projects/programs.
20. Markham Centre Advisory Group	• Provided feedback on development applications in the area.
21. Markham-Milliken Children's Festival Committee	• Assisted staff in the planning and undertaking of the Markham-Milliken Children's Festivals held in 2015, 2016, 2017, and 2018.
22. Milliken Advisory Group	Did not meet in this Term of Council.
23. Markham Sports Hall of Fame Committee	• Planning/creating the Markham Sports Hall of Fame Awards; • First Award ceremony to be held in 2019.
24. Mayor's Youth Taskforce	• Markham Youth Expo – Annual event for youth and community to showcase youth talent and services for youth. • Amazing Race Markham – Annual event for youth to participate in a fun and challenging full day race. Teams raise funds for a chosen local charity such as the food bank, Native Youth Services, MSH • Collage- Annual networking event which brings area youth councils together for social and networking. • Think Tank – Annual event which brings together local presenters to present on topics relating to youth issues and topics. • Get Involved Conference – Annual conference in which the MMYC host local grade 8 students for a day long conference. Topics include leadership, volunteering, and teamwork.
25. Pan Am Host Advisory Committee	• Helped organize the Pan Am festivities in Markham.
26. Property Standards Committee	• Heard property standard appeals and made decisions on the matters.
27. Public Art Advisory Committee	• Reviews and advises Council on public art projects including the Downtown Markham Public Art installation, the Benjamin Thorne, Berczy, and Rizal statues, the Charity Sculpture, and the War Memorial Cenotaph; • Participated in the York University Public Art Symposium May 2017.

Committee	Accomplishments
28. Public Realm Advisory Committee	• Provided feedback on Markham's public realm projects; • Projects have included: Forest of Hope, Unionville inspiration board, wrapping of traffic control boxes, revitalization of park shelters, and community message boards.
29. Public Library Board	• Provided feedback on Library policies, programs, and operations.
30. Race Relations Committee	• Hosted the 2015, 2016, and 2018 Many Faces of Markham event; • Had a booth at the York Region Police, International Day for the Elimination of Racism event; • Had a booth at the Taste of Asia promoting the Race Relations Committee; • Held a youth conference; • Held a Human Rights Event; • Held a Race Relations Open House; • Provided feedback on the Diversity and Inclusion Charter for York Region; • Hosted a Community Round table event.
31. Santa Claus Parade Advisory Committee	• Planned and organized the Markham Santa Claus Parade.
32. Seniors Advisory Committee	• Heard presentations on matters regarding seniors; • Provided feedback at many meetings on Markham's proposed Older Adult Strategy; • Hosted a Health and Wellness Fair for Seniors; • Provide input into the Senior's section in Markham Life, including providing article ideas; • Received presentation and provided feedback from a seniors perspective on City program; • Assisted with the a senior's art show and fashion show; • Hosted a senior's craft show; • Helped promote the Senior's Extravaganza and other seniors events.
33. Senior's Hall of Fame Awards Committee	• Obtained nominations for the Senior's Hall of Fame Awards ceremony; • Provided input into the planning and organization of the ceremony;

Committee	Accomplishments
	• Judged the nominations and selected the winners of the awards.
34. Thornhill Revitalization Committee	• Did not meet in this Term of Council.
35. Unionville-Stiver Mill Preservation Advisory Committee	• Did not meet in this Term of Council.
36. Varley-McKay Art Foundation of Markham	• Primary focus is on raising funds to support the Varley Art Gallery of Markham, with a focus on art acquisitions, conservation of the art collection, educational programs and exhibition research; • Organized the annual Rouge Varley Gala; • Hosted Vintages at the Varley New World Wine event; • The Foundation also helps operate an active volunteer program to further support the Varley Art Gallery of Markham.
37. Victoria Square Community Centre Board	• Managed the operations of Victoria Square Community Centre.

Appendix "D"

Current List of ABCs

Advisory Committees with Citizen Appointments

1.	Achievement & Civic Recognition Committee
2.	Advisory Committee on Accessibility
3.	Agricultural Advisory Committee
4.	Animal Care Committee
5.	Canada Day Committee
6.	Cemetery Board
7.	Cornell Advisory Group
8.	Cycling & Pedestrian Advisory Committee
9.	Doors Open Markham Committee
10.	Environmental Advisory Committee
11.	Flato Markham Theatre Advisory Board
12.	German Mills Meadow & Natural Habitat Liaison Committee
13.	Heritage Markham Committee
14.	Historical Unionville Community Vision Committee
15.	Main Street Markham Committee
16.	Markham Centre Advisory Group
17.	Markham-Milliken Children's Festival Committee
18.	Milliken Mills Main Street Advisory Group
19.	Markham Sports Hall of Fame Committee
20.	Mayor's Youth Council
21.	Milne Pathway Working Group
22.	Pan Am Host Advisory Committee
23.	Public Art Advisory Committee
24.	Public Realm Advisory Committee
25.	Public Library Board - appointed for the term of Council
26.	Race Relations Committee
27.	Santa Claus Parade Advisory Committee
28.	Seniors Advisory Committee
29.	Senior's Hall of Fame Awards Committee
30.	Train Anti Whistling Working Group
31.	Thornhill Revitalization Committee
32.	Unionville-Stiver Mill Preservation Advisory Committee

Advisory Committees with Council Members Only - appointed for the term of Council

1.	Appointment Committee
2.	Automated Vacuum Collection Feasibility Working Group
3.	Pandemic Readiness Emergency Plan Steering Committee

Foundations

1.	Varley-McKay Art Foundation of Markham
2.	Friends of the Markham Museum Board

Council Sub-Committees - appointed for the term of Council

1.	Budget Sub-Committee
2.	Development Charges Sub-Committee
3.	Eabametoong First Nations Sub-Committee
4.	Environmental Issues Committee
5.	Green Print Steering Committee
6.	Information Communication & Technology Sub-Committee
7.	Markham Sports Entertainment & Cultural Centre Sub-Committee
8.	Markham Sub-Committee* (including Main Street Markham & Cornell Advisory Group)
9.	Milliken Mills Sub-Committee* (including Milliken Mills Main Street Advisory Group)
10.	Parking Advisory Committee
11.	South East Community Centre & Library
12.	Thornhill Sub-Committee* (including Langstaff Implementation Committee)
13.	Transit Sub-Committee
14.	Unionville Sub-Committee* (including Historical Unionville Community Vision Committee, Markham Centre Advisory Group and Markham Centre Sub-Committee)
15.	York University Committee

*Adopted by Council on February 26, 2019.

Tribunals (Quasi-Judicial)

1.	Licensing Committee*
2.	Committee of Adjustment – appointed for the term of Council
3.	Property Standards Committee - appointed for the term of Council

*No citizen appointees on this Committee

Community Centre Boards

1.	Box Grove Community Centre Board
2.	Cedar Grove Community Centre Board
3.	German Mills Community Centre Board
4.	Heintzman House Community Centre Board
5.	Markham Village Train Station Community Centre Board
6.	Victoria Square Community Centre Board

APPENDIX "E"

ADVISORY BOARDS AND COMMITTEES (ABCS) TO REMAIN AS IS

FOR 2018-2022 TERM OF COUNCIL

Advisory Committees with Citizen Appointments

1.	Advisory Committee on Accessibility
2.	Animal Care Committee
3.	Cemetery Board
4.	Cycling & Pedestrian Advisory Committee
5.	Environmental Advisory Committee
6.	Flato Markham Theatre Advisory Board
7.	Heritage Markham Committee
8.	Markham Sports Hall of Fame Committee
9.	Mayor's Youth Council
10.	Public Art Advisory Committee
11.	Public Library Board
12.	Race Relations Committee
13.	Seniors Advisory Committee

Advisory Committees with Council Members Only

1.	Appointment Committee*

*conducting interviews for Heritage Markham, Public Library Board & Committee of Adjustment only

Foundations – no changes

1.	Varley-McKay Art Foundation of Markham
2.	Friends of the Markham Museum Board

Tribunals (Quasi-Judicial) – no changes at this time

1.	Licensing Committee*
2.	Committee of Adjustment
3.	Property Standards Committee

*proposed changes to be brought forward in June 2019

Council Sub-Committees

1.	Budget Sub-Committee (including Development Charges Sub-Committee)
2.	Markham Sub-Committee* (including Main Street Markham & Cornell Advisory Group)
3.	Milliken Mills Sub-Committee* (including Milliken Mills Main Street Advisory Group)
4.	Thornhill Sub-Committee* (including Langstaff Implementation Committee)
5.	Unionville Sub-Committee* (including Historical Unionville Community Vision Committee, Markham Centre Advisory Group and Markham Centre Sub-Committee)

*Adopted by Council on February 26, 2019.

Community Centre Boards – no changes

1.	Box Grove Community Centre Board
2.	Cedar Grove Community Centre Board
3.	German Mills Community Centre Board
4.	Heintzman House Community Centre Board
5.	Markham Village Train Station Community Centre Board
6.	Victoria Square Community Centre Board

APPENDIX "F"

PROPOSED CHANGES TO EXISTING COMMITTEES

FOR 2018-2022 TERM OF COUNCIL

Advisory Committees to be Re-Classified as Taskforces

	Committee Name	Proposed 2 Year Term
1.	Canada Day Committee	September - September
2.	Doors Open Markham	November - November
3.	Markham-Milliken Children's Festival Committee	September - September
4.	Santa Claus Parade Advisory Committee	January - January

Advisory Committee Functions to be Amalgamated into Another Existing Committee & Originating Committee Dissolved

	Committee Name	Comments
1.	Agricultural Advisory Committee	Matters will be sent directly to DSC
2.	Automated Vacuum Collection Feasibility Working Group	Matters will be sent directly to General Committee
3.	Cornell Advisory Group	Matters will be dealt with at the Markham Sub-Committee*
4.	Development Charges Sub-Committee	Matters will be dealt with at the Budget Sub-Committee
5.	Eabametoong First Nations Sub-Committee	Matters will be sent directly to General Committee
6.	Environmental Issues Committee	Matters will be sent directly to General Committee. Cross Commission Staff can give grants out with criteria, similar to Celebrate Markham
7.	Green Print Steering Committee	Matters will be sent directly to General Committee
8.	Historical Unionville Community Vision Committee	Matters will be dealt with at the Unionville Sub-Committee*
9.	Information Communication & Technology Sub-Committee	Matters will be sent directly to General Committee

10.	Langstaff Implementation Committee	Matters will be dealt with at the Thornhill Sub-Committee*
11.	Main Street Markham	Matters will be dealt with at the Markham Sub-Committee*
12.	Markham Centre Advisory Group	Matters will be dealt with at the Unionville Sub-Committee*
13.	Markham Centre Sub-Committee	Matters will be dealt with at the Unionville Sub-Committee*
14.	Milliken Mills Main Street Advisory Group	Matters will be dealt with at the Milliken Mills Sub-Committee*
15.	Pandemic Readiness Emergency Plan Steering Committee	Matters will be dealt with under the City's Emergency Management program
16.	Public Realm Advisory Committee	Matters will be sent directly to General Committee
17.	Seniors Hall of Fame Awards Committee	Matters will be dealt with at the Seniors Advisory Committee
18.	Transit Sub-Committee	Matters will be sent directly to Development Services Committee
19.	York University Committee	Matters will be sent directly to General Committee

*Adopted by Council on February 26, 2019.

Advisory Committees to be Dissolved

	Committee Name	Comments
1.	Achievement and Civic Recognition Committee	Will be handled through Mayor's office if required
2.	German Mills Meadow and Natural Habitat Liaison Committee	Mandate completed
3.	Markham Sports Entertainment and Cultural Centre Subcommittee	Mandate completed
4.	Milne Pathway Working Group	Mandate completed
5.	Pan Am Host Advisory Committee	Mandate completed
6.	Parking Advisory Committee	Did not meet in past term of Council
7.	South East Community Centre and Library	Mandate completed
8.	Thornhill Revitalization Committee	Mandate completed
9.	Train Anti-Whistling Group	Mandate completed

10.	Unionville Stiver Mill Preservation Advisory Committee	Mandate completed

REVISED APPENDIX "E"

ADVISORY BOARDS AND COMMITTEES (ABCS) TO REMAIN AS IS

FOR 2018-2022 TERM OF COUNCIL

Advisory Committees with Citizen Appointments

1.	Advisory Committee on Accessibility
2.	Animal Care Committee
3.	Cemetery Board
4.	Cycling & Pedestrian Advisory Committee
5.	Flato Markham Theatre Advisory Board
6.	**German Mills Meadow & Natural Habitat Liaison Committee**
7.	Heritage Markham Committee
8.	Markham Environmental Advisory Committee (MEAC)
9.	Markham Sports Hall of Fame Committee
10.	Mayor's Youth Council
11.	Public Art Advisory Committee
12.	Public Library Board
13.	Race Relations Committee
14.	Seniors Advisory Committee

Advisory Committees with Council Members Only

1.	Appointment Committee*

*conducting interviews for Heritage Markham, Public Library Board & Committee of Adjustment only

2.	**Waste Diversion Committee***

***originally a Sub-Committee of the Environmental Issues Committee, it now stands on its own with matters sent directly to General Committee**

Foundations – no changes

1.	Varley-McKay Art Foundation of Markham
2.	Friends of the Markham Museum Board

Tribunals (Quasi-Judicial) – no changes at this time

1.	Licensing Committee*
2.	Committee of Adjustment
3.	Property Standards Committee

*proposed changes to be brought forward in June 2019

Council Sub-Committees

1.	Budget Sub-Committee (including Development Charges Sub-Committee)
2.	Markham Sub-Committee* (including Main Street Markham & Cornell Advisory Group)
3.	Milliken Mills Sub-Committee* (including Milliken Mills Main Street Advisory Group)
4.	Thornhill Sub-Committee* (including Langstaff Implementation Committee)
5.	Unionville Sub-Committee* (including Historical Unionville Community Vision Committee, Markham Centre Advisory Group and Markham Centre Sub-Committee)

*Adopted by Council on February 26, 2019.

Community Centre Boards – no changes

1.	Box Grove Community Centre Board
2.	Cedar Grove Community Centre Board
3.	German Mills Community Centre Board
4.	Heintzman House Community Centre Board
5.	Markham Village Train Station Community Centre Board
6.	Victoria Square Community Centre Board

REVISED APPENDIX "F"

PROPOSED CHANGES TO EXISTING COMMITTEES

FOR 2018-2022 TERM OF COUNCIL

Advisory Committee Functions to be Amalgamated into Another Existing Committee & Originating Committee Dissolved

	Committee Name	Comments
1.	Agricultural Advisory Committee	Matters will be sent directly to DSC Note: Staff will invite the Ontario Agricultural Society to present to DSC on an annual basis.
2.	Automated Vacuum Collection Feasibility Working Group	Matters will be sent directly to General Committee
3.	Cornell Advisory Group	Matters will be incorporated under the Terms of Reference of the Markham Sub-Committee. Note: Public appointees to the Cornell Advisory Group will be invited to attend Markham Sub-Committee meetings when Cornell matters are discussed and will be voting members at these meetings.
4.	Development Charges Sub-Committee	Matters will be dealt with at the Budget Sub-Committee
5.	Eabametoong First Nations Sub-Committee	Matters will be sent directly to General Committee
6.	Environmental Issues Committee	Matters will be sent directly to General Committee. Cross Commission Staff can give grants out with criteria, similar to Celebrate Markham
7.	Green Print Steering Committee	Matters will be sent directly to General Committee
8.	Historical Unionville Community Vision Committee	Matters will be incorporated under the Terms of Reference of the Unionville Sub-Committee

		Note: Public appointees to the Historical Unionville Community Vision Committee (HUCVC) will be invited to attend Unionville Sub-Committee meetings when HUCVC matters are discussed and will be voting members at these meetings.
9.	Information Communication & Technology Sub-Committee	Matters will be sent directly to General Committee
10.	Langstaff Implementation Committee	Matters will be dealt with at the Thornhill Sub-Committee*
11.	Markham Centre Advisory Group	Matters will be incorporated under the Terms of Reference of the Unionville Sub-Committee Note: Public appointees to the Markham Centre Advisory Committee will be invited to attend Unionville Sub-Committee meetings when Markham Centre matters are discussed and will be voting members at these meetings.
12.	Markham Centre Sub-Committee	Matters will be incorporated under the Terms of Reference of the Unionville Sub-Committee
13.	Milliken Mills Main Street Advisory Group	Matters will be incorporated under the Terms of Reference of the Milliken Mills Sub-Committee
14.	Pandemic Readiness Emergency Plan Steering Committee	Matters will be dealt with under the City's Emergency Management program
15.	Public Realm Advisory Committee	Matters will be sent directly to General Committee
16.	Rouge Park Gateway Committee	Matters will be incorporated under the Terms of Reference for the Markham Sub-Committee
17.	Seniors Hall of Fame Awards Committee	Matters will be dealt with at the Seniors Advisory Committee to
18.	Transit Sub-Committee	Matters will be sent directly to Development Services Committee
19.	York University Committee	Matters will be sent directly to General Committee

Advisory Committees to be Dissolved

1.	Committee Name	Comments
2.	Achievement and Civic Recognition Committee	Will be handled through Mayor's office if required
3.	Main Street Markham	Mandate completed
4.	Markham Sports Entertainment and Cultural Centre Subcommittee	Mandate completed
5.	Milne Pathway Working Group	Mandate completed
6.	Pan Am Host Advisory Committee	Mandate completed
7.	Parking Advisory Committee	Did not meet in past term of Council
8.	South East Community Centre and Library	Mandate completed
9.	Thornhill Revitalization Committee	Mandate completed
10.	Train Anti-Whistling Group	Mandate completed
11.	Unionville Stiver Mill Preservation Advisory Committee	Mandate completed

Report to: Development Services Committee Meeting Date: April 29, 2019

SUBJECT: PRELIMINARY REPORT, Can-Am Express, C/O Haley Planning Solutions, Temporary Use Zoning By-law Amendment Application to permit the outdoor storage of motor vehicles including licensed charter buses at 332 and 338 John Street (Ward 1) File No. ZA 18 231295

PREPARED BY: Rick Cefaratti, M.C.I.P., R.P.P., ext. 3675
Planner II, West District

REVIEWED BY: Dave Miller, MCIP, RPP, West District Manager

RECOMMENDATION:

1) That the report titled "Preliminary Report, Can-Am Express, C/O Haley Planning Solutions, Temporary Use Zoning By-law Amendment Application to permit the outdoor storage of motor vehicles including licensed charter at 332 and 338 John Street, (Ward 1), File No. ZA 18 231295" be received.

PURPOSE:
This report provides preliminary information on a Temporary Use Zoning By-law application to permit outdoor storage of motor vehicles, including licensed charter buses, at 332 and 338 John Street (subject lands). This report contains general information in regards to applicable OP or other policies as well as other issues and the report should not be taken as Staff's opinion or recommendation on the application.

BACKGROUND:
The subject lands have an approximate area of 0.38 ha, (0.94 ac.). They are located on the north side of John Street, between the CN Rail Line and McKelvey Drive in Thornhill. To the north is a commercial plaza which fronts on to Green Lane. To the south across John Street, is a commercial self-storage facility and several vacant buildings zoned for industrial uses. To the east are a number of employment uses and low rise residential buildings, including live-work townhouses. To the west is an automotive preparation / reconditioning facility (Mercedes Benz Canada) and the CN Rail Line (Figures 1, 2 and 3). The Zoning Amendment Application was deemed complete on December 18, 2018.

Process to date and next steps:

- The application to amend the Zoning By-law was deemed complete on December 18, 2018.
- A Statutory Public Meeting will be scheduled for May 7, 2019 to provide an opportunity for formal public participation regarding the proposed amendment to the Zoning By-law;
- Following the Public Meeting, a recommendation report may be required, regarding the proposed Temporary Use Zoning By-law Amendment, to address matters raised in this report and at the Public Meeting;

PROPOSAL:

The Temporary Use Zoning By-law Amendment by Can-Am Express requests that outside parking and storage of licensed buses be permitted on a temporary basis on the subject properties. No additional buildings or structures are being considered as part of the proposal (see Figure 4 – Site Plan). Section 39 of the Planning Act authorizes a municipality to enact Temporary Use By-laws for a maximum period of 3 years.

As noted below, a previous Temporary Use Zoning By-law Amendment was approved to permit outdoor storage of licensed charter buses at 332 John Street.

OFFICIAL PLAN AND ZONING:

2014 Official Plan

The City's 2014 Official Plan (as partially approved on November 24, 2017 and updated on April 9, 2018) designates the property Service Employment. This designation provides for a range of employment uses including, service, office manufacturing, warehousing and limited retail and commercial uses. Accessory outdoor storage is only permitted in conjunction with manufacturing, warehousing, a motor vehicle body shop, motor vehicle repair and motor vehicle retail uses. Outdoor storage is not permitted as a principle use on this property.

Staff note that the temporary use policies of the 2014 Official Plan establish that Council may pass by-laws to authorize the temporary use of land for a use that is not permitted under the Service Employment land use designation for a period not exceeding 3 years.

Zoning

The subject properties are zoned M – Industrial under By-law 77-73, as amended (See Figure 2). This zone permits industrial uses, including warehousing and / or manufacturing of goods, service and repair of goods and permits indoor storage of goods and materials. Outdoor storage of licensed buses is not a permitted use on the property.

A previous Temporary Use Zoning By-law Amendment was approved (File No. ZA 15 131193) to permit outdoor storage of licensed charter buses at 332 John Street. The owner is asking to extend permission to continue the outdoor storage at 332 John Street, and expand the outdoor storage area of automobiles and licensed charter buses on a temporary basis to include 338 John Street.

OPTIONS/ DISCUSSION:

No issues have been raised to date. Any issues identified through the circulation and detailed review of the proposal will be addressed in a final staff report to be presented to Committee at a later date, if required.

The previous Temporary Use By-law included the following special provisions:

a) business offices shall only locate within buildings existing on the date of the passing of the By-law;
b) additions to existing buildings are not permitted;
c) construction of new buildings is not permitted; and,

d) the installation of additional impermeable surface material is not permitted;

These provisions should continue to apply to a temporary use by-law on the subject properties if approved.

FINANCIAL CONSIDERATIONS
Not applicable.

HUMAN RESOURCES CONSIDERATIONS
Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:
The applications were reviewed in the context of the City's strategic priorities of Growth Management and Municipal Services.

BUSINESS UNITS CONSULTED AND AFFECTED:
The application has been circulated to various City departments and external agencies and is currently under review.

RECOMMENDED BY:

Ron Blake, M.C.I.P., R.P.P.
Senior Development Manager

Arvin Prasad, M.C.I.P., R.P.P.
Commissioner of Development Services

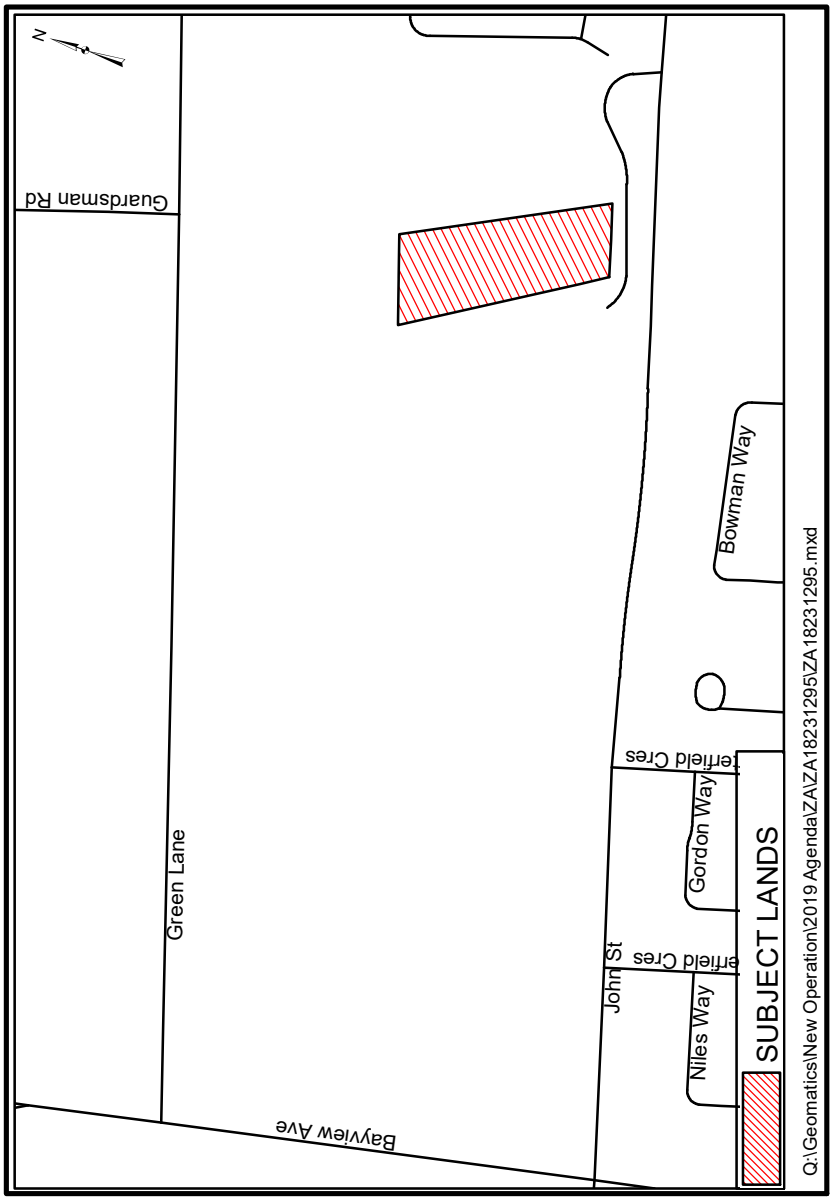
ATTACHMENTS:
Figure 1: Location Map
Figure 2: Aerial Photo
Figure 3: Area Context/Zoning
Figure 4: Site Plan

OWNER:

Can-Am Express Inc.
C/O Yefim (Jeff) Ostrirov
332 John Street
Thornhill, Ontario, L3T 5W6
Tel: (905) 561-2946
Email: canamx@hotmail.com

APPLICANT:

Haley Planning and Development Solutions
C/O Bill Haley
132 Gloucester Grove
Toronto, Ontario, M6C 2B1
Tel: (905) 561-2946
Email: billhaley@rogers.com


N
Guardsman Rd
Green Lane
Bayview Ave
John St
Niles Way
Gordon Way
Bowman Way
SUBJECT LANDS
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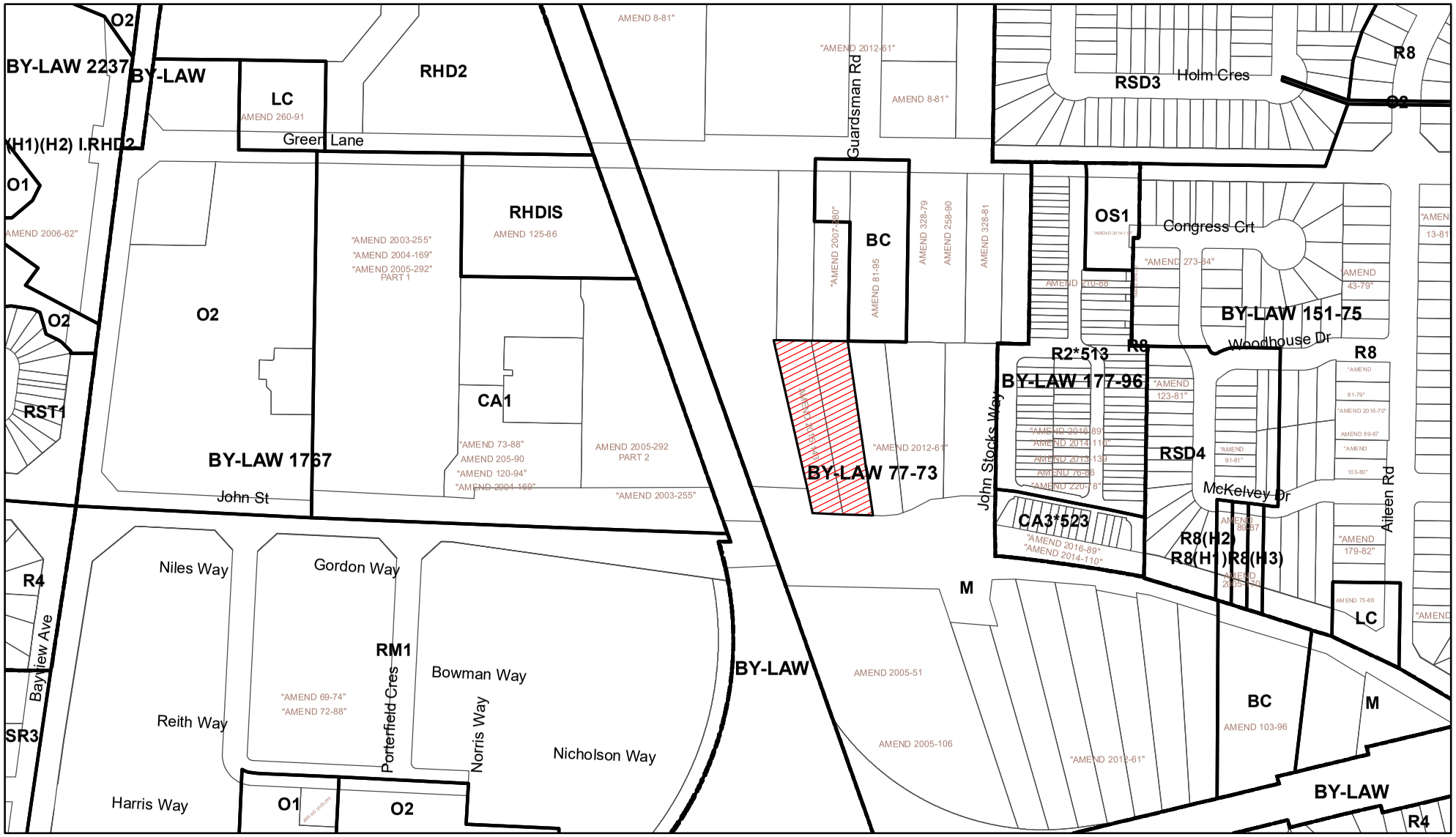

AREA CONTEXT / ZONING

APPLICANT: Can. Am Express and Jeff Ostrirov
332 & 338 John St. Thornhill

FILE No. ZA 18231295 (RC)

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Subject Lands

DATE: 28/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW

Checked By: RC

FIGURE No.2

AIR PHOTO (2018)

APPLICANT: Can. Am Express and Jeff Ostrirov
332 & 338 John St. Thornhill

FILE No. ZA 18231295 (RC)

Q:\Geomatics\New Operation\2019 Agenda\ZA\ZA18231295\ZA18231295.mxd

Subject Lands

N

DATE: 28/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW

Checked By: RC

FIGURE No.3

SITE PLAN

APPLICANT: Can. Am Express and Jeff Ostrirov
332 & 338 John St. Thornhill

FILE No. ZA 18231295 (RC)

Q:\Geomatics\New Operation\2019 Agenda\ZA\ZA18231295\ZA18231295.mxd

DATE: 28/03/2019

MARKHAM DEVELOPMENT SERVICES COMMISSION Drawn By: CPW Checked By: RC

FIGURE No.4

MARKHAM

Report to: Development Services Committee | Report Date: April 15, 2019

SUBJECT: PRELIMINARY REPORT
Neamsby Investments Inc.
Applications for Official Plan and Zoning By-law Amendments to permit a two-storey building for recreational and athletic purposes with badminton as the main use, at 1375 Denison Street (Ward 8)

File Nos. OP/ZA 18 177790

PREPARED BY: Sabrina Bordone, M.C.I.P., R.P.P., extension 8230
Senior Planner, Central District

REVIEWD BY: Richard Kendall, M.C.I.P., R.P.P., extension 6588
Manager, Central District

RECOMMENDATION:

1) That the report titled "PRELIMINARY REPORT, Neamsby Investments Inc., Applications for Official Plan and Zoning By-law Amendments to permit a two-storey building for recreational and athletic purposes with badminton as the main use, at 1375 Denison Street (Ward 8), File Nos. OP/ZA 18 177790", be received.

EXECUTIVE SUMMARY:

Not applicable.

PURPOSE:

The purpose of this report is to provide preliminary information on the applications. This report contains general information in regards to applicable OP or other policies as well as other issues and the report should not be taken as Staff's opinion or recommendation on the applications.

Applications deemed complete

The applications for Official Plan and Zoning By-law Amendments were deemed complete by staff on January 11, 2019.

The Applicant has also submitted an application for Site Plan Approval for this development (SPC 18 257179). It is currently being reviewed by staff and external agencies.

Next Steps:

- Scheduling of Statutory Pubic Meeting,
- Recommendation Report respecting the proposed Official Plan and Zoning By-law Amendments applications; and, if approved,
- Adoption of the proposed Official Plan Amendment; and,

- Enactment of the proposed Zoning By-law Amendment.

BACKGROUND:

Subject Property and Area Context

The subject lands are approximately 0.51 ha (1.27 ac) in size and are located on the south side of Denison Street, east of Birchmount Road (Figure 1). The site is vacant with a grouping of trees within the centre of the site.

Surrounding uses are as follows:

- To the north, east and west are light industrial/manufacturing uses. Further east, at 1443 Denison Street, is a recently approved table tennis facility.
- To the south is low density residential.

Proposal is for a two-storey building for recreational and athletic purposes with badminton as the main use

The Applicant is proposing to construct a 2,828 m^2 (30,437 ft^2), building for recreational and athletic purposes, with badminton as the main use. The building is comprised of two main components: a one-storey front portion with a café, reception/pro shop, change rooms, offices and studio space on the ground floor and a second-storey component with taller ceiling heights to accommodate ten (10) badminton courts. Parking is located at-grade at the rear of the site, partially covered by the second storey portion of the building.

Vehicular access will be from Denison Street. Two driveways are proposed. One driveway will operate as a full moves access leading to the parking area. The second driveway will operate as an outbound only egress. A total of 78 parking spaces (including 4 accessible parking spaces) are proposed, in accordance with the requirements of the City's Parking By-law 28-97, as amended. Parking is proposed to be located mainly along the western portion of the site and along the rear of the site, with the provision of a limited number of parking spaces at the Denison Street frontage (Figure 4).

A conceptual rendering of the proposed development is shown on Figure 5.

Provincial Policy Conformity

When considering a development application, staff assess whether proposals are consistent with the Provincial Policy Statement (2014) and in conformity with relevant Provincial Plans, which in this case is the Growth Plan for the Greater Golden Horseshoe (2017).

The proposal is consistent with the following PPS policies:

- Policy 1.1.1 (b) – requires that an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreation and park and open space uses be accommodated to meet long-term needs.

- Policy 1.3.1 directs planning authorities to promote economic development and competitiveness by providing the following:

    a) providing for an appropriate mix and range of employment and institutional uses meet long-term needs.
    b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a range of economic activities and ancillary uses, and take into account the needs of existing and future businesses.
    c) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities.

The employment specific policies within the PPS are intended to protect Employment Lands while providing a range of economic opportunities for complete communities. The addition of the proposed use, which is provided for as an ancillary use in the "Business Park Employment" designation of the City's Official Plan (as discussed below) and is a recreational opportunity that will support the surrounding community.

Official Plan and Zoning

2014 Official Plan
The subject lands are designated "Business Park Employment" in the 2014 Official Plan (as partially approved on November 24th, 2017 and further updated on April 9th, 2018). This designation provides for offices, manufacturing, processing and warehousing uses with no accessory outdoor storage, hotels, etc. Ancillary uses such as retail, services, restaurant, commercial fitness centre, or financial institution are provided for in non-industrial buildings provided the combined gross floor area devoted to all ancillary uses is limited to a maximum of 15 percent of the total gross floor area of the building and access to the premises of all ancillary uses is integrated within the building.
The proposed facility, which would occupy 100% of the floor area of the building, does not conform with the policies of the 2014 Official Plan. Accordingly, an Official Plan Amendment is required to permit the proposed recreational and athletic facility as a stand-alone use.

Zoning
The subject lands are zoned "Select Industrial and Limited Commercial" [M.C.(40%)] by By-law 108-81, as amended. This zone category permits a range of industrial uses and limited commercial uses such as banks and financial institutions, professional and business offices, commercial schools and hotels and motels.

A Zoning By-law Amendment is required to permit the proposed use(s) and associated development standards, including but not limited to: increase in the maximum permitted Floor Area Ratio (F.A.R.), reduction in East side yard setback, reduction in the number of required loading spaces, reduction in the length of a required loading space, and reduction in the minimum required landscape width.

OPTIONS/ DISCUSSION:
The following is a brief summary of the concerns/issues or matters of importance raised to date. These matters, and others identified through the circulation and detailed review of the proposal, will be addressed, if necessary, in a final report to Committee:

- Staff are reviewing the Planning Justification Report prepared by Groundswell Urban Planners Inc. submitted with the applications.
- Staff are reviewing the proposal in terms of its compatibility with its existing context and surrounding uses.
- Site plan matters including but not limited to: built from, siting, massing, setbacks, compatibility, access, parking, garbage storage, loading, snow storage, landscape buffers, tree preservation, etc., will be addressed in a Final Recommendation Report to Development Services Committee.
- Review of Technical Studies including Stormwater Management Report and Functional Servicing Report, Tree Inventory and Presentation Plan, Transportation Impact Study, Environmental Noise Assessment, Environmental Site Assessment (Phase 1 and 2), and Geotechnical Report, are under review.

FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)
Not applicable.

HUMAN RESOURCES CONSIDERATIONS
Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:
The proposed application will be reviewed in the context of the Growth Management strategic priority.

BUSINESS UNITS CONSULTED AND AFFECTED:
The applications have been circulated to various City departments and external agencies and are currently under review.

RECOMMENDED BY:

Ron Blake, M.C.I.P., R.P.P.
Senior Development Manager

Arvin Prasad, M.C.I.P., R.P.P.
Commissioner of Development Services

ATTACHMENTS:
Figure 1: Location Map
Figure 2: Area Context/Zoning
Figure 3: Air Photo
Figure 4: Site Plan
Figure 5: Conceptual Rendering

AGENT:
Anthony Sototmayor
Neamsby Investments Inc.
7501 Keele St, Unit 100
Vaughan, ON
L4K 1Y2

Tel: (905) 761-8200 ext. 2335
Email: asotomayor@remingtongroupinc.com

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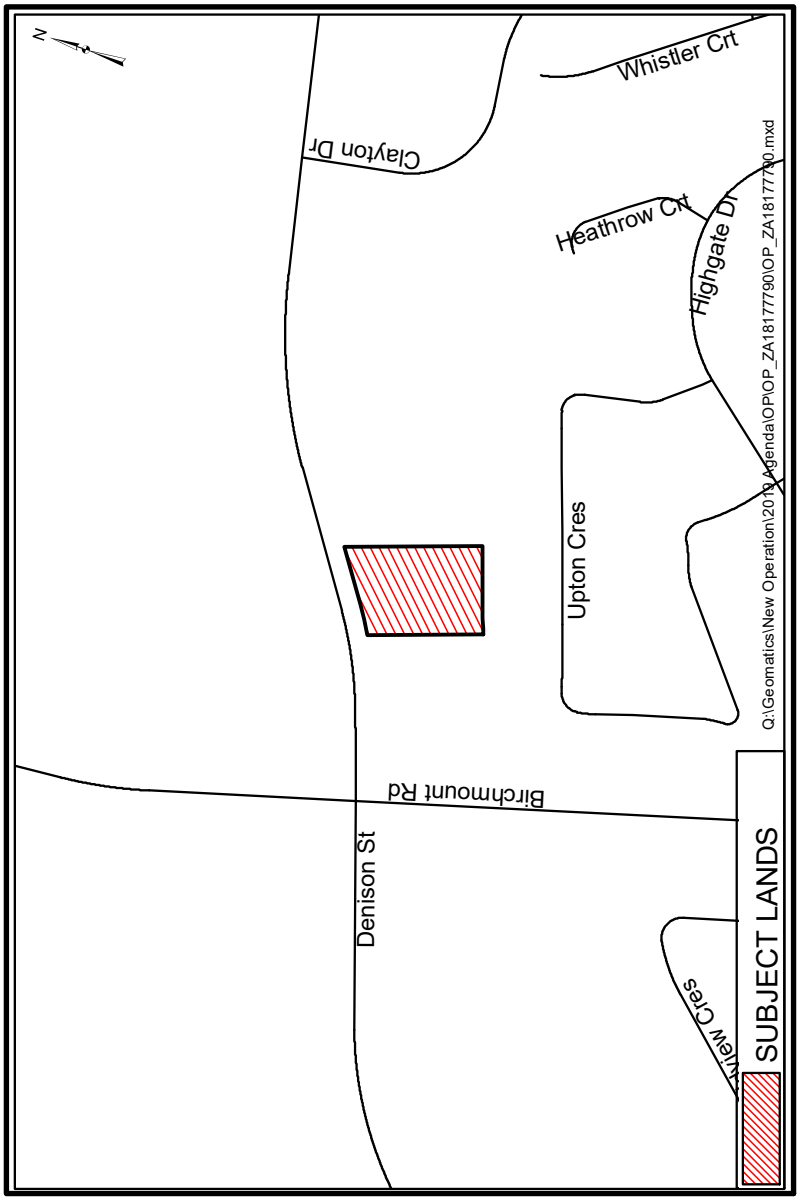
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Whistler Crt
Clayton Dr
Heathrow Crt
Highgate Dr
Upton Cres
Birchmount Rd
Denison St
Milnew Cres
SUBJECT LANDS
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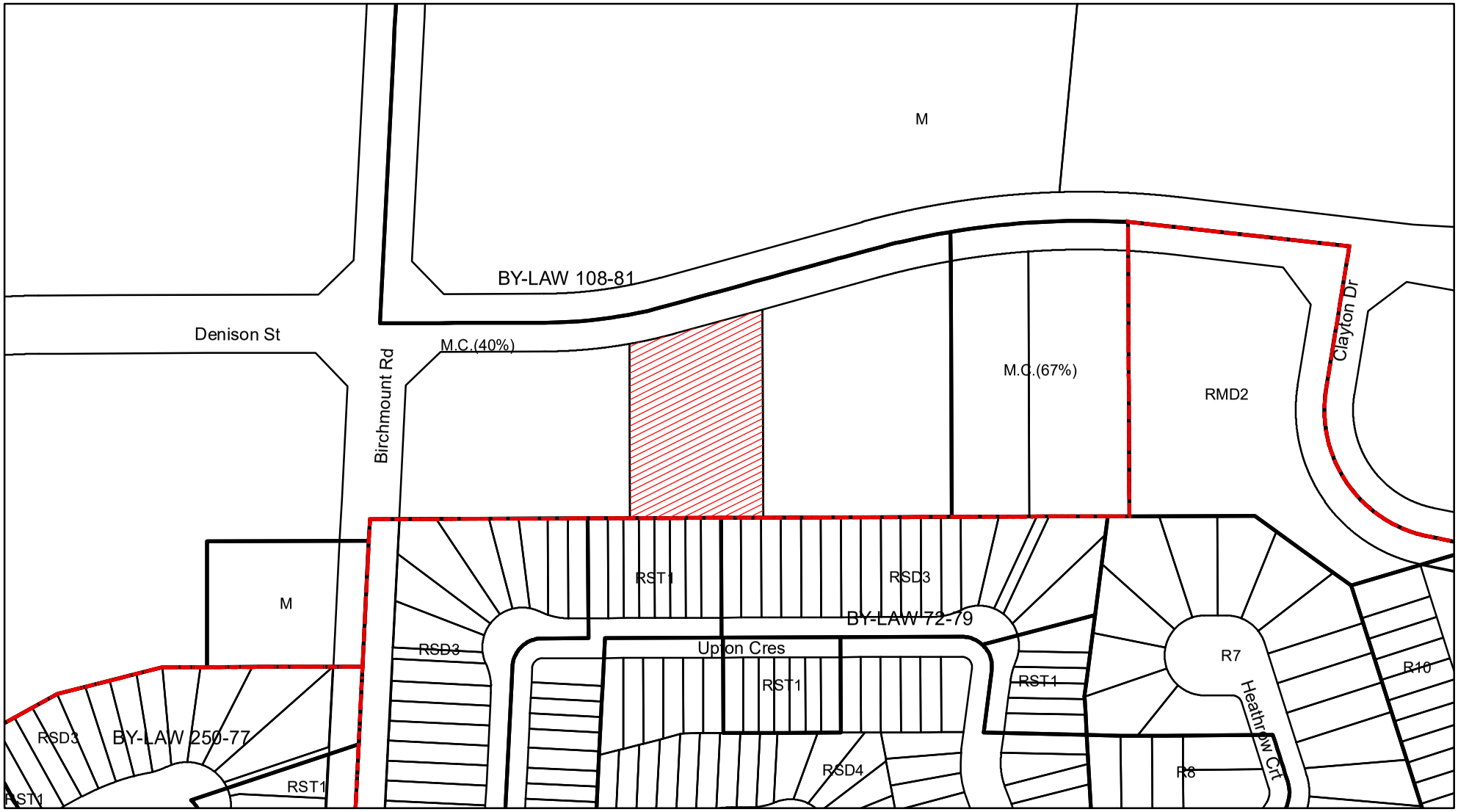

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AREA CONTEXT/ZONING

APPLICANT: NEAMSBY INVESTMENTS INC.
1375 DENISON ST.

FILE No. OP_ZA18177790(SB)

SUBJECT LANDS

Date:02/19/19

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By:DD

Checked By:SB

FIGURE No. 2

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AIR PHOTO 2018

APPLICANT: NEAMSBY INVESTMENTS INC.
1375 DENISON ST.

FILE No. OP_ZA18177790(SB)

SUBJECT LANDS

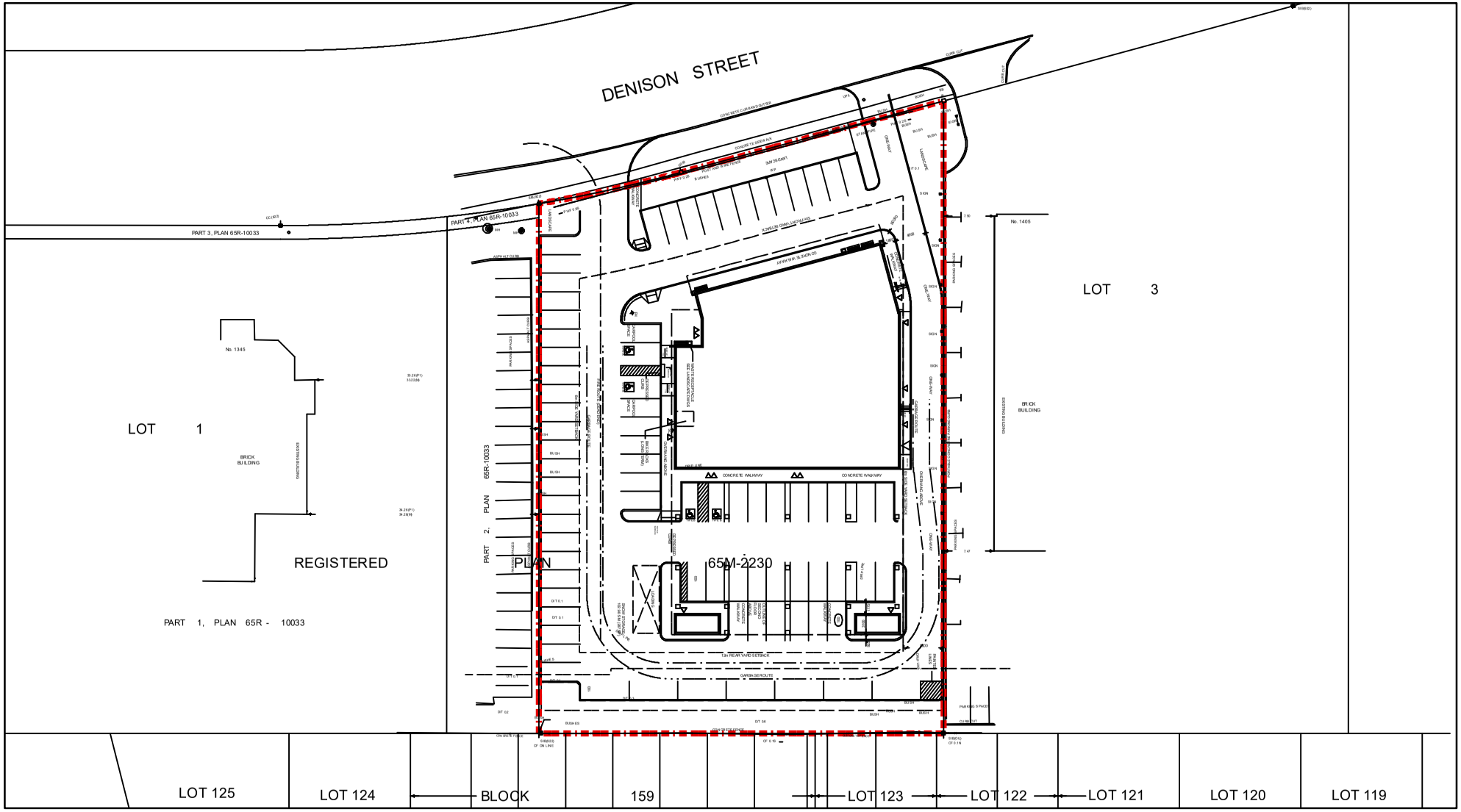
Date:02/19/19

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By:DD

Checked By:SB

FIGURE No. 3



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SITE PLAN

APPLICANT: NEAMSBY INVESTMENTS INC.
1375 DENISON ST.

FILE No. OP_ZA18177790(SB)

SUBJECT LANDS

Date:02/19/19

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By:DD

Checked By:SB

FIGURE No. 4

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CONCEPTUAL RENDERING

APPLICANT: NEAMSBY INVESTMENTS INC.
1375 DENISON ST.

FILE No. OP_ZA18177790(SB)

Date:02/19/19

MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By:DD

Checked By:SB

FIGURE No. 5

Provincial Consultation on Modernizing Conservation Authority Operations (ERO 013-5018) and Focusing Conservation Authority Development Permits on the Protection of People and Property (ERO 013-4992)

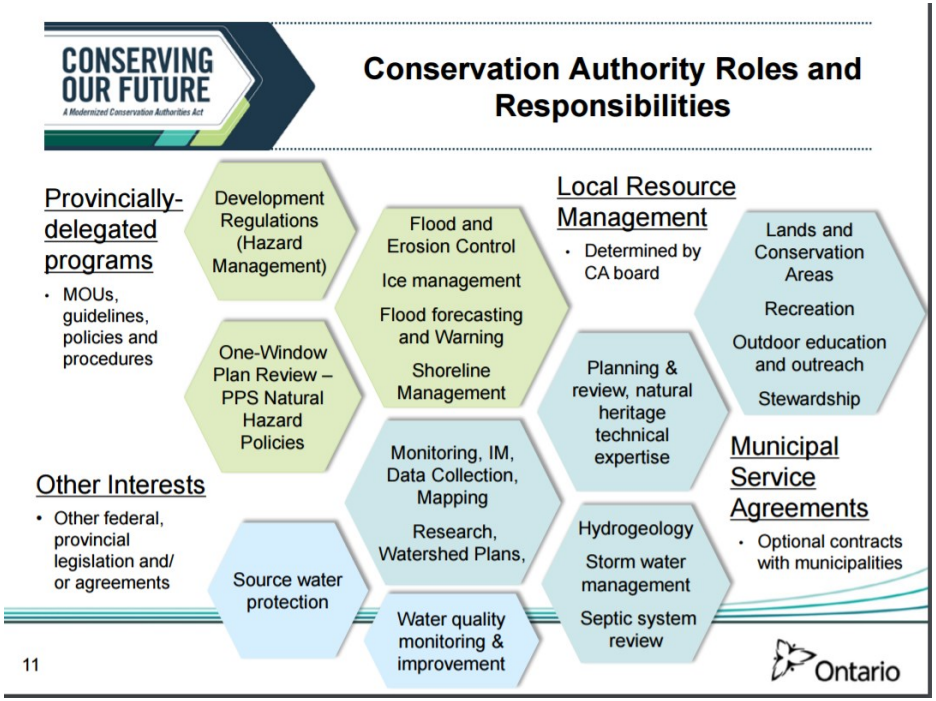
Development Services Committee
May 13, 2019

Purpose of Consultation

- The Province has released 2 proposals including an amendment to the Conservation Authorities (CA) Act and a new regulation on the management of hazardous lands and other development related activities
- The rationale for change is related to:
  - CA costs
  - perception of 'jurisdictional crowding' with the development industry and the public and,
  - the need for better board member accountability
- The proposals have been filed with the Environmental Registry of Ontario with a commenting deadline of May 20 and May 21, 2019
- The proposals will impact all municipalities including Markham

What is the TRCA?

- The Toronto and Region Conservation Authority (TRCA) has jurisdiction in Markham
- The Conservation Authorities Act was originally introduced in 1946 for the purpose of delivering floodplain management in Ontario
- Since 1946 the mandate of the CA's has evolved to reflect a wider scope of conservation matters
- In 1996 the Province downloaded most of the provincial funding for CA's to municipalities and self generating fees
- Current proposal will further reduce Provincial funding of CA's by about 50%



Credit: Province of Ontario (Latornell Conference 2017)

Proposed Changes to Conservation Authorities Act

Proposed changes would:

- Define core mandatory programs and services to include:
  - natural hazard protection and management
  - management of TRCA lands
  - Source Water Protection and,
  - protection of Lake Simcoe watershed (not applicable to Markham)
- Provide transparency on levies to municipalities for mandatory and non-mandatory programs and mandatory review of non-core programs
- Provide transition period of 18-24 months to reset municipal agreements for non-mandatory programs and services
- Add ability for the Province to investigate and audit CA's
- Clarify duty of CA board members to act in interest of CA and not beyond

Proposed Changes to Regulations

Proposed changes would:

- Consolidate and harmonize all CA regulations
- Update definitions and define current undefined terms
- Reduce regulatory restrictions between 30 and 120 metres from a wetland and where hydrological connections are severed
- Exempt low risk development activities from a permit including municipal drains and allow further exemptions for low risk development activities (low risk is not defined)
- Require CA's to publish internal policies that guide permitting decisions
- Require CA's to consult on changes to floodplains and wetland mapping
- Establish, monitor and report on service delivery standards

TRCA Activities in Markham today (1 of 3)

Development Review and Permitting

- Review development applications and provide comments on natural heritage planning, water resources, stormwater management and natural hazard management
- Review technical studies in support of development applications (e.g. natural heritage assessments, engineering reports, environmental assessments)
- Provide comments on city-initiated plans and technical studies (e.g. natural heritage planning, water resources, stormwater management and natural hazard management)
- Administer, permit and enforce Conservation Authorities Act
- Delineate and verify the boundaries of natural heritage features (e.g. valleylands, woodlands, wetlands)
- Negotiate natural heritage feature compensation where required
- Review development applications under Fisheries Act by agreement (currently inactive)
- Provide technical support for natural heritage studies (e.g. EIS guidelines, restoration framework for FUA)

TRCA Activities in Markham today (2 of 3)

Watershed Planning and Resource Management

- Protect, manage and steward conservation lands
- Management agreement with Markham for Milne Dam Conservation Park
- Prepare and implement watershed plans and watershed report cards for Markham's five watersheds (Don, Rouge, Petticoat, Highland and Duffins)
- Flood management activities (e.g. prepare floodplain studies, monitoing, manage dams and flood warning system)
- Provide support and/or implement restoration projects on City lands (e.g. Robinson Creek restoration at McCowan & Bur Oak; German Mills and Pomona Creeks)
- Provide support and/or implement restoration projects on private lands (e.g. private tree plantings)
- Policy and guideline development and review for source water protection plans
- Comment on and in some instances restore streams and valleyland erosion concerns
- Terrestrial and aquatic habitat monitoring

TRCA Activities in Markham today (3 of 3)

Sustainability, Research & Community Engagement

- Implement Sustainable Neighbourhood Action Plans (SNAP in Thornhill)
- Coordinate Mayor's Megawatt Challenge
- Community outreach and education (Markham Museum Rain Garden demonstration, Earth Day, Rouge Day events)
- Implement Sustainable Technologies Evaluation Program (STEP) – monitoring Markham Green Road pilot project
- Research and prepare guidance and best practices documents (natural heritage planning, natural features compensation, bridge crossing design, stormwater management, Low Impact Development (LID) measures)

Anticipated CORE TRCA activities (1 of 3)

Development Review and Permitting

- Review development applications and provide comments on natural heritage planning, water resources, stormwater management and natural hazard management
- Review technical studies in support of development applications (e.g. natural heritage planning, water resources, stormwater management and natural hazard management)
- Provide comments on city-initiated plans and technical studies (e.g. natural heritage planning, water resources, stormwater management and natural hazard management)
- Administer, permit and enforce Conservation Authorities Act
- Delineate and verify the boundaries of natural heritage features (e.g. valleylands, woodlands, wetlands)
- Negotiate natural heritage feature compensation where required
- Review development applications under Fisheries Act by agreement (currently inactive)
- Provide technical support for Markham natural heritage studies (e.g. EIS guidelines, restoration framework for FUA)

Anticipated CORE TRCA activities (2 of 3)

Watershed Planning and Resource Management

- Protect, manage and steward conservation lands
- Management agreement with Markham for Milne Dam Conservation Park
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- Terrestrial and aquatic habitat monitoring

Anticipated CORE TRCA activities (3 of 3)

Sustainability, Research & Community Engagement

- Implement Sustainable Neighbourhood Action Plans (SNAP in Thornhill)
- Coordinate Mayor's Megawatt Challenge
- Community outreach and education (Markham Museum Rain Garden demonstration, Earth Day, Rouge Day events)
- Implement Sustainable Technologies Evaluation Program (STEP) – monitoring Markham Green Road pilot project
- Research and prepare guidance and best practices documents (natural heritage planning, natural features compensation, bridge crossing design, stormwater management, Low Impact Development (LID) measures)

TRCA Expertise Currently Available and Utilized by Markham

- Terrestrial Ecologists
- Aquatic Ecologists
- Hydrogeologists
- Archaeologists
- Fluvial Geomorphologist
- Water Resource Engineers
- Natural Heritage Planners
- Foresters
- Environmental Interpreters (teachers)

Staff Comments to the Province

- Support increasing transparency and accountability of conservation authorities
- Ensure TRCA core service fees is proportional to project cost
- More clarity is needed on what constitutes a core mandated program and ensure core programs are adequately funded (e.g. wetlands)
- Ensure TRCA's mandate to protect its lands includes cultural as well as natural heritage resources
- Concern that Provincial responsibilities are now being downloaded to the municipal tax base which should not be expected to carry this financial burden alone
- Municipalities will be required to opt-in and opt-out of programs and services which could undermine good watershed management and lead to inconsistency between municipalities and jurisdictions
- Province should recognize and value the integrated watershed management approach adopted by CA's resulting in a decision making framework which balances protection, development and restoration
- CA's are best suited to continue to address watershed planning since these boundaries cross municipal jurisdictions and require comprehensive science-based expertise
- Ecological restoration (e.g. reforestation, wetland creation) should be considered a core service of conservation authorities
- Markham can work within the 18- 24 month transition timeframe for re-negotiated agreements

Suggested Recommendation

1. That the presentation entitled 'Provincial Consultation on Modernizing Conservation Authority Operation and Focusing Conservation Authority Development Permits on the Protection of People and Property' be received;
2. That the presentation entitled 'Provincial Consultation on Modernizing Conservation Authority Operation and Focusing Conservation Authority Development Permits on the Protection of People and Property' for the basis of comments to the Province in response to ERO-013-5018 and ERO 013-4992;
3. And that staff be authorized and directed do all things necessary to give effect to this resolution.

BY-LAW 2019-___

A By-law to amend By-law 193-81
(Removal of Hold Provision)

WHEREAS Section 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits a Council to pass a by-law prohibiting the use of land, buildings or structures within a defined area or areas; and,

WHEREAS Section 36 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits a Council to pass a by-law to specify the use to which lands, buildings or structures may be put at such time in the future as the hold symbol is removed by amendment to the by-law; and,

WHEREAS Zoning By-law No. 193-81 is the governing By-law of the Corporation of the City of Markham pertaining to the subject lands; and

WHEREAS the Council of the Corporation of the City of Markham has deemed it advisable to amend Zoning By-law No. 193-81; and,

WHEREAS it has been confirmed to Council that all of the conditions required for the removal of the Hold (H) Symbol from the subject lands have been completed to the satisfaction of the City;

NOW THEREFORE the Council of the Corporation of the City of Markham enacts as follows:

1. THAT By-law 193-81 is hereby further amended as follows:

   1.1 By removing the Hold (H) provision from the following zone for the lands outlined on Schedule ‘A’ attached hereto:

   Suburban Residential Third Density (Hold) (H) SUR3

2. THAT Zoning By-law No. 193-81 is hereby amended to give effect to the foregoing, but shall in all other respects remain in full force and effect.

3. THAT this By-law shall come into effect upon final passing, pursuant to Section 34(21) of the Planning Act, 1990.

Read a first, second and third time and passed on May 14, 2019.

_____	_____
Kimberley Kitteringham	Frank Scarpitti
City Clerk	Mayor

AMANDA FILE NO: HOLD 19 114822

EXPLANATORY NOTE

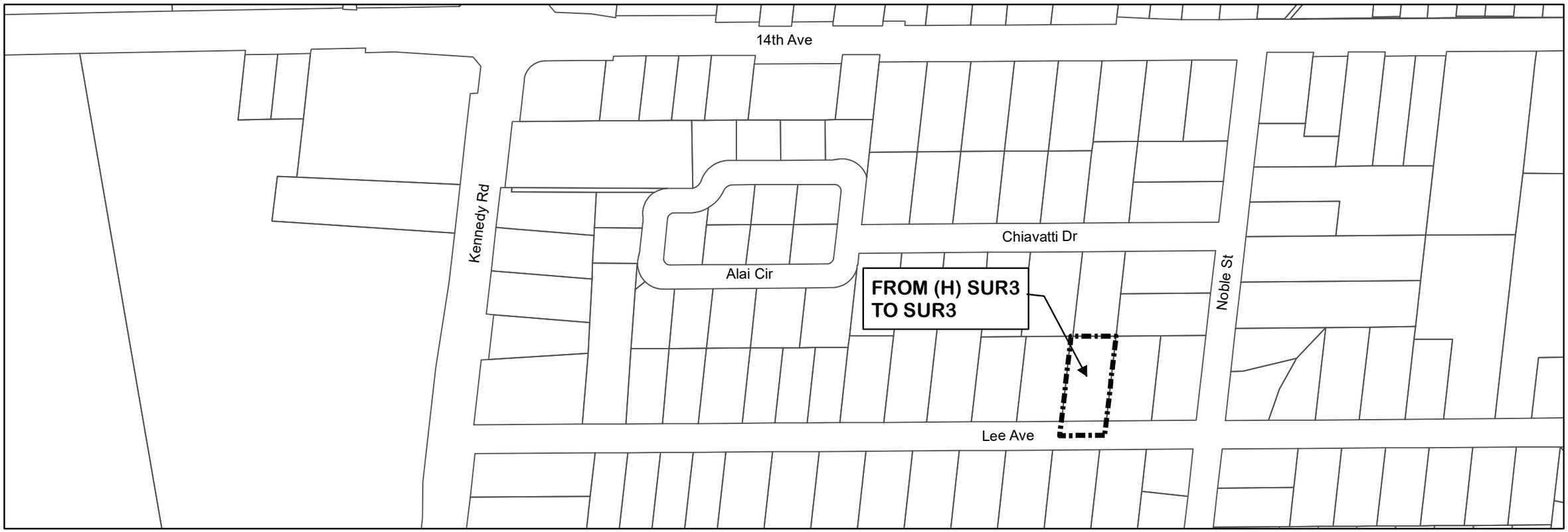
BY-LAW 2019-___
A By-law to amend By-law 193-81, as amended

Hiralal & Manmohan Kumar
54 Lee Avenue

Lands Affected
The proposed by-law amendment applies to one lot with a total area of 0.19 hectares (0.46 acres), located on the north side of Lee Avenue, west of Noble Street.

Existing Zoning
The subject lands are zoned Suburban Residential Third Density (Hold) [(H) SUR3] by By-law 193-81, as amended.

Purpose and Effect
The purpose and effect of this By-law is to remove the Hold (H) provision from the zoning of the subject lands.



SCHEDULE "A" TO BY-LAW

AMENDING BY-LAW 193-81 DATED

N

Boundary of area covered by this Schedule

SUR3 Suburban Residential Third Density

(H) Holding Provision

THIS IS NOT A PLAN OF SURVEY. Zoning information presented in this Schedule is a representation sourced from Geographic Information Systems. In the event of a discrepancy between the zoning information contained on this Schedule and the text of zoning by -law, the information contained in the text of the zoning by -law of the municipality shall be deemed accurate.

MARKHAM DEVELOPMENT SERVICES COMMISSION

50 25 0 50 Meters

Drawn By: CPW Checked By: LJ DATE: 16/04/2019

NOTE: This Schedule should be read in conjunction with the signed original By-Law filed with the City of Markham Clerk's Office

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BY-LAW 2019-_____

A By-law to amend By-law 90-81, as amended
(to delete lands from the designated areas of By-laws 90-81)

and to amend By-law 177-96, as amended
(to incorporate lands into the designated area of By-law 177-96)

The Council of The Corporation of the City of Markham hereby enacts as follows:

1. That By-law 90-81, as amended, is hereby further amended by deleting the lands shown on Schedule 'A' attached hereto, from the designated areas of By-law 90-81, as amended.

2. That By-law 177-96, as amended, is hereby further amended as follows:

   2.1 By expanding the designated area of By-law 177-96, as amended, to include additional lands as shown on Schedule "A" attached hereto.

   2.2 By zoning the lands outlined on Schedule "A" attached hereto:

   from:
   Special Commercial One (SC1) Zone

   to:
   Community Amenity One (CA1) Zone

3. By adding the following subsections to Section 7 – EXCEPTIONS:

Exception 7.627	**2522584 Ontario Inc.** **Registered Plan 65M-2599, Block 93** **(Marydale Avenue)**	**Parent Zone CA1**
File ZA 18 229047		Amending By-law 2019-XXX
Notwithstanding any other provisions of this By-law, the following provisions shall apply to the land denoted by the symbol *627 on the schedules to this By-law. All other provisions, unless specifically modified/amended by this section, continue to apply to the lands subject to this section.		
7.627.1 Only Permitted Uses		
The following are the only permitted uses:		
a)	*Townhouse Dwellings*	
b)	*Home Occupations*	
c)	*Home Child Care*	
7.627.2 Special Zone Standards		
The following special zone standards shall apply:		
a)	Maximum *Floor Space* Index requirements of Table B7 shall not apply	
b)	Special Provision 3 of Table B7 shall not apply	
c)	Minimum *interior side yard* of an end unit abutting the southerly *lot line* – 2 metres	
d)	Maximum *height* of a portion of a building within 8 metres of the southerly *lot line* – 11 metres	

2. SECTION 37 CONTRIBUTION

2.1 A contribution by the Owner to the City of $11,400.00 per residential unit in 2019 dollars, based on the total number of units, to be indexed to the Ontario rate of inflation as per the consumer price index (CPI), in accordance with Section 37 of the Planning Act, as amended, shall be required. Payments shall be collected in accordance with the terms of an agreement to secure for the Section 37 contribution. Nothing in this section shall prevent the issuance of a building permit as set out in Section 8 of the Building Code Act or its successors.

3. HOLDING PROVISION

3.1 For the purpose of this By-law, a Holding (H) provision is hereby established on lands zoned Community Amenity One (CA1) as identified on Schedule 'A' attached hereto by the letter (H) in parenthesis following the zoning symbols.

3.2 No person shall hereafter erect or alter any building or structure on lands subject to the Holding (H) provision for the purpose permitted under this By-law until amendment(s) to this By-law to remove the letter (H) have come into effect pursuant to the provisions of Section 36 of the Planning Act.

3.3 A Zoning By-law Amendment to remove the Holding (H) symbol from the lands shown on Schedule "A" shall not be passed until the following conditions have been met:

a) Execution by the City of Markham of a Development Agreement between the Owner and the City of Markham

Read a first, second and third time and passed on _____, 2019.

_____
Kimberley Kitteringham
City Clerk

_____
Frank Scarpitti
Mayor

Amanda File No. ZA 18 229047

EXPLANATORY NOTE

BY-LAW 2019-___
A By-law to amend By-law 177-96, as amended

2522584 Ontario Inc.
PLAN 65M2599 BLK 93
Marydale Avenue
ZA 18 229047

Lands Affected
The proposed by-law amendment applies to a parcel of land with an approximate area of 0.17 hectares (0.425 acres), which is located north of Denison Street and west of Markham Road in the Armadale Community.

Existing Zoning
The subject lands are zoned Special Commercial One (SC1) Zone under By-law 90-81, as amended.

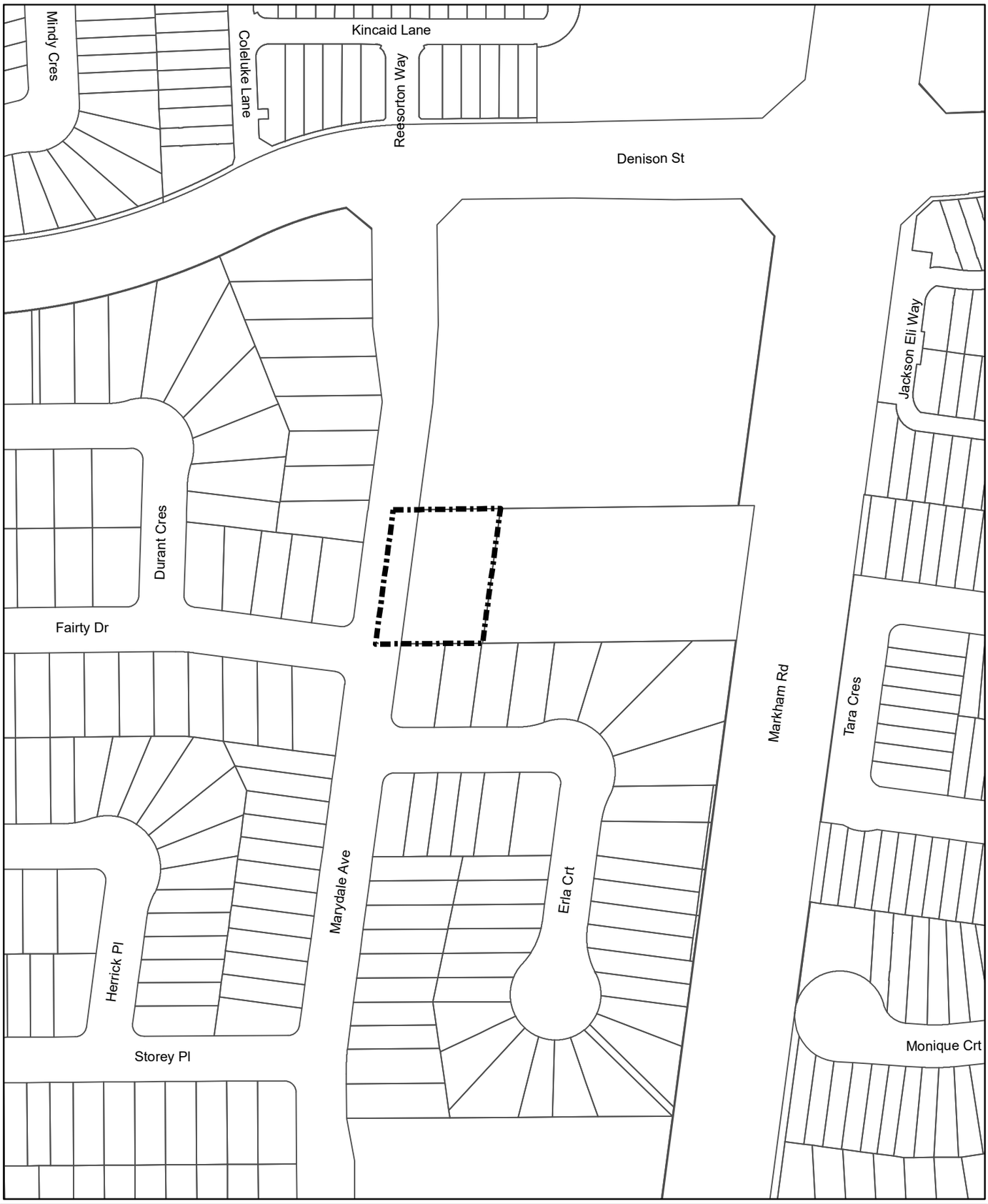
Purpose and Effect
The purpose and effect of this By-law is to rezone the subject lands under By-law 177-96, as amended as follows:

from:
Special Commercial One (SC1) Zone

to:
Community Amenity One (CA1) Zone;

in order to permit a residential development on the lands.

Note Regarding Further Planning Applications on this Property
The *Planning Act* provides that no person shall apply for a minor variance from the provisions of this by-law before the second anniversary of the day on which the by-law was amended, unless the Council has declared by resolution that such an application is permitted.



SCHEDULE "A " TO BY-LAW

AMENDING BY-LAW 90-81 DATED

N

BOUNDARY OF AREA COVERED BY THIS SCHEDULE

THIS IS NOT A PLAN OF SURVEY. Zoning information presented in this Schedule is a representation sourced from Geographic Information Systems. In the event of a discrepancy between the zoning information contained on this Schedule and the text of zoning by -law, the information contained in the text of the zoning by -law of the municipality shall be deemed accurate.

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MARKHAM DEVELOPMENT SERVICES COMMISSION 30 15 0 30 Meters Drawn By: CPW Checked By: LJ DATE: 06/05/2019

NOTE: This Schedule should be read in conjunction with the signed original By-Law filed with the City of Markham Clerk's Office