



General Committee Revised Agenda

Revised Items are Italicized.

Meeting Number: 22
September 16, 2019, 9:30 AM - 3:00 PM
Council Chamber

Please bring this General Committee Agenda to the Council meeting on September 24, 2019.

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. APPROVAL OF PREVIOUS MINUTES	
3.1 MINUTES OF THE SEPTEMBER 3, 2019 GENERAL COMMITTEE (16.0)	7
1. That the minutes of the September 3, 2019 General Committee meeting be confirmed.	
3.2 MINUTES OF THE SEPTEMBER 6, 2019 SPECIAL GENERAL COMMITTEE (16.0)	18
1. That the minutes of the September 6, 2019 Special General Committee meeting be confirmed.	
4. DEPUTATIONS	
5. PETITIONS	
6. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES	
6.1 CANCELLATION, REDUCTION OR REFUND OF TAXES UNDER SECTIONS 357 AND 358 OF THE MUNICIPAL ACT, 2001 (7.3)	21
S. Manson, ext. 7514	
1. That the Report for the Cancellation, Reduction or Refund of Taxes under Sections 357 and 358 of the <i>Municipal Act, 2001</i> be received; and,	

2. That taxes totalling approximately \$184,932 be adjusted under Sections 357 and 358 of the *Municipal Act, 2001* of which the City's portion is estimated to be \$26,036; and,
3. That the associated interest be cancelled in proportion to the tax adjustments; and,
4. That the Treasurer be directed to adjust the Collector's Roll accordingly; and further,
5. That staff be authorized and directed to do all things necessary to give effect to this resolution.

6.2 2020 CAPITAL BUDGET PRE-APPROVAL (7.0)

28

S. Skelcher, ext. 3880

1. That the report dated September 16, 2019 titled, "2020 Capital Budget Pre-Approval" be received; and,
2. That Council approve the 2020 Capital Budget Pre-Approval, which totals \$24,651,700 as outlined in Appendices 1 and 2; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.3 DELEGATION OF AUTHORITY TO CHIEF ADMINISTRATIVE OFFICER DURING THE 2019 SUMMER RECESS (7.0)

79

A. Moore, ext. 4711

1. That the report entitled "Delegation of Authority to Chief Administrative Officer During the 2019 Summer Recess" be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.4 DEVELOPMENT CHARGES REDEVELOPMENT CREDIT – 8330 WOODBINE AVENUE (7.11)

84

K. Ross, ext. 2126

1. That the report entitled, "Development Charges Redevelopment Credit – 8330 Woodbine Avenue" be received; and,
2. That Council authorize staff to provide a redevelopment credit estimated at \$519,371.56 to Hanisha Incorporated and Lodson Investment Corp. at 8330 Woodbine Avenue in advance of the full demolition of the existing site; and,
3. That Council authorize the Mayor and City Clerk to execute an agreement pursuant to section 27 of the Development Charges Act,

1997, as amended, to secure the advance of the redevelopment credit based on the provision of a letter of credit in the amount of the redevelopment credit and the further principles set out in this report, all to the satisfaction of the Treasurer and the City Solicitor, or their delegates; and further,

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

6.5 2019 JULY YEAR-TO-DATE REVIEW OF OPERATIONS AND YEAR-END PROJECTION (7.0)

89

S. Skelcher, ext. 3880 and M. Vetere, ext. 2463

1. That the report titled “2019 July Year-To-Date Review of Operations and Year-end Projection” be received; and,
2. That the year-end surplus, if any, will be transferred to reserves as per policy in the order outlined below:
 - a. Corporate Rate Stabilization Reserve to top up to a level equivalent to 15% of local tax levies
 - b. Remaining, if any, to the Life Cycle Replacement and Capital Reserve Fund, and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

6.6 STAFF AWARDED CONTRACTS FOR JUNE, JULY AND AUGUST 2019 (7.12)

119

Note: See attached briefing note as an Addendum to Report #23.

A. Moore, ext. 4711

1. That the report entitled “Staff Awarded Contracts for the Months of June, July and August 2019” be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

7.1 STAFF AWARD RECOGNITION - SUSTAINABILITY AWARDS (12.2.6)

The City of Markham received the following Sustainability Awards:

1. Environmental Award
2. Leadership Award

8. PRESENTATIONS - COMMUNITY SERVICES ISSUES

8.1 STAFF AWARD RECOGNITION - PETER J MARSHALL MUNICIPAL INNOVATION AWARD – 2019 TEXTILE RECYCLING PROGRAM (12.2.6)

The City of Markham received the Peter J Marshall Municipal Innovation Award – 2019 Textile Recycling Program.

9. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

9.1 BUILDING MARKHAM'S FUTURE TOGETHER (BMFT) – COUNCIL'S STRATEGIC PLAN 2020 TO 2023 – SUMMARY OF THE TRAINING AND EDUCATION SESSIONS AND PROPOSED COMMUNITY ENGAGEMENT PLAN (16.23)

174

M. West, ext. 3792 and A. Berry, ext. 7520

1. That the report entitled Building Markham's Future Together (BMFT) – Council's Strategic Plan 2020 to 2023 – Summary of the Training and Education Sessions and Proposed Community Engagement Plan; and,
2. That the summary of the Council Training and Educations Sessions held on April 16, 2019, April 24, 2019, May 15, 2019, July 22, 2019 and September 6, 2019 as outlined in Appendix A attached be endorsed; and,
3. That the proposed Community Engagement Plan as outlined in Appendix B be endorsed: and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.2 PROPOSED AMENDMENTS TO CANNABIS BY-LAW (2.0)

234

M. Killingsworth, ext. 2127

1. That the report entitled "Proposed Amendments to Cannabis By-Law" be received; and,
2. That By-Law 2018-135 "*A By-law to prohibit the smoking or vaporizing of recreational cannabis in public places in the City of Markham*" be amended as attached as Appendix "A".

10. MOTIONS

11. NOTICES OF MOTION

12. NEW/OTHER BUSINESS

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

13. ANNOUNCEMENTS

14. ADJOURNMENT

Information Page

General Committee Members: All Members of Council

General Committee

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

Finance & Administrative Issues

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

Community Services Issues

Chair: Councillor Karen Rea

Vice Chair: Councillor Isa Lee

Environment & Sustainability Issues

Chair: Regional Councillor Joe Li

Vice Chair: Councillor Reid McAlpine

Land, Building & Parks Construction Issues

Chair: Councillor Keith Irish

Vice Chair: Councillor Andrew Keyes

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

Alternate formats are available upon request.

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

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

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

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



General Committee Minutes

Meeting Number: 20
September 3, 2019, 9:45 AM - 3:00 PM
Council Chamber

Roll Call	Mayor Frank Scarpitti Deputy Mayor Don Hamilton Regional Councillor Joe Li Regional Councillor Jim Jones Councillor Keith Irish	Councillor Reid McAlpine Councillor Andrew Keyes Councillor Amanda Collucci Councillor Khalid Usman Councillor Isa Lee
Regrets	Regional Councillor Jack Heath Councillor Alan Ho	Councillor Karen Rea
Staff	Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner, Corporate Services Brenda Librecz, Commissioner of Community & Fire Services Claudia Storto, City Solicitor and Director of Human Resources	Joel Lustig, Treasurer Dave Decker, Fire Chief Hristina Giantsopoulos, Elections & Council/Committee Coordinator

1. CALL TO ORDER

The General Committee meeting convened at the hour of 10:02 AM with Councillor Khalid Usman in the Chair.

General Committee recessed at 11:58 AM and reconvened at 1:04 PM.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE JUNE 17, 2019 GENERAL COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

1. That the minutes of the June 17, 2019 General Committee meeting be confirmed.

Carried

3.2 MINUTES OF THE JUNE 17, 2019 SPECIAL GENERAL COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

1. That the minutes of the June 17, 2019 Special General Committee meeting be confirmed.

Carried

3.3 MINUTES OF THE JULY 22, 2019 SPECIAL GENERAL COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

1. That the minutes of the July 22, 2019 Special General Committee meeting be confirmed.

Carried

4. DEPUTATIONS

There were no deputations.

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

Moved by Deputy Mayor Don Hamilton

Seconded by Regional Councillor Joe Li

1. That the communication dated June 21, 2019 from York Region regarding Position and Mandate for a Restructured York Region Public Health be received for information purposes; and,
2. That the following communications dated June 28, 2019 from York Region be received for information purposes:
 - a. ventureLAB 2018 Results and 2019 Agreement
 - b. Bill 108, More Homes, More Choice Act, 2019: Implications for the Development Charges Act and the Planning Act
 - c. Planning for Agriculture Background Report
 - d. Potential Financial Incentives for Office Buildings
 - e. Court Services Annual Report 2018
 - f. Greater Toronto Area West Highway, Highway 400-404 Connecting Link and Highway 404 Extension Update
 - g. Lane Designations to Operate Rapidways in the Cities of Markham, Richmond Hill and Vaughan
 - h. Pedestrian and Cyclist Safety Improvements
 - i. SM4RT Living Waste Management Plan 2018 Annual Update; and further,
3. That the following communications dated July 4, 2019 from York Region be received for information purposes:
 - a. Note of Decision - Amendment No. 26 to the Official Plan of the City of Markham (2014), as amended Robinson Glen Secondary Plan
 - b. Note of Decision - Amendment No. 24 to the Official Plan of the City of Markham (2014), as amended Berczy Glen Secondary Plan

Carried

5.2 LETTER FROM MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING (12.2.6)

Moved by Deputy Mayor Don Hamilton
 Seconded by Regional Councillor Joe Li

1. That the letter dated August 8, 2019 from Minister Steve Clark, Ministry of Municipal Affairs and Housing regarding the submission to the Audit and Accountability Fund be received for information purposes.

Carried

**5.3 CYRUS CULTURAL SOCIETY - UPDATE ON COMMUNITY FACILITY
LOCATED AT 160 DUDLEY AVENUE (8.0)**

Moved by Deputy Mayor Don Hamilton

Seconded by Regional Councillor Joe Li

1. That the letter dated August 28, 2019 from Cyrus Foundation and Cyrus Community Centre be received for information purposes.

Carried

6. PETITIONS

There were no petitions.

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

**7.1 MINUTES OF THE JUNE 11, 2019 CANADA DAY CELEBRATION
ORGANIZING COMMITTEE (16.0)**

Moved by Councillor Amanda Collucci

Seconded by Councillor Isa Lee

1. That the minutes of the June 11, 2019 Canada Day Celebration Organizing Committee meeting be received for information purposes.

Carried

**7.2 MINUTES OF THE MAY 16, 2019 MARKHAM ENVIRONMENTAL
ADVISORY COMMITTEE (16.0)**

Moved by Regional Councillor Jim Jones

Seconded by Councillor Isa Lee

1. That the minutes of the May 16, 2019 Markham Environmental Advisory Committee meeting be received for information purposes.

Carried

7.3 MINUTES OF THE MAY 27, 2019 AND JUNE 17, 2019 MARKHAM PUBLIC LIBRARY BOARD (16.0)

Moved by Councillor Keith Irish

Seconded by Deputy Mayor Don Hamilton

1. That the minutes of the May 27, 2019 and June 17, 2019 Markham Public Library Board meeting be received for information purposes.

Carried

8. CONSENT REPORTS - COMMUNITY SERVICES ISSUES

8.1 APPOINTMENT OF MEMBERS TO THE MARKHAM MAYOR'S YOUTH COUNCIL FOR THE PERIOD OF SEPTEMBER 3, 2019 TO JUNE 30, 2020 (5.0)

Moved by Deputy Mayor Don Hamilton

Seconded by Regional Councillor Joe Li

1. That the Report Appointment of Members to the Markham Mayor's Youth Council for the period of September 3, 2019 to June 30, 2020 be received; and,
2. That the following Appointments of Members to the Markham Mayor's Youth Council be confirmed for the term September 3, 2019 to June 30, 2020

Name	High School	Grade	Ward
Karina Florea	Thornhill S.S.	9	1
Marissa Wang	Bayview S.S.	10	2
Evan Qi	Bayview S.S	12	2
Kelly Hu	Bayview S.S	12	2
Sidd Mittal	Unionville H.S	12	2
Justine Lin	Unionville H.S	10	3
Patrick Ang	St. Brother Andre C.H.S	11	3
Selina Qiu	Markville S.S	11	3
Boris Lam	Markville S.S	12	3
Hana Almofti	Markville S.S	12	3
Mankaran Pahwa	Unionville H.S.	10	4
Olivia Chan	Unionville H.S.	10	4
Maxine Bisera	St. Brother Andre C.H.S	11	4
Johnny Wong	Markville S.S.	12	4
Gloria Huang	Bill Hogarth S.S.	9	5
Bryant Zheng	Markville S.S.	10	6
Kara Yang	Markville S.S.	10	6
Ernest Wong	St Robert CHS	11	6
Seethaa Manoharan	Bayview S.S.	11	6
Eddy Guo	Bayview S.S	12	6
Ashwin Suganthan	Markham District H.S.	10	7

Chloe Vanderlugt	Town Centre P.H.S.	11	7
Anjali Singh	Markham District H.S.	12	7
Richard Chen	Middlefield C.I.	12	7
Ira Chandershekar	Markville S.S.	12	8

; and further,

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

Carried

9. PRESENTATIONS - COMMUNITY SERVICES ISSUES

9.1 FLOOD CONTROL PROGRAM AND STORMWATER FEE UPDATE (5.3)

Rob Grech, Environmental Services Coordinator and Mike Matthews, Senior Vice President Network Services, Alectra delivered a PowerPoint presentation regarding Alectra Rear Lot Conversion Initiatives and Stormwater Fee Update.

There was discussion regarding Stormwater rate impacts, and the Committee inquired how the rate increase will be communicated. Staff advised that once the Flood Control Program and Stormwater Fee is approved there will be a communication plan to ensure Markham constituents are aware of the increase, and this includes communication included in the tax notices.

The Committee discussed that the cost of the Rear Lot Conversion Initiative should be covered by the distribution company and not the City. The Committee suggested that further discussion on Rear Lot Conversion Initiative should wait until all Members of Council are present.

Moved by Mayor Frank Scarpitti

Seconded by Councillor Reid McAlpine

1. That the presentation entitled "Alectra Rear Lot Conversion Initiative & Stormwater Fee Update" be received; and,
2. That the report "Stormwater Fee Update" be received; and,
3. That an annual stormwater fee continue to be imposed on all property within the municipal boundaries of the City of Markham, save and except those

noted in the Stormwater Fee By-law 2020-XXX as outlined in Appendix “A” to this staff report; and,

4. That the annual stormwater fee for Residential properties be increased in year 2020 from \$47 to \$50 per property; and further be increased by \$1 per year, each year thereafter; and,
5. That the annual stormwater fee rate for Non-Residential properties be increased in year 2020 by \$2 per \$100,000 of current value assessment (CVA); and further be increased by 2% per year, each year thereafter; and,
6. That the annual stormwater fee rate for Vacant Land properties be increased in year 2020 by \$2 per \$100,000 of current value assessment (CVA) and further be increased by 2% per year, each year thereafter; and,
7. That the Treasurer continue to be authorized to adjust the annual stormwater fee rate for both Non-Residential and Vacant Land properties to compensate for the average annual change in City-wide CVA; and,
8. That the annual stormwater fee levied continue to be included as a separate line item on the final tax bill of the property; and,
9. That the City continue to allocate \$2,000,000 per year of Federal Gas Tax funding to the Flood Control Program;
10. That By-law 2015-130 be repealed in its entirety and replaced with the Stormwater Fee By-law 2020-XXX as outlined in Appendix “A” to this staff report; and,
11. That staff report back to Council in 2024 with any required update to the annual Stormwater Fees, for implementation in 2025, to ensure that the Flood Control Program is adequately funded; and further,
12. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

10. REGULAR REPORTS - COMMUNITY SERVICES ISSUES

10.1 PROPOSED PROVINCIAL BLUE BOX PROGRAM CHANGES (5.1)

Claudia Marsales, Senior Manager, Waste Management delivered a PowerPoint presentation regarding the Proposed Provincial Blue Box Program changes.

The Committee discussed the following relative to the proposed Provincial Blue Box Program Changes:

- Garbage that is incinerated and how it does not count as part of a diversion rate,
- Potential savings to the municipality with the change to curb side collection,
- Efficiencies with current municipal co-collection system,
- Supply and demand of recycled products,
- Markham's net diversion rate of 74% (highest in Ontario),
- Primary goal should remain to increase the diversion rate, and
- Potential impact on future Automated Vacuum Collection Systems (AVAC)

The Committee suggested that staff formulate a resolution outlining City of Markham's concerns and any suggestions that will help reduce potential negative impacts regarding the Proposed Provincial Blue Box Program.

Moved by Regional Councillor Jim Jones

Seconded by Deputy Mayor Don Hamilton

1. That the report entitled “Proposed Provincial Blue Box Program Changes” be received; and,
2. That staff be directed to formulate a resolution outlining Council's concerns and suggestions that will reduce any potential negative impacts relative to the Proposed Provincial Blue Box Program; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

10.2 MASTER FIRE PLAN, TASK FORCE TERMS OF REFERENCE (SECOND CREW AT STATION 99 (CORNELL)) (7.15)

The Committee suggested that this matter be postponed to the last General Committee Meeting in November 2019.

Moved by Mayor Frank Scarpitti

Seconded by Deputy Mayor Don Hamilton

1. That the report entitled “Master Fire Plan, Task Force Terms of Reference Second Crew at Station 99 (Cornell)” be received;

2. That Council approve the attached Terms of Reference for the creation of a Council Task Force to review the recommendations from the Fire Chief for the second crew at Station 99 (Cornell) to improve fire response times for that area; and further,
3. That Council appoint members of Council to the Committee as outlined in the Terms of Reference.

Postponed

11. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

11.1 TRANSFER PAYMENT AGREEMENT FOR THE PROVINCIAL AUDIT AND ACCOUNTABILITY FUND (7.0)

Joel Lustig, Treasurer, addressed the Committee and briefly summarized the details of the report.

Moved by Mayor Frank Scarpitti

Seconded by Regional Councillor Jim Jones

1. That the report dated September 3, 2019 entitled “Transfer Payment Agreement for Provincial Audit and Accountability Fund” be received; and,
2. That the Mayor and Clerk be authorized to execute the Ontario Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing (the “Province”) for funding an assessment of the development review process, provided the agreement is in a form satisfactory to the Commissioner of Development Services and the City Solicitor; and,
3. That a new capital project named, “Development Review Process” be created in the amount of \$150,000 to be funded from the Provincial Audit and Accountability Fund; and further,
4. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

12. MOTIONS

There were no motions.

13. NOTICES OF MOTION

There were no notices of motion.

14. NEW/OTHER BUSINESS

There was no new/other business.

15. ANNOUNCEMENTS

There were no announcements.

16. CONFIDENTIAL ITEMS

Moved by Councillor Isa Lee

Seconded by Councillor Amanda Collucci

That, in accordance with Section 239 (2) of the *Municipal Act*, General Committee resolve into a confidential session to discuss the following matters (1:04 PM).

Carried

16.1 FINANCE & ADMINISTRATIVE ISSUES**16.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES- JUNE 11, 2019 AND JUNE 17, 2019 (16.0) [Section 239 (2) (a) (b) (c) (d) (j)]****16.2 LAND, BUILDING & PARKS CONSTRUCTION ISSUES****16.2.1 SECURITY OF A PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD (WARD 1) (8.2) [Section 239 (2) (a)]****17. ADJOURNMENT**

General Committee adjourned at 1:38 PM.



Special General Committee Minutes

Meeting Number: 21
September 6, 2019, 8:30 AM - 2:00 PM
Pingle House

Roll Call	<p>Mayor Frank Scarpitti</p> <p>Deputy Mayor Don Hamilton (left at 9:49 AM)</p> <p>Regional Councillor Joe Li (left at 10:16 AM)</p> <p>Regional Councillor Jim Jones</p> <p>Councillor Keith Irish</p>	<p>Councillor Reid McAlpine</p> <p>Councillor Andrew Keyes</p> <p>Councillor Amanda Collucci</p> <p>Councillor Khalid Usman</p> <p>Councillor Isa Lee (arrived at 9:17 AM)</p>
Regrets	<p>Regional Councillor Jack Heath</p> <p>Councillor Alan Ho</p>	<p>Councillor Karen Rea</p>
Staff	<p>Andy Taylor, Chief Administrative Officer</p> <p>Trinela Cane, Commissioner, Corporate Services</p> <p>Brenda Librecz, Commissioner of Community & Fire Services</p> <p>Arvin Prasad, Commissioner Development Services</p> <p>Claudia Storto, City Solicitor and Director of Human Resources</p>	<p>Bryan Frois, Chief of Staff</p> <p>Meg West, Manager, Business Planning and Projects</p> <p>Andrea Berry, Senior Manager, Corporate Communications & Community Engagement</p> <p>Scott Chapman, Election and Committee Coordinator</p>

Note: This meeting will not be Audio Streamed.

Alternate formats for this document are available upon request.

1. CALL TO ORDER

The Special General Committee Strategic Planning Session convened at the hour of 8:38 AM at Pingle House with Councillor Khalid Usman presiding as Chair.

Mayor Frank Scarpitti provided members of General Committee with an overview of the Building Markham's Future Together (BMFT) strategic planning process to date. Mayor Scarpitti recognized and thanked members of General Committee and staff for their contributions throughout the process in helping to clarify Council's priorities for the 2020-2023 timeframe.

Mayor Scarpitti introduced and welcomed Joanne Berry, Facilitator for the Special General Committee Strategic Planning Session.

General Committee recessed at 10:16 AM and reconvened at 10:27 AM.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. EDUCATION & TRAINING SESSION

3.1 STRATEGIC PLANNING (FACILITATED DISCUSSION)

Joanne Berry, Facilitator, addressed the Committee and highlighted the objectives of the day's session, including:

- Review and validate the goal statements and strategic objectives for the 2020-2023 Strategic Plan;
- Prioritize the key actions/initiatives identified under each strategic objective; and,
- Review and confirm the proposed community engagement plan for the 2020-2023 Strategic Plan

The Committee reviewed and discussed the updated goal statements, strategic objectives, and key actions/initiatives refined at the July 22 Strategic Planning Session. In prioritizing the key actions/initiatives for each strategic objective, members of Committee were asked to consider the feasibility of achieving the action/initiative over the 2020-2023 timeframe.

Andrea Berry, Senior Manager, Corporate Communications & Community Engagement, addressed the Committee and provided members with an overview of the proposed community engagement program for the 2020-2023 Strategic Plan. The Committee discussed potential strategies and tactics for most effectively promoting public participation in the strategic planning process.

The Committee discussed next steps in the strategic planning process, including:

- Staff report summarizing the outputs of the strategic planning sessions to be presented to General Committee on September 16;

- A community engagement kickoff meeting to be held at the Markham Civic Centre on September 23;
- Execution of the community engagement plan throughout the month of October;
- Final draft 2020-2023 Strategic Plan to be presented to General Committee on November 18; and,
- Confirmation of the 2020-2023 Strategic Plan by Council on November 26

Mayor Scarpitti provided closing remarks and extended a special thanks to Joanne Berry for facilitating the discussions throughout the strategic planning sessions.

4. COMMUNICATIONS

There were no communications.

5. ADJOURNMENT

Moved By Regional Councillor Jim Jones
Seconded By Councillor Amanda Collucci

1. That the Special General Committee Strategic Planning Session adjourn at 12:03 PM.

Carried



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: Cancellation, Reduction, or Refund of Taxes under Sections 357 and 358 of the *Municipal Act, 2001*

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

RECOMMENDATION:

1. That the Report for the Cancellation, Reduction or Refund of Taxes under Sections 357 and 358 of the *Municipal Act, 2001* be received; and,
2. That taxes totalling approximately \$184,932 be adjusted under Sections 357 and 358 of the *Municipal Act, 2001* of which the City's portion is estimated to be \$26,036; and,
3. That the associated interest be cancelled in proportion to the tax adjustments; and,
4. That the Treasurer be directed to adjust the Collector's Roll accordingly; and further,
5. 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 authorize the Treasurer to adjust the Collector's Roll under Section 357 and 358 of the *Municipal Act, 2001 (The Act)*.

BACKGROUND:

Sections 357 and 358 of *The Act* allow for the reduction, cancellation or refund of taxes. Section 357 subsection (1) states that: upon application to the Treasurer of a local municipality, the local municipality may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made if:

- a. a property or portion of a property is eligible to be reclassified in a different class of property, and that class has a lower tax ratio for the taxation year than the class the property or portion of the property was in before the change, and no supplementary assessment is made in respect of the change under subsection 34(2) of the *Assessment Act*;
- b. property that has become vacant land or excess land during the year;
- c. property that has become exempt from taxation during the year;
- d. building that during the year was razed by fire, demolition or otherwise, or was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage;
- d.1. person who was unable to pay taxes because of sickness or extreme poverty
- e. mobile unit that was removed from the land during the year;

-
- f. property overcharged by reason of any gross or manifest error that is a clerical error, the transposition of figures, a typographical error or similar type of error, but not an error in judgment in making the assessment upon which the taxes have been levied; or
 - g. In respect of a property which by reason of repairs or renovations could not be used for its normal use for a period of at least three months during the year.

Pursuant to Section 357 subsection (3), an application must be filed with the Treasurer on or before the last day of February of the year following the year in respect of which the application is made.

Pursuant to Section 358 subsection (3), an application must be filed with the Treasurer between March 1 and December 31 of a year and may apply to taxes levied for one or both of the two years preceding the year in which the application is made and the application shall indicate to which year or years it applies.

Section 358 of *The Act* permits applications for tax adjustment, related to taxes levied in each or either of the two years preceding the year in which the application is made, by property owners who are overcharged by reason of any gross or manifest error in the preparation of the assessment roll by the Municipal Property Assessment Corporation (MPAC) that was an error of fact. This may include, but is not limited to; clerical errors, the transposition of figure or typographical errors, but not an error in judgment in making the assessment upon which the taxes have been levied. These applications relate to taxes levied in each or either of the two years preceding the year in which the application is made.

OPTIONS/ DISCUSSION:

In accordance with *The Act*, the Notices of Hearing for the properties listed in Appendix B, were delivered to the applicants not less than fourteen days before the date upon which the applications are to be dealt with on September 16, 2019. The notices of hearing for these properties were mailed to affected taxpayers by August 30, 2019.

The schedules attached identify the associated year of taxation, the assessment roll number of each property, the reason for the tax appeal and the tax adjustment. The tax values include the City, Region, and School Board. There are five main reasons for these applications:

1. Razed by Fire or Demolished relating to the demolition of a structure on a property that reduced the tax burden. All such applications include a City Demolition Permit;
2. Became Exempt representing properties that were assessed on the assessment roll as taxable, but became exempt during the year;
3. Gross or Manifest Error that are as a result of errors by the Municipal Property Assessment Corporation (MPAC) on the assessment roll, which result in an overcharge of taxes.
4. Change in Tax Class representing properties that were assessed on the assessment roll as one tax class, but became eligible to be reclassified in a different class of property during the year; or

-
5. Unusable relating to a property which by reason of repairs or renovations could not be used for its normal use for a period of at least three months during the year.

Applications received by the City are sent to MPAC for review and are returned with either a recommendation for tax adjustment or with no recommendation; which results in no associated tax adjustment. Applications that receive this type of recommendation indicate that the appeal does not meet the specified criteria under *The Act*. These applications have been reviewed and it was determined that they are not eligible for relief. There are 10 applications that have no recommendation, and as a result have no associated tax adjustment.

Of the \$184,932 in total tax adjustments, 62% or \$114,201 is attributable to three properties, detailed below.

1. 1936 030 211 95000 (7350 Markham Rd)

This property is located on Markham Road south of 14th Avenue. In April of 2019, MPAC inspected and confirmed that all structures were demolished. The demolition was complete effective December 2017. As a result, the property owner has made applications to adjust the taxes for 2018 to reflect the correct classification information on the property. The resulting total tax adjustment is \$53,093 of which the City share is \$3,777.

2. 1936 020 121 17000 (4350 - 4394 Steeles Avenue)

This commercial property is located on the northeast corner of Steeles Avenue East and Kennedy Road. On April 10, 2019, MPAC inspected and confirmed that all structures were demolished. The demolition was complete effective August 24, 2018. As a result, the property owner has made application to adjust the taxes for August 24, 2018 through December 31, 2018 to reflect the demolition on the property. The resulting total tax adjustment is \$34,918, of which the City share is \$2,679.

3. 1936 030 210 66400 (93 Old Kennedy Road)

This property is located on Old Kennedy Road, which is north of Steeles Avenue East and east of Kennedy Road. On November 6, 2018, MPAC inspected and confirmed that the land is eligible to be re-classified from commercial to exempt, with the structures classified as residential. As a result, the property owner has made applications to adjust the taxes for 2018 to reflect an exempt and residential classification for the property. The resulting total tax adjustment is \$26,189 of which the City share is \$3,315.

FINANCIAL CONSIDERATIONS

The City of Markham's portion of taxes for the taxation years between 2014 and 2018 is \$26,036. The amount of taxes adjusted for the Region of York and School Boards will be reflected on the 2019 payment submissions to these bodies.

Figure 1 - Tax Adjustments by Levying Body

Tax Adjustments under Section 357 of the <i>Municipal Act, 2001</i>	
City	\$26,036
Region	\$54,192
Education	\$104,703
Total	\$184,932

The City of Markham annually budgets for property tax adjustments, which come as a result of assessment appeals and from tax adjustments under Section 357 and 358 of the *Municipal Act, 2001*. The 2019 property tax adjustment budget is \$1,176,000 and will be impacted by \$26,036, resulting from Sections 357 and 358 tax adjustments in this report. The balance of the funds will be used for other tax adjustments throughout 2019.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Not applicable

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix A – Tax Adjustments Totals

Appendix B – Tax Adjustments Detailed List

Appendix A

Tax Adjustments under Section 357 and 358 of the Municipal Act, 2001

Tax Adjustments Totals

Description	Total Adjusted Amount	City Adjusted Amount	Appeal Count
Razed by Fire or Demolition	\$125,072	\$15,370	21
Gross or Manifest Error	\$13,448	\$2,510	11
Became Exempt/Class Change	\$37,293	\$5,913	7
Unusable/Rebuild	\$9,119	\$2,243	1
Total	\$184,932	\$26,036	40

Appendix B**Tax Adjustments under Section 357 & Section 358 of the Municipal Act, 2001****Detailed List**

Tax Appeals: Section 357 - Residential					
Tax Year	App #	Roll Number	Property Address	Subsection	Total Amount
2019	4790	36-01-0-030-23800-0000	45 John St	Razed by Fire	\$1,200
2018	4760	36-01-0-080-12200-0000	79 Elgin St	Gross Manifest Error	\$1,692
2018	4738	36-01-0-081-18580-0000	32 Baywood Crt	Demolition/Pool Fill	\$59
2018	4750	36-01-0-087-63400-0000	33 Portree Cres	Demolition/Pool Fill	\$115
2019	4798	36-02-0-142-01812-0000	51 Fenwick Cres	Demolition/Pool Fill	\$204
2018	4772	36-02-0-144-55200-0000	16 Cachet Pky	Demolition	\$360
2019	4773	36-02-0-144-55200-0000	16 Cachet Pky	Demolition	\$6,594
2019	4788	36-02-0-160-00486-0000	0 Delft Dr	Became Exempt	\$255
2018	4762	36-02-0-171-39900-0000	67 Fairway Heights Dr	Demolition	\$765
2018	4774	36-03-0-210-20464-0000	55 Norn Cres	Razed by Fire	\$45
2019	4775	36-03-0-210-20464-0000	55 Norn Cres	Razed by Fire	\$2,440
2019	4792	36-03-0-211-06460-0000	17 Chiavatti Dr	Unusable/Rebuild	\$9,119
2019	4797	36-03-0-222-10966-0000	17 Annina Cres	Razed by Fire	\$2,198
2019	4800	36-03-0-230-51930-0000	98 Larkin Ave	Razed by Fire	\$3,456
2018	4731	36-03-0-231-26301-0000	4898-4916 16th Ave	Demolition	\$2,519
2014	4742	36-03-0-252-92441-0000	0 14th Ave Rear	Became Exempt	\$2,480
2015	4743	36-03-0-252-92441-0000	0 14th Ave Rear	Became Exempt	\$2,567
2016	4744	36-03-0-252-92441-0000	0 14th Ave Rear	Became Exempt	\$2,752
2017	4745	36-03-0-252-92441-0000	0 14th Ave Rear	Became Exempt	\$2,910
2018	4763	36-03-0-256-21089-0000	62 Old Oak Lane	Gross Manifest Error	\$1,034
2018	4776	36-03-0-260-45766-0000	9505 Ninth Line	Razed by Fire	\$1,032
2019	4777	36-03-0-260-45766-0000	9505 Ninth Line	Razed by Fire	\$1,640
2018	4756	36-04-0-280-43500-0000	19 Abercorn Rd	Demolition/Pool Fill	\$248
2019	4796	36-04-0-330-56800-0000	11 Fredericton Rd	Demolition	\$2,118
Total S.357 Residential				24 Appeals	\$47,803

Tax Appeals: Section 357 – Non-Residential					
Tax Year	App #	Roll Number	Property Address	Subsection	Total Amount
2018	4779	36-02-0-121-17000-0000	4350 Steeles Ave E	Demolition	\$34,918
2018	4748	36-02-0-122-88019-0000	80 Acadia Ave Unit 207	Gross Manifest Error	\$2,508
2018	4749	36-03-0-210-66400-0000	93 Old Kennedy Rd	Became Exempt	\$26,189
2018	4778	36-03-0-211-95000-0000	7350 Markham Rd	Demolition	\$53,093
2019	4794	36-03-0-213-80000-0000	7892 Mccowan Rd	Class Change	\$140
Total S.357 Non-Residential				5 Appeals	\$116,849

Tax Appeals: Section Residential					
Tax Year	App #	Roll Number	Property Address	Subsection	Total Amount
2017	4733	36-01-0-022-04563-0000	7167 Yonge St Unit Ph307	Gross Manifest Error	\$762
2016	4734	36-01-0-022-04563-0000	7167 Yonge St Unit Ph307	Gross Manifest Error	\$822
2017	4736	36-02-0-153-77100-0000	2705 Elgin Mills Rd E	Demolition	\$6,598
2016	4737	36-02-0-153-77100-0000	2705 Elgin Mills Rd E	Demolition	\$3,429
2016	4751	36-03-0-234-03662-0000	42 Brookhaven Cres	Gross Manifest Error	\$23
2017	4764	36-03-0-256-21089-0000	62 Old Oak Lane	Gross Manifest Error	\$949
2016	4765	36-03-0-256-21089-0000	62 Old Oak Lane	Gross Manifest Error	\$853
2018	4781	36-02-0-136-58000-0000	0 Highway 404	Gross Manifest Error	\$11
Total S.358 Residential				8 Appeals	\$13,447

Tax Appeals: Section 358 – Non-Residential					
Tax Year	App #	Roll Number	Property Address	Subsection	Total Amount
2016	4723	36-01-0-041-83100-0000	57 Langstaff Rd E	Demolition	\$2,041
2016	4746	36-02-0-122-88019-0000	80 Acadia Ave Unit 207	Gross Manifest Error	\$2,344
2017	4747	36-02-0-122-88019-0000	80 Acadia Ave Unit 207	Gross Manifest Error	\$2,449
Total S.358 Non-Residential				3 Appeals	\$6,833

Grand Total (Sections 357 and 358)				40 Appeals	\$184,932
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Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: 2020 Capital Budget Pre-Approval
PREPARED BY: Sandra Skelcher, Senior Manager, Financial Planning and Reporting

RECOMMENDATION:

1. That the report dated September 16, 2019 titled, “2020 Capital Budget Pre-Approval” be received; and
2. That Council approve the 2020 Capital Budget Pre-Approval, which totals \$24,651,700 as outlined in Appendices 1 and 2; and
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To obtain Council approval of the select 2020 capital projects included in this report.

BACKGROUND:

The 2020 Capital Budget is tentatively scheduled to be tabled at the December 10, 2019 Council meeting. Prior to budget approval, some capital projects require earlier initiation to prevent delays in design or construction, meet operational/program requirements and allow timely commencement of the procurement process to potentially achieve competitive pricing. Pre-approval is being requested for the 2020 capital projects identified in this report to achieve those goals.

OPTIONS/ DISCUSSION:

Staff are requesting that twenty-two (22) projects, totalling \$24,651,700, be pre-approved in this report, as listed in Appendix 1. The corresponding request forms are attached for reference in Appendix 2. Projects being requested for pre-approval, grouped by category, are as follows:

- Stormwater Assets (\$10.87M)
 - o West Thornhill Flood Control Implementation - Ph 3A (construction)
- Waterworks (\$6.35M)
 - o Cast Iron Watermain Rehabilitation - Design
 - o Cast Iron Watermain Replacement-West Thornhill Ph 3A
 - o Wastewater System Instruments - Replacement

- Parks Construction/Maintenance (\$2.55M)
 - o 160 Dudley Avenue Playground and Parking
 - o Block Pruning Initiative - Phase 1 of 3
 - o Pathways Resurfacing
 - o Playstructure Replacement
- Library Collections (\$1.60M)
 - o Library Collections
- Facility Repairs/Maintenance (\$0.94M)
 - o Heintzman House Floor Refinishing
 - o Milliken Mills C.C. Lobby Enhancement
 - o Recreation Lighting Project Replacement
 - o Theatre - Dressing Room Refurbishment
 - o Theatre - HVAC Quantity Survey
 - o Theatre- Courtyard Replacement Upper & Lower)
- IT Systems/Software (\$0.93M)
 - o Enterprise Scheduling Software Solution
 - o E-ticketing and Payment System Replacement
- Other (\$0.90M)
 - o German Mills Meadow – Environmental Monitoring Program
 - o Parking Lot Light Replacement
 - o Corporate Capital Contingency
- Existing Roads/Bridges Repairs (\$0.51M)
 - o Streetlights Poles & Cables Replacement - Varley Village Area
 - o Structures Rehabilitation (5 Structures) - Design and Construction

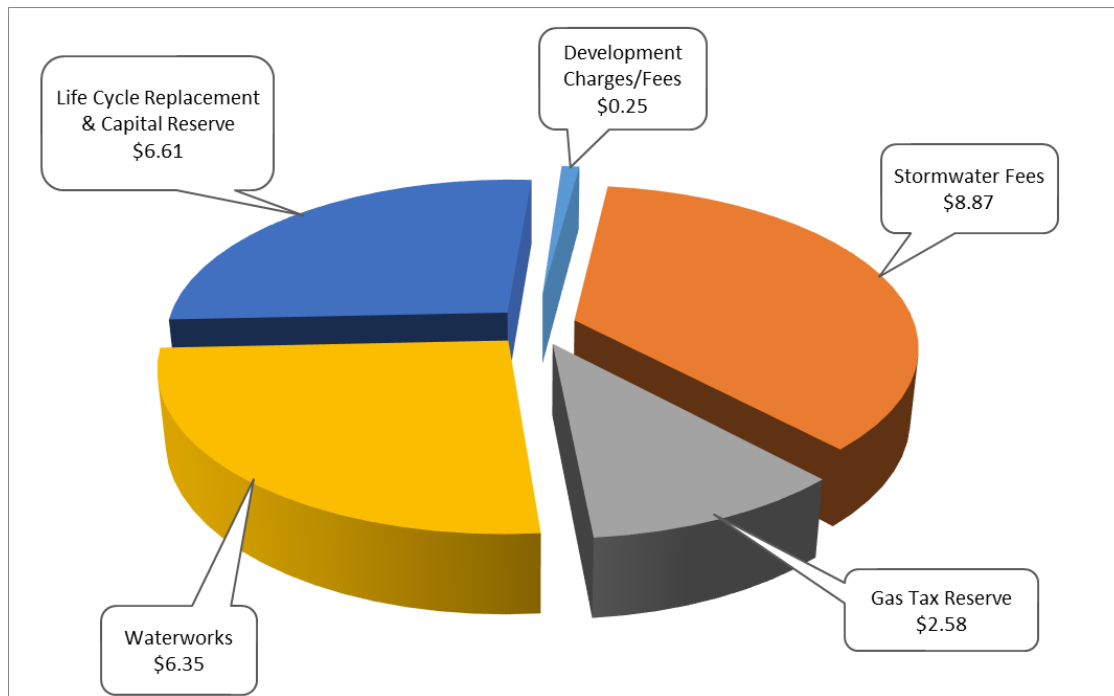
The major sources of funding for the 2020 Capital Budget pre-approval include:

- \$8.87M (36.0%) from Stormwater Reserve Fund for the flood control program;
- \$6.61M (26.8%) from Life Cycle Replacement and Capital Reserve Fund for IT system software, the maintenance of parks, roads/bridges, and library collection materials;
- \$6.35M (25.8%) from Waterworks Reserve to support Waterworks maintenance;
- \$2.58M (10.5%) from Federal Gas Tax revenue, adding \$2.00M for flood control and \$0.58M for facility repairs/maintenance;
- \$0.25M (1.0%) from Development Charges and Development Fees.

A comparative illustration of sources of funding is illustrated in Chart 1.

Chart 1: 2020 Capital Budget pre-approval funding sources

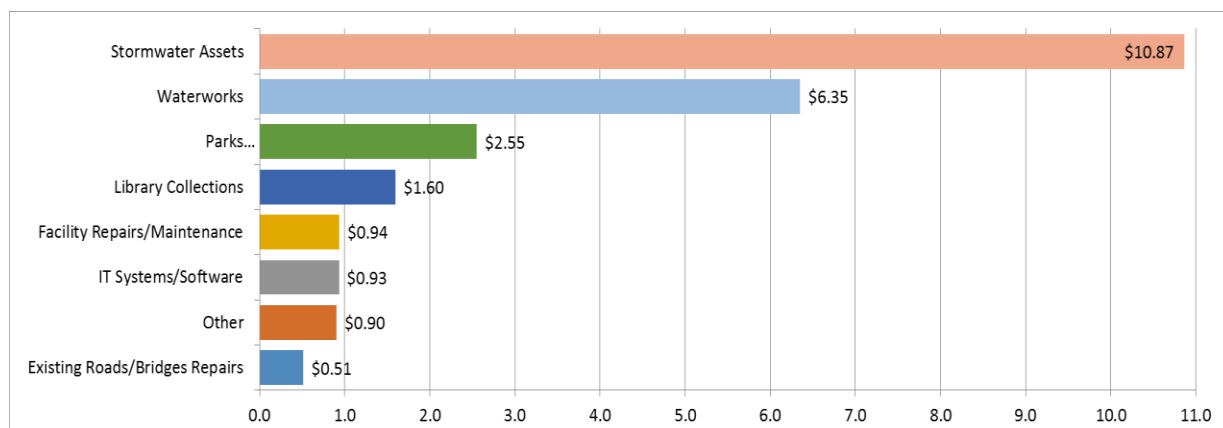
Total \$24.65M



The 2020 Capital Budget pre-approval expenditures, by category, are summarized in Chart 2.

Chart 2: 2020 Capital Budget pre-approval expenditures by category

Total \$24.65M



FINANCIAL CONSIDERATIONS

The 2020 Capital Budget pre-approval includes \$24,651,700 of capital projects which are funded from multiple funding sources as outlined in Appendix 1.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The 2020 Capital Budget pre-approval includes capital projects that align with the City of Markham's strategic priorities developed by Council.

BUSINESS UNITS CONSULTED AND AFFECTED:

All business units have been consulted during the 2020 Capital Budget pre-approval submission and review process.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix 1 – 2020 Capital and Other Programs Pre-Approval Budget

Appendix 2 – 2020 Capital and Other Programs Pre-Approval Budget Project Request
Forms

CITY OF MARKHAM
2020 CAPITAL and OTHER PROGRAMS PRE-APPROVAL BUDGET
by Department

#	Project Description	Total	Tax	Operating Life Cycle	DC - Reserve	Other	Description of Other Funding
<u>Development Services</u>							
<i>Theatre</i>							
20007	Theatre-Courtyard Replacement (Upper & Lower)	20,000		20,000			Note 1
20008	Theatre-Dressing Room Refurbishment	40,000		40,000			Note 2
20009	Theatre-HVAC Quantity Survey	10,200		10,200			
	<u>TOTAL Theatre</u>	70,200		70,200			
	<u>TOTAL Development Services</u>	70,200		70,200			
<u>Corporate Services</u>							
<i>ITS</i>							
<i>ITS - Legislative</i>							
20053	E-Ticketing and Payment System Platform Replacement	750,200		750,200			
	<u>TOTAL ITS - Legislative</u>	750,200		750,200			
<i>ITS - Other</i>							
20060	Enterprise Scheduling Software Solution	183,200		183,200			
	<u>TOTAL ITS - Other</u>	183,200		183,200			
	<u>TOTAL ITS</u>	933,400		933,400			
<i>Asset Management</i>							
20023	160 Dudley Avenue Playground and Parking	550,000		305,000	220,500	24,500	Park Cash-in-Lieu
20079	Parking Lot Light Replacement	490,600		490,600			
	<u>TOTAL Asset Management</u>	1,040,600		795,600	220,500	24,500	
	<u>TOTAL Corporate Services</u>	1,974,000		1,729,000	220,500	24,500	
<u>Community & Fire Services</u>							
<i>Recreation Services</i>							
20127	Heintzman House Floor Refinishing	18,100		18,100			
20139	Milliken Mills C.C. Lobby Enhancement	597,100		70,500		526,600	Gas Tax
20158	Recreation Lighting Project Replacement	250,600		250,600			

CITY OF MARKHAM
2020 CAPITAL and OTHER PROGRAMS PRE-APPROVAL BUDGET
by Department

#	Project Description	Total	Tax	Operating Life Cycle	DC - Reserve	Other	Description of Other Funding
<u>TOTAL Recreation Services</u>		865,800		339,200		526,600	
Markham Public Library							
20176	Library Collections	1,598,200		1,598,200			Note 3
<u>TOTAL Markham Public Library</u>		1,598,200		1,598,200			
Operations - Parks							
20197	Block Pruning Initiative - Year 1 of 3	1,017,600	1,017,600				
20209	Pathways Resurfacing	139,800		139,800			
20210	Playstructure Replacement	841,900		841,900			
<u>TOTAL Operations - Parks</u>		1,999,300	1,017,600	981,700			
Operations - Utility Inspection & Survey							
20228	German Mills Meadow - Environmental Monitoring Program	330,400		330,400			
<u>TOTAL Operations - Utility Inspection & Survey</u>		330,400		330,400			
ES - Infrastructure							
20239	Streetlight Poles & Cable Replacement (Varley Village)	362,000		362,000			Note 4
20245	Structures Rehabilitation (5 Structures) - Design & Const.	150,000		150,000			Note 5
<u>TOTAL ES - Infrastructure</u>		512,000		512,000			
ES - Stormwater							
20252	West Thornhill Flood Control Implementation - Ph 3A Cons.	10,868,900				10,868,900	Gas Tax and Stormwater Reserve
<u>TOTAL ES - Stormwater</u>		10,868,900				10,868,900	
ES - Waterworks							
20256	CI Watermain Rehabilitation - Design	437,100				437,100	Waterworks Reserve
20258	CI Watermain Replacement-West Thornhill Ph 3A	5,897,500				5,897,500	Waterworks Reserve
20265	Wastewater System Instruments - Replacement	15,300				15,300	Waterworks Reserve
<u>TOTAL ES - Waterworks</u>		6,349,900				6,349,900	
<u>TOTAL Community & Fire Services</u>		22,524,500	1,017,600	3,761,500		17,745,400	

CITY OF MARKHAM
2020 CAPITAL and OTHER PROGRAMS PRE-APPROVAL BUDGET
by Department

#	Project Description	Total	Tax	Operating Life Cycle	DC - Reserve	Other	Description of Other Funding
<u>Corporate Wide</u>							
<i>Corporate Wide</i>							
20268	Corporate Capital Contingency	83,000		31,400		51,600	Gas Tax; Note 6
<u>TOTAL Corporate Wide</u>		83,000	-	31,400	-	51,600	
<u>TOTAL Corporate Wide</u>		83,000	-	31,400	-	51,600	
<u>TOTAL PRE-APPROVAL REQUESTS</u>		24,651,700	1,017,600	5,592,100	220,500	17,821,500	

Notes:

- 1) The overall project budget is \$223,900. The pre-approval request of \$20,000 is for consulting work only.
- 2) The overall project budget is \$290,700. The pre-approval request of \$40,000 is for consulting work only.
- 3) The overall project budget is \$2,796,600. The pre-approval request of \$1,598,200 is to ensure there is no gap in the supply of library materials in Q1, 2020.
- 4) The overall project budget is \$2,190,800. The pre-approval request of \$362,000 is for design work only.
- 5) The overall project budget is \$607,200. The pre-approval request of \$150,000 is for design work only.
- 6) The overall project budget is \$2,225,400. The pre-approval request of \$83,000 represents the contingency amounts required for all project pre-approval requests.



2020 PROJECT FUNDING REQUEST FORM

Appendix 2 Page 35 of 237

Number: 20007

Project Cost: \$223,900

Project Name: Theatre-Courtyard Replacement (Upper & Lower)

Commission: Development Services

Repair/Replace

Department: Theatre

Useful Life: 25 Pre Approval: ☒

Project Mgr: Andrew Rosenfarb

Category: Major

Cost Validation: Third party estimate

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Remove interlock brick from the theatre's main entrance and 2 courtyards located in between the Theatre and Unionville High School and replace with concrete. Existing interlock was installed during theatre construction in 1985.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	200,000	0	This project aims to make the courtyard areas on City owned property more usable & attractive for events and most importantly to fix issues such as unlevelled ground, water drainage issues, missing stones and open ground where trees have been removed. Work would take place in the summer months to have minimal impact on programs. Amount requested is consistent with the 2019 Life Cycle reserve study update.
Internal Charges:	0	0	
External Consulting:	20,000	0	
Sub Total:	220,000	0	
HST Impact:	3,872	0	
Total Project Cost:	223,900	0	

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	
Operating Funded Life Cycle	223,900	0	0	0	0	0	0
TOTAL FUNDING	223,900					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 1,100,900
				Amount Incl HST 223,900
				Year in the study 2020
DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:				
2019 life cycle includes HVAC Quantity Survey (\$10k), Theatrical Lighting Fixture Replacement (\$195k), Building Maint. (\$42k), Dressing Room Refurbishment (\$291k), Courtyard Replacement (\$224k), Parking Lot Swing Gates (\$15k), Stage Equipment & Maint. (\$20k). Amount available in 2020 life cycle is \$1,101k. Amount requested is \$797k. Difference is primarily due to the deferral of the auditorium interior painting & LED house light conversion (\$251k) and other components based on assessment.				



2020 PROJECT FUNDING REQUEST FORM

Page 37 of 23 **3**

Number: **20008**

Project Cost: **\$290,700**

Project Name: **Theatre-Dressing Room Refurbishment**

Commission: Development Services

Repair/Replace

Department: Theatre

Useful Life: 10 Pre Approval: ☒

Project Mgr: Andrew Rosenfarb

Category: Major

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐

Cost Validation: External peer review

5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Redesign & refurbishment of 6 dressing rooms including replacement of flooring, countertops, shower stalls, ceramic tiles, plumbing fixtures, toilets, partitions, mirrors, chairs, costume racks, painting and replacement of incandescent lighting with LED.

BUILDING MARKHAM'S FUTURE TOGETHER: Exceptional Services by Exceptional People

<u>PROJECT COSTS (\$)</u>	<u>2020</u>	<u>Future Phases</u>	<u>NOTES</u>
Cost/Quote:	245,700	0	Last refurbished over 12 years ago, the venue's dressing rooms are showing their age and several components have visible damage. Dressing rooms are used by both our professional artists from around the world and members of our community. For some, these rooms are one of the only few impressions they get of the Theatre and City of Markham. The theatre is requesting to refurbish these spaces to better serve our clients and community. Amount consistent with the 2019 life cycle reserve study update.
Internal Charges:	0	0	
External Consulting:	40,000	0	
Sub Total:	285,700	0	
HST Impact:	5,028	0	
Total Project Cost:	290,700	0	

<u>SOURCE(S) OF FUNDING (\$)</u>	<u>Components</u>						<u>Future Phases</u>
<u>Funding Type</u>	<u>Budget</u>					<u>TOTAL</u>	<u>Future Phases</u>
Operating Funded Life Cycle	290,700	0	0	0	0	0	0
TOTAL FUNDING	290,700					0	0

<u>OPERATING BUDGET IMPACT</u>	<u>Personnel</u>	<u>Non Personnel</u>	<u>Revenues</u>	<u>Expenditures/(Revenues)</u>
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

<u>DCA</u>	<u>Year</u>	<u>Amount</u>	<u>Amount in Study</u>	<u>Life Cycle</u>
Name				
				Amount in Study: <input type="text" value="1,100,900"/>
				Amount Incl HST <input type="text" value="290,700"/>
				Year in the study <input type="text" value="2020"/>

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

2019 life cycle includes HVAC Quantity Survey (\$10k), Theatrical Lighting Fixture Replacement (\$195k), Building Maint. (\$42k), Dressing Room Refurbishment (\$291k), Courtyard Replacement (\$224k), Parking Lot Swing Gates (\$15k), Stage Equipment & Maint. (\$20k). Amount available in 2020 life cycle is \$1,101k. Amount requested is \$797k. Difference is primarily due to the deferral of the auditorium interior painting & LED house light conversion (\$251k) and other components based on assessment.



2020 PROJECT FUNDING REQUEST FORM

Page 39 of 235

Number: 20009

Project Cost: \$10,200

Project Name: Theatre-HVAC Quantity Survey

Commission: Development Services

Studies/Pilot Programs

Department: Theatre

Useful Life: 30 Pre Approval: ☒

Project Mgr: Jason Vasilaki & Andrew Rosenfarb

Category: Minor

Cost Validation: Third party estimate

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Documentation of life cycle years

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Quantity surveyor consultation for the replacement of the Theatre's HVAC system scheduled for 2021.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	0	1,500,000
Internal Charges:	0	0
External Consulting:	10,000	0
Sub Total:	10,000	1,500,000
HST Impact:	176	26,400
Total Project Cost:	10,200	1,526,400

NOTES

Recommendation from sustainability & asset management department to engage a professional cost estimation consultant for the HVAC replacement project. The 2021 construction project (current estimate included as future phases) will be adjusted based on the consultant's recommendation.

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget				TOTAL	Future Phases
Operating Funded Life Cycle	10,200	0	0	0	0	1,526,400
TOTAL FUNDING	10,200				0	1,526,400

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 1,100,900
				Amount Incl HST 10,200
				Year in the study 2020

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

2019 life cycle includes HVAC Quantity Survey (\$10k), Theatrical Lighting Fixture Replacement (\$195k), Building Maint. (\$42k), Dressing Room Refurbishment (\$291k), Courtyard Replacement (\$224k), Parking Lot Swing Gates (\$15k), Stage Equipment & Maint. (\$20k). Amount available in 2020 life cycle is \$1,101k. Amount requested is \$797k. Difference is primarily due to the deferral of the auditorium interior painting & LED house light conversion (\$251k) and other components based on assessment.



2020 PROJECT FUNDING REQUEST FORM

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Number: 20053

Project Cost: \$750,200

Project Name: E-Ticketing and Payment System Platform Replacement

Commission: Corporate Services

Repair/Replace

Department: ITS

Useful Life: 10

Pre Approval: ☒

Project Mgr: Michael Killingsworth

Category: Major

Cost Validation: Other(specify in Notes)

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Other(specify in Notes)

DETAILED DESCRIPTION (SCOPE OF PROJECT):

In 2015, the City implemented an Administrative Monetary Penalty System (AMPs) for by-law prosecutions. The current e-ticketing and payment system platform is used to produce penalty notices, notice letters, schedule screenings and hearings and to process AMPs fines that have gone into default to Ministry of Transportation license plate denial. The current e-ticketing, online and phone payment system (ParkSmart) is over 10 years old and at end of life. The City was recently notified by ParkSmart that it will no longer be supporting this platform as of July 2019. It is currently used only for parking violations, which generates approximately \$3M annually in parking violation revenues for the City; however, to scale up to full implementation of AMPs, the City requires updating of the current system to accommodate prosecution of all regulatory by-laws. Municipalities have had provincial court time reduced in the past two years. Markham is down to 6 days/yr of court time. A new e-ticket platform will allow the City to issue all notices, collect fine revenue and will permit online screening which is a significant customer service improvement. A new system will also provide improved analytics and data collection to optimize current resources. Not replacing the current system will create the risk of a complete program shut-down. All electronic processes currently facilitated through the platform will have to revert back to manual methods, including the issuance of penalty notices. This method will require significant additional human resources to manually input and track approximately 4000 penalty notices per month and facilitate all of the required administrative tasks associated with the prosecution of offences.

BUILDING MARKHAM'S FUTURE TOGETHER: Exceptional Services by Exceptional People

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	565,000	0
Internal Charges:	175,300	0
External Consulting:	0	0
Sub Total:	740,300	0
HST Impact:	9,944	0
Total Project Cost:	750,200	0

NOTES

The cost validation for this project is based on a business proposal and quote received from a potential vendor for initial start up and \$75,000 annually thereafter for maintenance fees for software, hosting and consumables. \$175,300 has been added for 1 contract resource for 1.5 years for project management.

SOURCE(S) OF FUNDING (\$)

Funding Type	Budget	Components					TOTAL	Future Phases
Operating Funded Life Cycle	750,200	0	0	0	0	0	0	
TOTAL FUNDING	750,200						0	

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$75,000	\$0	\$75,000

DCA**Name****Year****Amount****Amount in
Study****Life Cycle**

Amount in Study:

Amount Incl HST

Year in the study

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

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Number: 20060

Project Cost: \$183,200

Project Name: Enterprise Scheduling Software Solution

Commission: Corporate Services

Department: ITS

Project Mgr: Ned Sirry

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

New Asset/Expansion

Useful Life: 5 Pre Approval: ☒

Category: Major

Cost Validation: Third party estimate

Requirement Validation: Other(specify in Notes)

DETAILED DESCRIPTION (SCOPE OF PROJECT):

A scheduling software solution would allow for a streamlined and efficient approach to maintaining both the daily assignment of duties and weekly, bi-weekly, monthly schedules for Citywide uses. It would ensure appropriate coverage and support the allocation of staffing resources across the City. This would be an enterprise solution with provisions to meet requirements for all BU's that require it and planned intergration into existing HRIS systems (ADP). This project supports the City's strategy under Stewardship of Money & Resources. This would increase customer satisfaction, operational excellence, and staff engagement.

BUILDING MARKHAM'S FUTURE TOGETHER: Stewardship of Money & Resources

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	180,000	0	Several BU's have made requests for a scheduling software solution for their individual area - this would result in multiple point solutions, make support difficult, and result in muliple integration points. An Enterprise solution consolidates the point solutions into a corporate standard ensuring consistency across the City of Markham, a single support point, and single integration point with HRIS systems. ADP consultancy is expected for integration needs. (160K software + 20K integration)
Internal Charges:	0	0	
External Consulting:	0	0	
Sub Total:	180,000	0	
HST Impact:	3,168	0	
Total Project Cost:	183,200	0	

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	
Operating Funded Life Cycle	183,200	0	0	0	0	0	0
TOTAL FUNDING	183,200					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$15,000	\$0	\$15,000

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: <input type="text"/>
				Amount Incl HST <input type="text"/>
				Year in the study <input type="text"/>
DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:				
<div></div>				



2020 PROJECT FUNDING REQUEST FORM

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Number: 20023

Project Cost: \$550,000

Project Name: 160 Dudley Avenue Playground and Parking

Commission: Corporate Services

New Asset/Expansion

Department: Asset Management

Useful Life: 25 Pre Approval: ☒

Project Mgr: Renee England

Category: Major

Ward(s): CW ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐

Cost Validation: Recent awards

5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Other(specify in Notes)

DETAILED DESCRIPTION (SCOPE OF PROJECT):

This project is to remove the existing and extensive paving, replace it with a new accessible junior and senior playground, install a reduced amount of paving, sod the remainder and install some new landscaping at the front of the building.

BUILDING MARKHAM'S FUTURE TOGETHER: Engaged, Diverse & Thriving City

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	521,800	0	\$226,000 - Playground, street fence and pathway
Internal Charges:	19,000	0	\$241,770 - Parking
External Consulting:	0	0	\$63,230 - Landscaping
Sub Total:	540,800	0	
HST Impact:	9,184	0	
Total Project Cost:	550,000	0	

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	Playground construction	Parking	Landscaping	Internal Charges	TOTAL
DCA	220,500	203,400	0	0	17,100	220,500
Operating Funded Life Cycle	305,000	0	241,770	63,230	0	305,000
Parks Cash-in-Lieu	24,500	22,600	0	0	1,900	24,500
TOTAL FUNDING	550,000					550,000

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$30,000	\$0	\$30,000

DCA**Name****Year****Amount****Amount in
Study****Life Cycle**

Amount in Study:

Amount Incl HST

Year in the study

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

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Number: 20079

Project Cost: \$490,600

Project Name: Parking Lot Light Replacement

Commission: Corporate Services

Repair/Replace

Department: Asset Management

Useful Life: 25

Pre Approval: ☒

Project Mgr: Khwaja Waker

Category: Major

Cost Validation: Internal peer review

Requirement Validation: Condition assessment

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

DETAILED DESCRIPTION (SCOPE OF PROJECT):

This work allows for replacement of the parking lot light poles including underground wiring and fixture at City owned properties. Poles for replacement are identified through another program (Parking Lot light Inspection) that occurs every 5 years to meet illumination standards for safety and liability. Poles and fixtures are audited once every 5 years to identify the poles/fixtures to be replaced through this program.

BUILDING MARKHAM'S FUTURE TOGETHER: Stewardship of Money & Resources

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	472,100	0	\$480,400 Citywide parking lot light poles, fixtures and underground cable replacement, incl. Milliken Mills CC (1987) \$10,200 Internal Chargeback Amount requested is consistent with 2019 Life Cycle Reserve Study.
Internal Charges:	10,200	0	
External Consulting:	0	0	
Sub Total:	482,300	0	
HST Impact:	8,309	0	
Total Project Cost:	490,600	0	

SOURCE(S) OF FUNDING (\$)	Components					TOTAL	Future Phases
Funding Type	Budget	Parking lot light replacement	Internal Chargeback				
Operating Funded Life Cycle	490,600	480,400	10,200	0	0	490,600	0
TOTAL FUNDING	490,600					490,600	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA Name	Year	Amount	Amount in Study	Life Cycle
				Amount in Study: 1,903,300
				Amount Incl HST 490,600
				Year in the study

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

SAM LC program for 2020 is \$1.778M of \$1.903M - Corp Security \$701.7K, Parking Lot light \$490.6K, Backflow Prevention \$20.4K, Bldg. Condition Audit \$144K, Bldg Envelope \$56.1K, Accessibility \$137.7K, Designated Substances \$69.4K & PVC Salt Dome Demolition supplement \$158K.



2020 PROJECT FUNDING REQUEST FORM

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Number: 20127

Project Cost: \$18,100

Project Name: Heintzman House Floor Refinishing

Commission: Community & Fire Services

Repair/Replace

Department: Recreation Services

Useful Life: 12

Pre Approval: ☒

Project Mgr: Martin Barrow

Category: Minor

Cost Validation: Recent awards

Ward(s): CW ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

This project is to sand and recoat the existing hardwood flooring in the Banquet Hall, Crookshank Room, Bridal Suite, Childrens Room 2nd floor, and Grooms Room at Heintzman House. In order to preserve the floor's appearance and continue to make the space attractive to customers, staff recommends refurbishing the floor. Their will be 4,900 sq ft of floor being refurbished

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	17,800	0
Internal Charges:	0	0
External Consulting:	0	0
Sub Total:	17,800	0
HST Impact:	313	0
Total Project Cost:	18,100	0

NOTES
The existing wood flooring was installed in 1930 and is original to the Heintzman house. The amount requested is consistent with recent staff award plus inflation. \$3.69/sqft x 4900 sqft = \$18,100

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	
Operating Funded Life Cycle	18,100	0	0	0	0	0	0
TOTAL FUNDING	18,100					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 58,800
				Amount Incl HST 18,100
				Year in the study 2020

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

Life Cycle includes: Boiler \$24k, Fireplace \$7.8k (reduced from \$8k), Floor refinishing \$19.9k, Kitchen Stove \$8.1k



2020 PROJECT FUNDING REQUEST FORM

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Number: 20139

Project Cost: \$597,100

Project Name: Milliken Mills C.C. Lobby Enhancement

Commission: Community & Fire Services

Repair/Replace

Department: Recreation Services

Useful Life: 15 Pre Approval: ☒

Project Mgr: Ryan Hanna

Category: Minor

Ward(s): CW ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐

Cost Validation: Internal peer review

5 ☐ 6 ☐ 7 ☐ 8 ☒

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

This project is to add accessibility improvements and enhanced features and amenities to the main lobby and library areas at Milliken Mills C.C.. All features and amenities in the main lobby and library entrance area are original and were installed in 1989. The facility is outdated and its features and amenities need to be redesigned and replaced. Staff have experienced numerous issues with replacing and repairing parts and components (IE: Tiles), many of which are no longer in production. This project will also add additional accessibility improvements to support community needs.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	586,746	0	To update the main lobby area, this project includes the redesign of the main lobby area, replace existing quarry tile, paint main lobby, replace library entrance with accessible doors and update existing washrooms. These features and amenities were installed in 1989. A condition assessment on these items in the lobby and library area indicate replacement is warranted. The amount requested was validated by an internal peer review conducted by Asset Management.
Internal Charges:	0	0	
External Consulting:	0	0	
Sub Total:	586,746	0	
HST Impact:	10,327	0	
Total Project Cost:	597,100	0	

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	Quarry tile	Consulting	Permits	TOTAL	Future Phases
Gas Tax	526,600	0	0	0	0	0
Operating Funded Life Cycle	70,500	48,500	12,000	10,000	70,500	0
TOTAL FUNDING	597,100				70,500	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 1,483,700
				Amount Incl HST 70,500
				Year in the study 2020
DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:				
Life Cycle includes: Scoreboard \$15.4k, Floor Machine \$22.5k, Heat Exchanger \$14.8k, Bleacher Heaters \$24.4k, Arena Foundation \$901.9k, Arena Board \$223.9k, Arena Paint \$8k, Furnace \$103.8k, Bleachers Seating \$29.2k, Flooring \$119.7k, Mixing Values \$4k (deferred), Filter Pump \$3k (deferred), Life Safety Monitor \$5k (deferred), Kitchen Equipment \$8k (deferred)				



2020 PROJECT FUNDING REQUEST FORM

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Number: 20158

Project Cost: \$250,600

Project Name: Recreation Lighting Project Replacement

Commission: Community & Fire Services

Repair/Replace

Department: Recreation Services

Useful Life: 10 Pre Approval: ☒

Project Mgr: Ryan Hanna

Category: Minor

Ward(s): CW ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒

Cost Validation: Third party estimate

5 ☒ 6 ☒ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

This project is to replace lighting in the Library at Angus Glen C.C, the gymnasium and pool change room at Cornell C.C, the pool change rooms at Centennial C.C, the interior and exterior lighting at the Pingle House.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	246,300	0	A condition assessment of the lighting indicates replacement is warranted. E3: This replacement will result in annual cost savings in 2021, Cornell \$14,322, Centennial \$5,041, Angus Glen \$33,562 for a total of \$52,926. In 2020, annual savings will be : Centennial \$ 2,520, Angus Glen \$ 16,781, Cornell \$ 14,322 for a total of \$33,623. Payback for Centennial 2.5 yrs, Cornell 3.3 yrs, Angus Glen 4.9 yrs. The cost is consistent with recent staff award plus inflation.
Internal Charges:	0	0	
External Consulting:	0	0	
Sub Total:	246,300	0	
HST Impact:	4,335	0	
Total Project Cost:	250,600	0	

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget	Cornell	Centennial	Angus Glen	Pingle House	TOTAL	Future Phases
Operating Funded Life Cycle	250,600	47,590	15,000	151,200	36,810	250,600	0
TOTAL FUNDING	250,600					250,600	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	-\$33,623	\$0	-\$33,623

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 2,470,400
				Amount Incl HST 250,600
				Year in the study 2020

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

Life Cycle Statement: Cornell \$47,590, Centennial \$15,000, Angus Glen \$151,200, Pingle House \$36,810.



2020 PROJECT FUNDING REQUEST FORM

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Number: 20176

Project Cost: \$2,796,600

Project Name: Library Collections

Commission: Community & Fire Services

Department: Markham Public Library

Project Mgr: Catherine Biss

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Repair/Replace

Useful Life: 7

Pre Approval: ☒

Category: Annual

Cost Validation: Recent awards

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Collections are the Library's main product and are used heavily by the public, which expects currency. This requires ongoing acquisition of new materials, including those in print and non-print formats and non-English language materials, which are in high demand in Markham. In a 2016 survey of 1,400 residents, 97% indicated that it was important that MPL provides books and valued borrowing materials as the #1 Library service.

BUILDING MARKHAM'S FUTURE TOGETHER: Exceptional Services by Exceptional People

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	2,748,208	0	Preliminary allocations (includes processing) as follows: Books & Subscriptions \$970K / Audio-visual \$365K / French \$25K / Multilingual \$300K / Microfilms \$3.6K / Periodicals \$100K / Electronic Resources \$760K / Processing Supplies \$230K. (Figures subject to revision based on material availability, customer needs and final Library review.) 25% of funding (excl. processing costs) devoted to non-English materials (i.e. Multilingual, French). Cost for replacement of existing E-Resources (when invoiced in USD) based on exchange rate of 1.35.
Internal Charges:	0	0	
External Consulting:	0	0	
Sub Total:	2,748,208	0	
HST Impact:	48,368	0	
Total Project Cost:	2,796,600	0	

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	Collection			TOTAL	
Operating Funded Life Cycle	2,796,600	2,796,600	0	0	0 2,796,600	0
TOTAL FUNDING	2,796,600				2,796,600	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 2,753,400
				Amount Incl HST 2,796,600
				Year in the study 2020

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

The life cycle amount is based on the latest Library collections contract and is consistent with the 2019 Life Cycle Reserve Study; USD exchanged rate updated from 1.30 to 1.35 based on June 2019 forecast.



2020 PROJECT FUNDING REQUEST FORM

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Number: 20197

Project Cost: \$1,017,600

Project Name: Block Pruning Initiative - Year 1 of 3

Commission: Community & Fire Services

Department: Operations - Parks

Project Mgr: Miles Peart

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Repair/Replace

Useful Life: 0 Pre Approval: ☒

Category: Major

Cost Validation: Third party estimate

Requirement Validation: Visual inspection

DETAILED DESCRIPTION (SCOPE OF PROJECT):

3 year capital project to prune City trees proactively to improve storm damage resistance and reduce residents complaints which currently are over 2,700 per year.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	1,000,000	2,000,000
Internal Charges:	0	0
External Consulting:	0	0
Sub Total:	1,000,000	2,000,000
HST Impact:	17,600	35,200
Total Project Cost:	1,017,600	2,035,200

NOTES

The City owns approximately 100,000 street trees. This program will address proactive street tree pruning of 23,333 trees per year through contracted services. Once the 70,000 trees have been pruned the remaining 30,000 trees will be addressed as part of the regular operating budget, which will need to be increased by \$150,000 starting 2023. Currently, the tree inventory is not in a state of good repair & backlog led to this proactive approach to updating the asset.

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	Future Phases
Tax	1,017,600	0	0	0	0	0	2,035,200
TOTAL FUNDING	1,017,600					0	2,035,200

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$150,000	\$0	\$150,000

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				Amount in Study: <input type="text"/>
				Amount Incl HST <input type="text"/>
				Year in the study <input type="text"/>

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

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Number: 20209

Project Cost: \$139,800

Project Name: Pathways Resurfacing

Commission: Community & Fire Services

Department: Operations - Parks

Project Mgr: Scott Grieve

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Repair/Replace

Useful Life: 15 Pre Approval: ☒

Category: Minor

Cost Validation: Recent awards

Requirement Validation: Visual inspection

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Paving and repairs of pathways at various parks and locations. These locations are prone to wear and tear and washouts following heavy rain and flooding. Paving will help to alleviate this problem. Locations will be assessed and determined based on condition assessment in spring. Staff will investigate environmental options for future considerations.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	137,400	0	Locations subject to condition assessment.
Internal Charges:	0	0	2020 Locations include Cricklewood Park, Huntington Park and Markham Green Golf Club.
External Consulting:	0	0	There is no substantial backlog and the pathways are in a state of good repair.
Sub Total:	137,400	0	Amount requested is consistent with the 2019 Life Cycle Reserve Study update.
HST Impact:	2,418	0	
Total Project Cost:	139,800	0	

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	Phases
Operating Funded Life Cycle	139,800	0	0	0	0	0	0
TOTAL FUNDING	139,800					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 139,800
				Amount Incl HST 139,800
				Year in the study 2020

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

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Number: 20210

Project Cost: \$841,900

Project Name: Playstructure Replacement

Commission: Community & Fire Services

Repair/Replace

Department: Operations - Parks

Useful Life: 17 Pre Approval: ☒

Project Mgr: Scott Grieve

Category: Minor

Cost Validation: Recent awards

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Replacement of playground equipment, as required, to maintain the current standards (CSA - Canadian Standards Association CAN/CSA-Z614-07. Children's Playspaces and Equipment"). There are 15 locations to be replaced in 2020 (see attached schedule).

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	827,300	0	Locations are subject to change based on condition assessment.
Internal Charges:	0	0	Funding amount changes every year based on life cycle
External Consulting:	0	0	replacement of specific playstructures. Funding may be reallocated within the components of the project.
Sub Total:	827,300	0	There is no substantial backlog upon completion of the 2020 project. Assets are in a state of good repair.
HST Impact:	14,560	0	Milliken Mills playground structure will be accelerated to 2021 to coincide with the Milliken Mills rubberized surface which has been deferred to 2021 from 2020.
Total Project Cost:	841,900	0	Amount requested is consistent with the 2019 Life Cycle Reserve

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	
Operating Funded Life Cycle	841,900	0	0	0	0	0	0
TOTAL FUNDING	841,900					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 841,900
				Amount Incl HST 841,900
				Year in the study 2020
DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:				



2020 PROJECT FUNDING REQUEST FORM

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Number: 20228

Project Cost: \$330,400

Project Name: German Mills Meadow Environmental Monitoring Program

Commission: Community & Fire Services

Repair/Replace

Department: Operations - Utility Inspection & Survey

Useful Life: 0 Pre Approval: ☒

Project Mgr: Robert Maritzel

Category: Major

Ward(s): CW ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐

Cost Validation: Recent awards

5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Legislative compliance

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Hire a consultant for the management of the German Mills Meadow and Natural Habitat includes condition assessment, monitoring systems to ensure that appropriate protection is provided to abutting properties and German Mills Creek. This request is to hire a consultant to monitor for 3 years (2020-2023) to ensure methane gas concentrations are below MOE (Ministry of Environment) compliance levels and German Mills Creek is not adversely affected by the leachate.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	0	0	This project is required every 3 years. Amount requested is consistent with the 2019 Life Cycle Reserve Study update.
Internal Charges:	0	0	
External Consulting:	324,700	0	
Sub Total:	324,700	0	
HST Impact:	5,715	0	
Total Project Cost:	330,400	0	

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget					TOTAL	Phases
Operating Funded Life Cycle	330,400	0	0	0	0	0	0
TOTAL FUNDING	330,400					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: 330,400
				Amount Incl HST 330,400
				Year in the study 2020
DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:				
<div></div>				



2020 PROJECT FUNDING REQUEST FORM

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Number: 20239

Project Cost: \$2,190,800

Project Name: Streetlight Poles & Cable Replacement (Varley Village)

Commission: Community & Fire Services

Repair/Replace

Department: ES - Infrastructure

Useful Life: 60

Pre Approval: ☒

Project Mgr: Prathapan Kumar

Category: Major

Ward(s): CW ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐

Cost Validation: Recent awards

5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Replacement of aged underground streetlight cables and non-standard galvanized short street poles in Varley Village Area (refer to attached map).

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	1,790,957	0	This project includes replacement of aged underground streetlight cables and non-standard short galvanized streetlight poles (approx. 120-140 poles based on design outcome). Unit cost is consistent with recent award plus inflation. Amount requested is consistent with 2019 Life Cycle Reserve Study Update. Energy savings due to LED fixtures is \$7,260/year.
Internal Charges:	0	0	
External Consulting:	362,000	0	
Sub Total:	2,152,957	0	
HST Impact:	37,892	0	
Total Project Cost:	2,190,800	0	

SOURCE(S) OF FUNDING (\$)		Components					Future Phases
Funding Type	Budget	Design + CA	Construction			TOTAL	
Operating Funded Life Cycle	2,190,800	368,371	1,822,429	0	0	2,190,800	0
TOTAL FUNDING	2,190,800					2,190,800	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	-\$7,260	\$0	-\$7,260

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				Amount in Study: 2,190,900
				Amount Incl HST 2,190,900
				Year in the study 2026

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

These streetlight poles and cables were originally scheduled for replacement between 2026-2032. However, it has been accelerated due to condition assessment. 2020 Life Cycle will be updated to reflect the changes.



2020 PROJECT FUNDING REQUEST FORM

Page 67 of 237 **33**Number: **20245**Project Cost: **\$607,200**Project Name: **Structures Rehabilitation (5 Structures) - Design & Const.**Commission: **Community & Fire Services**

Repair/Replace

Department: **ES - Infrastructure**Useful Life: **15**Pre Approval: ☒Project Mgr: **Prathapan Kumar**Category: **Major**Ward(s): CW ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☐Cost Validation: **Multiple(specify)**5 ☒ 6 ☐ 7 ☐ 8 ☐Requirement Validation: **Condition assessment****DETAILED DESCRIPTION (SCOPE OF PROJECT):**

Design and construction for rehabilitation of 5 structures (4 pedestrian bridges and 1 culvert). P005: Pomona Mills Park 95m W/Park Brook Rd; P012: Markham Civic Centre 15m W/Warden Ave; P083: Apple Creek North Park 60m NW/ Hoodview Ct.; P091: Toogood Pond 140m S/ Normandale Rd and Delhi Cres.; C089: Bur Oak Ave 245m E/Hwy 48. See attached map for locations.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	446,700	0	This project includes rehabilitation of 5 structures (P005, P012, P083, P091, C089). Operations is responsible for preventative maintenance on bridges/culverts such as minor grading, patching, sealing of bridge approaches and decks, and siltation removal from culverts, while Env. Services is responsible for its inspection/rehabilitation and replacement. Cost Validation: Recent award and external reviews. Amount requested is consistent with 2019 life Cycle reserve Study Update.
Internal Charges:	0	0	
External Consulting:	150,000	0	
Sub Total:	596,700	0	
HST Impact:	10,502	0	
Total Project Cost:	607,200	0	

SOURCE(S) OF FUNDING (\$)		Components				Future Phases
Funding Type	Budget	Design + CA	Construction			TOTAL
Operating Funded Life Cycle	607,200	152,640	454,560	0	0	607,200
TOTAL FUNDING	607,200					607,200

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				
				Amount in Study: <input type="text" value="607,200"/>
				Amount Incl HST <input type="text" value="607,200"/>
				Year in the study <input type="text" value="2020"/>
DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:				
<div></div>				



2020 PROJECT FUNDING REQUEST FORM

Number: 20252

Project Cost: \$10,868,900

Project Name: West Thornhill Flood Control Implementation - Ph 3A Cons.

Commission: Community & Fire Services

Repair/Replace

Department: ES - Stormwater

Useful Life: 100 Pre Approval: ☒

Project Mgr: Jawaid Khan

Category: Major

Cost Validation: External peer review

Ward(s): CW ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Other(specify in Notes)

DETAILED DESCRIPTION (SCOPE OF PROJECT):

To continue with the flood remediation program in the West Thornhill area based on Class EA study recommendations. This budget request is for upgrading the storm sewer pipes in Phase 3A area. Program is as follows:

- Est. West Thornhill program cost - \$77.9M (as of June 2014)
- Previous budget approved (up to Phase 2D) represents up to \$56.1M which is 72% of the West Thornhill program cost (planned completion by 2025).

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	10,100,000	7,115,850
Internal Charges:	392,221	1,850,956
External Consulting:	195,497	1,748,400
Sub Total:	10,687,718	10,715,206
HST Impact:	181,201	156,011
Total Project Cost:	10,868,900	10,871,200

NOTES

Req. Validation: Council direction to upgrade the storm sewer system in West Thornhill to 100 year level protection. Internal charges include associated staff recoveries. External charges include contract administration. The City will receive 40% (\$4.19M) through a Federal Grant (see life cycle section for more details). Net cost to the City will be \$6.29M (60%).

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	CA	Construction	Internal staff	TOTAL	
Gas Tax	2,000,000	0	2,000,000	0	2,000,000	0
Reserve Fund	8,868,900	198,938	8,277,741	392,221	8,868,900	10,871,200
TOTAL FUNDING	10,868,900				10,868,900	10,871,200

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				Amount in Study: <input type="text"/>
				Amount Incl HST <input type="text"/>
				Year in the study <input type="text"/>

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:

\$2M is funded through gas tax and remaining \$8.9M is funded through stormwater fee. 40% of the cost (excluding internal charges) will be reimbursed through Disaster Mitigation and Adaptation Fund (DMAF) received from the Federal Government (\$48.64M) over 10 years for:

a)West Thornhill Flood Control Implementation – Phases 3 & 4 (Project cost: \$62.5M)

b)Don Mills Channel (Project cost: \$56.0M)

c)Thornhill Community Centre (\$1.1M) and Gynwood Storm Sewer Upgrades (Project cost: \$2.0M)



2020 PROJECT FUNDING REQUEST FORM

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Number: 20256

Project Cost: \$437,100

Project Name: CI Watermain Rehabilitation - Design

Commission: Community & Fire Services

Repair/Replace

Department: ES - Waterworks

Useful Life: 0

Pre Approval: ☒

Project Mgr: Jawaid Khan

Category: Minor

Cost Validation: Recent awards

Ward(s): CW ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Detailed design for rehabilitation of cast iron (CI) watermain with CIPP (Cured-in-place pipe) liner at various locations (refer to attached map). CIPP relining is considered for this section as John Street is a heavy traffic street and the watermain is located close to the curb line.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	0	5,426,800
Internal Charges:	143,000	0
External Consulting:	289,042	0
Sub Total:	432,042	5,426,800
HST Impact:	5,087	95,512
Total Project Cost:	437,100	5,522,300

NOTES

This is an annual program (Phase 3a of 15; ending in 2032). Total CI Watermain: 54.1 km. As part of the CI watermain replacement program, 92% of aged CI watermain will be replaced with PVC and 8% will be rehabilitated with CIPP liner. This request is for design of CIPP relining of 4.2 km (8%) of CI watermain. Construction and contract administration costs (Phase 3b) will be requested through 2021 capital budget request.

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	Design	Internal staff	TOTAL		
Waterworks	437,100	294,100	143,000	0	0	437,100
TOTAL FUNDING	437,100					5,522,300

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				Amount in Study: <input type="text"/>
				Amount Incl HST <input type="text"/>
				Year in the study <input type="text"/>

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

Number: 20258

Project Cost: \$5,897,500

Project Name: CI Watermain Replacement-West Thornhill Ph 3A

Commission: Community & Fire Services

Repair/Replace

Department: ES - Waterworks

Useful Life: 90 Pre Approval: ☒

Project Mgr: Jawaid Khan

Category: Major

Cost Validation: Recent awards

Ward(s): CW ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒
5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Condition assessment

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Replacement of cast iron (CI) watermain that have reached end of the service life and to upgrade the sanitary sewer (Refer to attached map). As part of the cast iron watermain replacement program, aged cast iron watermain (current age 58 years; service life 60 years) will be replaced with the PVC watermain (1.8 km) with a service life of 90 years.

BUILDING MARKHAM'S FUTURE TOGETHER: Safe & Sustainable Community

PROJECT COSTS (\$)	2020	Future Phases
Cost/Quote:	5,600,000	0
Internal Charges:	0	0
External Consulting:	195,497	0
Sub Total:	5,795,497	0
HST Impact:	102,001	0
Total Project Cost:	5,897,500	0

NOTES

Total CI watermain inventory: 54.1 km as of 2019
All CI watermain will be replaced by the year 2032. There is no backlog in the watermain replacement program.

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	Construction	CA	TOTAL		
Waterworks	5,897,500	5,698,562	198,938	0	0	5,897,500
TOTAL FUNDING	5,897,500					0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				Amount in Study: <input type="text"/>
				Amount Incl HST <input type="text"/>
				Year in the study <input type="text"/>

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

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Number: 20265

Project Cost: \$15,300

Project Name: Wastewater System Instruments - Replacement

Commission: Community & Fire Services

Repair/Replace

Department: ES - Waterworks

Useful Life: 6 Pre Approval: ☒

Project Mgr: Henk Bouhuyzen

Category: Minor

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐

Cost Validation: Internal peer review

5 ☐ 6 ☐ 7 ☐ 8 ☐

Requirement Validation: Other(specify in Notes)

DETAILED DESCRIPTION (SCOPE OF PROJECT):

To replace 3 of 5 uninterrupted power supply (UPS) based on condition assessment and 5 industrial computers (IPC) with Microsoft Windows Operating systems (OS7) at the 5 pumping stations. OS7 will no longer be supported by Microsoft in 2020 and will not be producing or supplying any security patches for the operating system.

BUILDING MARKHAM'S FUTURE TOGETHER: Stewardship of Money & Resources

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	15,000	0	The remaining 2 UPS do not require replacement based on condition assessment.
Internal Charges:	0	0	
External Consulting:	0	0	
Sub Total:	15,000	0	
HST Impact:	264	0	
Total Project Cost:	15,300	0	

SOURCE(S) OF FUNDING (\$)	Components					Future Phases
Funding Type	Budget	IPCs	UPS units	TOTAL		
Waterworks	15,300	9,160	6,140	0	0	15,300
TOTAL FUNDING	15,300					0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA/LIFE CYCLE DETAILS

DCA	Year	Amount	Amount in Study	Life Cycle
Name				Amount in Study: <input type="text"/>
				Amount Incl HST <input type="text"/>
				Year in the study <input type="text"/>

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



2020 PROJECT FUNDING REQUEST FORM

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Number: 20268

Project Cost: \$2,225,400

Project Name: Corporate Capital Contingency

Commission: Corporate Wide

Department: Corporate Wide

Project Mgr:

Ward(s): CW ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐
5 ☐ 6 ☐ 7 ☐ 8 ☐

New Asset/Expansion

Useful Life: 0 Pre Approval: ☒

Category:

Cost Validation:

Requirement Validation:

DETAILED DESCRIPTION (SCOPE OF PROJECT):

Total amount of contingency for 2020 applicable capital projects.

BUILDING MARKHAM'S FUTURE TOGETHER:

PROJECT COSTS (\$)	2020	Future Phases	NOTES
Cost/Quote:	2,225,400	0	Other External Funding breakdown:
Internal Charges:	0	0	\$45,900 funded from Pan Am building construction projects
External Consulting:	0	0	\$19,300 Waterworks
Sub Total:	2,225,400	0	\$13,700 Region of York
HST Impact:	0	0	
Total Project Cost:	2,225,400	0	

SOURCE(S) OF FUNDING (\$)	Components						Future Phases
Funding Type	Budget	TOTAL					Phases
DCA	1,418,050	0	0	0	0	0	0
Non-DC Growth	21,630	0	0	0	0	0	0
Operating Funded Life Cycle	425,365	0	0	0	0	0	0
Other External	160,480	0	0	0	0	0	0
Other Internal	170,415	0	0	0	0	0	0
Tax	29,460	0	0	0	0	0	0
TOTAL FUNDING	2,225,400					0	0

OPERATING BUDGET IMPACT	Personnel	Non Personnel	Revenues	Expenditures/(Revenues)
	\$0	\$0	\$0	\$0

DCA**Name****Year****Amount****Amount in
Study****Life Cycle**

Amount in Study:

Amount Incl HST

Year in the study

DCA and/or Life Cycle: Explain if there is a change in the year and/or cost:



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: Delegation of Authority to Chief Administrative Officer
During the 2019 Summer Recess

PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

- 1) That the report entitled “Delegation of Authority to Chief Administrative Officer During the 2019 Summer Recess” be received; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To inform Council of items authorized by the Chief Administrative Officer during the annual Council summer break between the last meeting in June or July and the next regular Council meeting as per By-law 4-2000 and By-law 2017-8.

Delegation under By-law 4-2000 authorizes the Chief Administrative Officer to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City’s Purchasing By-law and which are within budget as approved by Council;

Delegation under By-law 2017-8

“Contract Award Process – Election Year and/or Recess Periods twenty-one (21) days in which there is no scheduled Council meeting, the CAO and Treasurer shall have the authority to award Contracts that cannot, in the opinion of the CAO, be delayed until the next regular meetings of the General Committee and Council.

The CAO authorized the following:

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	148-T-19 - Morgan Pool Facility Revitalization-Construction	Lowest Priced Bidder	CS
2	Safe & Sustainable Community	028-T-19 CCTV Inspection of Storm, Sanitary Sewers and Sanitary Laterals	Lowest Priced Bidder	C&FS

#1

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	148-T-19 - Morgan Pool Facility Revitalization-Construction
Date:	August 16, 2019

BID INFORMATION

Bid closed on	July 30, 2019
Number picking up document	15
Number responding to bid	11

BACKGROUND

Scope of work includes construction of new splash pad, universal change rooms, service building, driveway, parking lot, and landscaping. The foundation & underground works will commence upon award and the building & site works will be completed by May 2020, prior to outdoor pool season.

As per Procurement By-law 2017-8, when awarding a contract greater than \$350,000 with a budget shortfall, Council retains the authority to award such contract. However, since the next Council meeting will not be held until on September 24, 2019 and delaying the award of the contract until this date would negatively affect the schedule and the completion for the summer of 2020 would not be achievable.

Staff recommend awarding the contract to the vendor immediately to allow for foundation and underground work to proceed this fall, 2019. With the building constructed over the winter/spring seasons, the community should be able to use the pool during the summer of 2020 without missing an outdoor pool season.

Accordingly, the following clause within the Procurement By-law 2017-8 will be relied upon to award the contract immediately. "Contract Award Process – Election Year and/or Recess Periods twenty-one (21) days in which there is no scheduled Council meeting, the CAO and Treasurer shall have the authority to award Contracts that cannot, in the opinion of the CAO, be delayed until the next regular meetings of the General Committee and Council. A written report shall be submitted by the Treasurer at the next meeting of the General Committee detailing all Contract Awards made during any recess period."

RECOMMENDATION

Recommended bidder	Van Horne Construction Ltd. (lowest priced bidder)	
Current budget available	\$2,450,400.00	70-6150-19138-005 Morgan Pool Revitalization-Construction Ph. 2
Less cost of award	\$2,645,140.28	Cost of Award*
	\$ 251,288.33	Contingency (9.5%)
	\$2,896,428.61	Total Award
Budget remaining after this award	(\$ 446,028.61)	**

*Bid included cash allowance of \$30,528.00 for testing inspection, utilities connection, air balancing, designated substance abatement and signage.

**The shortfall is due to 1) \$312,000 in unplanned site works that were not included within the budget; 2) \$147,000 for inflation as the budget estimate is 3 years old, and; 3) market pricing. The project budget was established in 2017 for phase 1 execution of the design in 2018 and construction in 2019. The shortfall will be funded from Parks Development Charges.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no impact to operating budget. The life cycle reserve study will be revised to reflect the higher replacement cost during the next life cycle reserve update in 2020.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#2

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	028-T-19 CCTV Inspection of Storm, Sanitary Sewers and Sanitary Laterals
Date:	June 11, 2019

BID INFORMATION

Bid closed on	May 16, 2019
Number picking up document	6
Number responding to bid	5

BACKGROUND

This project is to assess the conditions of the storm/sanitary sewers and sanitary laterals within the City's right-of-way in order to identify the required rehabilitation/replacement needs. In the next 3 years, this project will address 222 kilometres (km) of storm sewers out of 923 km, 238 km of sanitary sewers out of 918 km and 13,815 sanitary laterals out of estimated 53,505 owned by the City.

The project includes the following:

- Flush and clean storm/ sanitary sewer pipes and sanitary laterals
- Carry out CCTV inspection video of storm / sanitary sewers and sanitary laterals, using truck-mounted CCTV insertion camera and certified access database and software
- Where debris or obstruction are encountered, flush and clean sewer pipes; resume or repeat CCTV inspections;

RECOMMENDATION

Recommended bidder	Infrastructure Intelligence Services Inc. (lowest priced bidder)	
Current budget available	\$ 219,896.00	750-101-5399-19225 Storm & Sanitary Sewers Inspection Program
	\$ 170,800.00	760-101-5399-19248 Sanitary Sewers - Laterals Inspection
	\$ 92,603.00	760-510-5300 Sanitary Sewer Flushing
	\$ 483,299.00	Total Budget Available
Less cost of award	\$ 469,658.02	Year 1 (2019) Cost of Award
	\$ 46,965.80	Year 1 (2019) Contingency (10%)
	\$ 516,623.82	Year 1 (2019) Award Incl. of HST & Contingency (10%)
	\$1,534,312.35	Year 2 (2020) Award Incl. of HST & Contingency (10%) *
	\$1,369,128.39	Year 3 (2021) Award Incl. of HST & Contingency (10%) *
	\$3,420,064.56	Total Award (Years 1-3) Incl. of HST & Contingency
Budget remaining after this award	(\$ 33,324.82)	** (\$483,299.00 - \$516,623.82)

*2020 and 2021 awards will be subject to Council approval of the annual capital budgets. Note, that starting 2020, this award will be fully funded from a capital budget. Prices are fixed per bid submission, however, quantities of km's increase in 2020 and 2021.

** The shortfall will be funded from the Non-DC Capital Contingency fund in the amount of \$5,593.00 and the Waterworks Capital Contingency Fund in the amount of \$27,731.82. The shortfall is due to under estimating the unit cost for flushing sanitary sewers.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The unit costs for storm, sanitary sewers and sanitary laterals will be updated during the next Life Cycle Reserve Study. Starting in 2020, the Waterworks operating budget for sanitary sewer flushing in the amount of \$92,603 will be reallocated to the Waterworks Life Cycle Reserve Study and included in a capital budget.

ENVIRONMENTAL CONSIDERATIONS

Proactive inspection and planning of repairs will reduce risks and liabilities associated with sewer failures and backups caused by roots, built-up of calcite and structural defects such as cracks, fractures or collapsed pipes.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT:	Development Charges Redevelopment Credit – 8330 Woodbine Avenue
PREPARED BY:	Kevin Ross, Manager Development Finance & Payroll, ext. 2126
REVIEWED BY:	Francesco Santaguida, Assistant City Solicitor, ext. 3580

RECOMMENDATION:

1. That the report entitled, “Development Charges Redevelopment Credit – 8330 Woodbine Avenue” be received; and,
2. That Council authorize staff to provide a redevelopment credit estimated at \$519,371.56 to Hanisha Incorporated and Lodson Investment Corp. at 8330 Woodbine Avenue in advance of the full demolition of the existing site; and,
3. That Council authorize the Mayor and City Clerk to execute an agreement pursuant to section 27 of the *Development Charges Act, 1997*, as amended, to secure the advance of the redevelopment credit based on the provision of a letter of credit in the amount of the redevelopment credit and the further principles set out in this report, all to the satisfaction of the Treasurer and the City Solicitor, or their delegates; and further,
4. 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 obtain Council’s authorization to provide Hanisha Incorporated and Lodson Investment Corp. (the “Owners”) with a redevelopment credit, in advance, for their Phase 2 demolition of the existing Comfort Inn hotel located at 8330 Woodbine Avenue.

The demolition is necessary for the Owners to redevelop the property and conform with parking requirements, as they construct a new hotel as a replacement for the existing Comfort Inn.

BACKGROUND:

The Owners approached City staff regarding their plans to redevelop the site at 8330 Woodbine Avenue (which is currently occupied by the 5,917.30 m²/63,693.29 sq. ft. Comfort Inn hotel), to build a new seven storey hotel with an approximate area of 11,874.50 m² (127,816.07 sq. ft.). The Owners have indicated that they intend to build an office building on this site in the future.

In order to maintain continuity of its operations while the construction takes place, the Owners propose a two-phase demolition of the existing Comfort Inn hotel (see Appendix A). Phase 1 will see the demolition of that area of the building facing Cochrane Drive (Building A), which will then be replaced by the new seven storey hotel. The area of the building facing Lanark Road (Building B) will remain open during the construction of the new hotel and will be demolished when construction is complete.

In accordance with the Development Charge (“DC”) By-laws, landowners who demolish a building can benefit from a DC redevelopment credit, equivalent to the charge that would be payable on the building, if a replacement building is erected on the same lot within 48 months from the date of demolition approval. Below is the excerpt from the by-laws:

“Despite any other provision of this by-law, where an existing Non-Residential Building, or part thereof, is demolished, a credit against Development Charges otherwise payable pursuant to this by-law for Redevelopment of the lands for Non-Residential purposes shall be applicable, in an amount equal to the Development Charge payable pursuant to this by-law for the same amount of demolished Gross Floor Area and such credit or partial credit shall be applicable only where the Redevelopment has occurred:

- (a) within 48 months from the date that the necessary demolition approval was obtained with documented proof thereof; and*
- (b) on the same lot or block on which the demolished Building was originally located”.*

Landowners undertaking redevelopment of their properties have in the past availed themselves of this credit and the Owners would also like to do the same. The credit is provided after demolition of an existing building and redeemed upon the issuance of a building permit for the replacement building and reduces the DCs payable on the new building.

The Owners have requested to redeem the DC credit at the issuance of the building permit for the seven storey hotel, prior to the Phase 2 demolition

The Owners are demolishing the existing Comfort Inn hotel in two phases, the first phase is estimated to be demolished in September 2019 and the second phase in 18 to 24 months thereafter. DC redevelopment credits are provided after the demolition of a structure so the Owners will be eligible for credits for phase one in September 2019 and for phase two when the structure is removed in the next 18 to 24 months, based on their time estimate.

The Owners have requested to staff that the DC redevelopment credits be provided for both phases when the building permit is issued for the new seven storey hotel and, prior to the Phase 2 demolition. Under the DC by-laws, a redevelopment credit for Phase 1 can be

provided; however, the credit for Phase 2 will be available upon demolition of that section of the building estimated to be in 2021.

OPTIONS/ DISCUSSION:

Based on the contents of the DC By-laws, staff are required to provide the DC redevelopment credits following the demolition of a building and not before.

The Owners have advised that the Phase 2 demolition has to take place in order for the development to meet the parking requirements, and in their opinion, the risk of the remaining building not being demolished as planned is negligible.

Staff can support the request, upon the execution of an agreement with the City and the provision of a letter of credit for the value of the Phase 2 demolition credit

The Owners have advised that if the City agrees to the advance, they would be agreeable to securing the DC redevelopment credit with a letter of credit in the amount of the DCs credited for Phase 2, plus interest. The letter of credit will be held until the new hotel is constructed and the Phase 2 demolition is complete. If the Phase 2 building is not demolished as required, within 30 months from the issuance of the building permit for the seven-storey hotel, then the City will draw on the letter of credit to replenish the DC reserves. However, if the demolition takes place the City will return the letter of credit.

In principle, Staff are amenable to this request. In order to secure this arrangement, staff require Council authority to authorize the advanced provision of the redevelopment credit and the execution of an agreement to that effect. The quantum of the redevelopment credit for Phase 2 is estimated at \$519,372.56 as seen in the chart below. The actual redevelopment credit may vary if, (a) the gross floor area of the Phase 2 demolition, when approved through the Building Department, is different from the 3,401.70m² used in the calculation and (2) there is a change in the DC rate. Staff will include verbiage to account for and protect the City from these possible changes in the agreement with the Owners.

Phase Two Demolition

DC Category	Gross Floor Area (m ²)	DC Rate	Eligible Credit
City Wide Hard	3,401.70	\$ 136.59	\$ 464,638.20
City Wide Soft	3,401.70	\$ 16.09	\$ 54,733.35
			\$ 519,371.56

York Region and the School Boards are conducting their own assessments and will make their own independent decisions based on their by-laws.

FINANCIAL CONSIDERATIONS:

There is minimal financial risk to the City as the redevelopment credit will be secured with a letter of credit, thereby eliminating any risk that the City could face if the demolition does not occur as anticipated.

HUMAN RESOURCES CONSIDERATIONS:

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is consistent with the City's goal of efficient service delivery and supports the City's efforts to enable a strong economy and manage growth, which are the key elements of an Engaged, Diverse and Thriving City.

BUSINESS UNITS CONSULTED AND AFFECTED:

Comments from the Legal Department are included in this report.

RECOMMENDED BY:

Joel Lustig
Treasurer

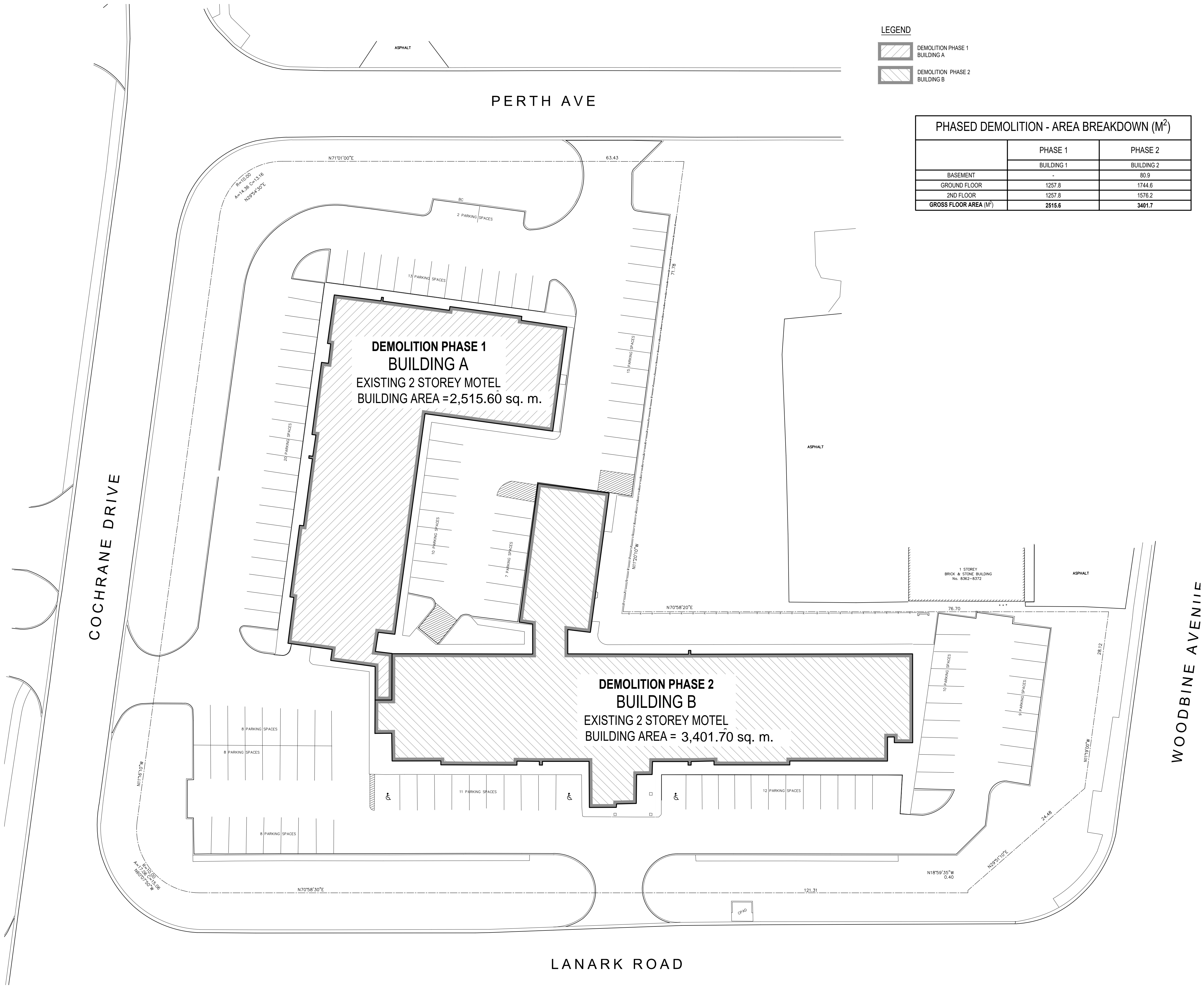
Trinela Cane
Commissioner Corporate Services

ATTACHMENTS:

Appendix A – Comfort Inn Demolition Phases

COMFORT INN DEMOLITION PHASES

APPENDIX A





Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: 2019 July Year-To-Date Review of Operations and Year-end Projection

PREPARED BY: Sandra Skelcher, Senior Manager, Financial Planning and Reporting
Matthew Vetere, Manager, Budgeting

RECOMMENDATION:

1. That the report titled “2019 July Year-To-Date Review of Operations and Year-end Projection” be received; and
2. That the year-end surplus, if any, will be transferred to reserves as per policy in the order outlined below:
 - a. Corporate Rate Stabilization Reserve to top up to a level equivalent to 15% of local tax levies
 - b. Remaining, if any, to the Life Cycle Replacement and Capital Reserve Fund, and, further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Council approved the 2019 annual operating budget of \$395.09M on March 19, 2019 which includes the City’s primary operating budget (including the Library operating budget), Planning & Design operating budget, Engineering operating budget, Building Standards operating budget and Waterworks operating budget.

This report provides an overview of the 2019 July year-to-date operating results comparing actual to budget and a forecast of the year-end results against the annual operating budget.

Primary Operating Budget (Appendix 1)

(Includes Library and winter maintenance, excludes Planning & Design, Engineering, Building Standards and Waterworks)

All figures (actual, budget and variance) reflect the year-to-date July results (January 1 to July 31).

(\$ in millions)	<u>YTD July 2019</u>		<u>Variance</u>	<u>% of</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>	<u>Budget</u>
Revenues	\$185.49	\$182.19	\$3.30	101.8%
Expenses	\$131.16	\$133.86	\$2.70	98.0%
Surplus excluding winter maintenance	\$54.33	\$48.33	\$6.00	
Winter Maintenance	\$8.48	\$7.52	(\$0.96)	
Net surplus including winter maintenance	\$45.85	\$40.81	\$5.04	

City's Surplus excluding winter maintenance

The major variances are outlined in the chart below (\$ in millions):

<u>Revenues</u>	<u>Fav. / (Unfav.)</u>		<u>Expenditures</u>	<u>Fav. / (Unfav.)</u>	
Investment income	\$2.15	M	Salaries & benefits	\$0.49	M
Property tax penalty and interest	\$0.34	M	Corporate contingency	\$0.66	M
Parking fines	\$0.28	M	Utilities and Streetlight hydro	\$0.65	M
Theatre, Art Centre and Museum revenue	\$0.09	M	Professional services/ office supplies/ training/ travel	\$0.25	M
Recreation services revenue	\$0.09	M	Insurance	\$0.21	M
Federal and Provincial grants	\$0.06	M	Operating materials & supplies	\$0.17	M
Legal fees	\$0.04	M	Maintenance & repairs	\$0.10	M
Financial administrative fees	(\$0.18)	M			
Other	\$0.43	M	Other	\$0.17	M
Total	\$3.30	M	Total	\$2.70	M

Winter Maintenance

The 2019 actual winter maintenance expenditures at the end of the July totaled \$8.48M against a budget of \$7.52M, resulting in an unfavourable variance of \$0.96M.

Year-End Projection including year-end accounting accruals and other adjustments

Staff are projecting year-end results at 100.1% of the revenue budget and 97.7% of the expenditure budget.

This will result in a net favourable variance of 1.2% to budget.

Projected Year-End Variance	
	Fav./(Unfav.)
1. Primary operating budget (day-to-day operations)	\$ 5.33 M
2. Year-end accounting accruals and other adjustments	\$ (0.86) M
Total	\$ 4.48 M
3. Winter maintenance unfavourable variance	\$ (1.72) M
Net Surplus	\$ 2.75 M

The main drivers for the projected favourable variance in expenditures include 30 net temporary vacancies, facility and streetlight hydro expenses due to lower than budgeted rates, maintenance and repairs, professional services, office supplies, travel, training, and corporate contingencies. Those are partially offset by unfavourable variances in part-time salaries, fire overtime, advertising and promotion and fuel.

Major contributors to the projected revenue favourability at year-end include higher property tax penalty and interest, parking fines, and cultural venue revenues, offset by unfavourable variances in Recreation mainly due to the shutdown of the Milliken Pool from July to December in 2019.

As discussed through the 2019 budget process and in the Q1 investment income report, the investment income is anticipated to be favourable at year-end due to a higher prime rate which may not be sustainable in future years. Any investment income in excess of the \$11.0M budget will be transferred to reserves. Therefore, the \$2.76M projected favourability has been excluded from the year-end forecast.

The City's year-end accounting accruals and other adjustments include firefighter sick leave, severance and salary continuance, post-retirement benefits, and payroll accruals. The 2019 year-end accounting accruals and other adjustments are projected to be unfavourable by \$0.86M.

Winter Maintenance Operations

Winter maintenance operations is projected to have a year-end unfavourable variance of \$1.72M, using an assumption of 30% unfavourability for the last six weeks of the year based on historical trending.

Planning & Design (Appendix 3)

Actual (\$0.60M) – Budget \$1.29M = Unfavourable variance (\$1.89M)

Year-End Projection:

Planning & Design is projecting a year-end deficit of (\$1.62M) compared to a budgeted surplus of \$2.71M. This will result in a transfer from reserve of \$1.62M. Lower than expected planning fee receipts drive the deficit projection, which is only partially offset

by a projection of favourability in personnel, assuming the continuation of 4 net average vacancies through to year-end.

Engineering (Appendix 4)

Actual (\$0.43M) – Budget \$0.53M = Favourable variance (\$0.96M)

Year-End Projection:

Engineering is expecting the year-to-date deficit to continue down to (\$1.14M) by year-end, compared to a budgeted surplus of \$0.07M. This will result in a transfer from reserve of \$1.14M primarily due to lower volumes of engineering fees than budgeted.

Based on the above year-end projections in Planning, Design and Engineering, the reserve is anticipated to be in a deficit position of (\$2.73M) at year-end (see Appendix 5).

Building Standards (Appendix 6)

Actual (\$2.09M) – Budget (\$1.08M) = Unfavourable variance (\$1.01M)

Year-End Projection:

Staff are projecting a year-end deficit of (\$2.26M) compared to a budgeted deficit of \$1.38M. This will result in a transfer from reserve of \$2.26M. The variance is due to lower building permit fees than budgeted.

Based on the above year-end projection in Building Services, the balance of the reserve is anticipated to be \$10.48M at year-end (see Appendix 7).

Waterworks (Appendix 8)

Actual \$7.51M – Budget \$7.59M = Unfavourable variance (\$0.08M)

Year-End Projection:

Waterworks is anticipating to be on budget by year-end.

The Waterworks reserve balance is projected to be \$64.73M at year-end (see Appendix 9).

PURPOSE:

The purpose of this report is to advise Council of the actual year-to-date operating results at July 31, 2019, versus the year-to-date budget.

BACKGROUND:

Council approved the 2019 annual operating budget of \$395.09M on March 19, 2019 which includes the City's primary operating budget (including the Library operating

budget), Planning & Design operating budget, Engineering operating budget, Building Standards operating budget and Waterworks operating budget.

The Planning & Design, Engineering, Building Standards and Waterworks operating budgets are primarily user fee funded, including planning and engineering fees, building permit fees and water billing revenues. Separate reserves have been established to support these departments' day-to-day operations and capital programs.

The year-to-date operating budget is calendared based on available current year information, historical spending patterns and trends and future projections. The intent and focus of this report is to communicate actual performance against the annual plan and to highlight variances.

All budgets are monitored on a monthly basis and departments provide details of material variances (actual to budget). The variances are reviewed, substantiated and summarized by the Financial Planning department.

This report provides variance analyses by:

1. City's primary operating budget by Commission/Department, and
2. City's primary operating budget by major accounts

DISCUSSION:

1. CITY'S PRIMARY OPERATING BUDGET BY COMMISSION/DEPARTMENT

Net results (revenues – expenses) for the seven months ended July 31, 2019 by each Commission and Department, summarized by personnel expenditures, non-personnel expenditures and revenues, are provided in Appendices 7 to 12.

The following table is a summary of all commissions' year-to-date July results (\$ in millions):

<u>Commission</u>	<u>YTD Jul 2019</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>
CAO's Office, Human Resources and Legal	\$ 3.16	\$ 3.31	\$ 0.15
Community & Fire Services (excl. winter maintenance)	\$ 54.54	\$ 55.24	\$ 0.70
Corporate Services	\$ 11.96	\$ 12.40	\$ 0.44
Development Services	\$ 3.97	\$ 4.26	\$ 0.29
Mayor & Council	\$ 1.65	\$ 1.77	\$ 0.12
Corporate Items	\$ (129.61)	\$ (125.31)	\$ 4.30
Net Expense/ (Revenue)	\$ (54.33)	\$ (48.33)	\$ 6.00

Explanations for variances greater than \$0.05M by each Commission and Department are provided on the following pages.

CAO's Office, Human Resources and Legal Department (Appendix 10)

<u>Department</u>	<u>YTD Jul 2019</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
CAO's Office	\$ 0.43	\$ 0.44	\$ 0.01
Human Resources	\$ 1.76	\$ 1.83	\$ 0.07
Legal	\$ 0.97	\$ 1.04	\$ 0.07
Net Expense	\$ 3.16	\$ 3.31	\$ 0.15

Human Resources (Actual \$1.76M – Budget \$1.83M = Variance \$0.07M)

Favourable variance of \$0.07M is mainly due to a year-to-date average of two temporary net vacancies.

Legal (Actual \$0.97M – Budget \$1.04M = Variance \$0.07M)

Favourable variance of \$0.07M is mainly due to lower than expected external legal services expenses by \$0.05M and higher legal administration fees revenue from development applications \$0.05M.

Community and Fire Services – excluding winter maintenance (Appendix 11)

<u>Department</u>	<u>YTD Jul 2019</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Operations	\$ 12.78	\$ 13.56	\$ 0.78
Fire Services	\$ 23.00	\$ 22.40	\$ (0.60)
Library	\$ 7.90	\$ 8.28	\$ 0.38
Recreation Services	\$ 5.33	\$ 5.16	\$ (0.17)
Environmental Services	\$ 0.45	\$ 0.57	\$ 0.12
Waste	\$ 4.81	\$ 4.94	\$ 0.13
Commissioner's Office	\$ 0.27	\$ 0.33	\$ 0.06
Net Expense	\$ 54.54	\$ 55.24	\$ 0.70

Operations (Actual \$12.78M – Budget \$13.56M = Variance \$0.78M)

Favourable variance mainly due to a year-to-date average of five temporary net vacancies \$0.41M, facility and other asset maintenance \$0.21M, streetlight hydro \$0.03M.

Fire Services (Actual \$23.00M – Budget \$22.40M = Variance (\$0.60M))

Unfavourable variance mainly due to over-complement of 10 net positions (\$0.48M), full year budgeted salary gapping (\$0.15M) and overtime & shift premiums (\$0.07M) partially offset by operating materials & supplies (e.g. uniforms, program and medical supplies) \$0.06M.

Library (Actual \$7.90M – Budget \$8.28M = Variance \$0.38M)

Favourable variance mainly due to a year-to-date average of five temporary net vacancies \$0.26M, program registration fee revenue \$0.04M, program expenses and materials \$0.01M and building maintenance \$0.03M.

Recreation Services (Actual \$5.33M – Budget \$5.16M = Variance (\$0.17M))

Unfavourable variance mainly due planned closure of Milliken pool beginning in July for change room renovations (\$0.26M) offset by Camps revenue \$0.09M.

Environmental Services (Actual \$0.45M – Budget \$0.57M = Variance \$0.12M)

Favourable variance mainly due to a year-to-date average of one temporary net vacancy \$0.10M.

Waste (Actual \$4.81M – Budget \$4.94M = Variance \$0.13M)

Favourable variance mainly due to lower apartment waste collection charges \$0.09M and program expenses \$0.02M.

Corporate Services (Appendix 12)

<u>Department</u>	<u>YTD Jul 2019</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Legislative Services & Corporate			
Communications	\$ 2.65	\$ 2.50	\$ (0.15)
Financial Services	\$ 2.18	\$ 2.29	\$ 0.11
ITS	\$ 4.97	\$ 5.18	\$ 0.21
Sustainability & Asset Management	\$ 1.94	\$ 2.19	\$ 0.25
Commissioner's Office	\$ 0.22	\$ 0.24	\$ 0.02
<u>Net Expense</u>	<u>\$ 11.96</u>	<u>\$ 12.40</u>	<u>\$ 0.44</u>

Legislative Services & Corporate Communications (Actual \$2.65M – Budget \$2.50M = Variance (\$0.15M))

Unfavourable variance mainly due to part-time salaries (\$0.15M) due to additional parking enforcement/control for special events and to maintain 24 hour shift coverage.

Financial Services (Actual \$2.18M – Budget \$2.29M = Variance \$0.11M)

Favourable variance mainly due to a year-to-date average of two temporary net vacancies \$0.14M partially offset by ownership change fees (\$0.06M).

ITS (Actual \$4.97M – Budget \$5.18M = Variance \$0.21M)

Favourable variance mainly due to a year-to-date average of four temporary net vacancies \$0.19M

Sustainability & Asset Management (Actual \$1.94M – Budget \$2.19M = Variance \$0.25M)

Favourable variance mainly due to a year-to-date average of one temporary net vacancy \$0.19M.

Development Services (Appendix 13)

<u>Department</u>	<u>YTD Jul 2019</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Culture & Economic Development	\$ 2.46	\$ 2.52	\$ 0.06
Traffic Operations	\$ 0.87	\$ 1.05	\$ 0.18
Commissioner's Office	\$ 0.64	\$ 0.69	\$ 0.05
Net Expense	\$ 3.97	\$ 4.26	\$ 0.29

Culture & Economic Development (Actual \$2.46M – Budget \$2.52M = Variance \$0.06M)

Favourable variance mainly due to Theatre ticket sales and sponsorships \$0.12M and Economic Development federal and provincial grants \$0.03M partially offset by related part-time salaries (\$0.09M).

Traffic Operations (Actual \$0.87M – Budget \$1.05M = Variance \$0.18M)

Favourable variance mainly due to a year-to-date average of one temporary net vacancy \$0.06M and professional services (school crossing guard) \$0.11M.

Mayor & Council (Appendix 14)

<u>Department</u>	<u>YTD Jul 2019</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Mayor & Council	\$ 1.65	\$ 1.77	\$ 0.12
Net Expense	\$ 1.65	\$ 1.77	\$ 0.12

Mayor & Council includes personnel costs for all Members of Council and Councillor Assistants and Councillor discretionary budgets.

Corporate Items (Appendix 15)

<u>Department</u>	<u>YTD Jul 2019</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Corporate Items	\$(129.61)	\$(125.31)	\$ 4.30
Net Revenue	\$(129.61)	\$(125.31)	\$ 4.30

Favourable variance mainly due to higher investment income \$2.15M, lower than budgeted corporate contingency of \$0.66M, utilities of \$0.61M, property tax penalty and

interest \$0.34M, and insurance \$0.21M. As discussed through the 2019 budget process and in the Q1 investment income report, the investment income is anticipated to be favourable at year-end due to a higher prime rate which may not be sustainable in future years. Any investment income in excess of the \$11.0M budget will be transferred to reserves.

2. CITY'S PRIMARY OPERATING BUDGET BY MAJOR ACCOUNTS (excl. winter maintenance)

At the end of July the actual operating results, excluding winter maintenance, netted a favourable variance of \$5.39M. The breakdown is as follows:

REVENUES

At the end of July, revenues totalled \$185.49M against a budget of \$182.19M resulting in a favourable variance of \$3.30M or 101.8% of the year-to-date budget.

<u>Revenues</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Property Taxation Revenues	\$ 145.91 M	\$ 145.80 M	\$ 0.11 M
General Revenues	\$ 16.92 M	\$ 14.28 M	\$ 2.64 M
User Fees & Service Charges	\$ 18.36 M	\$ 18.02 M	\$ 0.34 M
Grant & Subsidy Revenues	\$ 0.93 M	\$ 0.88 M	\$ 0.05 M
Other Income	\$ 3.37 M	\$ 3.21 M	\$ 0.16 M
Net Variance	\$ 185.49 M	\$ 182.19 M	\$ 3.30 M

Property Taxation Revenues (Actual \$145.91M – Budget \$145.80M= Variance \$0.11M)
Property taxation revenue YTD budget includes property tax levy.

General Revenues (Actual \$16.92M – Budget \$14.28M = Variance \$2.64M)
The general revenues YTD budget of \$14.28M includes investment income (budget \$8.37M), property tax penalty and interest (budget \$2.52M), parking fines (budget \$1.90M) and business, taxi, marriage and other licences (budget \$1.50M).

General revenues also include Alectra interest and dividends (YTD budget \$1.94M) with a corresponding transfer in expenditures to the Life Cycle Replacement and Capital Reserve Fund. At year-end, a net \$1.00M is retained in the Operating Budget from Alectra interest and dividends.

Year-to-date general revenues totaled \$16.92M at the end of July against a budget of \$14.28M. The main drivers for the favourable variance of \$2.64M are investment income of \$2.15M resulting from a higher than expected rate of return and property tax penalty and interest \$0.34M. As discussed through the 2019 budget process and in the Q1 investment income report, the investment income is anticipated to be favourable at year-end due to a higher prime rate which may not be sustainable in future years. Any investment income in excess of the \$11.0M budget will be transferred to reserves.

User Fees and Service Charges (Actual \$18.36M – Budget \$18.02M = Variance \$0.34M)

The user fees and services charges budget of \$18.02M includes revenues from programs offered by the Recreation, Culture Services and Library departments and service fees such as new property tax account set-up fees, ownership change administrative fees and utility permit fees (budget \$12.34M), and facility rentals for arenas, pools, gym and halls (budget \$5.68M).

User fees and service charges were favourable by \$0.34M, the main drivers of which were higher Theatre ticket sales and sponsorships \$0.18M, timing of property rental revenue \$0.19M, and legal administration fees revenue from development applications \$0.05M.

Grants & Subsidy Revenues (Actual \$0.93M – Budget \$0.88M = Variance \$0.05M)

The YTD budget includes Provincial and Federal grants of \$0.88M. The favourable variance of \$0.05M resulted from the receipt of one-time federal and provincial grants.

Other Income (Actual \$3.37M – Budget \$3.21M = Variance \$0.16M)

The favourable variance of \$0.16M is mainly due to gain on US exchange \$0.14M.

PERSONNEL EXPENDITURES

At the end of July, personnel expenditures were favourable by \$0.46M or spending of 99.4% of the year-to-date budget.

<u>Personnel</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Full time net of vacancy backfills and part time salaries	\$ 75.68 M	\$ 76.46 M	\$ 0.78 M
Overtime and other personnel costs	\$ 1.43 M	\$ 1.11 M	(\$ 0.32 M)
Total	\$ 77.11 M	\$ 77.57 M	\$ 0.46 M

At the end of July, there were 30 net temporary full-time vacancies resulting in a favourable variance of \$1.46M. This was partially offset by an unfavourable variance in part-time salaries of (\$0.23M) and full year budgeted salary gapping of (\$0.45M), netting a favourable variance of \$0.78M.

Overtime and other personnel costs were unfavourable by (\$0.32M).

NON-PERSONNEL EXPENDITURES

At the end of July, non-personnel expenditures were favourable by \$2.24M or spending of 96.0% of the year-to-date budget.

<u>Non Personnel Items</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Materials & Supplies	\$ 3.17 M	\$ 3.38 M	\$ 0.21 M
Purchased Services	\$ 22.47 M	\$ 24.02 M	\$ 1.55 M
Transfers to Reserves	\$ 27.04 M	\$ 26.69 M	(\$ 0.35 M)
Other Expenditures	\$ 1.37 M	\$ 2.20 M	\$ 0.83 M
Total	\$ 54.05 M	\$ 56.29 M	\$ 2.24 M

Materials & Supplies (Actual \$3.17M – Budget \$3.38M = Variance \$0.21M)

Materials & supplies year-to-date budget of \$3.38M includes facility maintenance supplies, uniforms, recreation and other program supplies (budget \$1.56M), vehicle supplies such as fuel and repair parts (budget \$1.07M), and printing and office supplies (budget \$0.28M).

The favourable variance of \$0.21M is primarily due to operating materials and supplies \$0.17M (e.g. uniforms, equipment and program expenses), construction materials (traffic signs, steel, gravel) \$0.05M and botanical supplies \$0.02M.

Purchased Services (Actual \$22.47M – Budget \$24.02M = Variance \$1.55M)

Purchased services year-to-date budget of \$24.02M includes utilities and streetlight hydro (budget \$6.53M), waste collection (budget \$6.58M), insurance (budget \$2.18M), maintenance & repairs of City assets (budget \$3.26M) and professional services such as Theatre artist/entertainer fees, school crossing guards and external legal services (budget \$1.70M).

Purchased Services were favourable \$1.55M primarily due to:

- \$0.61M favourable in utilities and streetlight hydro due to lower than budgeted rates
- \$0.25M favourable contract service agreements including grass cutting and traffic signal maintenance
- \$0.25M favourable in professional fees, training, and travel (excl. office supplies which is included under materials & supplies)
- \$0.21M favourable in insurance
- \$0.10M favourable in maintenance and repairs (utility locates, streetlight maintenance)
- \$0.06M favourable in waste collection due to lower apartment collection charges

Transfers to Reserves (Actual \$27.04M – Budget \$26.69M = Variance (\$0.35M))

The majority of funds are transferred to the Life Cycle and Capital Reserve Fund.

Other Expenditures (Actual \$1.37M – Budget \$2.20M = Variance \$0.83M)

Other expenditures YTD budget of \$2.20M includes contingency expense and non-personnel ramp ups \$1.09M and property tax adjustments \$0.63M. Year-to-date variance of \$0.83M is mainly due to lower corporate contingency expenditures of \$0.66M

3. YEAR-END PROJECTION INCLUDING YEAR-END ACCOUNTING ACCRUALS AND OTHER ADJUSTMENTS

Projected Year-End Variance	
	<u>Fav./Unfav.)</u>
1. Primary operating budget (day-to-day operations)	\$ 5.33 M
2. Year-end accounting accruals and other adjustments	\$ (0.86) M
Total	\$ 4.48 M
3. Winter maintenance unfavourable variance	\$ (1.72) M
Net Surplus	\$ 2.75 M

Staff are projecting a \$2.75M favourable variance to budget at year-end (including winter maintenance), 1.2% of the total year budget.

The net favourable surplus of \$2.75M is to be transferred to reserves as follows in the order as outlined below:

- a. Corporate Rate Stabilization Reserve to achieve a balance equal to 15% of the local tax levy as per City policy;
- b. Remaining surplus, if any, to the Life Cycle Replacement and Capital Reserve Fund.

There are several one-time items affecting the City's 2019 year-end projection of \$4.48M. These items are either one-time revenues or expenses incurred or expected in 2019. In some cases, budgets will be adjusted in the 2020 budget where needed. They have been summarized below:

- \$2.43M favourable in corporate contingency (Budget \$2.56M, 1.1% of the City's Operating Budget of \$233.04M)
- \$1.14M favourable in personnel expenditures primarily due to temporary net vacancies (average 30 net temporary vacancies out of the total tax funded full-time complement of 891, or 3.4% of the full-time complement)
- \$1.05M favourable in facility and streetlight hydro (2020 budget incremental increase is not required for the projected 2020 rate increase)
- \$0.56M favourable in penalty and interest due to higher than anticipated overdue property tax payments (2020 budget to be adjusted)
- \$0.37M favourable in property taxes due to a property reclassification
- (\$0.25M) unfavourable in supplementary taxes netting a \$0.12M favourable variance
- (\$0.86M) unfavourable variance due to year-end accounting accruals and other adjustments

Total: \$4.44M

Based on the projected year-end variance of \$4.48M (excluding winter maintenance), after adjusting for the above items totaling \$4.44M and the transfer to the Corporate Rate

Stabilization Reserve of approximately \$0.78M in order to maintain it at 15% of the local tax levy, the City's projected surplus (including year-end accounting accruals and other adjustments) will be depleted.

Winter Maintenance

Winter maintenance operations is projected to have a year-end unfavourable variance of \$1.72M, using an assumption of 30% unfavourability for the last six weeks of the year based on historical trending.

The City's winter maintenance budget includes personnel expenditures, salt and sand purchases as well as five service contracts:

1. Supply and operation of tandem/single combination plow to sand and plow the City's primary road network;
2. Supply and operation of loaders to assist in the snow removal in cul-de-sacs, wide corners and rear lanes;
3. Grader rentals to remove snow on the City's local road networks;
4. Sidewalk snow removal; and
5. Windrow snow clearing services for eligible applicants

Planning & Design (Appendix 3)

Actual (\$0.60M) – Budget \$1.29M = Unfavourable variance (\$1.89M)
--

At the end of July, the Planning department had a deficit of (\$0.60M) against a budgeted surplus of \$1.29M. The unfavourable variance of (\$1.89M) was mainly due to lower than budgeted planning and design fees of (\$2.81M) partially offset by lower personnel costs of \$0.89M from a year-to-date average of eleven temporary net vacancies.

Engineering (Appendix 4)

Actual (\$0.43M) – Budget \$0.53M = Unfavourable variance (\$0.96M)
--

At the end of July, the Engineering Department had a deficit of (\$0.43M) against a budgeted surplus of \$0.53M. The unfavourable variance of (\$0.96M) was mainly due to lower than budgeted Engineering fees (\$1.29M) partially offset by lower personnel costs of \$0.26M from a year-to-date average of three temporary net vacancies.

Building Standards (Appendix 6)**Actual (\$2.09M) – Budget (\$1.08M) = Unfavourable variance (\$1.01M)**

At the end of July, the Building Standards department had a deficit of (\$2.09M) against a budgeted deficit of (\$1.08M). The unfavourable variance of (\$1.01M) was mainly due to lower building permit fees than budgeted of (\$1.27M) partially offset by lower personnel costs of \$0.18M from a year-to-date average of three temporary net vacancies.

Waterworks (Appendix 8)**Actual \$7.51M – Budget \$7.59M = Unfavourable variance (\$0.08M)**

At the end of July, the Waterworks department had a surplus of \$7.51M against a budgeted surplus of \$7.59M. The main drivers for the unfavourable variance of (\$0.08M) were as follows:

- Lower than budgeted sale of water (\$0.90M) is offset partially by lower purchase of water \$0.68M, resulting in net sales and purchase of (\$0.22M). Year-to-date June average actual non-revenue water (NRW) was 11.7% (NRW budgeted at 11%).
- Lower revenues resulting in an unfavourable variance of (\$0.13M) due primarily to lower water meter installation fees and developer fees for services
- Lower non-personnel costs resulting in a favourable variance of \$0.28M due to lower water, sewer and roadwork materials and supplies costs.

FINANCIAL CONSIDERATIONS:

Staff will continue to monitor the results of Operations each month, and provide an updated year-end projection as part of the September 2019 year-to-date review of operations to be brought forward to General Committee in November 2019.

RECOMMENDED

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:**[Appendices 1 to 15](#)**

Appendix 1 – Primary Operating Budget - Financial Results for the Seven Months Ended July 31, 2019

Appendix 2 – Library Operating Budget - Financial Results for the Seven Months Ended July 31, 2019

Appendix 3 – Planning & Design Operating Budget - Financial Results for the Seven Months Ended July 31, 2019

Appendix 4 – Engineering Operating Budget - Financial Results for the Seven Months Ended July 31, 2019

Appendix 5 – Planning & Engineering Development Fee Reserve Balance as at September 30, 2018

Appendix 6 – Building Standards Operating Budget - Financial Results for the Seven Months Ended July 31, 2019

Appendix 7 – Building Fee Reserve Balance as at September 30, 2018

Appendix 8 – Waterworks Operating Budget - Financial Results for the Seven Months Ended July 31, 2019

Appendix 9 – Waterworks Reserve Balance as at September 30, 2018

Appendix 10 – Variances by Commission and Department for the Seven Months Ended July 31, 2019 – CAO's Office, Human Resources, Legal and Sustainability

Appendix 11 – Variances by Commission and Department for the Seven Months Ended July 31, 2019 – Community and Fire Services

Appendix 12 – Variances by Commission and Department for the Seven Months Ended July 31, 2019 – Corporate Services

Appendix 13 – Variances by Commission and Department for the Seven Months Ended July 31, 2019 – Development Services

Appendix 14 – Variances by Commission and Department for the Seven months ended July 31, 2019 – Mayor & Council

Appendix 15 – Variances by Commission and Department for the Seven months ended July 31, 2019 – Corporate Items

APPENDIX 1

CITY OF MARKHAM
Operating Budget
(Including Library, excluding Planning & Design, Engineering, Waterworks and Building Standards)
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

	2019 Actual	2019 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget
Revenues					
Property Taxation Revenues	145.91	145.80	0.11	161.76	
General Revenues	16.92	14.28	2.64	33.01	
User Fees & Service Charges	18.36	18.02	0.34	30.94	
Grant & Subsidy Revenues	0.93	0.88	0.05	1.96	
Other Income	3.37	3.21	0.16	5.23	
Revenues Total	185.49	182.19	3.30	232.90	101.8%
Expenditures					
Salaries & Benefits	77.11	77.57	0.46	135.64	
Material & Supplies	3.17	3.99	0.82	5.78	
Purchased Services	22.47	23.41	0.94	41.09	
Transfers to Reserves	27.04	26.69	(0.35)	36.53	
Other Expenditures	1.37	2.20	0.83	3.86	
Expenditures Total	131.16	133.86	2.70	222.90	98.0%
Surplus not including winter maintenance	54.33	48.33	6.00	10.00	
Winter Maintenance Favourable Variance	8.48	7.52	(0.96)	10.00	
Surplus including winter maintenance	45.85	40.81	5.04	0.00	

APPENDIX 2

CITY OF MARKHAM
Library Operating Budget
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

	2019 Actual	2019 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget
Revenues					
User Fees & Services Charges	0.54	0.51	0.03	0.90	
Grant & Subsidy Revenues	0.00	0.00	0.00	0.23	
Revenues Total	0.54	0.51	0.03	1.13	105.9%
Expenditures					
Salaries & Benefits	6.91	7.17	0.26	12.45	
Material & Supplies	0.09	0.09	0.00	0.15	
Purchased Services	1.44	1.52	0.08	1.90	
Other Expenditures	0.00	0.00	0.00	0.01	
Expenditures Total	8.44	8.78	0.34	14.51	96.1%
Deficit	(7.90)	(8.27)	0.37	(13.38)	

APPENDIX 3

CITY OF MARKHAM
Planning & Design Operating Budget
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

	2019 Actual	2019 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget	Year-end Projection
Revenues						
Planning & Design Fees	3.92	6.72	(2.80)	11.86		
Revenues Total	3.92	6.72	(2.80)	11.86	58.3%	
Expenditures						
Salaries & Benefits	3.15	4.04	0.89	7.07		
Material & Supplies	0.03	0.03	0.00	0.04		
Purchased Services	1.34	1.36	0.02	2.67		
Expenditures Total	4.52	5.43	0.91	9.78	83.2%	
Surplus/(Deficit) Before Transfer to/(from) Reserve	(0.60)	1.29	(1.89)	2.08		(1.62)
Transfer To Reserve	0.00	0.00	0.00	2.08		(1.62)
Surplus/(Deficit) After Transfer to/(from) Reserve	(0.60)	1.29	(1.89)	0.00		0.00

APPENDIX 4

CITY OF MARKHAM
Engineering Operating Budget
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

	2019 Actual	2019 Budget	Variance fav./ (unfav.)	Annual Budget	% of YTD Budget	Year-end Projection
Revenues						
Engineering Fees	3.81	5.10	(1.29)	8.93		
Revenues Total	3.81	5.10	(1.29)	8.93	74.7%	
Expenditures						
Salaries & Benefits	2.91	3.17	0.26	5.51		
Material & Supplies	0.00	0.02	0.02	0.03		
Purchased Services	1.33	1.38	0.05	2.72		
Expenditures Total	4.25	4.57	0.33	8.26	93.0%	
Surplus/(Deficit) Before Transfer to/(from) Reserve	(0.43)	0.53	(0.96)	0.67		(1.14)
Transfer To Reserve	0.00	0.00	0.00	0.67		(1.14)
Surplus/(Deficit) After Transfer to/(from) Reserve	(0.43)	0.00	0.00	0.00		0.00

APPENDIX 5

CITY OF MARKHAM
Planning & Engineering Development Fee Reserve Balance
Financial Results for the Seven Months Ended Jul 31, 2019
(in millions of dollars)

	2019 Budget	2019 Projection
Opening Balance at January 1, 2019	0.27	0.27
Transfer to Capital and Interest Charges	(0.24)	(0.24)
Transfer to/Draw (from) Reserves		
Planning & Design	2.08	(1.62)
Engineering	0.67	(1.14)
Planning & Engineering Reserve Ending Balance	2.78	(2.73)

APPENDIX 6

CITY OF MARKHAM
Building Standards Operating Budget
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

	2019 Actual	2019 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget	Year-end Projection
Revenues						
Building Permits	2.67	3.97	(1.30)	7.92		
Other Revenues	0.05	0.02	0.03	0.03		
Revenues Total	2.72	3.99	(1.27)	7.95	68.2%	
Expenditures						
Salaries & Benefits	3.30	3.48	0.18	6.23		
Material & Supplies	0.02	0.05	0.03	0.07		
Purchased Services	1.49	1.54	0.05	3.03		
Expenditures Total	4.81	5.07	0.26	9.33	94.9%	
Deficit Before Transfer from Reserve	(2.09)	(1.08)	(1.01)	(1.38)		(2.26)
Transfer from Reserve	0.00	0.00	0.00	(1.38)		(2.26)
Deficit After Transfer from Reserve	0.00	0.00	0.00	0.00		0.00

APPENDIX 7

CITY OF MARKHAM
Building Fee Reserve Balance
Financial Results for the Seven Months Ended Jul 31, 2019
(in millions of dollars)

	2019 Budget	2019 Projection
Opening Balance at January 1, 2019	12.94	12.94
Transfer to Capital and Interest Income	(0.20)	(0.20)
Projected Transfer to/Draw (from) Reserves	(1.38)	(2.26)
Building Reserve Ending Balance	11.36	10.48

APPENDIX 8

CITY OF MARKHAM
Waterworks Operating Budget
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

	2019 Actual	2019 Budget	Variance fav./ (unfav.)	Annual Budget	% of YTD Budget	Year-End Projection
Sales & Purchases of Water						
Water Revenue						
Water & Sewer Billing	72.60	73.50	(0.90)	130.51		
Water Expenditure						
Contracted Municipal Services	56.09	56.77	0.68	101.05		
Net Sales & Purchases of Water	16.51	16.73	(0.22)	29.46	98.7%	
Other Revenues Total	0.56	0.69	(0.13)	1.41	81.0%	
Other Expenditures						
Salaries & Benefits	4.53	4.52	(0.00)	7.85		
Non Personnel Expenditures	5.03	5.31	0.28	7.74		
Expenditures Total	9.56	9.83	0.28	15.59	97.2%	
Surplus Before Transfer to Reserve	7.51	7.59	(0.08)	15.28		15.28
Transfer To Reserve	0.00	0.00	0.00	15.28		15.28
Surplus After Transfer (To) Reserve	0.00	0.00	0.00	0.00		0.00

APPENDIX 9

CITY OF MARKHAM
Waterworks Reserve Balance
Financial Results for the Seven Months Ended Jul 31, 2019
(in millions of dollars)

	2019 Budget	2019 Projection
Opening Balance - January 1, 2019	69.13	69.13
Transfer to 2019 Capital Net of Interest Income	(22.31)	(22.31)
Interest Income	0.80	0.80
Transfer from 2018 closed capital projects (YTD: \$1.34M + projected \$0.50M)	0.00	1.84
Transfer to Reserve	15.28	15.28
Waterworks Reserve Ending Balance	62.89	64.73

APPENDIX 10

CITY OF MARKHAM
Variances by Commission and Department
CAO'S Office, Human Resources and Legal Department
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CAO'S OFFICE	0.00	0.01	0.00	0.01
HUMAN RESOURCES	0.05	0.02	0.00	0.07
LEGAL DEPT.	(0.06)	0.06	0.07	0.07
Total	(0.01)	0.09	0.07	0.15

APPENDIX 11

CITY OF MARKHAM
Variances by Commission and Department
Community and Fire Services
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
OPERATIONS	0.41	0.40	(0.03)	0.78
FIRE SERVICES	(0.72)	0.08	0.04	(0.60)
LIBRARY	0.25	0.09	0.04	0.38
RECREATION SERVICES	(0.05)	(0.21)	0.09	(0.17)
ENVIRONMENTAL SERVICES	0.10	0.02	-	0.12
WASTE	0.02	0.12	(0.01)	0.13
COMMISSIONER'S OFFICE	0.03	0.03	-	0.06
Total Excl. Winter Maintenance	0.04	0.53	0.13	0.70
WINTER MAINTENANCE	0.04	(0.97)	(0.03)	(0.96)
Total	0.08	(0.44)	0.10	(0.26)

APPENDIX 12

CITY OF MARKHAM
Variances by Commission and Department
Corporate Services
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
LEGISLATIVE SERVICES & CORPORATE COMMUNICATIONS	(0.24)	-	0.09	(0.15)
FINANCIAL SERVICES	0.14	0.01	(0.04)	0.11
ITS DEPARTMENT	0.19	0.02	-	0.21
SUSTAINABILITY & ASSET MANAGEMENT	0.19	(0.19)	0.25	0.25
COMMISSIONER'S OFFICE	0.01	0.01	-	0.02
Total	0.29	(0.15)	0.30	0.44

APPENDIX 13

CITY OF MARKHAM
Variances by Commission and Department
Development Services
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CULTURE & ECONOMIC DEVELOPMENT	(0.11)	0.02	0.15	0.06
TRAFFIC OPERATIONS	0.06	0.12	-	0.18
COMMISSIONER'S OFFICE	0.05	-	-	0.05
Total	0.00	0.14	0.15	0.29

APPENDIX 14

CITY OF MARKHAM
Variances by Commission and Department
Mayor & Council
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
MAYOR & COUNCIL	0.08	0.04	0.00	0.12
Total	0.08	0.04	0.00	0.12

APPENDIX 15

CITY OF MARKHAM
Variances by Commission and Department
Corporate Items
Financial Results for the Seven Months Ended July 31, 2019
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CORPORATE ITEMS	0.09	1.40	2.81	4.30
Total	0.09	1.40	2.81	4.30



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: Staff Awarded Contracts for the Months of June, July and August 2019
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Months of June, July and August 2019” be received; and
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000.

This report advises Council of all contracts, awarded by the Chief Administrative Officer or Commissioners, or Directors with a total cost exceeding \$50,000 for the months of June, July and August 2019.

BACKGROUND:

The Procurement By-Law delegates authority to staff to award contracts if the contract award meets specific criteria. The following chart outlines the contract award approval authority:

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

* If one (1) of the below noted criteria is not met then the contract award is identified as outside criteria and the approval authority.

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

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	091-T-19 Heintzman House Roof and Window Rehabilitation	Lowest Priced Bidder	CS
2	Engaged, Diverse and Thriving City	123-Q-19 Structural Repair at Strickler Barn	Lowest Priced Bidder	CS
3	Engaged, Diverse and Thriving City	154-Q-19 Landscape Architectural Consulting Services, Berczy Beckett Cemetery Park	Lowest Priced Bidder	DS
4	Exceptional Services by Exceptional People	030-T-19 Supply, delivery and installation of office furniture in the Building Standards Area at the Civic Centre	Lowest Priced Bidder	CS
5	Exceptional Services by Exceptional People	072-Q-19 Flato Markham Theatre Roof Restoration	Lowest Priced Bidder	DS
6	Exceptional Services by Exceptional People	084-T-19 Civic Centre Vestibule Renovation (Unionville and Thornhill Entrances)	Lowest Priced Bidder	CS
7	Exceptional Services by Exceptional People	092-T-19 Markham Village Library Roof Replacement	Lowest Priced Bidder	CS
8	Exceptional Services by Exceptional People	118-T-19 Cornell Community Centre Square - Construction	Lowest Priced Bidder	DS
9	Exceptional Services by Exceptional People	133-Q-19 Craft Guild & 7181 Reesor Road Exterior Paint and Repair Works	Second Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	198-T-14, Napkin Disposal, Sanitizing & Air Freshening Service - Contract Extension	Lowest Priced Bidder	CS
11	Safe & Sustainable Community	249-T-18 Pool Change Rooms Renovation at Milliken Mills Community Centre	Lowest Priced Bidder	C&FS
12	Safe & Sustainable Community	040-T-19 Cooling Equipment Replacement at Varley Art Gallery	Lowest Priced Bidder	CS
13	Safe & Sustainable Community	063-T-19 Streetlight Infrastructure Improvements on Denison Street and Middlefield Road	Lowest Priced Bidder	DS
14	Safe & Sustainable Community	087-T-19 Pavement Condition Assessment	Lowest Priced Bidder	C&FS
15	Safe & Sustainable Community	088-T-19 Pathway Renovations and Resurfacing	Lowest Priced Bidder	C&FS
16	Safe & Sustainable Community	093-Q-19 Guiderail Installation, Repairs and Upgrades	Lowest Priced Bidder	C&FS
17	Safe & Sustainable Community	094-T-19 Hired Trucks – “as and when required” basis	Lowest Priced Bidder	C&FS
18	Safe & Sustainable Community	095-T-19 Bridge Washing	Lowest Priced Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
19	Safe & Sustainable Community	107-T-19 Markham Civic Centre Gateway	Lowest Priced Bidder	C&FS
20	Safe & Sustainable Community	108-Q-19 R.J Clatworthy Arena Condenser Replacement	Lowest Priced Bidder	C&FS
21	Safe & Sustainable Community	117-T-19 Building Demolition at 115 & 135 Torbay Road, Markham	Lowest Priced Bidder	CS
22	Safe & Sustainable Community	119-T-19 Snow, Load and Haul – Various Locations	Lowest Priced Bidder	C&FS
23	Safe & Sustainable Community	128-Q-19 Civil Work for New Salt Storage Building 129-T-19 Construction for New Salt Storage Building	Lowest Priced Bidders	C&FS
24	Safe & Sustainable Community	132-Q-19 Elson Miles Farmhouse Foundation Waterproofing & Miscellaneous Maintenance	Lowest Priced Bidder	CS
25	Safe & Sustainable Community	140-Q-19 - Security System Upgrade at Various Park Shops	Lowest Priced Bidder	CS
26	Safe & Sustainable Community	150-T-19 Traffic Assets Replacement	Lowest Priced Bidder	DS
27	Safe & Sustainable Community	115-T-19 Flooring Replacement at Armadale and Milliken Mills Community Centres	2 nd Lowest Priced Bidder	C&FS
28	Safe & Sustainable Community	032-R-19 - Consulting Engineering Services for a Municipal Class Environmental Assessment Study for the Markham Centre Trails	Highest Ranked / Lowest Priced Bidder	DS
29	Safe & Sustainable Community	080-R-19 Consulting Engineering Services for Erosion Restoration	Highest Ranked / Lowest Priced Bidder	C&FS
30	Safe & Sustainable Community	122-R-19 Consulting Services for a Traffic Safety Audit	Highest Ranked / 2 nd Lowest Priced Bidder	DS
31	Safe & Sustainable Community	025-R-19 Consulting Engineering Services for the Detailed Design of Four Erosion Restoration Sites within the City of Markham	Highest Ranked / 4th Lowest Priced Bidder	C&FS
32	Safe & Sustainable Community	075-T-19 Supply and Delivery of Station Wear for Firefighters	Sole Bidder	
33	Safe & Sustainable Community	137-S-19 Greenhouse Gas (GHG) Assessment	Non-Competitive Bidder	C&FS
34	Safe & Sustainable Community	251-S-18 Community Energy Plan Modelling Tool for the North District	Non-Competitive Bidder	CS
35	Stewardship of Money and Resources	061-T-19 LED Lighting Retrofit at Unionville Library	Lowest Priced Bidder	C&FS
36	Stewardship of Money and Resources	101-T-19 Supply and Delivery of One (1) Articulated Sidewalk Tractor	Lowest Priced Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
37	Stewardship of Money and Resources	143-T-19 Supply and Delivery of Three (3) Compact 4x4 Tractors	Lowest Priced Bidder	C&FS
38	Stewardship of Money and Resources	153-T-19 Court Resurfacing and Rebuilding	Lowest Priced Bidder	C&FS
39	Stewardship of Money and Resources	172-Q-19 Supply and Install Street Planters (Markham Main Street)	Lowest Priced Bidder	C&FS
40	Stewardship of Money and Resources	051-R-07 External Audit Services - Contract Extension	Non-Competitive Bidder	CS
41	Stewardship of Money and Resources	014-S-13 Maintenance and Support Services (Click Charges) for MFDs/Single Purpose Xerox Printers - Contract Extension,	Non-Competitive Bidder	CS
42	Stewardship of Money and Resources	069-S-19 Flato Markham Theatre Furniture Replacement	Non-Competitive Bidder	DS
43	Stewardship of Money and Resources	158-S-19 Enterprise Mobility Management Solution (VOR # OSS Tender 6718)	Non-Competitive Bidder	CS

#1

**STAFF AWARD REPORT**

To:	Renee England, Acting Director, Sustainability & Asset Management
Re:	091-T-19 Heintzman House Roof and Window Rehabilitation
Date:	July 15, 2019

BID INFORMATION

Bid closed on	July 11, 2019
Number picking up bid document	11
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract for the replacement of the asphalt shingle roof at the Heintzman House and Window Rehabilitation.

It is anticipated the project will be completed by September 30, 2019.

RECOMMENDATION

Recommended bidder	Trinity Roofing Ltd. (lowest priced bidder)	
Current budget available	\$99,566.00	270-101-5399-19085 Roofing Repairs & Replacement
Less cost of award	\$90,301.82	Award (Incl. of HST)
	<u>\$ 9,030.18</u>	Contingency @ 10%
	\$99,332.01	Total Bid Price (Incl. of HST)
Budget remaining after this award	\$ 233.99	*

* The remaining budget will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

To reduce the environment impact of the work environmentally friendly products were specified. As specified in the bid document, the old/existing roofs will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

STAFF AWARD REPORT

To:	Trinela Cane, Commissioner, Corporate Services
Award:	123-Q-19 Structural Repair at Strickler Barn
Date:	June 18, 2019

BID INFORMATION

Bid closed on	June 4, 2019
Number picking up document	7
Number responding to bid	6

BACKGROUND

The project involves structural repairs at the Strickler Barn within the Museum grounds. The project will be completed by September 6, 2019.

RECOMMENDATION

Recommended bidder	DASD Contracting Inc. (lowest priced bidder)	
Current budget available	\$103,548.93	510-101-5399-18002 Museum - Strickler Barn Phase 1
Less cost of award	\$ 52,085.86	Cost of Award
	<u>\$ 5,208.59</u>	Contingency (10%)
	\$ 57,294.44	Total Award (Inclusive of HST Impact)
Budget remaining after this award	\$ 46,254.49	*

*The remaining budget of \$46,254.49 will be retained in the account to complete the remaining structural work within the budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed.

#3

**STAFF AWARD REPORT**

To:	Biju Karumanchery, Director, Planning & Urban Design
Award:	154-Q-19 Landscape Architectural Consulting Services, Berczy Beckett Cemetery Park
Date:	July 12, 2019

BID INFORMATION

Bid closed on	July 12, 2019
Number picking up bid document	6
Number responding to bid	6

BACKGROUND

Berczy Beckett Cemetery Park is located at 50 Aksel Rinck Drive on the southwest side of the intersection of Henry Bauer Ave. and Harbour St. This Park will be a neighborhood level park with passive programming elements and a play unit. Considerations will be made as this park is adjacent to a historic cemetery.

The new park design is anticipated to include park amenities such as:

- Shade structure;
- Children's play area;
- Paved surfaces and associated walkways;
- Interpretative signage
- Trees and associated planting

Landscape architectural services shall include typical full scope of services, with substantial performance of constructed works anticipated in fall 2020.

RECOMMENDATION

Recommended bidder	Serdika Consulting Inc. (lowest priced bidder)	
Current budget available	\$58,315.00	081-5350-19024-005 Berczy Beckett East Park - Design
Less cost of award	\$37,320.48	Design
	\$ 2,612.43	Contingency (7%)
	\$39,932.91	Total (Inclusive of HST)
	\$ 3,593.96	Internal Management Fee @ 9%
	\$43,526.87	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$14,788.13	*

* The remaining funds in the amount of \$14,788.13 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Life cycle cost is \$443,040.00 (\$553,800.00 x 80%) over 25 years. Annualized operating cost is \$ 3,576.00 (0.4 ha x \$8,941/ha) starting in 2021.

ENVIRONMENTAL CONSIDERATIONS

Environmental protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction.

#4

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	030-T-19 Supply, delivery and installation of office furniture in the Building Standards Area at the Civic Centre
Date:	August 14, 2019

BID INFORMATION

Bid closed on	January 24, 2019
Number picking up bid document	2
Number responding to bid	2

BACKGROUND

To obtain approval to award the contract to supply, deliver and install office furniture in the Building Standards Area at the Civic Centre.

The layout of the Building Standards Department was redesigned for various improvement needs, including co-location of sub departments, increased meeting rooms and ergonomic impact. New design includes twenty-six (26) workstations with height adjustable tables and thirty-two (32) small filing units.

The work is scheduled to be completed by December 30, 2019.

RECOMMENDATION

Recommended bidder	POI Business Interiors Inc. (lowest priced bidder)	
Current budget available	\$124,800.00	2019 Corporate Accommodations 270-101-5399-19074
Less cost of award	\$113,426.27	Cost of Award
	\$ 11,342.63	Contingency (10%)
	\$124,768.90	Total Cost of Award
Budget remaining after this award	\$ 31.10	*

* The remaining budget of \$31.31 will be returned to the original funding source (Building Fees).

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

The materials used in the new Answer series Steelcase furniture from POI are up to 71% recyclable. The furniture has up to 44% recycled content with PVC-free edge banding and PVC-free power availability. It is manufactured by using the Clarity™ wood finish process which eliminates solvents from the wood furniture finishing processes.

#5

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Award:	072-Q-19 Flato Markham Theatre Roof Restoration
Date:	June 13, 2019

BID INFORMATION

Bid closed on	May 23, 2019
Number picking up document	24
Number responding to bid	9*

* Two bidders were disqualified as they submitted non-compliant bids. Both bidders did not quote the product specified in the bid document.

BACKGROUND

The project involves the coating of the sloped and vertical metal roofs at the Flato Markham Theatre.

RECOMMENDATION

Recommended bidder	National Coatings of Canada (lowest priced bidder)	
Current budget available	\$62,064.00	270-101-5399-18101 Roofing Replacement Projects
Less cost of award	\$56,985.60	Cost of Award*
	\$ 4,843.78	Contingency (8.5%)
	\$61,829.38	Total Award (Inclusive of HST Impact)
Budget remaining after this award	\$ 234.62	**

*In June 2018, the City issued a request for quotation (028-Q-18) to the market for this project. The City received 4 bids with the lowest bidder being \$59,387.11 over budget. Through discussions internally and with the roofing consultant, the recommendation was to re-issue the tender with an alternate roof coating (after product analysis) to reduce the budget shortfall. As part of a separate project (completed after the first tender) the theatre installed railings around the perimeter of the roof which reduced the cost for the contractor to safely complete the work. Unlike the first tender, the contractor was permitted to access the roof from the building interior and the cost of scaffolding to be installed from grade to the roof was not required.

** The remaining budget of \$234.62 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

To reduce the environment impact of the work, environmentally friendly products were specified.

#6

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner of Corporate Services
Award:	084-T-19 Civic Centre Vestibule Renovation (Unionville and Thornhill Entrances)
Date:	May 14, 2019

BID INFORMATION

Bid closed on	May 3, 2019
Number picking up document	12
Number responding to bid	7

BACKGROUND

This award is for the renovation of the Unionville and Thornhill Entrances at the Civic Centre. The scope of work includes the following:

- Remove (demolish) the existing vestibule (glazed curtain walls, glass doors and flooring)
- Supply and install new glazed curtain walls, glass doors and flooring

The project will be completed by September 30, 2019. Any work that may cause nuisance to the occupants will be scheduled outside of normal operating hours of the building.

RECOMMENDATION

Recommended bidder	Letus Ltd. (lowest priced bidder)	
Current budget available	\$179,311.00	270-101-5399-18089 Civic Centre Improvements
Less cost of award	\$168,266.67	Cost of Award
	\$ 10,937.33	Contingency
	\$179,204.01	Total Award (Inclusive of HST Impact)
Budget remaining	\$ 106.99	*

* The remaining balance of \$106.99 will be returned to the original funding source.

Note: The Milliken and Great hall entrances will be requested as part of the 2021 capital budget request.

OPERATING BUDGET AND LIFE CYCLE IMPACT

This project will use items that are similar in nature for life cycle and operating costs. There is no incremental operating budget impact. There is no incremental impact to the life cycle reserve study over the next 25 years.

ENVIRONMENTAL CONSIDERATIONS

All renovation waste will be properly sorted, recycled and disposed, in accordance with applicable by-laws and regulations.

#7

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Award:	092-T-19 Markham Village Library Roof Replacement
Date:	August 8, 2019

BID INFORMATION

Bid closed on	June 6, 2019
Number picking up document	11
Number responding to bid	4

BACKGROUND

The project involves steep sloped roof replacement and installation of a fixed access ladder and horizontal lifeline system at the Markham Village Library. Currently, maintenance of the roof is expensive due to limited roof access. The installation of a ladder and lifeline system will significantly reduce these costs. Since 2018, more than \$25,000 was spent to complete roof repairs at this facility, and a significant portion of the costs were due to limited roof access. The roof work is to be completed by October 31, 2019. The remaining work (ladder and horizontal life line system) will be completed in May 2020 due to their long lead times.

RECOMMENDATION

Recommended bidder	T Hamilton & Son Roofing Inc. (lowest priced bidder)	
Current budget available	\$312,596.00	270-101-5399-19085 Roofing Replacement Projects
Less cost of award	\$269,876.68	Cost of Award
	<u>\$ 26,987.67</u>	Contingency (10%)
	\$296,864.35	Total Award (Inclusive of HST Impact)
Budget remaining after this award	\$ 15,731.65	*

* The remaining budget of \$15,731.65 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

To reduce the environment impact of the work, environmentally friendly products were specified. As specified in the bid document, the old/existing roofs will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

#8

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	118-T-19: Cornell Community Centre Square - Construction
Date:	June 19, 2019

BID INFORMATION

Bid closed on	June 11, 2019
Number picking up bid document	14
Number responding to bid	8

BACKGROUND

Cornell Community Centre Square is located on the Community Centre site at the southwest corner of Church St and Bur Oak Ave.

The scope of work consists of: site preparation and grading, top soiling, storm servicing connection to existing site services, drainage culverts, plaza style paving and walkways, planting and sodding, site furnishings, playground equipment, rubber surfacing and shade structure. The project will be completed by July 2020.

RECOMMENDATION

Recommended bidder	Cambium Site Contracting Inc. (lowest priced bidder)	
Current budget available	\$487,080.00	081-5350-17008-005 "Cornell Community Centre Square – Construction"
Less cost of award	\$402,724.72	Construction
	\$ 28,190.73	Contingency (7%)
	\$430,195.45	Total (Inclusive of HST)
	\$ 38,782.39	Internal Management Fee @ 9%
	\$469,697.84	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 17,382.16	*

* The remaining budget in the amount of \$17,382.16 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental operating budget impact is \$1,967, which will be included in the 2020 Operating budget, subject to Council approval. The Operations Department has reviewed the project and the future maintenance requirements. Future maintenance requirements for Cornell Community Centre Square includes grass cutting, litter pick-up, garbage disposal and inspections.

The estimated life cycle impact is \$322,180 over the next 25 years. Staff will update the Life Cycle Reserve Study in 2020 to incorporate the various components of the park.

ENVIRONMENTAL CONSIDERATIONS

Included Specification Section 01561 – Environmental Protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction:

- Park grading is designed to minimize the amount of import and/or export of soils
- Plant materials (i.e., shrubs and trees are non-invasive and many of which are native species)

#9

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Award:	133-Q-19 Craft Guild & 7181 Reesor Road Exterior Paint and Repair Works
Date:	July 19, 2019

BID INFORMATION

Bid closed on	July 3, 2019
Number picking up document	10
Number responding to bid	5

BACKGROUND

The project includes the following:

- Mobilization, demobilization, site safety, administration, site clean-up, warranties, general requirements, barriers, temporary works, protection, signage, traffic control, and coordination;
- Repair, restoration, and painting of damaged woodwork, stucco and other materials as per specification;
- Removal of existing vinyl floor tile and supply and install new sub-floor and vinyl flooring.

Existing artwork outside of the Craft Guild will be removed prior to commencement and reinstalled by the Contractor upon work completion. The project will be completed by September 30, 2019.

RECOMMENDATION

Recommended bidder	MJK Construction Inc. (second lowest priced bidder)	
Current budget available	\$66,308.00	270-101-5399-19082 – Other Facility Improvements
Less cost of award	\$50,266.39	Cost of Award
	<u>\$ 5,026.64</u>	Contingency (10%)
	\$55,293.03	Total Award (Inclusive of HST Impact)
Budget remaining after this award	\$11,014.97	*

*The remaining budget of \$11,014.97 will be returned to original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#10

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	198-T-14, Napkin Disposal, Sanitizing & Air Freshening Service - Contract Extension
Date:	August 12, 2019

BACKGROUND

To obtain approval to extend the contract for napkin disposal, diaper disposal, washroom air freshener, and drip sanitizer at 35 facilities for one (1) additional year at the same 2014 itemized prices and as per the original bid document.

RECOMMENDATION

Recommended Bidder	Citron Hygiene LP (Non-Competitive Procurement)	
Current budget available	\$15,726.50	Various operating accounts
Less cost of award	\$15,726.50 \$47,179.50 \$62,906.00	2019 inclusive of HST (Oct 1-Dec 31) 2020 inclusive of HST (Jan 1-Sep 30)* Total Cost of Award
Budget remaining after this award	\$ 0.00	

*Subject to Council approval of the 2020 operating budget.

Staff further recommends

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non-Competitive Procurement, item 11.1: (c) "when the extension of an existing contract would prove more cost-effective or beneficial"

OPTION/DISCUSSION

In 2014, Staff awarded Tender 198-T-14 to sole bidder, Citron Hygiene LP (previously known as Cannon Hygiene Canada Limited), for the initial contract term of three (3) years and an option to renew for two (2) additional years at the same terms, conditions and pricing and subject to contractor's performance and satisfaction of the City.

Due to the limited number of vendors who perform this type of work and the good performance from Citron Hygiene LP over the term of their contract, Staff are recommending an extension of one (1) additional year utilizing the same 2014 itemized pricing.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

All sanitary waste generated through sanitary disposal service will be diverted from landfill and sent to a waste to energy conversion center. All batteries from equipment are recycled at the end of its life cycle through Stewardship Ontario program.

#11

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	249-T-18 Pool Change Rooms Renovation at Milliken Mills Community Centre
Date:	May 16, 2019

BID INFORMATION

Bid closed on	April 3, 2019
Number picking up document	20
Number responding to bid	13

BACKGROUND

Scope of work includes conversion of gender specific male and female change-rooms to universal change-rooms for Milliken Mills Community Centre's aquatic centre. The project will be completed by December 2019.

RECOMMENDATION

Recommended bidder	Hylan Group Inc. (lowest priced bidder)	
Current budget available	\$ 17,832.35	500-101-5399-18151 Milliken Mills CC Universal Change Room
	<u>\$1,479,300.00</u>	500-101-5399-19137 Milliken Mills CC Universal Change Room
	\$1,497,132.35	Total Budget Available
Less cost of award	\$1,418,981.13	Cost of Award (Incl. of HST)
	<u>\$ 78,043.96</u>	Contingency (5.5%)
	\$1,497,025.09	Total Award Inclusive of HST
Budget remaining after award	\$ 107.26	*

*The remaining budget of \$107.26 will be returned to the original funding source (19137)

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no impact to operating budget. Life cycle will be updated accordingly based on the award and cost of materials as well as new industry lifespan of materials.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed.

#12

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	040-T-19 Cooling Equipment Replacement at Varley Art Gallery
Date:	May 14, 2019

BID INFORMATION

Bid closed on	May 7, 2019
Number picking up document	23
Number responding to bid	14

BACKGROUND

The cooling equipment replacement at Varley Art Gallery will be completed by December 20, 2019.

RECOMMENDATION

Recommended bidder	Superior Boiler Works & Welding Ltd. (Lowest priced bidder)	
Current budget available	\$ 76,500.00	510-101-5399-17021 Varley HVAC Maintenance / Cooling Tower Refurbishment
	<u>\$181,825.00</u>	510-101-5399-18016 Gallery HVAC Cooling Tower, Chiller & Exhaust Fan
	\$258,325.00	Total Budget Available
Less cost of award	\$275,058.30	Cost of Award
	<u>\$ 27,505.83</u>	Contingency (10%)
	\$302,564.13	Total Award (Inclusive of HST Impact)
Budget remaining after this award	(\$ 44,239.27)	*

In November 2018, the City issued tender # 194-T-18 to the market for this project. The City received 9 bids at that time, with the low bidder being \$164,862 over budget. Through discussions internally and with the external consultant, the recommendation was to re-issue the tender after completing a value-engineering process to reduce the budget shortfall. The value-engineering process reduced the shortfall from \$164,862 to \$44,239.27.

*The shortfall is mainly due to additional costs associated with on-site assembly of the equipment within a confined space that were not included in the original budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to operating budget. The life cycle reserve study will be updated to reflect the change in replacement cost accordingly.

ENVIRONMENTAL CONSIDERATIONS

The specified equipment is among the most efficient, quiet and reliable chillers available on the market – up to 16.1 EER at full load, up to 21.3 EER at part load (IPLV). The chiller meets ASHRAE Std. 90.1 and AHRI 550/590 standard. The specified R-410A refrigerant has no phase-out schedule and no ozone depletion potential. All waste materials and removed equipment will be properly sorted, recycled and disposed.

#13

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	063-T-19 Streetlight Infrastructure Improvements on Denison Street and Middlefield Road
Date:	May 22, 2019

BID INFORMATION

Bid closed on	April 25, 2019
Number picking up bid document	9
Number responding to bid	6

BACKGROUND

To obtain approval to award the contract for streetlight infrastructure improvements at Denison Street from McCowan Road to Markham Road and Middlefield Road from Steeles Avenue to 14th Avenue.

It is anticipated that construction will commence in May 2019 and be completed by March 31, 2020.

RECOMMENDATION

Recommended bidder	Dundas Power Line Ltd. (lowest priced bidder)	
Current budget available	\$966,700.00	083-5350-17050-005 Streetlights
Less cost of award	\$621,000.59 \$ 68,179.20 <u>\$ 62,026.18</u> \$751,205.97 <u>\$ 88,608.54</u> \$839,814.51	Construction (Incl. of allowances and HST) Provisional Items* Contingency @ 9% Total Construction Award (Incl. of HST) Internal Management Fee Total Project Cost
Budget remaining after this award	\$126,885.49	**

*The provisional items include test pits for utility locates, restoration of concrete sidewalks and for the supply and installation of cable ducts by hydrovac.

**The remaining budget will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

This contract involves erecting 44 new streetlight poles, removing 29 existing streetlight poles and installing 92 new luminaires (on existing or new poles) in order to correct the lighting deficiencies on Denison Street and Middlefield Road.

A net increase of 15 (44 new - 29 removal) streetlight poles will be added to the City at the end of this contract. The annual maintenance cost for 15 light poles is \$750.00 (\$50.00/pole x 15 poles). The annual energy consumption for the 15 new lights is \$1,530.00 per year (\$102 / luminaire / year x 15 luminaires). The total annual operating impact in 2020 is \$2,280.00 (\$750.00+\$1,530.00).

Luminaire service life is estimated to be 20 years. The life cycle impact is \$60,904 over the next 25 years (unit cost of \$662 x 92 luminaires) which will be included in the next Life Cycle Reserve Study Update. Streetlight poles have an estimated service life of 70 years and there is no life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The illumination work will utilize LED lighting. LEDs are energy efficient and consume less power than incandescent bulbs. The streetlight poles being removed will be completely recycled. The concrete is crushed and used for roadway beds, and the steel rebar is sent to local steel manufacturers.

#14

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner – Community & Fire Services
Award:	087-T-19 Pavement Condition Assessment
Date:	May 23, 2019

BID INFORMATION

Bid closed on	May 7, 2019
Number picking up bid document	11
Number responding to bid	5

BACKGROUND

Pavement condition assessments involve the collection of pavement condition data for the City's road network. Select roads will be inspected for pavement surface distresses and pavement roughness. 934 kilometres of two (2) lane roads and 63 kilometres of four (4) lane roads are inspected every two years.

RECOMMENDATION

Recommended bidder	GIE (lowest priced bidder)	
Current budget available	\$ 82,800.00	051-6150-19265-005 Pavement Evaluation
	<u>\$ 30,000.00</u>	<u>050-6150-19170-005 Asphalt Resurfacing</u>
	\$112,800.00	Total budget available (A)
Less cost of award	\$ 98,625.79	2019 – Year 1 (Inclusive of HST)
	<u>\$ 9,862.58</u>	2019 – Year 1 (10% Contingency)
	\$108,488.37	Total 2019 Award (B)
	<u>\$108,488.37</u>	Total 2021 Award – Year 2 (Inclusive of HST and contingency) (C)*
	\$216,976.74	Total cost of award (D = B+C)
Budget remaining after this award	\$ 4,311.63	(A-B)**

*The work is conducted every two years. The term of the Contract is for one (1) term starting from the date of award to October 31, 2019, with an option to renew for one additional term in 2021. The 2021 renewal term is subject to annual price increases based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending December 31, 2020 and shall not exceed 3%. Term 2 in 2021 is subject to Council approval.

**The remaining budget in the amount of \$4,311.63 in account 050-6150-19170-005 will be returned to the original funding source.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Budget Remaining/ (Shortfall)
Pavement Evaluation	051-6150-19265-005	82,800	82,800	-
Asphalt Resurfacing	050-6150-19170-005	30,000	25,688	4,312
Totals:		112,800	108,488	4,312

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#15

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner – Community & Fire Services
Award:	088-T-19 Pathway Renovations and Resurfacing
Date:	May 21, 2019

BID INFORMATION

Bid closed on	May 21, 2019
Number picking up bid document	14
Number responding to bid	8

RECOMMENDATION

Recommended bidder	Nationwide Paving Ltd. (lowest priced bidder)	
Current budget available	\$79,128.54	059-9150-18232-005 Pathway Resurfacing
	<u>\$137,100.00</u>	059-6150-19192-005 Pathway Resurfacing
	\$216,228.54	Total current budget available
Less cost of award	\$96,824.64	Cost of Award (Inclusive of HST)
	<u>\$9,682.46</u>	10% Contingency
	\$106,507.10	Total cost of award
Budget remaining after this award	\$109,721.44	*

*The remaining budget in the amount of \$109,721.90 will be used for other pathway resurfacing as required in 2019 based on condition assessments.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Contingency (\$)	Budget Remaining/(Shortfall)
Pathway Resurfacing	059-9150-18232-005	79,128.54	71,935.04	7,193.50	0.00
Pathway Resurfacing	059-6150-19192-005	137,100.00	24,889.60	2,488.96	109,721.44
Totals:		216,228.54	96,824.64	9,682.46	109,721.44

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

Recycled granular material is used for base and backfill. All removed asphalt is to be recycled.

#16

**STAFF AWARD REPORT**

To:	Morgan Jones, Director Operations
Award:	093-Q-19 Guiderail Installation, Repairs and Upgrades
Date:	July 30, 2019

BID INFORMATION

Bid closed on	July 30, 2019
Number picking up bid document	3
Number responding to bid	2

BACKGROUND

To obtain approval to award the contract for guiderail installations, repairs and upgrades to meet Ontario Provincial Standards Specifications (OPSS) and to improve safety at the following locations:

- Apple Creek Blvd. (east of Woodbine Ave., north and south side at bridge);
- Allstate Parkway (north of Highway 7, east side of road);
- Frontenac Drive (north of Highway 7, west side of road);
- 4 Heritage Road (north side);
- Banfield Ave. (street terminus); and
- Ferrah St. (street terminus).

It is anticipated the project will be completed by December 31, 2019.

RECOMMENDATION

Recommended bidder	Peninsula Construction Inc. (lowest priced bidder)	
Current budget available	\$75,900.00	050-6150-19177-005 Guiderail – Install/Repair/Upgrade
Less cost of award	\$75,327.84	Total cost of award (inclusive of HST)
Budget remaining after this award	\$ 572.16	*

*The budget remaining in the amount of \$572.16 will be returned back to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

This contract includes the disposal of the existing steel guiderails in the bid price. All steel guiderails are recycled at scrap companies. All wood posts are recycled at local lumber companies for sawmill re-use. (eg. retaining walls).

#17

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Award:	094-T-19 Hired Trucks – “as and when required” Basis
Date:	July 8, 2019

BID INFORMATION

Bid closed on	July 2, 2019
Number picking up bid document	5
Number responding to bid	2

BACKGROUND

The City requires the supply of tri-axle dump trucks with operators on an as and when required basis. The purpose of this operation is to haul excavated material, granular materials and snow within the City of Markham.

RECOMMENDATION

Recommended bidder	GEFAL Property Holdings Inc. (lowest priced bidder)	
Current budget available	\$30,000.00	700-507-5760 Drainage Tipping Fees
	<u>\$25,000.00</u>	700-504-5760 Winter Tipping Fees
	\$55,000.00	Total budget available
Less cost of award	\$50,930.88	July 2019 – June 2020 (Inclusive of HST*)
	\$50,930.88	July 2020 – June 2021 (Inclusive of HST*)
	\$50,930.88	July 2021 – June 2022 (Inclusive of HST*)
	<u>\$50,930.88</u>	July 2022 – June 2023 (Inclusive of HST*)
	\$203,723.52	Total cost of award (inclusive of HST)
Budget remaining after this award	\$4,069.12	**

The hourly rate includes the cost of equipment, operator, fuel, repair, loading time and travel time. The estimated annual 550 hours included in the tender were based on the historical average of usage over the past few years. The lowest priced bidder provided an hourly rate of \$92.60 for a total bid price of \$50,930.88 (including HST impact).

*The contract term is one (1) year term with an option to renew the contract for three (3) additional one (1) year periods. The price will remain fixed for the first two (2) years. The remaining (2) years will be subject to an annual price increase based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending December 31 in the applicable year and shall not exceed 3%. Years 2 – 4 are subject to Council approval of the 2020-2023 budgets.

**The remaining budget will generate a favourable variance that will be included as part of the 2019 results of operations and will be reduced from the 2020 operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating budget will be reduced accordingly as part of the 2020 operating budget process. There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

#18

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Award:	095-T-19 Bridge Washing
Date:	June 6, 2019

BID INFORMATION

Bid closed on	May 30, 2019
Number picking up bid document	4
Number responding to bid	3

RECOMMENDATION

Recommended bidder	Norbrook Contracting Ltd. (lowest priced bidder)	
Current budget available	\$27,000.00	700-507-5501 Roads Hired Equipment
Less cost of award	\$23,596.11	2019 (Inclusive of HST)
	\$23,596.11	2020 (Inclusive of HST)*
	\$23,596.11	2021 (Inclusive of HST)*
	<u>\$23,596.11</u>	2022 (Inclusive of HST)*
	\$94,384.44	Total cost of award (2019 – 2022)
Budget remaining after this award	\$ 3,403.89	**

* The term of the Contract is from July 1 to September 15, 2019 with an option to renew the contract for three (3) additional separate terms from July 1 to September 15 of the applicable year. Pricing shall remain firm fixed for the first two (2) terms. The remaining two (2) terms will be subject to the annual price increase based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending December 31 in the applicable year and shall not exceed 3%. Terms 2 – 4 are subject to Council approval of the 2020-2022 budgets.

** The remaining budget in the amount of \$3,403.89 will be reported as part of the 2019 year-end results of operations and reduced from the 2020 operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

The work under this contract will take place between July 1st and September 15th of each year to align with the Department of Fisheries and Oceans policy that fish spawning activities not be adversely affected.

#19

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Award:	107-T-19 Markham Civic Centre Gateway
Date:	July 3, 2019

BID INFORMATION

Bid closed on	June 20, 2019
Number picking up bid document	7
Number responding to bid	4*

*One bidder was declared non-compliant as they did not meet the mandatory bonding requirements

BACKGROUND

The project is for the construction of a gateway sign at the Markham Civic Centre and to undertake pathway restoration and culvert works to raise the grade on the entrance pathway from the corner of Warden Avenue and Highway 7 into the Civic Centre lands.

The project has been divided into two phases for clarity of construction with both phases proceeding at the same time.

- Phase 1 is the gateway signage to the Markham Civic Centre, taking place on Region of York Lands. Phase 1 consists of two low walls with illuminated letters, flagpole installations, as well as unit paving, restoration of the existing unit paving and the installation of a bus pad.
- Phase 2 is pathway work associated with a culvert on the pathway leading from the corner of Warden Avenue and Highway 7 into the Civic Centre lands. The project will raise the grade of the existing pathway, extend the existing culvert and repave with asphalt.

The work for this project will be completed by September 30, 2019.

RECOMMENDATION

Recommended bidder	Forest Ridge Landscaping Inc. (lowest priced bidder)	
Current budget available	\$455,477.00	055-5350-19218-005 Civic Centre Gateway Project *
Less cost of award	\$302,481.60	Cost of Award (inclusive of HST)
	\$30,248.16	10% Contingency
	\$332,729.76	Total cost of award (inclusive of HST and contingency)
Budget remaining after this award	\$122,747.24	**

* The Civic Centre Gateway Project includes Region of York funding in the amount of \$78,914, in the form of a purchase order issued to the City.

** The remaining budget in the amount of \$122,747.24 will be returned to original funding source. Major contributor to the lower price is a design change to simplify the gateway signage structure.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact. The 2020 Life Cycle Reserve Study will be updated to include the new infrastructure, which is estimated to cost \$332,729.76 over 25 years as majority of these assets will require replacement in 15 to 25 years.

ENVIRONMENTAL CONSIDERATIONS

This project will make the Civic Centre lands more accessible and desirable for active transportation. It will help accommodate bus riders and make the transition into the Civic Centre lands more accessible.

#20

**STAFF AWARD REPORT**

To:	Mary Creighton, Director, Recreation Services
Re:	108-Q-19 R.J Clatworthy Arena Condenser Replacement
Date:	May 22, 2019

BID INFORMATION

Bids closed on	May 17, 2019
Number picking up bid documents	5
Number responding to bid	2

BACKGROUND

The existing condenser at R.J Clatworthy arena was installed in 1999 and replacement is warranted based on condition assessment. Work to include supply and replacement of the evaporative condenser, pumps, and sump tank.

RECOMMENDATION

Recommended bidder	CIMCO Refrigeration (lowest priced bidder)	
Current budget available	\$83,400.00	500-101-5399-19119 (Clatworthy Arena Condenser)
Less cost of award	\$81,301.15	Cost of Award (Inclusive of HST)
Budget remaining after this award	\$2,098.85	*

*The balance of \$2,098.85 will be returned back to source after completion of the project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact and no life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

#21

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner of Corporate Services
Re:	117-T-19 Building Demolition at 115 & 135 Torbay Road, Markham
Date:	August 6, 2019

BID INFORMATION

Bid closed on	July 24, 2019
Number picking up bid document	20
Number responding to bid	11

BACKGROUND

To obtain approval to award the contract for the demolition of two warehouse buildings at 115 & 135 Torbay Road. This project is part of the Don Mills Channel Flood Remediation program approved by Council in June 2018. Following demolition of the two warehouse buildings, the property will be used for the construction of a storm water management pond for flood control.

It is anticipated the project will be completed by October 18, 2019.

RECOMMENDATION

Recommended bidder	Salandria Ltd. (lowest priced bidder)	
Current budget available	\$572,000.00	056-5350-19259-005 115 & 135 Torbay Road Buildings Demolition
Less cost of award	\$185,203.20 \$ 18,520.32 \$203,723.52	Award (Incl. of HST) Contingency @ 10% Total Bid Price (Incl. of HST)
Budget remaining after this award	\$368,276.48	*

* Staff are recommending that the remaining budget be retained in the account to cover any unforeseen costs that may arise during the demolition phase. Upon completion of the project, the remaining budget will be returned to the original funding source. The favourable variance is due to the removal of demolition of the slab on grade foundation and site servicing works, which will be carried out as part of a storm water management pond construction project, which is anticipated in 2021.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Currently there is no operating account or life cycle reserve for these properties. Therefore, demolition of these buildings will not have any impact on the operating budget or life cycle reserve.

ENVIRONMENTAL CONSIDERATIONS

Waste will be disposed of in accordance with applicable by-laws and acts. Prior to demolition, the successful Contractor will undertake the following:

- Prepare a comprehensive waste reduction work plan;
- Ensure a source separation program is in place for the recyclable materials;
- Recycle the separated waste.

The estimate for recycled content from these buildings is expected to be greater than 90%. The bricks and concrete will be transported to recycling contractors and the steel will go to metal recyclers.

#22

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	119-T-19 Snow, Load and Haul – Various Locations
Date:	July 25, 2019

BID INFORMATION

Bid closed on	July 17, 2019
Number picking up bid document	6
Number responding to bid	3

BACKGROUND

The City requires services for the loading and hauling of snow, as required, off the City's main streets (Business Improvement Areas BIA) and various other locations including rear lanes and sidewalk/cycle track. The intent of the operation is to remove accumulated snow from successive winter events or when snow storage within the City Right-of-Way has reached capacity as per Council approved service levels.

The locations are as follows:

- Location 1 - Main Street Unionville (BIA);
- Location 2 - Main Street Markham (North BIA and South);
- Location 3 - Yonge Street Thornhill (Business Area);
- Location 4 - Cornell Park Avenue (Business Area), Greensborough Park Circle (Business Area), and Cathedral Town (Business Area);
- Location 5 - Markham Centre (rear lanes); and
- Location 6 - Highway 7 (cycle track/sidewalk).

RECOMMENDATION

Recommended bidder	Rafat General Contractor Inc. (lowest priced bidder – all locations)	
Current budget available	\$242,813.00	700-504-5416 Snow Hauling Main Street
Less cost of award	\$193,344.00	Nov 1, 2019 – Apr 30, 2020 (Inclusive of HST)
	\$193,344.00	Nov 1, 2020 – Apr 30, 2021 (Inclusive of HST)*
	\$193,344.00	Nov 1, 2021 – Apr 30, 2022 (Inclusive of HST)*
	<u>\$193,344.00</u>	<u>Nov 1, 2022 – Apr 30, 2023 (Inclusive of HST)*</u>
	\$773,376.00	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$49,469.00	**

*The contract is for one (1) term from November 1, 2019 and ending April 30, 2020 with an option to renew the contract for three (3) additional terms from November to April of the renewal term at the same itemized pricing. Terms 2 – 4 are subject to Council approval of the 2020-2023 budgets. Pricing is fixed for the four year contractual term.

**The remaining budget will generate a favourable variance that will be included as part of the 2019 results of operations and will be reduced as part of the 2020-operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating budget will be reduced accordingly as part of the 2020 operating budget process. There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

Operations initiates the snow load and haul during off peak periods to minimize both travel time of the contractor's fleet of equipment and the time taken to complete physical works at each of the project sites. This results in a reduction of equipment operating time thereby reducing the overall carbon footprint. Hauling of snow from each location is directed to the closest city snow dump facility, again minimizing emissions and whilst increasing operating efficiency.

#23

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award(s):	128-Q-19 Civil Work for New Salt Storage Building 129-T-19 Construction for New Salt Storage Building
Date:	July 17, 2019

BID INFORMATION

Bids	128-Q-19	129-T-19
Bids closed on	June 28, 2019	July 9, 2019
Number picking up bid documents	11	10
Number responding to bids	7	4

BACKGROUND

The City issued two bids to the market for an additional salt storage building with concrete block to be located at Operations yard (555 Miller Avenue). The bids were split into two areas, 1. Civil Work 2. Construction of the new salt storage building. Under this report Staff are recommending the two bids be awarded to the lowest priced bidders and through a non-competitive process, requesting authorization to add an additional salt storage building to these contracts as explained under Options/Discussion section of this report.

128-Q-19 Civil Work for New Salt Storage Building

The contract includes the following:

- Excavation and regrading
- Supply and compact of material (150 granular base)
- Third-party testing and inspection of sub-grade and compaction
- Electrical services to provide new 60A feeder from existing panel

Work is expected to start on August 1, 2019 and be completed by August 29, 2019

129-T-19 Construction for New Salt Storage Building

Supply and installation of two pre-engineered portable building with fabric top and pre-cast concrete foundation walls. The project is expected to start on August 30, 2019 (upon completion of the preceding civil work) and be completed by October 1, 2019.

RECOMMENDATION 1

Recommended bidder(s)	128-Q-19 Greenspace Construction Inc. (lowest priced bidder) 129-T-19 Britespan Building Systems of Ontario Inc. (lowest priced bidder)	
Current budget available	\$410,873.76	056-6150-19086-005 Salt Barn
Less cost of award	\$ 33,275.52 \$314,321.38 <u>\$ 17,379.85</u> \$364,976.75	Cost of Award for 128-Q-19 Civil Work* Cost of Award for 129-T-19 Construction Contingency (5%) Total Cost of Award (Inclusive of HST Impact)
Budget Remaining after award	\$ 45,897.01	

* Remaining balance will be retained to fund an additional salt storage building as per Recommendation 2 below.

OPTIONS/ DISCUSSION

One of the three existing salt storage buildings at the Operations yard (555 Miller Avenue) has been recently assessed by an engineering consultant in 2019 and is experiencing degradation of the steel structural members due to salt, moisture and age. In order to make this building safe for use, the engineering consultant has concluded that the structural repair of this building would be \$220,000.

128-Q-19 and 129-T-19 New Salt Storage Building**Page 2 of 2**

Given the age of this salt storage building (39 years old) and the extent of structural repairs required to allow for safe working conditions, Staff believe it would be better value to replace instead of repair. Without the capacity of this facility, the City would be short of salt for winter 2019/20.

OPTIONS/ DISCUSSION (Continued)

Staff recommends adding an additional salt storage building to contracts 128-Q-19 and 129-T-19 for the following reasons:

- Urgency to meet committed pre-scheduled salt delivery price and timeline of October 2019
- Minimization of disruptions to daily operations at this high-traffic site (e.g. avoid multiple contractors on site, extended project duration).
- The existing contract award process was a fair, open and transparent process
- The low bidder under 128-Q-19 was 15% (\$4,834) lower than the 2nd bidder and the low bidder under 129-T-19 was 16% (\$50,101) lower than the 2nd bidder.
- Due to increased volume of work/structures, Staff are able to negotiate a further 9% reduction for the second salt storage building under contract 128-Q-19 and a 3% reduction under 129-T-19.

RECOMMENDATION 2

Recommended bidder(s)	Greenspace Construction Inc. (Non-Competitive Procurement) Britespan Building Systems Of Ontario Inc. (Non-Competitive Procurement)	
Current Budget Available	\$ 45,897.02 <u>\$ 66,144.00</u> \$112,041.02	056-6150-19086-005 Salt Barn 750-101-5399-18101 Roofing Replacement Projects Total Budget Available
Less cost of award	\$ 30,222.72 \$ 22,000.00 \$304,379.42 <u>\$ 17,830.11</u> \$374,432.25	Cost of Award for Civil Work Cash Allowance for retaining wall and soil remediation* Cost of Award for Construction Contingency (5%) Total Cost of Award (Inclusive of HST Impact)
Budget Remaining after award	(\$262,391.24)	**

*Cash allowance of \$22,000.00 is requested for retaining wall and soil remediation if required, subject to final design and grading of the second salt storage building.

**The budget shortfall of \$262,391.24 will be funded from the Non-DC Capital Contingency account.

Staff further recommends – Recommendation 2.

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 Non Competitive Procurement, item 1 item (c) which states, “when the extension of an existing Contract would prove more cost-effective or beneficial.”

OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental impact to hydro budget is estimated to be \$1,100 per year (\$700 for the new dome and \$400 for the replacement dome). The Life Cycle Reserve study will be adjusted in the next update.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed.

#24

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	132-Q-19 Elson Miles Farmhouse Foundation Waterproofing & Miscellaneous Maintenance
Date:	July 31, 2019

BID INFORMATION

Bids closed on	July 22, 2019
Number picking up bid documents	11
Number responding to bid	4

BACKGROUND

Rehabilitation of the Elson Miles Farmhouse is warranted based on an investigation that determined water infiltration into the home. Condition assessment recommends installation of a new waterproofing membrane system, french drain, drainage board, and restoration of mortar, window panes, and broken wood.

Work to be completed by October 30, 2019.

RECOMMENDATION

Recommended bidder	Ultimate Construction Inc. (lowest priced bidder)	
Current budget available	\$80,000.00 \$97,144.95 \$177,144.95	270-101-5399-19082 (Other Facility Improvements) 270-101-5399-18097 (Facility Improvements)
Less cost of award	\$137,945.86 \$13,794.59 \$151,740.44	Cost of Award (Inclusive of HST) Contingency (10%) Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 25,404.51	*

*The remaining balance will be returned to the original funding sources.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#25

**STAFF AWARD REPORT**

To:	Graham Seaman, Director of Sustainability & Asset Management
Award:	140-Q-19 - Security System Upgrade at Various Park Shops
Date:	August 12, 2019

BID INFORMATION

Bids closed on	August 9, 2019
Number picking up bid documents	10
Number responding to bid	3

BACKGROUND

The scope of work includes the installation and deployment of Internet Protocol Closed Circuit TV and a video management system at the following four (4) park shops.

- West Park Shop (includes Fire Training Centre)
- Central Park Shop
- Milne Dam Conservation Park Shop
- East Park Shop

The project is to be completed by October 18, 2019.

RECOMMENDATION

Recommended bidder	360 Advanced Security Corporation (lowest priced bidder)	
Current budget available	\$80,086.00	270-101-5399-18091 Corporate Security Operations & System Upgrades
Less cost of award	\$46,062.18	Cost of Award
	<u>\$ 4,606.22</u>	Contingency (10%)
	\$50,668.40	Total Award
Budget remaining after this award	\$29,417.60	*

* \$25,000.00 of the budget remaining will be retained in the account for the security upgrades at the Works Yard (555 Miller Avenue). The remaining balance of \$4,417.60 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

All waste will be properly sorted, recycled and disposed off at an authorized dump, waste treatment site or recycling facility.

#26

**STAFF AWARD REPORT**

To:	Brian Lee, Acting Commissioner, Development Services
Re:	150-T-19 Traffic Assets Replacement
Date:	August 23, 2019

BID INFORMATION

Bid closed on	August 15, 2019
Number picking up bid document	8
Number responding to bid	5

BACKGROUND

To obtain approval to award the contract for traffic assets replacement. The work includes replacement of a traffic signal controller at 1 location, replacement of LED indicators at 10 locations and pre-emption detectors at 13 locations.

It is anticipated that the project will be completed by October 31, 2019.

RECOMMENDATION

Recommended Bidder	Guild Electric Limited (Lowest Priced Bidder)	
Current Budget Available	\$206,100.00	640 101 5699 19052 Traffic Signal Assets Replacement
Less cost of award	\$115,599.36 \$ 11,559.94 \$127,159.30	Construction (Incl. of HST) Contingency @ 10% Total Construction Award (Incl. of HST)
Budget Remaining after this award	\$ 78,940.70	*

* The remaining budget will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

There is no incremental operating budget impact.

Pre-emption detectors have a useful life of 10 years, and therefore the life cycle impact is \$47,607.40 (\$23,803.70 x 2)

Pre-emption detector cards have a useful life of 10 years and therefore the life cycle impact is \$81,198.38 (\$40,599.19 x 2)

LED signals have a useful life of 7 years, and therefore the life cycle impact is \$90,417.84 (\$30,139.28 x 3)

The total life cycle impact over 25 years is \$219,223.62 (\$47,607.40 + \$81,198.38 + \$90,417.84).

The Life Cycle Reserve Study will be adjusted accordingly.

ENVIRONMENTAL CONSIDERATIONS

N/A

#27

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner Community & Fire Services
Re:	115-T-19 Flooring Replacement at Armadale and Milliken Mills Community Centres
Date:	June 25, 2019

BID INFORMATION

Bids closed on	June 3, 2019
Number picking up bid documents	11
Number responding to bid	7

BACKGROUND

The project is remove and replace flooring at the following locations:

1. Armadale Community Centre – To be completed between September 1 - September 30, 2019
 - a. Replace existing linoleum flooring in four (4) multipurpose rooms
2. Milliken Mills Community Centre – To be completed between November 30 – December 22, 2019
 - a. Replace existing ramp tile of the main pool
 - b. Replace existing vinyl tile in meeting rooms A & B and aerobics studio

RECOMMENDATION

Recommended bidder	Tradeworks Interior Canada Corp (2 nd lowest priced bidder)	
Current budget available	\$124,400.00	See financial considerations
Less cost of award	\$117,024.00	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$7,376.00	*

*The balance of \$7,376.00 will be returned back to source after completion of the project.

Note: On June 20, the Procurement Division issued a notice of award to Dome Services Group, and requested submission to the City (among other documents) a “Performance Bond” and a “Labour and Materials Bond” (in digital form, or original form). Subsequently, Dome Services Group failed to provide the required documentation within the time period provided and stated their intent not to provide while identifying they have allocated their resources to other projects (and cannot complete the City’s project).

Since Dome Services Group walked from the project, the City is making a claim to their surety company for the \$10,000 bid bond included with Dome Services Group submission. However, to ensure completion in a timely manner, Staff proceeded with awarding the contract to the 2nd lowest price bidder.

FINANCIAL CONSIDERATIONS

Account #	Description	Budget	Bid Price	Variance
500-101-4299-19111	Armadale Flooring - Multi-Purpose Rooms (4 Rooms)	\$46,000.00	\$58,003.20	-\$12,003.20
500-101-4299-19133	Milliken Mills Flooring - Pool Ramp Tile	\$40,700.00	\$18,316.80	\$22,383.20
500-101-4299-19135	Milliken Mills Flooring - Meeting Rooms A and B and Aerobics Room	\$37,700.00	\$40,704.00	-\$3,004.00
	Total	\$124,400.00	\$117,024.00	\$7,376.00

Under account 500-101-5399-19135, funding was included to replace the tile in the hall corridor, this work is being deferred at this time.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact and no life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

#28

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	032-R-19 - Consulting Engineering Services for a Municipal Class Environmental Assessment Study for the Markham Centre Trails
Date:	August 20, 2019

BID INFORMATION

Bid closed on	July 23, 2019
Number picking up bid document	10
Number responding to bid	5

BACKGROUND

To obtain approval to award the contract for consulting engineering services for a municipal class environmental assessment (MCEA) study for the Markham Centre Trails along the Rouge River valley from Apple Creek Boulevard to Main Street Unionville. The study will address issues related to the management and patterns of use of the Rouge River and its tributaries, Apple Creek and Beaver Creek including a proposed trail system, pedestrian crossings, public access and linkages to existing road networks. The study will also implement the objectives of the Markham Centre Greenland's Master Plan related to natural and cultural heritage, environmental and ecological restoration, recreation and First Nations involvement and management.

The study will commence in September 2019 and anticipated to be completed by December 2020.

RECOMMENDATION

Recommended Bidder	R.J. Burnside & Associates Limited (highest ranked / lowest priced bidder)	
Current budget available	\$363,300.00	083-5350-19041-005 Markham Centre Trails EA Study
Less cost of award	\$317,134.89 \$ 31,713.49 \$348,848.38 \$ 44,861.80 \$393,710.18	Award (Incl. of HST) * Contingency @ 10% Cost of Award (Incl. of HST) Internal Management Fee Total Project Cost
Budget remaining after award	(\$ 30,410.18)	**

*The award includes an allowance for geotechnical investigation to determine existing subsurface conditions of the study area.

**The budget shortfall in the amount of \$30,410.18 will be funded from the Engineering Capital Contingency account. Staff negotiated with the highest ranked and lowest priced bidder and was successful in reducing the hourly rates of key personnel, which resulted in a cost reduction of \$21,977.47 (6.48%).

PROPOSAL EVALUATION

The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 5% qualifications and experience of the consulting firm, 15% qualifications and experience of the project manager and team, 15% demonstrated understanding of the project, 35% methodology, schedule and work plan and 30% price, totaling 100%.

Bidder	Score (%)
R.J. Burnside & Associates Limited	92

Note: Prices ranged from \$317,134 to \$691,276 (Incl. of HST).

Staff is recommending the highest ranked / lowest priced bidder as their proposal demonstrated a good understanding of the project requirements and provided a good methodology and work plan.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#29

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	080-R-19 Consulting Engineering Services for Erosion Restoration
Date:	May 24, 2019

BID INFORMATION

Bid closed on	April 26, 2019
Number picking up document	9
Number responding to bid	5

BACKGROUND

To obtain approval to award the contract for consulting engineering services for the detailed design, tender preparation, construction administration and inspection services at six (6) erosion sites by German Mills Creek, Rouge River, and East Don River.

The detailed design will be completed by Fall 2019 with construction to be completed by Fall 2020.

RECOMMENDATION

Recommended bidder	Resilient Consulting Corporation (highest ranked / lowest priced bidder)	
Current budget available	\$112,240.00	750-101-5699-19232 Erosion Restoration Program
Less cost of award	\$101,439.20	Cost of Award
	\$ 10,143.92	Contingency (10%)
	\$111,583.12	Total Award (Inclusive of HST Impact)
Budget remaining after award	\$ 656.88	*

*The remaining balance of \$656.88 will be returned to the original funding source.

PROPOSAL EVALUATION

The evaluation was based on pre-established evaluation criteria as detailed in the Request for Proposal: 10% for experience/past performance, 5% for bidder's experience in similar/related projects, 25% for qualification and experience of the project manager and team, 30% for project delivery and project understanding, and 30% for price, totaling 100%.

Bidder	Score
Resilient Consulting Corporation	93.7

*Bid prices ranged from \$101,439.20 to \$336,311.71.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget impact and life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

Erosion restoration reduces downstream sedimentation and improves water quality and fish habitat while contributing to a sustainable, healthy ecosystem that is in line with the City's Greenprint initiative.

#30

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	122-R-19 Consulting Services for a Traffic Safety Audit
Date:	August 21, 2019

BID INFORMATION

Bid closed on	July 18, 2019
Number picking up bid document	11
Number responding to bid	7

BACKGROUND

To obtain approval to award the contract for consulting services for a traffic safety audit. The audit will be completed by June 2020.

RECOMMENDATION

Recommended bidder	CIMA Canada Inc. (Highest Ranked / 2 nd lowest priced bidder)	
Current budget available	\$192,900.00	640-101-5699-19051 Traffic Safety Audit
Less cost of award	\$139,105.92	Detailed Design (Incl. of HST)
	<u>\$ 13,910.59</u>	Contingency @ 10%
	\$153,016.51	Cost of Award (Incl. of HST)
	<u>\$ 21,361.98</u>	Internal Management Fee
	\$174,378.49	Total Project Cost
Budget remaining after award	\$ 18,521.51	*

*The remaining budget will be returned to the original funding source.

PROPOSAL EVALUATION

The evaluation was carried out using a two-stage evaluation process to ensure bidders had the requisite skills and experience to carry out the traffic safety audit. Under stage one bidders were assessed against pre-established evaluation criteria as outlined in the bid document: 10% qualifications and experience of the consulting firm, 20% qualifications and experience of the project manager and team and 40% project understanding, methodology, schedule and work plan. Bidders that met the technical threshold as identified in the Bid document proceeded to stage two for price evaluation, which was evaluated out of 30%, totaling 100%.

Bidder	Score
CIMA Canada Inc.	94.98

Two bidders met the technical threshold and advanced to stage two-price evaluation. The prices ranged from \$119,160 to \$139,105 (Incl. of HST). Staff is recommending the highest ranked /second lowest priced bidder as their proposal best demonstrated their experience and capability to undertake projects of a similar size and scope. They have a strong understanding of the project requirements and provide the most advanced and detailed methodology with a realistic work plan. The company has completed numerous projects directly related to the scope of this study. The team assigned to the project is highly qualified and specialized in conducting comprehensive network safety audits.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#31

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	025-R-19 Consulting Engineering Services for the Detailed Design of Four Erosion Restoration Sites within the City of Markham
Date:	May 9, 2019

BID INFORMATION

Bid closed on	March 20, 2019
Number picking up bid document	13
Number responding to bid	9

BACKGROUND

To obtain approval to award the contract for consulting engineering services for the detailed design and tender preparation of the following four erosion sites;

- Rouge River (R-ES-45)
- Mount Joy (MJ-ES-05)
- Mount Joy (MJ-43/MJ-48)
- German Mills Creek (GMC-13/GMC-57)

The detailed design will be completed by February 2020 with construction to commence in Spring 2020.

RECOMMENDATION

Recommended Bidder	Aquafor Beech Limited (highest ranked / 4th lowest priced bidder)	
Current budget available	\$251,400.00	640-101-5699-19032 Downstream Improvements Program
Less cost of award	\$ 99,439.87 \$ 54,449.74 <u>\$ 15,388.96</u> \$169,278.57 \$ 23,313.43 \$ 10,000.00 <u>\$ 15,000.00</u> \$ 217,592.00	Detailed Design (Incl. of HST) Provisional Item * Contingency @ 10% Cost of Award (Incl. of HST) Internal Management Fee Allowance for additional geotechnical investigation ** Permits Fees Total Project Cost
Budget remaining after award	\$ 33,808.00	***

*The provisional item is for the consultant to provide contract administration and inspection services.

** The allowance is for the additional geotechnical investigation to determine the existence of soil contamination.

***The remaining budget will be returned to the original funding source.

PROPOSAL EVALUATION

The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 20% qualifications and experience of the consulting firm, 20% qualifications and experience of the project manager and team, 30% project understanding, methodology, schedule and work plan and 30% price, totaling 100%.

Bidder	Score
Aquafor Beech Limited	86.16

Note: Prices ranged from \$90,695 to \$250,891 (Incl. of HST) for detailed design and contract administration and inspection services.

Staff is recommending the highest ranked/fourth lowest priced bidder as their proposal demonstrated their experience and capability to undertake projects of similar size and scope. They have a good understanding of the project requirements and provided a good methodology and work plan.

025-R-19 Consulting Engineering Services for the Detailed Design of Four Erosion Restoration Sites within the City of Markham

Page 2 of 2**PROPOSAL EVALUATION (Continued)**

The lowest priced bidder did not provide a strong technical proposal, additionally; their submission reflected a 3-week construction period whereas the construction estimate for these four sites is 10 weeks based on previous projects. The low bidder's submission of a 3-week construction period drastically underestimated the time commitment for the contract administration and inspection services. All other bid prices were in line with the recommended bidder.

OPERATING BUDGET AND LIFECYCLE IMPACT

The Operating budget for the operating cost and its life cycle impact will be determined by the Operations Department once design is complete and prior to construction.

The cost estimate for the construction of these erosion sites was estimated to be \$594,200.

ENVIRONMENTAL CONSIDERATIONS

The environmental permitting agencies will be consulted during the detailed design stage of this project. The erosion restoration will improve the condition of the existing watercourses and provides overall benefit to fish habitats.

#32

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Award:	075-T-19 Supply and Delivery of Station Wear for Firefighters
Date:	May 23, 2019

BID INFORMATION

Bid closed on	May 16 , 2019
Number picking up bid document	3
Number responding to bid	1*

*The bid document specified Nomex material for the station wear or an alternative manufacturer who can provide an equivalent that would be acceptable to the City. There are couple of vendors who can provide Nomex material station wear, however, they stated they are not competitive in the Ontario market. Another company had an alternative material, however, they failed to submit a bid.

BACKGROUND

Firefighter protective clothing and uniforms are provided as required under the collective agreement with the Markham Professional Firefighters Association. Each new firefighter is provided with a full “kit” in accordance with the agreement, as follows: four (4) shirts, four (4) pairs of pants and one (1) set of coveralls. These items are replaced on an “as necessary” basis. These items are worn by firefighters at stations, under bunker gear when firefighters are responding to calls and utilized for training.

All station wear provided under this contract is certified to meet or exceed the specifications as set out in the National Fire Protection Association (NFPA) 1975-2019 edition for both base requirements and flame resistant (FR) requirements. Nomex station wear is flame resistant, moisture regain is 4.5%, published wear life is 4 to 6 years, thermal protection is 30-40% (predicted burn injuries). Markham Fire and Emergency Services has worn Nomex station wear for more than 25 years and the garments have proven to meet and in most cases, exceed wear expectations.

RECOMMENDATION

Recommended bidder	Safedesign Apparel Ltd. (sole bidder)	
Current budget available	\$ 15,317.85	067-6150-19097-005 Replacement Due to Staff Retirements
	\$ 34,429.16	420-599-4260 Uniforms
	\$ 49,747.01	Total Budget Available
Less cost of award	\$ 49,747.01	Year 1 (July 20, 2019 – July 19, 2020 Inclusive of HST)*
	\$ 53,228.52	Year 2 (July 20, 2020 – July 19, 2021 Inclusive of HST)*
	\$ 56,955.26	Year 3 (July 20, 2021 – July 19, 2022 Inclusive of HST)*
	\$ 60,941.40	Year 4 (July 20, 2022 – July 19, 2023 Inclusive of HST)*
	\$220,872.19	Total cost of award (2019 – 2023)
Budget remaining after this award	\$ 0.00	**

* The term of the contract is for four (4) years starting from July 20, 2019. The vendor has provided fixed prices for years 1 to 4 based on the estimated quantities required for these years. The cost of the award includes the supply, on-site measurement/fitting, altering and delivery of the items. Years 2020-2023 are subject to Council approval of the annual budget. **Staff recommend receiving approval to award the contract to the full budget amount since station wear replacement is on an “as necessary” basis.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and life cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

Items of clothing are replaced on an “as needed” basis, which decreases the amount of issued items annually. Firefighters exchange an item after a condition assessment by the Platoon or District Chief. Items that are deemed suitable for replacement are either recycled or donated to fire departments outside of North America that have no capacity to provide protective station wear to their firefighters.

#33

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	137-S-19 Greenhouse Gas (GHG) Assessment
Date:	June 7, 2019

BACKGROUND

On April 16th, 2019, the Council approved the shared funding allocation between the Government of Canada and City of Markham under the Disaster Mitigation & Adaptation Fund (DMAF), where the Government of Canada contributes 40% and Markham contributes 60% of the funding for the following projects under the City's Flood Control Program, for a total amount of \$121,600,000.00:

- 1) West Thornhill Flood Control Implementation (Phases 3 & 4)
- 2) Don Mills Channel
- 3) Thornhill Community Centre & Glynnwood Storm Sewer Upgrades

Per draft Conditions of the Agreement, a completed Greenhouse Gas (GHG) Assessment is required for the aforementioned projects, in order to qualify for funding under the DMAF program.

RECOMMENDATION

Recommended Bidder	Cole Engineering Group Ltd (Non-Competitive Procurement)	
Current budget available	\$55,968.00	58-6150-18279-005 West Thornhill Flood Control Implementation – Phase 2C Construction
Less cost of award	\$50,880.00	Award
	<u>\$ 5,088.00</u>	Contingency (10%)
	\$55,968.00	Total Cost of Award
Budget Remaining after this award	\$ 0	*

*40% of any costs incurred to complete the required GHG Assessment is reimbursable through the DMAF program. Funds will be transferred back to project 18279 upon receipt of reimbursement.

Staff further recommends

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 Non Competitive Procurement, item 1 item (h) which states, "Where it is necessary or in the best interests of the City to acquire non-standard items or Consulting and Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service."

OPTIONS/ DISCUSSION

Staff recommend waiving the City's Tender process due to the following rationale:

Proven Track Record & Technical Expertise

Cole's proposed project team includes strong and experienced staff members and has proven track record in completing several GHG projects for different kind of facilities in a timely manner.

The proposed project manager has over 15 years of experience in GHG reports for various public agencies, including Regional Municipality of Halton's six (6) wastewater treatment facilities, Regional Municipality of Niagara's wastewater treatment plants and landfill sites, City of Brantford wastewater treatment plant and sanitary landfill, City of Toronto Greenlane Landfills, Markham District Energy.

Timing

As the implementation of the Flood Control Projects being funded by DMAF is to begin in 2020, it is in the City's best interest that this pre-requisite assessment be completed as soon as possible and prior to project implementation, such that project commencement and funding are not delayed. The GHG Assessment is expected to take a minimum of seven (7) months to complete. If this study is awarded through the Request for Proposal (RFP) process, the study

137-S-19 Greenhouse Gas (GHG) Assessment**Page 2 of 2**

may not be completed in time to abide by the schedule for implementation of the respective Flood Control Projects in 2020.

Price Competitiveness Staff confirmed that the proposed project schedule and unit rates are reasonable.

FINANCIAL CONSIDERATIONS

Project 18279 “West Thornhill Flood Control Implementation – Phase 2C Construction” is 70% complete and currently has \$55,968.00 of remaining uncommitted funds due to a reduction in the requirement for contract contingency.

Staff recommend changing the scope of project #18279 to include a GHG assessment for upcoming Flood Control Program, utilizing the uncommitted funds of \$55,968.00.

As per the Capital Budget Control Policy, section 5.7. A request to change the scope of an approved capital project requires approval from the CAO.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the Operating budget and the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATION

A GHG Assessment, in compliance with the ISO 14064-2 specifications, will provide meaningful insight into the degree to which the project is able to reduce GHG emissions. Any potential GHG emission reductions that are achieved by the proposed projects will assist Canada’s commitment to lower GHG emissions by 30% below 2005 levels by 2030.

#34

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	251-S-18 Community Energy Plan Modelling Tool for the North District
Date:	May 9, 2019

BACKGROUND

To obtain approval to award the contract for the development of the Community Energy Plan (CEP) modelling tool to evaluate energy and emissions in the Future Urban Area, now known as the North District (ND). City staff from Planning & Urban Design, Engineering and Sustainability & Asset Management have been working with York Region staff, ND landowners and developers to develop a process to complete the pilot Community Energy Plan for the ND, a new component for all Secondary Plans. It was agreed by all stakeholders that a modelling tool will help to identify energy and emissions opportunities and goals for the CEP.

The modelling tool will:

- Analyze and recommend the energy and greenhouse gas (GHG) emissions targets for the North District
- Improve alignment of CEPs with the requirements of the Municipal Energy Plan (MEP), York Region Official Plan (2016) and the City's Official Plan (2014). Requirements include:
 - o Minimize the use of electricity, natural gas and gasoline consumption and resulting GHG emissions through compact urban design;
 - o Address energy-efficient building operation, design and construction; and,
 - o Identify opportunities for on-site energy generation, district energy and renewable energy options
- Improve accuracy and speed of CEP approval within the proposed Secondary Plan review

The scope of work includes:

- Data collection and processing from City and stakeholders
- Model development
- Energy and emissions analysis for each of the four Secondary Plans within the ND
- Reporting on methods, assumptions analysis and recommendations for each of the Secondary Plans
- Staff training on the use of the tool

The pilot project will commence upon award and be completed in 4 months.

RECOMMENDATION

Recommended bidder	Sustainability Solutions Group "SSG" (Non-competitive procurement)	
Current budget available	\$145,000.00	270-101-5399-14065 Integrated Community Energy Plan*
Less cost of award	\$131,728.32	Consultation & Modelling Tool
	\$ 13,271.68	Contingency
	\$145,000.00	Total Cost of Award (inclusive of HST)
Budget remaining after this award	\$ 0.00	

*The budget is funded by external developer fundings

Staff further recommends that the City's Tender process be waived in accordance with Purchasing By-Law 2017-18, Part II, Section 11.1 (h) which states "where it is necessary or in the best interests of the City to acquire Consulting Services from a supplier who has a proven track record with the City in terms of pricing, quality and service."

OPTIONS/DISCUSSION

The CEP is a new requirement for Secondary Plans. Energy modelling for each new community will include the development of energy and emissions optimization scenarios to inform CEP targets. ND stakeholders and City staff agreed to pioneer the development of the modelling tool. Utilizing the current draft CEP, Secondary Plans and Community Design Plans available, the modelling tool will estimate the potential energy and emissions reduction within each of the four Secondary Plans within the ND. The use of the tool can be potentially expanded to review other Secondary Plans submitted for other community areas in the future.

251-S-18 Community Energy Modelling Tool for the Future Urban Area**Page 2 of 2****OPTIONS/DISCUSSION (Continued)**

Staff recommend waiving the City's Tender process due to the following rationale:

Proven Track Record

SSG was awarded the contract to develop Markham's MEP in 2015 (017-R-15) as the highest ranked and lowest priced supplier through a competitive bid process. Staff is satisfied with the level of service, professionalism and technical expertise provided by the supplier. SSG has also successfully completed CEP related work for other public organizations.

Technical Expertise

Founded in 2001, SSG has established itself as a leader of community energy planning in Canada, with a key focus area of integrated community energy systems.

Qualifications of Project Team

The proposed lead consultant is SSG's Principal with 15 years of experience in modelling energy and emissions trajectories for more than 40 municipalities, including Region of Durham, City of Edmonton and City of Toronto. He has served as technical advisor to 1000 cities for carbon freedom with the United Nations Development Programme (UNDP), advisor to the United Nations Environment Programme (UNEP) and as an active participant in United Nations Framework Convention on Climate Change (UNFCCC) negotiations.

The proposed project team includes strong and experienced staff members with qualifications in the practice of strategic planning, stakeholder and public consultation, energy and environmental consulting, energy conservation and demand management, scenario analysis, forecasting, custom modelling, energy planning, integrated resource recovery, sustainability, local improvement charges and social equity.

Niche Market

As reflected in the City's previous bid results in 2015, of the 3 consulting companies that submitted a bid, only 1 met the technical threshold and specializes in this field of work.

Cost Savings, Efficiency & Interchangeability

The experience and knowledge gained by SSG through the MEP development can be applied and transferred to this project. Cost savings and efficiencies are expected through knowledge transfer and minimizing any duplication of efforts and costs that would be associated with engaging another consultant.

All of the proposed staff have previously worked on the development of the City's MEP and are familiar with the milestone targets the City needs to reach in order to meet the net zero emissions objective by 2050.

Price Competitiveness

Staff negotiated with SSG a 6% or \$8,853.12 cost reduction from the original bid price (\$140,581.44) as allowed under the Purchasing By-Law. Staff confirmed that the proposed project schedule and unit rates are reasonable.

FINANCIAL CONSIDERATIONS

The ROPA 3 Landowners Group Inc. agreed to fund the modelling exercise to a maximum of \$145,000, in accordance with the North Markham Development Area – Future Urban Area Expansion and Master Plan Funding, Credit And Reimbursement Agreement dated March 25, 2014. Senior staff from Finance, Engineering, Planning & Urban Design and Sustainability & Asset Management departments have been involved in this agreement.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to operating budget. There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The residential sector has proven to be the largest consumer of energy and producer of GHG emissions among other sectors, based on the analysis in City's MEP. As such, development in the North District represents a key opportunity to make significant gains in support of the MEP objective of Net Zero emissions by 2050 and the Greenprint's Energy & Climate priority.

#35

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner of Corporate Services
Award:	061-T-19 LED Lighting Retrofit at Unionville Library
Date:	May 16, 2019

BID INFORMATION

Bid closed on	April 25, 2019
Number picking up document	9
Number responding to bid	3

BACKGROUND

To replace existing metal halide lighting with energy efficient LED fixtures. The project will be completed by October 31, 2019.

RECOMMENDATION

Recommended bidder	Energy Network Services Inc. (lowest priced bidder)	
Current budget available	\$ 71,500.00	270-101-5399-18094 Library Facility Improvements
	<u>\$ 50,900.00</u>	270-101-5399-19089 Unionville Library LED Light Upgrade
	\$122,400.00	Total Budget Available
Less cost of award	\$110,890.31	Cost of Award*
	<u>\$ 11,089.03</u>	Contingency (10%)
	\$121,979.35	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 420.65	**

*Bid Price includes a cash allowance of \$17,299.20 for electrical works (such as wiring modifications, breakers, rough-in items) to accommodate the new lighting and to comply with current codes. Four lighting configurations were solicited in the tender. The option recommended by the consultant and library staff provides the most value in terms of design attributes, improvements in lighting level, energy efficiency, architectural compatibility and aesthetics.

**The remaining balance of \$420.65 will be returned to the original funding source (19089).

OPERATING BUDGET AND LIFECYCLE IMPACT

The design of the new lighting will achieve a 52% increase in light levels, while reducing electrical consumption by 36%, thereby realizing a net reduction to the operating budget. Upgraded LED lights have a useful life of 25 years.

ENVIRONMENTAL CONSIDERATIONS

Replacing the less efficient lights with high efficiency LEDs will achieve energy savings of 36%. Existing light fixtures will be properly sorted and recycled.

#36

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	101-T-19 Supply and Delivery of One (1) Articulated Sidewalk Tractor
Date:	August 1, 2019

BID INFORMATION

Bid closed on	July 24, 2019
Number picking up bid document	4
Number responding to bid	3*

*One bidder was disqualified as they did not meet the mandatory specifications.

BACKGROUND

The vehicle being procured is for winter maintenance operations and is for the replacement of unit 1430. The old unit will be sold upon delivery of the new unit in accordance with Purchasing By-Law 2017-8, Part V, Disposal of Personal Property. Proceeds will be posted to account 890 890 9305 (proceeds from the Sale of Other Fixed Assets).

RECOMMENDATION

Recommended bidder	Cubex Ltd. (lowest priced bidder)	
Current budget available	\$188,535.00	057-6150-19207-005 Corporate Fleet Replacement
Less cost of award	\$152,365.25	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 36,169.75	*

*The balance remaining of \$36,169.75 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget as the vehicle being purchased is replacing an existing unit. The Life Cycle Reserve Study will be updated accordingly.

ENVIRONMENTAL CONSIDERATIONS

This unit in this award utilizes the most current technology, reducing overall engine emissions.

#37

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	143-T-19 Supply and Delivery of Three (3) Compact 4x4 Tractors
Date:	August 1, 2019

BID INFORMATION

Bid closed on	July 24, 2019
Number picking up bid document	5
Number responding to bid	3*

*Two bidders were disqualified as they did not meet the mandatory specifications.

BACKGROUND

The vehicles being procured are for winter maintenance operations and are for the replacement of units 1440, 3433 and 4500. The old units will be sold upon delivery of the new units in accordance with Purchasing By-Law 2017-8, Part V, Disposal of Personal Property. Proceeds will be posted to account 890 890 9305 (proceeds from the Sale of Other Fixed Assets).

RECOMMENDATION

Recommended bidder	Hutchinson Farm Supply Inc. (lowest priced bidder)	
Current budget available	\$161,200.00	057-6150-19207-005 Corporate Fleet Replacement
Less cost of award	\$156,442.51	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 4,757.49	*

*The balance remaining of \$4,757.49 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget as the vehicles being purchased are replacing existing units. The Life Cycle Reserve Study will be updated accordingly.

ENVIRONMENTAL CONSIDERATIONS

The units in this award utilize the most current technology, reducing overall engine emissions.

#38

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Award:	153-T-19 Court Resurfacing and Rebuilding
Date:	August 20, 2019

BID INFORMATION

Bid closed on	August 7, 2019
Number picking up bid document	4
Number responding to bid	3

BACKGROUND

To obtain approval to award the contract to resurface/rebuild the following courts:

Resurface:

- Wismer Basketball Court
- Bayview Glen Tennis Courts 1 & 2

Rebuild:

- Bayview Lane Basketball Court

RECOMMENDATION

Recommended bidder	Court Contractors Ltd. (lowest priced bidder)	
Current budget available	\$141,922.00	059-6150-19188-005 Court Resurfacing/Reconstruction
Less cost of award	\$68,484.48	
Budget remaining after this award	\$73,437.52	*

* The remaining budget in the amount of \$73,437.52 will be returned to the original funding source. Bayview Glen tennis courts require resurfacing instead of rebuilding based on the condition assessment resulting in a favourable budget remaining.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve Study will be reviewed based on this award.

ENVIRONMENTAL CONSIDERATIONS

Resurfacing of the tennis courts uses a penetration lift process which is environmentally friendlier than hotmix asphalt. All the material is reconstructed on site therefore eliminating any need to dispose of material. Liquid asphalt is also applied at a lower temperature reducing energy costs to heat material. There is a reduction in large trucking and machinery requirements and the overall footprint is lower carbon.

#39

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Award:	172-Q-19 Supply and Install Street Planters (Markham Main Street)
Date:	August 23, 2019

BID INFORMATION

Bid closed on	August 20, 2019
Number picking up bid document	7
Number responding to bid	6

BACKGROUND

The recommendation in this report is the supply and installation of street planters on Markham Main Street.

RECOMMENDATION

Recommended bidder	Pine Valley Corporation (lowest priced bidder)	
Current budget available	\$81,400.00	059-6150-18334-005 Main Street Markham Streetscape
Less cost of award	\$66,144.00	Cost of Award (Inclusive of HST)
	<u>\$ 6,614.40</u>	Contingency (10%)
	\$72,758.40	Total cost of award (inclusive of contingency and HST)
Budget remaining after this award	\$ 8,641.60	*

*This project is funded by the Ontario grant for main street revitalization initiatives. The balance remaining of \$8,641.60 will be used for other Markham main street revitalization work as budgeted in this project.

The Work is expected to be completed by October 31, 2019.

OPERATING BUDGET AND LIFE CYCLE IMPACT

These natural stone planters will replace existing wooden planters on Markham Main Street. There is no incremental impact to the operating budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

All materials removed will be recycled where possible including wood, soil and concrete.

#40

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	051-R-07 External Audit Services, Contract Extension
Date:	July 22, 2019

BACKGROUND

The purpose of this report is to obtain approval to extend contract 051-R-07 “External Audit Services” for one (1) year at the agreed upon 2019 itemized pricing.

This contract is for an external auditor to carry out the examination, review and audit of the financial records and statements of: The Corporation of the City of Markham, including Trust Funds and the Markham Public Library.

RECOMMENDATION

Recommended Supplier	KPMG LLP Chartered Accountants (Non-Competitive Procurement)	
Current Budget Available	\$ 96,190.00	See Financial Considerations
Less Cost of Award	\$ 90,362.88	2019 Audit Year (Inclusive of HST)
Budget Remaining after this award	\$ 5,827.12	*

*The remaining balance of \$5,827.12 will be included as part of the 2019 year end results of operations.

In addition, and on behalf of the following business associates: Markham Enterprises Corporation (MEC), Markham District Energy Inc. (MDEI), Old Markham Village Business Improvement Area (MBIA), Unionville Business Improvement Area (UBIA), Varley-McKay Art Foundation, and ventureLAB, the City has negotiated one (1) year contract extensions for the examination, review and audit of their financial records and statements. The contract, budget and payment for services rendered is the sole responsibility of each business entity.

Staff further recommend:

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1, (c) which states “when the extension of an existing contract would prove more cost-effective or beneficial” & (h) where it is necessary or in the best interests of the City to acquire non-standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the City in terms of pricing, quality and service.

DISCUSSION

Below is the cost comparison for the provision of external audit services to the City and business associates between 2018 and the fees proposed by KPMG for the 2019 financial audit period. The comparison shows that the City’s fees (including Trust Funds and Markham Public Library) will increase in 2019 by 2.54 per cent over 2018.

	2018	2019	% Incr.
City of Markham (including HST Impact)			
City of Markham (incl. Trust Funds)	\$78,864	\$80,899	
Markham Public Library	<u>\$9,260</u>	<u>\$9,464</u>	
City Total, Including HST Impact	\$88,124	\$90,363	2.54%
Audit Fees Paid by Respective Business Associate (Excluding HST)			
Markham Enterprises Corporation	\$25,000	\$26,500	6.00%
Markham District Energy Inc.	\$20,500	\$22,000	7.32%
Old Markham Village Business Improvement Area	\$1,950	\$2,000	2.56%
The Friends of the Markham Museum Foundation	\$1,950	\$2,000	2.56%
Unionville Business Improvement Area	\$1,950	\$2,000	2.56%
Varley-McKay Art Foundation	\$1,950	\$2,000	2.56%
Venture LAB	\$3,500	\$3,600	2.86%

051-R-07 External Audit Services - Contract Extension**Page 2 of 2****DISCUSSION (Continued)**

KPMG has consistently provided valuable audit and consulting services relating to Public Sector Accounting Board (PSAB) conformance and methodologies and recording of financial activities in the financial statements. At no additional charge, KPMG readily avails themselves to the City and its associates throughout the year, whenever their expertise is required. KPMG was instrumental in providing advice and guidance throughout the series of hydro corporation mergers ending with the dissolution of PowerStream Inc. and the formation of Alectra Utilities.

Over the past several years, there have been many changes to public sector accounting standards. Some more recent examples include accounting for contaminated sites, related party disclosures and inter-entity transactions. As public sector accounting is ever-changing, moving closer to private sector standards, it is critical that business relationships and audit continuity be maintained. Otherwise, several months of extra time and effort would be required to introduce a new audit firm to the City's policies and procedures and in many instances the work that has already been done would have to be repeated.

On behalf of the City's associated companies, the impact of a change to a new audit firm would be challenging, particularly for MEC and MDEI, where audit requirements have become increasingly more complex and the number of financial transactions flowing through each continues to increase. As such, more substantial fee increases are proposed for MEC and MDEI, and have been pre-approved by the organizations. Nominal fee increases are proposed for the remaining business associates.

FINANCIAL CONSIDERATIONS

Account #	Description	Budget Available	Budget Allocated for this Award	Cost of Award	Budget Remaining
410-4455610	External Audit Fees - Finance	\$70,690.00	\$70,690.00	\$64,399.20	\$6,290.80
760-9985610	External Audit Fees - Waterworks	\$16,500.00	\$16,500.00	\$16,500.00	\$0.00
998-1005610	External Audit Fees - Library	\$9,000.00	\$9,000.00	\$9,463.68	(\$463.68)
Total		\$96,190.00	\$96,190.00	\$90,362.88	\$5,827.12

OPERATING BUDGET AND LIFE CYCLE IMPACT

The remaining balance of \$5,827.12 will be included as part of the 2019 year end results of operations. There is no life cycle impact.

ENVIRONMENTAL CONSIDERATION

N/A

#41

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	014-S-13 Contract Extension, Maintenance and Support Services (Click Charges) for MFDs/Single Purpose Xerox Printers
Date:	July 18, 2019

BACKGROUND

To obtain approval to extend the contract for nineteen (19) months for the Maintenance and Support Services (Click Charges) for MFDs/Single Purpose Xerox Printers through the Ontario Public Sector Users Print Imaging Technology Services Agreement, on an as required basis at the same rate as the current contract (2014 rates).

RECOMMENDATION

Recommended bidder	Compugen Inc. through Ontario Provincial Government (non-competitive procurement)	
Current budget available	\$ 67,667.00	City-Wide Operating Budget
Less cost of award	\$ 67,667.00 <u>\$116,000.00</u> \$184,000.00	Jun. 2019 – Dec. 2019 Jan. 2020 – Dec. 2020 * Total Award (Inclusive of HST)*
Budget remaining after this award	\$ 0.00	

*Subject to Council approval of the annual operating budget.

Note: “**Click Charges**” means the cost per page charged by the vendor for toner and maintenance kit. Charges include black and white and colour toners, maintenance and support services.

Printer specific rate per click: Colour: \$0.07500 - \$0.11224; Black & White: \$0.00670 - \$0.02436

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (c) ” when the extension of the existing contract would prove more cost-effective or beneficial

And

(h) where it is necessary or in the best interests of the City to acquire Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service”

OPTIONS / DISCUSSIONS

In 2013, Staff awarded the contract to retain for the provision of supply, install, and support and maintenance services of Multi-Function Devices and Single Purpose Printers through the Ontario Public Sector Users Print Imaging Technology Services Agreement. The current contract provides for a full warranty and support model, which includes a dedicated customer service representative assigned to the City’s account and maintenance in the form of monthly Click Charges. Maintenance includes the supply and disposal of ink toners, periodic maintenance (which includes all parts and labour), firmware upgrades and programming; loaner equipment; mission critical spare inventory; next business day on-site replacements or repair, all related shipping / logistics costs and local and dedicated support teams.

These devices are due for replacement, and staff have retained an external professional services provider for the review and development of a replacement strategy. The Strategy will include the printer specification suitable for each business unit.

Since the replacement strategy is in progress and will take several months to complete, support and maintenance services is still required to ensure the current level of services received by the City are maintained during this transition.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve Study

ENVIRONMENTAL CONSIDERATIONS

The contract includes a toner cartridge recycling program.

#42

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	069-S-19 Flato Markham Theatre Furniture Replacement
Date:	August 21, 2019

BACKGROUND

Replacement of the public furniture and waste receptacles at the Flato Markham Theatre is warranted based on condition and lifecycle assessment. Existing furniture was purchased in 2008 and will be distributed to various areas within the Markham Civic Centre and Art Gallery. New furniture will include 40 Chairs (4 of which are single seat sofas), 4 couches, 4 ottomans, 22 tables, and 11 waste receptacles.

RECOMMENDATION

Recommended bidder(s)	Office Central (Tables, couches and chairs) Harkel Office (Lower lobby chairs) Busch Systems (Waste receptacles) – Non-competitive	
Current budget available	\$118,990.00	074-6150-19008-005 (Theatre Furniture Replacement)
Less cost of award	\$ 65,393.43 \$ 8,120.45 \$ 6,402.86 <u>\$ 7,991.67</u> \$ 87,908.41	Office Central Award (Inclusive of HST) Harkel Office Award (Inclusive of HST) Busch Systems Award (Inclusive of HST) Contingency (10%) Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 31,081.59	*

*The remaining balance of \$31,081.59 will be returned back to original funding source.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non Competitive Procurement, item 1 (c) which states “where there is only one source of supply for the goods to be purchased” and (h) where it is in the best interests of the City to acquire non-standard items from a supplier who has a proven track record with the City in terms of pricing, quality and service.

OPTIONS/DISCUSSIONS

Theatre staff, in consultation with its designer investigated several options for the replacement of the overall public area. During the process, Staff reviewed over 10 different furniture suppliers from 12 showrooms and selected pieces based on price, quality, aesthetic, comfort, functionality and durability.

The furniture selected best meets the theatre’s many applications and multi-purpose utilizing commercial grade furniture to ensure durability and longevity. Staff did not review non-commercial grade product lines from traditional retailers as Leon’s, The Brick and Ikea as these retailers do not provide commercial grade furniture.

Office Central (Distributor) - \$65,393.43

The selected furniture (tables, couches and chairs) are manufactured by Keilhauer and Global furniture. Office Central is the recommended distributor and while there are other distributors who can provide Keilhauer and Global furniture, both our consultant and both manufacturer’s recommend Office Central. Additionally, the City has dealt with Office Central in the past and their quality, performance and service delivery was excellent.

The furniture costs from Keilhauer and Global is \$62,594.18 and the cost from Office Central is \$2,799.24 for a total of \$65,393.43 inclusive of HST. Office Central will manage the supply of the furniture, install/assemble tables and pay Keilhauer and Global directly.

Harkle furniture (Manufacturer) - \$8,120.45

The selected lobby chairs from Harkle best meet the needs of the theatre and compliment the venue. While there are other lobby chairs, Staff determined these lobby chairs provide the best value, quality, aesthetic, comfort, functionality and durability. Under this award, the City is procuring the lobby chairs directly from Harkle.

069-S-19 Flato Markham Theatre Furniture Replacement**Page 2 of 2****Busch Systems (Manufacturer) - \$6,402.86**

The selected waste receptacles from Bush Systems best meets the requirement of the Theatre and provide best value, while complementing the venue with a pleasing look.

OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

There is no incremental impact to the operating budget and life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

The waste receptacle liners are made from 100% post-consumer recycled content.

#43

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	158-S-19 Enterprise Mobility Management Solution (VOR # OSS Tender 6718)
Date:	July 18, 2019

PURPOSE

To obtain approval to award a contract to Teramach Technologies Inc. through the Ontario Provincial Government Vendor of Record (VOR # OSS Tender 6718) for an Enterprise Mobility Management solution (EMM) solution to secure 650 mobile devices (such as smartphones, iPads and Bring Your Own Devices – BYOD).

BACKGROUND

The proposed solution (VMware Workspace One EMM, available through the provincial VOR) will replace the current Blackberry Enterprise Server (BES) solution, used by the City, and which will be expiring in August 2019.

EMM is a security software for securing mobile devices and corporate data residing on them that are deployed across multiple mobile service providers and operating systems. The EMM solution allows personal and work data separation, allowing IT to encrypt corporate data and to remote-wipe devices that get compromised.

Having the EMM client installed on mobile devices enables device provisioning and de-provisioning, remote wipe and remote troubleshooting of the mobile devices. It ensures that only trusted devices and users can access enterprise applications such as email services, and access to certain corporate resources securely, with complete separation of corporate and personal data on devices, securing corporate resources while maintaining employee privacy. In addition, it enables users to access their Q drives with copy/paste restriction of corporate data to personal applications.

RECOMMENDATION

Recommended bidder	Teramach Technologies Inc. (non-competitive procurement)	
Current budget available for this item	\$ 18,600.00	049-6150-19277-005 City Wide Smart Phone Replacement
Less cost of award	\$ 18,555.18 \$ 11,221.30 \$ 26,931.13 \$ 26,931.13 \$ 26,931.13 <u>\$ 15,709.82</u> \$126,279.70	Year 1 - Capital Onetime Cost* Year 1 - Aug 2019 to Dec 2019 (Operating)** Year 2 - Jan 2020 to Dec 2020** Year 3 - Jan 2021 to Dec 2021** Year 4 - Jan 2022 to Dec 2022** Year 5 - Jan 2023 to Jul 2023** Total Cost at Time of Award (Inclusive of HST) ***
Budget remaining after award	\$ 44.82	Capital Budget remaining****

* Year 1 one-time cost of the award includes the installation, configuration, deployment, professional services and training

** Recurring annual fees per device subscription license, maintenance and on-going technical support fees. Years 2020 to 2023 will be subject to Council budget approval.

*** The 4-year term reflects a firm and fixed bundled price, to be paid in full, as an upfront fee in Year 1.

**** The remaining balance of \$44.82 will be returned to the original funding sources.

Note: The costs for maintenance and on-going support fees starting Year 1 will be charged to ITS Computer Software Maintenance account, GL #400-404-5461. The operating costs will be allocated on an annual basis.

Staff further recommends

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II section 7 non-competitive procurement item 1 (c) which states “Where it is in the City’s best interest not solicit a competitive bid”.

And

THAT Staff be authorized to amend the purchase order amounts in years 2019 - 2023 to accommodate business needs for the purchase of the additional EMM device subscription licenses through Operating Budgets as approved by Council during the annual budget process.

158-S-19 Enterprise Mobility Management Solution (VOR #NNN-A-19)**Page 2 of 2****OPTIONS/DISCUSSION**

The City of Markham first implemented Enterprise Mobility Management (EMM) in early 2004 as part of the Blackberry devices rollout to City staff. The EMM solution implemented by City was Blackberry Enterprise Server (BES) as it was the only solution available at that time. Currently, there are 498 corporate mobile device users and 100 BYOD users under our BES EEM. In addition, ITS will be converting 150 cellphones to smartphones by end of 2019 to meet business needs.

Modern mobile technologies offer many functional similarities to traditional computer systems — including access to a wide range of enterprise applications and data, as well as additional capabilities particular to mobile computing. This has greatly expanded the value of mobile devices, enabling employees to do their jobs more effectively and efficiently. The loss of a device with potentially sensitive work-related data is a security risk for our organization. Due to this increased demand for mobility and the BYOD trend, a more robust EMM solution needs to be implemented to manage and secure these mobile devices that are accessing corporate information resources.

The Proposed EMM - Workspace One from VMware is a cloud-based solution, listed as a leader in Gartner Magic Quadrant and offering enhanced device protection and additional productivity capabilities as listed below:

- Enhanced security for corporate data by storing the data in an encrypted format.
- Access to corporate e-mail in a more user friendly way on mobile devices
- Secured browser to access corporate web application
- Secured access to collaboration tools such as Skype for business.
- Access Portal for iPads
- Ability to install, track inventory, configure, assign application
- Ability to manage wearable device such as Smart Watch.
- Track data, call and message consumption and automate actions and compliance.

Through the Ontario Provincial Government (VOR #OSS Tender 6718), the City has access to the TeraMach Solution discounted pricing of 51% Off Manufacturer List Pricing (MLP). The recommended award also includes a complete solution with the supply, setup of the hardware/software and a training plan for technical staff. Further, Teramach Technologies is the current vendor for the City's Wireless hardware and support services provided in a separate contract. Combined, this will assist with ensuring a successful deployment and positive transition to the new solution.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to operating budget and the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATION

N/A

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services



Addendum to Report #23, Item 6.6

September 13, 2019

Corporate Services Commission

Subject: Staff Award Report 128-Q-19 Civil Work for New Salt Storage Building and 129-T-19 Construction for New Salt Storage Building. Additional Information regarding budget increase.

Background:

The addition of the construction of a second Salt Barn, in place of extensive repairs to an existing dome (as noted in report #23), caused additional site grading and safe vehicle movement considerations. The elevation change across both barns required additional and unforeseen retaining structures and granular materials. A new roadway will be constructed around and between the barns in order to ensure safe movement of all vehicles on-site especially large trucks moving into position for salt loading during winter events.

Discussion:

The existing southern salt dome will be taken offline in October 2019 due to structural deficiencies. Without the construction of the two new Salt Barns, Operations will not have the storage capacity to be able to deliver expected winter maintenance services. Normal site due diligence and pre-construction design work were not completed for the second barn due to the urgent need and further site complications may result in additional costs.

Salt is normally delivered starting in October, therefore there is an urgency to complete construction without further delay. As such, upon consultation with the Manager of Procurement and Director of the Operations, Staff declared this situation as emergency and proceed with required actions and authorizations as per Procurement By-law 2017-8 Section 11.3 Emergency Purchase.

The funds required to complete this additional work is \$204,570.88 (inclusive of HST impact) and all work is expected to be done by November 30, 2019.

Recommendation:

Staff recommends to fund the additional works for grading and roadway through Life Cycle Reserve Fund.

Distributed To:	General Committee – September 16th, 2019
Prepared By:	Colby Brygidyr, Project Manager, Sustainability & Asset Management Renee England, Senior Manager, Facilities
Contact Person	Colby Brygidyr
Date Prepared:	September 13, 2019
Approved By:	Graham Seaman, Director, Sustainability & Asset Management



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: Building Markham's Future Together (BMFT) – Council's Strategic Plan 2020 to 2023 – Summary of the Training and Education Sessions and Proposed Community Engagement Plan

PREPARED BY: Meg West extension 3792
Andrea Berry extension 7520

RECOMMENDATION:

- 1) That the report entitled Building Markham's Future Together (BMFT) – Council's Strategic Plan 2020 to 2023 – Summary of the Training and Education Sessions and Proposed Community Engagement Plan; and,
- 2) That the summary of the Council Training and Education Sessions held on April 16, 2019, April 24, 2019, May 15, 2019, July 22, 2019 and September 6, 2019 as outlined in Appendix A attached be endorsed; and,
- 3) That the proposed Community Engagement Plan as outlined in Appendix B be endorsed: and further,
- 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 a summary to General Committee on the Council Training and Education Sessions held on April 16, 2019, April 24, 2019, May 15, 2019, July 22, 2019 and September 6, 2019 and outline the proposed Community Engagement Plan for BMFT.

BACKGROUND:

Plan Development – Council Involvement Provided Leadership & Focus

All public and private sector organizations use a strategic plan to serve as a blueprint for priority actions to guide decision makers to achieve the desired outcomes as identified by their stakeholders.

At the start of each new Council term, municipal Council's and Staff revisit the strategic plan to confirm City goals and objectives, and identify key priorities for the term. BMFT is the blueprint which informs Council decisions and senior staff business plans to assure the future success of the City.

In Mayor Scarpitti's first Council term, Council and senior staff initiated Building Markham's Future Together Strategic Plan (BMFT). The Plan has been reviewed at the beginning of each new term of Council, and a major update was undertaken in 2015. The Plan has served the City well to guide both strategic initiatives and service priorities.

In April, May, July and September, 2019 Markham Council and senior staff participated in a number of training and education workshops, working together to refresh and re-focus priorities of the City's Strategic Plan Building Markham's Future Together (BMFT).

The preparation work and sessions included the following:

- Council and ELT completed a survey to provide feedback into key elements of the strategy and reviewed several articles that provided pertinent background information.
- Five external speakers addressed the group and brought their insights on key trends and emerging issues related to our business environment.
 - The Honourable John Baird
 - Tara Craigen, Engineering Group Leader for ADAS Lateral Controls from the GM Innovation Centre in Markham
 - Melissa Chee, President and CEO, ventureLAB
 - Derek Burleton, Vice President and Deputy Chief Economist, TD Bank Group
 - Daniele Zanotti, CEO and President, United Way Greater Toronto
- The group discussed the five key business drivers that will impact the City's strategic planning process - Political and Regulatory; Economic; Social and Demographic; Technology; and, Environmental and participated in an organizational SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis exercise.
- A review of the current Goals, Objectives and Metrics was undertaken and group members provided input on changes and refinements to better reflect the current environment.
- Priority actions were identified to the achievement of the revised Goals and Objectives.
- The proposed public engagement program was reviewed and finalized.

The sessions provided Council with an opportunity to discuss and refine the Goals, Goal Statements, Strategic Objectives and the Key Actions/Initiatives.

OPTIONS/ DISCUSSION:

The revised goals and goal statements are as follows:

Draft Goal 1: Exceptional Services by Exceptional People

Draft Goal Statement: *We embrace a bold and innovative culture that empowers and inspires excellent services within a collaborative and healthy work environment.*

Objectives:

- 1.1. Deepen our understanding of what our community and stakeholders value and need to inform municipal leadership and continuous improvement of our services.
- 1.2. Leverage leading technologies to enable city building and evolution / transformation of our services.
- 1.3. Attract and retain the right talent and invest in and empower our people to drive innovation and service excellence.

Draft Goal 2: Engaged, Diverse, Thriving and Vibrant City

Draft Goal Statement: *We are an inclusive city, engaging everyone in building a livable, caring and culturally vibrant community while respecting our past.*

We enable a strong economy; we proactively work to attract investment in our community; and we effectively manage change to meet future needs.

Objectives:

- 2.1 Enhance community cohesion and inclusion by creating strong neighbourhoods that are connected to the broader community.
- 2.2 Support arts, culture, recreation and sport to enrich the fabric of our communities.
- 2.3 Build Markham as the best place to live, invest, work, and experience rich diversity.

Draft Goal 3: Safe, Sustainable and Complete Community

Draft Goal Statement: *We strive to achieve complete communities with an excellent quality of life. We ensure community safety and enhance the natural environment and built form through sustainable integrated planning, infrastructure management, and services.*

Objectives:

- 3.1 Accelerate delivery of an enhanced comprehensive transportation network in partnership with other levels of government / private sector.
- 3.2 Build complete communities that offer a range of housing and employment opportunities, transportation options and outstanding community amenities.
- 3.3 Ensure business continuity of our services and infrastructure, and enable community resiliency and community safety.
- 3.4 Protect and enhance our natural environment and built form.

Draft Goal 4: Stewardship of Money and Resources

Draft Goal Statement: *We demonstrate exceptional leadership using sound, transparent and responsible fiscal & resource management and policy development to mitigate risks while enabling efficient and effective service delivery.*

Objectives:

- 4.1 Align the short- and long-term financial strategy with BMFT and changes in the business environment to ensure the ongoing viability of the City.
- 4.2 Proactively manage our assets to maximize the return (financial, social, environmental & cultural) on taxpayer investment.
- 4.3 Increase transparency and accountability of our stewardship of services, policies, processes, money and resources.

A number of Action Statements were proposed under each Goal Statement (See Appendix A). These Action Statements formed the basis on which the Community Engagement Program was developed to gain feedback from stakeholders.

Public Engagement Program – Going to Where the People Are

In September 2019, a four-week community engagement and awareness program will commence, to solicit community feedback from a broad cross-section of residents, businesses and other stakeholders/interested parties. The goals of the program are to inform, educate and provide opportunities for community and stakeholder input, and to validate the priorities Council has identified for Building Markham's Future Together: 2020-2023 Strategic Plan.

Corporate Communications has developed a robust communications plan that will drive all interested parties to Your Voice Markham, the City's online public engagement platform (see Appendix B). The communications plan aims to expand awareness of the Strategic Plan across all our diverse communities, and includes:

- A presence at key community events and locations (e.g. Markville Mall);
- Website content;
- Paid and organic social media;
- A variety of print and online ads;
- Targeted media relations;
- City electronic information boards;
- Video vignettes; and
- Shareable content for use by Council and staff.
- A robocall may also be considered to broaden the survey reach.

Your Voice Markham

To solicit feedback from residents, businesses and other stakeholders/interested parties, the City of Markham will be using a leading community engagement platform (Bang the Table) used by many municipalities and government agencies across Canada and the US. The City launched Your Voice Markham in March 2019 and to date the City has over

900 subscribers and have seen 9,300 visitors to the platform. The platform provides a translation option, and will ask visitors to prioritize key actions that will guide the work of the City from 2020 – 2023. A chance to win a number of prizes will also entice visitors to provide their contact information and become a subscriber to Your Voice Markham, thereby growing our engagement opportunities for upcoming projects.

FINANCIAL CONSIDERATIONS

Any financial implications for priority action areas will be addressed as part of the budget process over the term of the Plan.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Building Markham's Future Together (BMFT) Council Strategic plan is aligned with the City's strategic goals, objectives and key actions.

BUSINESS UNITS CONSULTED AND AFFECTED:

The Executive Leadership Team and Director's Forum worked closely with Council on the development of the proposed plan.

RECOMMENDED BY:

Andy Taylor
CAO

ATTACHMENTS:

Appendix A – BMFT 2020 – 2023 Planning Process
Appendix B – Community Engagement Plan

APPENDIX A

BUILDING MARKHAM'S FUTURE TOGETHER (BMFT)

SUMMARY OF PLANNING PROCESS AND OUTPUTS
September 16, 2019

1.0 OVERVIEW

INTRODUCTION

Throughout March – September 2019, the Markham City Council and senior City staff met in a series of special training and education sessions to develop the next iteration of the BMFT strategic plan (2020 – 2023).

The Strategy Planning Committee (SPC) reviewed the draft updated BMFT strategic plan, and undertook the following actions:

- SPC requested that City Staff review the materials; bring forward any additional BMFT or master plan initiatives that will continue into the new BMFT planning period; and consolidate the outputs from the Council meetings and Staff input into a summary document for Strategy Planning Committee review.
- SPC met on July 11, 2019 to review the consolidated document and make refinement recommendations for discussion with the full Council

The full Council met on July 22, 2019 to advance the BMFT plan, with specific emphasis on aligning on Goals and Goal statements, strategic objectives, and key initiatives.

This document summarizes the outputs from that session and is organized into the following sections.

1. **Overview**
2. **Business Environment Assessment. Outputs from Session 2, validated at Session 3.**
3. **Strategic Framework. Outputs from Session 3.**
4. **Detailed Goal Descriptions**
5. **Next Steps**

1.0 STRATEGY PROCESS / FRAMEWORK

The Strategy Planning Committee has established a strategy process that requires Council participation in the following:

- **Survey** (March 22 – April 5) to provide feedback into key elements of strategy
- **Strategy Session 1 - SPEAKERS** (April 16) brings external experts in to help discuss aspects of the business environment
- **Strategy Session 2 – BUSINESS ENVIRONMENT ASSESSMENT & STRATEGIC POSITIONING** (Apr 24) is designed to ensure Council aligns on most critical strategic issues and opportunities; and begins to set strategic direction for the next 4 years
- **Strategy Session 3 – GOALS, OBJECTIVES & ACTION PLANS** (May 15) finalizes strategic direction and identifies high level goals and metrics; objectives; and immediate next steps to sustain momentum



1.0 STRATEGY PROCESS / FRAMEWORK

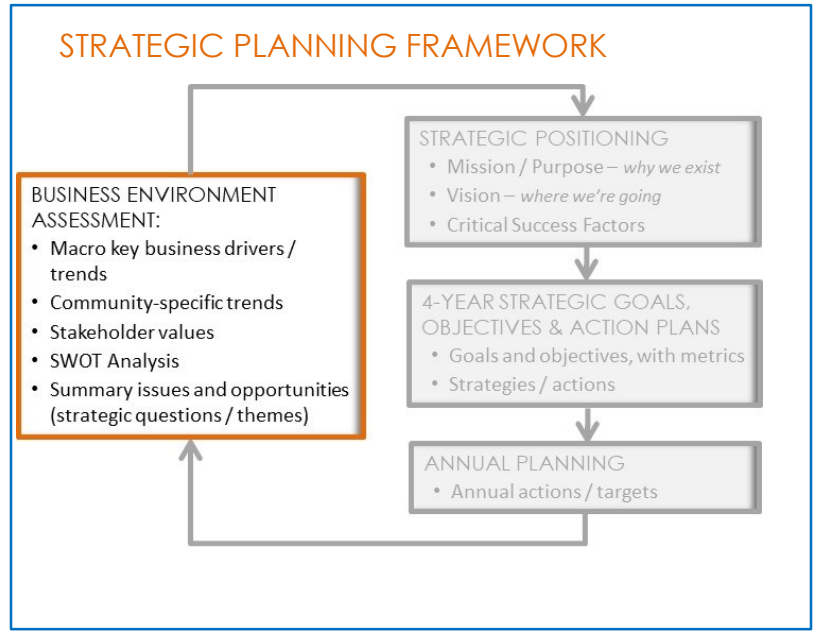
The Strategy Planning Committee has established a strategy process that requires Council participation in the following:

- **Strategy Session 4 - GOALS, OBJECTIVES & ACTION PLANS** (July 22) finalizes the high level goals; identify objectives and key actions
- **Strategy Session 5 – GOALS, OBJECTIVES & ACTION PLANS** (Sept 6) finalizes the high level goals; objectives and key actions and endorse the Community Engagement Program



2.0 BUSINESS ENVIRONMENT ASSESSMENT

Key Business Drivers
SWOT Analysis
Strategic Issues / Opportunities



KEY BUSINESS DRIVERS:

Key business drivers are the factors that have potential to shape Markham's business environment over the next several years:

POLITICAL / REGULATORY

- **Regional governance / municipal amalgamation**
- **Provincial government focus on driving municipal accountability / efficiencies**
- **Populist politics** may redefine "good public policy"
- **Federal election**
- **Legislative and regulatory changes** (e.g. Development Charges Act, Planning Act, Building Code, etc.); addressing new technology (e.g. Uber)
- **Immigration policy**

IMPLICATIONS

- Regional review could trigger early municipal election; creating tremendous uncertainty. May be opportunity to influence somewhat, but seen as potential risk
- Amalgamation will mean restructuring and governance changes; will consume significant focus / require significant change management
- Potentially reduced budget and size of municipal government (elected and administrative); potential implication for strategic agenda /financial support for existing programs and grants
- Regulatory changes can affect policy and spend decisions; need to adapt to new technology
- Immigration has longer term implications for services; structure
- Federal election could result in changes to policy priorities and current funding

KEY BUSINESS DRIVERS:



ECONOMIC

- **Potential slow down / recession**
- **Global economic factors** – trade, GDP growth
- **Consumer indebtedness + housing price increases in past years** creates housing affordability issues
- **Business environment policies**
- **Hidden poverty** perceived to be on the rise



IMPLICATIONS

- Economic slow down affects tax revenue, consumer spend, business investment
- Canadian economy affected by global factors
- Lack of affordable housing potentially affects ability to attract and retain talent; but also is a societal challenge. Implications to consider how to develop range of housing solutions, with considerations for lower income and youth constituents (linked to transit discussions)
- Business environment attractiveness (e.g. tax, infrastructure, incentives, regulations – tied to political / regulatory factors) has significant implications for business growth and employment factors

KEY BUSINESS DRIVERS:



SOCIAL / DEMOGRAPHIC

- **Changing nature of Markham demographics (aging population + youth engagement + immigration)**
- **Integration of transportation planning and urban planning (live / work / play)**
- **Community design and need for multi-generational housing**
- **Neighbourhood safety**
- **Consumers have increasingly high expectations**



IMPLICATIONS

- Need to ensure services and solutions reflect the changing nature of the community; help address the potential isolation of seniors / immigrants. E.g. change in how space / facilities are used; and change in programming required to meet evolving demographic needs; support for refugees
- Need to consider innovative housing design and planning for flexible housing requirements
- Opportunities for affordable / flexible transit options
- Changing demographics will require different service models; availability of affordable / rental housing
- Importance of community building / inclusion is growing
- Higher / different service standards

KEY BUSINESS DRIVERS:



TECHNOLOGY

- **Pace of change; new technology and disruptive new business models**
- **Pressure to become a Smart City; data and Internet of Things (IET)**
- **Cyber security**
- **Social media impact**



IMPLICATIONS

- More tech savvy consumers will have higher expectations of technology-enabled services
- New business models require agile response; but we are not funded / not structured for a technology transformation.
- Data creates incredible opportunity, but also privacy / cyber security concerns; potential policy implications
- Investment in Smart City and technology upgrades to stay current are expensive and complex; pace of change will outstrip City's ability to keep up and will require prioritization
- Social media as viral communication mechanism (both potential positive and negative implications)

KEY BUSINESS DRIVERS:

ENVIRONMENTAL

- **Climate change and implications for policy / programs**
- **Waste management**
- **Densification / growth and impact on green spaces**
- **Provincial regulatory and grant changes**



IMPLICATIONS

- Climate change and related issues have significant implications for asset management and emergency preparedness; social response to engaged citizens; future policy and investment implications
- We have a strong brand that ties to sustainability; opportunity to leverage it
- Status of incentives, policy, legislation uncertain, creating potential challenges to achieve net zero by 2050
- Ongoing challenges to balance rapid growth and environmental impact

SWOT ANALYSIS:

The Council and senior City staff identified the strengths, weaknesses, opportunities and threats to consider when establishing strategy:

STRENGTHS

- Staff and corporate culture – innovative, collaborative, caring, knowledgeable
- Fiscal responsibility – well managed, prosperous, low tax rate
- Cultural diversity
- Community facilities & services/programs
- Customer service – very responsive; both proactive and reactive
- Brand / reputation - large municipality, leadership role, strong brand
- Environmental / conservation efforts – strong reputation and track record

WEAKNESSES / AREAS FOR IMPROVEMENT

- Infrastructure challenges: traffic (gridlock, congestion), transit, affordable housing
- Lack of clarity / alignment on how to align resources with changing demographics
- Communication with public (e.g. tactical communications such as website; anticipating consumer / public needs); no direct channel; communicate primarily in English to a diverse community
- Planning and measurement – opportunity to review planning cycle, how we measure and monitor performance; also need to strengthen long range planning to manage growth
- Finding balance and pace between new technology and budget / resource constraints

SWOT ANALYSIS cont'd:

OPPORTUNITIES

- Development – densification; best practices; open land; downtown; York University; create transit-integrated communities; launch a new employment district
- Technology – enhance service delivery and communication; leverage big data and internet of things to enhance insights and service
- Regional review – opportunity to lead amalgamation, realize efficiencies and cost savings
- Diversity – foreign investment; destination for international citizens
- Citizens – growing population; highly educated/financially strong; public engagement; how can we engage better with the community? Become the city of choice?
- Transportation – transportation hub; build transit around destinations; subway & more connected network
- Housing - affordability; diversification
- Privatization and partnerships

THREATS

- Lack of revenue tools; increasing demands with limited tax income; pressure to maintain tax affordability; outdated model (and we now pay for more services that were not originally in the municipality's purview)
- Regional review; amalgamation
- Competition – for qualified staff (attracting/retaining) and business development
- Economy – concerns about rising interest rates, slowing economy; international unrest impacts
- Provincial / federal government – changes in their budgets and/or policies; continued downloading from province to the municipality
- Affordable housing impacting business / resident attraction
- Maintaining status quo – potential change resistance
- Technology and other disruption – service levels not keeping pace with changes in technology, rapid growth, economic instability
- Climate change and impact on our assets (short and longer term)

SUMMARY STRATEGIC ISSUES & OPPORTUNITIES:

As a result of the detailed business environment assessment, there were 9 summary themes that were identified to be addressed through in the strategic plan. The notes in the right hand column summarize key discussion points associated with the theme:

1. TRAFFIC AND TRANSPORTATION	<ul style="list-style-type: none"> Traffic and transportation are inextricably linked; and effective transportation systems are an enabler to business community and vibrancy. Gridlock and lack of interconnected transportation systems are significant constituent concerns Decisions about traffic and transportation are linked to broader discussions of infrastructure, development and densification of neighbourhoods
2. STRONG COMMUNITIES	<ul style="list-style-type: none"> Key role of Council is to engage in “whole city” planning based on understanding of current constituent needs; future trends and community collaboration How might we ensure vibrant neighbourhoods; live / work / play communities that are connected, appropriate to demographics?
3. RANGE OF DIVERSE HOUSING	<ul style="list-style-type: none"> There are a number of underlying issues (e.g. income divide; generational preferences , immigration) that require a range of diverse housing solutions: e.g. affordable housing; multi-generational housing; seniors’ residences; rental.
4. BUSINESS COMMUNITY ATTRACTIVENESS / SUPPORT	<ul style="list-style-type: none"> Ongoing strategic focus: how might we continue to advance or influence policies and other factors that are “good for business”: tax, amenities, transportation, access to strong employee base
5. MANAGING THE IMPACT OF CLIMATE CHANGE	<ul style="list-style-type: none"> Climate change will have both short and long term requirements that have cost and asset impact (including mitigation and cost savings). How do we prioritize initiatives and efforts? Drive more self-sufficiency /resiliency in our constituent base? Does Markham need its own “Green New Deal”?

SUMMARY STRATEGIC ISSUES & OPPORTUNITIES cont'd:

6. FUNDING FORMAT / ABILITY TO KEEP PACE WITH CHANGING BUSINESS ENVIRONMENT	<ul style="list-style-type: none"> • Downloading of costs to municipalities combined with limited revenue tools creates constraints for our ability to invest in key initiatives to modernize our offering (e.g. data, technology transformation, revitalization of assets to adapt to changing demographic needs); requires creative and prioritized approach
7. PUBLIC ENGAGEMENT / COMMUNICATIONS	<ul style="list-style-type: none"> • How can we continue to find ways to increase transparency, engage constituents, build effective 2-way communications? • How might we ensure we are relevant to a diverse constituency base?
8. BUILDING A BOLD CULTURE / CAPABILITY TO DELIVER ON OUR PLAN	<ul style="list-style-type: none"> • Increased focus on strategy and planning, following through on commitments, engaging appropriately but being decisive; and measuring progress on our commitments • How might we ensure we have the culture & capability to deliver on the strategic plan? How might we be able to attract and retain the right talent?
9. "DESTINATION MARKHAM": ARTS & CULTURE, SPORTS & RECREATION	<ul style="list-style-type: none"> • Markham has a strong brand and reputation. How might we continue to advance our reputation as a destination that has vibrant arts & culture life, and exciting and engaging sports & recreation amenities and programs?

MAPPING STRATEGIC THEMES TO CURRENT BMFT GOALS:

In Markham's 2015 – 2019 BMFT Strategic Plan, there are 4 strategic goals. The Council and senior City staff cross referenced the 9 strategic issue / opportunity themes to the goals, and felt confident that each theme could be addressed in the current strategic goal framework:

BMFT STRATEGIC GOAL	LINKS TO STRATEGIC THEME NUMBER	STRATEGIC ISSUE / OPPORTUNITY THEME
1. EXCEPTIONAL SERVICES BY EXCEPTIONAL PEOPLE	8	1. TRAFFIC AND TRANSPORTATION 2. STRONG COMMUNITIES 3. RANGE OF DIVERSE HOUSING 4. BUSINESS COMMUNITY ATTRACTIVENESS / SUPPORT 5. MANAGING THE IMPACT OF CLIMATE CHANGE 6. FUNDING FORMAT / ABILITY TO KEEP PACE WITH CHANGING BUSINESS ENVIRONMENT 7. PUBLIC ENGAGEMENT / COMMUNICATIONS 8. BUILDING A BOLD CULTURE / CAPABILITY TO DELIVER ON OUR PLAN 9. "DESTINATION MARKHAM": ARTS & CULTURE, SPORTS & RECREATION
2. ENGAGED, DIVERSE, THRIVING & VIBRANT CITY	2, 4, 7, 9	
3. SAFE, SUSTAINABLE AND COMPLETE COMMUNITY	1, 2, 3, 5	
4. STEWARDSHIP OF MONEY & RESOURCES	6	

Further work was done to refine and update the goal statements and associated initiatives

3.0 BMFT STRATEGIC FRAMEWORK: 2020 - 2023

Mission / Vision

4-Year Strategic Goals

STRATEGIC PLANNING FRAMEWORK



CITY OF MARKHAM MISSION AND VISION

The Council and senior City staff validated the current BMFT Mission and Vision statements:

MISSION

Working with the community to provide high quality municipal services that meet, if not exceed, the expectations of the City residents and businesses

COMMUNITY VISION

Markham...the leading Canadian municipality - embracing technological innovation, celebrating diversity, characterized by vibrant and healthy communities - preserving the past, building for the future.

4-YEAR STRATEGIC GOALS (2020 – 2023)

Our strategic goals are what we want to accomplish by the end of the planning time frame, with associated outcomes metrics and targets. The Council validated the 4 BMFT strategic goals and directional metrics for each:

BMFT STRATEGIC GOAL	AS MEASURED BY:
1. Exceptional Services by Exceptional People	<ul style="list-style-type: none"> Employee engagement score Stakeholder satisfaction score
2. Engaged, Diverse, Thriving & Vibrant City	<ul style="list-style-type: none"> Economic Growth / vibrant city indicators (outcome based) Cultural Vibrancy – Quality of Life benchmarks Reputation / brand metrics
3. Safe, Sustainable and Complete Community	<ul style="list-style-type: none"> Community wellbeing / property safety metrics + reliability / resiliency metrics Environmental targets / metrics Complete Community indices Metrics to assess increasing range of housing options Progress on road / infrastructure development
4. Stewardship of Money & Resources	<ul style="list-style-type: none"> Financial metrics (e.g. budget ratios, financial statement ratios.) Metrics to assess efficient / effective management of assets (Life Cycle Adequacy) Public trust in transparency (from stakeholder satisfaction metrics)

Next steps is for City Staff to identify specific metrics and recommended 4-year targets for Council review and discussion.

STRATEGIC OBJECTIVES (2020 – 2023)

Strategic Objectives are the key pillars or avenues to achieve the goals. Each strategic objective may support more than one goal, but for purposes of clarity is only referenced once.

2020-23 GOAL	STRATEGIC OBJECTIVES
1. Exceptional Services by Exceptional People	<ol style="list-style-type: none"> 1. Deepen our understanding of what our community and stakeholders value and need to inform municipal leadership and continuous improvement of our services. 2. Leverage leading technologies to enable city building and evolution / transformation of our services. 3. Attract and retain the right talent and invest in and empower our people to drive innovation and service excellence.
2. Engaged, Diverse, Thriving & Vibrant City	<ol style="list-style-type: none"> 1. Enhance community cohesion and inclusion by creating strong neighbourhoods that are connected to the broader community. 2. Support arts, culture, recreation and sport to enrich the fabric of our communities. 3. Build Markham as the best place to live, invest, work, and experience rich diversity.
3. Safe, Sustainable and Complete Community	<ol style="list-style-type: none"> 1. Accelerate delivery of an enhanced comprehensive transportation network in partnership with other levels of government / private sector. 2. Build complete communities that offer a range of housing and employment opportunities, transportation options and outstanding community amenities. 3. Ensure business continuity of our services and infrastructure, and enable community resiliency and community safety. 4. Protect and enhance our natural environment and built form.
4. Stewardship of Money & Resources	<ol style="list-style-type: none"> 1. Align the short- and long-term financial strategy with BMFT and changes in the business environment to ensure the ongoing viability of the City. 2. Proactively manage our assets to maximize the return (financial, social, environmental, cultural) on taxpayer investment. 3. Increase transparency and accountability of our stewardship of services, policies, processes, money and resources.

4.0 DETAILED GOAL DESCRIPTION

Goal 1: Exceptional Services by Exceptional People

Goal 2: Engaged, Diverse, Vibrant & Thriving City

Goal 3: Safe, Sustainable and Complete Community

Goal 4: Stewardship of Money and Resources

GOAL 1:

EXCEPTIONAL SERVICES BY EXCEPTIONAL PEOPLE

We embrace a bold and innovative culture that empowers and inspires excellent services within a collaborative and healthy work environment.

There are 3 strategic objectives associated with Goal 1:

GOAL 1:

EXCEPTIONAL SERVICES BY EXCEPTIONAL PEOPLE

STRATEGIC OBJECTIVES

1. Deepen our understanding of what our community and stakeholders value and need to inform municipal leadership and continuous improvement of our services.
2. Leverage leading technologies to enable city building and evolution / transformation of our services.
3. Attract and retain the right talent and invest in and empower our people to drive innovation and service excellence.

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 1:

EXCEPTIONAL SERVICES BY EXCEPTIONAL PEOPLE

STRATEGIC OBJECTIVE

1. Deepen our understanding of what our community and stakeholders value and need to inform municipal leadership and continuous improvement of our services.

KEY ACTIONS / INITIATIVES:

1. Implement effective mechanisms for ongoing stakeholder feedback and engagement (i.e. regular customer surveys , focus groups)
2. Leverage technology for direct two-way communication to effectively gather feedback on services and push information out to stakeholders
3. Develop a corporate-wide language translation policy to ensure consistency in translation services across the Corporation

Each strategic objective has specific actions / initiatives (*how we will achieve our objectives and goals*).

GOAL 1:

EXCEPTIONAL SERVICES BY EXCEPTIONAL PEOPLE

STRATEGIC OBJECTIVE

2. Leverage leading technologies to enable city building and evolution / transformation of our services.

KEY ACTIONS / INITIATIVES:

1. Implement new technology to enhance business operations (CRM, EAM, Program Registration, Facility Booking systems, and staff scheduling software)
2. Complete implementation of E-Plan and streamline the development process
3. Advance Digital Markham / “Frictionless City”*
 - Pilot test digital city technology in “living labs”
 - Expand digital access and literacy programs
 - Continue to embrace innovation and relevant technologies in delivery of service
4. Implement cyber security program to safeguard City technology infrastructure

* Frictionless City: A vision in which government delivers citizen services in a seamless way

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 1:

EXCEPTIONAL SERVICES BY EXCEPTIONAL PEOPLE

STRATEGIC OBJECTIVE

3. Attract and retain the right talent and invest in and empower our people to drive innovation and service excellence.

KEY ACTIONS / INITIATIVES:

1. Empower employees to continue to take risks and pursue innovation
 - Reduce barriers / bureaucracy
 - Clarify roles, accountabilities (including for Centres of Expertise) and authorities
2. Continue to implement the People Plan (attraction, retention, succession planning, formalized knowledge transfer, mentoring, learning and secondment opportunities)
3. Provide staff access to technologies to improve service delivery
4. Continue to invest in staff training

GOAL 2: ENGAGED, DIVERSE, VIBRANT & THRIVING CITY

We are an inclusive city, engaging everyone in building a livable, caring and culturally vibrant community while respecting our past.

We enable a strong economy; we proactively work to attract investment in our community; and we effectively manage change to meet future needs.

There are 3 strategic objectives associated with Goal 2:

GOAL 2:

ENGAGED, DIVERSE, THRIVING & VIBRANT CITY

STRATEGIC OBJECTIVES

1. Enhance community cohesion and inclusion by creating strong neighbourhoods that are connected to the broader community.
2. Support arts, culture, recreation and sport to enrich the fabric of our communities.
3. Build Markham as the best place to live, invest, work, and experience rich diversity.

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 2:

ENGAGED, DIVERSE, THRIVING AND VIBRANT CITY

STRATEGIC OBJECTIVE

1. Enhance community cohesion and inclusion by creating strong neighbourhoods that are connected to the broader community.

KEY ACTIONS / INITIATIVES:

1. Implement neighbourhood partnership strategy
 - Customized to the community; neighbourhood action plans
 - “Good neighbour” handbook
2. Expand community hub concept (Currently at Aaniin CC) across the City
3. “Discover Markham”: bring Markham’s rich history to life, and continue to celebrate the diverse achievements and events
4. Create special events strategy including standardizing requirements and streamline processes
5. Plan for a major civic square

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 2:

ENGAGED, DIVERSE, THRIVING AND VIBRANT CITY

STRATEGIC OBJECTIVE

2. Support arts, culture, recreation and sport to enrich the fabric of our communities.

KEY ACTIONS / INITIATIVES:

1. Implement Public Arts Master Plan
2. Continue to implement the Public Realm Strategy across all parts of the City
3. Enhance the Volunteer Program and opportunities across the City
4. Update the Diversity & Inclusion action plan
5. Evaluate the advancement of arts and culture opportunities for Markham
6. Implement Integrated Leisure Master Plan (also in 3.2.5)

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 2:

ENGAGED, DIVERSE, THRIVING AND VIBRANT CITY

STRATEGIC OBJECTIVE

3. Build Markham as the best place to live, invest, work, and experience rich diversity.

KEY ACTIONS / INITIATIVES:

1. Strengthen the City's brand strategy with a strong value proposition
2. Adopt and implement the Economic Growth Strategy
 - Targeted sector attraction and expansion
 - Business expansion and retention
 - Entrepreneurship and training
 - Innovation and start-ups
3. Investigate the creation of a development corporation to manage development and infrastructure in targeted growth areas
4. Launch Destination Markham

GOAL 3:

SAFE, SUSTAINABLE AND COMPLETE COMMUNITY

*We strive to achieve complete communities with an excellent quality of life.
We ensure community safety and enhance the natural environment and built
form through sustainable integrated planning, infrastructure management, and
services.*

There are 4 strategic objectives associated with Goal 3:

GOAL 3:

SAFE, SUSTAINABLE AND COMPLETE COMMUNITY

STRATEGIC OBJECTIVES

1. Accelerate delivery of an enhanced comprehensive transportation network in partnership with other levels of government / private sector.
2. Build complete communities that offer a range of housing and employment opportunities, transportation options and outstanding community amenities.
3. Ensure business continuity of our services and infrastructure, and enable community resiliency and community safety.
4. Protect and enhance our natural environment and built form.

Each strategic objective has specific actions / initiatives (*how we will achieve our objectives and goals*).

GOAL 3:

SAFE, SUSTAINABLE AND COMPLETE COMMUNITY

STRATEGIC OBJECTIVE

1. Accelerate delivery of an enhanced comprehensive transportation network in partnership with other levels of government / private sector.

KEY ACTIONS / INITIATIVES:

1. Advocate for higher order transit including Yonge Subway
2. Pursue the integration of transit-oriented design in development
3. Provide incentives for growth within areas with appropriate infrastructure in place
4. Optimize local and regional roads plan
 - Includes maximizing capacity at peak periods (e.g. leveraging technology and intersection design)
5. Implement active transportation master plan and first and last mile solutions (biking, walking, transit)
6. Expand road safety program

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 3:

SAFE, SUSTAINABLE AND COMPLETE COMMUNITY

STRATEGIC OBJECTIVE

2. Build complete communities that offer a range of housing and employment opportunities, transportation options and outstanding community amenities.

KEY ACTIONS / INITIATIVES:

1. Implement affordable housing strategy
 - Multi-generational, including purpose built secondary suites
 - Rental housing
2. Develop policy / approval process to ensure net zero-ready sustainable development in support of the Municipal Energy Plan
3. Prepare an employment strategy for appropriate major transit station areas and promote provincially identified employment zones (along the 400 series highway)
4. Implement Integrated Leisure Master Plan (see also 2.2.6.)
5. Establish a City-wide parking strategy

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 3:

SAFE, SUSTAINABLE AND COMPLETE COMMUNITY

STRATEGIC OBJECTIVE

3. Ensure business continuity of our services and infrastructure, and enable community resiliency and community safety.

KEY ACTIONS / INITIATIVES:

1. Develop a Citywide system to communicate directly to residents during emergency (alert system)
2. Continue to implement the Flood Control Program
3. Continue to implement strategies to address impacts of extreme weather
 - Emergency preparedness
 - Proactive infrastructure protection

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 3:

SAFE, SUSTAINABLE AND COMPLETE COMMUNITY

STRATEGIC OBJECTIVE

4. Protect and enhance our natural environment and built form.

KEY ACTIONS / INITIATIVES:

1. Develop a wildlife and biodiversity strategy
2. Increase our tree canopy to mitigate climate change
3. Expand the use of renewable energy sources in communities and promote retrofits to existing buildings and homes in order to achieve our Net Zero plan
4. Update waste diversion plan
5. Create the Markham Centre Rouge National Urban Park River trail system
6. Develop an urban parks strategy to support the Official Plan's intensification strategy
7. Pursue partnership opportunities for programming in the Rouge National Urban Park

GOAL 4:

STEWARDSHIP OF MONEY AND RESOURCES

We demonstrate exceptional leadership using sound, transparent and responsible fiscal & resource management, and policy development to mitigate risks while enabling efficient and effective service delivery.

There are 3 strategic objectives associated with Goal 4:

GOAL 4:

STEWARDSHIP OF MONEY AND RESOURCES

STRATEGIC OBJECTIVES

1. Align the short- and long-term financial strategy with BMFT and changes in the business environment to ensure the ongoing viability of the City.
2. Proactively manage our assets to maximize the return (financial, social, environmental & cultural) on taxpayer investment.
3. Increase transparency and accountability of our stewardship of services, policies, processes, money and resources.

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 4:

STEWARDSHIP OF MONEY AND RESOURCES

STRATEGIC OBJECTIVE

1. Align the short- and long-term financial strategy with BMFT and changes in the business environment to ensure the ongoing viability of the City.

KEY ACTIONS / INITIATIVES:

1. Funding strategy:
 - Align capital / capacity planning to BMFT, and maintain readiness to respond to legislative or other business environment changes
 - Identify strategy to fund resource requirements over the longer term for growth and strategic initiatives
2. Revenue strategy:
 - Advocate to other levels of government for enhanced revenue tools
 - Consider alternate sources of revenue

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 4:

STEWARDSHIP OF MONEY AND RESOURCES

STRATEGIC OBJECTIVE

2. Proactively manage our assets to maximize the return (financial, social, environmental & cultural) on taxpayer investment.

KEY ACTIONS / INITIATIVES:

1. Establish process for evaluating public and private sector partnerships and business opportunities
2. Advance detailed service planning for continuous improvement
3. Continue to implement asset management plan
4. Develop a comprehensive risk management framework
5. Leverage “smart city” technologies to enhance and extend infrastructure lifecycle and improve efficiencies

Each strategic objective has specific actions / initiatives (*how* we will achieve our objectives and goals).

GOAL 4:

STEWARDSHIP OF MONEY AND RESOURCES

STRATEGIC OBJECTIVE

3. Increase transparency and accountability of our stewardship of services, policies, processes, money and resources.

KEY ACTIONS / INITIATIVES:

1. Establish public reporting aligned to BMFT, including key metrics
2. Develop and implement a plan to communicate and make key City policies available on City website

5.0 NEXT STEPS

NEXT STEPS

The Council agreed to the following next steps:

Jul	Aug	Sep	Oct	Nov
Plan Finalization				
City staff consolidate Council feedback into summary draft plan and establish recommended metrics / targets				
<div>6</div> <div>16</div> <div>23</div>				
Council meets to review and finalize draft plan; General Committee validates status as draft Community Engagement Kick-Off Meeting				
<div>18</div> <div>26</div>				
General Committee endorses draft Plan Council meets to review and ratify 2020 – 2023 BMFT Strategic Plan				
Community Engagement Plan				
City staff establish approach to community engagement and book dates				
<div>Community and staff engagement plan activated</div>				

APPENDIX B

Building Markham's Future Together Community Engagement Plan

September 16, 2019

GOALS

- EDUCATE, INFORM AND ENGAGE;
- Consistent and clear messaging to all audiences, reinforcing importance of Markham's Strategic Plan in guiding its future and the positive impact on our community;
- Provide update on BMFT 2015-2019 goals and achievements and present the 2020-2023 Strategic Plan;
- Inform our diverse community about the Strategic Plan;
- Equip community with information and tools in shaping the strategic direction of Markham - 'have a say in your City' and get involved.

COMMUNICATIONS STRATEGY

- Four-week public engagement and awareness campaign;
- Go to where the people are;
- Paid and organic social media;
- Contests;
- Expand awareness in diverse communities;
- Video vignettes.

COMMUNICATIONS OBJECTIVES

- Increase online survey participation from 1,965 participants in 2015 to include 3,000 engagements;
- Increase media coverage;
- Translate key information to reach diverse audience;
- Expand the City's following on YourVoiceMarkham, social media channels and e-news;
- Collect valuable community data and metrics.

WHAT SUCCESS LOOKS LIKE

- Residents and businesses understand that there is a refreshed strategic plan;
- Residents and businesses provide valuable feedback and support the direction and priorities of the plan;
- Residents and businesses understand the City's strategic goals and objectives and their associated actions;
- Staff understand what guides the municipality over the next four years;
- Staff and Members of Council serve as ambassadors of the initiative;
- All stakeholders know where to find additional information about BMFT on website, YourVoiceMarkham and social media;
- City acquires data to understand the community's priorities and that could inform future consultations and programs.

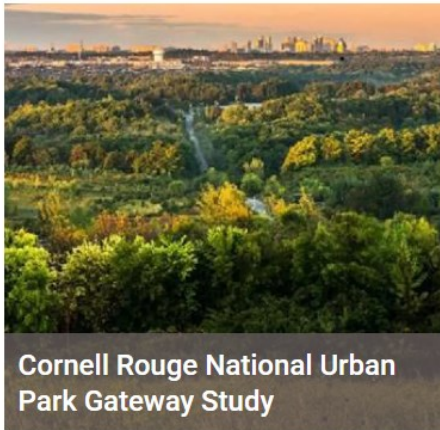


It's Your Voice Markham!

Welcome to Your Voice Markham, the City of Markham's online engagement site that allows you to contribute your ideas and feedback on City matters important to you! We want to empower you, our residents, partners and businesses, to be more active in shaping our community and future. We will listen to what you say, take your opinions into account and report back to you on how community input contributes to decisions.



- Leading community engagement platform used by many municipalities and government agencies across Canada and the US;
- Launched in March 2019;
- 900 subscribers, 9,300 visitors to date.



ENGAGING THE COMMUNITY – COMMUNICATIONS TACTICS

Engaging our Partners both internally and externally to expand our reach:

Internal

- Work across Commissions to support initiative, forming 'BMFT Task Force' representing Rec, Fire, Culture, EcoDev, Finance, Planning, Mayor's Office and others, to work with established stakeholder groups and brainstorm on additional outreach opportunities.

External

- Leverage our 'already engaged' residents: Boards, Advisory Committees, Business Associations, Celebrate Markham recipients, Board of Trade, BIAs and Ratepayer Associations, Mayor's Youth Council, Community Centre Youth and Seniors Groups, YR Build, Sports groups etc.

ENGAGING THE COMMUNITY – COMMUNICATIONS TACTICS

Mayor and Council Communications

- Prepare email and newsletter communication, including suggested social media and newsletter content to share with constituents;
- Prepare BMFT presentation materials for community open houses, ratepayer meetings, etc.
- Prepare printed material for select groups (seniors etc.) to be distributed at community meetings;
- Paper copies of YVM survey for residents who are not tech savvy or do not have access to internet (seniors etc.)

Mayor

- 105.9 – Mayor in the Morning;
- Video vignettes on different components of the Strategic Plan, in addition to a video seeking participation in the survey;
- Media interviews (targeted);
- Markville Mall /First Markham Place Pop-Up booth.

ENGAGING THE COMMUNITY – COMMUNICATIONS TACTICS

- **September 23** – kickoff event
- **Social Media** - paid and organic
- **Digital Markham Life**
- **City Page Ads**
- **Website**
- **Electronic Information Boards/Digital Marquees/Fire Station Marquees/new 407 signs**
- **Media Advisory**
- **Bylined article**
- **Targeted media pitching and interviews**

ENGAGING THE COMMUNITY – COMMUNICATIONS TACTICS

- **Media Ads**
- **Snapd and Economist: wraps/'sticky notes'/pullouts**
(confirming pricing)
- **Robocall**
- **Mobile Signs**
- **Floor Decals**
- **Pop-Up Banners/Booths**
- **Posters**
- **Radio** (105.9 The Region, 680 News, Newstalk 1010)
- **YorkRegion.com Web Ads**
- **Remington Screens**
- **Tim Hortons TV**
- **Cineplex Ads**

POST ENGAGEMENT COMMUNICATIONS – SURVEY RESULTS AND REPORT

- **Website**
- **YourVoiceMarkham**
- **Social Media**
- **Mayor's video**
- **City Page Ads**
- **Media Release/Targeted pitching & interviews**
- **Eblasts (external)**
- **Enews/ELT Express**
- **Markham Life**

NEXT STEPS

The Council to agreed to the following next steps:

Jul	Aug	Sep	Oct	Nov
Plan Finalization				
City staff consolidate Council feedback into summary draft plan and establish recommended metrics / targets				
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Community Engagement Plan				
City staff establish approach to community engagement and book dates				
<p>Community and staff engagement plan activated</p>				



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: Proposed Amendments to Cannabis By-Law
PREPARED BY: Michael Killingsworth, Deputy Clerk, By-law Enforcement,
 Licensing & Regulatory Services, Extension 2127

RECOMMENDATION:

1. That the report entitled “Proposed Amendments to Cannabis By-Law” be received; and,
2. That By-Law 2018-135 “*A By-law to prohibit the smoking or vaporizing of recreational cannabis in public places in the City of Markham*” be amended as attached as Appendix “A”.

PURPOSE:

The purpose of this report is to recommend amendments to By-Law 2018-135 (Cannabis By-Law) as required by section 115 of the Municipal Act, 2001.

BACKGROUND:

On October 16, 2018, Council enacted By-Law 2018-135, being “A By-law to prohibit the smoking or vaporizing of recreational cannabis in public places in the City of Markham” (the “By-Law”).

Bill 57, An Act to Enact, Amend and Repeal Various Statutes, received Royal Assent on December 6, 2018. Bill 57 amended section 115 of the Municipal Act, 2001 (the “Act”). This section related to by-laws that prohibited or regulated the smoking of tobacco. Section 115 was amended to include the smoking of cannabis. This amendment confirms the authority of municipalities to regulate or prohibit cannabis smoking in public places. However, since subsection 115(3) of the Act excludes highways, this amendment also removes the pre-existing municipal authority to prohibit cannabis smoking on public highways (including sidewalks). Consequently, the current By-law must be amended to remove the prohibition against smoking cannabis on roads, sidewalks, and municipal boulevards which is set out at section 3.1 (e) of the By-Law.

OPTIONS/ DISCUSSION:

Staff are recommending the following amendments to the By-law currently in place:

1. Clarify the definition of “Public Place” to include shelters or enclosed spaces on a public highway and to exclude roads, sidewalks, and municipal boulevards to accord with the recent amendment to section 115(3) of the Act.
2. Add the definition of “Smoke or Smoking” to assist in the enforcement of the By-law and prosecutions.
3. Delete clause 3.1 (e) with reference to roads, sidewalks, and boulevards.

4. Delete the word “recreational” from the title of By-law 2018-135.

FINANCIAL CONSIDERATIONS

Not applicable

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED

Legal Services has been consulted in the preparation of this report.

RECOMMENDED BY:

Kimberley Kitteringham
City Clerk

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix “A” – Amendment to By-Law 2018-135 (Cannabis By-Law)



BY-LAW 2019-XX

**To amend Bylaw 2018-135 being a by-law to prohibit the smoking or vaporizing of recreational cannabis in public places in the City of Markham.
(Amendments to Cannabis By-law)**

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, hereinafter the ("Municipal Act, 2001") provides that the powers of a municipality under any Act shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS Section clause 6 of subsection 11(2) of the Municipal Act, 2001, provides that a municipality may pass by-laws in the interest of the health, safety and well-being of its residents and;

AND WHEREAS administrative amendments are required from time to time for enforcement purposes;

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

(1) That Section 2.0 of the Cannabis By-law (Definitions) be amended as follows:

(a) Amend the definition of "Public Place" by excluding public highways although including shelters or enclosed spaces on a public highway. The new definition to read as follows:

"Public Place" includes any place to which the public has access as of a right or invitation, express or implied, regardless of whether it is owned by a public or private entity, including shelters or enclosed spaces on a public highway and also includes any motor vehicle located on a public place or in any place open to public view, but excludes roads, sidewalks and municipal boulevards.

(b) Add the definition of "Smoke or Smoking"

"Smoke or Smoking" includes the inhaling, exhaling, holding or carrying of any lighted cannabis or any heated or otherwise activated smoking equipment used to smoke or consume cannabis;

(2) That Section 3.0 of the Cannabis By-law (General Prohibitions) be amended as follows:

- (a) Delete clause 3.1 e) with reference to “roads, sidewalks and municipal boulevards”
- (3) Delete the word “recreational” from the title of By-law 2018-135.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
____ DAY OF SEPTEMBER, 2019

KIMBERLEY KITTERINGHAM
CITY CLERK

FRANK SCARPITTI
MAYOR